CODE OF CONDUCT

SAFER WORKING PRACTICE FOR STAFF AND VOLUNTEERS
WORKING WITH CHILDREN AT THE CATHEDRAL
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1. Introduction

1.1. This Code of Conduct sets out guidance on acceptable and unacceptable behaviour in relation to Cathedral staff and volunteers working with children.


1.3. Part 2 is derived from relevant parts of ‘Guidance for safer working practice for those working with children and young people in education settings’ (May 2019) (adapted and updated by the Safer Recruitment Consortium from original DfE guidance) https://www.saferrecruitmentconsortium.org/GSWP%20May%202019%20Final.pdf. It contains specific guidance about particular aspects of working with children and (in italics) specific guidance about which behaviours should be avoided and which are recommended.¹

1.4. In this Code of Conduct:
   - The word ‘child’ refers to any child or young person under the age of 18.
   - The term ‘group leader’ is used to refer to the person with overall responsibility for a group or activity who is answerable to the Chapter or line managed by a member of staff who is answerable to the Chapter.
   - The terms ‘staff’ and ‘volunteers’ includes clergy, whether paid or unpaid.
   - The terms ‘working’ and ‘work’ include paid and unpaid work and volunteering.
   - The term ‘allegation’ means where it is alleged that a person who works with children has:
     ➢ behaved in a way that has harmed a child, or may have harmed a child;
     ➢ possibly committed a criminal offence against or related to a child; or,
     ➢ behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

2. GENERAL GUIDANCE FOR INDIVIDUAL STAFF, VOLUNTEERS AND GROUP LEADERS

2.1. Guidelines for individual staff and volunteers:

You should:
   - treat all children and young people with respect and dignity;
   - ensure that your own language, tone of voice and body language is respectful;
   - always aim to work within sight of another adult;
   - ensure another adult is informed if a child needs to be taken to the toilet; Toilet breaks should be organised for young children;
   - ensure that children and young people know who they can talk to if they need to speak to someone about a personal concern;
   - respond warmly to a child who needs comforting, but make sure there are other adults around;

¹ Some sections of the Safer Recruitment Consortium guidance have been omitted where not relevant and where other Cathedral policy documents contain guidance in relation to those specific topics, for example, confidentiality and social media policy.
• if any activity requires physical contact, ensure that the child and parents are aware of this and its nature beforehand;
• administer any necessary First Aid with others around;
• obtain consent for any photographs/videos to be taken, shown or displayed;
• record any concerns or incidents and give the information to your group leader. Sign and date the record;
• always share concerns about a child or the behaviour of another worker with your group leader and/or the Canon in Residence and/or the Cathedral Safeguarding Officer.

You should not:
• initiate physical contact. Any necessary contact (e.g. for comfort, see above) should be initiated by the child;
• invade a child’s privacy while washing or toileting;
• play rough physical or sexually provocative games;
• use any form of physical punishment;
• be sexually suggestive about or to a child even in fun;
• touch a child inappropriately or obtrusively;
• scapegoat, ridicule or reject a child, group or adult;
• permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying;
• show favouritism to any one child or group;
• allow a child or young person to involve you in excessive attention seeking that is overtly physical or sexual in nature;
• give lifts to children or young people on their own or on your own;
• smoke tobacco in the presence of children;
• drink alcohol when responsible for young people;
• share sleeping accommodation with children;
• invite a child or children to your home alone or unsupervised;
• arrange social occasions with children (other than family members) outside organized group occasions;
• allow unknown adults access to children. Visitors should always be accompanied by a known person;
• allow strangers to give children lifts.

2.2. Touch

• Cathedral groups and activities should provide a warm, nurturing environment for children and young people, while avoiding any inappropriate behaviour or the risk of allegations being made. All volunteers must work with or within sight of another adult.
• Very occasionally it may be necessary to restrain a child or young person who is harming her/himself or others. Use the least possible force and inform the parents as soon as possible. All such incidents should be recorded and the information given to the line manager or group leader.
• All physical contact should be an appropriate response to the child’s needs not the needs of the adult. Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately.

