



St Paul's HAINAULT

Title of Policy	Safeguarding Policy (comprising of CoE Safeguarding policy & St Paul's briefing for those working with children & vulnerable adults)
Policy Area	Regulatory
Author/Owner	Sarah Clarke-Moisley
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St Paul's

Briefing for those working with children and vulnerable adults

The PCC has adopted the Church of England's Safeguarding Policy 2018 which can be found on the Church of England website at <https://www.churchofengland.org/sites/default/files/2018-10/Parish%20Safeguarding%20Handbook%20October%202018.pdf>. A hard copy can be found in the parish office for reference. A soft copy can be found on the office computer in the 'Governance' folder.

The PCC is determined to develop a safeguarding culture that:

- Creates an environment where there is awareness and vigilance about the signs, symptoms and impacts of abuse.
- Enables and encourages all concerns or allegations to be raised in order to protect children and adults from harm.
- Ensures all those who work or volunteer on behalf of the church with children and adults achieve the standards required by the Policy.
- Holds to account those in the church community who disregard the safety and well-being of children and adults.

Sarah Clarke-Moisley as incumbent is the Parish Safeguarding Representative assisted by **Kathryn Whittaker** as Parish Safeguarding Officer and **Kathryn Whittaker** as Parish DBS Administrator.

Our compliance with the Policy and the procedures set out in this document will be reported on and reviewed by the PCC annually. The following procedures help us to ensure compliance with the Policy.

SECTION A:

- Types of abuse, signs and symptoms.
- Procedures for raising a concern or allegation.

SECTION B:

- Policies and procedures for all who work on behalf of the church to achieve the standards of required by the Policy.

- **SECTION C:** Appendices and Volunteer Acknowledgment Form

Appendix 1 - Safeguarding Policy Checklist, pg12

Appendix 2 – Model Parish Safeguarding Policy, page 14

Volunteer Acknowledgment Form, page 15

The Policy provides a great deal of detailed advice which should be referred to when required.

MOST IMPORTANTLY, IF YOU SUSPECT THAT A CHILD OR VULNERABLE ADULT IS BEING ABUSED, NEGLECTED OR SUFFERING DOMESTIC ABUSE, DO NOT IGNORE IT. REPORT IT IMMEDIATELY TO Kathryn Whittaker OR Sarah Clarke-Moisley WHO WILL REPORT IT TO THE DIOCESAN SAFEGUARDING TEAM.

Any concerns should be documented as soon as possible. The Policy provides guidance on how to do this.

SECTION A: Types of, identifying and reporting abuse

There are many different forms of abuse. The following definitions, signs and symptoms are not exhaustive but may indicate abuse. Do not jump to any conclusions. There could be other explanations. Contact our Parish Safeguarding representative if you have a concern. Confidentiality is of utmost importance. Do NOT discuss concerns or disclosures with anybody else.

Physical abuse: This includes physical ill treatment (such as hitting, kicking, biting, withholding medication) causing harm.

Signs & symptoms include: unexplained injuries or injuries which are inconsistent with explanation given, injuries on the 'soft' parts of the body where accidental injuries are unlikely, lack of medical attention sought for child/vulnerable adult's injuries, child/vulnerable adult repeatedly seeking medical attention for apparently minor injuries...

Emotional or Psychological abuse: This is persistent emotional ill treatment (such as threats, verbal abuse, humiliation, controlling, intimidation, ignoring the person and for children imposing developmentally inappropriate expectations) having an adverse effect on emotional and psychological wellbeing.

Signs & symptoms include: agitation, unusual behaviour (such as sucking, biting or rocking), unexplained fear, becoming extremely withdrawn and non-communicative. For children: being unable to play, fear of making mistakes, fear of parent being approached about their behaviour, self-harm...

Neglect: Any pattern of activity which seriously harms an individual. It includes persistent failure to provide necessities, such as adequate food, clothing, shelter, personal care and failure to protect a child or vulnerable adult from physical or emotional harm.

