Index

A

Abuse:
- adult 1-4
- child 1-5, 2-4, 9-21
- complex 9-21
- discriminatory 1-4, 9-11, 9-14
- elder 6-44
- emotional 1-4, 1-5, 6-33, 9-3, 9-9, 9-11, 9-15, 9-21
- financial/material 1-4, 1-5, 6-33, 6-34, 9-1, 9-11, 9-13, 9-15, 9-21, 9-22
- forms of 1-4
- institutional 1-4, 9-11, 9-16
- non-current/historical/past 1-8, 6-15
- online 4-29, 6-33, 6-34
- physical 1-4, 1-5, 6-33, 9-3, 9-11, 9-15, 9-21
- psychological 1-4, 1-5, 6-33, 9-11, 9-12, 9-15
- sexual 1-4, 1-5, 1-10, 6-33, 9-3, 9-4, 9-6, 9-8, 9-11, 9-15, 9-21
- signs of 6-8, 6-42, 6-43, 9-3 to 9-10, 9-11 to 9-18
- spiritual 6-33, 6-34, 9-15, 9-23

Acceptable touch 4-7, 7-1, 9-1

Accident book 4-2, 4-9, 4-13, 4-54

Accidents 4-1, 4-54

Activities with children 4-8 to 4-11, 4-47, 4-53, 7-1

Activities with vulnerable adults 4-12 to 4-14, 4-53, 7-1

Additional vulnerabilities 9-19 to 9-20

Adult protection 1-4

Adult social care See social services

Age of consent 9-5

Age of criminal responsibility 9-6

Aggressive behaviour 4-43 to 4-44

Alcohol 4-1, 4-7, 4-38 to 4-40, 4-41, 4-54, 7-6, 8-1, 9-8, 9-19

Alcoholics Anonymous 4-55

Allegations (non-safeguarding) 6-1 to 6-2

Alleged perpetrators 1-4

Anonymous groups 4-55

APCS 5-7, 5-8, 5-11, 5-12

Appeals 5-9

Appointing employees/volunteers 5-4, 5-5, 5-9, 10-35

Archdeacons 1-3, 3-1, 3-2, 3-3, 3-5 to 3-6, 3-9, 3-10, 5-1, 5-9, 6-1, 6-3, 6-4, 6-22, 6-25, 6-28, 6-29, 6-31, 7-2

Authorised listener 1-4, 3-4, 3-10
Index

B

Barring
Bell-ringing
Bishop, Diocesan

Bishops, Area
Bishop’s Area Orders
Bishop’s Visitors
Blackmail
Blemished DBS checks
Bullying

C

Capacity
Care Act 2014
Carers
Cathedral Chapter
Cathedral Safeguarding Adviser
Cathedrals
Cathedrals Measure 1999
Challenging behaviour
Charity Commission
Child protection
Child sexual exploitation
Child, definition
Childcare
Children Act 1989
Children and Young Persons Act 1933
Children’s parties
Children’s social services
Children’s workers
Children’s/vulnerable adult advocates
Church officers
Church Safeguarding Case Files
Churchwardens
Churchwardens Measure 2001
Clergy
Clergy and domestic abuse
Clergy Discipline Measure
## Index

