

'Safeguarding is God's agenda and everyone's responsibility' (Diocese of Lichfield)



'At the heart of Safeguarding is the fundamental expectation that a child, brother or sister of Christ has the right to be **safe** when engaging with God's Church'

Statement of Safeguarding Principles

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

Principles

We are committed to:

- the care and nurture of, and respectful pastoral ministry with, all children, young people and adults
- the safeguarding and protection of all children, young people and adults when they are vulnerable
- the establishing of safe, caring communities which provide a loving environment where there is informed vigilance as to the dangers of abuse.
- We will carefully select and train all those with any responsibility within the Church, in line with Safer Recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.
- We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.
- We will seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.
- We will seek to challenge any abuse of power, especially by anyone in a position of trust.
- We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.
- In all these principles we will follow legislation, guidance and recognised good practice.

(In line with Principles of the House of Bishops for Safeguarding Children)

Principles underlying the Policy (continued) -

"Christian communities should be places where all people feel welcomed, respected and safe from abuse. The Church is particularly called by God to support those at the margins, those less powerful and those without a voice in our society. The Church can work towards creating a safe and non-discriminatory environment by being aware of some of the particular situations that create vulnerability. Issues which need to be considered include both the physical environment and the attitudes of workers. A person who might be considered vulnerable has the right to:

- be treated with respect and dignity;
- have their privacy respected;
- be able to lead as independent a life as possible;
- be able to choose how to lead their life;
- have the protection of the law;
- have their rights upheld regardless of their ethnicity, gender, sexuality, impairment or disability, age, religion or cultural background;
- be able to use their chosen language or method of communication;
- be heard."

(In line with Principles of the House of Bishops for Safeguarding Adults)

*Adult safeguarding, its responsibilities and our duties were as of 2014 placed under statute and are legally binding in the same way as our responsibilities for child protection.

ST. JOHN the EVANGELIST CHURCH, ESSINGTON

SAFEGUARDING CHILDREN & VULNERABLE ADULTS POLICY

This policy was agreed at a Parish Church Council Meeting held on 19th June 2023

The Church, along with the whole Christian community, believes each person has a value and dignity which comes directly from God's creation of male and female in God's own image and likeness. Christians see this as fulfilled by God's re-creation of us in Christ. Among other things, this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

St. John's Church, Essington is committed to the safeguarding and protection of all children, young people and vulnerable adults and affirms that the needs of children or of people when they are vulnerable are paramount.

St. John's Church, Essington recognises that none of us are invulnerable but that there is a particular care for those whose vulnerability is increased by situations, by disabilities or by reduction in capacities. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity and seeks to affirm the gifts and graces of all God's people.

This policy addresses the safeguarding of children, young people and vulnerable adults. It is intended to support the Church in being a safe supportive and caring community for children, young people, vulnerable adults, for survivors of abuse, for communities and for those affected by abuse.

As the people of St. John's Church, we are concerned with the wholeness of each individual within God's purpose for everyone. We seek to safeguard all members of the church community of all ages.

St. John's Church, Essington recognises the serious issue of the abuse of children and vulnerable adults and recognises that this may take the form of physical, emotional, sexual, financial, spiritual or institutional abuse or neglect. It acknowledges the effects these may have on people and their development including spiritual and religious development. It accepts its responsibility for ensuring that all people are safe in its care and that their dignity and right to be heard is maintained. It accepts its responsibility to support, to listen to and work for healing with survivors, offenders, communities and those who care about them. It takes seriously the issues of promotion of welfare so that each of us can reach our full potential in God's grace.

St. John's Church, Essington, commits itself to ensuring the implementation of the Safeguarding Policy; government legislation and guidance and safe practice in the church.

St. John's Church, Essington, commits itself to respond without delay to any allegation or cause for concern that a child or vulnerable adult may have been harmed, whether in the church or in another context. It commits itself to challenge the abuse of power of anyone in a position of trust.

St. John's Church, Essington, actively promotes the inclusion, empowerment and well-being of children, young people and vulnerable adults through the services we provide.

