



Wakefield Cathedral

Policy for Responding to Safeguarding Concerns or Allegations

This policy was approved by Chapter on 29th November 2023.

Responsible Officer: Chapter Safeguarding Lead

Next Review: November 2024

We will respond promptly to every safeguarding concern or allegation, adhering strictly to the Church of England's Guidance in the *Parish Safeguarding Handbook, Promoting a Safer Church*, pages 18-28, with necessary adaptations because we are a cathedral as well as a parish church. Please see the flow charts below. Here is a summary:

1. Victims/survivors, whether children or adults, will be listened to and taken seriously. It will be explained that some information will need to be shared on a need to know basis only and that otherwise confidentiality will be respected. The victim will be reassured that they have done the right thing in reporting and that they will be supported.
2. Anyone hearing a disclosure or allegation will listen and record what was said, without questioning the victim/survivor, putting words into their mouth or showing emotion or disbelief. They should record what was said as exactly and briefly as possible, sign and date the report take it immediately to the Chapter Safeguarding Lead or Chief Operating Officer. (If neither is available, or if the allegation relates to the Chapter Safeguarding Lead or Chief Operating Officer, it should be reported to the Diocesan Safeguarding Adviser, whose details are available on noticeboards and the cathedral / diocesan websites. If neither the Parish Safeguarding Officer, Incumbent, or Diocesan Safeguarding Adviser is available within 24 hours, it should be reported to social care services.)
3. In an emergency call 999.
5. Any Safeguarding concerns or allegations will be reported to the Chapter Safeguarding Lead within 24 hours who will contact the Diocesan Safeguarding Team (DST) for further advice. If the concern or allegation is about a Church Officer the DST will offer support, adhering to the House of Bishops' Guidance.
7. A proper balance must be struck between protecting children and adults and respecting the rights of the person against whom an allegation is made. In such circumstances the welfare of the child, young person or adult must come first.
8. We will ensure that paid workers and volunteers are trained regularly and to the right level for their role. We will ensure that they are confident about what to do in such circumstances.

9. We will do everything we can to ensure that the culture in our community is such that everyone knows that we are all responsible for Safeguarding and for reporting concerns.

For incumbent / PSO read 'Chapter Safeguarding Lead' and 'Chief Operating Officer'.

SafeGuardingHandBookAugust2019Web.pdf

7. Responding Promptly to Every Safeguarding Concern or Allegation

7.1 Quick guide