2.3. Additional guidelines for group leaders

In addition to the above the group leader should:
• ensure any health and safety requirements are adhered to;
• undertake risk assessments with appropriate action taken and record kept;
• keep register and consent forms up to date;
• have an awareness, at all times, of what is taking place and who is present;
• create space for children to talk—either formally or informally;
• liaise with Cathedral Safeguarding Officer over good practice for safeguarding;
• always inform the Canon in Residence or Cathedral Safeguarding Officer of any specific safeguarding concerns that arise.
• liaise with the line manager, Chapter members, Cathedral Safeguarding Officer as appropriate.

3. SPECIFIC GUIDANCE ABOUT WORKING WITH CHILDREN AND BEHAVIOURS

3.1. Responsibilities

3.1.1. Staff and volunteers working with children are accountable for the way in which they: exercise authority; manage risk; use resources; and safeguard children.

3.1.2. All staff and volunteers working with children have a responsibility to keep children safe and to protect them from abuse (sexual, physical and emotional), neglect and contextual safeguarding concerns. Children have a right to be safe and to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure their safety and well-being. Failure to do so may be regarded as misconduct and/or a disciplinary matter.

3.1.3. The safeguarding culture of the Cathedral is, in part, exercised through the development of respectful, caring and professional relationships between adults and children and behaviour by the adult that demonstrates integrity, maturity and good judgement.

3.1.4. The public, statutory bodies, employers and parents/carers will have expectations about the nature of professional involvement in the lives of children. When individuals accept a role working in the Cathedral they should understand and acknowledge the responsibilities and trust involved in that role.

3.1.5. Employers (including the Cathedral) have duties towards their employees and others under Health and Safety legislation which requires them to take steps to provide a safe working environment for staff.

3.1.6. Legislation also imposes a duty on employees to take care of themselves and anyone else who may be affected by their actions or failings. An employer’s Health and Safety duties and the adults’ responsibilities towards children should not conflict. Safe practice can be demonstrated through the use and implementation of these guidelines.

3.1.7. This means that staff and volunteers should:
• understand the responsibilities which are part of their role
• always act, and be seen to act, in the child’s best interests
• avoid any conduct which would lead any reasonable person to question their motivation and intentions
• take responsibility for their own actions and behaviour

3.1.8. This means that the Cathedral:
• promotes a culture of openness and support
• ensures that systems are in place for concerns to be raised
• ensures that adults are not placed in situations which render them particularly vulnerable
• ensures that all adults are aware of expectations, policies and procedures

3.1.9. This means that Chapter:
• ensures that appropriate safeguarding policies and procedures are distributed, adopted, implemented and monitored

3.2. Making appropriate judgements

3.2.1. This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff and volunteers working with children. There will be rare occasions and circumstances in which staff and volunteers working with children have to make decisions or take action in the best interest of a child which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of children in their charge and, in so doing, will be seen to be acting reasonably. These judgements should always be recorded and shared with a line manager or group leader.

3.2.2. Adults should always consider whether their actions are warranted, proportionate, safe and applied equitably.

3.2.3. This means that where no specific guidance exists staff and volunteers should:
• discuss the circumstances that informed their action, or their proposed action, with their line manager or group leader or, where appropriate, the Canon in Residence or Cathedral Safeguarding Officer. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted
• always discuss any misunderstanding, accidents or threats with the Canon in Residence or Cathedral Safeguarding Officer
• always record discussions and actions taken with their justifications
• record any areas of disagreement and, if necessary, refer to another agency / the local authority / Church of England authorities

3.3. Power and positions of trust and authority

3.3.1. As a result of their knowledge, position and/or the authority invested in their role, staff and volunteers working with children in the Cathedral may be in a position of trust in relation to children.

3.3.2. The relationship between a person working with a child/ren is one in which the adult has a position of power or influence. It is vital for adults to understand this power; that the relationship cannot be one between equals and the responsibility they must exercise as a consequence.

3.3.3. The potential for exploitation and harm of vulnerable children means that adults have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

3.3.4. Staff and volunteers working with children should always maintain appropriate professional boundaries, avoid behaviour which could be misinterpreted by others and report and record any such incident.
3.3.5. Where a person aged 18 or over is in a position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity.

