

## Safeguarding Policy

Here at Truro Cathedral, we take our responsibilities in respect of safeguarding and safeguarding training extremely seriously. Truro Cathedral is committed to abiding by the Church of England's policy and guidance which can be found at:

<https://www.churchofengland.org/safeguarding/safeguarding-e-manual>

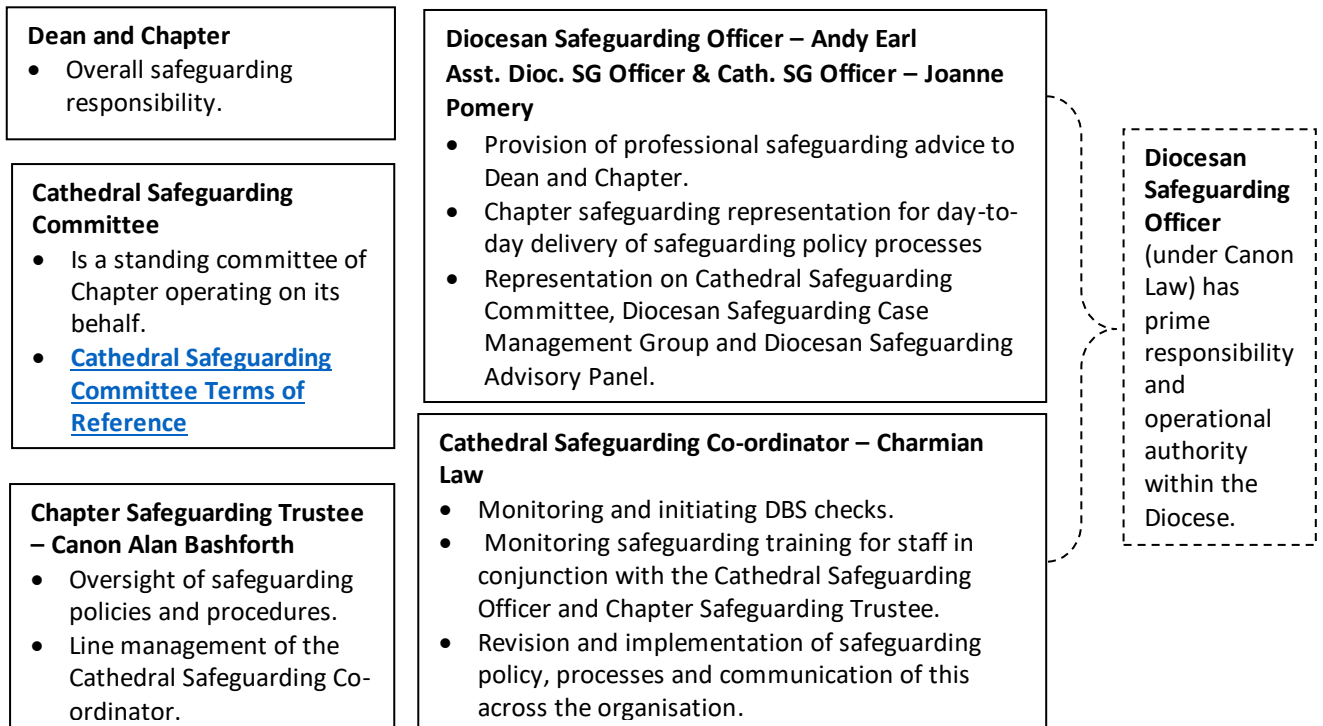
This policy should be read in conjunction with the above and is about keeping every single person attached to the cathedral safe and ensuring that our cathedral is a place where abusers cannot thrive.

Following the report by IICSA, the Independent Inquiry into Child Sexual Abuse, which was published in October 2020, the Church of England has been strongly criticised for its failures with regard to safeguarding: failure to protect children, failure to take reports of abuse seriously, and failure to recognise the distress caused to victims and survivors of abuse. The report said these failures have resulted in the creation of a culture where abusers were able to hide, and the well-being of children was neglected in favour of protecting the Church of England's reputation. The shame of this has rightly required the Church to be more open and transparent about its past, as well as being more rigorous in applying proper safeguarding standards across all its activities, thus ensuring that everyone connected to and visiting churches are kept safe.

<b>Document reference</b>	TCP001	<b>Document purpose</b>	Policy and Compliance
<b>Author</b>	Truro Cathedral		
<b>Target audience</b>	Cathedral staff, clergy, choral scholars, volunteers, especially those who carry out regulated activity with these groups, visitors and members of the congregation.		
<b>Description</b>	This document provides a framework to promote the welfare and protection of children and vulnerable adults. It reflects the House of Bishops' Policies and the Diocesan Safeguarding Guidelines. For the purposes of this document, children are defined as under 18 years (Children Act 1989). Vulnerable adults are those who are or may be in need of community care services because of mental or other disability, age or illness and who may be unable to take care of or protect themselves against significant harm or serious exploitation.		
<b>Cross reference</b>	This policy should be read alongside Truro Cathedral's 'Employee Handbook' and the Safeguarding Policies of the Church of England.		
<b>Action required</b>	Read and embed policy into normal practice. Failure to follow this policy may result in disciplinary action.		
<b>Document status</b>	This is a controlled document. Whilst it may be printed, the electronic version held on the cathedral network will be the most up to date copy. This document should not be saved on local drives but always accessed via the cathedral drive.		



