Protocol for the assessment of positive safeguarding information from organisations visiting or hiring the cathedral.

This protocol outlines the action to be taken when a third party organisation, either commercial or social, discloses through the booking process that a member of their organisation who may pose a safeguarding risk will be present during the visit including visiting choirs. This includes but is not restricted to visiting choirs, bell ringing groups, and any other group requesting to use the cathedral either for payment or otherwise.

The cathedral safeguarding group is responsible for the assessment and management of all cases where a disclosure is made by a third party; the assistance of the diocesan safeguarding advisor may be sought. Departmental leads are responsibility for ensuring that all relevant information is forwarded to the cathedral safeguarding group before the attendance of the group is confirmed.

A request is received from a third party to the departmental lead.

Does the request included positive safeguarding information?

**YES**

Forward the request to the cathedral safeguarding group for review.

Cathedral safeguarding group completes management plan and updates departmental lead.

**NO**

Confirm the availability and booking in accordance with cathedral policy.