3.3.6. This means that staff and volunteers should not:
- *use their position to gain access to information for their own advantage and/or a child’s or family’s detriment*
- *use their power to intimidate, threaten, coerce or undermine children*
- *use their status and standing to form or promote relationships with children which are of a sexual nature, or which may become so*

3.4. Standards of behaviour

3.4.1. All staff and volunteers have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. They should adopt high standards of personal conduct in order to maintain confidence and respect of the general public and those with whom they work.

3.4.2. There may be times where an individual’s actions in their personal life come under scrutiny from the community, the media or public authorities, including with regard to their own children, or children or adults in the community. Staff and volunteers should be aware that their behaviour, either in or out of the Cathedral, could compromise their position within the Cathedral in relation to the protection of children, loss of trust and confidence, or bringing the Cathedral into disrepute.

3.4.3. This means that staff and volunteers should not:
- *behave in a manner which would lead any reasonable person to question their suitability to work with children or to act as an appropriate role model*
- *make, or encourage others to make sexual remarks to, or about, a child*
- *use inappropriate language to or in the presence of children*
- *discuss their personal or sexual relationships with or in the presence of children*
- *make (or encourage others to make) unprofessional personal comments which scapegoat, demean, discriminate or humiliate, or might be interpreted as such*

3.4.4. This means that staff and volunteers should:
- *be aware that behaviour by themselves, those with whom they have a relationship or association, or others in their personal lives, may impact on their work with children.*

3.5. Dress and appearance

3.5.1. A person’s dress and appearance are matters of personal choice and self-expression and some individuals will wish to exercise their own cultural customs. However, staff and volunteers should select a manner of dress and appearance appropriate to their role and which may be necessarily different to that adopted in their personal life. Staff and volunteers should ensure they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be viewed as offensive or inappropriate will render themselves vulnerable to criticism or allegation.

3.5.2. This means that staff and volunteers should wear clothing which:
- *promotes a positive and professional image*
- *is appropriate to their role*
- *is not likely to be viewed as offensive, revealing, or sexually provocative*
- *does not distract, cause embarrassment or give rise to misunderstanding*
• is absent of any political or otherwise contentious slogans
• is not considered to be discriminatory
• is compliant with any applicable professional standards

3.6. Gifts, rewards, favouritism and exclusion

3.6.1. The Cathedral and those organisations working with children who use the Cathedral (e.g. schools) should have policies in place regarding the giving of gifts or rewards and the receiving of gifts and staff and volunteers should be made aware of and understand what is expected of them.

3.6.2. Staff and volunteers need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver, for example a child or their parent/carer, to expect preferential treatment.

3.6.3. There are occasions when children or parents/carers wish to pass small tokens of appreciation to staff and volunteers e.g. at Christmas or as a thank-you and this is usually acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

3.6.4. Similarly, it is inadvisable for staff and volunteers to give such personal gifts to children with whom they work or their families. This could be interpreted as a gesture either to bribe or groom. It might also be perceived that a ‘favour’ of some kind is expected in return.

3.6.5. Any reward given to a child should be in accordance with agreed practice, consistent with any relevant policies (for example, the child’s school’s behaviour policy), recorded and not based on favouritism.

3.6.6. Adults should exercise care when selecting children for specific activities, jobs or privileges in order to avoid perceptions of favouritism or injustice. Similar care should be exercised when children are excluded from an activity. Methods of selection and exclusion should always be subject to clear, fair, agreed criteria.

3.6.7. This means that staff and volunteers should:
• be aware of and understand the relevant policies, e.g. rewarding positive behaviour
• ensure that gifts received or given in situations which may be misconstrued are declared and recorded
• only give gifts to a child as part of an agreed reward system
• where giving gifts other than as above, ensure that these are of insignificant value and given to all children equally
• ensure that all selection processes of children are fair and these are undertaken and agreed by more than one member of staff
• ensure that they do not behave in a manner which is either favourable or unfavourable to individual children

3.7. Infatuations and ‘crushes’

3.7.1. All staff and volunteers need to recognise that it is not uncommon for children to be strongly attracted to a member of staff or volunteer in a position of authority and/or develop a ‘crush’ or infatuation. They should make every effort to ensure that their own behaviour cannot be brought into question, does not appear to encourage this and be
aware that such infatuations may carry a risk of their words or actions being misinterpreted.