## Safeguarding responsibilities schematic



### Role Responsibilities – see links to these roles below:

#### Role of the Dean with regards to Safeguarding

[The Dean](#)

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#### Role of the Cathedral Chapter with regards to safeguarding

[Cathedral Chapter](#)

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#### Role of the Cathedral Safeguarding Trustee with regards to Safeguarding

[Cathedral Safeguarding Trustee](#)

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#### Role of the Safeguarding Co-ordinator with regards to Safeguarding

[Cathedral Safeguarding Co-ordinator](#)

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#### Role of the Cathedral Safeguarding Officer with regards to Safeguarding

The Cathedral Safeguarding Officer works under a Service Level Agreement (SLA) between the cathedral and the Diocese of Truro under the supervision of the Diocesan Safeguarding Officer.

*Link to this role to be added when available.*



## Contact details

### Cathedral Safeguarding Team:

Charmian Law, Canon Alan Bashforth and Andy Earl – contact details see below

<b>Cathedral Safeguarding Co-ordinator</b> <b>Charmian Law, Volunteer Manager</b>	<b>07710 304975</b> (office hours)
<b>Deputy Diocesan Safeguarding Officers</b> <b>and the Cathedral Safeguarding Officer.</b> <b>Joanne Pomery</b>	<b>01872 274351</b> (office hours) <b>01872 301387</b> (office hours)
<b>Chapter Safeguarding Trustee</b> <b>Canon Alan Bashforth</b>	<b>01872 276782</b> (office hours)
<b>Diocesan Safeguarding Officer</b> <b>Andy Earl</b>	<b>01872 274351</b> (office hours)
<b>HR Administrator + Volunteer Manager</b> <b>Susie Merelie</b>	<b>01872 276782</b> (office hours)
<b>* Cathedral Out of Hours Emergency No.</b>	<b>01872 276782</b> (a message will give the out of hours emergency office number)
<b>Cornwall Local Safeguarding Children's Board</b>	<b>0300 1231 116</b>
<b>Cornwall Local Safeguarding Adults Board</b>	<b>01872 326433</b>
<b>Childline</b>	<b>0800 1111</b>
<b>Adults Social Care Team</b>	<b>0300 1234 131</b>
<b>Children Social Care Team</b>	<b>0300 1234 101</b>
<b>Police Central Referral Unit</b>	<b>101</b>

### \*Guidance for out of hours emergencies

These questions may help to assess if a situation you are dealing with is an emergency. If the answer to the first two questions is 'yes' and the third 'no' then this situation is an emergency and will need action immediately. If it is not an emergency, make a note of the situation and let the Cathedral Safeguarding Officer know at the earliest opportunity.

- Q.** Is someone at risk of harm?
- Q.** Is the risk of harm imminent?
- Q.** Can it wait until tomorrow?

## Safeguarding Policy Statement

The Chapter of Truro Cathedral states that:

1.	This policy is to be adhered to by all cathedral staff and volunteers because <i>'Safeguarding is Everyone's Business'</i> .
2.	In staff and volunteer recruitment, the cathedral complies with the Church of England's National Safer Recruitment Policy 2021, including the requirement that two references must be obtained, and telephone references are not acceptable.
3.	The cathedral is committed to protecting all cathedral staff, clergy, choral scholars, volunteers, especially those who carry out regulated activity with these groups, visitors and members of the congregation against all forms of abuse. The welfare and safety of children, young people and vulnerable adults is paramount.
4.	Abuse is a violation of an individual's human and civil rights by another person and may consist of a single act or multiple acts. As well as physical and psychological abuse, acts of neglect, or an omission to act may amount to abuse. Abuse may also occur when a child or vulnerable adult is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent.
5.	There will be no tolerance for the exploitation of any relationship for self-gratification.
6.	Any allegations of abuse (past or present) will be viewed seriously, and appropriate action will be taken. This action may include investigations by statutory authorities, and a risk assessment by a qualified person to assess the suitability of the individual in question remaining in post.
7.	The Chapter will act collaboratively and fully with those statutory and voluntary agencies concerned with child abuse and will not conduct investigations on its own.
8.	The cathedral will make it clear when advertising jobs whether the work will involve 'regulated activity' as defined by the Safeguarding Vulnerable Groups Act 2006. If this is the case, before an applicant can be employed, the cathedral will require a satisfactory Enhanced Disclosure with a barred list check from the Disclosure and Barring Service to confirm suitability to carry out regulated activity (there may be cases where those working with children or vulnerable adults but not in regulated activity, will be required to undergo an Enhanced Disclosure through the same service).
9.	The cathedral will make it clear to volunteers, through volunteer role descriptions, if their activities involve 'regulated activity' with children or vulnerable adults. If this is the case, before an applicant can pick up their activities, the cathedral will require a satisfactory Enhanced Disclosure with a barred list check from the Disclosure and Barring Service to confirm suitability to carry out that regulated activity (there may be cases where those carrying out activities with children or vulnerable adults but not in regulated activity will be required to undergo an Enhanced Disclosure through the same service).
10.	The cathedral complies with the Safeguarding Learning and Development Framework 2021 which requires all staff and volunteers to undertake the appropriate level of safeguarding training for their job/role, (which the cathedral will coordinate).