St. John's Church, Essington commits itself to the provision of support, advice and training for lay and ordained people that will ensure people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children and adults who may be vulnerable.

St. John's Church, Essington, affirms and gives thanks for the work of those who are workers with children and vulnerable adults and acknowledges the shared responsibility of all of us for safeguarding vulnerable adults who are on our premises.

St. John's Policy is written in line with legislation and the Lichfield Diocese Safeguarding Policy (2017) Amended (2021)

The Lichfield Diocese operates a professional Diocese level Safeguarding advisory which operates from St. Mary's House in Lichfield. This is accessible and available to anyone managing, reporting or responsible for Safeguarding connected with Safeguarding activities in the Diocese.

Diocese of Lichfield Safeguarding Policy, and additional related policies, are all available in full on the Diocese website. (www.lichfield.anglican.org) **All PCC members should familiarise themselves with the full contents of this Policy** which includes detailed information on defining abuse and referral procedures.

Please refer to the Appendices for specific detail from the Diocese in relation to key aspects of Safeguarding

Appendix 1 - Diagram showing the Church of England Safeguarding Structure

Appendix 2 - Cathedral, **Parish Church** and Deanery **Safeguarding roles, responsibilities and duties.**

Appendix 3 -Disclosure and Barring

Purpose of the Policy

The purposes of this safeguarding policy are to ensure that the PCC and all those involved in the Church are kept informed of the remit of the policy itself and that people are clear about roles and responsibilities for children, young people and vulnerable adults in our care and using our premises. The PCC will work towards adopting the recommendations of the House of Bishops as published in the Policy for Safeguarding Children *Protecting all God's Children (2010)* and *Promoting a Safe Church (2017)*.

Policy into Good Practice

We believe good practice means that we are clear in our duty of care and have clear guidelines and lines of accountability.

PRINCIPLES of PRACTICE

1. All people are treated with respect and dignity; to work in a way that respects the rights of individuals to enjoy privacy, independence and choice.
2. The Church will exercise proper care to ensure that staff and volunteers are appropriately recruited according to Safer Recruitment Policy and they receive the appropriate training and support.
3. In worship, the liturgy should be inclusive and be planned to ensure that all things are appropriate to the situation.
4. The PCC will use the Disclosure and Barring Service for checking criminal records where appropriate. This will be done via online applications with the Diocese who will manage these applications. Every Deanery must sign up to this scheme and have nominated Deanery Verifiers. The DBS Administrator at St. Mary's House, Lichfield, will be informed of any blemished disclosures that incumbents need to be alerted to. Workers will only be appointed following DBS clearance. (See Appendix 3)
5. In terms of safeguarding, pastoral visitors will work to a clear set of guidelines via a Safeguarding Code of Practice which has been agreed by the PCC.
6. Only suitable and responsible people may be key holders and they will be subject to the safeguarding guidelines issued to all key holders.
7. Where ecumenical events happen on church premises, safeguarding is the responsibility of this PCC.
8. The Church Officers will work in co-operation with local agencies as required.
9. Confidentiality and information sharing related to the protection of children, young people and vulnerable adults are maintained through agreed protocols is ensured.
10. The response to any concerns will be proportionate and appropriate to the issue.