3.7.2. Any member of staff or volunteer who receives a report, overhears something, or otherwise notices any sign, however small or seemingly insignificant, that a young person has become or may be becoming infatuated with either themselves or another member of staff or volunteer, should immediately report this to the Canon in Residence or Cathedral Safeguarding Officer. In this way appropriate early intervention can be taken which can prevent escalation and avoid hurt, embarrassment or distress for those concerned.

3.7.3. The line manager or group leader, in consultation with the Canon in Residence and/or Cathedral Safeguarding Officer, should give careful thought to those circumstances where the staff member, volunteer, child and their parents/carers should be spoken to and should ensure a plan to manage the situation is put in place. This plan should respond sensitively to the child and staff member or volunteer and maintain the dignity of all. This plan should involve all parties, be robust and regularly monitored and reviewed.

3.7.4. This means that staff and volunteers should:
   • report any indications (verbal, written or physical) that suggest a child may be infatuated with a member of staff or volunteer
   • always maintain professional and personal boundaries

3.7.5. This means that the Cathedral should:
   • put action plans in place where concerns are brought to their attention

3.8. Social contact outside of the Cathedral

3.8.1. It is acknowledged that staff and volunteers may have genuine friendships and social contact with parents of children with whom they interact through their work at the Cathedral, but independent of that relationship arising from their role. Staff and volunteers should, however, also be aware that professionals who sexually harm children often seek to establish relationships and contact outside of the workplace with both the child and their parents, in order to ‘groom’ the adult and the child and/or create opportunities for sexual abuse.

3.8.2. It is also important to recognise that social contact may provide opportunities for other types of grooming such as for the purpose of sexual exploitation or radicalisation.

3.8.3. Staff and volunteers should recognise that some types of social contact with children or their families could be perceived as harmful or exerting inappropriate influence on children, and may bring the Cathedral into disrepute.

3.8.4. If a child or parent seeks to establish social contact, or if this occurs coincidentally, a member of staff or volunteer should exercise her/his professional judgement and/or seek advice. This also applies to social contacts made through outside interests or the staff member’s own family.

3.8.5. Some staff or volunteers may, as part of their role, be required to support a parent or carer. If that person comes to depend upon the staff member or volunteer or seeks support outside of their role this should be discussed with the Canon in Residence and/or Cathedral Safeguarding Officer and where necessary referrals made to the appropriate support agency.
3.8.6. This means that staff and volunteers should:
- always approve any planned social contact with children or parents with their line manager or group leader and/or a Chapter member
- advise their line manager or group leader and/or a Chapter member of any regular social contact they have with a child which could give rise to concern

3.8.7. Additionally, this means staff should
- refrain from sending personal communication to children or parents unless agreed with their line manager and/or a Chapter member
- inform their line manager and/or a Chapter member of any relationship with a parent where this extends beyond the usual parent/professional relationship
- inform their line manager and/or a Chapter member of any requests or arrangements where parents wish to use their services outside of the Cathedral setting e.g. babysitting, tutoring

3.9. Communication with children (including the use of technology)

3.9.1. In order to make best use of the many educational and social benefits of new and emerging technologies, children need opportunities to use and explore the digital world. Online risks are posed more by behaviours and values than the technology itself.

3.9.2. Staff and volunteers should ensure that they establish safe and responsible online behaviours, working to local and national guidelines and acceptable use policies which detail how new and emerging technologies may be used. Communication with children both in the ‘real’ world and through web based and telecommunication interactions should take place within explicit professional boundaries. This includes the use of computers, tablets, phones, texts, e-mails, instant messages, social media such as Facebook and Twitter, chat-rooms, forums, blogs, websites, gaming sites, digital cameras, videos, web-cams and other hand-held devices. (Given the ever-changing world of technology it should be noted that this list gives examples only and is not exhaustive.)

3.9.3. Staff and volunteers should not request or respond to any personal information from children with whom they interact as a result of their role at the Cathedral, other than that which may be necessary in a professional role. They should ensure that their communications are open and transparent and avoid any communication which could be interpreted as ‘grooming behaviour’

3.9.4. Staff and volunteers should not give their personal contact details to children for example, e-mail address, home or mobile telephone numbers, details of web-based identities. If children locate these by any other means and attempt to contact or correspond with the staff member or volunteer, the adult should not respond and must report the matter to their line manager or group leader. The child should be firmly and politely informed that this is not acceptable. The exception to this is the Children’s Representative, whose personal contact details are made available.