<table>
<thead>
<tr>
<th>Topic</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clergy spouses</td>
<td>2-3, 6-36, 6-42</td>
</tr>
<tr>
<td>Clergy vacancy</td>
<td>3-9, 3-10</td>
</tr>
<tr>
<td>Code of Safer Working Practice</td>
<td>4-5 to 4-7, 4-8, 4-54, 5-5, 5-13, 10-37 to 10-38</td>
</tr>
<tr>
<td>Coercive control</td>
<td>6-34</td>
</tr>
<tr>
<td>Collection arrangements</td>
<td>4-7, 4-9, 4-10</td>
</tr>
<tr>
<td>Comforting children/vulnerable adults</td>
<td>4-15, 4-16</td>
</tr>
<tr>
<td>Complaints</td>
<td></td>
</tr>
<tr>
<td>about Diocesan Safeguarding Adviser / Diocesan Safeguarding Team</td>
<td></td>
</tr>
<tr>
<td>about safeguarding policy</td>
<td>6-5</td>
</tr>
<tr>
<td>Computers</td>
<td>4-34</td>
</tr>
<tr>
<td>Confidential Declarations</td>
<td>5-3, 5-6, 10-39 to 10-46</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>4-38, 4-46, 7-1, 7-4, 8-3</td>
</tr>
<tr>
<td>Contingency insurance</td>
<td>see insurance</td>
</tr>
<tr>
<td>Controlling/coercive behaviour</td>
<td>1-7, 6-33, 6-34, 6-36, 9-16</td>
</tr>
<tr>
<td>Core Groups</td>
<td>3-9, 6-22, 6-23 to 6-26, 6-28, 6-29</td>
</tr>
<tr>
<td>Couples counselling</td>
<td>see mediation</td>
</tr>
<tr>
<td>Criminal Justice and Courts Act 2015</td>
<td>9-15,</td>
</tr>
<tr>
<td>Criminal record checks</td>
<td>5-2, 5-4, 5-5, 5-7, 5-8, 5-15 to 5-17, 5-18 to 5-19</td>
</tr>
<tr>
<td>Curates</td>
<td>see incumbents</td>
</tr>
<tr>
<td>Cyberbullying</td>
<td>4-29, 9-10</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td></td>
</tr>
<tr>
<td>Data protection</td>
<td>3-8, 3-9, 4-36, 4-37, 4-45 to 4-50, 5-8, 6-14, 6-24</td>
</tr>
<tr>
<td>DBS Administrators</td>
<td>3-8, 3-11, 5-1, 5-8, 5-11, 5-12</td>
</tr>
<tr>
<td>DBS barred lists</td>
<td>1-4, 1-6, 1-9, 5-4, 5-8</td>
</tr>
<tr>
<td>DBS checks</td>
<td>1-6, 3-4, 3-11, 4-13, 4-26, 4-54, 5-4, 5-7</td>
</tr>
<tr>
<td>DBS disclosures</td>
<td>3-5, 5-1, 5-6, 5-8, 5-9, 5-11, 5-12</td>
</tr>
<tr>
<td>DBS Online Update Service</td>
<td>5-10</td>
</tr>
<tr>
<td>DBS portability</td>
<td>5-10 to 5-11</td>
</tr>
<tr>
<td>Deacons</td>
<td>see incumbents</td>
</tr>
<tr>
<td>Dean</td>
<td>3-12</td>
</tr>
<tr>
<td>Department for Education</td>
<td>3-14</td>
</tr>
<tr>
<td>Diocesan Board of Finance</td>
<td>3-1</td>
</tr>
<tr>
<td>Diocesan Director of Press and Communications</td>
<td>6-2, 6-25, 6-29, 6-31, 6-32</td>
</tr>
<tr>
<td>Diocesan Safeguarding Adviser (DSA)</td>
<td>5-9</td>
</tr>
<tr>
<td>failure to follow the advice of</td>
<td></td>
</tr>
<tr>
<td>role and responsibilities</td>
<td></td>
</tr>
<tr>
<td>when to contact</td>
<td></td>
</tr>
</tbody>
</table>

*Walking | Welcoming | Growing*
Index

Diocesan Safeguarding Advisors Regulations 2016
Diocesan Safeguarding Advisory Panel (DSAP)
Diocesan safeguarding policies and procedures
Diocesan Safeguarding Team (DST)
Diocesan Secretary
Diocesan staff
Diocesan Synod
Disability inclusion
Disciplinary procedure
Disclosure and Barring Service (DBS)
Disclosure of abuse about a third person by offender by victim
Disruptive children/vulnerable adults
Domestic abuse
  additional guidance for clergy/licensed lay ministers
  effect on children
  how to respond to perpetrators
  how to respond to victims
  signs of
Domestic Violence Disclosure Scheme, ‘Clare’s Law’
Drugs

E
Eating disorders
Ecclesiastical Insurance Group see insurance
Embezzlement
Emergency, safeguarding see immediate risk of harm
Employing a barred person
Equality Act 2010
Escorts
Ex-offenders
Exploitation

