



**Safeguarding policy and guidance for all
staff, volunteers, contractors and
Community**

**Safeguarding children, young people and adults
who may be vulnerable to abuse and/or neglect**

Reviewed and updated January 2023

NB. Child choristers at York Minster are safeguarded as outlined in:
York Minster Child Chorister Safeguarding Policy and Procedure

The Chapter of York, the working name for York Minster,
Registered Charity No. 1201499 of 8-9 Minster Yard, York, YO1 7HH

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Scope

- This policy and guidance document supports the **York Minster safeguarding procedures**, which must be followed by all those who work or volunteer at York Minster, including clergy and contractors.
- This document provides additional detail on Church of England, national and local guidance, and outlines the legal framework within which safeguarding sits.

York Minster: safeguarding children and adults who may be at risk of abuse and/or neglect

Introduction

This document sets out York Minster's safeguarding policy and guidance related to safeguarding children, young people and adults who may be vulnerable. It has been informed by, and is compliant with, Church of England policy and practice guidance (see below for links).

“Under section 5 of the Safeguarding and Clergy Discipline Measure 2016, all authorised clergy, bishops, archdeacons, licensed readers and lay workers, churchwardens and PCCs must have ‘due regard’ to safeguarding guidance issued by the House of Bishops (this will include both policy and practice guidance). A duty to have ‘due regard’ to guidance means that the person under the duty is not free to disregard it but is required to follow it unless there are cogent reasons for not doing so. (‘Cogent’ for this purpose means clear, logical and convincing.) Failure by clergy to comply with the duty imposed by the 2016 Measure may result in disciplinary action”.

Taken from “Promoting a Safer Church” (2017), Church of England

Church of England policy and guidance

Safeguarding Policy Statement

The Church of England, its Archbishops, Bishops, clergy and leaders are committed to safeguarding as an integral part of the life and ministry of the Church.

Safeguarding means the action the Church takes to promote a safer culture. This means we will promote the welfare of children, young people and adults, work to prevent abuse from occurring, seek to protect those that are at risk of being abused and respond well to those that have been abused. We will take care to identify where a person may present a risk to others, and offer support to them whilst taking steps to mitigate such risks.

The Church of England affirms the ‘Whole Church’ approach to safeguarding. This approach encompasses a commitment to consistent policy and practice across all Church bodies, Church Officers and that everyone associated with the Church, who comes into contact with children, young people and adults, has a role to play.

The Church will take appropriate steps to maintain a safer environment for all and to practice fully and positively Christ's Ministry towards children, young people and adults; to respond sensitively and compassionately to their needs in order to help keep them safe from harm.

Policy and practice guidance links

The full, up to date, list of Church of England policy and practice guidance documents can be found at: [Policy and practice guidance | The Church of England](#)

Recently revised guidance is available via in the [Safeguarding e-manual](#). Eventually, all guidance will be available via this tool.

Where specific situations occur, those responsible for safeguarding at York Minster will refer to the relevant Church of England policy and practice guidance, including:

Policy statements

House of Bishops policy statement (2017), [“Promoting a Safer Church: the Church of England’s safeguarding policy for children, young people and adults”](#): Church of England

The Archbishops’ Council (2010), [“Protecting All God’s Children: policy for safeguarding children in the Church of England”](#): Church House Publishing, London

The Archbishops’ Council (2006), [“Promoting a Safe Church: policy for safeguarding adults in the Church of England”](#): Church House Publishing, London

Practice Guidance

Church of England (2021), [Safeguarding Children, Young People and Vulnerable Adults](#)

Church of England (2021), [Responding Well to Victims and Survivors of Abuse](#)

Church of England (2021), [Safer Recruitment and People Management](#)

Church of England (2021), [Safeguarding Learning and Development Framework](#)

Church of England (2021), [Safeguarding Serious Incident Reporting to the Charity Commission](#)

Church of England (2022 – approved by the CC 2021), [Guidance for Cathedral Chapters: Identifying Safeguarding Serious Incidents and Reporting to the Charity Commission](#)

Church of England (2020), [Safeguarding in Religious Communities](#)

Church of England (2018), [Responding to Safeguarding Concerns or Allegations that relate to Children, Young People and Vulnerable Adults practice guidance](#)

