

# **The Parish of St Mary's Marshalswick**



## **Safeguarding Policy and Procedures**

**Last updated and reviewed by PCC: 13<sup>th</sup> May 2025**

## INTRODUCTION

Thank you for all you do to help make St Mary's Church welcoming and safe for everyone. As a church we are absolutely committed to keeping safe each person who takes part in our church life; safeguarding is central to the good news of Jesus and is an essential part of our sharing that good news with every person. Every person who comes to St Mary's and takes part in our activities is precious, made in the image of God – safeguarding gives us a particular eye to the youngest and the most vulnerable and we make no apology for that, as it's exactly what we see Jesus doing. When one of us hurts, we all hurt, and this work of protecting and keeping safe is for all of us to take seriously.

This booklet details St Mary's procedures and policies for working with the whole church community, with specific policies for working with people aged under 18 and adults who are considered vulnerable. Please take a good look through, come to the PSO or me with any questions and read this alongside any safeguarding training you have been asked to take part in.

With love, prayers and huge thanks,



The Revd Kate Pearson, Vicar

[vicar@marshalswick.org.uk](mailto:vicar@marshalswick.org.uk)

01727 851544

## KEY SAFEGUARDING CONTACT NUMBERS

Parish Safeguarding Officer: Andrea Bootle

Tel: 07429 657763

[safeguarding@marshalswick.org.uk](mailto:safeguarding@marshalswick.org.uk)

Diocesan Safeguarding Adviser: Jez Hirst

Tel: 01727 818 107

E-mail: [safeguarding@stalbans.anglican.org](mailto:safeguarding@stalbans.anglican.org)

Local Authority Social Services:

Children Tel: 0300 123 4043

For adults Tel: 0300 123 4042

**In an emergency call 999**

## TABLE OF CONTENTS

KEY SAFEGUARDING CONTACT NUMBERS.....	2
SAFEGUARDING POLICY .....	4
POLICY FOR SAFEGUARDING CHILDREN .....	5
POLICY FOR SAFEGUARDING ADULTS WHEN THEY ARE VULNERABLE.....	6
GUIDELINES FOR RESPONDING TO A PERSON DISCLOSING ABUSE.....	7
SAFER WORKING PRACTICE WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS.....	8
SAFER WORKING PRACTICE FOR TOUCH .....	9
TRANSPORT POLICY (MINIBUSES AND CARS) FOR USE WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS .....	10
SAFE USE OF IMAGES POLICY .....	12
EX-OFFENDERS RECRUITMENT POLICY .....	15
MODEL PARISH RECORDING FORM .....	17
SUMMARY PROCEDURE TO RESPONDING TO CONCERNS. ....	20

**The Parish of St Mary, Marshalswick**  
**SAFEGUARDING POLICY**  
**PROMOTING A SAFER CHURCH**

The following policy was reviewed and agreed at the Parochial Church Council (PCC) meeting held on 13th May 2025.

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 Andrea Bootle as the Parish Safeguarding Officer

Incumbent .....

Churchwardens .....

Date: 13th May 2025

**The Parish of St Mary, Marshalswick**  
**POLICY FOR SAFEGUARDING CHILDREN**

This Policy was reviewed and agreed at the Parochial Church Council Meeting held on 13th May 2025

We are committed to implementing a safeguarding children policy and accepting the Church of England Policy Protecting All God’s Children and to be responsive to local parish requirements.

- We will review and endorse the safeguarding policies annually so that all members are aware of their responsibilities.
- The highest standards will be maintained in all the Church’s contacts with children and young people and adult volunteers will be given appropriate support and opportunities for training.
- We will respond without delay to every complaint made that a child or young person for whom we are responsible may have been harmed.
- This Parish will co-operate fully with the statutory agencies in every situation and will not conduct its own investigations.
- We will seek to offer informed pastoral care to any child, young person or adult who has suffered abuse.
- We will care for and supervise any member of our church community known to have offended against a child.
- The PCC acknowledges its responsibility for all work with children and young people done in the name of the Church and requires all those engaged in such work to be properly appointed and supported in accordance with the Church of England Practice Guidance: Safer Recruitment.