Signs & symptoms include: hazardous living environment, rashes, sores, inadequate clothing, untreated medical condition, poor personal hygiene, constant hunger, weight loss, always tired, not requesting medical help, mentioning being left alone or unsupervised...

Discriminatory abuse: Unwanted behaviour, which the recipient perceives as demeaning and unacceptable, based on a social identity (e.g. racism, sexism, ageism, harassment on basis of disability, harassment on basis of sexual preference). This may be persistent or a one-off incident.

Signs & symptoms include: lack of choice, privacy, dignity, personal belongings, tendency for withdrawal, lack of disabled access, expression of anger/frustration/fear/anxiety, being refused access to services, being excluded inappropriately...

Sexual abuse: A sexual act carried out without the informed consent of the other individual. It includes contact (e.g. rape, kissing, fondling) and non-contact (e.g. sexual remarks, introduction to indecent material, indecent exposure) abuse.

Signs & symptoms include: torn, stained or bloody underclothing, pain or itching in the genital area, stomach pains or discomfort when walking or sitting down, pregnancy, sudden or unexplained changes in behaviour (e.g. becoming aggressive or withdrawn), nightmares, running away from home, sexual knowledge which is beyond their age, sexual drawings or language, bedwetting, eating problems, self-harm, saying they have secrets they can't share, acting in sexually explicit ways...

Financial abuse: This is the deliberate extortion or manipulation of the vulnerable person's legal or civil rights (e.g. theft, fraud, pressure to change financial arrangements, misuse of possessions, refusing/restricting vulnerable adults access to their money).

Signs & symptoms include: abrupt changes to or creation of wills, sudden appearance of previously uninvolved relatives claiming a right to person affairs, numerous unpaid bills, lack of amenities that vulnerable person should be able to afford...

Institutional abuse: Mistreatment by a regime or by individuals within any building where care is provided, e.g., poor care standards, inadequate staffing, poorly trained staff.

Signs & symptoms include: lack of choice, lack of dignity, person is unkempt and smells, inappropriate use of communal times, public discussion of personal matters, staff not available, deliberate isolation from friends and family...

Domestic abuse that is usually a systematic, repeated and often escalating pattern of behaviour by which the abuser seeks to control, limit and humiliate, often behind closed doors. – In this case if the young children may be at risk and this should be recorded and Social Care services informed.

Modern Slavery including human trafficking; forced labour and domestic servitude; traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Sexual Exploitation

Child Sexual Exploitation (CSE) is a type of sexual abuse. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation.

Bullying and Cyberbullying

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It is usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there is no escape because it can happen wherever they are, at any time of day or night.

Online Abuse

With the ever-growing use of the internet, mobile telephones and online gaming (e.g. Xbox/ PlayStation), there has been a corresponding rise in the use of the internet and other electronic communication to target, groom and abuse children. Adults may target chat rooms, social networking sites, messaging services, mobile phones, online gaming sites and the internet generally. Children are particularly vulnerable to abuse by adults who pretend to be children of comparable ages when online and who try to obtain images or engineer meetings

Electronic images

The downloading, keeping or distributing of indecent images of children are all classified as sexual offences. Such offences are sometimes referred to as non-contact sexual offences. However, it must be remembered that children will have been abused in the making of the images. The texting of sexual messages and photographs (sometimes referred to as 'sexting') can be particularly problematic and abusive amongst children and young people.

What to do if you are concerned about a child or adult:

If someone discloses abuse, information about a safeguarding concern or makes an allegation:

Do:

- Listen.
- Take what is said seriously.
- Only use open questions (open questions begin with words like: who, what, when, where and how. Open questions cannot be answered with a 'yes' or 'no').
- Remain calm.
- Take into account the person's age and level of understanding.
- Check, if face to face, whether they mind you taking notes while they talk so you can make sure you capture the information accurately. At the end you can check with them that you have understood everything correctly.
- Offer reassurance that disclosing is the right thing to do.
- Establish only as much information as is needed to be able to tell your activity leader/ Parish Safeguarding Officer/ DSA and statutory authorities what is believed to have happened, when and where.
- Check out what the person hopes to result from the disclosure.
- Tell the child or adult what you are going to do next.

