



Remote meetings and safe conduct

Through the pandemic, much of the ministry and business of Birmingham Cathedral has been conducted remotely via digital meetings; emails and telephone calls; WhatsApp and text messages; and post. Our care for one another, along with so much of our life, has by necessity operated differently. As we look to adjust to a 'new normal', it seems likely that some of these new modes of operating may continue alongside traditional in person meetings and encounters as restrictions ease. This leaflet is designed to help us all to reflect on how we may do so in such a way that is safe and appropriate for everyone. Safeguarding is Birmingham Cathedral Chapter's highest priority and remains at the core of all that we do; the contact details for our Cathedral Safeguarding Officers are at the end of this leaflet and a link to the Parish Safeguarding Handbook under which we operate is here: <https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

Online meetings

- For most online meetings, the waiting room facility will be enabled so the host can admit people; where this is not used, we will make arrangements to end a meeting should it be disrupted and restart it as necessary.
- Please ensure that your 'real' name is visible.
- Please be aware that whilst we will monitor who has visibly joined the session we cannot monitor who is off screen but can see a device that has joined the session. Please be mindful of this whilst taking part in the session.
- Please do not take a screen shot of the session or record the session from your own device.
- Adults and children should be fully dressed.
- In meetings with adults only present, at least one adult should have up to date safeguarding training.

- In meetings at which adults and children are present, and children are accompanied by their parents or guardians, at least one adult with up to date DBS and safeguarding training should be present.
- In meetings at which children are present without their parents or guardians, at least two adults present should have up to date DBS and safeguarding training and children should not be admitted to the meeting until both those adults are present.
- Under no circumstances should adults contact or message children under 18 privately within or outside meetings.
- Please ensure that language, conduct, and content of any contributions is appropriate and respectful at all times, including in breakout rooms; the meeting host may need to mute someone or remove them from a meeting if this is not observed. If you are uncomfortable about anything that takes place at a meeting, including in a breakout room, please let the meeting organiser know. If you have any safeguarding concerns, please report these promptly to one of the safeguarding advisors.

WhatsApp Groups and Social Media

Some members of the cathedral community belong to one or more informal WhatsApp groups and social media groups, including the ‘Cathedral Chat’ WhatsApp group set up by a member of the cathedral community. The members of this group offer friendship, company, and informal care to one another. In all such groups, please ensure that:

- Members are over the age of 18
- Language, conduct, and content of any contributions is appropriate and respectful
- Photographs of anyone are not shared without their permission
- Any pastoral concerns are referred to the clergy as necessary (one of the Associate Priests is a member of the Cathedral Chat group so there is a mechanism in place within that group for escalating any particular concerns)
- Any safeguarding concerns are reported promptly to one of the safeguarding advisors

Safeguarding

If you need to contact someone with a safeguarding concern, please call our Cathedral Safeguarding Officer, Steph Haynes, on 07717 205215 or Deputy Safeguarding Officer, Anna Pitt, on 07769 216890. If you have an urgent concern for the safety of yourself or someone else, call 999.