



St Philip's

St Philip & St James, Odd Down Safeguarding Policy

POLICY STATEMENT

St Philip's is committed to safeguarding. The PCC has adopted and endorses The Church of England's Safeguarding Policy Statement for Children, Young People and Adults – 'Promoting a Safer Church', a full copy of which can be found at Appendix 5 of this policy.

Safeguarding is about protecting and championing those who are vulnerable, whether they are children, young people or vulnerable adults, to allow them to live free from abuse, harm and neglect.

Safeguarding ensures an environment where every person has the ability and freedom to worship and grow in Christ safely. Abuse and maltreatment in any form is entirely against Scripture and the Church's teachings.

In respecting the dignity and value of every person we are committed to:

- Promoting a safe 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.

We will seek to fulfil these through:

- Creating a safe and caring place for all.
- Having a named Parish Safeguarding Officer (PSO) and designated Safeguarding Team to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruiting, training and supporting all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensuring that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.

- Displaying in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listening to and taking seriously all those who disclose abuse.
- Taking 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.
- Offering support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Caring for and monitoring 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.
- Ensuring that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Reviewing 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.

Safeguarding Team

Rather than a single Parish Safeguarding Officer, St Philip's has appointed a Safeguarding Team which draws on expertise in the congregation.

Membership as of March 2023:

- Paul Ferguson, vicar: Chair, training, dashboard, ChurchSuite, safeguarding email inbox and compliance.
- Laura Squire: Appointed Parish Safeguarding Officer, DBS Lead Recruiter, dashboard, ChurchSuite & safeguarding email inbox.
- Hannah Parrott: Consultant and DBS support.
- Jenny Barker: Consultant and DBS support.
- Clive Hall: Consultant.
- Louise Malkin: Consultant.

The Safeguarding Team meets twice each year to review safeguarding at St Philip's. Additionally, it meets on an adhoc basis in response to safeguarding disclosures.

The team can be contacted by email via safeguarding@stphilipstjames.org.

The team stays in regular contact via WhatsApp and follows a set protocol for communication and action in the event of disclosures. This protocol can be found at Appendix 3 of this policy - Safeguarding Disclosure Action Flowchart.

Parish Safeguarding Handbook

The Parish Handbook aims to further strengthen the Church's approach to safeguarding by bringing into one place the safeguarding responsibilities for parishes as outlined in the House of Bishops' Safeguarding Policies and Practice Guidance. It has been designed to support the day-to-day work of all parishes in relation to safeguarding and those that have a key role to play with children, young people and adults who may be vulnerable.

The Parish Safeguarding Handbook is available in the Church Office and copies can be supplied on request.

Training and Awareness

Safeguarding in the church community is everyone's responsibility and we would like for the whole congregation to have at least a basic level of understanding.

The Church of England have produced a helpful short online module: 'Basic Awareness' (formally known as 'C0'), which can be accessed at: <https://safeguardingtraining.cofeportal.org/>.

Those who specifically work with children and vulnerable adults receive further training.

On 21 May 2023, all Ministry Leads in the church received in-house safeguarding training. Ministry Leads are identified in the Pastoral Pyramid diagram at Appendix 4.

Key Information

Parish Safeguarding Team:

Revd Paul Ferguson
paul@stphilipstjames.org
07901 347099

Clive Hall
clivehall31@gmail.com
07834 915985

Jenny Barker
jrb@psmail.net
07720 710736

Hannah Parrot
hannahjudkins@btinternet.com
07939 541596

Louise Malkin
louise.malkin@gmail.com
07825 776972

Laura Squire
laura@stphilipstjames.org
07880991374

Email Team: safeguarding@stphilipstjames.org

Senior Leadership Team:

Revd Paul Ferguson (Vicar) paul@stphilipstjames.org
07901 347099

Revd Matthew Vaine (Curate) matt@stphilipstjames.org
07828 107933

Jules Ferguson jules@stphilipstjames.org
01225 835228

Additional members of Clergy Team

Revd Andy Stammers (Team Pastor) andy@stphilipstjames.org
07849 169142

Revd Johan Allen (Team Pastor) johan@stphilipstjames.org
07758 095091

Diocesan Safeguarding Adviser:

Ben Goodhind
01749 685135
ben.goodhind@bathwells.anglican.org

<https://www.bathandwells.org.uk/diocese/safeguarding/parish-safeguarding/>

Local Authority Social Care Services: 01225 396312

Police:

If there is immediate risk or danger, contact the Police on 999 and ask for immediate assistance.