11.	The cathedral will ensure mechanisms are in place to gather up to date information on changes in government policy and best practice, communicating these across relevant platforms.
12.	All cathedral clergy, whether stipendiary or not, will be vetted in accordance with Truro Diocese's procedures using the Disclosure and Barring Service.
13.	The Cathedral Chapter appoints a Safeguarding Committee which will ensure that all aspects of Safeguarding in the cathedral are fit for purpose and communicated fully internally and externally, and report at least annually to Chapter.
14.	St Mary's PCC devolves the administration of their safeguarding requirements to The Chapter and are bound by the cathedral's safeguarding policy. The Dean will act as their incumbent and propose this protocol at the annual general meeting of St Mary's PCC each year.
15.	Any individual with a conviction, or caution for a sexual offence against a child or vulnerable adult, will be unable to hold a post or be a volunteer in a position that will bring them into contact with either or inflate their status.
16.	Any individual who has a conviction, or caution for a violent offence against a child or vulnerable adult will be unable to hold a post or be a volunteer in a position that will bring them into contact with either. In exceptional circumstances, this may be reviewed following a comprehensive risk assessment from an appropriately qualified person.
17.	Children and young people under the age of 18 are not to be served with alcohol at any functions held within the cathedral precinct or at any other location of a cathedral event.
18.	This policy statement and its associated guidelines will be reviewed annually by Chapter.
19.	<p>The Cathedral is a regulated activity provider, and must make a referral when both of the following conditions have been met:</p> <p><b>Condition 1</b></p> <ul style="list-style-type: none"> <li>• you withdraw permission for a person to engage in regulated activity with children and/or vulnerable adults. Or you move the person to another area of work that isn't regulated activity.</li> <li>• This includes situations when you would have taken the above action, but the person was re-deployed, resigned, retired, or left. For example, a teacher resigns when an allegation of harm to a student is first made.</li> </ul> <p><b>Condition 2</b></p> <p>You think the person has carried out 1 of the following:</p> <ul style="list-style-type: none"> <li>• engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or vulnerable adult or put them at risk or harm or:</li> <li>• satisfied the harm test in relation to children and / or vulnerable adults. e.g. there has been no relevant conduct but a risk of harm to a child or vulnerable still exists or:</li> <li>• been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations ) offence.</li> </ul>

## Safeguarding Guidelines

<b>1. References</b>	<p>a) The Church of England’s safeguarding policy &amp; practice guidance  <a href="https://www.churchofengland.org/safeguarding/safeguarding-e-manual">https://www.churchofengland.org/safeguarding/safeguarding-e-manual</a></p> <p>b) House of Bishops’ Policies and National Safeguarding Team guidance.</p>	
<b>2. Guidelines purpose</b>	<p>The following processes should be read in conjunction with the above. The seek to minimise the risk of abuse and provide clear direction in the event of an alleged incident.</p>	
<b>3. Procedure for checking staff/clergy/volunteers</b>	<p>The following staff, clergy and volunteers are currently eligible for enhanced or enhanced and barred checks via the Disclosure and Barring Service. The level of check will be determined by their job description and how it checks out with the information contained in Annex A. Guidance regarding other personnel is also contained in Annex A. All cathedral checks for Staff and Volunteers are initiated by the Cathedral Safeguarding Co-ordinator and must be renewed every three years in line with National policy.</p>	
<b>Staff, Clergy DBS Checks</b>		
	Cathedral clergy	Diocese is responsible for initiating the DBS process every three years. This is monitored by the Cathedral Safeguarding Co-ordinator and Chapter Safeguarding Trustee.
	Chief Operating Officer	Cathedral is responsible for initiating the DBS process
	Director of Music	Cathedral is responsible for initiating the DBS process
	Assistant Director of Music	Cathedral is responsible for initiating the DBS process
	Choir Assistants	Cathedral is responsible for initiating the DBS process (Staff + Volunteers)
	Organ Scholar	Cathedral is responsible for initiating the DBS process
	Education Officer and any Assistants	Cathedral is responsible for initiating the DBS process
	Cathedral Safeguarding Co-ordinator	Cathedral Safeguarding Co-ordinator is the DBS ‘Lead Recruiter’ and carries out all DBS processes.

