

All Saints Church Clifton, Diocese of St Albans

Safeguarding Policy on Safeguarding Children, Young People and Vulnerable Adults

1 The Rector and PCC

The Rector and PCC have a duty of care to ensure the well-being of the vulnerable in the church community.

- To adopt and implement the Church of England's House of Bishops' Policies on [Promoting a Safer Church](#) for Children, Young People and Adults (2017), [Safeguarding Children \(2010\)](#) and [Adults who may be Vulnerable \(2006\)](#) via a Parish Safeguarding Policy. A dated copy must be sent by E-mail to the Diocesan Safeguarding Officer.
- To create an environment which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently.
- To appoint a Parish Safeguarding Officer (PSO, the "Designated Person" with special responsibilities for safeguarding children and adults) to work with the Rector and PCC to implement the parish policy. The Parish Safeguarding Officer will be the Designated Person for Safeguarding Vulnerable Adults.
- To ensure the Parish Safeguarding Officer and anyone having regular contact with children and vulnerable adults is appointed with due regard to the Church of England's [Safer Recruitment Practice Guidance \(2016\)](#) and is trained and supported, provided with access to a copy of the Parish Safeguarding Policy and any other practice guidance for church workers as necessary.
- 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 (DSA).
- To ensure known offenders or others who may pose a threat to children and young people are effectively managed and monitored in consultation with the Diocesan Safeguarding Adviser.
- To ensure that those people working with children and vulnerable adults attend appropriate safeguarding training at appropriate intervals.
- During an Interregnum, to ensure that information about all safeguarding matters is securely stored before passing on to the new incumbent. The departing incumbent should give the information to the Parish Safeguarding Officer who will inform the new incumbent when they take up the post.
- To 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.
- To ensure that there is appropriate insurance cover for all activities involving children or vulnerable adults undertaken in the name of the parish.
- To review the implementation of the safeguarding children and adults policy, procedures and good practice annually.
- In its report to the APCM, to state whether or not the PCC: *"has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have*

due regard to House of Bishops' guidance on safeguarding children and vulnerable adults)."

2 The Parish Safeguarding Officer (PSO)

- To assume the role of DBS (Data and Barring Service) Administrator for the parish, ensuring appropriate checks are performed for those roles involving children or vulnerable adults. Specifically:
 - Establishing the true identity of the applicant, through the examination of a range of identification documents as set out by the Disclosure and Barring Service (DBS)
 - Checking and validating the information provided by the applicant on the application form
 - Ensuring the application form is fully completed and the information it contains is accurate
- To have an overview of all church activities involving children and vulnerable adults and keep a record of these activities.
- To be familiar with diocesan safeguarding guidance and ensure that leaders of activities are fully aware of, and are implementing, this guidance.
- To liaise with the Rector over safeguarding issues.
- To keep in touch with the leaders of all activities and offer them advice and support over safeguarding matters.
- To liaise as necessary with the Diocesan Safeguarding Advisers (DSAs). To report all concerns or allegations against church officers to the DSA.
- To attend diocesan safeguarding training offered for Parish Safeguarding Officers.
- To assist with safeguarding training in the parish if necessary.
- To attend a meeting of the church leadership (PCC) at least annually to ensure safeguarding issues are discussed and that the church leadership adopt the annual Church Safeguarding Policy.
- To ensure that the Church Safeguarding Policy and contact details are displayed in all Church premises.
- To keep good records of any safeguarding concerns that may arise, and ensure that others do the same.
- To promote inclusiveness in places of worship and within church activities.
- To keep the church leadership informed of good safeguarding practice.
- To undertake a regular parish safeguarding self-assessment in the format offered by the Diocese.

3 Churchwardens

In cooperation with the Rector, the PCC and the Parish Safeguarding Officer, to:

- To ensure, in the period of an incumbency vacancy, that the incumbent's safeguarding roles are fulfilled, in cooperation with the PCC and Parish Safeguarding Officer.
- Pay attention to the specific needs of children and adults who may be vulnerable when undertaking routine Health and Safety Inspections and Risk Assessments.
- Ensure that Risk Assessments are carried out before new activities are undertaken (regular and one-off).

- Ensure that parish activities are adequately insured.
- Receive complaints and grievances, and ensure that the parish has procedures for responding to them.
- Ensure that Church of England guidelines for activities with children and adults who may be vulnerable are followed in all parish activities.
- Ensure that safeguarding requirements are included in all booking arrangements with organisations and individuals.
- Answer questions regarding safeguarding as they arise in the Archdeacon's Articles of Enquiry and Parish Visitations, and address specific advice which may be given.

4 The Rector

In cooperation with the PCC and the Parish Safeguarding Officer and the leaders and helpers supporting children, young people and adults, to:

- Have the overview of safeguarding in the parish.
- Churchwardens represent the PCC, which ensures compliance with the law.
- Communicate with the Parish Safeguarding Officer, the congregation, the Diocesan Safeguarding Adviser, the Archdeacon and other Diocesan officers.
- Have pastoral responsibilities to all.