Do Not:

- Make promises that cannot be kept (e.g. that you won't share the information).
- Make assumptions or offer alternative explanations.
- Investigate.
- Contact the person about whom allegations have been made.
- Do a physical or medical examination.

Record:

- Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible.
- Do not destroy your original notes in case they are required by the DSA or the statutory authorities.
- Record the date, time, place, words used and how they appeared to you. Record the actual words used, including any swear words or slang.
- Record facts and observable things, not your interpretations or assumptions.
- Don't speculate or jump to conclusions.

Report:

- If there is immediate danger to a child or adult contact the police.
- Otherwise report to your activity leader/ Parish Safeguarding Officer/incumbent immediately.
- Within 24 hours the PSO/incumbent reports the concerns to the DSA.
- The DSA will advise regarding reporting to statutory agencies within 24 hours. Note that if a criminal offence may have been committed, investigation must be passed to the Police.
- If there is any doubt seek advice from the Local Authority LA Designated Officer, social services or the police.

SECTION B: Procedures**0. Recruitment, vetting and training of staff and volunteers**

All those who carry out the church's work with children and vulnerable adults, whether staff or volunteers:

- will be asked to fill in an application and declaration. In the case of volunteers this will be adapted from the form suggested by the Diocese's Practice Guidance and Resources. For staff the full form will be required.
- will be DBS checked.
- will be provided with the Pocket Guide to Safeguarding provided by the Diocese.
- will be encouraged to undergo safeguarding training.

We propose to create an induction pack, which can be given to all those who work with children and vulnerable adults. This will cover, amongst other things, emergency procedures, fire procedures and first aid procedures.

1. Registration of children/youth and parental consent

- Before any child joins a children's group, youth group their parent or guardian will be required to fill in a form, providing their contact details, any relevant medical details and their consent to the child's involvement in the group. Where appropriate this will also include their consent to the taking of photographs for the church's purposes.
- Special parental consent forms are required for children with additional needs covering more detail about each child's needs and what the parents' consent to. The parents will get to meet the leaders responsible for the care of their child.
- Parents/guardians will be asked to check this form annually and to update it if necessary. The forms will be in a file in the office desk so that parents/guardians can ask to review and update them whenever they wish.
- Each child in the children's groups, youth groups will be registered each time they arrive for the group. For children of primary school age, parents will receive a card with the child's name on which they will need to present to the leader of the group at the end of the session in order to pick up their children. Anyone unable to produce a card will be asked two questions relating to information given on the Registration form in order to prove who they say they are. Registers are retained for future reference.

2. Running the children's/youth groups

- Activity plans in the form suggested by the Diocese’s Practice Guidance and Resources will be completed for each group and reviewed at least annually.
- Risk assessments in the form suggested by the Diocese’s Practice Guidance and Resources will be reviewed for each group annually and completed for any unusual or off-site activities.
- Ratios of supervising adults to children for all children’s groups with the exception of any groups specifically for those with additional needs.

If	Supervising Adults (minimum)	Age of Children	Maximum Number of Children	Ratio
	2	0-2 years	6	1:3
	2	2-3 years	8	1:4
	2	3-8 years	12	1:6
	2	9-12 years	16	1:8
	2	13-18 years	20	1:10

on any occasion these ratios cannot be met:

- During a service time the congregation will be asked whether any of the volunteers who would not normally be on the rota that week would be willing to help.
 - In the absence of that, or at any other time, parents with children in the groups will be asked to stay with their children to bring the ratios into line.
 - Failing this, the group will be cancelled.
- Some children may be calmed by taking a walk. They may only be taken off church premises if:
 - Their parent/guardian has consented
 - Two carers accompany each child
 - The carers have a mobile phone with them and
 - The group leader is informed that the child is being taken off-site.