Church of England (2017), [Responding to, assessing and managing safeguarding concerns or allegations against church officers](#)

Church of England (2017), [Responding Well to Domestic Abuse: policy and practice guidance](#)

Supported by:

[Glossary Reference Guide \(2017\)](#)

[Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance \(2017\)](#)

Regulations

[Safeguarding \(clergy risk assessment\) Regulations 2016](#)

[Diocesan Safeguarding Advisors Regulations 2016](#)

Joint Practice Guidance with the Methodist Church

Methodist Church and House of Bishops (2015), [“Safeguarding Records: joint practice guidance for the Church of England and the Methodist Church”](#)

Methodist Church and House of Bishops (2015), [“Safeguarding Guidance for Single Congregation Local Ecumenical Partnerships”](#)

The Sexual Offences Act 2003

The [Sexual Offences Act 2003 - Position of Trust 22A](#) expands “Position of Trust” offences to include anyone who is coaching, teaching, training, supervising or instructing in a sport or a religion. This is a move that the Church has been supporting and was one of the recommendations in the [interim report](#) from the Independent Inquiry into Child Sexual Abuse, IICSA, in 2019, in its Anglican Church investigation.

For more information, please see the Government factsheet:

<https://www.gov.uk/government/publications/police-crime-sentencing-and-courts-bill-2021-factsheets/police-crime-sentencing-and-courts-bill-2021-positions-of-trust-factsheet>

NB. Statutory and Church of England guidance can be subject to change within the lifetime of this version of the York Minster policy. Every attempt will be made to keep the document up to date, but please check relevant guidance if you are unsure

York Minster safeguarding principles

- Chapter expects all members of York Minster's clergy, staff, volunteers, contractors and Community to take responsibility for safeguarding children, young people and adults who may be vulnerable. All members of Chapter, clergy, staff, volunteers and Community are expected to report concerns as soon as possible. Failure to act, knowingly, on concerns may result in disciplinary measures for Church officers.
- Chapter is committed to the protection, safeguarding, care and nurture of all children and vulnerable adults within the church community.
- Chapter will carefully select and train ordained and lay ministers, as well as volunteers and paid workers who work with children and young people, using the CofE (2021) Safer Recruitment and People Management guidance, and any appropriate background checks
- Chapter will respond without delay to every complaint or allegation made that a child or young person, or an adult who may be vulnerable, is at risk of, or has suffered, harm,
- Chapter will fully cooperate with statutory agencies during any investigation they make into allegations of abuse or neglect concerning a member of the church community,
- Chapter will seek to offer informed and appropriate pastoral care to any child, young person or adult who has suffered abuse, in line with CofE (2021), Responding Well to Victims and Survivors of Abuse guidance,
- Chapter will care for and supervise any member of our church community known to have offended against a child or adult, at least to enable them to worship at the cathedral, if they so wish, working alongside statutory agencies as appropriate,
- Chapter recognises in all its work that the welfare of children is paramount, and that it has a duty of care toward adults who may be vulnerable.
- Chapter welcomes all who wish to worship at the cathedral or contribute to its activities. This safeguarding policy is designed to safeguard children, vulnerable adults, and those with responsibilities towards them.
- Chapter will undertake all safeguarding duties in accordance with Church of England national safeguarding guidance.

York Minster policy and procedure links

York Minster's safeguarding policy, procedure and guidance are informed by, and compliant with, a range of policy and procedural documents within York Minster. Managers and staff, paid and unpaid, should familiarise themselves with current guidance (which can be accessed via the People Team). Where specific situations occur, those responsible for safeguarding at York Minster will consult with the Cathedral Safeguarding Officer and refer to the relevant policy and practice guidance, including:

York Minster Safeguarding Procedures

- York Minster Child Chorister Safeguarding Policy and Procedure
- Safeguarding Complaints Procedure

York Minster Policies and Procedures – contact York Minster HR Team

- Staff code of behaviour (see below in this document)
- IT policy and procedure, including internet use
- Conflict of Interest policy (includes conflicts due to external and personal relationships)
- Volunteers' Problem solving procedure
- Whistleblowing policy and procedure
- Safer Recruitment policy and procedure
- Disciplinary policy and procedure
- Grievance procedure

York Minster departmental/activity policies and procedures

Check with your relevant directors, managers and group leaders - may include, e.g.:

- Music department
 - Chorister guidance
 - Music trip guidance
 - Bell ringer policies, procedure and guidance
- Learning department
 - Guidance for school visits

York Minster – safeguarding roles and responsibilities

The Dean

[The Cathedrals Measure 2011 s12](#) states:

(2) The dean... must govern and direct on behalf of the Chapter the life and work of the cathedral; and in performing that duty the dean must in particular...

