Statement of Safeguarding Principles

Safeguarding is at the heart of the Church's ministry and mission. Every person is created in the image of God and is of inherent worth and dignity. We are called to value, respect and protect all people, recognising that children, young people and adults have the right to worship, grow in faith and participate fully in the life of the Church in safety.

St John's Church, Essington is committed to creating and sustaining a safe, caring and welcoming church community in which everyone can flourish. We recognise that abuse, neglect and exploitation can occur in any setting and are committed to preventing harm, responding well to concerns, supporting victims and survivors, and managing risk appropriately.

We will fulfil our safeguarding responsibilities in accordance with the Church of England's statutory safeguarding requirements, including the National Safeguarding Standards and the approved Safeguarding Codes of Practice.

Principles underlying the Policy

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)

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 is a statutory responsibility under the Care Act 2014 and are legally binding in the same way as our responsibilities for child protection.

The Parish Church Council, clergy, churchwardens, Parish Safeguarding Officer, employees and volunteers will comply with the safeguarding requirements applicable to their role under the Church of England's approved Safeguarding Codes of Practice, recognising that safeguarding children, young people and adults is integral to the Church's ministry and mission.

ST. JOHN the EVANGELIST CHURCH, ESSINGTON

SAFEGUARDING CHILDREN & VULNERABLE ADULTS POLICY

This policy was agreed at a Parish Church Council Meeting held on 12th October 2026

The Church, along with the whole Christian community, believes every person is created in the image of God and is of inherent worth and dignity. We are called to value, respect and protect all people, recognising that children, young people and adults have the right to worship, grow in faith and participate fully in the life of the Church in safety.

St. John's Church, Essington is committed to the safeguarding and protection of all children, young people and adults who may be vulnerable 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 adults who may be vulnerable. It is intended to support the Church in being a safe, supportive and caring community for children, young people, adults who may be vulnerable, survivors of abuse, communities and all 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, listen to and work towards healing with victims and survivors of abuse, those who have harmed others where appropriate, affected communities, and those who care for and support 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 adults who may be vulnerable 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 adults who may be vulnerable and acknowledges the shared responsibility of all of us for safeguarding children and adults who may be vulnerable who are on our premises.

St John's Safeguarding Policy is written in accordance with current safeguarding legislation, the Church of England National Safeguarding Standards, the approved Church of England Safeguarding Codes of Practice, and the safeguarding policies and procedures of the Diocese of Lichfield where these are consistent with the national safeguarding framework.

The Diocese of Lichfield provides a professional safeguarding service to advise and support parishes, clergy, church officers and volunteers in fulfilling their safeguarding responsibilities. The Diocesan Safeguarding Team is available to receive safeguarding concerns, provide professional advice and assist parishes in implementing the Church of England's safeguarding requirements.

Current safeguarding policies, procedures, guidance and contact details are available on the Diocese of Lichfield website. PCC members, clergy, churchwardens and all those with safeguarding responsibilities should familiarise themselves with the Church of England's National Safeguarding Standards, the approved Safeguarding Codes of Practice and diocesan safeguarding procedures relevant to their role.

St John's Church, Essington commits itself to implementing this Safeguarding Policy, complying with the Church of England's approved Safeguarding Codes of Practice, promoting safe practice, and continually reviewing and improving its safeguarding arrangements.

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

Appendix 1: National Safeguarding Standards

Appendix 2: Diagram showing the Church of England Safeguarding Structure.

Appendix 3 – Parish Safeguarding Roles, Responsibilities and Duties.

Appendix 4 –Disclosure and Barring

Appendix 5 – Poster: "*What to do when safeguarding concerns arise*".

Purpose of the Policy

The purpose of this policy is to ensure that the PCC, clergy, churchwardens, the Parish Safeguarding Officer, employees and volunteers understand their safeguarding responsibilities and the arrangements in place to protect children, young people and adults who may be vulnerable within the life of St John's Church, Essington.

This policy has been developed in accordance with current safeguarding legislation, the Church of England National Safeguarding Standards, the approved Safeguarding Codes of Practice and the safeguarding policies and procedures of the Diocese of Lichfield. It supports the parish in fulfilling its safeguarding responsibilities and promoting a culture in which everyone can worship, participate and flourish safely.

Policy into Good Practice

We believe that good safeguarding practice is achieved through clear leadership, effective governance, appropriate safeguarding arrangements, well-defined responsibilities, and a culture of openness, accountability and continuous learning.