We have appointed as our Parish Safeguarding Officer: Andrea Bootle

Mobile: 07429 657762

email [safeguarding@marshalswick.org.uk](mailto:safeguarding@marshalswick.org.uk)

Signed Incumbent .....

Church Warden .....

13th May 2025

**The Parish of St Mary, Marshalswick**  
**POLICY FOR SAFEGUARDING ADULTS WHEN THEY ARE VULNERABLE**

This Policy was agreed at the Parochial Church Council Meeting held on 13th May 2025

- We recognise that everyone has different levels of vulnerability and that all adults should be offered respect and given inclusion and empowerment within the Church.
- We are committed to implementing a safeguarding policy for adults when they are vulnerable accepting the Church of England Policy on Safeguarding Vulnerable Adults (Promoting a Safe Church 2006) and be responsive to local parish requirements.
- We will review and endorse all safeguarding policies annually so that all members are aware of their responsibilities.
- We will carefully select those working with vulnerable groups and these workers will be given appropriate support and opportunities for training.
- We will respond without delay to every complaint made that a vulnerable adult for whom we are responsible may have been harmed.
- This Parish will co-operate fully with the statutory agencies in every situation and will not conduct its own investigations.
- We will seek to offer informed pastoral care to any adult who has suffered abuse.
- We will care for and supervise any member of our church community known to have offended in a manner which could affect adults who are vulnerable.
- The PCC acknowledges its responsibility for all work with vulnerable people done in the name of the Church and requires all those engaged in such work to be properly appointed and supported in accordance with the Church of England Practice Guidance: Safer Recruitment.

We have appointed as our Parish Safeguarding Officer     Andrea Bootle

Contact: Phone 07429 657763                             email [safeguarding@marshalswick.org.uk](mailto:safeguarding@marshalswick.org.uk)

Signed Incumbent .....

Church Warden .....

13th May 2025

**The Parish of St Mary, Marshalswick**  
**GUIDELINES FOR RESPONDING TO A PERSON DISCLOSING ABUSE**

**Emergency: If you believe a child or adult is in immediate danger of significant or serious harm, contact the emergency services on 999.**

**Respond - 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.
- Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible.
- Record the date, time, place and actual words used, including any swear words or slang.
- Record facts and observable things
- 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 what the person hopes to happen as a result of the disclosure.
- Tell the child or adult what you are going to do next.

**Respond - 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.
- Do not destroy your original notes in case they are required by the DSA or the statutory authorities.
- Record your interpretations or assumptions.
- Speculate or jump to conclusions.

**Report:**

- **If there is immediate danger to a child or adult contact the police.**
- 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.
- If there is any doubt seek advice from Children's/Adult's Social Care or the police.

13th May 2025

## **The Parish of St Mary, Marshalswick**

### **CODE OF BEHAVIOUR:**

#### **SAFER WORKING PRACTICE WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS**

This code of behaviour should provide the base line for anyone working with children, young people and vulnerable adults. As with all safeguarding guidance it is for the protection of both leaders and helpers as well as children, young people and vulnerable adults. Actions can often be misread by observers.

#### **Clergy, paid employees and volunteers should:**

- Treat all children, young people and vulnerable adults with the respect and dignity befitting their age.
- Watch their own language, tone of voice and body language.
- Learn to control and discipline children, young people and vulnerable adults without physical punishment. This is illegal for children's workers.
- Ensure that another adult is informed if a worker needs to take a child to the toilet.
- Toilet breaks should be organised for young children.
- If known in advance, seek a parent's permission if a child, young person or vulnerable adult is to be seen on his or her own; another adult must be nearby and the child, young person or vulnerable adult must know this.
- Ensure that each group includes a female helper.
- Ensure that children and young people know that they can speak to an independent person (the Safeguarding Representative or Children's Advocate) in the parish, or contact Childline if they need to talk to someone. Display that name and contact details and the Childline telephone number (0800 1111) in a prominent place where children can see them.