PROTOCOLS of PRACTICE

1. The church premises will be assessed for safety for children and vulnerable adults and the risk assessment report will be given annually to the PCC in written form. This will include fire safety procedures. Upon receipt of the report the PCC via the Fabric Committee will consider the extent to which the premises and equipment are suitable or should be made more suitable.
2. Those who act on behalf of the Church should not meet or work alone with a child or vulnerable adult where the activity cannot be seen unless this is necessary for pastoral reasons.
3. Leaders must be aged 18 or over if working with children and young people; under 18's may assist with leadership roles but must be supervised at all times.
4. Voluntary Workers in the Church will be required to complete a registration form and a Confidential Declaration Form for safeguarding purposes which will be updated every 3 years. They will need DBS clearance where it is possible that they could find themselves alone with children or young people or vulnerable adults.
5. The PCC is responsible for all Church related groups and requires a list of those groups, in writing, detailing the current leaders and their roles, when and where the group meets, its normal working pattern and the age range it covers.
6. Any group working with children and young people are required by the PCC to have agreed clear roles for leaders, agreed working practices and have structures to train and support their leaders.
7. Groups that hire the Church or WEB involving work with children or young people will have to satisfy the PCC that they have a Safeguarding Policy. Those that do not have their own policy will have the Church Safeguarding Policy presented for the group to adopt and implement. (The Letting officer should ask if a Safeguarding Policy is held at the time of booking)
8. The Church will have an internal policy, procedure and guidance on how managers, staff and volunteers will deal with allegations of abuse. In the first instance, any allegations should be referred to the Safeguarding Co-ordinator or the incumbent.

TRAINING

This policy recognises that the Christian faith embraces learning and teaching as well as honesty and transparency. Our desire to achieve this can be seen via our commitment to training.

Training in relation to Safeguarding has now been centralised across the Church of England (since 2017). As a result, the training that **must** be completed, the level of training that must be undertaken and who must undertake it, is now the same across all diocesan areas. Training is delivered according to Church of England national policy and guidance.

Core Training is broken down into 4 specific modules -

- Basic Safeguarding Awareness Training - accessible to all (available online) PCC to complete.
- Foundation Training - accessible to all (available online) required for persons who undertake regulated activities, in any capacity with children, young persons or vulnerable adults + PCC
- Leadership Training Required for Clergy/Safeguarding Co-ordinators/Church Wardens
- Senior Leadership Training = required for ordained ministry including PTO and licensed Readers. Delivered on a National basis.
- Additional Specific Training for S/G Co-ordinators & Clergy

Your safeguarding training is valid for **three** years

Diocese of Lichfield Core Safeguarding Modules.

	Basic Awareness	Foundation	Leadership	Clergy and Lay Ministers	Senior Staff	Refresher
Who?	Recommended for anyone who needs a basic level of awareness of safeguarding	Required for anyone who has safeguarding responsibilities or contact with children / adults at risk Basic must be completed prior to this training	Required for anyone who has safeguarding leadership responsibilities or contact with children/ adults at risk. Basic and Foundation must be completed prior to this training.	All those holding a license, commission, authorisation, permission to officiate from a Bishop. Lay or ordained.	Senior staff who have key roles in safeguarding policy, strategy and practice. Basic and Foundation must be completed prior to this training	Anyone who has completed Basic and Foundation after 3 years.
	Includes: PCC members, Anyone holding any role in the church.	Includes: Any volunteers in churches. PCC members	Includes: Safeguarding Coordinators, Church wardens Leaders of Youthwork, children's work, pastoral			
Details	This course is a prerequisite for attendance on any other Core training Module. It is available on line.					
How Often?	Once	Refreshed every 3 years by C5			Refreshed every 3 years	Refreshed every 3 years
Who Books		Individuals via Lichfield Diocesan website or by phoning St Mary's House, 01543 306030.			Diocese via the National Team	Individuals phone St Mary's House.

Specialist Modules - In addition to the core levels of training the National safeguarding team is releasing specialist levels of training ranging from S1 to S5. These will all be delivered on a face to face basis and facilitated in the North, South, East and West of the Diocese.

S1	S2	S3	S4	S5	S6	S7
Safer Recruitment	Pastoral relationship confidentiality and confession	Responding to Domestic abuse	Grooming Sexual abuse, responding to survivors	Assessing and managing risk	Spiritual abuse	Authorised listeners link persons

'Safeguarding Vulnerable Adults, Children and Young People is always the primary concern and responsibility of all those associated with church activity. As a consequence, Safeguarding is everyone's concern and no one person's.

