



SAFEGUARDING POLICY AND PROCEDURES

POLICY

Cathedral Music Trust (“the Trust”, “we/us”) takes seriously its responsibility to protect and safeguard the welfare of everyone involved in our work.

The Trust is committed to ensuring that all suspicions and allegations of abuse are taken seriously and responded to swiftly and appropriately and that all personnel (including volunteers) are clear on how to respond.

This policy and associated procedures apply to everyone involved, in any way, with the Trust. Where the Trust is involved in an event organised and managed by another organisation, for example a cathedral, or has a subsidiary role in a partnership with another organisation, the safeguarding policy of the managing organisation/lead partner is to be followed.

The Trust aims to ensure that its policy and procedures comply with statutory duties, reflect guidance and good practice, and that safeguarding arrangements are proportionate and appropriate. This policy has been written in the light of statutory guidance (Working together to safeguard children) as well as online guidance from the NCVO, NSPCC and SafeCIC.

In the policy, a “young person” is defined as someone under the age of 18, and an “adult at risk of harm” as someone who has needs for care and support, and is experiencing, or is at risk of, abuse or neglect and is unable to protect themselves.

PRINCIPLES

Cathedral Music Trust believes that:

- Nobody who is involved in our work should ever experience abuse, harm, neglect or exploitation, regardless of their age, sex, race or ethnicity, disability, sexuality, religion or beliefs.
- We all have a responsibility to promote the welfare of staff, volunteers and people who come into contact with the charity (especially young people and adults at risk of harm), to keep them safe and to work in a way that protects them.
- We all have a responsibility for creating and maintaining a culture of safeguarding in our organisation in which people not only feel safe, but also able to speak up if they have any concerns.
- Safeguarding is not something merely to pay lip service to: we should “think the unthinkable” and be prepared.

THE 4 RS: RECOGNISING, RESPONDING, REPORTING AND RECORDING

Everyone working for or with the Trust, in whatever capacity, should be able to:

- (1) **Recognise** possible abuse,
- (2) **Respond** appropriately,
- (3) **Report** concerns correctly, and
- (4) **Record** observations sensibly.

Further information and advice in each of these areas is provided in the appendix to this policy.

WORKING PRACTICES

Everyone working for or with the Trust should treat other people with respect and dignity, with no exceptions, regardless of the age, culture, disability, gender, language, racial origin, religious beliefs, sexual identity or other personal characteristic of the individual.

Everyone working for or with the Trust should ensure that working practices and activities are inclusive and appropriate, taking care to meet the needs of those with disabilities, from vulnerable situations, or with different methods of communication (e.g. non-verbal communication or English as an additional language).

On occasions when someone working for or with the Trust comes into physical proximity with members of the public, for example at a Cathedral Music Trust event, they should:

- always maintain a safe and appropriate distance from others;
- avoid, wherever possible, being alone with an individual young person or person at risk of harm or groups of young people/adults at risk of harm. If this cannot be avoided, ensure that doors are kept open and that other Trust staff/volunteers know where they are and with whom;
- comply with appropriate risk assessments, as set out in the Trust's Health & Safety policy.

PHOTOGRAPHY AND VIDEO FOOTAGE

No photographs or video footage of young people or adults at risk of harm will be taken by or on behalf of the Trust unless written consent has been received from the person's parent/carer (or via a school, cathedral or partner organisation).

Project/event managers are responsible for distributing, collecting and filing consent forms. Consent forms should clearly state for what purpose the photographs/video footage are being taken, e.g. publicity leaflet, website. Names of young people or adults at risk of harm shown in photographs/video footage must not be included. All photos/videos will be stored securely within the Trust's SharePoint filing system and will not be saved on the hard drives of personal devices. They may not be used by another organisation (including downloading, printing, distributing, linking) without the Trust's permission.

GRANT APPLICANTS AND RECIPIENTS

In most cases, we expect that grant applicants and recipients will receive support and oversight in relation to safeguarding from their church governing body (for example, the Church of England).

As a responsible grant-maker, we ask applicants to confirm they have safeguarding policies in place. The Trust recognises that grant recipients hold the primary responsibility for safeguarding and protecting from harm those in contact with their organisation. We will ask applicants to confirm that their safeguarding policy has been reviewed within the last 3 years.