Bath Police Station: 01275 818340

Police – Public Protection Unit Duty Desk: 01225 842786

- NSPCC: 0808 800 5000
- Stop It Now: 0808 1000 900
- Samaritans: 116 123
- National Domestic Violence Helpline: 0808 2000 247
- Action On Elder Abuse: 080 8808 8141
- Childline: 0800 1111
- NAPAC: 0808 801 0331
- Family Lives: 0808 800 2222

Adoption of policy

This Policy was signed on 7th June 2019 by the following:

- The Revd Margaret Joyce, Priest in Charge (at time of adopting policy)
- Barry Worth and Bill Gay, Churchwardens (on behalf of PCC)
- The Revd Paul Ferguson endorsed the Policy at his first PCC meeting following his licensing, on 23rd September 2019.

Policy updates:

Updated and adopted by the PCC on 30 January 2020

Updated and adopted by the PCC on 24 April 2023

Updated and adopted by the PCC on 19 February 2024

Updated and adopted by the PCC on 23 September 2024

Paul Ferguson (Vicar)

Laura Squire (PSO)

Clive Hall (Safeguarding Team)

Jenny Barker (Safeguarding Team)

Louise Malkin (Safeguarding Team)

Hannah Parrott (Safeguarding Team)

Jae Munro (Churchwarden)

Paul Schaerer (Churchwarden)

SAFEGUARDING POLICIES AND PROCEDURES FOR ALL THOSE INVOLVED IN THE MINISTRIES AT ST PHILIP & ST JAMES

(See Appendix 1 for definition of “Ministries”).

Following clear Safeguarding policies and procedures within our Ministries is very important.

Our Ministries bring us into direct and personal contact with those who may be vulnerable and, in consequence, places us in positions of trust. That then demands clear understanding of policies and procedures.

Open and committed following of those procedures will ensure confidence in those who experience our Ministries. It will also protect those who are involved in delivering our Ministries, as well as the integrity of the church’s commitment to Safeguarding.

The policies and procedures can be explained in two interconnected elements. First, by creating a safe environment; and secondly, by knowing how to respond when a Safeguarding concern is identified.

Creating a safe environment

- Respecting privacy but ensuring that Ministries are conducted in a safe and public environment
- Ensuring that this safe and public environment respects both the individuals’ privacy, but also their physical safety
- By ensuring that those offering prayer are aware of and abide by St Philip’s gender policy for prayer ministry
- By treating all with respect and dignity, keeping our own language, attitude and body language respectful and appropriate
- Being aware of, and responding with appropriate measures, when engaging with those who have specific additional needs
- Keeping physical contact specific and relevant
- Developing a culture where all feel comfortable to point out inappropriate attitudes and behaviour in one another

PROCEDURES

I. Knowing how to respond to a suspected Safeguarding concern

Those who engage with our Ministries expect and have a right to confidentiality. However, it is also possible that someone will present in such a way that will give you cause for concern that he/she is suffering or has suffered harm or abuse.

It is also possible that someone may give you cause for concern that they have caused or will cause harm or abuse to another.

II. Types of Abuse

The common types of abuse:

1. **Sexual abuse** – historic or current sexual abuse of a child or vulnerable adult. If an adult discloses historic abuse and does not wish to be identified, please do still report the disclosure to the Safeguarding Officer or a member of the clergy team.
2. **Neglect** – the most common form of childhood abuse and the most common reason why child protection action is taken.
3. **Emotional abuse** – domestic violence can be a form of emotional abuse when emotional control can be used to harm a person.
4. **Physical abuse** – including domestic violence where there are any children under 18 in the household.

See below for further information on the categories, signs and definitions of abuse.

III. What to do if we become aware of harm/abuse

*CULTURE – Note that effect Safeguarding is best carried out in a culture of informed and caring diligence with clear policies and procedures, **not paranoia**. If in doubt, always speak to a member of the Safeguarding team who will always take your concerns seriously.*

- If you think a child or adult may be at immediate risk of harm you must immediately contact a member of the Safeguarding team (vicar, associate vicar or Safeguarding Officer). This can be any form of abuse.
- Explain at the beginning of the conversation with the person that your primary concern is for the safety of children and vulnerable adults, which means that you may have to tell someone what they have said. In Safeguarding matters you cannot promise confidentiality.
- Listen effectively – two ears, one mouth, without interrupting.
- Be attentive and look at the person whilst he/she is speaking.