<b>Volunteers</b>	
Chaplains	The Diocese is responsible for initiating the DBS process every three years. This is monitored by the Cathedral Safeguarding Co-ordinator.
Lay Chaplains	It is the responsibility of the Cathedral Safeguarding Co-ordinator to initiate DBS applications for Lay Chaplains
Priest Vicars	The Diocese is responsible for initiating the DBS process every three years. This is monitored by the Cathedral Safeguarding Co-ordinator.
Children's Church Leader	The Cathedral Safeguarding Co-ordinator is responsible for initiating the DBS process.
Tower Captain and Vice-Captain	It is the responsibility of the Cathedral Safeguarding Co-ordinator to initiate DBS applications.
Pastoral Team	It is the responsibility of the Cathedral Safeguarding Co-ordinator to initiate DBS applications.
St Mary's PCC	St Mary's PCC delegates all safeguarding responsibility to the Chapter of Truro Cathedral and will therefore operate within the cathedral's safeguarding policy. This situation will be reviewed by St. Mary's PCC annually at their Annual Parochial Church Meeting.
<b>4. Training and awareness</b>	<ul style="list-style-type: none"> <li>• Safeguarding training will be undertaken by those who are listed above. This will be provided through the Diocesan safeguarding training programme. Each staff and volunteer role will have an identified level of safeguarding training, which will be specified in each role description and contract. The Cathedral Safeguarding Co-ordinator will be responsible for co-ordinating this. The training will be renewed in accordance with the Church of England Safeguarding Training and Development framework.</li> <li>• All staff, volunteers and the cathedral's Choral Scholars will be briefed on the cathedral Safeguarding Policy and guidelines through their induction process.</li> <li>• The cathedral community will have access to appropriate materials through newsletters, the cathedral website and volunteer briefings.</li> </ul>
<b>5. Code of conduct</b>	A written code of conduct for adults working with children and vulnerable adults is included in Annex A.
<b>6. Social networking sites &amp; emails cont.</b>	All cathedral staff, lay and ordained must ensure all electronic communications are appropriate, age-appropriate and professional. The 'Responsible Caring Diocesan Safeguarding Guidelines' 'Guidelines for Good practice when working with children and vulnerable adults' <a href="https://www.churchofengland.org/safeguarding/safeguarding-e-manual">https://www.churchofengland.org/safeguarding/safeguarding-e-manual</a>

<p><b>7. Responding to concerns and disclosure</b></p>	<p>Caring and working with children and adults may mean coming into contact with some who are being abused. If you are concerned, do not dismiss this or decide that it is someone else's problem, but consider carefully what it is that is worrying you and discuss it with a member of the Cathedral Safeguarding Team or the Diocesan Safeguarding Officer (see 'Contact details' page 7) in order to decide on the right course of action.</p> <p>It is important always to remember that it may be very difficult for someone to disclose that they are being or have been abused. If you are the person they have chosen to tell, you have a responsibility to respond appropriately. Here are some guidelines:</p> <ul style="list-style-type: none"> <li>• Do not try to deal with any child protection concern on your own. Always tell your group leader and the Cathedral Safeguarding Officer/Chapter Safeguarding Trustee and agree between you <b>who</b> will take <b>what</b> action <b>when</b>.</li> <li>• Always take what you are told very seriously; even if you find it hard to believe, do not dismiss it.</li> <li>• Listen carefully and do not stop the re-telling of painful events.</li> <li>• Confidentiality should not be promised. Where a person is judged to be at risk of significant harm and in need of protection, it will normally be necessary to share all relevant information with the statutory agencies.</li> <li>• Do not ask leading questions or push for un-offered information.</li> <li>• Do not artificially prolong a discussion.</li> <li>• Reassure the person that they were right to tell you.</li> <li>• Explain what you are going to do next. That you will have to pass the information on. If possible, name the person you will pass the information on to.</li> <li>• If you have a safeguarding concern, please follow this link: <a href="https://www.trurocathedral.org.uk/safeguarding">https://www.trurocathedral.org.uk/safeguarding</a> which will take you to the cathedral website's safeguarding page, where you will find guidance on reporting a safeguarding concern and the '<b>Safeguarding Cause for Concern/Incident Report' form</b>. You should make careful notes of the conversation as soon as possible, recording in particular the <b>DATE, TIME, LOCATION</b> and whether <b>OTHER PEOPLE</b> were present. Ensure the same language is used while making notes as that used by the person making the disclosure. Such notes should be handed to the Cathedral Safeguarding Team.</li> </ul>
	<p><b>Suggested action to take if the disclosure is about a child</b></p>
	<ul style="list-style-type: none"> <li>• If a child is unwilling or it would appear dangerous for them to return home, options for action include contacting the cathedral emergency out of hours number, the police or social care (see contact numbers page 2)</li> </ul>



