

Policy Document

The people of Eastcote are the treasure of God.



Safeguarding Policy Statement

Policy Author:	John Seymour
Title and version:	Safeguarding Policy
Policy suit and requirement	Safeguarding
Date approved by PCC:	08 September 2025
Date due for review	September 2026

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The legal framework of Safeguarding obligations that apply to St Lawrence Church, Eastcote

Safeguarding Code of Practice

From 1 September 2025, a Code of Practice comes into effect under [Section 5A of the Safeguarding and Clergy Discipline Measure \(2016\)](#). From that date, ‘relevant persons’ have a duty to comply with a statutorily defined Code of Practice.

‘Relevant persons’ include:

- a clerk in Holy Orders who is authorised to officiate;
- a diocesan, suffragan or assistant bishop;
- a person who is licensed to exercise the office of reader or serve as a lay worker;
- a churchwarden;
- a parochial church council;
- a person who works on any basis in a diocese or parish ... whose work to any extent relates to safeguarding children and vulnerable adults.

The Code of Practice has the following sections:

- [Managing Safeguarding Concerns and Allegations](#)
- [Reporting Safeguarding Concerns and Allegations](#)
- [Safeguarding Practice Reviews](#)
- [Safeguarding Learning and Development Framework](#)
- [Safeguarding in Acknowledged Religious Communities](#)
- [Safeguarding in Recognised Religious Communities](#)

The relevant person is the one who has responsibility for making the requirement happen and who has the ultimate accountability if it does not.

Enforceability

Failure by a member of the clergy to comply with a requirement under this Code may constitute misconduct. Failure by a reader or lay worker to comply with a requirement may be grounds for the revocation of that reader’s or lay worker’s licence. Other officers, such as Churchwardens, may be suspended from office for failing to comply with a requirement under the Code. Breaches by trustee bodies, such as a Parochial Church Council (PCC) or a Cathedral Chapter may also trigger an intervention by the Charity Commission.

House of Bishops’ Safeguarding Guidance

Requirements are also detailed by the House of Bishops within their Safeguarding Guidance issued under [Section 5 of the Safeguarding and Clergy Discipline Measure \(2016\)](#). Under this provision, all authorised clergy, bishops, archdeacons, Cathedral Chapters, licensed readers and lay workers, churchwardens and parochial church councils must have “due regard” to safeguarding guidance issued by the House of Bishops.

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.

Enforceability

Failure by a member of the clergy to have 'due regard' to House of Bishops' safeguarding guidance is an act or omission which may be considered to be misconduct under the Clergy Discipline Measure 2003 ('CDM'). Failure by a licensed reader or lay worker to have due regard to House of Bishops' safeguarding guidance may be grounds for the revocation of that licensed reader's or lay worker's licence by the bishop, and failure by a churchwarden or parochial church council (PCC) may result in an investigation being carried out by the Charity Commission and the churchwarden or PCC members may be subject to disqualification as charity trustees.

The House of Bishops has issued Safeguarding Guidance as follows:

- [Declaration of Conflict of Interest](#)
- [Responding Well to Victims and Survivors of Abuse](#)
- [Safeguarding Children, Young People and Vulnerable Adults](#)
- [Safer Recruitment and People Management](#)

Definitions

A "child" means a person aged under 18.

A "vulnerable adult" means a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired.

Promoting a Safer Church (2017) defines Safeguarding as the *action* the Church takes to promote a safer culture.

This means we:

- will promote the welfare of children, young people and adults
- work to prevent abuse from occurring
- seek to protect those that are at risk of being abused
- respond well to those that have been abused
- 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.

Under [Section 42 of the Care Act 2014](#), 'adult safeguarding' is working with adults with care and support needs to keep them safe from abuse or neglect. For statutory bodies, safeguarding duties apply to an 'adult at risk', defined as one who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or is at risk of, abuse or neglect; and;
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Adoption of 'Promoting a Safer Church' (2017) as policy at St Lawrence, Eastcote

The Church of England's Safeguarding Policy, *Promoting a Safer Church* states "This policy applies to all Church Bodies¹ and Church Officers²."

