



Parish of Finchampstead and California Safeguarding Booklet

EACH PERSON WHO WORKS WITHIN THIS CHURCH COMMUNITY WILL AGREE
TO ABIDE BY THIS POLICY AND THE GUIDELINES ESTABLISHED BY THIS
CHURCH.

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PARISH SAFEGUARDING POLICY

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:

1. Communicate regularly through PCC and other forums to keep members informed as to any changes or issues that need to be addressed regarding Safeguarding. To have a regular bi monthly update of any safeguarding changes/ issues on agenda.
2. Create a safe and caring place for all.
3. Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
4. 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.
5. Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
6. Display in church premises and on the front page of the parish website the details of who to contact if there are safeguarding concerns or support needs.
7. Listen to and take seriously all those who disclose abuse.
8. 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 Team and statutory agencies immediately.
9. Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
10. 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.
11. Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
12. Inform the Diocesan Safeguarding Team if we use an alternative DBS Umbrella Body to APCS and if we receive any DBS Disclosures that are not clear.
13. Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.
14. To have guidelines in place for the use of social media.

1. Communicate regularly through PCC and other forums to keep members informed as to any changes or issues that need to be addressed regarding Safeguarding.

Safeguarding to be a regular item on the PCC agenda. Any necessary communication or changes to the policy will be made by the Safeguarding Officer or a member of the clergy.

2. Create a safe and caring place for all.

- ◆ Full details of **all** church roles that need to be DBS checked and the level of training required.
- ◆ Health and Safety Policy adhered to at all times.

3. Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.

- ◆ Jackie Lawrence, jlawrence19@sky.com Mob: 07876 236616

4. 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.

The PCC is responsible for the appointment of those working with children, young people and vulnerable adults, paid or unpaid. The responsibility of appointing volunteers needs to include **one member of the ministry team** and at least one other individual.

All those involved in recruitment must be capable and competent, **trained in safer recruitment and able to keep personal matters confidential.**

For further information on recruitment see [this document](#)

JOB ROLE

- ◆ Construct a clear and accurate job description and person specification
- ◆ Job role description for paid role
- ◆ Reference form—paid and unpaid role
- ◆ Job role template for an unpaid role
- ◆ Volunteer application form / Volunteer agreement for an unpaid role.
- ◆ Decide who sets out what tasks and responsibilities the applicant will undertake
- ◆ The skills and experience required.

This will include what level of DBS check is required.

ADVERTISE

- ◆ Advertise unpaid roles within parish notices and paid roles more widely.
- ◆ Ask all applicants to complete an application form for all paid roles (a Curriculum Vitae may be used for voluntary roles but an application form is good practice and is recommended).

CONFIDENTIAL DECLARATION FORM

- ◆ Ask all applicants to complete a [Confidential Declaration Form](#)

SHORTLIST (PAID POSTS)

- ◆ Shortlist, carefully examining the application forms. Identify any gaps in employment/personal history and ensure those shortlisted meet the requirements of the person specification.

Shortlist (unpaid posts)

- ◆ Review any interest from volunteers and assess suitability against requirements.

INTERVIEW

- ◆ Have a face-to-face [interview \(or informal discussion if unpaid\)](#) with pre-planned and clear questions to [assess applicants'](#) suitability for the role. Seek explanations for gaps in employment/personal history. It may also be appropriate to ask the individual to complete a test or presentation if applicable.
- ◆ Check identification and the [Confidential Declaration Form](#) (CDF).

DECIDE TO WHOM TO OFFER THE ROLE

- ◆ This decision will be made by the interviewing panel. This is subject to completion of all checks to the satisfaction of the PCC. No role can commence until satisfactory checks have been completed.

CHECKS

- ◆ Once the applicant has been offered the role, subject to satisfactory checks, ask the applicant to complete an enhanced Disclosure and Barring Service (DBS) which will be provided by Parish Safeguarding Officer.
- ◆ Any blemished DBS checks or information of concern on the CDF must be risk assessed by the DSA.
- ◆ Always check the applicants' two references. *Please note if someone **has either never lived in the UK or spent a period of time overseas (i.e. lived abroad)**, the person making the appointment should request an additional check* and ask the applicant to obtain criminality information from the country where he/she was resident
- ◆ It is also recommended to undertake an occupational health check for paid roles where possible.

APPOINT

- ◆ Once all checks are satisfactory and support the interview decision, the person can be formally appointed. It is recommended to add an end date to unpaid roles. This can always be extended but helps set expectations for both parties.

PROBATION PERIOD

Have a period of probation for any paid role (or a settling-in period for unpaid) and review throughout, as well as at the end of this period.

