



A Safe Church

**Policies, Procedures and Guidelines
for Safeguarding Children, Young
People and Adults**

***A manual for parishes in
the Diocese of Southwark***

*First edition published November 2008
Revised June 2010
Revised December 2018 and November 2019
ISBN 0-904129-27-6*

Commendation by the Right Reverend Christopher Chessun



The Diocese of Southwark is committed to the safeguarding of children, young people and adults and for many years this commitment has been at the heart of our work across the parishes. As a result we have developed policies, procedures and training at all levels of the Diocese and I commend them to you. The following pages are the latest version of our safeguarding manual *A Safe Church* and they should be widely available to those in your churches.

A Safe Church has been updated during 2018 and 2019 in line with current safeguarding guidance and policies adopted by the House of Bishops. All authorised clergy, licensed and commissioned lay ministers, lay workers and volunteers, churchwardens and PCC members must have due regard to guidance issued by the House of Bishops on matters relating to safeguarding of children and vulnerable adults.

It is my prayer that the policies and practice followed here in the Diocese of Southwark will help to contribute to making the Church a safe and welcoming place for all.

Christopher Southwark

“The Church of England 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.”

**— from *Promoting a Safer Church*,
the Church of England’s Safeguarding Policy Statement**

Acknowledgements

Material for this manual has been obtained from a variety of sources, including the Archbishops' Council, other Dioceses within the Church of England and other relevant bodies.

The original content of this manual drew on the experience of a number of individuals from within the Diocese of Southwark involved in the safeguarding of children, young people and adults. The layout is by the Diocesan Press and Communications Team.

A Safe Church was first published in 2008. The contents of the manual were reviewed, after consultation, by the Safeguarding Reference Group in 2010 and agreed by Bishops' Council.

Significant amendments have been made in 2018 and 2019 in line with a number of new and revised policies from the National Safeguarding Team and to reflect changes in wider safeguarding procedure and legislation.

Kate Singleton
Diocesan Safeguarding Adviser
and Safeguarding Adviser for Southwark Cathedral
Winter 2019

How to use this manual: a quick guide

These policies, procedures and guidelines are designed to enable all activities and environments to be kept as safe as possible for children and adults who may be vulnerable, while at the same time maintaining realistic common sense.

They also provide very clear guidelines for what to do when something goes wrong, or if there are concerns.

Where possible, there is a single policy or procedure to apply to children, young people and adults who may be vulnerable. This is to make the system easier to use, but it is important to remember that these groups are different, and people need to be treated according to their individual needs.

While all those involved with working with children and adults who may be vulnerable are encouraged to read and familiarise themselves with the whole manual, it is designed to be used as a tool as and when necessary. Some sections will be of more relevance to some people than to others.

Some of the 2018 and 2019 revised content of this manual has been taken from the Church of England safeguarding website: www.churchofengland.org/more/safeguarding. Where there has been a straight lift of a policy from this website, this has been acknowledged.

If you are concerned that a child or adult who may be vulnerable has been harmed or is at risk of harm, contact the Diocesan Safeguarding Adviser on 020 7939 9423 (office hours) or 07982 279713 (out of hours), and go straight to Section 6 of this manual.

IF YOU HAVE IMMEDIATE CONCERNS ABOUT THE SAFETY OF A CHILD OR ADULT, PLEASE CONTACT THE POLICE ON 999 AND YOUR LOCAL AUTHORITY CHILDREN OR ADULT SERVICES DEPARTMENT.

Contact details

The work of the Diocesan Safeguarding Team includes:

- responding to and supporting parishes where there are concerns about situations regarding children or adults who may be vulnerable, or when allegations of abuse have been made
- taking a lead role when allegations are made or safeguarding concerns expressed about church officers
- advising parishes on safeguarding policy and practice.

For a fuller description of the Diocesan Safeguarding Adviser's role, see [A Safe Church, Section 3, Responsibilities within the Diocese](#).

The Diocesan Safeguarding Team



Kate Singleton

Diocesan Safeguarding Adviser and Safeguarding Adviser for Southwark Cathedral

kate.singleton@southwark.anglican.org

020 7939 9423; 07982 279713 (out of hours)



Marie Daly

Assistant Diocesan Safeguarding Adviser

marie.daly@southwark.anglican.org

020 7939 9441



Louise Vernon

Assistant Diocesan Safeguarding Adviser

louise.vernon@southwark.anglican.org

020 7939 9462



Uzma Osinibi

Safeguarding Administrator (including DBS queries)

uzma.osinibi@southwark.anglican.org

020 7939 9476



Carol Rimmer

Safeguarding Training Administrator

carol.rimmer@southwark.anglican.org

020 7939 9478

Contents

Section 1: Introduction

Theology: why does safeguarding matter in a Christian community?	1-1
Purpose: why these policies, procedures and guidelines?	1-1
Vulnerability: who is included?	1-1
Who are the policies, procedures and guidelines for?	1-2
How should parishes and worshipping communities apply them?	1-2
Safeguarding and Clergy Discipline Measure 2016 – Due Regard	1-3
Some definitions: what do the terms mean?	1-4

Section 2: Diocese of Southwark policies

Safeguarding policy statement of the Church of England	2-1
The Diocese of Southwark safeguarding policy	2-2
Church of England policy on domestic abuse	2-3
The Diocese of Southwark domestic abuse policy	2-4

Section 3: Responsibilities

Responsibilities within the Diocese:

The role of the Diocesan Bishop	3-1
The role of the Diocesan Synod	3-3
The role of the Diocesan Safeguarding Adviser	3-3
The Diocesan Safeguarding Advisory Panel	3-4
The Archdeacons	3-5