#### **Clergy, paid employees and volunteers should not:**

- Invade a child's privacy whilst washing or toileting.
- Play rough physical or sexually provocative games.
- Be sexually suggestive about or to a child, young person or vulnerable adult, even in fun.
- Touch a child, young person or vulnerable adult inappropriately or obtrusively.
- Scapegoat, ridicule or reject a child, young person or vulnerable adult.
- Show favouritism to any one child, young person, vulnerable adult or group.
- Allow a child, young person or vulnerable adult to involve the worker in excessive attention seeking that is overtly physical or sexual in nature.
- Give lifts to children, young people or vulnerable adults on their own. If this is unavoidable ask the child, young person or vulnerable adult to sit in the back of the vehicle.
- Share sleeping accommodation with children, young people or vulnerable adults.
- Invite a young person or vulnerable adult to the worker's home alone.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing, bullying.
- Allow unknown adults access to children, young people or vulnerable adults. Visitors should always be accompanied by a known person.
- Allow strangers to give children, young people and vulnerable adults lifts.

13th May 2025

**The Parish of St Mary, Marshalswick**  
**CODE OF BEHAVIOUR:**  
**SAFER WORKING PRACTICE FOR TOUCH**

Child abuse is harm of a very serious nature so that it is unlikely that any type of physical contact in the course of children and youth work could be misconstrued as abuse.

One of the aims of the policy is for church groups to provide a warm, nurturing environment for children, young people and vulnerable adults whilst avoiding any inappropriate behaviour or the risk of allegations being made.

- All volunteers must work with or within sight of another adult.
- If any activity, for example bell-ringing, requires physical contact make sure that the child, young person or vulnerable adult, and their parents/carers are aware of this and its nature.
- There must be no physical punishment of any kind nor should any sanction ridicule or humiliate a child, young person or vulnerable adult.
- Avoid physically rough games.
- Avoid unnecessary informal touching.
- Avoid taking young children to the toilet, but when unavoidable make sure another adult is informed or organise a toilet break for the whole group.
- Children, young people and vulnerable adults may sometimes need comforting; make sure they are responded to warmly but with other adults around.
- First Aid should be administered with others around.
- Very occasionally it may be necessary to restrain a child, young person or vulnerable adult who is harming themselves or others. Use the least possible force and inform the parents as soon as possible. All such incidents should be recorded and the information given to the Parish Safeguarding Representative.
- All physical contact should be an appropriate response to the child, young person or vulnerable adult's needs and not the needs of the adult. Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately.

13th May 2025

**The Parish of St Mary, Marshalswick**  
**TRANSPORT POLICY (MINIBUSES AND CARS) FOR USE WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS**

It is important to draw a boundary between organised, formal activity of a group where the Church is taking responsibility for the transport of the group, as opposed to the arrangements made between parents/carers to share in the transport of children, young people and vulnerable adults as part of everyday life.

It may be that this informal arrangement can be used to advantage when organising events and activities, without the church taking on that responsibility e.g. by asking that children, young people and vulnerable adults be transported to a venue for the activity.

When the Church takes responsibility, children, young people and vulnerable adults should not be transported without the prior consent of the parents/carers. This also applies to giving lifts to and from a church activity by one of the leaders (not as part of an arrangement noted above).

Churches should have agreed guidelines for transporting children, young people and vulnerable adults, and ideally a procedure for recording details as outlined below.

This means that adults should:

- ensure they are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement and/or ability to drive;
- be aware that the safety and welfare of the child, young person or vulnerable adult is their responsibility until they are safely passed over to a parent/carer;
- record details of the journey in accordance with agreed procedures;
- ensure that their behaviour is appropriate at all times;
- ensure that any impromptu or emergency arrangements of lifts are recorded and can be justified if questioned;
- never offer lifts to a child, young person or vulnerable adult outside their normal group duties, unless this has been agreed with the parents/carers.