F
False allegations
Families workers
Female Genital Mutilation (FGM)
Female Genital Mutilation Act 2003 9-23
Financial matters 4-14, 5-17
Fire 4-1, 4-2, 4-8, 4-18, 4-20
First aid 4-1, 4-2, 4-8, 4-10, 4-16, 4-17, 4-18, 4-27
Forced marriage 9-21, 9-22
Force-feeding 9-1
Forgiveness 6-30, 7-3, 7-7

G
GDPR see data protection
Gifts 4-14
Grievances 3-10, 6-1 to 6-2,10-49
Grooming 4-29, 4-33, 9-4, 9-6 to 9-7

H
Harm 1-8
Hazards 4-3, 4-18
Health and safety 2-2, 3-10, 4-1, 4-8, 4-27
Helplines 3-8, 6-38, 7-5, 9-27 to 9-30
Hire of premises 3-9, 4-40, 4-53 to 4-55, 6-6, 10-19 to 10-20, 10-21, 10-23 to 10-24
Holiday clubs 4-8
Holidays See residential trips 4-11
Home venues 4-13 to 4-14
Home visits 6-44, 9-21 to 9-22

I
Immediate risk of harm 4-26, 6-7, 6-8, 6-9, 6-13
Inappropriate content 4-31
Incident book 4-38, 4-39
Incumbents 1-2, 1-7, 1-9, 3-5, 3-7 to 3-10, 4-42, 4-45, 4-49, 5-1, 5-10, 5-14, 6-1, 6-3, 6-4, 6-20, 6-21, 6-25, 8-3
Incumbents, new 3-9 to 3-10
Indecent assault 9-4
Information-sharing 1-8, 3-2, 3-5, 4-45 to 4-50, 6-10, 6-24, 6-37, 7-4
Information-sharing without consent 4-50, 6-11, 6-14
Insurance 1-3, 3-8, 3-9, 3-10, 3-12, 4-1, 4-18, 4-23, 4-27, 4-51 to 4-52, 4-53, 6-24
Interregnum See clergy vacancy
Intimate care see personal care
## Index

### J
- Job applications: 3-11, 5-3, 10-29 to 10-30, 10-33 to 10-34
- Job descriptions: 5-2 to 5-3, 10-27
- Job interviews: 5-3 to 5-4, 10-31

### L
- Lay ministry: 1-7, 5-10
- Lay workers: 1-2, 1-3, 1-7, 3-2, 5-18, 6-21
- Licensed and commissioned lay ministers: 1-2, 1-3, 1-9, 3-2, 5-1, 5-14, 5-18, 6-21, 6-33, 6-41, 7-1
- Licensing Act 2003: 4-39
- Link person: 6-26, 6-31
- Liturgical resources: 9-25
- Local authorities: 1-7, 3-14, 4-33, 4-34, 6-15
- Local Authority Designated Officer (LADO): 1-7, 6-24
- Local Authority Safeguarding Boards: 5-14
- Local Ecumenical Partnership: 3-9
- Local Safeguarding Children Board (LSCB): 3-14

### M
- Management of Sex Offenders Violent Offenders (MOSOVO): 1-7
- Mediation: 7-4, 7-7
- Medical emergencies: 4-7, 4-17, 6-11
- Medication: 4-17, 4-39, 4-40, 9-11
- Mental Capacity Act 2005: 6-14
- Mental health concerns: 6-18, 7-6
- MiDAS: 4-25
- Ministry of deliverance: 6-18 to 6-19, 9-23, 9-24
- Ministry of healing: 6-18, 9-23
- Ministry of reconciliation: 6-17
- Mistreatment/maltreatment: 1-8, 1-9
- Modern slavery: 9-11, 9-14
- Multi Agency Public Protection Arrangement (MAPPA): 1-8, 7-6
- Multi Agency Safeguarding Hub (MASH): 1-8
- Multi Risk Assessment Conference (MARAC): 1-8, 6-44