As a result of the above, we commit to the principle of 'No More Secrets', and in so doing will be transparent in our responsibilities, interests, behaviours and concerns. We will be open to scrutiny without defence and admit mistakes openly. We will challenge each other in appropriate ways and work together to ensure we consider all issues from as wide a range of perspectives and views as possible. We will be forgiving but hold ourselves and others to account"

(Diocesan Website)

St. John's, Essington subscribes to the above principles. Promotion of safeguarding is recognised to include undertaking those tasks which enable all God's people to reach their full potential. The PCC will actively consider the extent to which it is succeeding in this area.

St. John's Church, Essington appoints [Sue Davenport](#) as Church Safeguarding Adults and Children Coordinator and supports him/her/them in his/her/their role which is to:

- i) support and advise the minister and other adults in fulfilling their roles
- ii) provide a point of reference to advise on safeguarding issues
- iii) promote safeguarding best practice within the church

This policy and its practices are to safeguard children, young people and vulnerable adults **and** those working with children, young people and those adults who may be vulnerable.

Dated

Signed **Incumbent (Chair of Parochial Church Council)**

Church Warden

Church Warden

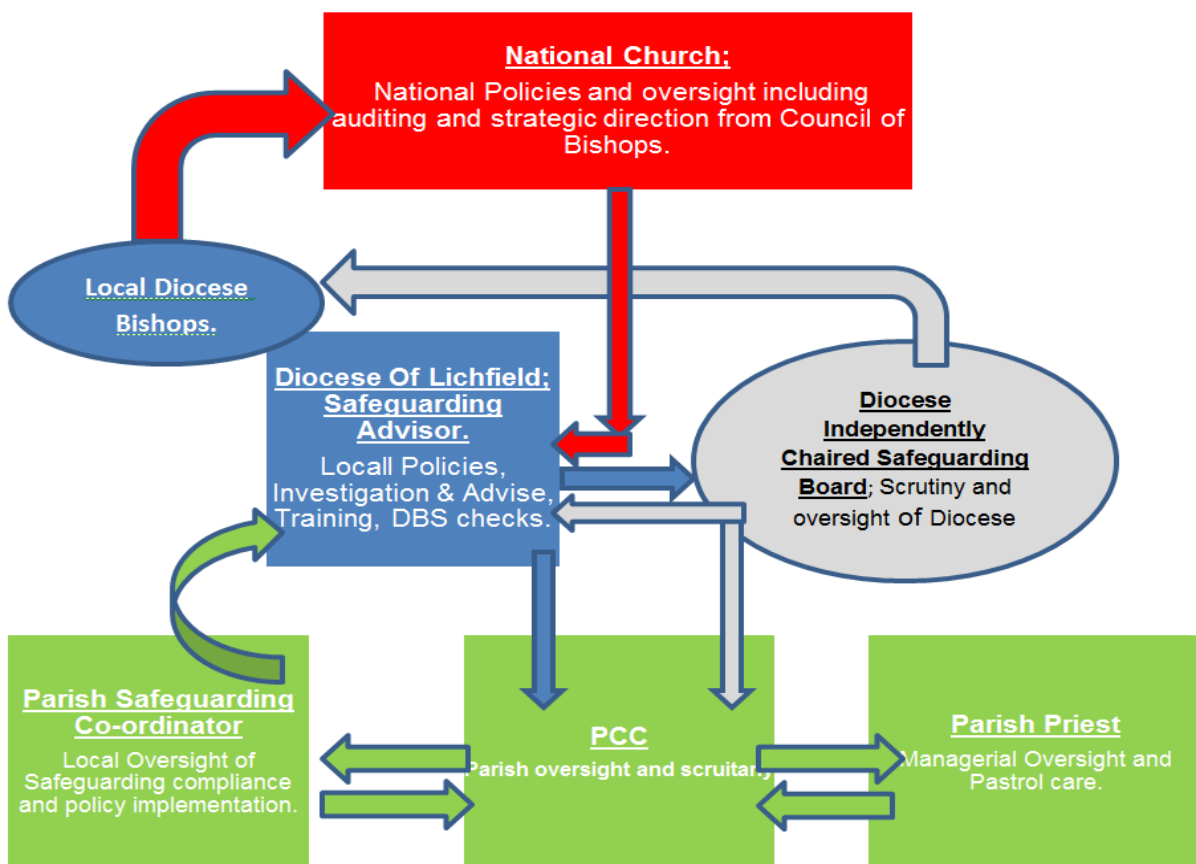
St. John's Policy and accompanying documents written by S. Davenport (Parish Safeguarding Officer) in line with the Diocese and National guidelines.