The PCC of St Lawrence Church, Eastcote adopts Promoting a Safer Church as the basis of its Safeguarding Policy.

Signed:



Churchwarden

8/9/2025

Date:



Churchwarden

8.9.2025

Date:



PCC Chair / Parish Priest

Date:

8/9/2025

Authorisation of parish safeguarding officer(s)

The PCC of St Lawrence Church, Eastcote authorises to act on its behalf as Parish Safeguarding Officer(s):

Silje Ommundsen

Signed:

S. Ommundsen 16/09/25

Parish Safeguarding Officer

Date:



Churchwarden

8/9/2025

Date:



Churchwarden

8.9.2025

Date:

PCC Chair / Parish Priest

Date:



8/9/2025

¹ Church Bodies includes PCCs.

² A "Church Officer" is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid. This includes clergy, licensed ministers and Churchwardens.

Authorisation of activities involving children, young people and vulnerable adults

The PCC of St Lawrence Church, Eastcote authorises the following activities involving substantial contact with children, young people and vulnerable adults:

Children:

- Young Church
- Messy Church

Young people (children aged 14 to 17 years old):

- Youth Activities

Vulnerable Adults:

- Friendship Café
- Lunch Club
- Film Club

The additional roles below entail occasional contact with children, young people and vulnerable adults or a governance role relating to safeguarding and require DBS checks and Safeguarding training. As such, they are considered in this policy:

- Members of the Parochial Church Council
- Sidespeople

A range of groups working with Children, Young People and Vulnerable Adults use church owned facilities as hirers. Hirers are required either to observe the parish's Safeguarding Policy or to adhere to their own, a copy of this having been submitted for PCC review.

Some services and activities in church have representation of children and / or young people, such as Parade Sundays, which members of the Uniformed Organisations attend, or Christmas Carol services and school visits, at which school parties are present. The children present at these services are in the care of the organisations they attend as a part of.

Policy Implementation

Promoting a safer environment and culture

Promoting a Safer Church commits that:

All Church Officers will respect all children, young people and vulnerable adults and promote their well-being.

The Church will strive to create and maintain environments that are safer for all, that promote well-being, that prevent abuse, and that create nurturing, caring conditions within the Church for children, young people and vulnerable adults. It will work to continue to strengthen and review these environments. This will be done by training, support, communication, learning, governance and quality assurance processes.

The Church will strive to support all Church Officers to adhere to safer working good practice and to challenge the abuse of power. It will ensure that processes are in place that listen to and advocate on behalf of children, young people and vulnerable adults within the knowledge that they will be cared for.

Implementation of these commitments:

Monitoring and reporting implementation

Operational oversight of the parish's work with children, young people and vulnerable adults will be maintained by a Parish Safeguarding Group which will meet quarterly. Leaders of all groups working with children, young people and vulnerable adults and the chair(s) of the Children and Families Committee will be ex-officio members of the Parish Safeguarding Group. The Group will monitor the parish's compliance with this policy and advise on and monitor compliance with the requirements of the House of Bishops' Guidance on [Safeguarding Children, Young People and Vulnerable Adults](#). The PSO (or in the PSO's absence, a Churchwarden) will chair the Parish Safeguarding Group. The PSO will make in person six-monthly reports on Safeguarding to the PCC. Should a Safeguarding concern be raised in relation to the PSO, Parish Priest or a Churchwarden, other members of the Parish Safeguarding Group will support each other to co-ordinate a response.

Church Officer access to 'Promoting a Safer Church'

PCC members will be sent a copy of [Promoting a Safer Church \(2017\)](#) and be asked to sign a letter to confirm receipt and agree to work to implement the policy.

Creation and maintenance of environments that are safer for all, that promote well-being, that prevent abuse, and that create nurturing, caring conditions

Groups and activities that entail any work with children, young people and/or vulnerable adults will implement the steps to establish the culture and behaviours described in [Safer Environment and Activities \(2019\)](#) noting especially pp. 6-9, 17-18, 21, 23-24, 28, 34 and complying with [The Code of Safer Working Practice \(2021\)](#).