- Show acceptance of what the person says (however unlikely the story may sound) by reflecting back words or short phrases they have used.
- Try to remain calm, even if on the inside you are feeling something different.
- It is especially important to allow time and space for the person to talk. Remember that it can be very hard to tell someone about something so intensely personal.
- If the person decides not to tell you after all, accept their decision but let them know you are always ready to listen. But do tell the Safeguarding team.
- Talk to the Safeguarding team, ideally within an hour of the disclosure.
- **Do not try to investigate** – this is the job of the police, if necessary. Your duty is simply to report.
- Fill out a Diocesan Safeguarding “Cause for Concern” form with the help of the Safeguarding team member. This must be done as soon as possible. (See Appendix 2 for “Cause for Concern” Form Sample – these are available in the church office and in the Sanctuary next to the liturgy cards).
- Understand that the Safeguarding team member will make a decision as to what, if anything, needs to be done, in consultation with the vicar. The team may decide to refer the matter onto the statutory authorities, the Diocesan Safeguarding Officer or the police, as necessary. The team will also ensure that the person who has made this disclosure to you receives pastoral support.
- Keep the disclosure totally confidential. You must not talk about the matter to anyone, even close friends.
- Do get prayer for yourself from the clergy team and talk to the Safeguarding Team if you’ve been upset, disturbed, left with difficult feelings.
- Be encouraged that what you have been told may be the crucial missing piece in a jigsaw puzzle that the police and social services have been trying to piece together as they seek to protect children and vulnerable adults. This is why it is so important that disclosures and causes for concern are reported to the Safeguarding team, who have the experience to know when the matter needs to be referred further.

IV. Categories, signs and definitions of abuse

There are four categories of abuse described in “Working Together to Safeguard Children” (2013) from which the following definitions are taken.

PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in, a child.

PHYSICAL SIGNS	BEHAVIOURAL SIGNS
<p>Bruises, black eyes and broken bones are obvious signs of physical abuse, but they are not the only ones.</p> <p>Other signs include:</p> <ul style="list-style-type: none"> • injuries that the child cannot explain or explains unconvincingly • untreated or inadequately treated injuries • injuries to parts of the body where accidents are unlikely, such as thighs, back, abdomen • bruising which looks like hand or finger marks • cigarette burns, human bites, scalds and burns 	<p>Sometimes if a child is being physically abused he/she may show changes in behaviour, such as:</p> <ul style="list-style-type: none"> • becoming sad, withdrawn or depressed • having trouble sleeping • behaving aggressively or being disruptive • showing fear of certain adults • showing lack of confidence and low self-esteem • using drugs or alcohol

SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

PHYSICAL SIGNS	BEHAVIOURAL SIGNS
<ul style="list-style-type: none"> • pain, itching, bruising or bleeding in the genital or anal areas • genital discharge or urinary tract infections • stomach pains or discomfort walking or sitting • sexually transmitted infections 	<ul style="list-style-type: none"> • a marked change in the child's general behaviour. For example, he/she may become unusually quiet and withdrawn, or unusually aggressive. Or they may start suffering from what may seem to be physical ailments, but which can't be explained medically • a young person may refuse to attend school or start to have difficulty concentrating so that their schoolwork is affected • they may show unexpected fear or distrust of a particular adult or refuse to continue with their usual social activities • they may start using sexually explicit behaviour or language, particularly if the behaviour or language is not appropriate for their age • the child may describe receiving special attention from a particular adult, or refer to a new, "secret" friendship with an adult or young person

NEGLECT

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

PHYSICAL SIGNS	BEHAVIOURAL SIGNS
<ul style="list-style-type: none"> • abandonment • unattended medical needs • consistent lack of supervision • constant hunger, inappropriate dress, poor hygiene • lice, distended stomach, emaciated • inadequate nutrition 	<ul style="list-style-type: none"> • regularly displays fatigue or listlessness, falls asleep in sessions • steals food, begs from others • reports that there is no carer at home • frequently absent or late • self-destructive • extreme loneliness and need for affection • school dropout (adolescents)

EMOTIONAL ABUSE

Emotional abuse is the persistent emotional maltreatment of a child which causes severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ridiculing what they say or how they communicate.

Emotional abuse may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may also involve: seeing or hearing the ill-treatment of another, for example in domestic violence situations; serious bullying (including cyber-bullying); causing children frequently to feel frightened or in danger; exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child but it may occur as the sole or main form of abuse.

