

## St Hilda, Warley Woods

### Safeguarding Policy and Procedures

<b>Date of Adoption by the Parochial Church Council:</b>	3rd March 2021
<b>Date of Last Review:</b>	2nd March 2023
<b>Date of Next Review:</b>	March 2024 or earlier

*This policy is based on guidance from the Church of England Birmingham.*

<https://www.cofebirmingham.com/info-for-parishes/safeguarding/parish-safeguarding/> (accessed on 6<sup>th</sup> February 2023)

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### **Policy**

In accordance with the Church of England Safeguarding Policy, **our Parish Church is committed to:**

- promoting a safer environment and culture;
- safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within this Parish 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; and
- responding to those who may pose a present risk to others.

**This Parish Church will:**


- create a safe and caring place for all;
- have a named Parish Safeguarding Co-ordinator (PSC) to work with the Incumbent and the PCC to implement policy and procedures;
- safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse;
- ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of this Parish Church;
- display in church premises and on this Parish Church website the details of who to contact if there are safeguarding concerns or support needs;
- listen to and take seriously all those who disclose abuse;
- take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Bishop’s Safeguarding Adviser (BSA) and statutory agencies immediately;
- offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred;
- care for and monitor any member of this Parish Church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties;
- ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually; and
- review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this Church community must abide by this policy and the guidelines established by this Church.

This Church appoints Anne Harris as the Parish Safeguarding Co-ordinator and until 23<sup>rd</sup> April 2023, Richard Haynes as a Parish Safeguarding Officer.

**Signed:**

Incumbent



A handwritten signature in black ink, appearing to read 'Krewes', written over a horizontal line.

Churchwardens .....

Date 29/03/23

## Who to Contact

**If you have any concerns or need to talk to someone please speak to:**

Anne Harris, Parish Safeguarding Co-ordinator (telephone 07946 147 703) or  
Richard Haynes, Parish Safeguarding Officer (telephone 07946 147 703) or  
Revd. Jennifer Crewes, Vicar (telephone 07377 363 915).

**You can also leave a message on:**

- our safeguarding telephone number 07946 147 703; or
- email [safeguarding@sainthildawarleywoods.co.uk](mailto:safeguarding@sainthildawarleywoods.co.uk)

**If you cannot contact one of the people named above and someone is being harmed or is not safe and needs immediate help:** dial 999 or contact Sandwell Adults Social Care or Sandwell Children's Trust (*details below*) or for a child, contact the NSPCC helpline 0808 800 5000.

## Other Useful Contacts

Bishop's Safeguarding Advisor	07342 993 844
Sandwell Adults Social Care	0121 569 2266 ( <i>Mon-Fri</i> )
Sandwell Adults Social Care out of hours:	0121 569 2355 ( <i>out of hours</i> )
Sandwell Children's Trust	0121 569 3100 ( <i>24 hours</i> )
Childline	0800 1111 ( <i>24 hours</i> )
Family Lives Helpline	0808 800 2222 ( <i>24 hours</i> )
Samaritans	116 123 ( <i>24 hours</i> )
National Domestic Abuse Helpline	0808 200 0247 ( <i>24 hours</i> )
Black Country Women's Aid	0121 552 6448 ( <i>24 hours</i> )
Birmingham & Solihull Women's Aid	0808 800 0028 ( <i>7 days 9.15-19.15</i> )
Men's Domestic Violence Advice Line	0808 801 0327 ( <i>Mon-Fri 10.00-20.00</i> )
LGBT Domestic Violence Helpline	0800 999 5428 ( <i>Mon-Fri 10.00-17.00</i> )
Stop it Now! Helpline	0808 1000 900 ( <i>24 hours</i> )
Age UK Advice Line	0800 678 1602 ( <i>7 days 8.00-19.00</i> )
Hourglass (formerly Action on Elder Abuse)	0808 808 8141 ( <i>24 hours</i> )
Thirtyoneeight (formerly CCPAS):	0303 003 1111 ( <i>Mon-Fri 10.00-21.00</i> )
National Association of People Abused in Childhood	0808 801 0331 ( <i>Mon-Thurs 10.00-21.00, Fri 10.00-18.00</i> )

## APPENDIX A

### What to do with information about a safeguarding situation

**What do I say about safeguarding if someone starts to speak to me in confidence?** (*St Hilda's Safeguarding Team December 2021*)

*3 brief, easy to remember points for Church members:*

1. Remember there can be no secrets in safeguarding.
2. Assure the person that what they say will be taken seriously.
3. If you think this may be a safeguarding matter, you might say "I will have to talk to someone who specialises in this, but with as much confidentiality as is possible".

