

Parish of St Lawrence, Eastcote



**Safeguarding
is everyone's
responsibility**

Safeguarding policy

Approved by PCC – 05 July 2021

Due for review May 2022

Completed Safeguarding Audit (Appendix 2) to be approved by PCC in Sept 2021

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Parish Safeguarding Policy Statement

The Parish of ST LAWRENCE, EASTCOTE | Safeguarding policy statement 2021

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 05 / 07 / 2021

In accordance with the **House of Bishops' Policy Statements 'Promoting a Safer Church' (2017)** and **'Protecting All God's Children' 4th edition (2010)** and the **Diocesan Safeguarding Policy 'Promoting a Safer Diocese' (2018)** our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish safeguarding officer (CSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints **Christine EDWARDS** as the Parish Safeguarding Officer

Incumbent: **John SEYMOUR**

Churchwardens **Elaine WIGINGTON (SG lead CW); Sadie WRIGHT**

Date: 05 July 2021

Introductory comments: context of this policy

A time of writing (on 10th May 2021) COVID restrictions have meant that there have been no congregational activities on site.

The period of lockdown has had an impact on members of the church in relation to their spiritual, psychological, social and physical well-being. Those at risk of abuse in a domestic setting have faced increased exposure to risk. There is reason to believe that the last 15 months will have caused trauma which we will yet see manifest in a church setting as the lockdown eases.

Established activities in the parish have included:

- 1. PCC groups for older members of the congregation & local community
(some of whom will be at risk of abuse through physical frailty and social vulnerability)**
 - A lunch club for older people
 - Craft and embroidery activities for older people
 - Martha's helpers scheme
 - Congregational worship

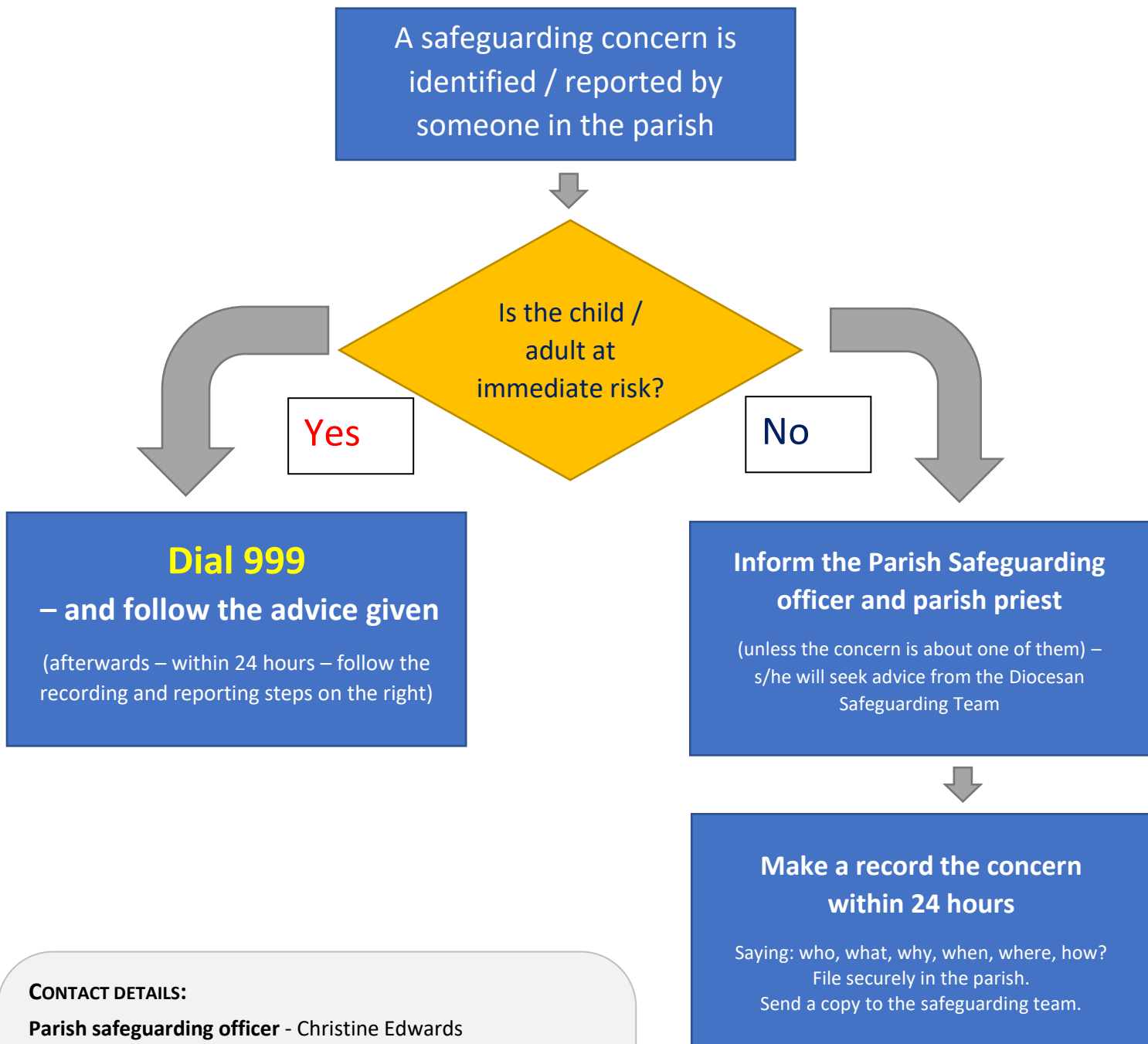
- 2. PCC groups for children and youth on Sunday mornings:**
 - Tot's club
 - Sunday School
 - Sunday morning youth

- 3. Church Youth groups:**
 - Tot's club
 - Sunday School
 - Sunday morning youth

- 4. Young people involved in leading worship in church (i.e. away from parental supervision)**
 - Servers
 - Choir
 - Parade Sundays
 - Children's services

This policy sets out the principles that will be followed as groups are gradually re-established over the coming months. When complete, St Lawrence Eastcote's offer will be laid out in future policy documents.