	<ul style="list-style-type: none"> <li>If a child needs immediate medical help, this should be the first consideration. The surgery or hospital should be informed of the child protection concerns.</li> </ul>
<b>DO</b>	<ul style="list-style-type: none"> <li>Inform a member of the Cathedral Safeguarding Team who will take responsibility for the process.</li> <li>Continue to support the child and seek support for yourself.</li> <li>Make a record of the disclosure and actions you have taken.</li> </ul>
<b>DO NOT</b>	<ul style="list-style-type: none"> <li>Speak directly to the person against whom allegations have been made and do not attempt to investigate the situation yourself.</li> </ul>
<b>Suggested action to take if the disclosure is about a vulnerable adult</b>	
	<ul style="list-style-type: none"> <li>If a vulnerable adult is unwilling or it would appear dangerous for them to return home, options for action include contacting the police or social care (see contact numbers page 7), and the cathedral emergency out of hours number.</li> <li>If a vulnerable adult needs immediate medical help, this should be the first consideration. The surgery or hospital should be informed of the safeguarding concerns.</li> </ul>
<b>DO</b>	<ul style="list-style-type: none"> <li>Inform a member of the Cathedral Safeguarding Team who will take responsibility for the process.</li> <li>Continue to support the individual and seek support for yourself.</li> <li>Make a record of the disclosure and actions you have taken.</li> <li>You should encourage the individual to request assistance from Adult Social Care. However, it is important to understand that no assistance can be forced upon the individual, unless under the Mental Capacity Act they are deemed to lack the capacity to make a specific decision at a specific time. Even if the individual does not request assistance a report should still be made.</li> <li>Continue to support the vulnerable adult and seek support yourself.</li> <li>Make a record of the disclosure and actions you have taken.</li> </ul>
<b>DO NOT</b>	<ul style="list-style-type: none"> <li>Speak directly to the person against whom allegations have been made.</li> <li>Attempt to investigate the situation yourself.</li> </ul>
<b>8. Allegation against a member of the clergy</b>	<p>If a concern is raised about a member of the clergy it should be reported to either a member of the Cathedral Safeguarding Team, the Diocesan Safeguarding Officer or directly to the Bishop's office. This does not preclude a report being made to the appropriate statutory authorities. If it is reported directly to the statutory authorities it is important to inform the Diocesan Safeguarding Officer and the Cathedral Safeguarding Team so</p>

	<p>that they can liaise with the statutory authorities. The Bishop has a responsibility to ensure pastoral care is in place.</p> <p>On all such occasions when the allegation involves harm to a child or young person, The Dean, Chapter, the Cathedral Safeguarding Trustee and/or the Cathedral Safeguarding Co-ordinator will refer the matter to the Cathedral Safeguarding Officer or the Diocesan Safeguarding Officer for consideration. Notwithstanding, in cases of serious harm, the police should be informed from the outset, via 999. This includes when a crime is suspected of having been committed.</p>
<b>9. Allegation against a staff member</b>	<p>If a concern is raised about a member of staff, it should be reported direct to a member of the Cathedral Safeguarding Team. The staff member in question may be suspended without prejudice and an investigation will be carried out as speedily as possible. The Dean will ensure pastoral support is in place.</p> <p>On all such occasions when the allegation involves harm to a child or young person, The Dean, Chapter, the Cathedral Safeguarding Trustee and/or the Cathedral Safeguarding Co-ordinator will refer the matter to the Cathedral Safeguarding Officer or the Diocesan Safeguarding Officer for consideration. Notwithstanding, in cases of serious harm, the police should be informed from the outset, via 999. This includes when a crime is suspected of having been committed.</p>
<b>10. Whistle-blowing</b>	<p>Any individual raising concerns, whether a member of the cathedral community or of the wider public, will be treated with respect and their concerns taken seriously.</p>
<b>11. Choir and Truro School</b>	<p>The protection of choristers whilst at Truro School and Truro Preparatory School is the responsibility of the Head Teacher. When choristers are in the cathedral, or on choir trips, they are under the joint responsibility of the Chapter, the Director of Music and/or the Assistant Director of Music and subject to the cathedral's Safeguarding Policy and Guidelines. More detailed guidance is contained in Annex B in conjunction with the appropriate school staff.</p>
<b>12. Authorised listeners</b>	<p>'Responding well to those who have been abused' (Church of England 2021). <a href="https://www.churchofengland.org/safeguarding/safeguarding-e-manual/responding-well-victims-and-survivors-abuse">https://www.churchofengland.org/safeguarding/safeguarding-e-manual/responding-well-victims-and-survivors-abuse</a> Survivors of abuse may need support and action and we are required to appoint carefully chosen competent and trained people as authorised listeners for those who disclose abuse. (See Annex D for details).</p>
<b>13. Forms and notices</b>	<p>Notices stating the cathedral's safeguarding contact information for the reporting of incidents are placed prominently around cathedral buildings.</p>

## Annexes

- A. Promoting Good Practice
- B. Supervision of Choristers
- C. Authorised listeners
- D. Risk assessment template

<https://www.trurocathedral.org.uk/about-us/governance-and-chapter/policies>

Link to Cornwall Council Multi-Agency Referral Unit (MARU):

[https://www.proceduresonline.com/swcpp/cornwall\\_scilly/index.html](https://www.proceduresonline.com/swcpp/cornwall_scilly/index.html)

Annex A

**Promoting Good Practice**

Although the number of people who actively seek to do harm to children or adults may be small, the cathedral can reduce the opportunities for abuse to occur. Procedures that are set in place to protect people should apply to all.