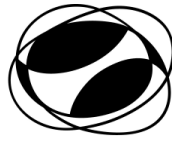
PHYSICAL SIGNS	BEHAVIOURAL SIGNS
<ul style="list-style-type: none"> • speech disorders • delayed physical development • substance abuse • ulcers, severe allergies 	<ul style="list-style-type: none"> • habit disorder (sucking, rocking, biting), antisocial, destructive • neurotic traits (sleep disorders, inhibition of play) • passive and aggressive behavioural extremes • delinquent behaviour (especially adolescents) • developmentally delayed

APPENDIX 1
St Philip & St James Ministries

[NOTE: this list will be revised from time to time to reflect the current ministries of St Philip & St James and will be reviewed by the vicar and Safeguarding Team each September]

- Children's Ministry Groups (Rising Gen.)
- Older Youth & Younger Youth (Years 10-13) & (Years 7-9)
- Students & Young Adults (18-30s)
- 'Cave' – fortnightly youth social (Years 7-13)
- Older Gen. Ministry (incl Friends & Connectus)
- Drama Group
- Worship Team (including Production Team)
- One2One (monthly Sunday lunch for isolated)
- Minibus Drivers
- Home Groups, including New Mum's group
- Winter Warm Space (Jan-Mar 2023/2024, MATT22 initiative)
- Prayer Ministry Team (Sunday Services)
- Ladies Days (annual on-site)
- MATT22
- Sunday Service

APPENDIX 2 - 'Cause for Concern' Form Sample



St Philips

Safeguarding Cause for Concern Form

Information recorded about concerns of abuse or maltreatment	
The person about whom the concern has been raised	Name Gender Age/DOB Ethnicity Address Contact details Communication and access needs Date
The abuse or neglect that may be taking place	Record factually and accurately what you have been told, using the language used by the person disclosing. <i>[Include, if possible: how it came to light; its impact on the person; the person's wishes in relation to the abuse/neglect; the setting/occasion(s) where/when it took place; the alleged perpetrator(s), name and date of birth (if known); any witness(es)]</i>
Action taken	What was done Who was contacted
	Date, Name and Signature

v.3 17/06/2021

APPENDIX 3

Safeguarding Disclosure Action Flowchart

This Flowchart articulates our Safeguarding Practices in the event of:

TIME: 0:00

- observing possible signs of abuse or potentially abusing behaviour
- receiving a safeguarding disclosure



TIME: +1hr

Report concern to Designated Safeguarding Lead

The Safeguarding Lead will ask you to complete a Cause for Concern Form – this should ideally be done within an hour.

Safeguarding Leads are:

- Clergy Team
- Safeguarding Team



TIME: +2hrs

Senior Leadership Team (SLT) informed

If report is made to a member of SLT, that member will contact remaining members of SLT. If report is made to a member of Safeguarding Team, that member will contact a member of SLT, who will then immediately contact the remaining members of SLT. This to be done within 1 hour.



TIME: +26hrs

SLT will discuss and respond within 24hrs

This meeting will convene within 24hrs of the above step.

Actions will include:

- Ensuring that Safeguarding Team is formally notified and, if deemed necessary, arranging an extraordinary Safeguarding Team meeting, to happen within 24 hrs
- Notifying Diocesan Safeguarding Team for advice



TIME: +50hrs

Safeguarding Team Meeting

During extraordinary Safeguarding Team Meeting, team will:

- Make necessary decisions and record those decisions and reasons for them in Disclosure File
- Consider Diocesan Safeguarding Team advice, if any
- Consider further actions to be taken, if any.
- Vicar will undertake any actions decided in accordance with this Flowchart and will keep Safeguarding Team and SLT informed. Such actions to be undertaken within 6 hours of Safeguarding Team Meeting.



TIME: +56hrs

Further action required?



YES



NO





- Vicar will:**
- Notify Diocesan Safeguarding Team of intended actions
 - Notify LADO
 - Update Disclosing Party that action is being taken (details of actions not to be disclosed)
 - If disclosure has been made by a victim, they will be contacted to update them of plan and offer pastoral support
 - If disclosure has been made about a potential abuser, they will NOT be contacted but victim will be contacted to update them of plan and offer pastoral support



- Vicar will:**
- Keep Safeguarding Team, SLT, Victim, diocesan Safeguarding Team and LADO updated throughout
 - Keep all decisions, developments and any further disclosures updated on Disclosure File

