



Safeguarding Committee Member

Candidate Information Pack

Canterbury
Cathedral

INCLUSIVE ARDS

Introduction from the Dean

Thank you for your interest in becoming a member of the Safeguarding Committee at Canterbury Cathedral. This is a voluntary position.

I was installed as Dean on 17 December 2022. It is a great joy and privilege to serve Canterbury Cathedral as Dean, but this also comes with challenges and hard work ahead of us. During 2024, the Chapter drew together a new Strategic Plan to see the Cathedral's mission and ministry expand and develop over the next ten years. 2024 also saw Canterbury Cathedral become a formally registered charity with the Charity Commission. This comes through implementation of the Cathedrals Measure of 2021, which sees all cathedrals adopting new governance models, including new Constitution and Statutes, and becoming registered charities.

Effective safeguarding is key within every charity but even more so within a faith community for multiple reasons. Despite much improvement in this area within the Church of England, we are still learning more and responding to more historic and present issues. We do not wish to hide behind the word 'complex' but we need people who work with us to understand the matrix of activities and stakeholders involved in a large community like Canterbury Cathedral with high visibility, connections with the Archbishop, and high commitment to an embedded practice of care rooted in a culture shaped by our values of compassion, collaboration, curiosity and commitment.

This committee was formed to strengthen our safeguarding and to bring more external wisdom into our community.

The Cathedral has a team of nearly 800 volunteers, staff, and clergy as well as our worshipping congregations: local, regional, and international. You will play a part in ensuring the long-term sustainability not only of one of the truly great buildings of our nation, but also to a centre of Christian spirituality, worship, and heritage spanning over a thousand years.

This is a significant time for the Cathedral as we work with a new understanding of human connectedness and need for kindness and care, of digital opportunities, and of the pressing need for action in the face of climate emergency. We want Canterbury Cathedral to be fully inclusive, offering warm hospitality to all our visitors from across the world. With such an expansive vision, we also realise the need for sound and embedded practices open to critique to more external friends, and who also can help us shape our work further bringing to us insights from other contexts or experiences where safeguarding is also crucial.

Hence the formation of our own Safeguarding Committee separate from, but related to, the work of safeguarding in our wider diocesan context which already has an established set of governance. We hope that, like us, you will be inspired by both the extraordinarily rich contemporary life and the heritage of this place and will want to join a great Cathedral team.

David Monteith, Dean of Canterbury

Introduction from our Safeguarding Lead

Lying at the heart of our strategic plan is the role of Canterbury Cathedral as a place of refuge and wellbeing for all who work, volunteer, worship and visit this ancient place of sanctity and holiness. The work of the safeguarding team lies at the heart of this aspiration.

Following national developments, the way safeguarding functions within the Cathedral has changed and grown over the last few years and now consists of a core team of a Cathedral Safeguarding Officer, Cathedral Safeguarding Lead designated by Chapter, and a Welfare and Safeguarding Administrative Assistant. The Receiver General plays a key role in this team as the link person to Chapter and our legal advisers. There is also a close working relationship with the HR Manager and the Chorister Welfare Officer. A service level agreement also enables us to seek support and more objective advice from the Diocesan Safeguarding Officers who also assist with case work.

The management of safeguarding is focused within the Safeguarding Working Group which is held bi-monthly and reports into the Safeguarding Committee. The Safeguarding Committee meets at least four times a year and holds a key role in monitoring and scrutinising the work of this cathedral in relation to safeguarding, and to advise Chapter on their safeguarding obligations and strategy. The Committee is also central to the work of safeguarding at the Cathedral by offering external and lived experience to ensure that victims and survivors are at the heart of all we do.

Rev'd Dr Emma Pennington, Canon Missioner



About Canterbury Cathedral

Founded by St Augustine in 597 AD, Canterbury Cathedral is a unique place of worship, a major pilgrimage destination, a masterpiece of art and architecture, and one of the UK's most-visited historic sites. Often referred to as 'England in stone', the Cathedral has been at the centre of momentous events and upheavals. It is the Mother Church of the worldwide Anglican Communion, seat of the Archbishop of Canterbury, UNESCO World Heritage Site, and resting place of royalty and saints.

Primarily this is a place of Christian community, worship and witness. We believe that God's saving love has been revealed to us in the life, death, resurrection and ascension of Jesus of Nazareth.