Review This policy will be reviewed annually by the Parochial Church Council. The date of the next review is June 2024.

Appendix 1

Church of England Safeguarding Structure and function/flow

Diagram showing the function of primary safeguarding stakeholders within the church at National, Diocese and Parish level



Appendix 2

Cathedral, Parish Church and Deanery Safeguarding roles, responsibilities and duties

The National and Diocese safeguarding Policies act as guides to Parishes, Churches and Deaneries. However the duty for planning on how to implement these is the responsibility of individual Parishes and Churches and their respective PCC, Priest (or team ministries), church leaders and Safeguarding co-ordinators. Policies provided by National Church and Diocese are to assist Parishes and individual churches to understand their obligations and hence assist them to develop and maintain a safe environment for children, young persons and vulnerable adults. In order to do this Churches and Parishes will undertake to develop strategies to accomplish the actions identified below (but not restricted to),

Recent changes; It is now the responsibility of the Priest and PCC to pay due attention to safeguarding Policy and procedure. Changes recently taking effect mean that failure to comply and show diligence may result in CDM processes.

- a) Safe recruitment – Parishes and churches will engage in, utilise and proactively ensure that those working with Children, young persons and vulnerable adults in churches and church related activities and environments are known and DBS checked regardless of being volunteers or employees.
- b) Deaneries will ensure that verifiers for ID are available to operate in validating identifications as part of the DBS checks.
- c) No person will work directly unsupervised with Children, young persons or vulnerable adults without a DBS check having been completed (and this returned without blemishes).
- d) Where a DBS check returns a blemish an individual must allow the Diocese Safeguarding Advisor sight of the certificate who will then assist in making a decision on, if named offence will exclude a person from working with Children, young persons or vulnerable adults. Until this decision is made the person must not work with children, young persons or vulnerable adults.
- e) Offences relating to abuse will result on an individual not being able to work with children, young persons or vulnerable adults and will trigger an automatic diocese level national risk assessment and a behavioural contract as per process 2 referral below (See section 12 of this policy)
- f) Churches, Parishes and Deaneries will ensure that proper supervisory arrangements and support are in place for all those leading and working with Children, Young persons and vulnerable adults.
- g) Appropriate leadership of activities involving Children, young persons and vulnerable adults will be developed and put in place. These will be monitored and approved by PCC.
- h) Such Leaders will ensure that appropriate risk assessments are undertaken for all groups and activities involving children young persons and vulnerable adults and that these consider safety from abuse, injury, allergies, health concerns, and other risks related to circumstance and environment - strategies should be formulated, known and understood in relation to actions required if risks materialise.
- i) Whistle blowing processes linking activities to church leadership from any level in a individual church or Parish should be in place. This should include a strategy for feeding concerns through to the diocese level.

- j) A duty of candour will exist within churches, parishes and deaneries to report and act on concerns in line with the 'concept of no secrets'. It is everyone's responsibility.
- k) Safeguarding will be a regular PCC agenda item discussed at all general meetings.
- l) Parishes, churches and Deaneries will contribute suggestions to improve safeguarding Policy, process and services at Diocese level by active engagement.
- m) All Churches/Parishes will have a Safeguarding Co-ordinator who will lead on above implementation/compliance with items of national and diocese level church policy. Plans of implementation will be made and maintained.
- n) Parishes churches and Deaneries will access training as relevant and required in line with national church policy. Safeguarding coordinators at church and Parish level will ensure and keep records of those having and requiring training.
- o) Parishes churches and Deaneries will ensure that support is available to church members identifying a safeguarding concern. This should include easy emergency access to a recording system that complies with section 11.4 of this (Diocese) Policy for all groups and activities and circumstances that involve or impact on children, young persons and vulnerable adults. We would suggest to this effect emergency packs that include information on process 1, 2 and 3 referrals as outlined in sections 11, 12 and 13 below and the useful numbers contained in Section 11.6 (with the addition of urgent numbers for church and Parish leadership), to be kept in all churches where they can be accessed generally and also held by all leaders of groups and activities as appropriate in in case of an urgent situation.
- p) Where engaging young persons, children or vulnerable adults via Social Media churches and Parishes will employ, develop and utilise the Diocese Social Media Policy (2017).
- q) Parishes will seek advice from Diocese Safeguarding Advisors if struggling with any aspect of policy implementation.