(2) (f) provide leadership on matters relating to the safeguarding of any children or vulnerable adults who work, volunteer or worship in the cathedral or who visit the cathedral

The Chapter

As the governing body of York Minster, the Chapter hold overall responsibility, and provide leadership, to ensure that York Minster fulfils its duty to safeguard and promote the welfare of children, young people and adults who may be vulnerable or at risk of abuse or neglect. The Chapter receives regular updates about safeguarding matters, and is involved in decision making with regard to developments.

Further, detailed guidance on the roles and responsibility of the cathedral Chapter can be found in: [Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance \(2017\)](#)

The Chapter Safeguarding Leads

1 x clergy represents Chapter of York on the DoY & YM Survivor Voice Group

1 x lay represents Chapter of York on the Diocese of York Strategic Advisory Panel

The York Minster Safeguarding Representative

Drawn from the congregation, the representative provides a link between Chapter, the Cathedral Safeguarding officer and the worshipping community. **This role is under review.**

The Cathedral Safeguarding Officer (CSO)

The CSO provides operational capacity in relation to:

- case work, both within YM and in partnership with the DoY and other partners,
- advising Chapter and departments on safeguarding,
- advising on and providing safeguarding training,
- reviewing and drafting policy and procedure.

The CSO reports to Chapter and attends Senior Executive Team meetings. The CSO liaises and works with the DoY Diocesan Safeguarding Adviser (in compliance with CofE national guidance) represents York Minster at the Diocese of York Safeguarding Operations Group and on the DoY and YM Survivor Voice Group.

NB. “where an allegation that a child or vulnerable adult has suffered abuse is made against a bishop or other church officer in the diocese or against any other person, advising on whether the allegation should be referred to the police for investigation and, if the advisor thinks it should be referred, making the referral” Diocesan Safeguarding Advisors Regulations (2016), cited in CofE (2017), Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance

Directors

- Directors and senior managers hold departmental responsibility and accountability for safeguarding. Their role includes:
- Ensuring that safeguarding is regularly on the agenda of senior management team meetings.
- Ensuring that safer recruitment and employment practices are followed and embedded in their department.
- Ensuring that line managers and staff, paid or unpaid, in their department are compliant with regard to their own safeguarding role, training requirements and team briefings.
- Ensuring that all concerns are followed up, and that risk assessments are undertaken, as required.
- Attending safeguarding training and briefings as required by Chapter.

Line Managers

- Ensuring that staff, paid or unpaid, under their leadership understand their safeguarding responsibilities, and how to raise concerns.
- Ensuring that safer recruitment and employment practices are followed
- Ensuring that all staff, paid or unpaid, attend training and briefing sessions as required by Chapter.
- Supporting any staff member who has a concern,
- Raising any issues, questions or accessing advice via the Cathedral Safeguarding Officer.
- Ensuring that any concerns are acted upon as set out on in flowcharts 1, 2 & 3
- Ensuring risk assessments are undertaken as required.
- Challenging poor practice with their teams, firmly but constructively.

All staff and volunteers

- Ensuring that they understand their own safeguarding responsibilities.
- Reporting any concerns as set out in flowcharts 1,2 & 3
- Ensuring that they attend safeguarding training and briefings as required by Chapter.
- Observing good practice in working with children, young people, families and/or adults who may be vulnerable.
- Maintaining confidentiality about safeguarding matters – only speaking to those with whom it is necessary to communicate with.
- Recording all relevant information about concerns and actions, and passing to the Cathedral Safeguarding Officer for secure storage.

