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.

—

“*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

Vacant

Diocesan Safeguarding Adviser and Safeguarding Adviser for Southwark Cathedral

Until the role is filled, please contact the Assistant Diocesan Safeguarding Advisers (listed below).

If you are concerned that a child or adult has been harmed or may be at risk of harm, you can also ring the out-of-hours mobile on 07982 279713.

Marie Daly
Assistant Diocesan Safeguarding Adviser
marie.daly@southwark.anglican.org
020 7939 9441; 07946 255295

Louise Vernon
Assistant Diocesan Safeguarding Adviser
louise.vernon@southwark.anglican.org
020 7939 9462; 07946 255622

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
Transport — minibuses, coaches and cars
Safeguarding arrangements for bell-ringing
Safe communication online and through social media with children and young people and adults who may be vulnerable
Taking and publishing photographs and videos, including on websites
Drugs and alcohol use and children and young people
Acceptable behaviour by children and adults who may be vulnerable
Record-keeping, data protection and information sharing
Insurance
Hirers of church buildings

Section 5: Selecting, recruiting and supporting staff
Selection of ordinands, clergy and licensed and commissioned lay ministers
Recruitment to Diocesan and parish paid and voluntary posts
Retention of recruitment records
Flow chart: the DBS disclosure process
Support, supervision and training
Annex 1: What activities make a person eligible for an enhanced criminal record check?
Annex 2: Church of England roles where the activity is seen to be eligible for a criminal record check

Section 6: Allegations and concerns
Complaints and grievances: non-safeguarding
Whistle-blowing
Complaints and criticisms regarding safeguarding policy and/or the practice of the Diocesan Safeguarding Team
Receiving and responding to disclosures or observations of abuse or inappropriate behaviour and other safeguarding concerns
Reporting a safeguarding concern or allegation about a child or young person
Reporting a safeguarding concern or allegation about an adult
Non-recent abuse
Safeguarding and the Seal of the Confessional
Summary: responding to all disclosures or observations of abuse or mistreatment
Allegations against clergy and church officers
Flow chart: When an allegation is made
Flow chart: During the investigation
Caring pastorally for victims/survivors of abuse and affected others
Caring pastorally for church officers who are the subject of concerns or allegations of abuse (the Respondent) and affected others
Press enquiries
Domestic abuse
The Church’s response to domestic abuse
Flow chart: responding to an allegation of domestic abuse
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