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 in accordance with the Church of England's Safer Recruitment and People Management guidance and receive safeguarding learning appropriate to their role.
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 4).
5. Pastoral visitors and all those undertaking pastoral ministry will work in accordance with the parish Safeguarding Code of Practice and any relevant Church of England safeguarding guidance.
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. Information will be shared lawfully, appropriately and proportionately where necessary to safeguard children, young people or adults, recognising that safeguarding concerns take precedence over the duty of confidentiality where a person is at risk of harm.

10. Safeguarding concerns will be recognised, responded to, recorded and referred promptly in accordance with the Church of England's Reporting Safeguarding Concerns Code of Practice and diocesan safeguarding procedures.

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. A minimum of two persons should be present when directly undertaking work with a child, young person or vulnerable adult.

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. All clergy, PCC members, employees and volunteers undertaking eligible roles will be recruited in accordance with the Church of England's Safer Recruitment and People Management guidance (https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-code-practice). Where appropriate, DBS checks, safeguarding learning and development, references and confidential self-declarations are to be completed.

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 maintain clear procedures for recognising, responding to, recording and referring safeguarding concerns and allegations in accordance with the Church of England's Reporting Safeguarding Concerns Code of Practice (https://www.churchofengland.org/safeguarding/safeguarding-e-manual/reporting-safeguarding-concerns-and-allegations)

and the Managing Safeguarding Concerns and Allegations Code of Practice (https://www.churchofengland.org/safeguarding/safeguarding-e-manual/managing-safeguarding-concerns-and-allegations).
Any safeguarding concern or allegation will be reported without delay to the Parish Safeguarding Officer, the Incumbent or the Diocesan Safeguarding Team, as appropriate. Where a child or adult is at immediate risk of harm, the police or emergency services will be contacted without delay.

Training

This policy recognises that the Christian faith embraces learning and development 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 the Church of England Learning and Development Framework and the Learning and Development Code of Practice, together with any requirements of the Diocese of Lichfield.

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 are compulsory.

Diocese of Lichfield Core Safeguarding Modules.

	Basic Awareness	**Foundation**	**Leadership**	**PTO[1]**	**PSO Induction**	**Safer recruitment[5]**	**Domestic Abuse**
Clergy (Non PTO)	X	X	X			R (Mandatory if involved in recruitment)	X
PTO (Clergy and Readers)	X	X		X			X
Local Lay Ministers (all holding a Bishop's Licence)	X	X	X				X
Parish Safeguarding Officers (PSO)	X	X	X		X	X	X
Church Wardens and PCC Members	X	X					R
Church Wardens (where there's a vacancy)	X	X	X			R (or Parish reps when it is not the church warden)	X
Other Leadership Positions (employed or voluntary)	X	X	X				R
All volunteers/employee working with children/youth and vulnerable adults	X	X					X
All other church officers	X						R

X = Mandatory

R = Recommended

Please note for full details and information about who should do which course please see the Diocese of Lichfield Safeguarding Training Strategy 2026/7.

The following modules are all available online through the National Safeguarding Team and can be accessed here: https://safeguardingtraining.cofeportal.org/

- Basic Awareness
- Foundation
- Raising Awareness of Domestic Abuse
- Safer Recruitment and People Management
- Modern Slavery and Human Trafficking

Other Safeguarding training courses are run by the diocese. Details of the courses and how places are allocated etc can be found on the Lichfield Diocesan Website.

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

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 is at the heart of discipleship, mission and governance. It is not a regulatory burden but an expression of our calling to protect the vulnerable, honour each person's dignity and create communities of trust.

As Seeking the Kingdom affirms, following Jesus means caring for and safeguarding the wellbeing of all people.

'Speak out on behalf of the voiceless, and for the rights of all who are vulnerable,'
Proverbs 31:8"

(Diocesan Website)

Safeguarding children, young people and adults who may be vulnerable is a shared responsibility and a fundamental part of St John's Church's ministry and mission. Everyone who worships, works or volunteers at St John's Church has a role to play in creating and maintaining a safe, welcoming and inclusive environment.

We at St John's Church are committed to fostering a culture of openness, honesty and accountability. We encourage concerns to be raised without fear, respond to them promptly and appropriately, learn from experience and continually improve our safeguarding practice. We will support one another, welcome appropriate challenge, and hold ourselves and each other accountable in fulfilling our safeguarding responsibilities.

