

Safeguarding Committee Terms of Reference

Duties and Responsibilities

1. The Cathedral Safeguarding Committee will act as 'critical friend' to the Dean and Chapter regarding the safeguarding of children and vulnerable adults. Its role is to support Chapter in meeting their safeguarding obligations for the Cathedral and its activities, including safe recruitment, and to provide assurance to Chapter that the Cathedral's safeguarding arrangements are fit for purpose.
2. The Cathedral Safeguarding Committee will bring together key managers of 'departments' within the Cathedral to promote collective ownership of safeguarding and to facilitate sharing of information and effective collaborative working.
3. The Cathedral Safeguarding Committee will work to enhance visibility of the strategic leadership of safeguarding across the Cathedral community, in particular to articulate the 'golden thread' which should run through all the ministries of the Cathedral. This will be supported by a communication plan to reinforce the messaging about the importance of safeguarding, which is conveyed to staff, volunteers, members of the congregation, parents, choristers.
4. The Cathedral Safeguarding Committee will be responsible for overseeing the implementation of the action plan following safeguarding audits (including most recently by SCIE).
5. The Cathedral Safeguarding Committee will develop a strategic safeguarding plan for the Cathedral. The Plan will set out a vision and specific objectives for the further development of safeguarding over the next three years, which will reflect *Promoting a Safer Church*.
6. The Cathedral Safeguarding Committee will promote awareness and adherence to policies that are specific to safeguarding, to ensure that all those working within the Cathedral know how to recognise, report and record concerns. The Cathedral Safeguarding Committee will also be cognizant of those policies that relate to children,

vulnerable adults, health and safety, coronavirus etc, which might impact on safeguarding practice.

7. The Cathedral Safeguarding Committee will have an overview of operational safeguarding activity across the ministries and functions of the Cathedral. It will give in-depth consideration to any significant operational problems and report to the Dean and Chapter on possible solutions and areas which need improvement.
8. The Cathedral Safeguarding Committee will not discuss individual cases, which are confidential, but it will ensure that any generally applicable learning from individual cases is identified and shared appropriately with those who have safeguarding responsibilities in the Cathedral community.
9. The Cathedral Safeguarding Committee will have an overview of the arrangements in the Cathedral for risk assessments and arrangements for managing people who may pose a risk to others.
10. The perspectives and experiences of survivors, children and vulnerable adults will be central to the work of the Cathedral Safeguarding Committee and will inform how the Cathedral Safeguarding Committee supports cathedral staff and volunteers in their work with these specific groups, in particular in relation to pastoral care for victims of abuse.
11. The Cathedral Safeguarding Committee will liaise closely with the Cathedral's pastoral care group, in those areas where the work of the two groups overlaps, to facilitate an effective joint approach to pastoral care, safeguarding and spiritual support to vulnerable people.
12. The Cathedral Safeguarding Committee will monitor data on the safeguarding training undertaken by Cathedral clergy, staff and volunteers, to ensure that all groups have received appropriate training within the timeframe set by the church of England, and to identify new training needs.
13. The Cathedral Safeguarding Committee will be a forum for sharing updates on safeguarding in its wider context within cathedrals and within the Church of England, as well central government legislation and policy, as well as best practice.

14. The Cathedral Safeguarding Committee is concerned solely with the Cathedral's internal arrangements for safeguarding. It does not replicate in any way the work or remit of the Diocesan Safeguarding Advisory Group (DSAP), though from time to time it may wish to refer matters to that Group for consideration. The Cathedral's Chief Operating Officer (COO) will be a member of both the DSAP and the Cathedral Safeguarding Committee.
15. The Cathedral Safeguarding Committee may be invited to contribute to periodic reviews of the Cathedral's service level agreement with the Diocese of Worcester.

Procedures

16. The Cathedral Safeguarding Committee will be formally constituted as a committee of Chapter.
17. The independent chair of the Cathedral Safeguarding Committee will make a short, written report to the Dean after each meeting, where it is necessary to highlight any issues which may need Chapter's the attention. A more detailed report will be made annually to the Dean and Chapter (usually in person).
18. Meetings will be minuted and there will be a process to ensure that decisions and recommendations of the Cathedral Safeguarding Committee are followed through.

Membership of the Committee

Independent Chair

A second independent member (in addition to the Chair)

A member of the Cathedral clergy / residentiary canon

In attendance

Chief Operating Officer (COO)

Diocesan Safeguarding Adviser (DSA)

HR & Safeguarding Officer (to minute)

Director of Events & Operations

Director of Learning, Welcome & Engagement

Director of Music

Head Verger

Other staff as appropriate