3.9.5. Staff and volunteers should, in any communication with children, also follow the guidance in section 2.4 ‘Standards of Behaviour’.

3.9.6. Staff and volunteers should adhere to the Cathedral’s policies, including those with regard to communication with parents and carers and the information they share when using the internet.

3.9.7. This means that adults should:
• not seek to communicate/make contact or respond to contact with children outside of the purposes of their work
• not give out their personal details
• wherever possible, use equipment and Internet services provided by the Cathedral
• follow the Cathedral policies I relation top communication and technology, including the Social Media Policy
• ensure that their use of technologies could not bring the Cathedral into disrepute
• not discuss or share data relating to children/parents/carers in staff or volunteer social media groups

3.9.8. This means that the Cathedral should:
• wherever possible, provide devices such as cameras and mobile phones rather than expecting staff to use their own (e.g. choir trips involving children)

3.10. Physical contact

3.10.1. There are occasions when it is entirely appropriate and proper for staff or volunteers to have physical contact with children, however, it is crucial that they only do so in ways appropriate to their role and in relation to the child’s individual needs and any agreed plans or policies.

3.10.2. Not all children feel comfortable about certain types of physical contact; this should be recognised and, wherever possible, adults should seek the child’s permission before initiating contact and be sensitive to any signs that they may be uncomfortable or embarrassed. Staff and volunteers should acknowledge that some children are more comfortable with touch than others and/or may be more comfortable with touch from some adults than others. Staff and volunteers should listen, observe and take note of the child’s reaction or feelings and, so far as is possible, use a level of contact and/or form of communication which is acceptable to the child.

3.10.3. It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child, in one set of circumstances, may be inappropriate in another, or with a different child.

3.10.4. Any physical contact should be in response to the child’s needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. Adults should therefore, use their professional judgement at all times or seek advice from their group leader or line manager.

3.10.5. Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff or volunteer believes that an action by them or another member of staff or volunteer could be misinterpreted, or if an action is observed which is possibly abusive, the incident and circumstances should be immediately reported to the Canon in Residence or Cathedral Safeguarding Officer and recorded.

3.10.6. Extra caution may be required where it is known that a child has suffered previous abuse or neglect. Staff and volunteers working with children need to be aware that the child may associate physical contact with such experiences. They also should recognise that these children may seek out inappropriate physical contact. In such circumstances staff and volunteers should deter the child sensitively and help them to understand the importance of personal boundaries.
3.10.7. This means that staff and volunteers should:

- be aware that even well-intentioned physical contact may be misconstrued by the child, an observer or any person to whom this action is described
- never touch a child in a way which may be considered indecent
- always be prepared to explain actions and accept that all physical contact be open to scrutiny
- never indulge in horseplay or fun fights
- always allow/encourage children, where able, to undertake self-care tasks independently
- ensure the way they offer comfort to a distressed child is age appropriate
- always tell a line manager or group leader when and how they offered comfort to a distressed child
- establish the preferences of children
- consider alternatives, where it is anticipated that a child might misinterpret or be uncomfortable with physical contact
- always explain to the child the reason why contact is necessary and what form that contact will take
- report and record situations which may give rise to concern
- be aware of cultural or religious views about touching and be sensitive to issues of gender

3.10.8. This means that the Cathedral

- ensures there is a system in place for recording incidents and the means by which information about incidents and outcomes can be easily accessed by relevant senior staff
- should provide staff and volunteers working with children, on a ‘need to know’ basis, with relevant information about vulnerable children in their care

3.11. Other activities that require physical contact

3.11.1. In certain activities, such drama or music, staff or volunteers working with children may need to initiate some physical contact with children, for example, to demonstrate technique in the use of a piece of equipment, adjust posture, or support a child so they can perform an activity safely or prevent injury.

3.11.2. Physical contact should take place only when it is necessary in relation to a particular activity. It should take place in a safe and open environment i.e. one easily observed by others and last for the minimum time necessary. The extent of the contact should be made clear and undertaken with the permission of the child. Contact should be relevant to their age / understanding and adults should remain sensitive to any discomfort expressed verbally or non-verbally by the child.