St. John's Church, Essington appoints Sue Davenport and Vicki Jones as Church Safeguarding Adults and Children Coordinators and supports them in 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 adults who may be vulnerable 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 and V. Jones (Parish Safeguarding Officers) 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 August 2027.

Appendix 1

National Safeguarding Standards:

Our parish

THE FIVE STANDARDS

1 Culture, Leadership and Capacity

Church bodies have safe and healthy cultures, effective leadership, resourcing and scrutiny arrangements necessary to deliver high quality safeguarding practices and outcomes.

2 Prevention

Church bodies have in place a planned range of measures which together are effective in preventing abuse in their context.

3 Recognising, Assessing and Managing Risk

Risk assessments, safety plans and associated processes are of a high quality and result in positive outcomes. The assessment and management of risk is underpinned by effective partnership working.

4 Victims and Survivors

Victims and survivors experience the timeliness and quality of Church bodies' responses to disclosures, and their subsequent support, as positively meeting their needs, including their search for justice and helping their healing process.

5 Learning, Supervision and Support

All those engaged in safeguarding related activity in Church bodies receive the type and level of learning, professional development, support and supervision necessary to respond to safeguarding situations, victims and survivors, and respondents, effectively.

THE CHURCH OF ENGLAND

www.churchofengland.org/safeguarding

THE FIVE STANDARDS

1. Culture, Leadership and Capacity

- Fosters and promotes a safe and healthy culture.
- Engages with and promotes the welfare and voice of children, vulnerable adults, victims and survivors of abuse, as well as those who are the subject of concerns or allegations of abuse.

2. Prevention

- Follows 'Safer Recruitment and People Management' House of Bishops' Guidance.
- Discusses safeguarding understanding in individual reviews and/or supervision meetings.
- Uses a range of good materials and methods to promote safeguarding to all audiences (e.g., children and young people).
- Regularly discusses safeguarding at PCC, volunteer, congregational, and children and youth meetings and activities.
- Develops, adopts and shares good safeguarding practice.
- Considers the needs, experiences and voices of children, vulnerable adults, and survivors in prevention planning.
- Raises awareness of different kinds of abuse (e.g., domestic and spiritual abuse) and contemporary safeguarding issues (e.g. modern slavery, county lines).
- Manages risk for all church activities, identifying safeguarding risks to both those delivering and those receiving activities.
- Avoids lone working (appropriate precautions are taken to keep everyone safe when it is necessary and unavoidable).
- Understands appropriate boundaries (e.g., touch, in respect of passing the peace and hugs by the Welcome Team).
- Is aware of the safeguarding risks that are associated with the layout of the church building (e.g., access to toilets and potential blind spots).

3. Recognising, Assessing and Managing Risk

- Identifies, reports and responds to concerns that constitute a safeguarding matter, in accordance with House of Bishops' Guidance/Code and statutory guidelines.
- Records all concerns in a clear and concise manner.
- Stores and shares all personal information in ways which are compliant with data protection legislation and the GDPR.
- Shares safeguarding information through work-provided (non-personal) forms of communication.

4. Victims and Survivors

- Hears, respects, believes and genuinely cares for those who are reporting abuse.
- Responds to safeguarding disclosures in a victim-centred and trauma-informed way.
- Is aware of the routes to disclosure and the processes that follow and can communicate that to those who report abuse.
- Acts on safeguarding concerns appropriately, transparently and in a timely manner.
- Fulfils the support requirements set out in the 'Responding Well to Victims and Survivors of Abuse' House of Bishops' Guidance.
- Also supports victims and survivors of non-Church based abuse, abuse within churches other than the Church of England, and those with broader safeguarding issues (e.g., mental health, homelessness) in accessing relevant support services.
- Ensures that the Bible and Christian theology is used with victims and survivors sensitively and with their consent, to provide care and support.