St Lawrence, Eastcote will advertise its commitment to Safeguarding and implementation of this policy by including a link to safeguarding on the frontpage of the parish website, linking to the Parish's Safeguarding policy and [Promoting a Safer Church \(2017\)](#) with contact details for the Parish Safeguarding Officer (PSO) and Diocesan Safeguarding Officer; through putting up the following posters with PSO contact details in sight of every parish meeting space: [A3 Promoting a Safer Church Poster](#) and the [A3 2023 National Safeguarding Standards Poster](#).

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

Promoting a Safer Church commits that:

The Church 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

It 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 supporting the roll-out of consistent and accessible safeguarding training in accordance with House of Bishops' safeguarding policy and practice guidance.

Implementation of these commitments:

Safer recruitment

Safer recruitment of volunteers and employees with any responsibility related to children, young people and vulnerable adults will follow the Bishops' Guidance set out in Guidance: [Safer Recruitment and People Management](#).

- The Responsible Person will be the Parish Priest and/or a Churchwarden
- There will be a written Role Description and Person Specification for all roles involving work with Children, Young People and Vulnerable Adults
- The recruitment process will advertise St Lawrence's commitment to Safeguarding, the essential elements of the Person Specification, and the pre-appointment checks required for each role
- Applicants (volunteers and employees) will complete an application form³. They will be given the Role Description and Person Specification. They will be given access to: all relevant safeguarding policies.
- Interviews⁴ for all roles will take place face to face with a Responsible Person and one other. At least one of the interviewers will have up-to-date Safer Recruitment training.
- Requirements for each role for a Confidential Declaration, References and DBS checks are set out by this policy
- The parish's policy on the Recruitment of Ex Offenders will be observed
- All employees will be issued with a Contract of Employment and Volunteers with a Volunteer Agreement⁵
- Volunteers will have a 'settling in' period of three months, over which their work in role will be observed. There will be a scheduled person-to-person review during this period which will consider safeguarding practice. Safeguarding training will be completed in the 'settling in' period.

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

Church Officers, Employees and Volunteers will complete the requisite training requirements set out in the [Safeguarding Learning and Development Framework](#) Code of Practice. A central record of training will be maintained so that volunteers and employees may be prompted to renew their training. The training and DBS records will be published as part of this policy.

³ In the parish, this is termed 'Personal Inventory and Contact Details'

⁴ In the parish, this is termed a '3D meeting': discussion (of commitments entailed in the role and the safeguarding requirements), discernment (of the volunteer's skills, gifts, understanding and readiness to take on the responsibility) and decision

⁵ In the parish for volunteers, a signed note summarising the discussion of safeguarding requirements and role description

Creating and maintaining environments that are safer for all, that promote well-being, that prevent abuse, and that create nurturing, caring conditions

Volunteers working with children, young people and vulnerable adults will be given access to the Parish Safeguarding Handbook (2018), which summarises (on pp. 39-51) the guidance given in [Safer Environment and Activities \(2019\)](#) noting especially pp. 6-9, 17-18, 21, 23-24, 28, 34 and complying with [The Code of Safer Working Practice \(2021\)](#).

During the 'settling in' period, a group leader will meet with the Responsible Person to discuss the continuing implementation and compliance in the group of Safer Environment and Activities (2019) and The Code of Safer Working Practice (2021). Group helpers will have this discussion in the settling in period with the group leader.

Responding promptly to every safeguarding concern or allegation

Promoting a Safer Church commits that:

Anyone who brings any safeguarding suspicion, concern, knowledge or allegation of current or non-current abuse to the notice of the Church will be responded to respectfully and in a timely manner, 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. This will be done irrespective of the status of the person.

All Church Officers will cooperate with the statutory authorities in all cases.

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 so will respect the rights and uphold the safeguards afforded in these, both to the victim/survivor and the subject of concerns or allegations.

