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**Safeguarding for visiting groups**

*www.rochestercathedral.org*

**SECTION 1**

**Provisions applicable to all visiting groups**

Rochester Cathedral has adopted, and follows, the Church of England House of Bishops safeguarding policy and practice. The relevant policies and guidance can be found on the Rochester Diocese website *http://www.rochester.anglican.org/resources/safeguarding*
and also via a link from the Rochester Cathedral website homepage.

* Visiting groups that include children under the age of 18 and/or vulnerable adults must confirm at the time of booking that they follow their own safeguarding procedures, including an adequate recruitment procedure that includes DBS checks where appropriate. Every such group must include at least two adults.
* On arrival in the Cathedral, the designated safeguarding lead for the group should make themself known to a member of the Cathedral staff.
* Whilst in the Cathedral, enough adults must always be in attendance with children and vulnerable adults. We respectfully request that schools have a 1:10 adult to student ratio.
* No person under the age of 18 should be left in charge of children or vulnerable adults.

**Rochester Cathedral Safeguarding Officer**

The Cathedral Safeguarding Officer is Larry Deabreu

Tel: 07780 021773 email: larry.deabreu@rochestercathedral.org

**In case of any concerns or allegations which arise about children or vulnerable adults during your visit to Rochester Cathedral, please raise them immediately with a member of the Cathedral staff: normally a verger and otherwise the Canon in Residence: 07919 534598**.

**Groups not resident in the United Kingdom**

You are responsible for the children and vulnerable adults in your group.

You must follow the guidance applicable in your own country, and you are also subject to laws of England and Wales.

It is essential that adults in your group have been carefully recruited using whatever checking arrangements are possible in the country of origin and where the group is travelling from.

**SECTION 2**

**Specific provisions for visiting school groups**

Please complete the attached Form A and return it to **educationofficer@rochestercathedral.org** along with your booking confirmation schedule.

In the Cathedral:

1. The group leader must sign their group in on arrival, recording exact numbers of adults / students with the party.

2. School staff / accompanying adults remain responsible for the welfare and behaviour of students throughout their visit to the cathedral and surrounding areas.

3. In order to be easily identified as part of a school group we ask all accompanying adults to wear some form of identification which clearly associates them with their school.

4. Prior to entering the cathedral, would staff please remind students about appropriate behaviour, including turning off/silencing mobile phones, not chewing gum, eating or drinking (except water) and not dropping litter.

In the Lunch Room:

1. Please station an adult at the front and rear of your party as you enter the building.

2. Please ensure that only your group enters the facility.

3. An adult must sign the group into and out of the centre, logging time of arrival / departure and the number in the party (see notice-board at top of stairs).

4. Information on emergency exit procedures is displayed in the lunch room. Please read this carefully on arrival.

**Lost persons:**

If you lose and adult or student from your party whilst visiting the Cathedral, report it immediately to a member of the Cathedral team. We will then instigate our missing persons procedures. Please let us know if you would like to see a copy of the procedure document prior to your visit.

**VISITING GROUPS – FORM A**

**SCHOOL VISIT**

|  |  |
| --- | --- |
| Date of visit to Rochester Cathedral |  |
| Name of school  |  |
| Year groups(s) |  |
| Name of group leader |  |
| Name of designated safeguarding lead for this visit (if different from above) |  |
| Designated safeguarding lead’s mobile phone number during this visit |  |
| Under whose safeguarding policy do you operate? |  |
| Are you aware of any information including convictions, cautions, concerns or barring that raise safeguarding concerns for any individual in your group including yourself?  | YES/NOIf YES, please contact the Cathedral Safegaurding Officer in confidence immediately.  |
| Have all adults who will be coming on this visit been DBS checked? (UK groups only) | YES/NO |
| Have all the adults with responsibility for the children in your group had an ENHANCED DBS check? (UK groups only) | YES/NO |

Signed……………………………………………… Date…………………………………………….

**Checked and approved by …………………………………… on behalf of Rochester Cathedral**

Signed……………………………………………… Date…………………………………………….