



Friends of
WINCHESTER
CATHEDRAL

Safeguarding Policy

1. Policy statement

The Friends of Winchester Cathedral (FOWC) acknowledge their duty of care to safeguard and promote the welfare of children and adults at risk and is committed to ensuring safeguarding practices reflect statutory responsibilities. The FOWC fully endorse and support the safeguarding policies and practices of Winchester Cathedral, the Church of England, and the regulatory expectations of the Charity Commission for England and Wales.

A child or young person is defined as a person up to the age of 18 years who has not yet reached their 18th birthday (The Children Act 1989).

A vulnerable adult is defined as anyone over the age of 18 who is or may be in need of safeguarding by reason of mental impairment, physical impairment, age or illness, or who may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

During the scope of our work, the FOWC staff, Board of Trustees and volunteers have limited contact with children and adults at risk. The work or activities of the FOWC does not normally fall within the definition of regulated activity.

The FOWC believe safeguarding is everyone's responsibility and expect all associated with the Friends to share this commitment.

2. Purpose of the policy

- To ensure all employees and volunteers have a clear understanding of the principles and practices involved in the safeguarding and protection of children and vulnerable adults.
- To ensure all employees, our Board of Trustees and volunteers understand how to identify and respond to safeguarding concerns.
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3. Scope the Policy

This policy applies to:

- All staff, the Board of Trustees and volunteers.
- Any activities or events organised directly by the Friends
- Interactions between the Friends and the wider public, especially where those interactions may involve children or adults at risk

4. Working in Partnership with Winchester Cathedral

The Friends acknowledge that Winchester Cathedral has established safeguarding policies and a trained Cathedral Safeguarding Officer (CSO). |The FOWC will:

- Refer any safeguarding concern or disclosure to the CSO without delay
- Support the Cathedral in fulfilling its duty of care and statutory obligations

- Liaise with the Cathedral to ensure alignment of safeguarding practices

The Cathedral's Safeguarding Officer will communicate a summary of any actions taken, where possible, to the Director of the FOWC.

The Cathedral's safeguarding policy can be accessed here: [Winchester Cathedral | Safeguarding](#)

5. Focussed activities

The scope of contact with children and at-risk adults at the FOWC is focussed around two areas:

- Through our work with our members, many of whom are elderly, we might well encounter adults at risk in our office and at our events. Employees of the FOWC have undertaken dementia awareness training provided by Dementia Friendly Winchester to ensure greater understanding about how older adults can become at risk. This training is refreshed every 3 years using online resources created by Alzheimer's Society. dementiafriends.org.uk/DF_WEBC_PartnerVideos?page=videos-for-organisations
- On an ad-hoc basis, we welcome school aged work experience students and Duke of Edinburgh scheme volunteers to assist in the office. The supervising member of staff will have a basic DBS check.

6. Responsibilities

The Trustees:

- Have overall responsibility for safeguarding within the Friends
- Must ensure safeguarding is considered in strategic planning, risk management, and governance
- Appoint a Trustee with oversight of Safeguarding to liaise with the Cathedral Safeguarding Officer.

The Trustee with oversight of Safeguarding :

- Acts as the point of contact within the Friends for safeguarding matters
- Ensures the policy is reviewed annually.
- Is currently Michael Burke

The Director of the FOWC

- Acts as the Safeguarding Lead for disclosures
- Maintains records of any safeguarding concerns and reports to the Board (as appropriate).

All Staff, Volunteers and Members:

- Must report any safeguarding concern, suspicion, or allegation to the FOWC Director (Safeguarding Lead). In their absence with the Cathedral Safeguarding Officer.

