In an emergency, call the Police on 999

Chapter Safeguarding Adviser: Dee Cooley
Ext dir line: 01904 559542
Int extn: 5420
Mobile: 07843339980

Canon Pastor: Michael Smith
Ext dir line: 01904 557211
Int extn: 2110
Mobile: 07551 153 464

Minster Police
Ext dir line: 01904 557222
Int extn: 2220

Head of Security: Mark Sutcliffe
Ext dir line: 01904 557243
Int extn: 2340

York Minster Safeguarding Rep: Julia Pope
Tel: 01904 782874 (The YMSR is not employed by York Minster.
You can contact them if you wish to speak with an
independent person about safeguarding issues)

City of York (Safeguarding Children)
Children’s front door: 01904 559100 (9-5, mon-fri)
Emergency Duty Team: 01609 780780 (out of hours)

City of York (Safeguarding Adults)
Police non-emergency: 101
Adult Social Care: 01904 555111
Out of hours service: 01609 534527

Safeguarding is everyone’s business
The first principle is that you MUST report your concerns.
It is not your place to investigate – only the proper
authorities, and trained professionals, should do that.
What to do if...

You have concerns about possible abuse (including allegations):

• In an emergency, call emergency services 999.
• You can go directly to the Chapter Safeguarding Adviser, or Canon Michael Smith, if you wish or make an immediate referral to police or appropriate care services (see back page).
• If you are unsure about that, consult a member of the Safeguarding Committee Team (see box opposite), or your line manager, and decide together when to seek advice from the Chapter Safeguarding Adviser, or speak to Minster Police.
• Always inform the Safeguarding Team member you spoke with, and the Chapter Safeguarding Adviser, of your actions.
• Keep a record of what happened, your concerns, who you spoke with and your actions, and pass to the Chapter Safeguarding Adviser.
• Only tell those who need to know. NOT the person the allegations relate to.

A child, young person or adult wishes to disclose they have been abused

• Listen. Keep listening. Do not question or investigate.
• Do not promise confidentiality; tell them we need to share this.
• Assure them they are not to blame.
• Tell them what you are going to do and that they will be told what happens.
• Make careful notes of what is said, record dates, times, events, when you are told, who you spoke with and your actions.
• Report it to the Chapter Safeguarding Adviser or the Canon Pastor. If unavailable, speak with Minster Police or line manager
• Only tell those who need to know. NOT the person the allegations relate to.

Things to remember

• Anyone up to the age of 18 years is a child in law.
• Treat everyone with respect, setting a positive example.
• Respect personal space and privacy.
• Ensure any actions cannot be misrepresented by someone else.
• Challenge unacceptable behaviour, regardless of position or authority.
• Do not put anyone, including yourself, in a vulnerable or compromising situation.
• Do not have inappropriate physical or verbal contact with others.
• You must not keep allegations or suspected abuse secret.
• You can get advice and support from the person you report to, or the Chapter Safeguarding Adviser
• You may not be informed of actions taken re: your concern – this information is confidential.

Safeguarding Committee Team members at York Minster
Emiliana Fois - Visitor Experience Team: 2163
Kadir Turcan - YM Police: 01904 557222/2220
Susan Mason - People Team: 01904 557236/2360
Chris Hughes - Vergers: 2211
Jeremy Muldowny - Learning Centre: 01904 559524/2243
Ellen Harvey - Music department: 07771 966895
Tim Stead - Stoneyard: 01904 557226/2260
Peter Young - Old Palace: 01904 557250

If you wish to speak with someone independent, please contact York Minster’s Safeguarding Representative (see back page).
If you have/are told of concerns about a person with whom you have a close relationship, e.g. familial, marital, friendship, please pass all information onto someone else as soon as possible.