Diocese of London flowchart: response to safeguarding concerns



CONTACT DETAILS:

Parish safeguarding officer - Christine Edwards
tel. 07711 266644 email chrismedwards@virginmedia.com

Parish priest - Fr John
tel. 0753 504 9710, email john.seymour@london.anglican.org

Diocesan safeguarding team
tel. 0207 932 1224, email safeguarding@london.anglican.org

Out of hours support: Thirtyone:eight helpline
0303 003 1111

Principles for implementing safeguarding for all groups:

St Lawrence Eastcote will follow the guidelines given in Appendix 3, the National Church of England Parish Safeguarding booklet.

Detail of the implementation on a local basis is given in Appendix 1, Training and safeguarding checks: responsible officers in the parish, in the role descriptions in Appendix 6 and on the basis of the principles which follow.

Group leaders for activities will be supported in their tasks by assistant leaders. When the group leader has not undergone training or safer recruiting, a chaperone will supervise the activity.

General:

1. Organisation for safeguarding for groups will be on the principle that any member of the group will be at risk of abuse;
2. All leaders will be trained and screened accordingly, so that they are alert to risks to participants and to signs of abuse
3. Assistant leaders and group leaders will be trained in the expectation of their role as outlined in their role description before taking on leadership responsibility.

Regulated activities:

4. Only leaders with appropriate criminal records checks, enhanced disclosures and completed safer recruiting will be permitted to undertake regulated activities; they will be accompanied by a chaperone to provide for appropriate safety;
5. In view of the risk of a need for a regulated activity occurring in a group activity or being raised by a group participant, group leaders will be trained and screened for readiness to undertake regulated activities;
6. In every group, there will be a defined line of accountability for group members, assistant leaders and group leaders

Regulated activities – adults:

- Health care
- Personal care
- Assisting with cash; paying bills; obtaining shopping
- Transporting accompanying to/from health care / personal care / social work services
- The activities of regulated social workers
- Assistance from power of attorney

Regulated activities – children:

- Personal care, even if only on one occasion: help with feeding, washing / dressing or toileting

Appendix 1: Training and safeguarding checks - responsible officers in the parish

Requirements here reflect those in National Church Guidance, including:

- [DBS PCC London Diocese advice based on National Church Guidance](#)
- [Eligibility for DBS checks](#)
- [Parish Safeguarding handbook](#)
- [Appendix 3 of the Diocese of London Safeguarding policy: 'Parish key roles and responsibilities'](#)

Name (Post)	Safeguarding training - level	Date completed / provided by	Date for renewal	DBS check completed	Date for renewal	Safer recruitment followed?
Incumbents and clergy, including those holding PTO						
John SEYMOUR (Interim minister)	C3 / C1 & C2	C2 - 2020 St Albans	2023	Feb 2019	Feb 2024	Y – Feb 2019
Julia BEVIS KNOWLES (Associate priest)	C3	C3- Nov 2018	2021	Feb 2021 (Plus June 2018 for NHS)	Feb 2022	?
Licenced Lay Ministers						
Alan WRIGHT (Retired / Reader)			March 2022	July 2018	July 2023	Y – Jul 2018
Barbara PLUMMER (Pastoral assistant)				June 2018	June 2023	Y – pastoral asst

Children's Champion						
Philippa COOPER (Children's Champion)	C1	C1 – 3/5/21 LDF		Required		
Parish workers with children (paid or volunteer - leads)						
Vicky RAWLES	C1 & C2			Required		
Parish workers with children not requiring toileting (paid or volunteer - helpers)						
	C0 & C1					
	C0 & C1					
Parish workers with children who may require toileting (paid or volunteer - helpers)						
	C0 & C1			Required		
	C0 & C1			Required		
Parish workers with adults at risk (paid or volunteer - leads)						
Dorothy BENTOTE	C0 & C1	C0 - LDF 24/3/20		Required		
Barbara PLUMMER	C1 & C3			Jun 2018	Jun 2023	Y – pastoral asst
Rosemary RYDER	C1 & C3			Jan 2018	Jan 2023	Y – pastoral asst
Elaine WIGINGTON	C1 & C3	C3 -LDF 23/2/21		Required		
Parish workers with adults at risk (paid or volunteer - helpers)						
	C0 & C1					
	C0 & C1					

Parish Operations Manager						
Jenny A'COURT (Parish administrator)	C1	?				
Churchwardens						
Elaine WIGINGTON	C1 C3	2020 -LDF 23/2/21	2023 2024	Required		
Sadie WRIGHT	C1 C3	2020 -LDF 23/2/21	2023 2024	Required		
PCC Members (not otherwise listed)						
Dorothy BENTOTE	C0	LDF 24/3/20		Required		
Scott BOOBIER	C0	LDF 21/10/20		Required		
Richard BURS福德	C0			Required		
Philippa COOPER	C1	LDF 3/5/21		Required		
Elizabeth CLUBB	C0			Required		
Gerry EDWARDS	C0			Required		
Darren FLETCHER	C0	10/20		Required		
Robert HINSON	C0			Required		
Judith HOWE	C0	16/11/20		Required		
Julie SIDDLE	C0	29/3/20		Required		
Duncan SYKES	C0			Required		
Alan WRIGHT	C0			Required		

PCC Safeguarding leads						
Christine EDWARDS (Parish Safeguarding Officer) (Lead Recruiter)	C1&C2 C3 C1 & safer recruitment	24/3/21	3 years 2024			
VACANT (Evidence checker)	C1					
Youth and Children's pastors						
VACANT (Youth Worker)	C1 + C3			Required		
VACANT (Children and families worker)	C1 + C3			Required		
Music group leader / Choir leader						
Duncan SYKES (Music group leader)	C1 + C3			Required if supervising children / no chaperone		
Wilson IHUANNE (Choir leader)	C1 + C3			Required if supervising children / no chaperone		
Bell Tower Captain						
Graeme GIBAUT	C1 & C3			Required if supervising children / no chaperone		
Lead server						
?VACANT (Lead server)	C1 & C3			Required if supervising children		
Children's chaperone: choir / bells						
	C1 & C3			Required		

Appendix 2: Completed Parish Safeguarding Checklist

Diocese of London Parish Safeguarding Checklist: May 2021

The following checklist will be completed by the Church Wardens each year ahead of presentation of the parish's safeguarding policy to the PCC for approval. This confirms the parish's compliance with the requirements of the Diocese of London.