York Minster guidance: undertaking activities involving children, young people, families and /or adults who may be vulnerable

Introduction

Children, young people and their families play an important role in the life of York Minster. Families form part of the congregation, joining other members in worship; visitors include family groups and school parties; children have a central role in either serving or singing at services; and, York Minster regularly runs activities involving children and/or young people and families.

Any adult can become vulnerable at any point of their lives. Someone who is bereaved, lonely, experiencing difficulties etc. may seek peace and consolation. Other adults may be in need of care and support throughout their lives due to health or disability needs. Individuals who are vulnerable are at increased risk of abuse and exploitation.

Chapter aims to ensure that all children, families and adults can feel and be safe in all areas of the Minster's life. Chapter will take all steps necessary to do this, including: ensuring that Church of England guidance on Safer Recruitment is applied in the engaging of paid and unpaid staff; observing and managing good health and safety practices; training all paid and unpaid staff in recognising and responding to concerns; and, observing child centred, good practice in the development and delivery of all activities involving children, young people and families.

Procedures

Risk assessment

All new activities should be thoroughly risk assessed using the project and Activity Risk Impact and Assessment form on the YM intranet. If you are unable to locate this, please contact the Cathedral Safeguarding Officer. If you are not sure how to use the form, have any questions, or would like support, please contact the Health and Safety Officer and/or the Cathedral Safeguarding Officer, as appropriate. All identified risks should be responded to, with a plan to mitigate against the risk drafted and actions taken. Consider who you need to share the risk assessment and plan with. If the risks are too great and/or cannot be mitigated against, this should be discussed with the Health and safety officer and/or the Cathedral Safeguarding Officer. Lack of a resolution may result in the planned event needing to be cancelled or redesigned.

Parental consent and child information

For most groups and activities at York Minster, information about the child (e.g. medical), parental consent (e.g. use of images) must be sought using the form available on the YM intranet.

Adult to child ratios

Where each child is accompanied by a parent or carer, there is no problem with ratios. However, when children are unaccompanied, the NSPCC recommended ratios should apply (see below). There are no equivalent ratios for working with adults who may be vulnerable but the recommendation is to avoid one to one working, where at all possible.

NSPCC

Adult to child ratios

We recommend having at least 2 adults present when working with or supervising children and young people. We recommend the following adult to child ratios as the minimum numbers to help keep children safe:

- 0 - 2 years
1 adult to 3 children
- 2 - 3 years
1 adult to 4 children
- 4 - 8 years
1 adult to 6 children
- 9 - 12 years
1 adult to 8 children
- 13 - 18 years (*i.e. to 18th birthday*)
1 adult to 10 children

We recommend having at least 2 adults present, even with smaller groups.

When young people are helping to supervise younger children, then generally, only people aged 18 or over should be included as adults when calculating adult to child ratios.

In England, the Department for Education (2021), [Early Years Foundation Stage statutory framework](#) sets out statutory adult to child ratios for early years children (page 28 onward). The guidance sets out situations when 16 and 17 year-olds may be included in the adult to child ratios. Website accessed: 19.1.23.

Taken from: [NSPCC Recommended Adult and Child Ratios](#) Website accessed: 19.1.23

Some of York Minster's activities may involve young people supporting activities involving younger children (the younger children generally accompanied by their own parent/carer). In circumstances where a younger child is unaccompanied, the young people must be supervised at all times, do not count as part of the ratio of adults to younger children but must be factored as children in determining adult to child ratios.

York Minster has number of departments, each interacting with children, young people, families and/or adults who may be vulnerable to a greater or lesser extent, and in unique ways. Each activity must, as stated above, be risk assessed, and procedures and processes developed to mitigate against risk, and promote safeguarding at all times. The Cathedral Safeguarding Officer and other relevant staff, e.g. the Health and Safety officer, must be consulted by departments.

[NSPCC Safeguarding in Faith Communities](#) (website accessed 17.1.23) offers useful information and re: safeguarding from within the beliefs, teachings and cultural context of faith communities.

York Minster Code of Behaviour: engaging with children, young people and adults who may be vulnerable

NB. Some areas of activity within York Minster may have specific guidance for certain activities. Please be aware of this, and check any additional requirements, including codes of behaviour and expectations of children and young people attending groups or volunteering with York Minster.