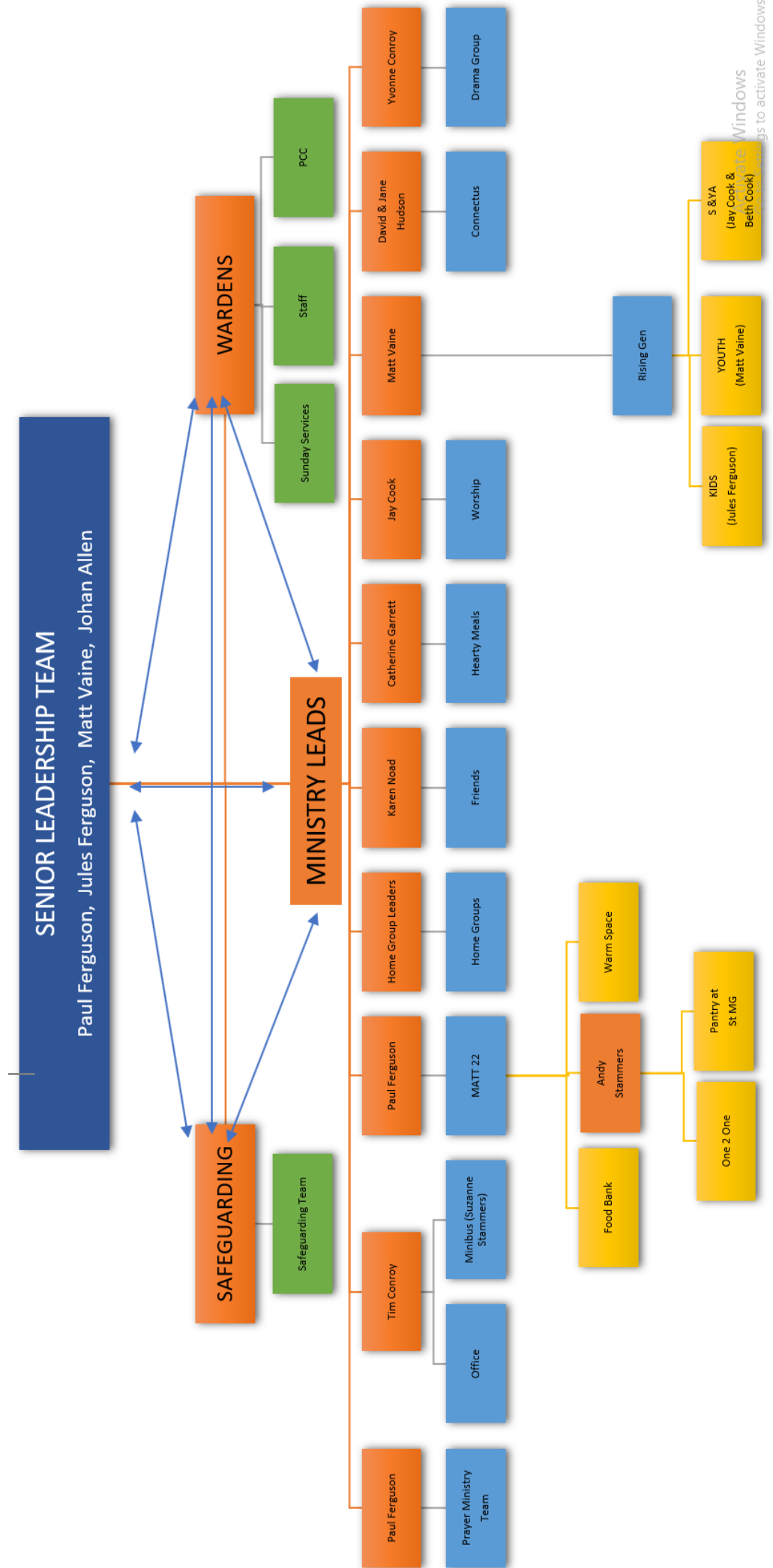


- Vicar will:**
- Notify Diocesan Safeguarding Team that no further action will be taken
 - Update Disclosing Party that no action is being taken at this time but that SLT and Safeguarding Team will continue to assess situation (details of actions not to be disclosed)
 - If disclosure has been made by victim, they will be contacted to update them that no action is being taken at this time but that SLT and Safeguarding Team will continue to assess situation. Pastoral support to be offered.
 - If disclosure has been made about a potential abuser, they will NOT be contacted.



- Vicar will:**
- Update Safeguarding Team and SLT if any further disclosures are made
 - Keep all decisions and developments updated on Disclosure File

APPENDIX 4 ST PHILIP'S PASTORAL PYRAMID 2024



APPENDIX 5

House of Bishops - 2017



Promoting a Safer Church

Safeguarding Policy Statement for Children, Young People and Adults

Scope

The care and protection of children, young people¹ and vulnerable adults² involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a safer church for all.

This document sets out the safeguarding children, young people and vulnerable adult's policy of the Church of England. It has been informed by the Joint Safeguarding Statement between the Church of England and the Methodist Church, with whom we work jointly on many aspects of safeguarding policy on a covenant basis.

The Church of England safeguarding policy statement is based on five foundations and **offers six overarching policy commitments:**

- 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.