Implementation of these commitments:

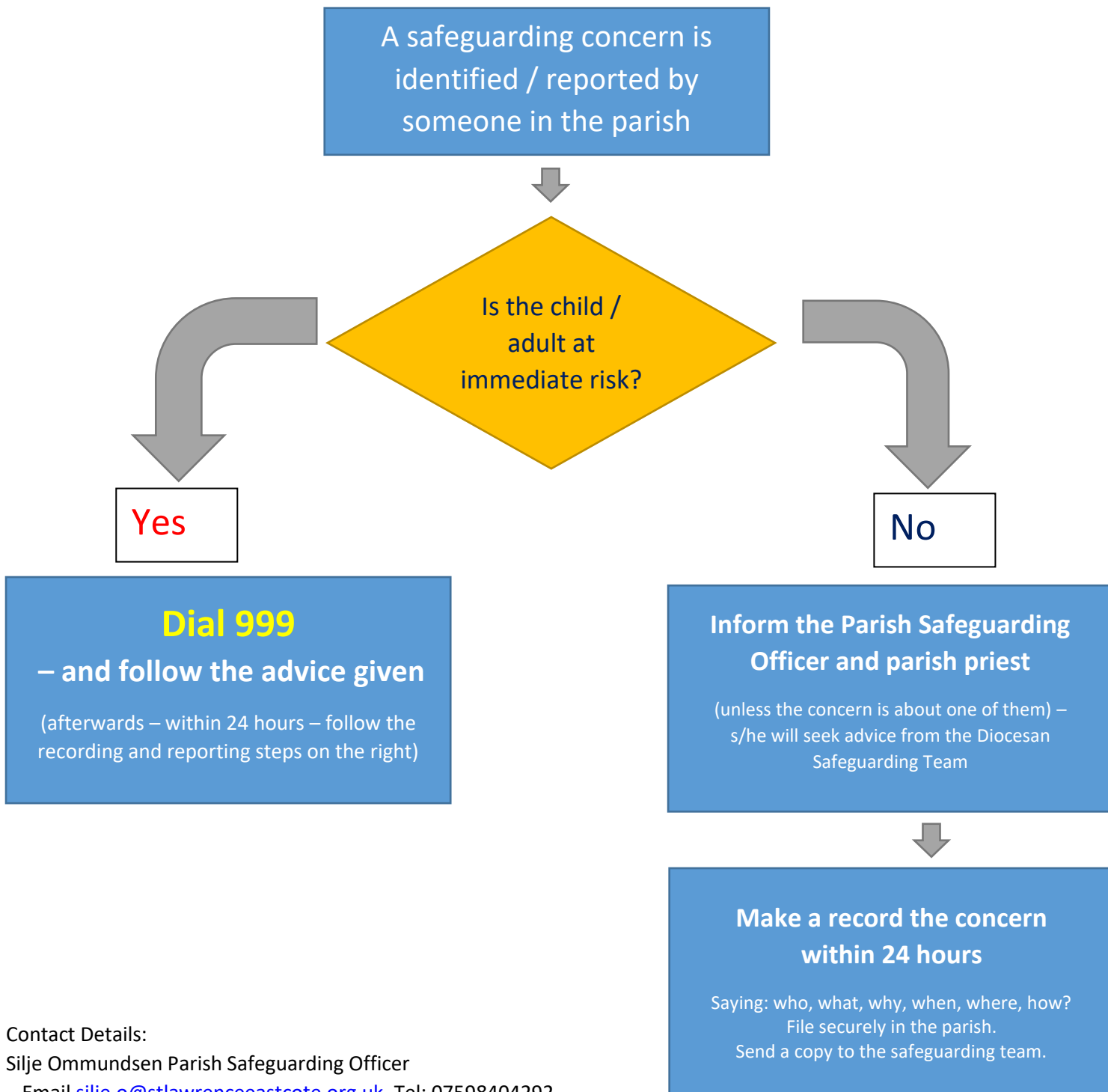
St Lawrence Church, Eastcote will comply with the Code of Practice set out in [Managing Safeguarding Concerns and Allegations](#) and in [Reporting Safeguarding Concerns and Allegations](#). A relevant person will Recognise, Respond, Report, Record, and refer signs, symptoms and allegations of abuse.

