

Terms of Reference – Winchester Cathedral Safeguarding Working Group (CSWG)

General

1. Purpose and Functions

The purpose of the group is to provide a forum to discuss the implementation of safeguarding policy and practice, share best practice, identify new concerns and how they might be addressed and enable strategic communication of safeguarding information.

2. Membership and Chairing

Membership of the group is determined by Chapter and subject to review as business dictates. Membership will consist of:

The Dean	Dean Catherine Ogle
Vice-Dean and Canon Chancellor	Canon Roly Riem
Canon Precentor	Canon Andy Trenier
Cathedral Chaplain	Nick Fennemore
Head of HR	Sarah Clements
Director of Music	Andy Lumsden
Custos – Head Virger	Daren Gibb
Director of Education	Emma Bourner
Learning Officer	Aisha Al-Sadie
Head of Marketing	Jennifer Mitchell
Cathedral Safeguarding Manager	Emma Bourner



Diocesan Safeguarding Manager	Jackie Rowlands
Volunteer Coordinator	Sarah Williams
Head of Operations	Bruce Winton
Section Head – Junior Choir	Keith Clark
Section Head – Children’s Church Leader	No one in post currently
Section Head – Guides	Robert Little
Section Head – Sidesmen	Martin Lane
Choirs’ Officer	Kate Downer
The Dean’s PA as minute taker	Gill Jarvis

The Dean will chair the committee, in the absence of the Dean, the meeting will be chaired by the Vice–Dean and Canon Chancellor.

3. Quorum

The quorum for the meeting is a minimum of four members to include the Dean (or her nominated alternate) and the Cathedral Safeguarding Manager.

4. In Attendance

The CSWG may invite other staff to attend a meeting to assist with its discussions on any particular matter.

5. Frequency

The CSWG will meet termly. Other meetings may be convened as necessary.



6. Minutes and Meetings

Minutes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations and advice will be regularly reported to Chapter. The minutes represent a record of deliberations and decisions, and, as such, may be reviewed by others (e.g. inspectors or auditors) as a means of determining how the group has carried out their role in scrutinising matters and reaching decisions. Minutes will be circulated to all members of the committee as soon as possible after the meeting and shared with The Audit Group where necessary.

7. Role and Functions

- To be familiar with, and to raise awareness throughout the cathedral about the safeguarding policy, procedures and practice guidance of the cathedral as these develop in line with national and diocesan policies and guidance.
- To enable communications to and from Chapter to test the effectiveness of the policy in practice and alert Chapter to any new risks.
- To review and share best practice and identify how this can be of benefit to all groups and throughout the cathedral.
- To share concerns and how they are to be addressed and identify how learning can be shared with all groups and throughout the cathedral.
- To review the effectiveness and impact of safeguarding policies and practice guidance and their communication throughout the cathedral.
- To support Chapter to ensure that all volunteers are appropriately trained for their role and understand the priority of safeguarding in the life of the cathedral.
- To identify learning from safeguarding scenarios and disseminate this to the wider team and cathedral.

8. Evaluation

The CSWG will be reviewed after six months by the CSWG and Chapter and thereafter annually. Any changes to the terms of reference shall be recommended for approval by Chapter.

9. Accountability

The Cathedral Safeguarding Working Group (CSWG) is accountable to Chapter and through the Dean to the Bishop.

Reviewed by Chapter : January 2019

Reviewed by Chapter : January 2021