Parish safeguarding officer appointed:

- At least one appropriately experienced designated Parish /Church safeguarding officer (PSO/CSO) to work with the incumbent and PCC. This PSO/CSO should be a lay person. The PSO/CSO may also be the DBS administrator for church officers who work with children or vulnerable adults, but if not, the PCC should appoint another individual. The PSO/CSO should be supported, trained and given a copy of the parish safeguarding policy and procedures; see ([CSO role description](#)).

A framework is in place for Safer Recruitment, Support and Training:

- All church officers who work with children, young people and/or vulnerable adults are:
 - recruited following the House of Bishops' Safer Recruitment practice guidance;
 - aware of and work to House of Bishops' safeguarding guidance (includes both policies and practice guidance);
 - attend diocesan safeguarding training at least every three years.
- Appropriate insurance is in place to cover all activities undertaken in the name of the PCC which involve children and vulnerable adults.
- All roles (volunteer, employed, officers - lay and ordained) which require a DBS check have these in place, with repeat checks are carried out every five years.
- Clergy have a current DBS check (every 5 years) with appropriate safeguarding training (every 3 years)

Display:

- In and around the church a formal statement of adoption of the House of Bishops 'Promoting a Safer Church; safeguarding policy statement' is displayed. This is signed on behalf of the PCC.
- In and around the church, the contact details are on display of the PSO/CSO, Churchwarden and any other local leaders.
- The contact details of the Diocesan Safeguarding Team are on display – including phone, email and website details.
- Information about where to get help with child and adult safeguarding issues, domestic abuse and key helplines are on display e.g. ChildLine
- The PCC has provided access to a hard copy Parish Safeguarding Handbook ([Parish Handbook](#)), which is available in the Parish Office.
- Safeguarding information is displayed clearly on the home page of the Parish website. ([website guidance](#)).

The PCC needs to know how to respond. The PCC

- Is actively creating an environment which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently.
- has a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse in accordance with the relevant policy and practice guidance and in consultation with the Diocesan Safeguarding Adviser.
- Has procedures in place to report all safeguarding concerns or allegations to the Diocesan Safeguarding Advisor within 24 hours.
- Has procedures in place to report all safeguarding concerns or allegations against church officers to the Diocesan Safeguarding Adviser.
- Ensures that known ex/offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the Diocesan Safeguarding Adviser. An agreement may be required.
- Complies with all data protection legislation especially in regard to storing information about the 'church workforce', including volunteers and any safeguarding records.
- Ensures that an "activity risk assessment" is completed and reviewed regularly for each activity which is associated with either children or vulnerable adults and run in the name of the Church.
- Ensures that it has passed a resolution that delegates to the General Secretary of the London Diocesan Fund the reporting of safeguarding serious incidents to the Charity Commission. ([serious-incident-reporting](#)).

The PCC has reviewed and reported progress:

- The PSO/CSO reports regularly to the PCC on safeguarding in the parish. Safeguarding is a standing agenda item at each PCC meeting. At the APCM the PCC should provide an annual report in relation to safeguarding. In the PCC's annual report will be a statement which reports on progress and a statement as to whether or not the PCC has complied with the duty to have "due regard" to the House of Bishops' guidance in relation to safeguarding.
- The PCC completes the annual parish self-audit to assess your compliance and plan any improvements required. Ensure that this is forwarded to the Diocesan Safeguarding Team so that we also can prioritise improvement activity and parishes requiring additional support.

Hiring out church premises

- The hire agreement with any person/body wishing to hire church premises contains a provision whereby the person/body hiring the premises agrees to comply with the relevant safeguarding guidance issued by the House of Bishops and the Diocese of London [templates](#).
- The hire agreement also contains a provision whereby those hiring church premises are required to ensure that children and vulnerable adults are protected at all times, relevant staff have had appropriate DBS checks and that all reasonable steps have been taken to prevent injury, illness, loss or damage occurring.
- The PCC ensures that all those hiring church premises carry full public liability insurance for this or are covered through the church insurance (for example for hire for a children's party).

When a parish is in vacancy

- During a vacancy the PCC will work with the Area Deans and the churchwardens, ensure that all information about safeguarding matters is securely stored before passing the information on to the new incumbent. The departing incumbent must give the safeguarding information to the Parish Safeguarding Officer who can pass the information on to the new incumbent when he/she takes up his new role.

Support & Compliance

The measures identified in the list above will be checked during the Archdeacon's parish visitation. The documents referred to can be found on the Diocesan Website [here](#) or National website [here](#). If you have questions or need support to complete the steps on the checklist you can contact the **Diocesan Safeguarding Team** for further support and advice: **020 7932 1224**.

Irrespective of this choice all abuse cases arising in Church of England settings must be notified to the Diocesan Safeguarding Team.

I have audited the safeguarding provision of the parish against the checklist above and confirm these findings to the PCC –

Churchwardens:

Date: DD / MM / YYYY

Appendix 3: Parish Safeguarding handbook



ParishSafeGuardingHandBookAugust2019Web.pdf (Command Line)

Produced by the Church of England's National Safeguarding team

This version: August 2019

Source: <https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

Appendix 4: Promoting a Safer Diocese : A Safeguarding Policy for the Diocese of London

Foreword by the Bishop of London

Since taking up my appointment as the new Bishop of London I have visited many parishes and projects across the Diocese. I have been struck by the vibrant and diverse ways in which we are engaging with communities within the Diocese of London and beyond. Large numbers of children, young people and adults attend churches across the Diocese every day of the week – through clubs, drop-ins, services and a whole range of other activities. One of the great blessings is the diversity of those who are touched by these activities in our churches.