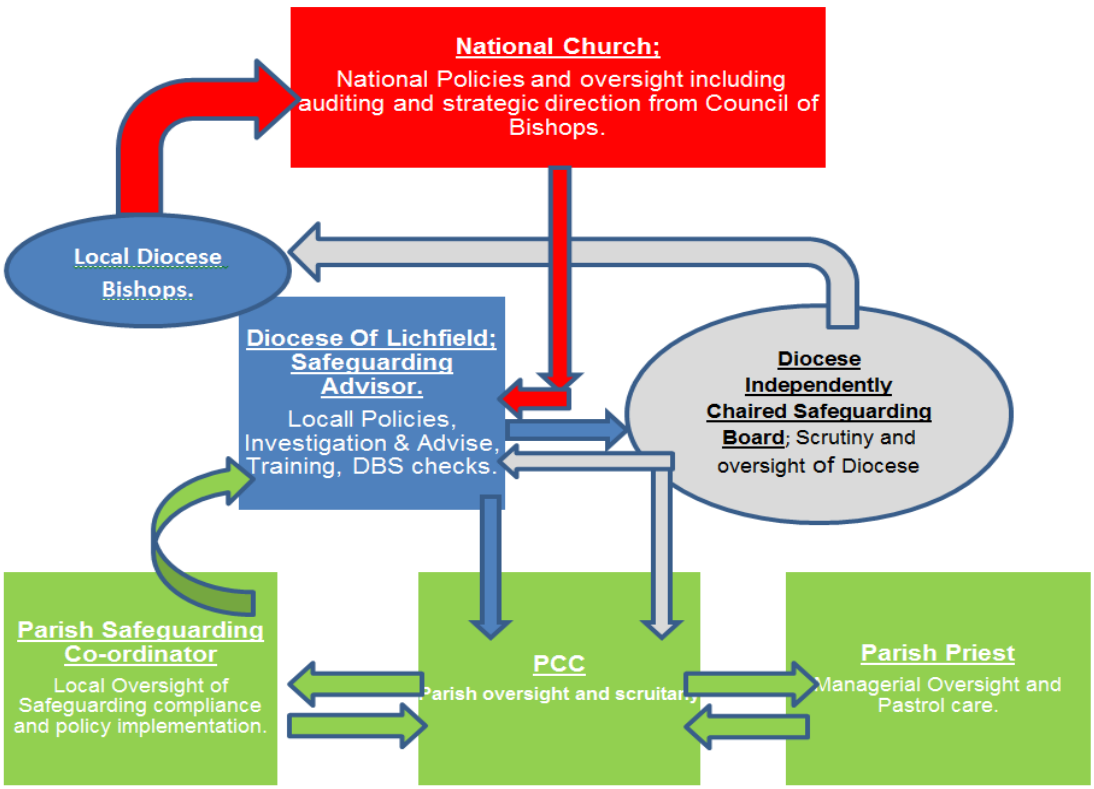
5. Learning, Supervision and Support

- Ensures church officers ensure are up to date with their safeguarding learning and development requirements.
- Supports Clergy and Parish Safeguarding Officers (PSOs) in their safeguarding roles.
- Ensures that new PSOs have attended induction programmes.

Appendix 2

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 3

Parish Safeguarding Roles, Responsibilities and Duties

This appendix summarises the key safeguarding responsibilities within St John's Church, Essington. It should be read alongside the Church of England National Safeguarding Policy, National Safeguarding Standards, approved Safeguarding Codes of Practice, and the safeguarding procedures of the Diocese of Lichfield.

The Parochial Church Council (PCC)

- Approve and review the safeguarding policy annually.
- Oversee safeguarding and promote a healthy safeguarding culture.
- Ensure safer recruitment and safeguarding learning requirements are met.
- Receive regular reports from the Parish Safeguarding Officer.
- Monitor quality assurance and continuous improvement.

The Incumbent

- Provide safeguarding leadership.
- Support the Parish Safeguarding Officer.
- Ensure concerns are responded to appropriately and reported when required.

Churchwardens

- Support implementation of safeguarding arrangements.
- Help maintain safe church premises.
- Support safeguarding governance, including during a vacancy.

Parish Safeguarding Officer

- Act as the principal safeguarding contact.
- Liaise with the Diocesan Safeguarding Team.
- Maintain safeguarding records and monitor learning and DBS compliance.
- Report regularly to the PCC.

Activity Leaders and Volunteers

- Follow parish safeguarding procedures.
- Complete required safeguarding learning.
- Undertake risk assessments where appropriate.
- Report concerns without delay.

Diocese of Lichfield

- Provides safeguarding advice, support, learning and quality assurance.

Reporting Concerns

- Recognise, Respond, Record and Refer concerns promptly.
- Contact emergency services immediately if someone is at immediate risk.

