Rochester Cathedral Education and Visits Department

Child Protection Requirements

- Schools should follow their own Child Protection Procedures which should ensure an adequate recruitment procedure that includes checking the background of workers and volunteers (including a current Criminal Records Bureau Disclosure).
- Whilst in the cathedral there should always be at least two leaders with each class.
- While maintaining the recommended number of leaders per class, if possible their gender should also reflect the group, i.e. there should be at least one male leader where there are boys present and at least one female leader where there are girls present.
- No person under the age of 18 years should be left in charge of any group.
- To ensure the welfare of the young people (under 18) classes should not be left unattended at any time.
- A register should be kept of children or young people on the trip, with such contact and personal / health details as deemed necessary.

A copy of the procedures which the cathedral follows where allegations of abuse are made is available upon request. The Cathedral’s Protection of Children Document is available on our website: www.rochestercathedral.org/documents/news/TheProtectionofChildrendocument.pdf

The Cathedral Safeguarding Officer

Name: Greg Barry
Tel. No.: Daytime 01634 560000 Mobile 07585 952174

She should be informed of any concerns or allegations which arise about children in the course of your activities. For any queries about other matters please contact the Education Department on 01634 810066.

Health and Safety / Risk assessment

Although there is no obvious risk to visitors to the cathedral the onus for assessment of risk is on the leaders of the visiting group.

The Dean and Chapter can take no responsibility for personal possessions – please ask pupils and staff to keep all belongings with them at all times.

Please advise us in advance if any of your group has any special requirements.

Declaration

I confirm that we have our own Child Protection Procedures in place and that I am aware of the Child Protection and Health and Safety requirements for Rochester Cathedral and confirm that the teachers and adults from my school will comply with the above agreement and principles.

Signed.................................................. Designation..............................................................
School.................................................. Date..........................................................

Please sign 2 copies, one to be retained by the cathedral, and one by the school
Important Notice from the Dean & Chapter

The Dean & Chapter have issued the following guidelines for visiting school parties in relation to welfare and safety. The guidelines are supplementary to each school’s own Child Protection and Health and Safety procedures.

In the Cathedral

1. School staff / accompanying adults remain responsible for the welfare and behaviour of students throughout their visit to the cathedral and surrounding areas.

2. In order to be easily identified as part of a school group we ask all accompanying adults to wear some form of identification which clearly associates them with their school.

3. Prior to entering the cathedral, would staff please remind students about appropriate behaviour, including turning off/silencing mobile phones, not chewing gum, eating or drinking (except water) and not dropping litter.

In the Lunch Room

1. Please station an adult at the front and rear of your party as you enter the building.

2. Please ensure that only your group enters the facility.

3. An adult should sign the group into and out of the centre, logging time of arrival / departure and the number in the party (see notice-board at top of stairs).

4. Information on emergency exit procedures is displayed in the lunch room. Please read this information.

In the event of any query on Child Protection or Health & Safety matters whilst in the cathedral environs please contact the Duty Verger, the Education Officer, or the Cathedral Director of Operations.

Thank you for your assistance in ensuring a safe visit for all our school parties.

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