

Terms of Reference – Safe and Welcome Group (SWG)

General

1. Purpose and Functions

- Provide a forum to discuss the implementation of safeguarding policy and practice
- Guide the preparation for the INEQE Audit in Spring 2027
- Contribute to the Healthy Culture programme
- Identify new concerns, how they might be addressed
- Enable strategic safeguarding communication and ongoing training

2. Membership and Chairing

Membership will consist of:

Canon Missioner	Canon Tess Kuin-Lawton
Canon Treasurer	Canon Andrew Micklefield
Cathedral Chaplain	Julian Poppleton
Director of Learning / Cathedral Safeguarding Manager	Emma Bourner
Custos - Head Virger	Daren Gibb
Learning and Heritage Officer	
Diocesan Safeguarding Manager	Jackie Rowlands
Head of Visitor Experience and Exhibitions	
Section Head – Welcomers	Carol Dale
Section Head – Guides	Matt Winter
Section Head – Sidesmen	Martin Lane
Sub organist	Josh Stephens
Sub organist	Oliver Morrell
Marketing Manager	Lauren Bolter-Booth
Section Head-Concert Stewards	Bex Willis
Visitor Welcome Team	Linda Bonnot
Section Head Voluntary Chaplains	Lynn Power
Commercial Administrator	Julia Iovio
Corporate Partnership Manager	Clare Lean

The Canon Treasurer will chair the committee, in the absence of the Canon Treasurer, the meeting will be chaired by the Canon Missioner.

3. Quorum

The quorum for the meeting is a minimum of ten members to include the Chair of the meeting 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 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 SET and/or 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 review and share best practice through safeguarding scenarios and experiences and identify how this can be of benefit to all groups and throughout the Cathedral.
- To read, review and probe published Cathedral INEQE Audit reports so as to identify areas for clarification, recording, implementation and dissemination in Winchester 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 contribute to the work of SET and Chapter on Healthy One Cathedral Culture through discussion based on work from the National Safeguarding Team and guided by the Regional Safeguarding Manager.

8. Evaluation

The SWG will be reviewed after six months by the CSWG and Chapter and thereafter annually. Any changes to the terms of reference shall be recommended for approval by Chapter.

9. Accountability

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