This policy applies to all Church Bodies³ and Church Officers.⁴ Full understanding of, and adherence to, this policy should lead to a deepening in the understanding of, and respect for, the rights of children, young people and vulnerable adults as people of faith in the life of the Church.

¹ **Young people/person** - means any individual(s) aged 14 to 17 years old.

² **Vulnerable adult** - Section 6 Safeguarding and Clergy Discipline Measure 2016 defines a 'vulnerable adult' as "a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired".

The full text of the 2016 Measure is found at... <https://www.publications.parliament.uk/pa/jt201516/jtselect/jtecc/79.pdf>

³ **Church Bodies** - include PCCs, diocesan bodies, cathedrals, religious communities, theological training institutions and the National Church Institutions. This policy will apply to the whole of the provinces of Canterbury and York (including the Diocese in Europe subject to local variations/modifications). There is also an expectation that the policy will apply to the Channel Islands and Sodor and Man unless there is specific local legislation in a jurisdiction that would prevent adoption.

⁴ **Church Officer** - anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.

Under section 5 of the Safeguarding and Clergy Discipline Measure 2016, all authorised clergy, bishops, archdeacons, licensed readers and lay workers, churchwardens and PCCs must have 'due regard' to safeguarding guidance issued by the House of Bishops (this will include both policy and practice guidance).⁵ A duty to have 'due regard' to guidance means that the person under the duty is not free to disregard it but is required to follow it unless there are cogent reasons for not doing so. ('Cogent' for this purpose means clear, logical and convincing.) Failure by clergy to comply with the duty imposed by the 2016 Measure may result in disciplinary action.

This Policy Statement is supported by more detailed Practice Guidance and Reference documents which can be downloaded from: www.churchofengland.org/more/safeguarding

Building on this, Church bodies may provide additional local procedures and guidance in line with the House of Bishops policy and practice guidance.

⁵ The Safeguarding and Clergy Discipline Measure 2016 applies to the whole of the provinces of Canterbury and York (including the Diocese in Europe subject to local variations/modifications), with the exception of the Channel Islands and Sodor and Man. In order to extend the 2016 Measure to the Channel Islands or Sodor and Man legislation will need to be passed by relevant island jurisdictions in accordance with section 12 of that Measure.

Safeguarding Policy Statement of the Church of England

Introduction

The Church of England, its Archbishops, Bishops, clergy and leaders are committed to safeguarding as an integral part of the life and ministry of the Church.

Safeguarding means the action the Church takes to promote a safer culture. This means we will promote the welfare of children, young people and adults, work to prevent abuse from occurring, seek to protect those that are at risk of being abused and respond well to those that have been abused. We will take care to identify where a person may present a risk to others, and offer support to them whilst taking steps to mitigate such risks.

The Church of England affirms the 'Whole Church' approach to safeguarding. This approach encompasses a commitment to consistent policy and practice across all Church bodies, Church Officers and that everyone associated with the Church, who comes into contact with children, young people and adults, has a role to play.

The Church will take appropriate steps to maintain a safer environment for all and to practice fully and positively Christ's Ministry towards children, young people and adults; to respond sensitively and compassionately to their needs in order to help keep them safe from harm.

Foundations

In developing and implementing the Safeguarding Policy, the Church of England is guided by the following foundations.

1. Gospel

The Church is called to share the good news of God's salvation through Jesus Christ. The life of our communities and institutions is integral to how we address this task. The good news speaks of welcome for all, with a particular regard for those who are most vulnerable, into a community where the value and dignity of every human being is affirmed and those in positions of responsibility and authority are truly trustworthy. Being faithful to our call to share the gospel therefore compels us to take with the utmost seriousness the challenge of preventing abuse from happening and responding well where it has.

2. Human Rights and the Law

The Church recognises the personal dignity and rights of all children, young people and adults, as enshrined in the Human Rights Act 1998 and the 1989 United Nations Convention on the Rights of the Child.

Safeguarding work is undertaken within a legislative framework supported by government guidance which sets out a range of safeguarding duties, responsibilities and best practice.

3. Core Principles

The following core principles underpin the Church's approach to safeguarding practice:

- The welfare of the child, young person and vulnerable adult is paramount;⁶
- Integrity, respect and listening to all;
- Transparency and openness;
- Accountability;
- Collaboration with key statutory authorities and other partners;
- Use of professional safeguarding advice and support both inside and outside the Church;
- A commitment to the prevention of abuse;
- The active management of risk;
- Promoting a culture of informed vigilance;
- Regular evaluation to ensure best practice.