3. Photos

The Diocese’s guidance on using photographic images of children and vulnerable adults will be taken into account. In particular:

- Consent (in the form suggested in the Diocese’s Practice Guidance and Resources) will be obtained from parents/guardians and the images will only be used for the purposes for which they were taken,
- All images will respect the dignity of the person being photographed,
- Pictures will not be taken without another adult present,
- Images will reflect the diversity of the group,
- Images should not be stored on volunteer’s mobile phones or digital cameras. They must always be passed on to the Youth / Children’s work leader who will store them securely. Once passed on, images must be deleted from personal devices.

4. Photos continued

- When parents may wish to take photographs of activities in the children's or youth work, they will be reminded that the images must be used for their personal use only and should not be published or uploaded to social media sites¹.

4. Mobile phones

Church officers tend to use their personal mobile phones for work purposes. Church officers are to avoid one-to-one communication with a child or young person, or where such communication is necessary ensure that a record is kept of all such communications. Texts or conversations that raise concerns should be saved and passed on to the named person or the PSO/incumbent (or if unavailable the DSA).

5. Use of social media

Social media sites enable users to create and share content and keep in touch with other users. They include maintaining a profile page on a networking site such as Facebook, Twitter, Instagram, Snapchat; WhatsApp; LinkedIn writing or commenting on a blog, whether it is your own or the blog of another person; taking part in discussions on web forums or message boards. For many, especially young people, using social media is an extension of physical face to face relationships. It is therefore important that churches also engage with their community and worshippers through these platforms. However, this must be done safely to avoid the risk of:

- Forming inappropriate relationships.
- Saying things you should not, such as offensive, sexual or suggestive comments.
- Blurring the boundaries between public work/ministry and your private life.
- Grooming and impersonation.
- Bullying and harassment.

Social Media - The Role of the PCC

The PCC must approve the use of social media on behalf of the church. Where there are Facebook or similar online groups set up on the church's behalf, the PCC must ensure there is a named person to whom all workers are accountable.

The named person must be a church officer, who should be a colleague or supervisor, and should be aware of the account name and password so that they can at any time log on to the account to monitor the communications. The named person should be proactive in fulfilling this role.

Communications must be shared with the named person. Church officers remain bound by professional rules of confidentiality. Where there is concern that a young person or adult is at risk of abuse, or they themselves pose a risk of abuse to others, safeguarding procedures must always be followed.

¹ We will hand out a card on these occasions which makes these limitations clear
St Paul's Safeguarding Policy March 2023

Social Media - Guidance

DO

- Maintain the upmost integrity – honesty, transparency, consistency and accountability are key. Treat online communication with children, young people and adults as you would communication that is face to face. Always maintain the same level of confidentiality.
- Report any safeguarding concerns that arise on social media to the PSO and the DSA.
- Always assume that everything you write is permanent and may be viewed by anyone at any time; that everything can be traced back to you personally as well as to your colleagues or the church. Always think before you post.
- Draw clear boundaries around your social media usage associated with your private life and your use of different social media for public ministry. Keep church account/s and profiles separate from your personal social media account/s e.g. only use a Facebook page, Twitter or blogs for public ministry, while keeping a separate Facebook profile for private life.
- Always ask parents/carers for written consent to:
 - Use and store photographs of children/young people from activities or events in official church publications, or on the church's social media, website and displays.
 - Use telephone, text message, email and other messaging services to communicate with young people.
 - Young people connecting to the church's social media pages.
- Only use an approved church/ministry account (which can be monitored and reviewed) to communicate with children, young people and/or vulnerable adults. The named person should be able to access this and review conversations, and the account should be visible to young people and their parents. Young people must be made aware that any communication will be viewed by all users. Save any messages and threads through social networking sites, so that you can provide evidence to the named person of your exchange when required.
- Avoid one-to-one communication with a child or young person, or where such communication is necessary to ensure that a record is kept of all such communications.
- Use clear and unambiguous language in all communications and avoid abbreviations that could be misinterpreted.
- Save and download to hard copy any inappropriate material received through social networking sites or other electronic means and show immediately to the named person, PSO, incumbent or, if appropriate, Diocesan Safeguarding Adviser.
- Use passwords and log off promptly after use to ensure that nobody else can use social media pretending to be you.