**Extract from Safeguarding Guides for Leaders and Helpers (Church of England Birmingham)** Available from members of St Hilda's Safeguarding Team and from the Church of England Birmingham website: <https://www.cofebirmingham.com/info-for-parishes/safeguarding/working-safely-with-the-vulnerable/> (accessed on 06/02/2023)

**NEVER PROMISE** to keep a secret

#### **ALWAYS REPORT:**

- any concerns, however small they may seem;
- all disclosures; and
- all allegations

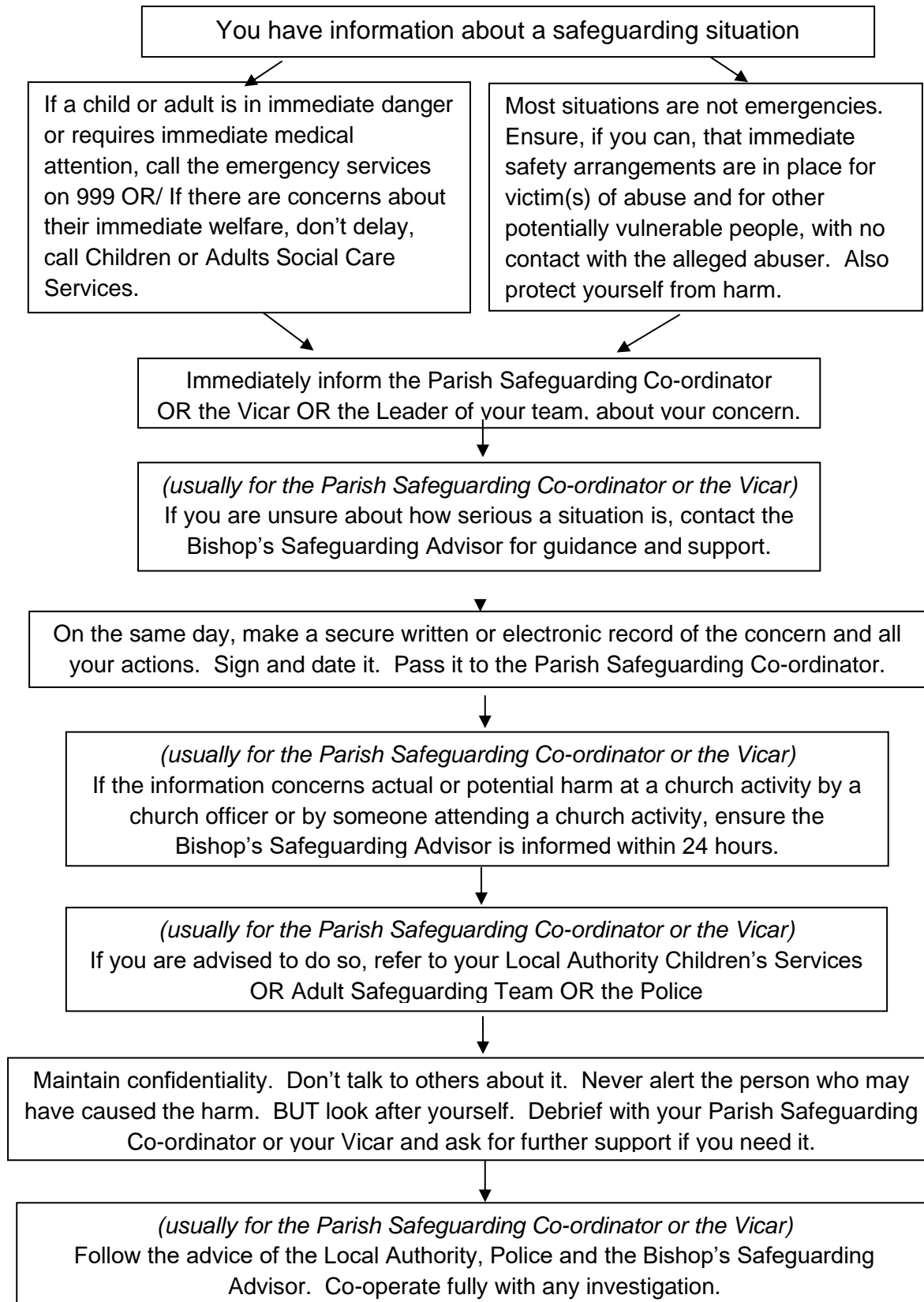
#### **ALWAYS TELL:**

- the Parish Safeguarding Co-ordinator;
- the Vicar; or
- the Bishop's Safeguarding Adviser (when the concern is about the Parish Safeguarding Co-ordinator or the Vicar, or when you can't get in touch with them or you don't want to tell anyone at your Church).