As set out in our Financial Support General Terms and Conditions, grant recipients must report any safeguarding concerns to the relevant authorities in line with their policies and according to applicable laws. Grant recipients are expected to inform us in writing as soon as possible of any potentially serious concern or disclosure.

RECRUITMENT

The Trust acknowledges its responsibility to take reasonable steps to protect everyone who comes into contact with the charity from harm and thus its duty to ensure that trustees, staff and volunteers are suitable for the position to which they are recruited.

The Trust's recruitment practices, including circumstances in which a Disclosure & Barring Service (DBS) check is required, are set out in the Trust's Volunteer Policy and its Equality and Diversity Policy. A DBS check may also be undertaken in relation to an existing volunteer if the nature of their involvement with the Trust requires it. Where appropriate, DBS checks must be kept up to date.

ONLINE SAFEGUARDING

The Trust will identify and manage online safeguarding risks by ensuring that:

- volunteers, staff and trustees understand how to keep themselves safe online and comply with the Trust's IT policy and cybersecurity guidelines;
- we protect people's personal data and follow GDPR legislation, in line with our data protection policy and privacy notices;
- we have permission to display any images on our website or social media accounts, including consent from an individual, parent, etc.

Responsibility for monitoring compliance with online safeguarding rests with the Digital and Communications Manager, in liaison with the Safeguarding Officer.

WELFARE AND INAPPROPRIATE BEHAVIOUR

The Trust will not tolerate bullying, harassment or inappropriate behaviour under any circumstances. We have separate policies on Anti-bullying and Whistle-blowing and formal Disciplinary and Grievance Procedures.

DATA

The Safeguarding Officer will ensure that any records of safeguarding concerns or safeguarding allegations are retained securely in accordance with the Trust's data protection policy.

ROLES AND RESPONSIBILITIES

Ultimate responsibility for safeguarding in the Trust rests with the Board. It is the Board's responsibility, acting on the advice of the Finance & Audit Committee, to conduct periodic reviews of safeguarding policies, procedures and practice, and ensure that such policies and procedures are put into practice, are responsive to legislative change and reviewed as necessary. Safeguarding should be a standing item on the agenda of Board meetings.

The Board will appoint a Lead Safeguarding Trustee and a Safeguarding Officer. The Lead Safeguarding Trustee is currently Gavin Ralston and the Safeguarding Officer is Daniel Bishop. In any situation where neither the Lead Safeguarding Trustee nor the Safeguarding Officer is available, safeguarding responsibility is passed to the Trust's CEO.

The role of the Lead Safeguarding Trustee has three aspects. They are responsible for ensuring that the Trust's strategic planning takes proper account of safeguarding issues and are consistent with statutory requirements and best practice. They should keep this policy under review, be aware of the latest developments in keeping people safe, and support the CEO and the Safeguarding Officer oversee any safeguarding allegations. They are also responsible for ensuring that safeguarding is enshrined in the Trust's culture.

THE SAFEGUARDING OFFICER IS RESPONSIBLE FOR ENSURING THAT TRUSTEES, STAFF AND VOLUNTEERS HAVE UP TO DATE TRAINING, PROVIDING SAFEGUARDING ADVICE AND MANAGING ANY SAFEGUARDING CONCERNS.

TRAINING

All trustees are expected to complete an online safeguarding training module unless a certificate or similar proof is provided of having completed an equivalent course with an alternative provider.

The Lead Safeguarding Trustee and Safeguarding Officer are also required to complete Leading on Adult Safeguarding and Leading on Child Safeguarding training.

Any staff or volunteers working directly with young people or adults at risk of harm must also complete an online safeguarding course and be in possession of a valid and current DBS safeguarding certificate from the Trust.

Proof will be required before involvement in projects can begin.

REVIEW

This policy will be monitored and reviewed annually. In the event that the policy is amended, a revised document will be made available to all relevant parties.

END

Adopted by Council in April 2018

Last reviewed by Finance & Audit committee and Board in November 2025

Next review due October 2026

A handwritten signature in blue ink, reading "J. Macdonald.", is written above a horizontal line.