At the heart of our calling as a church is our call to share the good news of Christ with all people – with a particular concern for those in most need. ALL are welcome. Indeed, many people who may be vulnerable are attracted to our churches because they are seen as a safe space. That strength brings with it a great challenge to the Diocese and our worshipping communities:

- To work to ensure that our parishes, churches and other communities continue to be seen as safe spaces;
- To offer a welcome to those who have sinned and seek repentance whilst managing any risk appropriately;
- To ensure that those who make allegations of abuse are listened to and supported, and that we deal with such allegations promptly.

We all have a role to play in creating a safer diocese – thank you for all that you have done and continue to do. We need to create a culture of informed vigilance, taking our safeguarding responsibilities seriously. To this end we are working to ensure that everyone has up to date safeguarding knowledge appropriate to their role, so that we can carry out our responsibilities with thoughtfulness, commitment and care.

I commend to you this new Safeguarding Policy for the Diocese of London as our commitment to play our full part in the whole church approach to safeguarding adopted by the Church of England in the policy statement that was agreed by the House of Bishops in 2017.

Signature

The Rt Revd & Rt Hon Dame SARAH ELISABETH MULLALLY DBE , B.Sc, M.Sc, D.Sc (Hon)



Safeguarding Policy

1 Introduction

1.1 The care and protection of children, young people and vulnerable adults¹ who are involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a Safer Church for all. This Safeguarding Policy is based on the Safeguarding Policy Statement of the Church of England that was agreed and published by the House of Bishops in 2017. It sets out the Safeguarding Policy of the Diocese of London and in particular a summary of the roles and responsibilities of all church bodies and office holders as we work together to protect children, young people and vulnerable adults who are involved in church activities.

1.2 This policy makes six overarching policy commitments:

1.2.1 To promote a safer environment and culture

1.2.2 To enable and ensure safe recruitment practice and to support all those within the Church with any responsibility related to children, young people, and vulnerable adults

1.2.3 To respond promptly to every safeguarding concern or allegation

1.2.4 To offer pastoral care to victims/survivors of abuse and other affected persons

1.2.5 To offer pastoral care to those who are the subject of concerns or allegations of abuse and other affected persons

1.2.6 To respond to those who may pose a present risk to others.

1.3 Under section 5 of the Safeguarding and Clergy Discipline Measure 2016, all authorised clergy, bishops, archdeacons, licensed readers and lay workers, churchwardens and PCCs must have 'due regard' to safeguarding guidance issued by the House of Bishops (this will include both policy and practice guidance). A duty to have 'due regard' to guidance means that the person under the duty is not free to disregard it but is required to follow it unless there are cogent reasons for not doing so. ('Cogent' for this purpose means clear, logical and convincing.) Failure by clergy to comply with the duty imposed by the 2016 Measure may result in disciplinary action.

¹ Although the term 'vulnerable adults' is used in this policy to be consistent with House of Bishops Policy and Practice Guidance, the term 'adults at risk' may be used interchangeably.

1.4 This Policy is supported by more detailed Practice Guidance and reference documents developed by the national safeguarding team, which can be viewed and downloaded [on their website](#).

1.5 In addition, the Diocesan Safeguarding Team have developed a range of bespoke guidance which can be accessed [on the diocesan website](#).

2 Safeguarding Policy Statement

2.1 We are committed to safeguarding as an integral part of the life and ministry of the Church. Safeguarding means the action the Church takes to promote a safer culture and ensure that those who work, volunteer and worship in or visit our churches are kept safe. As such, we will promote the welfare of children, young people and adults, work to prevent abuse from occurring, seek to protect those who are at risk of being abused and respond well to those who have been abused. We will take care to identify where a person may present a risk to others, and offer support to them whilst taking steps to mitigate such risks.

2.2 The Diocese of London affirms the 'Whole Church' approach to safeguarding adopted by the Church of England. This approach encompasses a commitment to consistent policy and practice across all Church bodies within the Diocese. All Clergy and Church Officers, and indeed everyone associated with church activities across the Diocese and who may come into contact with children, young people and vulnerable adults, has a role to play.

2.3 The Diocese will take appropriate steps to maintain a safer environment for all and to practise fully and positively Christ's Ministry towards children, young people and vulnerable adults, responding sensitively and compassionately to their needs in order to help keep them safe from harm.

3 Foundations

3.1 In developing its Safeguarding Policy, the Church of England has been guided by the following foundations, which will also guide implementation of this policy within the Diocese:

3.1.1 The Gospel

The Church is called to share the good news of God's salvation through Jesus Christ and the call to repentance and faith through Jesus Christ. The life of our communities and institutions is integral to how we address this task. The good news speaks of welcome for all, with a particular regard for those who are most vulnerable, into a community where the value and dignity of every human being is affirmed and those in positions of responsibility and authority are truly trustworthy. Being faithful to our call to share the gospel therefore compels us to take with the utmost seriousness the challenge of preventing abuse from happening and responding well where it has.

3.1.2 Human Rights and the Law

We recognise the personal dignity and rights of all children, young people and adults, as enshrined in the Human Rights Act 1998 and the 1989 United Nations Convention on the

Rights of the Child. Safeguarding work is undertaken within a legislative framework supported by government guidance which sets out a range of safeguarding duties, responsibilities and best practice to which we will adhere.

3.1.3 Core Principles

The following key principles underpin our approach to safeguarding practice:

- The welfare of the child, young person and vulnerable adult is paramount;
- Integrity, respect and listening to all;
- Transparency and openness;
- Accountability;
- Collaboration with key statutory authorities and other partners;
- Use of professional safeguarding advice and support both inside and outside the Church;
- A commitment to the prevention of abuse; • The active management of risk;
- Promoting a culture of informed vigilance;
- Ensuring that case reviews and audit activity lead to improved process and response.

