



## Safeguarding Policy

### Policy statement

The Friends of Winchester Cathedral acknowledges the duty of care to safeguard and promote the welfare of children and adults at risk and is committed to ensuring safeguarding practices reflect statutory responsibilities, government guidance and compliance with best practice.

This policy applies to all staff, the Board of Trustees and volunteers.

A child or young person is defined as a person up to the age of 18 years who has not yet reached their 18th birthday (The Children Act 1989).

A vulnerable adult is defined as anyone over the age of 18 who is or may be in need of safeguarding by reason of mental impairment, physical impairment, age or illness, or who may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

During the scope of our work, the Friends of Winchester Cathedral staff, Board of Trustees and volunteers have limited contact with children and adults at risk.

The scope of contact focusses in two areas:

1. On an ad-hoc basis, we welcome school aged work experience students and Duke of Edinburgh scheme volunteers to assist in the office.
2. Through our work with our members, many of whom are elderly, we might well encounter adults at risk in our office and at our events.

### Purpose of the policy

To ensure all employees and volunteers have a clear understanding of the principles and practices involved in the safeguarding and protection of children and vulnerable adults.

To ensure all employees, our Board of Trustees and volunteers understand how to identify and respond to safeguarding concerns.

## Safer recruitment

The Friends of Winchester Cathedral are committed to safeguarding and promoting the welfare of children and vulnerable adults and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. Where appropriate, all successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Examples of this are:

- Completion of an application form and checking the person's identity by their birth certificate or passport, something with a photograph if possible.
- An interview by at least two people.
- Identifying reasons for gaps in employment or inconsistencies.
- All employees are required to provide two references.
- Carrying out police checks and checks with the Disclosure & Barring Service, as appropriate.
- Allowing no unsupervised access to children and adults at risk until this has been completed.
- The Friends of Winchester Cathedral asserts that employees **working routinely with children and vulnerable adults**, as part of their role, undertake an enhanced disclosure from the Disclosure and Barring Service (DBS) every three years as recommended by the DBS.
- The Friends of Winchester Cathedral does not require staff or volunteers **who do not have routine contact with children and vulnerable adults** to undertake a DBS disclosure as recommended by the DBS.

## Focussed activities

The scope of contact with children and at risk adults at the Friends of Winchester is focussed around two areas:

1. On an ad-hoc basis, we welcome school aged work experience students and Duke of Edinburgh scheme volunteers to assist in the office. Two members of staff are present at all times and the Director & Finance Officer have basic DBS checks.
2. Through our work with our members, many of whom are elderly, we might well encounter adults at risk in our office and at our events. We have undertaken dementia awareness training to ensure greater understanding about how older adults can become at risk.

# Safeguarding processes

## WHAT TO DO IF A CHILD OR ADULT AT RISK DISCLOSES HARM TO YOU

If a child or an adult at risk chooses to disclose to you that they have been abused, please follow these guidelines:

### 1. Recognise

Main forms of abuse/potential indicators:

**Physical:** bruises, burns, cuts, bites, fractures, wounds etc which have no obvious explanation

**Emotional:** untypical changes in mood or behaviour, withdrawn or clingy, depression, aggression, extreme anxiety, low self-esteem

**Neglect:** poor appearance/hygiene, rashes, sores, lice, constant hunger, inadequate care, clothing, supervision, untreated medical conditions

**Sexual:** sexual knowledge/behaviour inappropriate to age or development stage, sexual drawings or language, genital pain, itching or bruising, unexplained sexually transmitted or genital infections. Unexplained fear, aggression, becoming withdrawn, self-harm, bedwetting, nightmares, eating disorders

**Grooming:** gaining the trust of an individual, family, community in preparation for abuse.

**Domestic Violence/Abuse:** incidents/patterns of controlling, coercive or threatening behaviour, violence or abuse between those aged 16+ who are/were intimate partners or family members

**Financial:** unexplained disappearance of funds or valuables, sudden changes in bank accounts or wills, lack of money for essentials

**Discriminatory:** this includes harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation or religion

**Institutional abuse:** this includes neglect and poor practice within an institution or specific care setting such as a hospital or care home. This may range from one-off incidents to on-going ill-treatment.

**Spiritual:** using faith, spirituality, trust to manipulate and control people.

**Other forms of abuse include:** Bullying/Cyber bullying, Child Sexual Exploitation, Modern Slavery, Criminal Exploitation

## **2. Respond**

We may become aware of abuse, allegations or concerns in a number of ways.

A disclosure from an individual, someone who knows them or you may witness abuse directly.

An allegation about someone's conduct or concern about their behaviour.

All concerns and allegations must be taken seriously and acted upon.

### **DO NOT**

- Attempt to investigate yourself
- Discuss the case with anyone else
- Speak to the person who is the subject of the allegation / concern
- Ignore it

### **With a person making a disclosure**

- Never promise to keep a secret or confidentiality. Tell them you may need to share this.
- Assure them they are not to blame for what happened.
- Reassure the person they have done the right thing by telling you.
- React calmly, be aware of non-verbal messages and body language.
- Listen, do not ask leading questions or investigate. Avoid making comments or judgements.
- Tell them what you are going to do and that they will be told what is happening at each stage.
- Refer as soon as possible to the Friends of Winchester Cathedral Safeguarding Manager
- Find support for yourself.

## **3. Record**

Make full notes of what you are told including names, the person making the disclosure/referral, date and time.

Date and sign your notes.

Use the words the child/vulnerable adult used – as far as possible use the exact words used in the disclosure.

If someone else is making an allegation or raising a concern, you will need to include their contact details.

The original document should be forwarded to the Friends of Winchester Cathedral Safeguarding Manager

### **What to record**

- Who was involved – names of key people
- What happened – facts not opinions
- Where it happened
- When it happened – date and time
- Whom it was referred to

### **WORKING WITH AN INDIVIDUAL CHILD / ADULT AT RISK**

- You should plan never to be alone in a building, car or a closed room with a child / adult at risk.
- In exceptional circumstances where a member of staff may be alone with a child for a short period, ensure that other staff are aware of the situation and that they support this action and that it takes place in clear view of the rest of the group e.g. designated office or room with a clear glass window. The door must always be left open.

The Friends of Winchester Cathedral Safeguarding Policy is provided to all Friends of Winchester Cathedral employees, Board of Trustees and volunteers. This policy is also available on request to others outside the organisation.

## Safeguarding contact details

### **Friends of Winchester Cathedral - Safeguarding Officer**

Lucy Hutchin

01962 857244

Mobile: 07710 187831

[lucy.hutchin@winchester-cathedral.org.uk](mailto:lucy.hutchin@winchester-cathedral.org.uk)

### **Winchester Cathedral Safeguarding Manager**

Emma Bourner

01962 857281

07393 126649

[safeguarding@winchester-cathedral.org.uk](mailto:safeguarding@winchester-cathedral.org.uk)

### **Hampshire County Council - 'Out of Hours' Service**

(for immediate advice or help out of office hours Monday – Friday between 6pm and 8am, or weekends and Bank Holidays)

0300 555 1373

### **Hampshire County Council – Adult Services**

0300 555 1386

### **Hampshire County Council – Children's Services**

0300 555 1384

If you believe an individual is at immediate risk of harm, please contact the Police on 999.