Signed

Jonathan Macdonald (Chair)

APPENDIX – SAFEGUARDING PROCEDURES

What to do if you suspect a young person or adult at risk of harm has been/is being abused

KEY POINTS

- The safety and welfare of the young person or adult at risk of harm is paramount.
- If you believe that a young person or adult at risk of harm is in immediate danger, refer the matter at once to social services or ring 999, before informing the Trust's Safeguarding Officer.
- No promises of confidentiality should ever be made to anyone making a safeguarding disclosure.
- Under no circumstances should anyone carry out their own investigation into an allegation or suspicion of abuse.

RECOGNISING ABUSE

What is abuse?

The government guidance, *Working Together to Safeguard Children* categorises abuse as: (1) Physical abuse; (2) Emotional abuse; (3) Sexual abuse; and (4) Neglect.

What is physical abuse?

Physical abuse is deliberately hurting a young person or adult at risk of harm, causing injuries such as bruises, broken bones, burns or cuts. People who are physically abused suffer violence such as hitting, kicking, poisoning, shaking, burning or scalding, drowning, suffocating, poisoning, slapping or having objects thrown at them. Female genital mutilation (FGM) is a form of physical abuse. Physical harm may also be caused when a parent or carer feigns the symptoms of or deliberately causes ill health to a young person or adult at risk of harm whom they are looking after.

What is emotional abuse?

Emotional abuse is the persistent emotional ill-treatment of a person such as to cause severe and persistent adverse effects on that person's emotional development. It may involve making the individual feel or believe that they are worthless, unloved, inadequate. It may involve causing the person to feel often frightened, degraded, endangered, ignored, isolated or like they are always 'in the wrong'. It may involve exploitation, overt controlling, or making unreasonable demands on a young person or adult at risk of harm. Emotional abuse can also involve exposing a young person to distressing events or interactions such as domestic abuse or drug taking. Emotional abuse can be perpetrated online, offline, verbally, in writing or through action.

What is sexual abuse?

Sexual abuse can include: sexual touching of any part of the body, clothed or unclothed; penetrative acts; making a young person or adult at risk of harm take part in sexual activity; making a young person or adult at risk of harm perform sexual acts for another person; coercing young people and adults at risk of harm perform sexual acts over the internet; encouraging a young person or adult at risk of harm to watch or hear sexual acts; not taking proper measures to prevent a young person or adult at risk of harm being exposed to sexual activities by others; making, viewing or distributing abuse images; flashing; sexually exploiting a young person or adult at risk of harm for money, power or status. Sexual abuse is still abuse even if the young person or adult at risk of harm gives their consent or is unaware of what is happening. Sexual abuse may be same-sex or opposite sex. People from all walks of life may be sexual abusers, including other young people.

What is neglect?

Neglect is the ongoing failure to meet the basic needs of a young person or adult at risk of harm and is the most common form of abuse. It may involve a parent/carer failing to provide adequate food, shelter and clothing, failure to protect a young person or adult at risk of harm from physical or emotional harm, or the failure to ensure access to appropriate medical care. It may also include neglect of the basic emotional and/or educational needs of a young person or an adult at risk of harm.

Recognising signs of abuse:

Signs and symptoms that may indicate abuse has occurred include: self-injury; self-destructive behaviour; attempted suicide; talking about suicidal feelings; eating disorders; depression; withdrawal; over-compliant behaviour; gifts of money or items that the recipient cannot explain; sleep disturbance/nightmares; promiscuous behaviour; proactive sexual behaviour; unexplained recurrent injuries; refusal to discuss injuries or implausible explanations for injuries; very aggressive/bullying behaviour; flinching – fear of physical contact; running away from or being thrown out of home; continual self-deprecation; inappropriate responses to painful situations; compulsive stealing; social isolation; desperate attention-seeking behaviour; obsessive behaviour; phobias; drug/solvent abuse; prolonged or recurring unexplained absences.

RESPONDING APPROPRIATELY

REMEMBER: if the young person or adult at risk of harm is in need of immediate medical attention, these needs should be met before any other action is taken.