We ask that you:

<b>Refer to</b>	<p>The 'Promoting a Safer Church', Safeguarding e-manual is where you will find guidelines for good practice when working with children and vulnerable adults.</p> <p><a href="https://www.churchofengland.org/safeguarding/safeguarding-e-manual">https://www.churchofengland.org/safeguarding/safeguarding-e-manual</a></p> <p>Here you will find information on the following:</p> <ul style="list-style-type: none"> <li>• Promoting a Safer environment and culture.</li> <li>• Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the Church.</li> <li>• Responding promptly to every safeguarding concern or allegation.</li> <li>• Caring pastorally for victims/survivors of abuse and other affected persons to ensure that their views and wishes are prioritised and addressed and are at the forefront of safeguarding processes.</li> <li>• Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.</li> <li>• Responding to those that may pose a present risk.</li> </ul>
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Annex B

## Supervision of Choristers

The protection of children whilst attending our partnered school, Truro School and Truro School Prep., is the responsibility of Truro School. This includes journeys organised by the school between school and cathedral, and on choir trips, which are run under school policies. When choristers are in the cathedral, they are under the responsibility of the Director of Music and ultimately, the Dean, and are subject to the cathedral's Safeguarding Policy and Guidelines.

Truro Cathedral Choir is made up of around 20 boy choristers, around 20 girl choristers, and 12 Lay Vicars (adult professional singers).

- The boy choristers are aged 8 to 13 and attend Truro School Prep., about two miles away from the cathedral and Truro School, about half a mile away from the cathedral.
- The girl choristers are aged 13 to 18 and attend Truro School, about half a mile away from the cathedral.

<p><b>When choristers are “under the care of the cathedral” it is expected that . .</b></p>	<ul style="list-style-type: none"> <li>• Care of choristers is classified as Regulated Activity, and as such staff who have care of them will be appropriately recruited and have the appropriate DBS vetting and safeguarding training prior to taking up their post.</li> <li>• Full medical details and parents’ contact information for all choristers will be securely stored and available to authorised, supervising staff only. Each year the system should be updated to ensure these records are always up to date.</li> <li>• Regular communication between the Cathedral Safeguarding Team, Truro School, and Truro School Prep. will be undertaken to ensure policies and protocols remain fit for purpose and are fully understood.</li> <li>• Supervising staff will demonstrate vigilance in the welfare of all choristers ensuring regular communication with the chorister mentors.</li> <li>• Risk assessments will be carried out for activities involving choristers off-site.</li> <li>• Fire drills will take place as required.</li> <li>• There will always be a member of staff on duty who has up to date first aid training.</li> <li>• Choral Scholars (pre- or post-university singers in the choir usually aged 18 to 23) and Lay Vicars will have undergone safeguarding training and will have been given clear guidelines on appropriate conduct and acceptable interaction with choristers.</li> </ul>
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<p><b>When are boy choristers under the care of the Cathedral and when under the care of Truro School?</b></p>	<ul style="list-style-type: none"> <li>• On weekdays when boy choristers are required at the cathedral after school (mostly to sing services or rehearsals on Mondays, Tuesdays, Wednesdays and Fridays during term time), the boy choristers are under the cathedral's care from the moment their transport vehicles arrive at the cathedral until their parents collect them from us.</li> <li>• On Sundays the boy choristers are under the cathedral's care from the moment they arrive for rehearsal until their parents collect them from us. This procedure happens twice, once around the 10am service and once around the 4pm service.</li> <li>• On other occasions the boy choristers are under the cathedral's care from when they are required to be at the cathedral (e.g. for special services, recordings or concerts) when the same procedure applies – the boys are under our care from the moment they arrive in the crypt until the moment their parents collect them from the crypt.</li> <li>• When on excursions (usually twice a year, for activities such as bowling) the boy choristers are under the care of Truro School.</li> <li>• When on visits to sing concerts at churches around Cornwall (usually three each year) the boy choristers are under the care of Truro School.</li> <li>• When on foreign tours (see separate policy document) the boy choristers are under the care of Truro School.</li> <li>• Boy choristers are not allowed to leave the cathedral premises except when accompanied by an authorised person, and only after permission has been given by the DoM or ADoM or Choir Assistant.</li> <li>• It is cathedral policy that no choristers should be transported in staff cars except in an emergency. In an emergency, staff must not be alone in a car with any chorister, and a second adult should accompany them in the car. (Staff concerned are: the Director of Music, Assistant Director of Music, and Choir Assistants).</li> </ul>
<p><b>When are girl choristers under the care of the Cathedral and when under the care of Truro School?</b></p>	<ul style="list-style-type: none"> <li>• On weekdays when the girl choristers are required at the cathedral after school (mostly on Thursdays and alternate Tuesdays during term time), the girl choristers are under the cathedral's care from the moment they arrive at the cathedral until they leave the cathedral.</li> <li>• On Sundays from when they arrive in the crypt for rehearsal until they leave the crypt after each service. This procedure happens twice, once around the 10am service and once around the 4pm service.</li> <li>• On other occasions the girl choristers are under the cathedral's care from when they are required to be at the cathedral (e.g. for special services, recordings or concerts) when the same procedure applies –</li> </ul>