Quality Assurance

- The PCC will review safeguarding annually and monitor compliance with the National Safeguarding Standards.

Please note

- Records relating to Safeguarding issues within a Parish should be retained for 75 years (in order to cover the likely lifespan of a survivor of abuse).
- Parishes should have church insurance that covers them against claims made for damages by survivors of church-based abuse.

Appendix 4

Disclosure and Barring

In keeping with Diocese guidelines, St. John's will undertake Disclosure and Barring Service checks (DBS), on behalf of the diocese. We will check all persons with leadership roles either professional or voluntary, any PCC members, or anyone working with children or vulnerable adults for suitability of background - in order to identify any risks based on historic actions or behaviour. This will be done utilizing an electronic system and will be assisted by a staff member at diocese level specific to this task. Verifying documents and ensuring this is done will be the responsibility and accountability of a church or parish running activities with children, young people or vulnerable adults with assistance of local Deaneries. Deanery verifiers for checking of documents must be in place in all localities. FREQUENCY – DBS checks are now required every 3 years (not 5 yearly as previously required), following changes to safer recruitment policy by the National Church.

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 thirtyoneeight.org

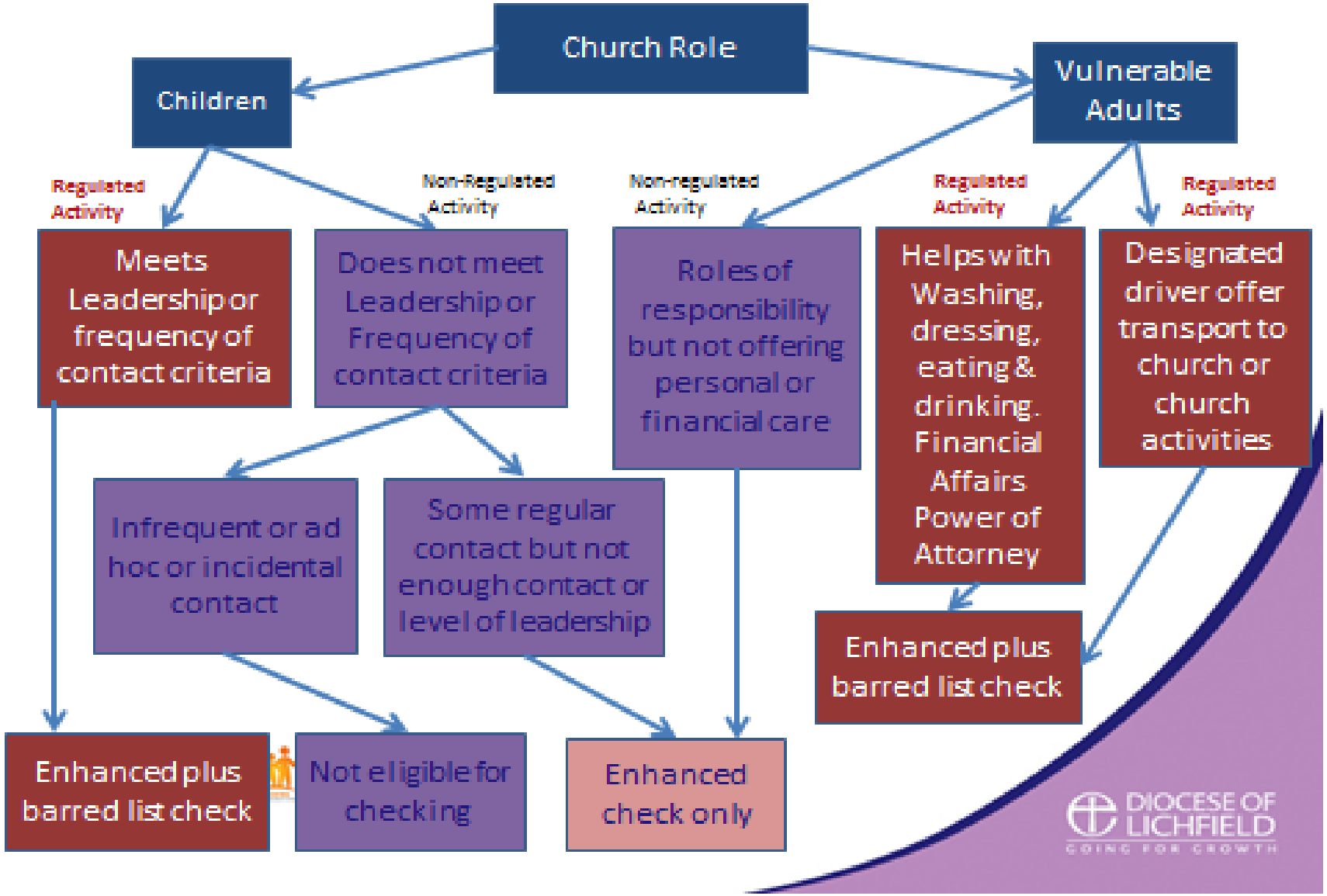
- ✓ Thirtyoneeight.org will then be responsible for checking and authorising the application and forwarding it to the Disclosure and Barring Service. Once processed a paper certificate will be issued by the Disclosure and Barring Service to the applicant and an electronic result will be sent to the Diocese.