Every stone and stained glass window is shaped to give glory to Christ whose name is given to this metropolitan cathedral church. St Augustine was sent here by Pope Gregory the Great as a Christian missionary in 597. He discovered indigenous Christians and worked with them to establish a larger Christian community. In time this became the principal seat of the Archbishop of Canterbury who

leads the Church of England and the worldwide Anglican Communion.

Here our stories of church and state intersect. This includes the martyrdom of Archbishop Thomas Becket on 29 December 1170. He was canonised as St Thomas of Canterbury. Canterbury was already a site of pilgrimage, but St Thomas' shrine elevated it to one of the most important in medieval Christendom. Subsequent centuries offer layer after layer, making a 'thick story' to discover. We sense this in the majesty of our medieval building, the quiet mystery of our crypt, and as our imagination is fired walking around our gardens, ruins and cloisters.

Today, our community is drawn from local people and Christians from across the Diocese of Canterbury and the Anglican Communion, from visitors and tourists, from refugees and those cut off from society through exclusion as well as thousands who join us online for worship. Here we are drawn together in a pilgrimage of faith. Like medieval pilgrims to Canterbury, we find it to be a place of miracle and transformation where we encounter the presence of Jesus Christ.



Our Commitment to Equality, Diversity & Inclusion

Canterbury Cathedral is committed to the principles and processes of safer recruitment, equality, and diversity.

We are committed to increasing diversity and inclusion within our committees. We welcome applications from anyone regardless of disability, ethnicity, heritage, gender, sexuality, social economic background or other difference.

We are committed to inclusive working practices, and during the application process we commit to:

- Paying for care and childcare whilst you're attending an interview.
- Paying for your travel costs to the office and back for interviews if they are held in person.
- Making any reasonable adjustments - for example ensuring we have sign language interpreters organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.
- Offering a first stage interview with Inclusive Boards to disabled applicants who meet the minimum criteria for the role.

If there is anything else you're concerned about or think we could provide, please let us know.



The Safeguarding Committee

The purpose of the Safeguarding Committee is to support Chapter in fulfilling its safeguarding obligations by ensuring arrangements relating to all aspects of safeguarding in the Cathedral are fit for purpose and are communicated fully, both internally and externally. The Committee will therefore have an overview of the operational safeguarding activity across the ministries and functions of the Cathedral and must keep the activities and management of safeguarding at the Cathedral under review in relation to such matters as the Chapter has specified in these Terms of Reference.

The Cathedral Safeguarding Committee is not responsible for the management of individual safeguarding cases, which are confidential, although it will ensure that any learning from individual cases is identified and shared appropriately with those who have safeguarding responsibilities in the Cathedral community.

The Committee is responsible for specific areas including establishing/ensuring that:

1. In-depth consideration is given to any significant operational problems arising in relation to safeguarding and that reports are made to Chapter on possible solutions and areas which need improvement.
2. A strategic three-year safeguarding plan for the Cathedral is developed and regularly updated, setting out a vision and specific objectives for the further development of safeguarding at the Cathedral. This will include a communications plan to increase visibility of the strategic leadership of safeguarding across the Cathedral, and to ensure that information about the importance of safeguarding and healthy cultures is conveyed to staff, volunteers, members of the congregation, parents and choristers.
3. The perspectives and experiences of victims and survivors inform how the Committee carries out its functions, in particular in relation to ensuring pastoral care for victims of abuse.
4. The safeguarding Risk Register is regularly reviewed and maintained and any risks deemed high or very high are brought to the attention of the Audit and Risk Committee and Chapter.
5. Correct, and up to date, policies, procedures and practices are in place for the protection of children and vulnerable adults in the Cathedral.
6. There is compliance with local, diocesan and national safeguarding policies, codes of practice, practice guidance and guidelines.
7. Updates are shared on safeguarding in its wider context and within the Church of England and that regular policy, procedures and practice reviews in line with new safeguarding developments and legislation take place.
8. All staff and volunteers whose roles are subject to DBS checks go through the process and are safer recruited according to House of Bishops guidance, and that confidential records are kept appropriately for internal monitoring and external inspection by approved authorities when requested.
9. Safeguarding training is undergone by staff and volunteers according to their roles in line with the House of Bishops Learning and Development Framework, and confidential records are kept for internal monitoring and external inspection by approved authorities when requested.
10. Action plans following safeguarding audits are implemented.
11. The Cathedral Annual Report on Safeguarding is prepared and presented by the Chair for approval by the Chapter prior to sharing the Report to the Bishop.