	<p>the girls are under our care from the moment they arrive in the crypt until the moment they leave the crypt.</p> <ul style="list-style-type: none"> <li>• When on excursions (usually twice a year, for activities such as bowling) the girl choristers are under the care of Truro School.</li> <li>• When on visits to sing concerts at churches around Cornwall (usually three each year) the girl choristers are under the care of Truro School.</li> <li>• When on foreign tours (see separate policy document) the girl choristers are under the care of Truro School.</li> <li>• Girl choristers are not allowed to leave the cathedral premises except when permission has been given by the DoM or ADoM or Choir Assistant. Or when a 'Girl Chorister Release Form' has been signed by a parent giving their approval.</li> <li>• It is cathedral policy that no choristers should be transported in staff cars except in an emergency. In an emergency, staff must not be alone in a car with any chorister, and a second adult should accompany them in the car. (Staff concerned are: the Director of Music, Assistant Director of Music, and Choir Assistants).</li> </ul> <p><b>Boarding girl choristers</b></p> <ul style="list-style-type: none"> <li>• The school has responsibility for the transport of boarding girl choristers between school and the cathedral. Procedures will be agreed with Truro School's designated Safeguarding Lead in consultation with boarding staff.</li> <li>• The cathedral will provide all relevant staff with contact details for the girls' boarding houses and boarding staff.</li> </ul>
<p><b>Recording of chorister pastoral concerns</b></p>	<p>Truro Cathedral believes that the best pastoral care of its choristers will be achieved through a closely joined up approach with Truro School where the boys and girls are all educated. To ensure this happens Truro School assigns three members of its teaching staff as Chorister Mentors with responsibility for liaison with the cathedral, primarily via its Director of Music, thus ensuring that the boys and girls have a consistent approach and a consistent set of expectations. As part of this arrangement all chorister pastoral records are held by Truro School and accessed by the cathedral as required via the Chorister Mentors. Truro School's Designated Safeguarding Lead will also sit as a member of the Truro Cathedral Safeguarding Committee and be invited to the regular Chorister Pastoral Meetings held between the Cathedral Safeguarding Team and the Director of Music. There is an information</p>

	sharing agreement in place between the two organisations with the relevant permissions in place to facilitate this.
<b>Chorister Medical Records</b>	Truro Cathedral keeps up-to-date medical information about all of the boy and girl choristers in its care. See our <b>Chorister Privacy Policy</b> for details of what information is held, why it is held, and for how long. <a href="https://www.trurocathedral.org.uk/about-us/governance-and-chapter/policies">https://www.trurocathedral.org.uk/about-us/governance-and-chapter/policies</a>
<b>Online work with choristers</b> <b>Online safety</b>	<p><del>All safeguarding procedures should be followed with online rehearsals for choristers. Cathedral staff leading rehearsals should continue to be vigilant and to follow existing procedures to flag up any safeguarding concerns as soon as they arise, whether they be in text, behaviour or attitudes, on camera or otherwise.</del></p> <p>The following is a list of important safeguarding principles relating to online safety:</p> <ul style="list-style-type: none"> <li>• With regard to safeguarding, the interests of children and young people must be paramount.</li> <li>• If anyone has a safeguarding concern about any child or young person, they should seek advice immediately from the Cathedral Safeguarding Officer or the Diocesan Safeguarding Officer.</li> <li>• It is essential that online activity should maintain safety and security for children and young people, and the usual requirements for DBS and safeguarding training remain extant.</li> <li>• One-to-one telephone calls should be avoided, and if required parents should consent and be in a position to monitor the call.</li> <li>• Private email and social media accounts will not be used. Only Truro Cathedral or Truro School official accounts will be used when communicating with children or young people.</li> <li>• When choristers join the choir, parental consent is sought regarding the capture of still images (photographs), moving images (film/video) and audio recordings, and the cathedral gives assurance that such images and audio recordings will be used appropriately in the media (including, but not limited to, print, digital, electronic and online).</li> <li>• Password protection of video calls will be used to prevent unauthorised participants from gaining access.</li> <li>• <b>The cathedral does not undertake any work online with the choristers.</b></li> </ul> <p>With the increased use of online platforms, we acknowledge that online pastoral support may be required more frequently due to the changes in circumstances for some of the children and young people.</p>