In particular:

- Initial discussion of concerns from any member of the congregation or community will usually be with the Parish Safeguarding Officer.
- A relevant person (clergy, licensed minister, Churchwarden, PCC member, volunteer or employee working with children and/or vulnerable adults) will ensure that all safeguarding concerns and allegations are recognised, responded to, recorded and referred.
- If there is immediate risk of harm, the matter will be reported to the police or other emergency services without delay. If there is no immediate risk of harm or required urgent medical intervention, the matter will be referred to the police or social services and the relevant PSO or DSA within one working day.

Flowchart: response to safeguarding concerns

Recognise -> Respond -> Report -> Refer – Record



Contact Details:

Silje Ommundsen Parish Safeguarding Officer

– Email silje.o@stlawrenceeastcote.org.uk, Tel: 07598404292

Parish Priest: Fr John,

- Email john.seymour@london.anglican.org, Tel 07535049710

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

Promoting a Safer Church commits that:

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

The Church 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.

Implementation of these commitments:

- St Lawrence Church, Eastcote will comply with the House of Bishops' Guidance set out in [Responding Well to Victims and Survivors of Abuse](#)

In particular:

- This policy outlines the steps being taken by the parish to promote a healthy, compassionate and safe culture
- The Parish Safeguarding Group will consider the [Characteristics of healthy and safe church cultures](#) at least once in every two year period, minuting their findings for consideration by the PCC.
- Advice on how survivors and victims can report abuse will be available on the posters listed on the church site.
- The PSO and/or Parish Priest and/or Churchwardens will pass on report of abuse to the DSA and then work with the DSA to ensure that appropriate support is put in place for the victim or survivor and for others implicated or affected.

Responding to those who may pose a present risk to others

Promoting a Safer Church commits that:

The Church, based on the message of the gospel, opens its doors to all. It will therefore endeavour to offer pastoral care and support to any member of the church community whom may present a known risk.

The Church will ensure that any risk has been assessed and is being managed in a safeguarding agreement 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.

Implementation of these commitments:

When a safeguarding concern or allegation is raised, the PSO and/or Parish Priest and/or Churchwardens will work with the DSA to follow the Code of Practice [Managing Safeguarding Concerns and Allegations](#).

When there is a Safeguarding risk in the Church Community (4C in [Managing Safeguarding Concerns and Allegations](#)) the PSO will cooperate with the DSA in relation to implementing any Church Safety Plan set up and monitoring compliance.

Safeguarding Record Retention

St Lawrence's 'Safeguarding Recording and Retention Policy' sets out the principles and practice of generating and retaining Safeguarding records in the parish.

The following table summarises the required record retention:

Description	Records	Retention
Child or adult protection incident or concerns for family where the church either reports concerns or is involved in supporting and monitoring a child adults or families. This includes risk assessments and 'agreements'	Safeguarding allegations and concerns; how these are handled and followed up; decisions reached and eventual outcomes	70 years after last contact with the individual
Children's activities, Sunday school/junior church/youth club/choirs	Registers, safety risk assessments	50 years after the activity ceases
Personnel records relating to lay workers who do not work with children and vulnerable adults		6 years after employment ceases
Personnel records relating to lay workers whose role involves contact with children and vulnerable adults including applications, references, disciplinary matters, job descriptions, training and termination documentation. It should include all documentation concerning allegations, investigations and risk assessments regardless of findings		75 years after employment ceases
Disclosure and Barring Services (DBS) disclosures obtained as part of a vetting and/or employment process	Certificate and record of information (number, name, address, position held)	Certificate must be destroyed after 6 months. All other documents must be retained in secure files for 70 years from the date of the incident

Location of files and records and access to them:

Record type		Access
Personal files of volunteers & employees (Confidential Declarations; Application forms, Interview notes, Volunteer agreements, training certificates)	On Microsoft 365 platform under '/Safeguarding/Records – Volunteer and Employee files' In locked unit under Finance Desk in Office	Parish Safeguarding Officer & Priest in Charge
Registers & registration forms	For active groups: Young Church – locked Sunday school cupboard in Hall Youth Activities – locked cupboard in print room For groups that have ceased to meet: In locked unit under Finance Desk in Office	Group leaders Group leaders Parish Safeguarding Officer & Priest in Charge
Role Descriptions	Microsoft 365 platform under Safeguarding/Role Descriptions	
Risk Assessments	For active groups: Young Church – locked Sunday school cupboard in Hall Youth Activities – locked cupboard in print room All: On Microsoft 365 platform under: Premises/02 Health and Safety/02 Completed Risk Assessments For groups that have ceased to meet: In locked unit under Finance Desk in Office	Group leaders Group leaders Churchwardens, Health & Safety lead, Priest in Charge, Operations Manager Parish Safeguarding Officer & Priest in Charge
DBS Records	Central summary: Microsoft 365 platform under Safeguarding/DBS checks and training/St Lawrence Volunteer Record 2025	Parish Safeguarding Officer, Priest in Charge, Lead Recruiter
Safeguarding allegations and concerns	Locked filing cabinet drawer in Parish Office Microsoft 365 platform under Safeguarding/Safeguarding Allegations and Case Records	Parish Safeguarding Officer & Priest in Charge

Summary of completed Safeguarding training and checks

Name (Post)	Safeguarding training - level	Date completed	Date for renewal	DBS check completed	Date for renewal	Safer recruitment followed?
Incumbents and clergy, including those holding PTO Training: Leadership; DBS: Enhanced						
John SEYMOUR (Interim Minister)	Leadership	2023	2026	Enhanced Jun 2025	Jun 2028	Y
Licenced Lay Ministers Training: Leadership; DBS: Enhanced						
Barbara PLUMMER (Pastoral Assistant)	Leadership	Awaited		Enhanced Jun 2025	Jun 2028	

Parish Office Training: Basic; DBS: not applicable						
Jenny A'COURT (Parish Administrator)	Basic	Awaited		N/A		
Darren DIGNAM (Operations Manager)	Basic	Aug 2025		N/A		
Wesley WELCOMME (IT Comms administrator)	Basic	Awaited		N/A		
Deputy Churchwardens Training: Leadership; DBS: Enhanced						
Mary THOMAS	Leadership	Awaited		Enhanced Jul 2025	Jul 2028	
Gerry EDWARDS	Leadership	Awaited		Enhanced Jul 2025	Jul 2028	
Judith HOWE	Leadership	Awaited		Enhanced Mar 2025	Jul 2028	
PCC Members Training: Foundation; DBS: Enhanced						
Christina BARHAM	Foundation	Awaited		Enhanced - Requested		
Lindsay BAXTER	Leadership	Mar 2025		Enhanced - Awaited		Y
Katie BETTERTON	Foundation	Awaited		Enhanced - Requested		
Scott BOOBIER	Foundation	Aug 2025		Enhanced - Awaited		
Sue COBB	Foundation	June 2025		Enhanced Mar 2025	Mar 2028	
Eleanor MAXWELL	Foundation	Feb 2025		Enhanced May 2025	May 2028	
Arthur PLUMMER	Foundation	Jul 2025		Enhanced Jun 2025	Jun 2028	
Elaine WIGINGTON	Leadership	Mar 2025		Enhanced Mar 2025	Mar 2028	
Ian WOODHOUSE	Foundation	Aug 2025		Enhanced July 2025	Jul 2028	