Person Specification

We are interested to hear from candidates who have a safeguarding background, with strategic expertise in victim/survivor advocacy, Equality, Diversity, and Inclusion, or regulatory safeguarding (e.g., social care, policing, or education) and are able to meet the following person specification.

Essential:

- Current knowledge of safeguarding legislation, policy and practice that encompasses both adults and children.
- Experience of sitting on safeguarding panels.
- Understanding of how to provide effective oversight and scrutiny of safeguarding.
- Be able to provide constructive scrutiny and challenge of process and procedure.
- An ability to work effectively and collaboratively as a member of a team and to shape, drive, scrutinise and monitor decisions.
- Experience of participating fully in discussions and meetings.
- Core values of diversity and inclusion and safeguarding of vulnerable people.
- An ability to identify and manage conflicts of interest.

Desirable:

- An understanding of safeguarding audits in a church context.
- An appreciation of the context for safeguarding in the church.
- Experience of high-level safeguarding meetings.
- Experience in leading case reviews.
- Experience of working in a complex and fast-paced safeguarding environment.
- Extensive multi-agency experience.
- Held a senior position in police, social care or probation, or be able to demonstrate equivalent senior safeguarding experience.

Canterbury Cathedral is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.



Additional Information

We ask that you:

- Attend committee meetings in person at Canterbury Cathedral with facilities to attend the occasional meeting remotely (at least four per year)
- Outside of Safeguarding Committee meetings, Cathedral staff may seek to consult with the Safeguarding Committee Members on specific matters, often via email.
- Serve a three-year term which can be extended for a maximum of two further terms (nine years).
- Be in sympathy with the aims and objectives of Canterbury Cathedral.
- Declare any potential conflicts of interest. This will be examined to see if an actual conflict exists.

Due Diligence

Given the nature of this role, it is important that those appointed to serve on the Committee maintain the confidence of Chapter and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Chair of the Recruitment Panel and provide details of the issue(s) in your application. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

Applicants will be subject to a DBS check.

Expenses

These are volunteer appointments and not remunerated, although all agreed travel costs and related expenses will be reimbursed in line with our Expenses Policy.

Useful documents

- The following documents are available on request:
- The Cathedral's Strategic Plan
- The Cathedral's Annual Report and Financial Statements to March 2025
- Safeguarding Policy
- Whistleblowing Policy
- Policy on employing people with criminal records
- Safeguarding Committee Terms of Reference



How to Apply

The recruitment process is being undertaken by Inclusive Boards on behalf of Canterbury Cathedral. If you wish to apply for this position, please supply the following by 23:59 on 21/06/2025.

- A detailed CV, setting out your career history, with responsibilities and achievements.
- A cover letter (maximum two sides of A4) highlighting your suitability for the role for which you're applying and how you meet the person specification. Please note that the cover letter is an important part of your application and will be assessed.
- [A completed Safer Recruitment Application Form available here](#). (Also available upon request from Inclusive Boards). Referees will not be contacted without your prior consent.

[Please consider filling out our diversity monitoring form](#). The information provided to us is confidential, stored securely and separately from your application, and is only used to ensure we are meeting our obligations for equal opportunities under the Equality Act 2010.

If you have further questions after reading this pack, please email canterbury@inclusiveboards.co.uk or call 0207 267 8369.

Please visit www.inclusiveboards.co.uk/opportunities to apply online or send your CV, cover letter, and Safer Recruitment form to canterbury@inclusiveboards.co.uk.

INCLUSIVE BOARDS

About Us

Inclusive Boards is the UK's leading board diversity practice. We have worked alongside over 300 organisations to provide support with Board recruitment, development and governance reviews. We strive to be at the forefront of equity and diversity, and believe that everyone should be represented at Board level. Additionally, we also provide bespoke training sessions on a variety of subjects including personal branding, inclusive recruitment practices and board structures and governance as well as delivering leadership development programmes for underrepresented leaders across a range of sectors.

Contact us today

Improve diversity on your Board, please don't hesitate to contact us via hello@inclusiveboards.co.uk.

To join a Board, sign up to become a candidate via our website and be notified of the latest opportunities as and when they become available.



www.inclusiveboards.co.uk



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