Why have a Code of Behaviour?

Individuals participating in York Minster events and activities may be in a position or situation to harm or abuse children, young people or vulnerable adults or to behave in a way that may be misunderstood, or seen as inappropriate, towards them. To minimise the risk of this, York Minster has a Code of Behaviour that aims to:

- Deter anyone who wishes to harm a child, young person or vulnerable adult from seeking employment in York Minster
- Provide guidance for everyone about acceptable and unacceptable behaviours with children, young people and vulnerable adults
- Support and protect staff and volunteers who work with children and young people
- To identify clergy, staff, volunteers, contractors and students working for York Minster who need further safeguarding training

Code of Behaviour

- York Minster wishes to ensure that clergy, staff, volunteers, contractors, Community and students working for York Minster, who work with children, young people and or vulnerable adults, understand the boundaries of appropriate behaviour. Every member of staff, volunteer, contractor and student is required to demonstrate exemplary behaviour in order to protect children, young people and vulnerable adults from abuse and to protect themselves from the possibility of misunderstandings and/or allegations.
- Some areas of work, or activities, at York Minster may be subject to specific policy, procedures and guidance (e.g. choir, bell ringing). Staff and volunteers should observe specific guidance in their own area, and be mindful of this overarching guidance.
- The following are examples of behaviour that create a positive and safe environment for vulnerable groups as they participate with us in York Minster activities.

Staff should:

- Treat everyone with fairness and respect and provide an example that they would wish others to follow
- Work openly, avoiding private or unobserved situations and working in isolation. Ensure that they are not the only adult present and at least within sight or hearing of others.
- They are advised to always leave the door open if they find themselves in a room alone with a child, young person or vulnerable adult * (see below)
- Maintain a safe and appropriate distance and be aware that physical contact may be unwelcome and misinterpreted
- Respect each child's, young person's or vulnerable adult's right to privacy
- Exercise caution when discussing sensitive issues with children, young people or vulnerable adults

- Behave according to the guidance offered in this Code
- Be aware of any additional needs of individuals, and what that means for their care
- Ensure that if any form of manual/ physical touching is required, it should be given in an open observable environment. The reason why this is necessary should be explained to the child, young person or vulnerable adult and their informed agreement gained. In the case of certain activities, e.g. choir or bell ringing, this should be according to guidelines provided by the appropriate governing body, and in other instances according to York Minster policy.
- Unacceptable behaviour by staff, volunteers and clergy should be challenged and all allegations or suspicions of abuse should be reported to the Cathedral Safeguarding Officer, in accordance with the reporting procedure in flowchart 1
- The welfare of the child, young person or vulnerable adult must be the first priority.
- In all activities feedback should be constructive rather than negative
- Report all concerns, allegations or suspicions of abuse immediately to the Cathedral Safeguarding Officer, in accordance with the reporting procedure in flowchart 1

Those working with children and young people should never:

- Spend excessive time alone with children, young people or vulnerable adults * (see below)
- Give lifts to children on their/your own, unless it is an emergency and there is no alternative – in which case, inform someone of your action, make a record of the action and why it occurred as soon as possible.
- Discuss their personal life * (see below)
- Give out their personal contact details (personal phone or mobile number, email or home address)
- Become ‘friends’ on personal accounts on social networking sites, or engage in private messaging unless they are related to the child
- Leave groups of children or young people unsupervised
- Allow a child, young person or vulnerable adult to use inappropriate language without challenging it
- Do things of a personal nature that children, young people or vulnerable adults can do for themselves (If a child has a disability any tasks should be performed only with the full understanding and consent of the parent or guardian and, where possible, the child or young person themselves)
- Allow allegations made by a child, young person or vulnerable adult to be ignored, not recorded or not acted upon
- Engage in rough physical or sexually provocative games
- Make sexually suggestive or other inappropriate comments, even in fun
- Allow or engage in any form of inappropriate touching
- Reduce a child, young person or vulnerable adult to tears as a form of control

* this may be difficult if pastoral care is being offered. In that case, ensure that people know where you are, that you are operating in an open and transparent manner, and within CofE guidance.

