**Third Party using Guildford cathedral for commercial, educational or other events - Safeguarding Children and Adults at Risk of Harm Form**

Please return at least two weeks before the event

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of organisation** |  | **Date of Visit** |  |

**Policy Statement for the safeguarding of children and Adults at Risk of Harm**

Cathedral Church of the Holy Spirit, Guildford

The following statement was agreed at the Chapter meeting held on 17 April 2018.

As members of the Cathedral Chapter, we commit our Cathedral Community to the support, nurture, protection and safeguarding of all, especially the young and vulnerable and adults at risk of harm. We recognise that our work with children, young people and adults at risk of harm is the responsibility of the whole Cathedral community and, as well as being fully committed to acting within current legislation, guidance, national frameworks and the Diocesan Safeguarding procedures, we will also endeavour to act in an open, transparent and accountable way in working in partnership with the Diocesan Safeguarding Adviser, Children and Adult Social Care Services, the Police, Probation Services and other agencies to safeguard children and adults at risk of harm, and assist in bringing to justice anyone who has committed an offence against them.

1. We will ensure that all necessary checks are made to promote the safe selection and recruitment of ordained and lay ministers, paid workers and volunteers with children, young people and adults at risk of harm, and provide the necessary supervision, support and training to them, in order that they can undertake their roles effectively.
2. We will respond without delay to every concern raised that a child, young person or vulnerable adult may have been harmed, or be at risk of harm, or about the behaviour of an adult or child.
3. We will co-operate with the Diocese and appropriate statutory agencies during any investigation into abuse, including when allegations are made against a member of the Cathedral Community.
4. We will ensure that pastoral care is made available to children and vulnerable adults and their families and to any member of our Cathedral Community against whom an allegation is made.
5. We will ensure, in partnership with the Diocese and other agencies, that care and supervision is provided for any member of our Cathedral Community known to have offended against a child or vulnerable adult, or to pose a risk to them.
6. We are committed to reviewing our policy annually, and, as part of this, to check that our Cathedral Safeguarding procedures are up-to-date and relevant.

Our Chapter Representative for Safeguarding is: The Cathedral Safeguarding Officer is:

**The Venerable Stuart Beake** **Mary Morris**

Email: stuartbeake@guildford-cathedral.org Email: mary.morris@cofeguildford.org.uk

Phone: **01483 893981** Phone: **07949 685 683**

Our Diocesan Safeguarding Advisor is **Ian Berry**

Email:ian.berry@cofeguildford.org.uk

Phone: **075445 66850**

**Promoting Good Practice**

we require that you:

**OPERATE** within The Church of England’s House of Bishops Promoting a Safer Church Safeguarding Policy Statement and Guildford Cathedral’s Safeguarding Policy, copies of which are available in the Cathedral Office, the Virgers’ Office in the Cathedral, and on the Cathedral’s website.

**AVOID**, wherever possible, situations when you could be alone with a child, young person or adult at risk. Make sure there are other responsible adults nearby.

**NEVER** administer First Aid – please contact one of the Virgers, or a designated First Aider, except in circumstances where there is an immediate threat to life.

**DON’T** communicate with any children, young person, or adults at risk linked to your work in a personal capacity, e.g. avoid being friends on Facebook, or any other social media platform, or exchange email addresses or phone numbers.

**DON’T** go into the toilets with children or adults at risk. Enable designated school staff, in the case of children, access to the toilets, if necessary.

**AVOID** physical contact with a child or adult at risk (e.g. to help with getting prepared for a service). Be aware that a brief touch on the shoulder or arm is acceptable but not a touch on any other area of the body. BE AWARE that SAFE TOUCH as outlined by the NSPCC is as follows:

 NECESSARY: Are you sure that demonstration, or verbal instruction is not adequate?

PERMITTED: Permission for contact has been sought and given. Ask if you can touch and accept that permission may be refused.

 CLEAR: Tell the child or young person where you are going to touch and how you will touch.

 CONTEXTUAL: Explain why you are going to touch.

**NEVER** use any form of physical discipline.

**DO NOT** be overly familiar in your language or behaviour with children or be overly friendly with some at the expense of others.