7. Safeguarding processes

7.1 Identifying potential abuse

Physical: bruises, burns, cuts, bites, fractures, wounds etc. which have no obvious explanation

Emotional: untypical changes in mood or behaviour, withdrawn or clingy, depression, aggression, extreme anxiety, low self-esteem

Neglect: poor appearance/hygiene, rashes, sores, lice, constant hunger, inadequate care, clothing, supervision, untreated medical conditions

Sexual: sexual knowledge/behaviour inappropriate to age or development stage, sexual drawings or language, genital pain, itching or bruising, unexplained sexually transmitted or genital infections. Unexplained fear, aggression, becoming withdrawn, self-harm, bedwetting, nightmares, eating disorder

Grooming: gaining the trust of an individual, family, community in preparation for abuse

Domestic Violence/Abuse: incidents/patterns of controlling, coercive or threatening behaviour, violence or abuse between those aged 16+ who are/were intimate partners or family members

Financial: unexplained disappearance of funds or valuables, sudden changes in bank accounts or wills, lack of money for essentials

Discriminatory: this includes harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation or religion

Institutional abuse: this includes neglect and poor practice within an institution or specific care setting such as a hospital or care home. This may range from one-off incidents to on-going ill-treatment.

Spiritual: using faith, spirituality, trust to manipulate and control people.

Other forms of abuse include Bullying/Cyber bullying, Child Sexual Exploitation, Female genital mutilation, Forced Marriage, Modern Slavery, Criminal Exploitation.

7.2 Identifying and Responding to Concerns

Awareness or suspicion of abuse may come in a number of ways:

- A disclosure from an individual or someone who knows them
- Witnessing abuse directly.
- An allegation about someone's conduct or concern about their behaviour.

If a child, young person, or adult discloses a safeguarding concern, or if a safeguarding risk is identified:

Do not:

- Promise confidentiality
- Attempt to investigate the issue yourself
- Discuss the case with anyone else
- Speak to the person who is the subject of the allegation / concern
- Ignore it.

Do:

- Listen carefully and calmly, without asking leading questions. Be aware of your body language and nonverbal messages
- Reassure the person they are being taken seriously and have done the right thing
- Record details as soon as possible, using the person's own words where possible.
- Report the concern immediately to the FOWC Director in their capacity as Safeguarding Lead, sending the original document.

- The FOWC Director will liaise with the Cathedral Safeguarding Officer.

All concerns and allegations must be taken seriously and acted upon.

7.3 Recording a disclosure or allegation

- Make full notes of what you are told including names, the person making the disclosure/referral, date and time
- Use the actual words used as far as possible
- Date and sign the notes
- If responding to an allegation record contact details of that person

Include:

- Who was involved – names of key people
- What happened – facts not opinions
- Where it happened
- When it happened – date and time
- To whom it was referred.

8. Working with an individual child or vulnerable adult

- You should plan never to be alone in a building, car or a closed room with a child or a vulnerable adult.
- In exceptional circumstances where a member of staff may be alone with a child for a short period, ensure that other staff are aware of the situation and that they support this action and that it takes place in clear view of the rest of the group e.g. designated office or room with a clear glass window. The door must always be left open.

9. Safer Recruitment and Training

While the FOWC is primarily a grant-making and supporting body with minimal direct engagement with children or vulnerable adults, we commit to:

- Applying safer recruitment principles where applicable (see appendix 1)
- Ensuring any volunteers or staff undertaking regulated activity have DBS checks as required
- Provide safeguarding awareness and training for trustees and volunteers appropriate to their roles.

10. Whistleblowing

Any trustee, volunteer or member who becomes aware of a safeguarding concern or feels it is not being addressed appropriately may raise concerns directly with:

- The Cathedral Safeguarding Officer
- The Diocesan Safeguarding Adviser
- The Charity Commission (as a serious incident report if appropriate)

We will support whistleblowers in line with best practice guidance and legal protections.

Further advice and contacts can be obtained from the Winchester Cathedral website:

[NEW-safeguarding-aide-memoire-2025.pdf](#)

11. Availability of the Policy

The Friends of Winchester Cathedral Safeguarding Policy is provided via the Website to all Friends of Winchester Cathedral. An electronic copy will be made available to employees, the Board of Trustees and volunteers. This policy is also available on request to others outside the organisation.