INDUCT, TRAIN, SUPPORT

- ◆ **Induct** - new unpaid and paid workers. Appoint who will be doing this in each role that is appointed with clear guidelines of when reviews / appraisals will take place.
 - ◆ **Train** - **regular training days to be advertised for all paid and volunteer roles. This will be organised by the safeguarding officer** . This should include expectations in relation to behaviour ([*a Code of Conduct*](#)). Ensure supervision/support is in place and arrange for attendance on the Church of England safeguarding training on which the safeguarding officer will advise.
 - ◆ **Support** - regular supervision and line management to be in place to support those working in both paid and voluntary roles which are dealing with children and vulnerable adults. This should be arranged at the time of appointing the role with dates in place when the necessary support will be offered.
5. **Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.**
6. **Display in church premises and on the front page of the parish website the details of who to contact if there are safeguarding concerns or support needs.**
- ◆ SGO (Safeguarding Officer) to make sure the necessary forms and details are displayed on the website and in the parish centres and churches.
7. **Listen to and take seriously all those who disclose abuse.**
- ◆ [*What to do if-*](#) a flow chart which gives details of what to do after a disclosure
 - ◆ Complete [*referral form*](#) if appropriate
8. **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 Team and statutory agencies immediately.**
- ◆ [*Safeguarding*](#) in the Diocese of Oxford (anglican.org)
 - ◆ Richard Woodley – Diocesan Safeguarding Adviser : richard.woodley@oxford.anglican.org
Tel: 07391 868478
9. **Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.** (Diocese will advise who is to do this care.)
- ◆ [*Authorised Listeners*](#) – Supporting Survivors of abuse regardless of the type of abuse, when or where it occurred by the Diocese of Oxford
 - ◆ [*Survivor Support services*](#) - a list of website to help support victims
 - ◆ WBC Adult Partnerships: 0118 9746371 & Emergency Duty Team (out of hours)- 01344 786543
 - ◆ [*Safe Spaces*](#): 0300 3031056 Victim support for those abused through their church relationship- Churches of England & Wales and Catholic Church of England & Wales
 - ◆ Samaritans Helpline 116123- 24 hours- If you are struggling to cope & need someone to talk to.
 - ◆ Hourglass- add website details- www.wearehourglass.org- adult (elder specific) safeguarding

charity

- ◆ Silverline Helpline: 08004708090- 24 hour helpline for older people across the UK suffering abuse or neglect.
- ◆ National Rape Crisis Helpline- 0808 8029999 12-2.30pm & 7-9.30pm.
- ◆ Women's Aid www.womensaid.org.uk - Female domestic abuse charity
- ◆ Restored relationships www.restoredrelationships.org - Christian domestic abuse charity.
- ◆ Mankind www.mankind.org.uk - Male domestic abuse charity.
- ◆ Social Care Institute of Excellence www.scie.org.uk - domestic violence and abuse
- ◆ Child exploitation & Online protection command- www.ceop.police.uk
- ◆ Age UK www.ageuk.org.uk- Adult safeguarding charity
- ◆ Barnardos www.barnardos.org.uk -Child protection charity
- ◆ The Clewer Initiative www.theclewerinitiative.org - Modern Slavery Charity
- ◆ Modern Slavery www.modernslavery.co.uk - Modern slavery charity
- ◆ Survivor advocacy charity www.macsas.org.uk

For additional contacts please see appendix 1 at back of this booklet.

10 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.

- ◆ Contract is drawn up between us and them which the person needs to sign and agree to (sometimes the police are involved in this process)

11. Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.

12. Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

- ◆ Safeguarding Officer to review and inform PCC as necessary. To be on the agenda bi monthly.

13. To have guidelines in place for the use of social media.

- ◆ Avoid 'lone working' in the online world—Practically, this means avoiding one-to-one online chat (e.g. direct messaging) between adults and young people.
- ◆ Any social media accounts should have **two or three admins** who can log in and check messages anytime. **On Facebook**, a page or group can have multiple administrators or moderators.
- ◆ On our Instagram account, the login name and password should be shared with at least one other trusted person. Possibly the Rector or another senior member of the church leadership.
- ◆ Maintain appropriate boundaries in the online world - Just as in the offline world,

it's important to keep a distinction between our private lives and our work within the church and to pay particular attention to the dynamics of power and influence.

- ◆ Do not use personal social media accounts to contact children— the simplest way to observe these precautions is to avoid having leaders and young people as 'friends' on social media.

- ◆ Behave in the online world as you would offline—Simply put, if you would not say it offline, do not say it online! This includes posting links with offensive or otherwise inappropriate content, making comments about someone’s appearance that could be interpreted as either sexual or offensive, or Liking inappropriate content on social media.
- ◆ Have a [yearly agreement that parents sign](#) at the beginning of each academic year to allow us to store photographs of their child (ren).
- ◆ Treat online ‘consent’ the same as offline ‘consent’ . You will need the consent of the individual and/or their parents to use and [store photographs](#), to retain any information relating to them online. Make their parents aware of the social media that your church uses and ensure that you have their consent to their child’s usage (depending on the age of the child – older young people may be able to consent in their own right).

For up to date information to assist with online safety see [here](#)

APPENDIX 1

USEFUL CONTACTS

Parish Safeguarding Officer	Jackie Lawrence	07876 236616 jclawrence19@sky.com
Diocese of Oxford referrals		01865 208295 safeguardingreferrals@oxford.anglican.org Monday-Thursday 9am- 5pm & Friday 9am- 4.30pm
NSPCC		0808 80050 00 24 hours www.nspcc.org.uk
Thames Valley Police		0845 8505505 101- Urgent, non emergency 999- Emergency www.thamesvalley.police.uk
Thames Valley Domestic Abuse	Berkshire Women's Aid	0118 9504003
Women's Aid & Refuge		0808 2000 247 (24 hours)
National Domestic Abuse Violence Helpline		0808 2000 247 (24 hours)
Berkshire NHS Mental Health Crisis Team		0300 3659999- urgent, non emergency
Child Line		0800 1111 www.childline.org.uk
Wokingham Borough Council Child Protection & Family Support	Referral & assessment Team	0118 9088002 triage@wokingham.gov.uk 01344 786543- After 5pm or weekends/ Bank holidays for emergencies that can't wait.
National Domestic Violence Hotline		800.799. SAFE (7233) Free, confidential and untraceable