#### **The vehicle**

- All cars that carry children, young people and vulnerable adults should be comprehensively insured. The insured person should make sure that their insurance covers the giving of lifts during church activities. Insurance companies rarely charge extra for this, but have been known to not cover an accident as they had not been informed of this activity.
- All cars that carry children, young people or vulnerable adults should be clean and in a roadworthy condition.
- It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the worker to ensure that this requirement is met. Adults should also be aware of current legislation and adhere to the use of car seats for younger children. There must be a seat belt for every passenger, and it must be used.
- At no time should the number of children, young people or vulnerable adults in a car exceed the usual passenger number.
- If a child, young person or vulnerable adult is known to have a disability or additional need, consideration should be given whether to have a non-driving adult in the car. This adult should sit in the back, behind the driver, with the child, young person or vulnerable adult in the seat beside him or her.

## **Emergency Transport**

There may be occasions where the child, young person or vulnerable adult requires transport in an emergency situation or where not to give a lift may place them at risk. Such circumstances must always be recorded and reported to parents/carers.

It is reasonable for the parish to stipulate that:

- anyone driving children and young people in this context have held a full driving licence for over two years.
- any driver who has a conviction for a drink driving offence or for Dangerous Driving or Racing on the Highway should not transport children, young people or vulnerable adults.
- Drivers who are not children's/youth workers can be recruited for the task through the normal recruitment process, including obtaining a DBS disclosure.

## **Transporting children, young people and vulnerable adults by mini-bus**

Where adults transport children, young people or vulnerable adults in a vehicle which requires a specialist license/insurance e.g. PCV or LGV11 adults should ensure that they have an appropriate licence and insurance to drive such a vehicle.

- A mini-bus with seat belts must be used.
- Everyone must have a proper seat.
- An escort must always be taken.

13th May 2025

**The Parish of St Mary, Marshalswick**  
**SAFE USE OF IMAGES POLICY**

The Data Protection Act places certain duties on us to ensure that we have relevant consent to take and publish images and that we keep all data secure.

Always ensure that you have checked whether there are reasons that a particular person cannot be photographed or identified, especially if it is a child.

You must obtain the permission of all the people who will appear in a photograph, video or webcam image before you record the footage. That means children as well as adults.

If you are taking images at an event attended by large crowds, such as a sports event, this may be regarded as a public area so you do not need to get the permission of everyone in a crowd shot. However, there is no clear guidance on this so if in doubt, avoid using such images and use a library image instead.

It is a requirement of the Data Protection Act that you safeguard your images (both digital and hard copies) by storing them securely and only allow use by those authorised to do so. When you are finished with images, destroy or delete them.

If you hold copies of images on file, you can't release these without up-to-date consent forms. **Take care with images that you have archived.** An image taken at a specific time and in specific circumstances can not necessarily be used again at a later date or in a different context. Doing so can result in legal action.

When publishing images of children and young people, follow these guidelines:

- If you publish their picture, do not publish a name
- If you publish their name, do not publish a picture
- Do not publish full names, addresses or e-mail addresses
- Do not publish individual close-up portraits
- When publishing children's work simply label it as by 'John'
- Give adult leaders and parents the opportunity to request that their contact information is not included in any published material

If parents are permitted to take images during or after an event or service, make it clear from the start that they must be for private use only and ask for them not to put the images on the internet (particularly if a parent posts a picture on the web that shows children other than just their own child). If the picture is being used for public use then consent must be obtained.

You might want to provide written guidance to parents beforehand and/or make an announcement at the start of the event/service.

### **Consent**

When taking images, ensure you have written permission to **take** and **publish** the images before you start. This permission should cover:

- How the image will be used  
*(i.e. for a one-off article or as a general resource that could appear in a number of contexts)*
- How it will NOT be used  
*(i.e. alongside articles or text that are of potentially sensitive or offensive subjects)*
- Where it will be used / who will it be available to  
*(i.e. in internal/public-facing printed newsletters, on the web, in a DVD, in local and/or national media, in exhibitions etc.)*

- How long it will be used for  
*(i.e. once only, for 2 years, 3 years, indefinitely etc. Be mindful that people's circumstances change and it can become inappropriate to continue to use a photo)*

For children under 18 years old, the form should be completed by a parent or guardian.