- ✓ 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 August 2026


Church Role
Children
Vulnerable Adults
Regulated Activity
Non-Regulated Activity
Non-regulated Activity
Regulated Activity
Regulated Activity
Meets Leadership or frequency of contact criteria
Does not meet Leadership or Frequency of contact criteria
Roles of responsibility but not offering personal or financial care
Helps with Washing, dressing, eating & drinking. Financial Affairs Power of Attorney
Designated driver offer transport to church or church activities
Infrequent or ad hoc or incidental contact
Some regular contact but not enough contact or level of leadership
Enhanced plus barred list check
Enhanced plus barred list check
Not eligible for checking
Enhanced check only
DIOCESE OF LICHFIELD
GOING FOR GROWTH

Appendix 5

What To Do When Safeguarding Concerns Arise

THE CHURCH OF ENGLAND

Safeguarding concerns can arise in many different situations.
When they do, they must be Recognised, Responded to, Recorded and Referred.

SAFEGUARDING CONCERNS MAY ARISE THROUGH

- A disclosure from a child or adult
- Concerns raised by someone else
- Something you witness or observe
- Information shared during conversation
- Information that becomes known during recruitment or safeguarding checks

Always take concerns seriously. Even non-recent abuse must be reported to safeguarding professionals.



RECOGNISE

- Be alert to the signs or disclosures of abuse.

Not everyone will use safeguarding language when they share a concern. A disclosure may be indirect or tentative. If something does not feel right, take it seriously even if you are not certain of what you are hearing.



RESPOND

- Listen carefully, remain calm and allow the person to speak at their own pace. Do not investigate or ask leading questions.

Do not rush this conversation. Give the person time and space to share what they are ready to share. Let them know gently that as a Church Officer you have a safeguarding responsibility and that what they share may need to be passed on to keep people safe.



RECORD

- Make a written record of the concern as soon as possible, including what was said, who is involved and relevant details. Records must be signed, timed and dated.

Be open with the person about where their information will be recorded and who may see it. If you need to come back to them for further details, let them know. Clarity at this stage helps people feel respected and informed.



REFER

- Safeguarding concerns must be referred promptly to the Safeguarding Officer and relevant authorities. If there is immediate risk of harm, contact emergency services without delay

Where you can, let the person know who the concern is being referred to and why. If there is space, ask whether they have any preferences about next steps. Being heard at this stage matters. Your DSO is there to guide you through what happens next.

It's Not Just Policy, It's Personal
Building confidence in reporting safeguarding concerns
RECOGNISE – RESPOND – RECORD – REFER

Explore our resources

Parish Dashboard

The Parish Safeguarding Dashboard is a simple to use, online tool, accessed via computer or smart phone, that helps the PCC keep track of safeguarding in the church. It keeps us up-to-date with local and national changes in safeguarding requirements.

St. John's has, in line with Diocese recommendation, created their own Parish Dashboard. Sue Davenport has access to this. The Dashboard is in 3 Levels and a parish can access it on a progressive nature after each level has been completed. Sue Davenport has accessed Levels 1 and 2 and is working through the demands of the levels.

An Action plan can be created from the Dashboard which is a useful tool.

ST. JOHN'S, ESSINGTON POLICY ON RECRUITMENT OF EX-OFFENDERS

- See separate document – first approval August 2024

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 TRAINING STRATEGY 2026/27

There are many other Policy documents on the diocese website and practice guidance. Indeed, a lot of factual information e.g. 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 & Vicki Jones
August 2026