**ALWAYS** ensure that language is appropriate and not offensive or discriminatory.

**ALWAYS** listen to and respect children and/or adults at risk in your charge and act upon any concerns or allegations of abuse.

**BE AWARE** of the impact of your work on children, young people, and adults at risk

**REPORTING**. Should you have any concerns about something that you have witnessed or seen, you should alert the appropriate Safeguarding Officer immediately.

Our Chapter Representative for Safeguarding is **The Venerable Stuart Beake**

Email: stuartbeake@guildford-cathedral.org

Phone: **01483 893981**

**Third Party using Guildford cathedral for commercial, educational or other events** - **Safeguarding Children and Adults at Risk of Harm Form**

This organisation does / does not include children under 18 (please delete as appropriate)

This organisation does / does not include adults who may be regarded as vulnerable (please delete as appropriate)

**For organisations including children under 18:**

I confirm:

• that we have our own Safeguarding Children Policy and have implemented its tenets

• that we are familiar with the Cathedral’s Safeguarding Children and Adults at Risk of HarmPolicy Statement and support its intent

• that appropriate checks have been made for all adult members of the organisation, including those from abroad

• that any safeguarding concerns relating to anyone involved in any way with the organisation during the dates of our visit to Guildford Cathedral stated on page 1 has been provided on page 4.

• I attach a risk assessment appertaining to the care of children and young people during this activity

**For organisations made up of adults only:**

I confirm:

• that we are familiar with the Cathedral’s Safeguarding Children and Adults at Risk of Harm Policy Statement as laid out on page 1 of this document and support its intent

• that any safeguarding concerns relating to anyone involved in any way with the organisation during the dates of our visit to Guildford Cathedral stated on page 1 has been provided on page 4.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

Your organisation will not be able to use the facilities at Guildford Cathedral until this form has been satisfactorily completed and returned.

|  |  |
| --- | --- |
| Name of Organiser |  |
| Contact name (if different from above) |  |
| Address |  |
| Contact Telephone |  |
| Contact Mobile |  |
| Contact Email |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Number of adults taking part in event (i.e. aged 18+) |  | Number of children aged **under 18** taking part in event |  |

|  |  |  |
| --- | --- | --- |
| Number of accompanying chaperones with Disclosure & Barring Service (DBS) or its equivalent  |  | *We recommend* **one** *chaperone for every* **eight** *young people who are aged 16 or under* |
| Names of chaperones with DBS clearance |  |
|  |
|  |
|  |

**Risk Management of Known Offenders**

**This page of the Visiting Organisation’s Safeguarding Form need only be completed if your organisation does include any person who may be regarded as posing a risk to others, e.g a conviction or substantiated allegation involving a vulnerable person**

This section relates to children and adults who have been accused, finally warned about or convicted of sexual offences, or other serious offences, identify them as posing a risk, or potential risk, of harm to children (replacing the term 'Schedule 1 offender).

If there are any members of your group who fall into any of these categories:

 Child offenders who pose a risk of harm to children (and adults)

 Relevant offenders (those persons who have been notified to the Sex offenders register)

 Adult offenders

Please note that you are responsible for their care and supervision throughout their time on the Cathedral site.

In order to ensure that we are following Church of England best practice we wish to advise you that a member of our organisation was subject of an allegation/conviction in relating to the offence of

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The member is/is not a registered sex offender and following his/her conviction and sentence, the following agencies are involved in the current management in the community

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He/she is a member of our organisation which attends churches and cathedrals across the country usually for one off performances. It has been identified that there is a need for a consistent approach within the Church of England in the assessment of risk that may be posed by individuals who are members of visiting groups. We are aware of the Church of England practice guidance relating to managing those who pose a risk in church communities.

The organisation as named on page 1 of this form takes responsibility of the management of the individual for the duration of the visit. The organisation member responsible for ensuring these responsibilities are undertaken appropriately is.

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**How we process your data**

*A copy of this form will be kept in a locked box from date of receipt until after your organisation’s visit to the Cathedral, after which time it will be securely destroyed. The data provided on this form will not be used for any reason other than the purposes of ensuring compliance with the Safeguarding Policies of Guildford Cathedral and the Church of England. If you have any questions, please email* *katrina@guildford-cathedral.org* *for concerts and events, or louise@guildford-cathedral for schools visits.*