4. Good Safeguarding Practice

The following key features will help Church bodies promote and maintain a safer culture that protects and promote the welfare of children, young people and vulnerable adults.⁷ These features are:

- A leadership commitment, at all levels, to the importance of safeguarding and promoting the welfare of children, young people and vulnerable adults;
- A safeguarding policy available to Church Officers;
- A clear line of accountability within the Church for work on safeguarding;
- Clear reporting procedures to deal with safeguarding concerns and allegations;
- Clear roles for Church Officers;
- Practice and services informed by on-going learning, review and by the views of children, young people, families and vulnerable adults;
- Safer recruitment procedures in place;
- Clear arrangements for support and/or supervision;
- Safeguarding training for all Church Officers working with or in contact with children, young people and/or vulnerable adults;
- Effective working with statutory and voluntary sector partners;
- Publicly advertised arrangements for children, young people and vulnerable adults to be able to speak to an independent person, as required;
- Complaints and whistleblowing procedures that are well publicised;
- Effective information sharing;
- Good record keeping.

⁶ In the event of any perceived or potential conflict of interest the welfare of any children and young people involved will always take precedence over all adults

⁷ These are based on *Safe from Harm*, Home Office, 1993, and the statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004.

It is acknowledged that the level and depth of arrangements that meet these key features will be dependent on the size and resources available to an individual church body.

5. Learning from the past

In the July Synod 2013 Archbishop Justin Welby stated:

“The reality is that there will always be people who are dangerous and are part of the life of the Church. They may be members of the congregation; we hope and pray that they will not be in positions of responsibility, but the odds are from time to time people will somehow conceal sufficiently well. And many here have been deeply affected, as well as the survivors who have so rightly brought us to this place. Many other people here have been deeply affected and badly treated. So we face a continual challenge and reality. ...There has to be a complete change of culture and behaviour.

And in addition, there is a profound theological point. We are not doing all this, we are not seeking to say how devastatingly, appallingly, atrociously sorry we are for the great failures there have been, for our own sakes, for our own flourishing, for the protection of the Church. But we are doing it because we are called to live in the justice of God, and that we will each answer to Him for our failures in this area. And that accountability is one that we must take with the utmost seriousness.”

The Archbishops of Canterbury and York wrote in their joint forward to 'Safeguarding: Follow-up to the Chichester Commissaries' Reports', June 2013:

“We cannot overestimate the importance of responding appropriately today. Sadly for many this comes far too late. History cannot be rewritten, but those who still suffer now as a result of abuse in the past deserve this at least, that we hear their voices and take action to ensure that today’s safeguarding policies and systems are as robust as they can be. This work is an essential and prior Gospel imperative, for any attempts we make to grow the Church, to seek the common good, and to reimagine the Church’s ministry.”

The statutory reports and independent reviews into abuse that have involved the Church of England and other faith organisations highlight past errors and significant lessons to be learnt to improve safeguarding.

As a Church we continue to commit to a journey of truth, healing, learning and abuse prevention.

Policy Commitments

Based on the foundations outlined above the Church of England commits to the following:

1. Promoting a safer environment and culture

All Church Officers will respect all children, young people and vulnerable adults and promote their well-being.

The Church will strive to create and maintain environments that are safer for all, that promote well-being, that prevent abuse, and that create nurturing, caring conditions within the Church for children, young people and vulnerable adults. It will work to continue to strengthen and review these environments. This will be done by training, support, communication, learning, governance and quality assurance processes.

The Church will strive to support all Church Officers to adhere to safer working good practice and to challenge the abuse of power. It will ensure that processes are in place that listen to and advocate on behalf of children, young people and vulnerable adults within the knowledge that they will be cared for.

2. Safely recruiting and supporting all those with any responsibility related to children and vulnerable adults within the Church

The Church will select and vet all those with any responsibility related to children, young people and vulnerable adults within the Church, in accordance with the House of Bishops safeguarding policy and practice guidance.

It will train and equip Church Officers to have the confidence and skills they need to care and support children, young people and vulnerable adults and to recognise and respond to abuse. This will be done by supporting the roll-out of consistent and accessible safeguarding training in accordance with House of Bishops safeguarding policy and practice guidance, which can be found at www.churchofengland.org/more/safeguarding

3. Responding promptly to every safeguarding concern or allegation

Anyone who brings any safeguarding suspicion, concern, knowledge or allegation of current or non-current abuse to the notice of the Church will be responded to respectfully and in a timely manner, in line with statutory child and adult safeguarding procedures and the House of Bishops safeguarding policy and practice guidance.

All safeguarding work will be recorded in line with the House of Bishops safeguarding practice guidance.