Children's Champion						
None appointed						
Parish workers with children (paid or volunteer - leads)						
Sam BRADBURY (Young Church / Family Celebration)	Leadership	2022 Expired		Enhanced requested	Dec 2024	Y
Phillipa COOPER (Youth church)	Leadership	Awaited		Enhanced Mar 2025	Mar 2028	Y
Katharine STRINIC (Young church / Youth Church)	Foundation	2022	2025	Dec 2021	Dec 2024	Y
Sarah TAYLOR (Young Church / Family Celebration)	Leadership	Awaited		Enhanced Mar 2025	Mar 2028	Y
Parish workers with children not requiring toileting (paid or volunteer - helpers)						
Emma HODGSON (Family celebration)	Foundation	Jul 2025		Transferable DBS – awaited		Y
Paula JAMES (Young Church / Youth Activities)	Foundation	Awaited		Enhanced awaited		Y
Claire KNIGHT (Young church / Family Celebration)	Foundation	Requested		Enhanced Jul 2025		
Eleanor MAXWELL (Young Church)	Foundation	Feb 2025		Enhanced May 2025		
Yoanna PAK (Young Church)	Foundation	Feb 2025		Enhanced Jul 2025		
Kelly LILLEY (Family Celebration)	Foundation	Requested		Enhanced Requested		
Louise SKELDON	Foundation	Requested		Enhanced Requested		
Jennifer SMITH (Young Church & family celebration)	Foundation	Feb 2025		Enhanced Jun 2025		Y
Sarah YARDE	Foundation	Requested		Transferable DBS – awaited		
Parish workers with children who may require toileting (paid or volunteer - helpers)						
None						

Parish workers with adults at risk (paid or volunteer - leads)						
Heather CHAMBERLAIN (Friendship café, home communions)	Leadership	Awaited		Enhanced Mar 2025		
Barbara PLUMMER (Pastoral assistant, home communions, lunch club)	Leadership	Awaited		Enhanced Jun 2025		
Elaine WIGINGTON (Lunch club, home communions)	Leadership	Mar 2025		Enhanced Mar 2025		

Parish workers with adults at risk (paid or volunteer - helpers)						
Christina BARHAM (Lunch Club, Film Club)	Basic Optional			Basic requested		
Val DENNAFORD (Lunch Club)	Basic Optional			Basic requested		
Gwenllian LEACH (Friendship café)	Foundation Aug 2025			Basic requested		
Sally LESZCZYNSKI (Friendship café)	Foundation Aug 2025			Basic requested		
Rosemary MARKHAM (Lunch Club)	Basic Optional			Basic requested		
Arthur PLUMMER (Lunch Club, Film Club)	Foundation Jul 2025			Enhanced Jun 2025		
Barbara PLUMMER (Lunch Club, Film Club)	Foundation Jan 2025			Enhanced Jun 2025		
Jasmine RANSOM (Lunch Club)	Basic June 2025			Basic March 2025		
Wesley WELCOMME (Film Club)	Basic Required			Basic requested		
Terry WIGINGTON (Lunch Club)	Basic Optional			Basic requested		
Jo WILLIAMS (Friendship Café)	Foundation Aug 2025			Basic requested		
Sue WORKER (Friendship café)	Foundation Jun 2025			Basic requested		

PCC Safeguarding leads						
Silje Ommundsen (Parish Safeguarding Officer)	Leadership PSO	Sep 2024 2024	2027	Enhanced May 2024	May 2027	Y
Louise SKELDON (Lead Recruiter)	Foundation Recruitment	Awaited Awaited				
Youth and Children's pastors						
None						
Music group leader / Choir leader						
Heather CHAMBERLAIN (Music group leader)	Leadership	Awaited		Enhanced Mar 2025		
Bell Tower Captain						
None						
Lead server						
None						
Children's chaperone: choir / bells						
None						