3.1.4 Good Safeguarding Practice

We will promote and maintain a safer culture that protects and promotes the welfare of children, young people and vulnerable adults, and in order to do so we will ensure:

- A leadership commitment, at all levels, to the importance of safeguarding and promoting the welfare of children, young people and vulnerable adults;
- A safeguarding policy that is available to Church Officers ;
- A clear line of accountability within the Diocese of London for work on safeguarding;
- Clear reporting procedures to deal with safeguarding concerns and allegations;
- Clear roles for Church Officers;
- Practice and services informed by ongoing learning, review and by the views of children, young people, families, vulnerable adults and in particular, those who are survivors of abuse within a church setting;
- Safer recruitment procedures are in place;
- Clear arrangements for support and/or supervision;
- Safeguarding training is made available to all Church Officers working with or in contact with children, young people and/or vulnerable adults;
- Effective working with statutory and voluntary sector partners;
- Publicly advertised arrangements for children, young people and vulnerable adults to be able to speak to an independent person, as required;
- Complaints and whistleblowing procedures that are well publicised; • Effective information sharing;
- Good record keeping.

3.1.5 Learning from the past

In recent years, statutory reports and independent reviews into abuse that have involved the Church of England and other faith organisations highlight past errors and significant

lessons to be learnt to improve safeguarding. As a Diocese we continue to commit to a journey of truth, healing, learning and abuse prevention.

The Diocese is committed to learning from both our own past failings and those of the wider church, by ensuring that lessons learned are used to improve our response to future safeguarding concerns and how we equip and support all those with a role to play in ensuring a safer diocese. In particular we are committed to listening to the views of survivors of abuse so that we can ensure that their voice shapes our future practice.

4. Policy Commitments

Based on the foundations outlined above, the Diocese of London has adopted the following policy commitments of the Church of England:

4.1 Promoting a safer environment and culture

All Church Officers will respect all children, young people and vulnerable adults and promote their well-being. We will strive to create and maintain an environment that is safe for all. We want to promote well-being, prevent abuse, and create a nurturing and caring atmosphere within our churches for children, young people and vulnerable adults. We wish continuously to improve and will do that by providing training and support to our staff, clergy, officers and volunteers in line with the House of Bishops' practice guidance. We want to communicate better, ensuring that we put our learning into practice and that our governance and quality assurance processes support our aspiration to improve. We will support all Church Officers to adhere to safer working practices and will challenge the abuse of power. We will ensure that we have people who listen to and advocate on behalf of children, young people and vulnerable adults within the knowledge that they will be cared for.

4.2 Safely recruiting and supporting all those with any responsibility related to children and vulnerable adults within the Church

We will select and vet all those with any responsibility related to children, young people and vulnerable adults within the Church, in accordance with the House of Bishops' safeguarding policy and practice guidance. We will train and equip Church Officers to have the confidence and skills they need to care and support children, young people and vulnerable adults and to recognise and respond to abuse. This will be done by providing and coordinating consistent and accessible safeguarding training in accordance with House of Bishops safeguarding policy and practice guidance.

4.3 Responding promptly to every safeguarding concern or allegation

Anyone who reports a safeguarding concern, knowledge or allegation of current or noncurrent abuse to the notice of the Church, or an incident that amounts to an allegation of abuse, will be responded to respectfully and in a timely manner. This will be in line with statutory child and adult safeguarding procedures and the House of Bishops safeguarding policy and practice guidance. All safeguarding work will be recorded in line with the House of Bishops safeguarding practice guidance. All suspicions, concerns, knowledge or allegations, that reach the threshold for reporting to the statutory authorities, will be reported via the Diocesan Safeguarding Adviser or designated safeguarding adviser/officer in another church body to the appropriate statutory authorities. The status of the complainant or person against who the allegations are made is of no relevance to this.

Church Officers will cooperate with the statutory authorities, where they are involved. In responding to concerns or allegations of abuse relating to Church Officers, the Church will act in accordance with the requirements of criminal, civil and ecclesiastical law, and will respect the rights and safeguards afforded both to the victim/survivor and the subject of concerns or allegations.

4.4 Caring pastorally for victims/survivors of abuse and other affected persons

We will endeavour to offer care and support to all those who have been abused, regardless of the type of abuse, when or where it occurred.

The Diocese is committed to continuing to learn how to respond in a supportive and healing way to the needs of those who have suffered abuse. Those who have suffered abuse within the Church will receive a compassionate response, be listened to and be taken seriously. The Church will respond to any disclosure of abuse in accordance with House of Bishops policy and practice guidance. This will be done in collaboration with the relevant statutory agencies in accordance with criminal, civil and ecclesiastical law. They will be offered appropriate pastoral care, counselling and support - according to the agreed need. An appropriate pastoral response to the family, parish, congregation or order will be considered, with due regard to the right of privacy of those directly involved, and to the administration of justice.

4.5 Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons

The Diocese and its Church Officers, in dealing with any safeguarding concerns or allegations of abuse, will respect the rights under criminal, civil and ecclesiastical law of all those named or against whom allegations are made. A legal presumption of innocence will be maintained during the statutory and Church inquiry processes. As the process progresses additional assessment, therapy and support services may be offered. The Diocese will take responsibility for ensuring that steps are taken to protect others when any Church Officer is considered a risk to children, young people and vulnerable adults. This will be done by working to mitigate any identified risks according to a safeguarding agreement. Church Officers who are the subject of concerns or allegations of abuse belong to families, congregations and church communities. We will be mindful of the need to provide support to members of families, parishes and congregations affected by the Church Officers in such situations.

4.6 Responding to those who may pose a present risk to others

Our churches, based on the message of the gospel, open their doors to all. We will offer pastoral care and support to any member of the church community who may present a known risk. We will ensure that any risk is assessed and managed through a safeguarding agreement in accordance with House of Bishops policy and practice guidance. This will be done in collaboration with the relevant statutory agencies and in accordance with criminal, civil and ecclesiastical law.