NB. You may work with children or vulnerable adults of families with whom you are personal friends. If you are concerned about this, please seek advice from the Cathedral Safeguarding Officer.

Church of England:

Responding Well to Victims and Survivors of Abuse Guidance

The Church of England (2021) [Responding Well to Victims and Survivors of Abuse](#) guidance outlines requirements and advice for Church Officers and Church Bodies on how to respond well to victims and survivors of all forms of abuse. It contributes to the implementation of Rec. 7 of The Anglican Church Investigation Report by the Independent Inquiry into Child Sexual Abuse.

The allegations that Church Officers respond to will involve victims and survivors with different connections to the Church. Some may use the Church and its associated activities occasionally, some may be part of a church community, and some may be employees of the Church and some may be clergy. Some victims and survivors disclosing to Church Officers will allege abuse by people who have no links with the Church (e.g. in their family life) and others will allege abuse by Church Officers or within a Church context (e.g. activities organised by Church Bodies). Some victims or survivors may also disclose first to statutory services and other third parties who will then contact the Church.

Section 1 of the Guidance focuses on responding well to all people who allege abuse irrespective of the alleged abuser's relationship with the Church. **Sections 2, 3, 4, 5, 6, and 7** specifically concern the support that should be offered to victims and survivors of abuse by a Church Officer or in a Church setting ("Church-based abuse"). Much of this work will be led by the Diocesan Safeguarding Adviser (DSA) or the Cathedral Safeguarding Adviser (CSA) in the Church Body. **Section 8** explains the support provided by the Central Church.

Who to report to

A list of names and contacts at York Minster and other agencies can be found in the York Minster safeguarding procedures.

Sources of support

- There is support available within York Minster and the Diocese of York. You can speak with the CSO about this.
- Other sources of support (outside the Church) are listed on page 11 of this document.

York Minster and Diocese of York Survivor Voice Working Group

This group brings together survivors of abuse, Church safeguarding staff and professional partners from statutory and voluntary sector services providing services to victims and survivors of abuse. The group leads on strategic objectives safeguarding objectives and progress is reported to the Diocese of York Safeguarding Advisory Panel and the Chapter of York, and is intended to support delivery of the best possible services to prevent harm and in response to those who have been harmed. The involvement of those who have lived experience of abuse is critical in achieving this.

Church of England:

Safer Recruitment and People Management Guidance

York Minster practice is compliant with, and informed by, the national **Church of England (2021)**, [Safer Recruitment and People Management Guidance](#)

Employment of paid and unpaid staff

- The People Team will lead on applying Safer Recruitment principles to all recruitment processes. Some roles may require additional levels of scrutiny or checks in the recruitment and selection process.
- All managers who have identified the need for new volunteers or staff should involve the People Team at the earliest opportunity.
- York Minster's Safer Recruitment Policy and Procedures can be discussed with the people Team, and are in accordance with the Church of England safer Recruitment guidance.

Changing roles

- Many of those who work, either paid or unpaid, at York Minster have been with the organisation for a long time, and their role may be redefined. Also, people develop different skills, and/or wish to take on new challenges, throughout their time at York Minster – this is to be welcomed. However, managers must guard against just moving people around without checking things out.
- If people wish to take on a new role, managers must assess, in consultation with the People team, what level of Disclosure and Barring check the new role requires (if at all). This is particularly important when the role involves any degree of contact with children, young people, families and/or adults who may be vulnerable and/or in need of care and support.

Induction and probation

- All those who work for York Minster, either paid or unpaid, must undergo induction. This will include an introduction to safeguarding at the Minster. This should take place within the first 6 months of the individual joining the Minster, and is usually possible within the first 3 months.
- All paid or unpaid staff will have a probationary period on joining the Minster. This offers an opportunity for both the individual, and the organisation, to review the relationship, how well it fits, and to reflect on practice. Probationary periods may vary. Please check this with the People Team in the recruitment process.

Safeguarding training

York Minster complies with the Church of England (2021), [Safeguarding Learning and Development Framework](#) All members of staff at York Minster, paid or unpaid, ordained or lay, must complete safeguarding training. The Church of England requires different roles to undertake specified courses. In addition, Chapter requires that all staff, paid or unpaid, undertake role/team safeguarding briefing and discussion sessions. Details on relevant course, and delivery dates, can be obtained from the People Team or the CSO.