Consent forms should also be obtained for adults, particularly if they are considered 'vulnerable', for example those with learning disabilities.

The parent/guardian or social worker may give written consent in these circumstances.

Be aware that some people may require help to understand and complete a consent form, need the information translated into a different language or have it supplied in a different format.

Completed consent paperwork should be kept on file for the duration of the time the image is being used. Once this time is up, the image should be destroyed.

Do not use an image unless you know that you have permission to do so. If you are unsure, use an alternative.

### **Copyright**

Copyright law applies to almost everything, and can be complex and ambiguous.

A few basic points are listed below:

- Copyright automatically belongs to the person who created the work. In the UK it does not need to be registered. Take care with any images you release to the media, it is your responsibility to check with the owner of the copyright that it is OK to use them.
- If you are using someone else's image you must get their written permission,
- and always credit the artist
- Images are protected for the lifetime of the creator and for 70 years after his/her death
- Downloading images from the internet and using them on your church website without the copyright owners consent may breach copyright laws, and could be considered a criminal offence, leading to heavy fines. Be aware that picture agencies and photographers are increasingly using software to track their images.
- If you put something on the web, you must obtain electronic global broadcasting rights from the owner of the copyright.

### **Context**

Be careful about the context in which you use an image, especially if it is of children.

- If you're using it for publicity specifically related to an event, there should be little problem as long as the relevant consents have been obtained.
- For information that covers sensitive areas always use a library picture. Using pictures of real children alongside these subjects could result in legal action by parents / carers.
- Do not use a photo in a context that is different to that stated on the consent form.
- Ensure that images cannot be construed as being provocative.
- When taking/using images, be representative of diversity by reflecting gender, race and disability.

### **New media**

'New media' describes anything that relies on digital technology or computerised methods of communication, for example the internet, email, electronic kiosks, multimedia CD-ROMs, mobile phones, podcasts, webcams etc. New media is becoming more widely used; along with this increased use comes an increased responsibility to consider how we use images safely within the new technology.

The information shared by new media is more accessible than in non-digital formats; it is easy for people to amend, manipulate or copy images, which makes them more open to abuse.

As such we must be more vigilant than ever about obtaining the relevant consent to publish images, how we publish them and monitoring their use.

If you plan to use an image in any form of new media, you should obtain electronic global broadcasting rights from the owner of the copyright and ensure that the consent form states that the image will be used in digital formats, including the web. If you are a web-publisher, do not use an image that has been uploaded onto the system by someone else without checking with the original publisher/owner that the relevant permissions have been obtained.

Do not pixelate (blur) an image in order to obscure the face of the person in it – use an alternative picture.

### **Disability Discrimination Act (DDA)**

When using images in new media, you must comply with the DDA. The DDA applies to everyone who provides a service to the public. Service providers must ensure that they do not discriminate against disabled persons when using new media images. In order to comply with the DDA, you will need to ensure that all images have meta-tags and that you do not overlay a photo with text.

### **Releasing images to the media**

The legislation governing whether or not the media can publish an image is complicated and ambiguous. If you are in any doubt about having an image published, do not release it to the media.

If you do release an image to the media, be aware that you are responsible for checking that all the relevant written consents have been obtained for the people in it and the owner of the copyright agrees to the image being published. If the media publishes an image you have supplied and the consents have not been obtained, responsibility falls to you.

The laws surrounding this issue are becoming stricter, especially for pictures of children. Be extremely cautious not to release any pictures of children who are in care, under wardship or involved in family law cases. The legal implications are serious.