5. Putting the policy into action

5.1 This Policy will underpin all safeguarding work within the Diocese and the drive to improve safeguarding practice and create a safer diocese. We will ensure that:

- All Church Officers have access to and understand this Policy;
 - The Policy is promoted and publicised across the Diocese and its churches;
 - The Church’s safeguarding message is communicated as reflected in the policy;
 - We have a “Promoting a Safer Diocese” action plan in place that sets out, in line with national and local priorities, how the policy is being put into action and is reviewed regularly;
 - We will support churches and church groups across the Diocese in implementing this policy at a local level.
- 5.2 All parts of the Diocese, including Parochial Church Councils, are required to adopt or take account of this Policy within their own safeguarding policy.
- 5.3 The Cathedral, which has its own safeguarding policy, will take account of the House of Bishops’ Policy Statement and Practice Guidance and the Diocesan Policy. Agreed arrangements are in place to ensure the development of appropriate safeguarding arrangements in the Cathedral, including advice from the Diocesan Safeguarding Advisors where appropriate. A representative of the Diocesan Safeguarding Team attends the Cathedral Safeguarding Steering Group and a representative of the Cathedral Chapter will attend the Diocesan Safeguarding Steering Group.
- 5.4 A summary of all diocesan responsibilities is attached at appendix 1, along with an overview of our safeguarding arrangements at appendix 2. A summary of all parish roles and responsibilities is attached at appendix 3. A more detailed description of these can be found in the 2017 Practice Guidance ‘[Key Roles and Responsibilities of Church Office Holders and Bodies](#)’. The Diocesan Safeguarding Team will provide specific support as required and can be contacted on 020 7932 1124.
- 5.5 A [Parish Handbook](#) has been developed by the National Safeguarding Team and has been adapted specifically to the needs of the Diocese. A copy of this is available on the [safeguarding pages of the diocesan website](#). It incorporates the duties and responsibilities of the core roles and bodies within each parish and gives advice on safer recruitment and safe ways of working, as well as actions to take where safeguarding concerns are raised. Specific advice and support can be obtained from the Diocesan Safeguarding Advisors on 020 7932 1124.
- 5.6 In line with the House of Bishops’ ‘[Safeguarding Training and Development Practice Guidance](#)’, all clergy, role holders and volunteers are required to undertake safeguarding training appropriate to their role every three years. The current training programme run by the Diocese is outlined on the [safeguarding pages of the diocesan website](#). Specific advice and support can be obtained from the Diocesan Safeguarding Advisors on 020 7932 1124.

Final

Updated following the Diocesan Bishops Council of June 2018

Appendix 5a Promoting a safer diocese - Diocesan key roles and responsibilities

(where appropriate these are reflected in the job descriptions for roles or the terms of reference for meetings or steering groups).

Office holder or body and required level of training	Responsibilities overview in line with Practice Guidance (2017) Key roles and responsibilities of church office holders and bodies
<p>Diocesan Bishop</p> <p>Required training C3 and C4 every three years</p>	<ul style="list-style-type: none"> • Ultimately responsible for ensuring good safeguarding arrangements and practice in the Diocese in line with the House of Bishops’ safeguarding policy and guidance. • Discharging his/her legal duties to have regard for safeguarding in the authorisations of ministers and the exercise of discipline. • Ensure that the Diocese develops a Diocesan Safeguarding Strategy that is informed by the national ‘Promoting a Safer Church’ Business Plan; • Ensure that the Diocese has arrangements in place to monitor and support safeguarding arrangements in parishes. This should include monitoring as part of the Archdeacons’ responsibilities and visitations; • Ensure that the Diocese reviews progress annually.
<p>Diocesan Bishops Council (Trustees)</p>	<ul style="list-style-type: none"> • Adopt and implement the House of Bishops’ safeguarding policy and practice guidance; • Develop and implement the Diocesan Safeguarding Strategy and receive two reports per year on progress, including one from the Independent Chair of the Diocesan Safeguarding Steering Group; • Ensure that there is adequate safeguarding resource in the Diocese; • Ensure clear lines of accountability between the Diocesan Bishop and key diocesan staff, including the Diocesan Safeguarding Adviser; • Ensure safer recruitment and training of any church officers working with children, young people and/or vulnerable adults who are employed by the LDF; • Undertake risk management oversight of safeguarding arrangements in the Diocese.

<p>Diocesan Safeguarding Steering Group</p>	<ul style="list-style-type: none"> • Oversees safeguarding arrangements in the Diocese; • Offers external expertise and challenge to the diocese on safeguarding matters; • Advise and make recommendations to the Diocesan Bishop and senior leadership team on the development and effectiveness of safeguarding arrangements; • Seek to ensure the implementation of House of Bishops’ safeguarding policy and practice guidance; • Have particular regard to the rigour of the diocesan arrangements to respond to allegations against church officers, manage risk and support victims/survivors of abuse; • Seek to ensure that effective arrangements, including information sharing is in place with statutory partners; • Advise on arrangements to support and monitor the implementation of good safeguarding practice in parishes; • Consider information and themes from quality assurance processes e.g. diocesan self-assessments, lessons learnt reviews, independent audits and file audits to make recommendations to improve safeguarding arrangements; • Receive anonymised management information relating to case work, including risk assessments and safeguarding agreements that the diocese has completed to maintain oversight of safeguarding work; • Monitor the diocesan requirements relating to safer recruitment, DBS Disclosures and safeguarding training and advise accordingly; • Contribute to the Diocesan Safeguarding Strategy and its annual progress review;
	<ul style="list-style-type: none"> • Advise the National Safeguarding Team if the DSSG continues to consider that a safeguarding matter is not being dealt with properly in the Diocese or other church body; • Review progress annually and report this to the Bishop and the Diocesan Bishop’s Council.
<p>Diocesan Secretary (ultimate responsibility but largely delegated to Director of HR and Safeguarding)</p> <p>Required training C0 and C4 every 3 years</p>	<ul style="list-style-type: none"> • Uphold the Diocesan Safeguarding Policy and philosophy and support the work of the Diocesan Safeguarding Adviser; • Work with the Diocesan Safeguarding Adviser when responding to a safeguarding concern or allegation against a church officer who is a diocesan employee; • Identify and manage areas of risk including safeguarding and health and safety issues; • Overview the implementation of the Diocesan Safeguarding Strategy; • Manage safeguarding personnel, as required; • Work with the Diocesan Registrar to ensure legal compliance and good practice.