12. Policy Review

This policy will be reviewed annually by the Board of Trustees, in consultation with the Cathedral Safeguarding Officer, and updated to reflect changes in legislation, guidance, or organisational structure.

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|---------------------------|---------------|
| Policy First Approved: | March 2021 |
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| Policy Reviewed: | November 2025 |
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| Reviewed Policy Approved: | November 2025 |
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| Review Period: | Annual |
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| Next Review | November 2026 |

Safeguarding contact details

Friends of Winchester Cathedral - Safeguarding Lead

Lucy Hutchin

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Winchester Cathedral Safeguarding Manager

Emma Bourner

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07393 126649

safeguarding@winchester-cathedral.org.uk

Hampshire County Council - 'Out of Hours' Service

(for immediate advice or help out of office hours Monday – Friday between 6pm and 8am, or weekends and Bank Holidays)

0300 555 1373

Hampshire County Council – Adult Services

0300 555 1386

Hampshire County Council – Children's Services

0300 555 1384

If you believe an individual is at immediate risk of harm, please contact the Police on 999.

Appendix 1

1. Safer recruitment – Employees and Volunteers

The Friends of Winchester Cathedral are committed to safeguarding and promoting the welfare of children and vulnerable adults and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. Where appropriate, all successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Examples of this are:

- Completion of an application form
- Checking the person's identity by their birth certificate or passport. Identity checks should preferably be carried out with a form of photo ID
- An interview by at least two people
- Identifying reasons for gaps in employment or inconsistencies
- All employees are required to provide two references
- Carrying out police checks and checks with the Disclosure & Barring Service, as appropriate
- Allowing no unsupervised access to children and adults at risk until this has been completed
- An enhanced disclosure from the Disclosure and Barring Service (DBS) will be carried out every three years as recommended by the DBS, should employees work routinely with children and vulnerable adults, as part of their role.
- The FOWC does not require staff or volunteers who do not have routine contact with children and vulnerable adults to undertake a DBS disclosure as recommended by the DBS.
- The FOWC, as recommended in Church of England safeguarding guidance, adopts a risk assessment approach in deciding if any of its activities and therefore volunteers require a DBS disclosure (either basic or enhanced).

2. Safer Recruitment – Trustees

The FOWC is a charity not carrying out regulated activities. Newly recruited Trustees will be subject to the mandatory checks required for all charitable trustees:

- Verification of identity, normally using photographic ID including passport and/or driving licence
- Declaration by the Trustee that they are disqualified from being a trustee under the Charities Act 2011 and that they have no unspent convictions.
- Undertake safeguarding training within 3 months of becoming a trustee. The Director will provide details of the training.

New Trustees will be required to complete a Declaration Form as shown below.



Charity Trustee Onboarding Checklist & Declaration

1. Minimum Trustee Checks (for charities not undertaking regulated activity)

| Check | Mandatory | Details |
|----------------------------|--------------------|--|
| Identity verification | Yes | Confirm ID (passport/driving licence) and address proof. |
| Disqualification status | Yes | Trustee must not be disqualified under the Charities Act 2011. Complete declaration below. |
| Basic DBS check | No (recommended) | Optional reassurance check for unspent convictions. |
| References/integrity check | No (good practice) | Optional – obtain references or verify suitability. |

2. Trustee Declaration Form

I, the undersigned, declare that:

- I am aged 16 or over.
- I am not disqualified from acting as a charity trustee under the Charities Act 2011.
- I am not an undischarged bankrupt.
- I have not been removed as a trustee or senior manager from another charity by the Charity Commission or High Court.
- I do not have an unspent conviction for dishonesty, fraud, or a specified offence.
- I am not disqualified under the automatic disqualification rules introduced in 2018.

Trustee Details

Full Name: _____

Address: _____

Postcode: _____

Date of Birth:

Signature:

Date:

Charity Use Only

Reviewed by

Date of Review

ID Seen

- Passport
- Driving Licence
- Proof of address

Notes