3.11.3. Where additional guidance and protocols around safe and appropriate physical contact are provided, for example, by external bodies such as schools or governing bodies of organisations using the Cathedral, they should be understood and applied consistently. Any incidents of physical contact that cause concern or fall outside of these protocols and guidance should be reported to the line manager or group leader and parent or carer.

3.11.4. It is good practice that all parties clearly understand at the outset, what physical contact is necessary and appropriate in undertaking specific activities. Keeping parents/carers and children informed of the extent and nature of any physical contact may also prevent allegations of misconduct or abuse arising.
3.11.5. This means that staff and volunteers should:
- treat children with dignity and respect and avoid contact with intimate parts of the body
- always explain to children the reason why contact is necessary and what form that contact will take
- seek consent of parents/carers where a child is unable to give this; e.g. because of age or disability
- consider alternatives, where it is anticipated that a child might misinterpret any such contact
- be familiar with and follow any applicable or recommended guidance and protocols
- conduct activities where they can be seen by others
- be aware of gender, cultural and religious issues that may need to be considered prior to initiating physical contact

3.12. Intimate/personal care

3.12.1. Any policies or agreed procedures relating to intimate/personal care should ensure that the health, safety, independence and welfare of children is promoted and their dignity and privacy are respected. Arrangements for intimate and personal care should be open and transparent and accompanied by recording systems.

3.12.2. Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable. When assistance is required, this should normally be undertaken by one member of staff or volunteer if it is appropriate to their role; however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible. Intimate or personal care procedures should not involve more than one member of staff or volunteer.

3.12.3. A signed record should be kept of all intimate and personal care tasks undertaken and, where these have been carried out in another room, should include times left and returned.

3.12.4. Children are entitled to respect and privacy at all times and especially when in a state of undress, including, for example, when changing or toileting. However, there needs to be an appropriate level of supervision in order to safeguard children, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the children concerned and sensitive to the potential for embarrassment.

3.12.5. This means that the Cathedral should:
- have agreed procedures in place for any child who could be expected to require intimate care

3.12.6. This means that staff and volunteers should:
- adhere to any intimate and personal care policies
- make other staff or volunteers aware of the task being undertaken
- avoid any visually intrusive behaviour
- where there are changing rooms, announce their intention of entering
- always consider the supervision needs of the children and only remain in the room where their needs require this

3.12.7. This means that adults should not:
• change or toilet in the presence or sight of children
• assist with intimate or personal care tasks which the child is able to undertake independently

3.13. **Sexual conduct**

3.13.1. Any sexual behaviour by a member of staff or volunteer with or towards a child is unacceptable. Sexual activity with a child could be a matter for criminal and/or disciplinary procedures. Children are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions depending on their age and understanding. This includes the prohibition of sexual activity with children by adults in a position of trust.

3.13.2. Sexual activity involves physical contact including penetrative and non-penetrative acts, however it also includes non-contact activities, such as causing children to engage in or watch sexual activity or the production of pornographic material.

3.13.3. There are occasions when adults embark on a course of behaviour known as ‘grooming’ where the purpose is to gain the trust of a child and manipulate the relationship so sexual abuse can take place. All staff and volunteers working with children should be aware those behaviours that may constitute ‘grooming’ and of their responsibility to always report to the Canon in Residence or Cathedral Safeguarding Officer any concerns about the behaviour of another member of staff or volunteer which could indicate that a child is being groomed.

3.13.4. *This means that staff and volunteers should:*
• not have any form of sexual contact with a child
• avoid any form of touch or comment which is, or may be considered to be, indecent
• avoid any form of communication with a child which could be interpreted as sexually suggestive, provocative or give rise to speculation e.g. verbal comments, letters, notes, by email or on social media, phone calls, texts, physical contact
• not make sexual remarks to or about a child
• not discuss sexual matters with or in the presence of children other than as part of their recognised job role

3.14. **One to one situations**

3.14.1. Staff or volunteers working in one to one situations with children as part of their recognised role at the Cathedral, including visiting staff from external organisations, can be more vulnerable to allegations or complaints.

3.14.2. To safeguard both children and adults, a risk assessment in relation to the specific nature and implications of one to one work should always be undertaken. Each assessment should take into account the individual needs of each child and should be reviewed regularly.