<p>Diocesan Safeguarding Advisor</p> <p>Required training C3 and C4 every 3 years</p>	<p>Functions of the Diocesan Safeguarding Advisor are set out in the Diocesan Safeguarding Advisors Regulations 2016, these include:</p> <ul style="list-style-type: none"> • Where an allegation that a child or vulnerable adult has suffered abuse is made against a bishop or other church officer in the Diocese or against any other person, advising on whether the allegation should be referred to the police for investigation; and, if the advisor thinks it should be so referred, making the referral”; • Co-operating with, and supporting the work of, the police, local authorities and other bodies in cases in which it is suspected that a child or vulnerable adult has suffered abuse or is at risk of suffering abuse; • Giving advice, information and support to those who have suffered abuse; • Giving advice to the bishop and other church officers on safeguarding matters; • Providing, or co-ordinating the provision of, training on safeguarding matters; • Implementing, or co-ordinating the implementation of, the guidance issued by the House of Bishops; • Ensure that training is delivered by suitably experienced qualified trainers; • Giving advice, information and support to PCCs and parish safeguarding officers on the implementation of that guidance and, where appropriate, challenging PCCs and parish safeguarding officers on what they have done to implement that guidance; • Issuing guidance on safeguarding matters for church officers in the diocese and parish safeguarding officers in any parish in the diocese that is consistent with the guidance issued by the House of Bishops; • Where the advisor thinks that safeguarding matters are not being dealt with properly and it has not proved possible to resolve within the diocese the points at issue, informing the National Safeguarding Team; • Where a clergy risk assessment is required to be carried out, making the arrangements for it to be carried out; • Where a non-clergy risk assessment is required to be carried out, either carrying out the assessment or making the arrangements for it to be carried out; • Giving advice to the bishop and other church officers in the diocese on the conduct of a clergy or non-clergy risk assessment and, where such an assessment has been carried out, advising on the steps to take in light of it and monitoring any such steps as are then taken; • Promoting good practice on safeguarding matters; • Taking such other action in connection with safeguarding matters as the DSA considers necessary or appropriate.
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<p>Archdeacons</p> <p>Required training C3 and C4 every 3 years</p>	<p>Key to offering leadership and direction in promoting a safer diocese and supporting parishes with safeguarding concerns, working closely with the DSA:</p> <ul style="list-style-type: none"> • In the handling of serious safeguarding situations relating to church officers in parishes, which relate to allegations against church officers; • Supporting and advising parishes in relation to safeguarding policy and practice; • Supporting Incumbents to attend safeguarding training and be familiar with the House of Bishops’ safeguarding policy and relevant guidance for parishes; • Working with the DSA to assist in monitoring good safeguarding practice in parishes and during their annual visitation ensuring that parishes (PCCs and clergy) are adhering to good safeguarding practice by paying due regard to the House of Bishops’ guidance; • When new in post, have a one-to-one induction session with the Diocesan Safeguarding Advisor regarding House of Bishops’ safeguarding policies and practice guidance, and how they are implemented in the Diocese; and for information about past and current safeguarding issues in churches in his/her archdeaconry.
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Appendix 5b Promoting a safer diocese - Parish key roles and responsibilities

(where appropriate these should be reflected in the job descriptions or the terms of reference for meetings or steering groups).

Office holder or body and required training	Responsibilities overview in line with Practice Guidance (2017) Key roles and responsibilities of church office holders and bodies
<p>Parochial Church Council and Incumbent</p> <p>Required training every 3 years:</p> <p>PCC members C0</p> <p>PCC safeguarding lead C1 and C2</p> <p>Incumbent (and other clergy) C3</p>	<ul style="list-style-type: none"> • All PCCs are charities although most do not the need to register with the Charity Commission, except those with an annual income of more than £100,000. Therefore, every member of a PCC is also a charity trustee. If a PCC is a charity it must comply with the Charity Commission guidance and legislation in relation to charities and in particular the reporting of serious incidents. • The incumbent’s role is to provide leadership concerning safeguarding, and to encourage everyone to promote a safer church. • The PCC and the incumbent have a duty of care to ensure the protection of the vulnerable in their church community. In terms of safeguarding, with the incumbent the PCC will: <ul style="list-style-type: none"> ○ Promote a safer church for all in the church community, and ensure there is a plan in place to raise awareness of, promote training and ensure that safeguarding is taken seriously by all those in the church community; ○ Adopt The House of Bishops’ ‘Promoting a Safer Church safeguarding policy statement’; ○ Promote The House of Bishops’ and diocesan safeguarding policies and practice guidance, while being responsive to local parish requirements; ○ Appoint at least one appropriately experienced designated parish safeguarding officer (PSO) to work with the incumbent and PCC. This PSO should be a lay person. It cannot be the incumbent. The PSO may also be the DBS administrator for church officers who work with children or vulnerable adults but if not, the PCC should appoint another individual; ○ The PSO should be supported, trained and given a copy of the parish safeguarding policy and procedures; ○ Ensure that all church officers who work with children, young people and/or vulnerable adults are recruited following the House of Bishops’ Safer Recruitment practice guidance and attend/undertake diocesan safeguarding training at least every three years; • Provide appropriate insurance to cover all activities undertaken in the name of the PCC which involve children and vulnerable adults; • Display a formal statement of adoption of the House of Bishops’ ‘Promoting a Safer Church, safeguarding policy statement’. This should be signed on behalf of the PCC along with contact details of the PSO, churchwarden and any other local leaders; and Information about where to get help with child and adult safeguarding issues e.g. local authority contact details, domestic abuse and key helplines e.g. ChildLine • Create an environment that is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently; • Have a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse in accordance with the relevant policy and practice guidance and in consultation with the Diocesan Safeguarding Adviser; • Report all safeguarding concerns or allegations against church officers to the Diocesan Safeguarding Adviser; • Ensure that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the Diocesan Safeguarding Adviser; • Comply with all data protection legislation especially in regard to storing information about any paid and unpaid workers and any safeguarding records;