(Taken directly from Diocese of Lichfield Safeguarding Policy 2017)

Appendix 3

Disclosure and Barring

The Disclosure and Barring Service (DBS) is the government agency through which checks can be made to ensure the suitability of people to hold posts, particularly where they will have sole responsibility for children or vulnerable adults.

Lichfield Diocese DBS checks are completed using the online Disclosure Service. Every deanery is registered to be able to use this system and is assigned a verifier.

DBS CHECKS.....must be undertaken by

- ❖ Licensed Ministers, Readers, and those with Permission to Officiate
- ❖ All those who work in a Leadership or unsupervised role with children, young people and/or vulnerable adults.
- ❖ Those eligible for enhanced DBS checks are identified on the Diocese list showing Regulated Activity (list held and monitored by SD)
- ❖ All those on the PCC in a post of responsibility (i.e. they have a named position of responsibility that bestows upon them designated leadership, oversight and responsibility)
- ❖ From Jan 2022 all PCC Members
- ❖ Those in the last stage of an appointment process.
- ❖ those standing for Election or re-election as Church Warden

APPLYING FOR A DBS CHECK

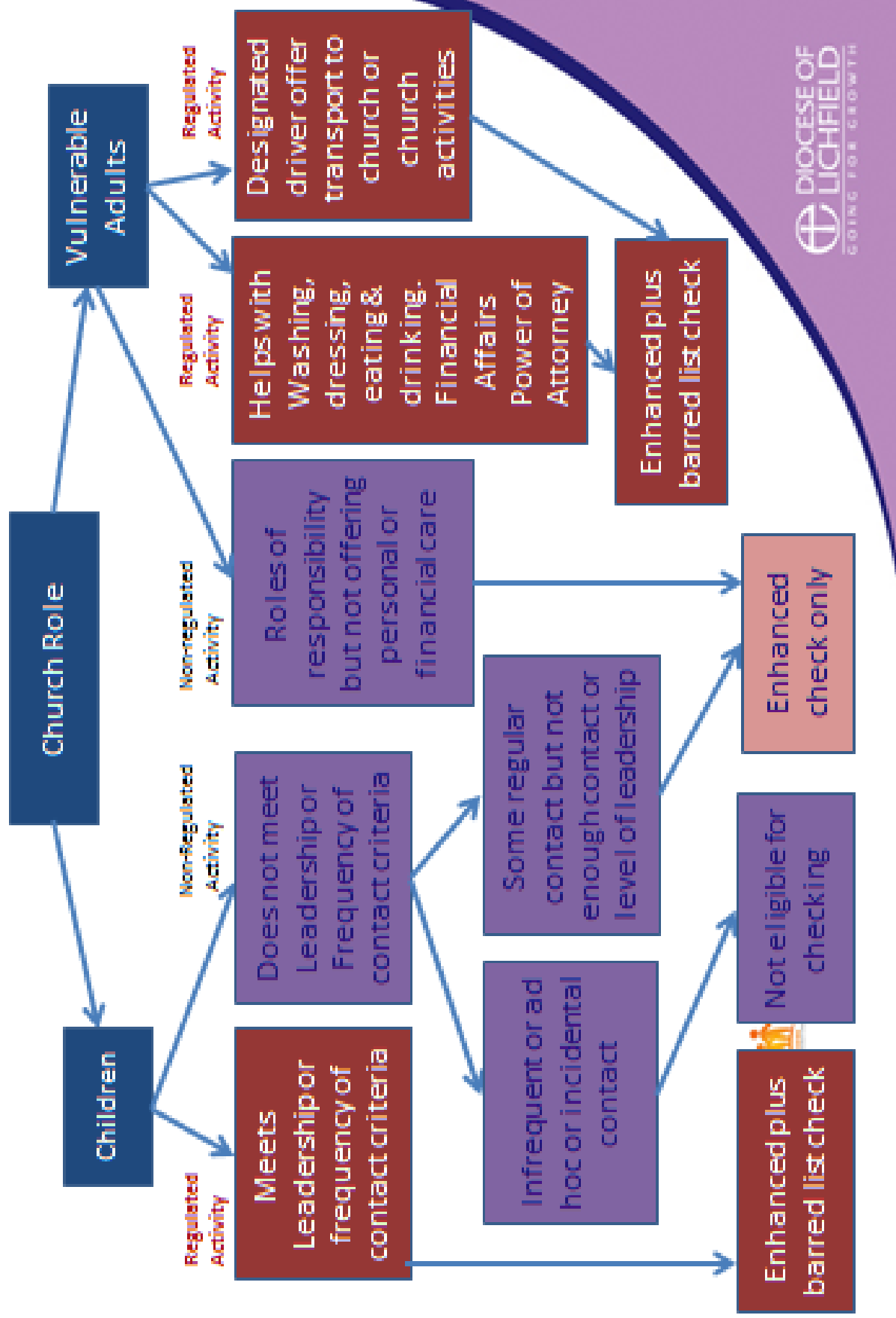
- ✓ The applicant must log onto the Online system (using the password supplied for their individual parish) link: <https://thirtyoneeight.org/dbs-service/apply-for-a-dbs-check>
- ✓ The applicant should click in the pink box where it says start application and then complete the online application.
- ✓ The applicant enters the organisation reference and the Password available from S. Davenport