3.14.3. Arranging to meet with children away from the Cathedral should not be permitted unless the necessity for this is clear and approval is obtained from the relevant line manager or Chapter member, the children and their parents/carers (for example, in relation choristers at the King’s School, for activities on schools grounds).

3.14.4. *This means that staff should:*
• ensure that wherever possible there is visual access and/or an open door in one to one situations
• avoid use of ‘engaged’ or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy
• always report any situation where a child becomes distressed or angry
• consider the needs and circumstances of the child involved

3.15. Photography, videos and other images/media

3.15.1. Many Cathedral activities involve recording images. These may be undertaken for displays, publicity, to celebrate achievement and to provide records of evidence of the activity. Under no circumstances should staff or volunteers be expected or allowed to use their personal equipment to take images of pupils at or on behalf of the Cathedral.

3.15.2. The Cathedral should have arrangements with regard to the taking and use of images, which is linked to safeguarding policies. This should cover the wide range of devices which can be used for taking/recording images e.g. cameras, mobile-phones, smart phones, tablets, web-cams etc. and arrangements for the use of these by staff, volunteers, parents and visitors.

3.15.3. Whilst images are regularly used for very positive purposes, adults need to be aware of the potential for these to be taken and/or misused or manipulated for pornographic or ‘grooming’ purposes. Particular regard needs to be given when images are taken of young or vulnerable children who may be unable to question why or how the activities are taking place.

3.15.4. Children who have been previously abused in a manner that involved images may feel particularly threatened by the use of photography, filming etc. Staff and volunteers should remain sensitive to any child who appears uncomfortable and should recognise the potential for misinterpretation.

3.15.5. Making and using images of children will require the age appropriate consent of the individual concerned and their parents/carers. Images should not be displayed on websites, in publications or in a public place without such consent. The definition of a public place includes areas where visitors to the setting have access.

3.15.6. For the protection of children, it is recommended that when using images for publicity purposes that the following guidance should be followed:

• if the image is used, avoid naming the child, (or, as a minimum, use first names rather than surnames)
• if the child is named, avoid using their image
• establish whether the image will be retained for further use, where and for how long
• images should be securely stored and used only by those authorised to do so.

3.15.7. This means that staff and volunteers should:
• adhere to the Cathedral’s policies in relation to photography etc
• only publish images of children where they and their parent/carer have given explicit written consent to do so
• only take images where the child is happy for them to do so
• only retain images when there is a clear and agreed purpose for doing so
• store images in an appropriate secure place
• ensure that a senior member of staff (e.g. a line manager or group leader) is aware that the photography/image equipment is being used and for what purpose
• be able to justify images of children in their possession
• avoid making images in one to one situations

3.15.8. This means that adults should not:
• take images of children with whom they interact as a result of their role at the Cathedral for their personal use
• display or distribute images of children unless they are sure that they have parental consent to do so (and, where appropriate, consent from the child)
• take images of children with whom they work using personal equipment
• take images of children in a state of undress or semi-undress
• take images of a child’s injury, bruising or similar (e.g. following a disclosure of abuse) even if requested by children’s social care
• make audio recordings of a child’s disclosure
• take images of children which could be considered as indecent or sexual

3.16. Exposure to inappropriate images

3.16.1. Staff and volunteers should take extreme care to ensure that children and young people are not exposed, through any medium, to inappropriate or indecent images.

3.16.2. There are no circumstances that will justify adults: making, downloading, possessing or distributing indecent images or pseudo-images of children (child abuse images). Accessing these images, whether using the Cathedral’s or personal equipment, on or off the premises, or making, storing or disseminating such material is illegal.

3.16.3. If indecent images of children are discovered at the Cathedral or on the Cathedrals equipment an immediate report should be made to the Canon in Residence and/or Cathedral Safeguarding Officer and the police contacted if relevant. The images/equipment should be secured and there should be no attempt to view or delete the images as this could jeopardise necessary criminal action. If the images are of children known to the Cathedral, a referral should also be made to children’s social care in line with local arrangements.

3.16.4. Under no circumstances should any adult use Cathedral equipment to access pornography. Personal equipment containing pornography or links to it should never be brought into or used in the Cathedral. This will raise serious concerns about the suitability of the adult to continue working with children and young people.