5 Leaders and Helpers

- To implement healthy working practices.
- To risk assess all activities.
- To listen to other workers.
- To protect themselves.
- To tell the Parish Safeguarding Officer or Rector of any safeguarding concerns, however minor.
- To induct and train others.

6 Safeguarding – Contact Information

Parish Safeguarding Officer

Mrs Jane Cooper

The White House

14 Grange Steet, Clifton

Telephone: 01462 814610

E-mail: jane.2.cooper@gmail.com

Rector

Reverend Caren Topley

The Rectory, 8 Rectory Close, Clifton

Telephone: 01462 615499

E-mail: rector@clifton-beds.co.uk

Church Wardens

Mr Peter Blackmore

Harwarden Cottage

47 Church Street, Clifton

Telephone: 01462 646371

E-mail: pb08@clifton-beds.co.uk

Mrs Linda Dawes

58 Church Street, Clifton

Telephone: 01462 816074

E-mail: linda.dawes@ntlworld.com

St Albans Diocesan Safeguarding Adviser

Mr Jeremy (Jez) Hirst

Telephone: 01727 818107

Mobile: 07867350886

E-mail: safeguarding@stalbans.anglican.org

Churches Child Protection Advisory Service (CCPAS)

CCPAS Disclosure Unit,
PO Box 133, Swanley, Kent, BR8 7UQ.

Telephone: 0845 1204549

E-mail: disclosure@ccpas.co.uk

Central Bedfordshire Council – Protecting Children from Harm

Telephone: 0300 300 8585

Out of hours: 0300 300 8123

E-mail: cs.accessandreferral@centralbedfordshire.gov.uk

For more information go to: <http://www.centralbedfordshire.gov.uk/children/child-protection/report-abuse.aspx>

The Local Authority Designated Officer

The Local Authority Designated Officer or LADO (also known in Central Bedfordshire as the Allegations Manager) oversees investigations into allegations and concerns against adults who work with children and young people in both a paid and voluntary capacity. The criteria for LADO intervention is where the behaviour of an adult has resulted in a child being harmed or at risk of harm; a criminal offence may have been committed or the behaviour of the adult may indicate unsuitability to work with children.

If you have concerns about the conduct and behaviour of someone working with children and young people you can contact Central Bedfordshire's LADO as follows:

LADO – telephone number 0300 300 4833

Central Bedfordshire Council – Protecting Vulnerable Adults from Harm

Telephone: 0300 300 8122

Out of hours: 0300 300 8123

E-mail: adult.protection@centralbedfordshire.gov.uk

For more information go to: <http://www.centralbedfordshire.gov.uk/health-social-care/protection/report-abuse.aspx>

Bedfordshire Police

Telephone: **101**

NSPCC Childline

Free, confidential service for children up to the age of 19. Get help and advice about a wide range of issues, talk to a counsellor on-line, send Childline an E-mail or post on message boards.

Telephone: 0800 1111

E-mail: <https://www.childline.org.uk/>

7 Key Documents

[Church of England National Policies](#)

[Promoting a Safer Church, House of Bishops' Policy Statement on safeguarding policy for children, young people and adults, 2017](#)

[Protecting All God's Children, safeguarding policy for children and young people, 4th edition 2010](#)

[Promoting a Safe Church, safeguarding policy for adults 2006](#)

Church of England Practice Guidance

[Key Roles and Responsibilities of Church Office Holders and Bodies \(2017\)](#)

[Responding to, assessing and managing safeguarding concerns or allegations against church officers \(2017\)](#)

[Safeguarding Training & Development Practice Guidance \(2017\)](#)

[Responding to Serious Safeguarding Situations \(2015\)](#)

[Risk Assessment for Individuals who may Pose Risk to Children or Adults \(2015\)](#)

[Safer Recruitment \(2016\)](#)

[DBS Eligibility and related matters - Frequently Asked Questions - 2016](#)

[Responding Well \(policy and guidance for the Church of England, 2011\)](#)

[Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church \(2015\)](#)

[Responding Well to Domestic Abuse: Policy and Practice Guidance, March 2017](#)

St Albans Diocese Practice Guidance

[Best Practice Guidelines for St Albans Diocese \(September 2016\)](#)

[CCPAS Guide for Applicants](#)

[CCPAS Recruiters Guide](#)

8 Changes from May 2017 Policy

- Policy title updated to include Young People.
- Policy updated to include reference to the Church of England's new 2017 documents on [Key Roles and Responsibilities of Church Office Holders and Bodies \(2017\)](#) and [Responding to, assessing and managing safeguarding concerns or allegations against church officers \(2017\)](#).
- Addition to the PCC role of
 - the requirement to 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
 - The need to ensure relevant people attend safeguarding training
- Changing of the wording of the role of the Parish Safeguarding Officer to be in line with the Model Role Description in [Key Roles and Responsibilities of Church Office Holders and Bodies \(2017\)](#).
- Addition of contact details for the Church Wardens.
- Addition of contact details for NSPCC Childline.

9 Signatures

Rector: _____ Date: _____

Churchwarden: _____ Date: _____

Responding to Safeguarding Situations Flowchart