It has been proven extremely rare for young people to lie about abuse and, as such, all disclosures must be taken seriously and handled sensitively. Should a young person or an adult at risk of harm disclose abuse, you must consider the following points:

- Remember that it can be very hard for a person to reveal abuse. Often, they may be close to the abuser or may fear the consequences of telling someone about the abuse.
- Listen carefully and avoid interrupting or expressing your own views on the matter.

- Do not ask leading questions but, instead, opt for open queries such as, ‘*Can you tell me more about that?*’
- Treat the disclosure with belief and respect. Let the young person or adult at risk of harm know that you believe them.
- Reassure them that they have done the right thing by telling someone and acknowledge their bravery in doing so.
- Let them know that the abuse is not their fault and that they are not alone in having experienced this.
- Explain what you will do next in order to help. Do not promise to keep secrets but reassure the individual that you will only share this information with someone who is trained to help.
- Give them information about where they can go for confidential help and support (e.g. helplines).
- Don't talk to the alleged abuser or offer to do so. Confronting the alleged abuser could make the situation a lot worse for the young person or adult at risk of harm.

REPORTING AND RECORDING OBSERVATIONS

Following a disclosure, or in the event of concern:

- Make detailed notes on the disclosure discussion, including when and where it took place, the people present, and what was said. Do not interpret but use the discloser's own words wherever possible. If no disclosure has taken place, make detailed notes on suspicions and the supporting evidence.
- Keep all notes safe, in case they are later required for evidence. Remember that this is extremely sensitive data and will need storing as such.
- Report the disclosure or suspicion of abuse within 24 hours to the Lead Safeguarding Trustee or the Safeguarding Officer. Take action quickly, follow the pathway below for reporting concerns and only share personal data necessary to ensure the safety of the individual(s) in question. Remember the welfare of the individual takes precedence over confidentiality.
- If the disclosure takes place in a situation where the Trust has a subsidiary role, for example by a chorister in a cathedral, you should report the disclosure to that organisation's safeguarding lead, as well as to the Trust's Lead Safeguarding Trustee or Safeguarding Officer. The Lead Safeguarding Trustee or Safeguarding Officer will follow up with the organisation concerned as appropriate.

The route for reporting concerns or disclosures is as follows:

- The Safeguarding Officer is, wherever possible, the first point of contact for all staff and volunteers.

- Concerns and disclosures will be reported by the Safeguarding Officer to the Lead Safeguarding Trustee, the CEO and/or to the Trust Board. In the event that it is not possible for the original concern to be raised with the Safeguarding Officer, referrals may be made directly to the Lead Safeguarding Trustee.
- If a concern is about the CEO, the disclosure route will be to the Lead Safeguarding Trustee and the Chair.
- The Lead Safeguarding Trustee and Board will either seek anonymous advice from Children's Social Care or make a referral to Children's Social Care, or in the case of an adult at risk contact the appropriate social services, should the situation clearly warrant such action.
- In extreme cases where the individual is at immediate risk, it may be necessary to contact the Police as a matter of emergency. In such cases, the aforementioned procedure may be bypassed, although all actions should subsequently be reported via the above channels.

We encourage anyone with a safeguarding concern relating to a recipient of our grants to report this directly to the organisation or, if appropriate, Social Services or the Police. In the event that a concern about a grant recipient is reported directly to us, it will usually be referred to the relevant organisation's safeguarding lead by the Safeguarding Officer or the Lead Safeguarding Trustee. The Trust is not a regulator and cannot investigate safeguarding concerns.

The Lead Safeguarding Trustee and Safeguarding Officer will be responsible for seeking further advice if appropriate and deciding whether further action is required. We may request further information, for example about the steps being taken to improve safeguarding practice at the organisation in light of the concern. In the event of serious safeguarding concerns, the Trust may decide to withhold or withdraw its funding. Information sharing will be in line with the Trust's Privacy and GDPR policies.

CONTACT INFORMATION

Safeguarding Officer: Daniel Bishop (Director of Finance & Resources):
dan.bishop@cathedralmusictrust.org.uk / 020 3151 6096

Lead Safeguarding Trustee: Gavin Ralston (Chair, Finance & Audit Committee):
gavin.ralston@cathedralmusictrust.org.uk

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