National legislation, policy and local guidance

Adult safeguarding

The Care Act 2014: gives local authorities a new legal responsibility to provide a care and support plan (or a support plan in the case of a carer). For the first time, the Act provides people with a legal entitlement to a personal budget, which is an important part of the care and support plan, or support plan

No Secrets guidance on protecting vulnerable adults in care (2000): explains how commissioners and providers of health and social care services should work together to produce and implement local policies and procedures. They should collaborate with the public, voluntary and private sectors and they should also consult service users, their carers and representative groups. Local authority social services departments should co-ordinate the development of policies and procedures.

York Safeguarding Adults Board: works with organisations across the city to ensure that they have effective safeguarding policies and procedures in place and work together in the best way possible to protect adults with care and support needs. The YSAB publishes multi-agency policies and procedures, which must be observed by all agencies in the locality.

Safeguarding children and adults

The Sexual Offences Act 2003: came into force on the 1 May 2004 and applies to all offences committed on or after that date. Its purpose was to strengthen and update the law on sexual offences, whilst improving the protection of individuals from sexual offenders. The Act repealed almost all of the previous statute law in relation to sexual offences. It protects both children and adults.

The Safeguarding Vulnerable Groups Act 2006: was passed to help avoid harm, or risk of harm, by preventing people who are deemed unsuitable to work with children and vulnerable adults from gaining access to them through their work. The Independent Safeguarding Authority was established as a result of this Act. On 1 December 2012 the Criminal Records Bureau and Independent Safeguarding Authority merged to become the Disclosure and Barring Service (DBS). Organisations with responsibility for providing services or personnel to vulnerable groups have a legal obligation to refer relevant information to the service.

Child protection

The Children Act 1989: allocates duties to local authorities, courts, parents and other agencies in the United Kingdom, to ensure children are safeguarded and their welfare is promoted. It centres on the idea that children are best cared for within their own families; however, it also makes provisions for instances when parents and families do not cooperate with statutory bodies. It defines “significant harm” – a threshold for “child protection”.

The Adoption and Children Act 2002: Part 2 amended the Children Act 1989, and extended the definition of significant harm to include ‘impairment suffered from seeing or hearing the ill-treatment of another’. This recognises the fact that witnessing domestic violence can have serious implications for children’s development.

The Education Act 2002: Section 175 places a duty on local authorities in relation to their education functions, the governing bodies of maintained schools and the governing bodies of further education institutions (which include sixth-form colleges) to exercise their functions with a view to safeguarding and promoting the welfare of children who are either pupils at a school or who are students under 18 years of age attending further education institutions.

The same duty applies to independent schools (which include Academies/free schools) by virtue of regulations made under section 157 of this Act.

The Children Act 2004: amended the Children Act 1989, largely in consequence of the Victoria Climbié inquiry

The Children and Families Act 2014: put in place a number of provisions, e.g. with regard to education health and care plans of disabled children (part 3); and, dealt with the amendment or provision in a number of miscellaneous areas, e.g. child performance licensing (Part 5).

Working Together 2018: statutory guidance, issued by the Government, for the assessment and management of safeguarding and the well-being of children and young people. Applies to single agency roles, and multi-agency working.

City of York Safeguarding Children Partnership: statutory multi-agency partnership. The overall role of the CYSCP is to coordinate local work to safeguard and promote the welfare of children and to ensure the effectiveness of what the member organisations do individually and together. The CYSCP publishes multi-agency safeguarding and child protection policies and procedures, which must be observed by all agencies in the locality.

City of York Safeguarding Adults Board:

working together to safeguard adults with care and support needs

The City of York Safeguarding Adults Board is a statutory partnership that has a duty to help protect adults with care and support needs from abuse or neglect.

Who might need support to stay safe?

Promoting people's wellbeing is at the heart of the Care Act 2014, and the prevention of abuse and neglect is an essential part of promoting someone's wellbeing.

Safeguarding duties apply to all adults with care and support regardless of whether the person has care and support needs that are being met the council, another agency or whether the person is privately funding their own support.