Responsibilities within the parish church:

The Parochial Church Council (PCC) and the Incumbent	3-7
The Churchwarden	3-10
The Parish Safeguarding Officer	3-10
The Parish DBS Administrator	3-11

Responsibilities within the Cathedral:

The Dean	3-12
The Chapter	3-12
Church of England schools	3-14

Section 4: Keeping safe

Health and safety	4-1
Identifying and assessing risk	4-3
Safer working practice	4-5
The Code of Safer Working Practice	4-6
Activities with children and young people	4-8
Activities with adults who may be vulnerable	4-12
Physical contact	4-15
First Aid and administration of medication	4-17
Holidays and residential trips	4-18

Childcare provision on your premises: Ofsted registration	4-22
Transport – minibuses, coaches and cars	4-23
Safeguarding arrangements for bell-ringing	4-26
Safe communication online and through social media with children and young people and adults who may be vulnerable	4-28
Taking and publishing photographs and videos, including on websites	4-36
Drugs and alcohol use and children and young people	4-38
Acceptable behaviour by children and adults who may be vulnerable	4-41
Record-keeping, data protection and information sharing	4-45
Insurance	4-51
Hirers of church buildings	4-53
Section 5: Selecting, recruiting and supporting staff	
Selection of ordinands, clergy and licensed and commissioned lay ministers	5-1
Recruitment to Diocesan and parish paid and voluntary posts	5-2
Retention of recruitment records	5-6
Flow chart: the DBS disclosure process	5-12
Support, supervision and training	5-13
Annex 1: What activities make a person eligible for an enhanced criminal record check?	5-15
Annex 2: Church of England roles where the activity is seen to be eligible for a criminal record check	5-18
Section 6: Allegations and concerns	
Complaints and grievances: non-safeguarding	6-1
Whistle-blowing	6-3
Complaints and criticisms regarding safeguarding policy and/or the practice of the Diocesan Safeguarding Team	6-5
Receiving and responding to disclosures or observations of abuse or inappropriate behaviour and other safeguarding concerns	6-6
Reporting a safeguarding concern or allegation about a child or young person	6-9
Reporting a safeguarding concern or allegation about an adult	6-13
Non-recent abuse	6-16
Safeguarding and the Seal of the Confessional	6-17
Summary: responding to all disclosures or observations of abuse or mistreatment	6-20
Allegations against clergy and church officers	6-21
Flow chart: When an allegation is made	6-28
Flow chart: During the investigation	6-29
Caring pastorally for victims/survivors of abuse and affected others	6-30
Caring pastorally for church officers who are the subject of concerns or allegations of abuse (the Respondent) and affected others	6-31
Press enquiries	6-32
Domestic abuse	6-33
The Church’s response to domestic abuse	6-36
Flow chart: responding to an allegation of domestic abuse	6-39

Section 7: General standards of practice in pastoral care	
General standards of practice in pastoral care	7-1
Care of survivors of abuse and their families	7-3
Care of perpetrators of abuse and their families	7-6
Section 8: Supervision of offenders and those who pose risk	
Risk assessments	8-1
Management and agreements	8-3
Section 9: Information	
Children with special and additional needs	9-1
National Safeguarding Team definitions of different forms of abuse	9-2
Signs of abuse in children	9-3
Signs of abuse in adults	9-11
Additional vulnerabilities	9-19
Additional specialist guidance	9-21
Other resources	9-25
Diocesan contacts	9-26
Organisations	9-27
Section 10: Forms and templates	
Appendix 1: Sample parish safeguarding policy	10-1
Appendix 2: Sample parish domestic abuse policy	10-2
Appendix 3: Sample outline for a Parish Safeguarding Officer role	10-3
Appendix 4: Sample form to register a change in Parish Safeguarding Officer	10-4
Appendix 5: Sample risk assessment form	10-5
Appendix 6: Sample registration and consent form for children	10-7
Appendix 7: Sample registration and consent form for adults who may be vulnerable	10-9
Appendix 8: Sample form for volunteer drivers	10-11
Appendix 9: Sample passenger consent form	10-13
Appendix 10: Sample photo consent form for children	10-15
Appendix 11: Sample photo consent form for adults who may be vulnerable	10-17
Appendix 12a: Sample safeguarding provision form to attach to any hire of church premises agreement	10-19
Appendix 12b: Sample safeguarding provision form to attach to any agreement on hiring out church premises to Anonymous Groups such as Alcoholics Anonymous	10-21
Appendix 12c: Sample safeguarding provision form to attach to any agreement on hiring out church premises to Winter Night Shelter umbrella bodies	10-23
Appendix 13: Safer recruitment practice guidance for parishes	10-25
Appendix 14: Sample job role outline for a worker or volunteer with children and/or adults who may be vulnerable	10-27
Appendix 15: Sample application form for a paid or volunteer post	10-29
Appendix 16: Sample interview/discussion form for a paid or volunteer post	10-31
Appendix 17: Sample reference form for a paid or volunteer post	10-33
Appendix 18: Sample appointment letter to a volunteer post	10-35

Appendix 19: National Safeguarding Team’s Code of Safer Working Practice	10-37
Appendix 20: Sample confidential declaration form	10-39
Appendix 21: Sample complaints procedure	10-47
Appendix 22: Sample grievance procedure	10-49
Appendix 23: Sample disciplinary procedure	10-51
Appendix 24: Sample form for recording a safeguarding incident/concern	10-55
Index	Index-I