3.16.5. Staff and volunteers should keep their passwords confidential and not allow unauthorised access to equipment. In the event of any indecent images of children or unsuitable material being discovered on a device the equipment should not be tampered with in any way. It should be secured and isolated from the network, and the Canon in Residence and/or the Cathedral Safeguarding Officer contacted without delay. Adults should not attempt to investigate the matter or evaluate the material themselves as this may lead to a contamination of evidence and a possibility that they will be at risk of prosecution themselves.

3.16.6. This means that staff and volunteers should:
• abide by the Cathedral’s policies in relation to social media, acceptable use and e-safety
• ensure that children cannot be exposed to indecent or inappropriate images
• ensure that any films or material shown to children are age appropriate

3.17. Personal living accommodation including onsite provision
3.17.1. Generally, staff and volunteers should not invite any children with whom they work at the Cathedral into their living accommodation unless the reason to do so has been firmly established and agreed with their line manager, group leader, or a Chapter member, and the child’s parents/carers.

3.17.2. It is not appropriate for staff or volunteers to be expected or requested to use their private living space for any activity, play or learning involving children. This includes seeing children for e.g. pastoral care or counselling. The Cathedral should ensure that appropriate accommodation for such activities is found elsewhere in Cathedral premises as necessary. It is acknowledged that Cathedral activities involving children take place from time to time in Cathedral houses occupied by the Dean and Residentiary Canons, but such activities should be undertaken with the appropriate safeguards and in accordance with these guidelines and relevant Cathedral policies.

3.17.3. This guidance should also apply to all other persons living in or visiting the private accommodation.

3.17.4. This means that staff and volunteers should:

- be vigilant in maintaining their privacy, including when living in on-site accommodation
- be mindful of the need to avoid placing themselves in vulnerable situations
- refuse any request for their accommodation to be used as an additional resource for the Cathedral
- be mindful of the need to maintain appropriate personal and professional boundaries
- not ask children to undertake jobs or errands for their personal benefit

3.18. Whistleblowing

3.18.1. Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. The Cathedral should have a clear and accessible whistleblowing policy. Staff who use whistle blowing procedures should have their employment rights protected.

3.18.2. Staff should recognise their individual responsibilities to bring matters of concern to the attention of their line manager or group leader, or where appropriate the Canon in Residence and/or Cathedral Safeguarding Officer and/or relevant external agencies and that to not do so may result in charges of serious neglect on their part where the welfare of children may be at risk.

3.18.3. This means that the Cathedral

- has a whistleblowing policy in place which is known to all
- includes in the whistleblowing policy how to escalate concerns if they believe that safeguarding arrangements in the setting are not effective, or a child/ren are not being protected
- has clear procedures for dealing with allegations against persons working in or on behalf of the Cathedral

3.18.4. This means that staff should:

- escalate their concerns if they believe a child or children are not being protected
- report any behaviour by staff or volunteers that raises concern
• report allegations against staff and volunteers to the Canon in Residence and/or the Cathedral Safeguarding Officer, or where they have concerns about the response report these directly to external agencies

3.19. Sharing concerns and recording incidents

3.19.1. All staff and volunteers should be aware of the Cathedral’s safeguarding procedures, including the procedures for dealing with allegations against staff and volunteers.

3.19.2. In the event of an allegation being made, by any person, or incident being witnessed, the relevant information should be immediately recorded and reported to the Canon in Residence or Cathedral Safeguarding Officer.

3.19.3. Members of staff and volunteers should feel able to discuss with their line manager or group leader any difficulties or problems that may affect their relationship with or behaviour towards children, so that appropriate support can be provided and/or action can be taken.

3.19.4. In order to safeguard and protect children, staff and volunteers, where staff or volunteers have any concerns about someone who works with children they should immediately report this to the Canon in Residence or Cathedral Safeguarding Officer in line with the Cathedral’s procedures.

3.19.5. This means that staff and volunteers should:
• be familiar with the Cathedral’s arrangements for reporting and recording concerns and allegations
• know how to contact the police and local social services directly if required
• take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the Cathedral

3.19.6. This means that the Cathedral
• has an effective, confidential system for recording and managing concerns raised by any individual regarding adults’ conduct and any allegations against staff and volunteers