An adult with care and support needs may be

- An older person
- A person with a physical disability, a learning difficulty or a sensory impairment
- Someone with mental health needs, including dementia or a personality disorder
- A person with a long-term health condition
- Someone who misuses substances or alcohol to the extent that it affects their ability to manage day-to-day living.

To report a crime:

- in an emergency, contact the police, tel: 999
- if the person is not in immediate danger, contact the police, tel: 101

To report a safeguarding concern:

- contact City of York Council adult social care, tel: 01904 555111 (office hours)
- hearing impaired customers can use the text facility 07534 437804
- out of hours, tel: 01609 534527

Other numbers:

- [Hourglass – Action on Elder Abuse](#), tel: 08088 088141
- [Victim Support Helpline](#), tel: 0808 1689111
- [The Samaritans](#), tel: 116 123
- [Age UK](#), tel: 0800 1696565
- [Shelter](#), tel: 0808 800 4444
- [National Domestic Abuse Helpline](#), tel: 0808 2000247
- [The Care Quality Commission](#), tel: 0191 2333323

If you are a paid worker or volunteer you will need to refer to use the use the [Safeguarding Adults 'concern form'](#) to tell us about your concerns. If you're not sure what to do our adult social care team or Safeguarding Adults Board can give you advice.

NB. The Cathedral Safeguarding Officer can help with this.

YOR OK and the City of York Safeguarding Children Partnership

Safeguarding and promoting the welfare of children and young people

[The YOR OK website](#)

City of York Council's YOR OK website is the hub for information and links to support, advice and information related to children, young people and families.

The Resource and Advice Directory offers advice universal, targeted and statutory services and processes.

Concerned about a child or young person

If you have a concern that a child is vulnerable or at risk of significant harm please contact the [Multi Agency Safeguarding Hub \(MASH\)](#):

Phone: **01904 551900**

Email: MASH@york.gov.uk

Post: **MASH, West Offices, Station Rise, York, YO1 6GA**

Outside office hours, at weekends and on public holidays contact the emergency duty team telephone: 01609 780780

If you need to make a safeguarding referral about a child or young person who has been or may be hurt or neglected or who has significant vulnerabilities please use the [referral form](#) at the [MASH webpage](#) (link above).

Children's Social Care need you to use this form because you are best placed to provide the information that they must have to make a timely, proportionate and effective decision about what help and support the child and their parents or carers need.

Children's Social Care will accept telephone referrals where there is an immediate risk to a child but when they do so, you will be asked to complete the referral form within 24 hours with written information confirming that provided by telephone. If you are phoning in a referral, it will help to have the referral form in front of you to act as a guide for the information you will be asked to provide by the Social Worker.

If you are uncertain about your concerns, you can call the **MASH** to have a conversation with a qualified social worker. However you should first speak to the safeguarding lead in your agency.

Contacts and References

Cathedral Safeguarding Officer: Dee Cooley: 01904 559542; 07843 339980;
deec@yorkminster.org

Acting Pastor: Catriona Cumming: 07843 33998; succentor@yorkminster.org

DBS Office: Bishopthorpe Palace: 01904 707021
 (General enquiries about applying for a DBS check)

Diocesan Safeguarding Adviser: Rob Marshall: safeguarding@yorkdiocese.org

Church of England National Safeguarding Team: safeguarding@churchofengland.org

[Childline](#) (24 hours) 0800 1111

[NSPCC](#) 0800 800 5000

[Family Lives](#) 0808 800 2222

[Child Exploitation & Online Protection Centre](#)

Domestic Violence

[Women's Aid](#) 0808 2000 247 (24 hr national domestic abuse helpline)

[Independent Domestic Abuse Services](#) (York and North Yorkshire based) 03000 110 110
 (local helpline)

Mental wellbeing

[York Mind](#) 01904 643364

[Papyrus](#) (prevention of young suicide) 0800 068 4141 (Hopeline UK)

Homelessness

[Changing Lives](#) 0191 273 8891 – housing, addiction

[Carecent](#) (breakfast club for homeless, unemployed or socially excluded @ Central Methodist Church, St Saviourgate, York. Mon-Sat 8.30-10.45am)

[SASH](#) 03300 562 259 (preventing youth homelessness)