DO NOT

- Use a personal Facebook or any other social media account in your work with children, young people or vulnerable adults.
- Add children, young people or vulnerable adults as friends on your personal accounts.
- Facebook stalk (i.e. dig through people's Facebook pages to find out about them).
- Say anything on social media that you would not be happy saying in a public meeting, to someone's face, writing in a local newspaper or on headed notepaper.
- Comment on photos or posts, or share content, unless appropriate to your church role.
- Use visual media (e.g. Skype, Facetime) for one to one conversations with young people, use only in group settings.

Social Media Guidance DO NOT continued

- In particular, do not allow content to contain or share links to other sites that contain:
 - Libellous, defamatory, bullying or harassing statements.
 - Breaches of copyright and data protection.
 - Material of an illegal nature.
 - Offensive sexual or abusive references.
 - Inappropriate language.
 - Anything which may be harmful to a child, young person or vulnerable adult, or which may bring the church into disrepute or compromise its reputation.

6. Trips

For any off-site trips:

- Parental consent in the form suggested by the Diocese's Practice Guidance and Resources will be obtained from the parent/guardian of each child.
- Risk assessments will be carried out in the form suggested by the Diocese's Practice Guidance and Resources.
- In relation to residential trips, the special checklist of points to consider in the Diocese's Practice Guidance and Resources will be taken into account.
- The St Paul's Policy will be followed at all times.

7. Health & Safety and Hygiene

- We must always be aware that the site is used by many groups of people and that it is important **not** to leave doors on the latch as this could allow strangers to wander in.
- All team leaders have copies of the emergency plan. Volunteer leaders will be informed about the plan as part of their induction.
- First Aid
 - There are first aid kits in each area where children and vulnerable adults' groups meet.
 - If there is an accident or incident, details should be entered on a form which should be sealed inside an envelope in the accident book and left there. You should inform the Church Wardens if you use anything from a first aid kit or have to fill in an incident form.
 - There will be at least one qualified first aider available during each session.
 - There is a list of qualified first aiders on every noticeboard, but if the incident is at all serious an ambulance should be called.

8. Toileting

We recognise that all children should be treated with respect and that their welfare and dignity are paramount. As a basic principle, children will be supported to achieve the highest level of autonomy that is possible given their age and abilities.

- **Creche:** Leaders will come and get parents/carers to come and change the child if they need it. Babies and infants' nappies will not be changed. Where possible the child will be accompanied by one DBS checked helper and another helper will be informed that the child is being taken to the toilet. The fact that the child has been taken to the toilet will be noted and where possible the parents will be informed at the end of the session.
- **Roots:** Hall Toilets to be used. Only to be accompanied by a DBS checked leader. Leader needs to inform another leader that they are taking a child to the toilet. Leaders to assist if required but allow the

child to be as independent as possible. Leaders to remind the child of hand hygiene when they have finished. Leader can be at main toilet entrance unless requested to help by the child.