Other related policies and documents

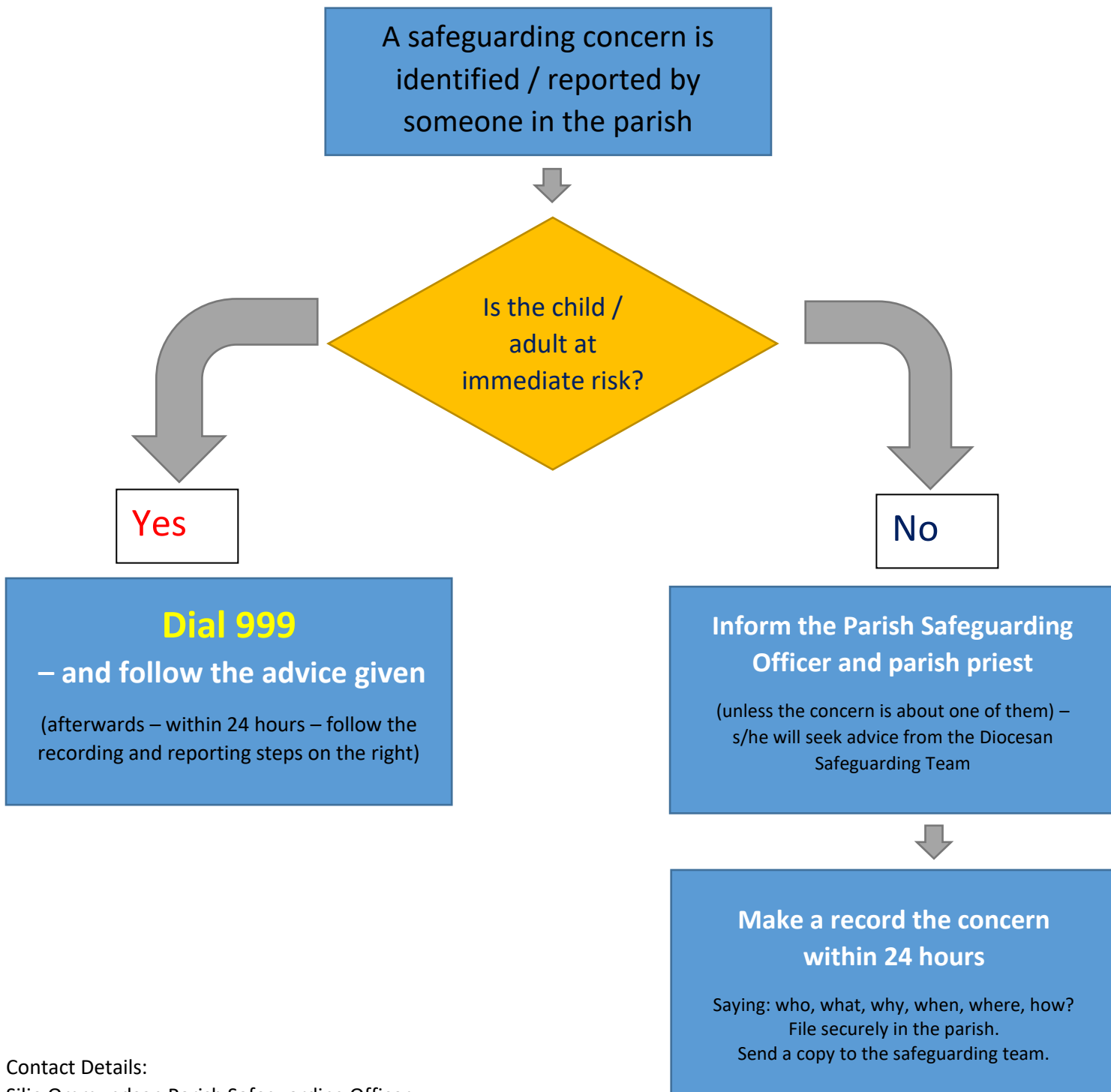
- Complaints policy
- Whistle Blowing Policy
- Recruitment of Ex Offenders Policy
- Employee Handbook (Lone working)
- Safeguarding Recording and Retention Policy'

- Personal Inventory and Contact Details form
- 3D Meeting Summary and Agreement
- 3D Meeting Proforma with Spaces
- Confidential Declaration Form 2025 St Lawrence Eastcote
- Conf Declrn Privacy Notice 2025 St Lawrence Eastcote

- Notes to support DBS checks
 - Children Group leaders Enhanced DBS checks
 - Friendship Café Basic DBS checks
 - Lunch Club Helper Basic DBS checks
 - PCC Members Enhanced DBS checks
 - Sidespeople Basic DBS checks

Flowchart: response to safeguarding concerns

Recognise -> Respond -> Report -> Refer – Record



Contact Details:

Silje Ommundsen Parish Safeguarding Officer

– Email silje.o@stlawrenceeastcote.org.uk, Tel: 07598404292

Parish Priest: Fr John,

- Email john.seymour@london.anglican.org, Tel 07535049710