All suspicions, concerns, knowledge or allegations, that reach the threshold for reporting to the statutory authorities, will be reported via the diocesan safeguarding adviser or designated safeguarding adviser/officer in another church body to the appropriate statutory authorities. This will be done irrespective of the status of the person.

All Church Officers will cooperate with the statutory authorities in all cases.

In responding to concerns or allegations of abuse relating to Church Officers, the Church will act in accordance with the requirements of criminal, civil and ecclesiastical law, and so will respect the rights and uphold the safeguards afforded in these, both to the victim/survivor and the subject of concerns or allegations.

4. Caring pastorally for victims/survivors of abuse and other affected persons

The Church will endeavour to offer care and support to all those that have been abused, regardless of the type of abuse, when or where it occurred.

The Church is committed to continuing to learn how to respond in a supportive and healing way to the needs of those who have suffered abuse.

Those who have suffered abuse within the Church will receive a compassionate response, be listened to and be taken seriously. The Church will respond to any disclosure of abuse in accordance with House of Bishops policy and practice guidance. This will be done in collaboration with the relevant statutory agencies in accordance with criminal, civil and ecclesiastical law. They will be offered appropriate pastoral care, counselling and support - according to the agreed need.

An appropriate pastoral response to the family, parish, congregation or order will be considered, with due regard to the right of privacy of those directly involved, and to the administration of justice.

5. Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons

The Church in exercising its responsibilities to suspicions, concerns, knowledge or allegations of abuse will endeavour to respect the rights under criminal, civil and ecclesiastical law of an accused Church Officer including the clergy. A legal presumption of innocence will be maintained during the statutory and Church inquiry processes. As the process progresses additional assessment, therapy and support services may be offered.

The Church will take responsibility for ensuring that steps are taken to protect others when any Church Officer is considered a risk to children, young people and vulnerable adults. This will be done by working to mitigate any identified risks according to a safeguarding agreement.

Church Officers who are the subject of concerns or allegations of abuse belong to families, congregations and church communities. The Church will be mindful of the need to provide support to members of families, parishes and congregations affected by the Church Officers in such situations.

6. Responding to those that may pose a present risk to others

The Church, based on the message of the gospel, opens its doors to all. It will therefore endeavour to offer pastoral care and support to any member of the church community who may present a known risk.

The Church will ensure that any risk has been assessed and is being managed in a safeguarding agreement in accordance with House of Bishops policy and practice guidance. This will be done in collaboration with the relevant statutory agencies in accordance with criminal, civil and ecclesiastical law.

Putting the policy into action

All parts of the Church of England must adopt or take account of this Policy Statement within their own safeguarding policy. The Policy Statement must actively underpin all safeguarding work within the Church and the drive to improve safeguarding practice.

All Church bodies should ensure that:

- All Church Officers have access to this Policy Statement;⁸
- The Policy Statement is promoted and publicised;
- The Church's safeguarding message is communicated as reflected in the policy;
- They have a "Promoting a Safer Church" action plan in place that sets out, in line with national and local priorities, how the policy is being put into action and is reviewed regularly.

Latest versions of the Church of England's Safeguarding documents can be found here:

www.churchofengland.org/more/safeguarding

If you are concerned that someone you know is at risk of, or is being abused,
or presents a risk to others...

Please seek advice from the Safeguarding Adviser or, if necessary,
report the matter to the Local Authority Social Care Services
or the Police without delay.

⁸ This may be access to a Parish or Diocesan website and/or a hard copy A4 Policy statement.

A shortened 'at a glance' version of this Policy Statement will be prepared for Parish, Dioceses, Cathedrals and other church bodies and be available as a poster which can be downloaded from the Church of England website or ordered in hard copy from Church House Publishing.

APPENDIX 6

POLICY ON THE RECRUITMENT OF EX-OFFENDERS

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), St Philip & St James' Church complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

1. St Philip & St James' Church undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
2. St Philip & St James' Church can only ask an individual to provide details of convictions and cautions that St Philip & St James' Church 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).
3. St Philip & St James' Church can only ask an individual about convictions and cautions that are not protected
4. St Philip & St James' Church 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.
5. St Philip & St James' Church 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.

6. St Philip & St James' Church 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.

7. St Philip & St James' Church select all candidates for interview based on their skills, qualifications and experience.

8. 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.

9. St Philip & St James' Church ensures that all those in St Philip & St James' Church who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

10. St Philip & St James' Church 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.

11. At interview, or in a separate discussion, St Philip & St James' Church 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.

12. St Philip & St James' Church 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.

13. St Philip & St James' Church undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.