### N
- National safeguarding policies and procedures: 1-1, 2-3, 3-9, 5-2, 6-34 to 6-35
- National Safeguarding Team (NST): 1-6, 3-2, 3-3, 3-5, 4-1, 4-5, 5-18, 6-24, 6-25, 9-25
<table>
<thead>
<tr>
<th>Topic</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neglect/acts of omission</td>
<td>1-4, 1-5, 6-33, 6-34, 9-3, 9-8, 9-11, 9-15, 9-16, 9-17</td>
</tr>
<tr>
<td>Night Shelters</td>
<td>4-55</td>
</tr>
<tr>
<td>Non-stipendiary ministers</td>
<td>see self-supporting ministers</td>
</tr>
<tr>
<td>Offenders</td>
<td>1-8, 5-11, 7-6 to 7-9, 8-2</td>
</tr>
<tr>
<td>Off-site activities</td>
<td>4-9, 4-10</td>
</tr>
<tr>
<td>Ofsted</td>
<td>4-8, 4-22, 4-54</td>
</tr>
<tr>
<td>Ongoing investigations</td>
<td>6-23 to 6-27, 6-29</td>
</tr>
<tr>
<td>Online communication</td>
<td></td>
</tr>
<tr>
<td>children and young people</td>
<td>4-28 to 4-31</td>
</tr>
<tr>
<td>church officers/volunteers</td>
<td>4-35, 9-6</td>
</tr>
<tr>
<td>Ordained ministers</td>
<td>see clergy</td>
</tr>
<tr>
<td>Ordained ministry</td>
<td>5-10</td>
</tr>
<tr>
<td>Ordinands</td>
<td></td>
</tr>
<tr>
<td>Others posing risk</td>
<td>1-8, 7-6, 8-1</td>
</tr>
<tr>
<td>Over-medication</td>
<td>9-1, 9-11</td>
</tr>
<tr>
<td>Overseas applicants</td>
<td>5-4</td>
</tr>
<tr>
<td>Parental consent</td>
<td>4-10, 4-11, 4-16, 4-17, 4-18, 4-19, 4-20, 4-23, 4-26, 4-30, 4-36, 4-40, 6-11</td>
</tr>
<tr>
<td>Parents</td>
<td>4-2, 4-9, 4-17, 4-23, 4-33, 4-34, 4-38, 4-42</td>
</tr>
<tr>
<td>Parish Safeguarding Officers (PSO)</td>
<td>1-2, 1-8, 2-3, 3-3, 3-7, 3-8, 3-9, 3-10 to 3-11, 4-6, 4-9, 4-10, 4-13, 4-27, 4-30, 4-33, 4-34, 4-38, 4-42, 4-45, 4-49, 5-6, 5-8, 5-9, 5-12, 5-13, 5-14, 5-18, 6-1, 6-3, 6-7, 6-8, 6-10, 6-13, 6-14, 6-18, 6-20, 6-25, 6-35, 6-37, 6-38, 6-40, 6-41, 8-3, 10-3, 10-4</td>
</tr>
<tr>
<td>Parishes</td>
<td>1-2, 1-3, 3-2, 3-3, 3-5, 3-9, 3-10, 4-18, 4-23, 4-38, 4-51, 4-52, 4-53, 4-54, 4-55, 5-2, 5-9, 5-12, 5-19, 6-3, 6-35</td>
</tr>
<tr>
<td>Parochial Church Councils (PCC)</td>
<td></td>
</tr>
<tr>
<td>Parochial Church Council (Powers) Measure 1956</td>
<td>3-7</td>
</tr>
<tr>
<td>Pastoral care</td>
<td>2-1, 2-2, 2-4, 6-30, 6-31, 6-41, 7-1 to 7-9, 8-3</td>
</tr>
<tr>
<td>Permission to officiate</td>
<td>5-1, 6-21</td>
</tr>
<tr>
<td>Personal care</td>
<td>4-16, 5-16, 5-17, 9-1, 9-19</td>
</tr>
<tr>
<td>Photography</td>
<td>4-6, 4-30, 4-36 to 4-37, 10-15 to 10-16, 10-17 to 10-18</td>
</tr>
<tr>
<td>Physical contact</td>
<td>4-6, 4-12, 4-15, 4-27, 7-1, 9-1, 9-7</td>
</tr>
<tr>
<td>Police</td>
<td>1-8, 3-3, 4-33, 4-34, 4-38, 4-39, 4-40, 4-42, 6-7, 6-8, 6-10, 6-11, 6-13, 6-14, 6-18, 6-24, 6-37, 6-39, 6-44, 7-6, 8-5, 9-21</td>
</tr>
<tr>
<td>Police Act 1997</td>
<td>5-15</td>
</tr>
<tr>
<td>Police Public Protection Team</td>
<td>8-2</td>
</tr>
<tr>
<td>Pornography</td>
<td>4-29, 9-15</td>
</tr>
</tbody>
</table>
Index