- ✓ Once this has been completed and saved the Parish Safeguarding Coordinator or Incumbent will need to check evidence of identity from original documents and complete the Confirmation of Identification form.
- ✓ This form and copies of identification is sent to one of the Deanery Verifiers. The Deanery Verifier will then log onto the online system (using the password supplied for their individual deanery) and verify the evidence supplied and then send it electronically to thirtyoneight.org
- ✓ Thirtyoneight.org will then be responsible for checking and authorising the application and forwarding it to the Disclosure and Barring Service. Once processed a paper certificate will be issued by the Disclosure and Barring Service to the applicant and an electronic result will be sent to the Diocese.
- ✓ From the online system your Diocese will be able to view if an application is blemished or clear, although they will not be aware of the information contained on a Blemished Disclosure and will inform parishes and incumbents of these results.
- ✓ St. John's Safeguarding Co-Ordinator needs to see the returned certificate where Certificate Number and Date are recorded.
- ✓ The Diocese hold DBS disclosures to be valid for 3 years (not 5) for applications from Jan 2022.

S. Davenport

Safeguarding Co-ordinator

June 2023



ADDITIONAL POLICIES -

In addition to the Diocese Safeguarding Policy, which St. John's own policy adheres to, there are a number of additional policies which PCC members should make themselves familiar with. All policies can be found in full on the Lichfield Diocese Website. Of particular importance are the following -

- ✓ SOCIAL MEDIA & ONLINE ACTIVITY POLICY

- ✓ SAFER RECRUITMENT AND TRAINING POLICY

- ✓ CHURCHWARDENS SAFEGUARDING TRAINING GUIDANCE 2022

- ✓ THE DIOCESE OF LICHFIELD SAFEGUARDING LEARNING & DEVELOPMENT PLAN 2021-2024

There are many other Policy documents on the diocese website and practice guidance. Indeed, a lot of factual information eg. on types of abuse and how to spot it and what to do because of it. Please feel free to access any/all these additional documents.

Sue Davenport
June 2023