9. Helplines

- NSPCC for adults concerned about a child - 0808 800 5000
- Childline for children and young people - 0800 1111
- Action on Elder Abuse helpline - 0808 808 8141
- 24-hour National Domestic Violence helpline - 0808 2000 247
- NAPAC offer support and advice to adult survivors of childhood abuse - 08088010331
- Stop It Now preventing child sexual abuse - 0808 1000 900
- Cruse bereavement helpline - 0808 808 1677
- Family Lives support and advice on family issues - 0808 800 222
- MACSAS for people who have been abused by church officers - 0808 801 0340
- Samaritans for people struggling to cope and needing someone to talk to - 116 123

Some sources of support for victims and families of abuse

- There is a local authority run women's refuge in Ilford
- THE SURVIVORS TRUST <http://thesurvivorstrust.org>
- SAFELINE <https://www.safeline.org.uk/what-can-friends-and-family-members-do-to-support-survivors-of-sexual-abuse/>
- SUPPORT LINE http://www.supportline.org.uk/problems/rape_sexual-assault.php
- VICTIM SUPPORT <https://www.victimsupport.org.uk/crime-info/types-crime/childhood-abuse>
- www.nspcc.org.uk
- www.womensaid.org.uk
- www.restoredrelationships.org
- www.stopitnow.org.uk
- www.scie.org.uk
- www.ceop.police.uk
- www.elderabuse.org.uk
- www.ageuk.org.uk
- www.barnardos.org.uk
- www.spiritualabuse.com
- www.modernslavery.co.uk
- <https://carers.org>

Appendix 1

Model Parish Safeguarding Checklist

At St Paul's Hainault we recognise that the few who are determined to harm children or adults, deliberately seek out groups or organisations where they can meet children or other vulnerable people. The Church is particularly vulnerable to these people. Creating and maintaining a safeguarding culture will discourage them from becoming involved for the wrong reasons and make it difficult for them to harm or abuse children or adults if they do.

To assist with the creation of a safeguarding culture each PCC (or equivalent charitable body) must:

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. 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; (see separate Model PSP role description)

Safer Recruit, Support and Train:

- 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;
 - 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;
- Provide appropriate insurance to cover for 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.
- Contact details of the PSO, Churchwarden and any other local leaders.
- Contact details for the Diocesan Safeguarding Team – including phone, email and website details.
- Information about where to get help with child and adult safeguarding issues, domestic abuse and key helplines e.g., ChildLine (See separate 'Model Safeguarding in parishes-who's who')
- Provide access to a hard copy Parish Safeguarding Handbook (see separate Handbook)
- Provide access to a hard copy of the Diocese Safeguarding Manual

Respond:

- Create an environment, which 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;
- To 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 the 'church workforce', including volunteers and any safeguarding records;
- 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.

Other points to consider:

Are you working in an LEP?

- 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.

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

Hire out your church premises?

- Any hire agreement with any person/body wishing to hire church premises must contain 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 (see separate Model Safeguarding Provision that can be attached to any Hire of Church Premises Agreement).
- The hire agreement should also contain a provision whereby all 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.
- Ensure that all those hiring church premises carry full public liability insurance for this or are covered through the church insurance (for example hire for a children's party).

Do you have a clergy vacancy?

- During an 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.

Support & Compliance

The measures identified in the list above will be checked during parish visitations and the documents referred to can be found on National website or Diocesan Website. If you have questions or need support to complete the steps on the checklist you can contact the DSA for further support and advice:

Diocesan Safeguarding Phone Number: 01245 294444

Appendix 2

Model Parish Safeguarding Policy for Hall Hirers etc.

The following policy was agreed at the Parochial Church Council (PCC) meeting held on ?

In accordance with the Church of England Safeguarding Policy 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 (PSO) 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 **Kathryn Whittaker & Sarah Clarke-Moisley** as the Parish Safeguarding Officers
Associate Minister (Incumbent from 27.3.23) **Sarah Clarke-Moisley**
Churchwardens - none

Date: 1.3.23

Volunteer Acknowledgement Form

(to be completed by all volunteers working with Children or Vulnerable Adults)

Please complete this page and return it to a member of the church's Children's and Youth Work staff.

I have received and read the **St Paul's Briefing for those working with Children and Vulnerable Adults 26 Feb 2023**

Print Name

Signature.....

Date