Positions of responsibility 1-9, 4-29, 8-4, 9-6
Power of attorney see financial matters
Press enquiries 6-2, 6-32
Priests-in-Charge See incumbents
Prison 1-5, 7-6
Probation Service 1-8, 7-6, 8-2
Probationary period 5-5
Promoting a Safer Church 1-1, 2-1, 3-2, 3-7, 3-8, 5-2, 5-5
Protection of Children Act 1978 4-32
Public Interest Disclosure Act 1998 6-3
Public liability insurance see insurance

R

Rape 9-4, 9-7, 9-12, 9-15
Readers See licensed and commissioned lay ministers
Reasonable care 4-53
Record-keeping 3-2, 3-10, 3-11, 3-12, 4-45 to 4-50
confidential records 4-9, 4-13, 4-46
DBS disclosures 4-48, 5-6
personnel records 4-47, 4-48, 5-6
clergy records 4-47, 4-48, 4-49
recruitment records 5-2, 5-5, 5-6
Recruitment 2-1, 2-2, 3-5, 3-8, 3-10, 3-11, 3-14, 4-8, 4-13, 4-26,
10-25 to 10-26
of clergy, licensed and commissioned lay ministers 5-1
of lay workers 5-2 to 5-5
of volunteers 4-18
Rectors See incumbents
References, taking up see job applications
Referral 3-14, 4-34, 4-42, 5-11, 6-11 to 6-12, 6-14 to 6-15, 6-20,
6-22, 6-37, 6-38, 6-39, 9-5
Refuges 7-5
Registers of attendance 4-1, 4-9, 4-13, 4-26
Registration/consent forms 4-9, 4-10, 4-11, 4-17, 4-49, 10-7 to 10-8, 10-9 to 10-10
Regulated activity 1-9, 5-6, 5-11, 5-15, 5-17
Rehabilitation of Offenders Act 1974 5-15
Relationships of trust 1-9, 4-16
Religious communities 3-1, 3-4, 5-2, 5-19
Residential trips 4-18 to 4-21, 4-39, 4-52
emergency situations 4-21
Restraint 4-15, 4-16, 4-42, 9-16
Retention of records 4-46 to 4-49
Index

Retired clergy 5-1
Revenge porn 9-15
Right to work 5-3
Risk assessments 4-3 to 4-4, 6-24, 10-5
- activities 1-9, 3-8, 3-10, 4-8, 4-12, 4-41, 4-47
- holidays/residential trips 4-18, 4-21
- people 1-9, 3-2, 3-3, 6-26, 6-27, 7-6, 8-1, 8-2, 9-5
- places 3-10

S

Safe houses see refuges
Safeguarding (Clergy) Risk Assessment Regulations 2016 1-9, 6-24
Safeguarding adults 1-4, 1-9
Safeguarding Agreements/ Safeguarding Worship Agreements 1-10, 3-9, 3-11, 4-47, 6-10, 8-2, 8-3 to 8-5
Safeguarding allegations or concerns against clergy and church officers 3-5, 3-8, 3-11, 3-12, 3-14, 6-6, 6-21 to 6-27, 6-28, 6-30, 6-38, 6-40, 6-44, 8-1
against lay workers 6-6, 6-21 to 6-27
against people connected to clergy or church officers 6-21
against vulnerable adults or children 6-6 to 6-7
monitoring ongoing 2-2, 3-8, 3-9, 3-10, 3-12, 4-6, 8-2
recording 4-47, 6-7, 6-9, 6-11, 6-13, 6-20, 6-22, 6-26, 6-37, 6-40, 10-55 to 10-56
reporting 6-9, 6-10 to 6-12, 6-13, 6-14 to 6-15
regarding other Dioceses 6-22
unproven 7-6
Safeguarding and Clergy Discipline Measure 2016 1-2, 1-3, 6-33
Safeguarding Records Practice Guidance 2015 6-26
Safeguarding Vulnerable Groups Act 2006 1-9, 5-11
Schools 3-1, 3-12, 3-13, 3-14
Scouts and Guides 4-53, 4-55
Seal of the Confessional 6-17 to 6-19
Self-harm 4-42, 9-8
Self-neglect 9-11, 9-18
Self-supporting ministers 5-1, 6-21
Serious Crime Act 2015 4-31, 6-34, 9-16, 9-23
Serious Incident Reports 3-7, 6-23, 6-24
Sex Offenders Act 1997 8-2
Sex Offenders’ Register 1-8, 1-10, 7-6, 8-2
Index