<p><b>Anti-Bullying</b></p>	<p><b>Overview</b></p> <p>The cathedral is committed to providing a caring, friendly and safe environment for all its choristers, enabling them to flourish in a relaxed and secure atmosphere.</p> <p>Bullying should always be treated seriously, however, in the first instance attempts should be made to resolve the issue with the parties concerned as soon after it has occurred as possible, and a record kept of the process.</p> <p>Bullying of any kind is unacceptable and all choristers should feel able to tell someone if bullying does occur and know it will be dealt with promptly and effectively. A bullying incident should be treated as a safeguarding concern when there is reasonable cause to believe that a child is suffering or likely to suffer significant harm.</p> <p><b>Process where there is a suspected bullying incident:</b></p> <ul style="list-style-type: none"> <li>• If anyone suspects an incident of bullying between choristers, they should report it to one of the key choir staff (Director of Music, Assistant Director of Music, or Choir Assistant) immediately.</li> <li>• The Director of Music will report to and consult with the Cathedral Safeguarding Team, and also inform Truro School.</li> <li>• A plan will be agreed between the cathedral and Truro School on action(s) to be taken, in line with the school's anti-bullying policy and procedures.</li> <li>• The cathedral and the school will keep appropriate records throughout the process.</li> </ul> <p>As all choristers are pupils of Truro School, Truro School's anti-bullying policies are adopted by the cathedral, and staff with responsibility for choristers should be aware of these policies:</p> <p><b>Link to Truro School Prep's Anti-bullying Policy:</b> <a href="https://www.truroschoo.com/wp-content/uploads/2021/09/10-a-Anti-Bullying-Policy.pdf">https://www.truroschoo.com/wp-content/uploads/2021/09/10-a-Anti-Bullying-Policy.pdf</a></p> <p><b>Link to Truro School's Anti-bullying Policy:</b> <a href="https://www.truroschoo.com/wp-content/uploads/2021/09/10a-Anti-Bullying-Policy-21-22.pdf">https://www.truroschoo.com/wp-content/uploads/2021/09/10a-Anti-Bullying-Policy-21-22.pdf</a></p>
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• The Director of Music or in the Director of Music's absence the Assistant DoM or Choir Assistant, is responsible for the supervision and well-being of the choristers during choir practices and services.</li> <li>• If a chorister should become ill during a service, the Choir Assistant will attend to him/her.</li> </ul>

	<ul style="list-style-type: none"> <li>• Visiting choirs must engage prior to their visit, with the Cathedral Safeguarding Team to ensure that their arrangements for the supervision of children, young people and vulnerable adults meet the requirements of the Church of England’s safeguarding policies and procedures. Truro Cathedral will ensure, as part of their welcome, that visiting choirs are briefed on the cathedral safeguarding policy and procedures.</li> <li>• On no account must gifts be given to individual choristers. If any member of the public expresses a wish to give a gift to a chorister, or to choristers, they must be directed to discuss the matter with the Director of Music, who should seek advice from the Cathedral Safeguarding Team. Such gifts should be recorded in a way that can be audited by Chapter.</li> </ul>
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Annex C

**Authorised Listeners**

**A victim or survivor of abuse (not necessarily proven or substantiated) from within the cathedral community, can seek a referral.**

They can do this by contacting the Diocesan Safeguarding Officer (DSO) directly or indirectly through a Cathedral Residentiary Canon or the Cathedral Safeguarding Officer.

- The DSO will speak directly to the victim or survivor of the abuse and clarify the request.
- The DSO will arrange for them to be contacted by an Authorised Listener (AL) within three weeks of the referral.
- The AL will inform the DSO when the service is no longer required and of any ‘next steps’ that have been agreed that the cathedral/diocese needs to support.
- Three sessions will be offered by an Authorised Listener. If additional needs are identified, further help will be provided

**Contact**

Andy Earl – Diocesan Safeguarding Officer  
 T: 01872 274351  
 E: [Andy.Earl@truro.anglican.org](mailto:Andy.Earl@truro.anglican.org)  
 W: [www.trurodiocese.org.uk](http://www.trurodiocese.org.uk)

**Other useful organisations**

**NAPAC** (National Association of People Abused in Childhood)  
 0808 801 0331 (calls will not show on your bill)

**The Survivors Trust** (a national umbrella organisation) [www.thesurvivorstrust.org](http://www.thesurvivorstrust.org)

Annex D

**Safeguarding risk assessment template**

Assessor/s		Location of visit/event			
RA date		Activity/event			
Leader		Date of activity/ event			
Other adults		Size of group			
		Age of group			
Hazards identified	Person at risk	Potential outcome	Likelihood	Action required to reduce risk	Date
e.g. walking on roads, getting lost, falling, sunburn or other potential risks related to the activity	e.g. staff, volunteers, participants, general public	What could go wrong? What injuries could be sustained?	High (H) Medium (M) Low (L) Very low (VL)	What you will do or the conduct you will insist upon to minimise any risk e.g. small groups, an adult in front and behind, a 'never alone' policy	Pre-visit On the day