	<ul style="list-style-type: none"> • Ensure that an “activity risk assessment” is completed and reviewed regularly for each activity, which is associated with either children or vulnerable adults, and run in the name of the Church. Review and report progress: • The PSO should regularly report on safeguarding in the parish. Safeguarding should be a standing agenda item at each PCC meeting. At the APCM the PCC should provide an annual report in relation to safeguarding. In the PCC’s annual report will be a statement which reports on progress and a statement as to whether or not the PCC has complied with the duty to have “due regard” to the House of Bishops’ guidance in relation to safeguarding. • Ensure the hire of church premises follows safeguarding advice which can be accessed on the diocesan website; • If working within Local Ecumenical Partnerships (LEPs), agree which denomination or organisation’s safeguarding policy to follow, including where to seek advice in urgent situations in line with the practice guidance. This decision should be ratified both by the bishop and other appropriate church leaders in the partnership and shared with the DSA; in the event of a specific safeguarding concern, ensure that all the LEP partners are notified. • During a clergy vacancy/interregnum the PCC must, working with the churchwardens, ensure that all information about safeguarding matters is securely stored before passing the information on to the new incumbent. The departing incumbent must give the safeguarding information to the parish safeguarding officer who can pass the information on to the new incumbent when he/she takes up his new role.
<p>Churchwardens</p> <p>Required training every 3 years: C1 and C2</p>	<p>In relation to safeguarding, the churchwardens work with the incumbent, PCC and parish safeguarding officer to:</p> <ul style="list-style-type: none"> • Ensure that in the period of a vacancy (during an interregnum), that the incumbent’s safeguarding roles and responsibilities are fulfilled, in consultation with the PCC, parish safeguarding officer and the area dean; • Pay attention to the specific needs of children and vulnerable adults when undertaking health and safety inspections and risk assessment; <ul style="list-style-type: none"> • Ensure that risk assessments are carried out before new activities are undertaken; • Ensure that all parish activities with children and vulnerable adults are adequately supervised and insured; • Ensure that the parish has procedures for responding to complaints and grievances; • Answer questions regarding safeguarding as they arise in the archdeacon’s visitations, and respond to any specific safeguarding advice, which may be given from the archdeacon.

<p>Parish Safeguarding Officer</p> <p>Required training every 3 years: C1 and C2 or C3</p>	<ul style="list-style-type: none"> • Work closely with the incumbent to advise within the parish on all safeguarding matters relating to children, young people and vulnerable adults; • Receive, with the incumbent, any concerns about children or adults in the parish and make sure that proper advice is sought and proper referrals are made; • Report all matters relating to concerns and allegations of abuse against church officers, in liaison with the incumbent, to the Diocesan Safeguarding Adviser who will liaise with the statutory agencies, as required. Concerns about the incumbent should be raised directly with the DSA; • Ensure that any ex-offenders with offences against children or vulnerable adults known to be in the church community are notified to the Diocesan Safeguarding Adviser and contribute to the management of Safeguarding Agreements; • Promote safer practices in all activities and make any recommendations required taking into account the particular arrangements of the parish; • Seek to ensure that Safer Recruitment practice is followed, with the support of diocese. • Attend diocesan safeguarding training at least every three years; • Maintain safeguarding records;
	<ul style="list-style-type: none"> • Complete national and diocesan safeguarding self-assessments as required; • Contribute to the annual review of parish safeguarding arrangements; • The PSO should regularly report on safeguarding in the parish. Safeguarding should be a standing agenda item at each PCC meeting. At the APCM the PCC will provide an annual report in relation to safeguarding. • Supporting other church officers who work with children or vulnerable adults; • Providing or arranging provision of safeguarding training for parish workers (both volunteers and paid staff)
<p>Lead Recruiter</p> <p>Required training: C1, DBS training and safer recruitment</p>	<ul style="list-style-type: none"> • Every parish should have a nominated person who is responsible for administration of DBS applications. The parish safeguarding officer may incorporate the administration of DBS applications into his/her role, however, where necessary or appropriate (e.g. in large busy parishes), this position may be undertaken by a separate person. • In particular, the Lead Recruiter is responsible for: <ul style="list-style-type: none"> ○ Ensuring the parish follows safer recruitment practice guidance ○ Establishing the true identity of the applicant, through the examination of a range of identification documents as set out by the Disclosure and Barring Service (DBS); ○ Checking and validating the information provided by the applicant on the application form; ○ Ensuring the application form is fully completed and the information it contains is accurate.
<p>Evidence Checker</p> <p>Required training: C1, Evidence checker</p>	<p>In large, busy parishes with high levels of volunteer and officer recruitment, this role can support the lead recruiter to:</p> <ul style="list-style-type: none"> ○ Establish the true identity of the applicant, through the examination of a range of identification documents as set out by the Disclosure and Barring Service (DBS); ○ Check and validate the information provided by the applicant on the application form; ○ Ensure the application form is fully completed and the information it contains is accurate.

<p>Children's Champions</p> <p>Required training: C1</p>	<ul style="list-style-type: none">• Every parish is expected to have a Children's Champion who acts as the voice of children within the parish at PCC meetings.• They don't have a direct role in safeguarding but are expected to work closely and confidentially with the Parish safeguarding officer and parish clergy to inform / report / discuss any concerns, seeking their support and advice when necessary.
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Source: <https://www.london.anglican.org/support/safeguarding/safeguarding-policy/>

