

Terms of Reference – Safe and Welcome Group (SWG)

General

1. Purpose and Functions

- To provide a forum to discuss the implementation of safeguarding policy and practice
- Share best practice
- Identify new concerns, how they might be addressed
- Enable strategic communication of safeguarding information
- Providing ongoing training e.g. looking at scenarios

2. Membership and Chairing

Membership will consist of:

The Dean	Dean Catherine Ogle
Vice-Dean and Canon Chancellor	Canon Roly Riem
Canon Precentor	Canon Andy Trenier
Canon Missioner	Canon Tess Kuin-Lawton
Cathedral Chaplain	Canon Gary Philbrick
Chief Operating Officer	Alison Evans
Director of People	Gemma Beardsmore
Director of Music	Andy Lumsden
Custos - Head Virger	Daren Gibb
Director of Learning / Cathedral Safeguarding Manager	Emma Bournier
Learning and Heritage Officer	Aisha Al-Sadie
Head of Marketing and Comms	Christina Suddons
Diocesan Safeguarding Manager	Jackie Rowlands
Volunteer Coordinator	Sarah Williams
Visitor Experience Manager	Charlotte Walker-Watts
Section Head – Junior Choir	Chris Burton
Section Head – Guides	Jeannie Burrridge
Section Head – Sidesmen	Martin Lane
Deputy Section Head – Sidesmen	Sophie Allen
Choral Foundation Administrator	Sara Wilson-King
Head of Operations	Peter Macfarlane
Retail Manager	TBA

Chapter Office Administrator	Fletcher Smith
The Dean's PA	Emma Sajo
Sub organist	Josh Stephens
Sub organist	Claudia Grinnell
Curator and Librarian	Ellie Swire
Marketing Manager	Lauren Booth
Director of Development	Zoe Seenan
Commercial Director	John Blake
Representative Concert Stewards	Sheena Crawford-Moody
Representative Visitor Chaplains	Carol Dale
Representative Head Welcomers	Jude Leyman
Choir Chaperone	TBA

The Dean will chair the committee, in the absence of the Dean, the meeting will be chaired by the Vice-Dean and Canon Chancellor.

3. Quorum

The quorum for the meeting is a minimum of four members to include the Dean (or her nominated alternate) and the Cathedral Safeguarding Manager.

4. In Attendance

The SWG may invite other staff to attend a meeting to assist with its discussions on any particular matter.

5. Frequency

The SWG will meet termly. Other meetings may be convened as necessary.

6. Minutes and Meetings

Minutes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations and advice will be regularly reported to Chapter. The minutes represent a record of deliberations and decisions, and, as such, may be reviewed by others (e.g. inspectors or auditors) as a means of determining how the group has carried out their role in scrutinising matters and reaching decisions. Minutes will be circulated to all members of the committee as soon as possible after the meeting.

7. Role and Functions

- To be familiar with, and to raise awareness throughout the cathedral about the safeguarding policy, procedures and practice guidance of the cathedral as these develop in line with national and diocesan policies and guidance.
- To enable communications to and from Chapter to test the effectiveness of the policy in practice and alert Chapter to any new risks.
- To review and share best practice and identify how this can be of benefit to all groups and throughout the cathedral.
- To share concerns and how they are to be addressed and identify how learning can be shared with all groups and throughout the cathedral.
- To review the effectiveness and impact of safeguarding policies and practice guidance and their communication throughout the cathedral.
- To support Chapter to ensure that all volunteers are appropriately trained for their role and understand the priority of safeguarding in the life of the cathedral.
- To identify learning from safeguarding scenarios and disseminate this to the wider team and cathedral.

8. Evaluation

The SWG will be reviewed annually by Chapter. Any changes to the terms of reference shall be recommended for approval by Chapter.

9. Accountability

The Safeguarding Safe and Welcome Group (SWG) is accountable to Chapter and through the Dean to the Bishop.