13th May 2025

**The Parish of St Mary, Marshalswick**  
**EX-OFFENDERS RECRUITMENT POLICY**

The PCC of St Mary, Marshalswick has agreed to follow the Ex-offenders recruitment policy of the Diocese of St Albans, as written below. At St Mary's, the Parish Safeguarding Officer (PSO) is responsible for submitting an application for a DBS check. Andrea Bootle is currently the PSO for St Mary's. If there are any items revealed on the DBS check this is referred to the Diocesan safeguarding team.

- St Albans Diocese, as an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the diocese complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly
- St Albans Diocese undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- St Albans Diocese can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- St Albans Diocese can only ask an individual about convictions and cautions that are not protected
- St Albans Diocese is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- St Albans Diocese has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- St Albans Diocese actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records
- St Albans Diocese select all candidates for interview based on their skills, qualifications and experience
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position
- St Albans Diocese ensures that all those in St Albans Diocese who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- St Albans Diocese also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
- At interview, or in a separate discussion, St Albans Diocese ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
- St Albans Diocese makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request

- St Albans Diocese undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Signed by \_\_\_\_\_ as approved at the PCC on 13th May 2025  
Andrea Bootle, Parish Safeguarding Officer, PCC of St Mary's Marshalswick

**Record of Cause of Concern**  
**From model in Church of England – Parish Safeguarding Handbook**

**Parish:**  
 St Mary Marshalswick

PSO Andrea Bootle  
 Tel: 07429 657763  
 E mail: safeguarding@marshalswick.org.uk  
 -----  
 Incumbent Rev Kate Pearson  
 E mail: vicar@marshalswick.org.uk

<b>Subject</b> Alleged Victim <input type="checkbox"/> Alleged Abuser <input type="checkbox"/> DOB: <input type="text"/>	Name and Address	Tel/Mob/Email	
<b>Subject</b> Alleged Victim <input type="checkbox"/> Alleged Abuser <input type="checkbox"/> DOB: <input type="text"/>	Name and Address	Tel/Mob/Email	
<b>Contact Person (Referrer)</b>	<b>Position</b>	<b>Church/Agency</b>	<b>Tel/Mob/Email</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/> date(s) referred	<input type="text"/> date opened	<input type="text"/> date(s) closed	
Children <input type="checkbox"/>		Adults <input type="checkbox"/>	
Physical <input type="checkbox"/>		Domestic Abuse <input type="checkbox"/>	
Neglect <input type="checkbox"/>		Financial <input type="checkbox"/>	
Psych/emotional <input type="checkbox"/>		Discriminatory <input type="checkbox"/>	
Sexual abuse <input type="checkbox"/>		Organisational <input type="checkbox"/>	
Sexual abuse non-current <input type="checkbox"/>		Spiritual <input type="checkbox"/>	
Child Sexual Exploitation <input type="checkbox"/>		Online <input type="checkbox"/>	
		Modern Slavery <input type="checkbox"/>	
School/Nursery <input type="text"/>		Groups attended <input type="text"/>	
GP <input type="text"/>			

## SUMMARY PROCEDURE TO RESPONDING TO CONCERNS.

Contact numbers

Parish Safeguarding Officer: Andrea Bootle

Tel: 07429 657763

[safeguarding@marshalswick.org.uk](mailto:safeguarding@marshalswick.org.uk)

Diocesan Safeguarding Adviser: Jez Hirst

Tel: 01727 818 107

E-mail: [safeguarding@stalbans.anglican.org](mailto:safeguarding@stalbans.anglican.org)

Local Authority Social Services:

Children Tel: 0300 123 4043

For adults Tel: 0300 123 4042

**In an emergency call 999**



**SAFEGUARDING IS EVERYONE'S RESPONSIBILITY**

<b>RECOGNISE</b>	the signs that could indicate abuse is happening
<b>RESPOND</b>	sensitively and listen, don't question or investigate
<b>RECORD</b>	Factually and accurately, using the Language you have been told
<b>REPORT</b>	Immediately to Parish Safeguarding Officer or Diocesan Advisor