Sexting 4-31 to 4-34, 9-4, 9-6
Sexual assault 9-8, 9-15
Sexual harassment 9-12
Sexual Harm Prevention Orders (SHPOs) 1-10
Sexual Offences Act 2003 1-10, 4-31, 9-6
Sexual Risk Orders (SROs) 1-10
Significant harm 1-10, 6-10
Smoking 4-7, 4-40
Social media 4-6, 4-28, 4-35, 9-7
Social occasions 4-7
Social services 1-8, 6-8, 6-9, 6-10, 6-11, 6-13, 6-14, 6-38
Southwark Diocesan Board of Education 3-14
Southwark Pastoral Auxiliaries (SPAs) See licensed and commissioned lay ministers
Special needs 9-1
Spirit possession 9-23
Spiritual carers 7-1 to 7-2
Spiritual direction 6-17 to 6-18
St John Ambulance 4-2, 4-17
Staffing levels 4-8, 4-9, 4-19, 4-20
Stalking 9-15
Substantial Public Interest Concern 6-14
Suicide 9-8
Sunday Schools 4-8, 4-53, 5-18, 5-19
Supervision of offenders 8-1 to 8-5
Supervision/appraisal 5-5, 5-13 to 5-14
Support
   for the accused 6-31, 6-41, 7-6 to 7-9, 8-3
   for families of the accused 6-31, 7-6 to 7-9
   for parishes/churches 6-31, 7-7 to 7-8
   for those giving pastoral care 7-2
   for victims 3-2, 3-4, 3-5, 6-30, 6-38, 6-41, 7-3 to 7-5
   for victims’ families 6-30, 7-3 to 7-5
Support person 1-11, 6-26, 6-30
Survivors See victims

T

Team ministries 3-7
Team Vicars/Rectors See incumbents
Theological Education Institutions (TEIs) 3-1, 3-4, 6-25
Theology 1-1, 7-8
Threatening behaviour See unacceptable behaviour
Toilet breaks 4-16
 Trafficking 9-6, 9-14
Index

Training 2-3, 3-2, 3-3, 3-5, 3-7, 3-8, 3-10, 3-11, 3-12, 5-5, 5-13, 5-14, 6-36
Transport 4-10, 4-19, 4-23 to 4-25, 5-15, 5-17, 10-11 to 10-12, 10-13 to 10-14
Trolling 4-29
Unacceptable behaviour 4-10, 4-13, 4-41, 9-1
Unaccompanied/abandoned children 4-7, 4-10, 4-11

V
Vehicles 4-24, 4-25
Verbal abuse See aggressive behaviour
Vicars See incumbents
Victim support see support
Victims 1-11, 6-33, 7-3, 8-1
Violence 1-7, 2-3, 4-41, 6-33, 9-10, 9-11, 9-22
Volunteers 1-2, 4-16, 5-13, 6-21
Vulnerable adult 1-2, 1-4, 1-9

W
Wedding receptions 4-53
Whistle-blowing 3-2, 3-12, 6-3 to 6-4
Working in partnership 2-3, 2-4, 3-12, 4-42, 6-26, 6-44
Worshipping communities 1-2

Y
Young Offender Institutions 1-5
Young person, definition 1-5
Youth clubs 4-8, 4-49, 4-54, 5-19
Youth workers 4-10, 4-38, 4-39, 5-18