**If you need immediate advice and can't wait to get in touch with any of the above:** call Sandwell Adults Social Care or Sandwell Children's Trust on the numbers given on page 3, of this policy.

**If a situation is not safe and someone is in danger or needs immediate help:** call the Police on 999

**When You have Information about a Safeguarding Situation** (March 2014)



## APPENDIX B

### Available Leaflets and Other information about Safeguarding

#### Safeguarding Guides (*Church of England Birmingham*)

Available from members of St Hilda's Safeguarding Team and from the Church of England Birmingham website: <https://www.cofebirmingham.com/info-for-parishes/safeguarding/working-safely-with-the-vulnerable/>

(accessed on 06/02/2023)

- (1) 'A Brief Guide to the Categories of Abuse for Leaders and Helpers'
- (2) 'A Guide to Safeguarding Ourselves in Pastoral Relationships'
- (3) 'A Guide to Safeguarding Children and Young People for Leaders and Helpers'
- (4) 'A Guide to Safeguarding Vulnerable Adults for Leaders and Helpers'
- (5) 'A Guide to Domestic Abuse for Leaders and Helpers'
- (6) 'A Guide to using Social Media for Leaders and Helpers'
- (7) 'We believe that... every child and young person has the right to feel safe *all* of the time...' (*a Safeguarding Guide for Children*)

#### Safeguarding Guides (*House of Bishops*)

Available from members of St Hilda's Safeguarding Team and from the Church of England Birmingham website: <https://www.cofebirmingham.com/info-for-parishes/safeguarding/working-safely-with-the-vulnerable/>

(accessed on 06/02/2023)

- (8) 'How do We Keep You Safe?' – a Guide for Children
- (9) 'How do We Keep Your Child Safe?' – a Guide for Parents/Carers
- (10) 'How do We Keep you Safe at Choir?' – a Guide for Children
- (11) 'How do We Keep Your Child Safe at Choir?' – a Guide for Parents/Carers

#### 'Small Guides' (*Church of England Birmingham*)

Available from members of St Hilda's Safeguarding Team

- (12) 'A Small Guide to Safeguarding'
- (13) 'A Small Guide for Responding to Domestic Abuse'

#### Booklets

- 'Promoting a Safer Church: Safeguarding Policy Statement for Children, Young People and Adults' *The Church of England House of Bishops (2017)*  
Available from Church House Publishing [www.chpublishing.co.uk](http://www.chpublishing.co.uk) and at <https://www.churchofengland.org/sites/default/files/2017-11/cofe-policy-statement.pdf> (accessed on 06/02/2023)

- ‘Parish Safeguarding Handbook’ *The Church of England House of Bishops (2018)* Available from Church House Publishing [www.chpublishing.co.uk](http://www.chpublishing.co.uk) and <https://www.churchofengland.org/sites/default/files/201910/ParishSafeGuardingHandBookAugust2019Web.pdf> (accessed on 06/02/2023)
- ‘The Church of England Parish Safeguarding Handbook Promoting a Safer Church: A Supplement for Parishes in the Church of England – Birmingham’ at <https://www.cofebirmingham.com/info-for-parishes/safeguarding/parish-safeguarding/> (accessed on 06/02/2023)

### **Other St Hilda, Warley Woods Parish Safeguarding Policies**

This policy, together with updated versions of the:

- ‘Parish Policy and Procedures for Responding to Domestic Abuse’;
- ‘Policy and Procedures for the Safe Use of Social Media and Mobile Phones’;
- and
- ‘Promoting a Safer Church Parish Policy Statement’;

are available on this Parish Church website <http://www.sainthildawarleywoods.co.uk> and on this Parish Church noticeboards.

## **APPENDIX C**

### **Signs of Abuse**

**Reference:** ‘A Brief Guide to the Categories of Abuse, for Leaders and Helpers’ Available from members of St Hilda’s Safeguarding Team and from the Church of England Birmingham website:

<https://www.cofebirmingham.com/info-for-parishes/safeguarding/working-safely-with-the-vulnerable/> (accessed on 06/02/2023)

There are many different signs of abuse, some of which may indicate that something other than abuse is happening in the person’s life.

We should always be concerned when a person’s:

- behaviour is out of character for them;
- appearance or hygiene deteriorates;
- behaviour is fearful;
- behaviour-suggests they are trying to hide something; or
- physical injuries have no satisfactory explanation or occur repeatedly.

It is reasonable to explore concerns by saying things like “That bruise looks painful, how did it happen?” or “You don’t seem yourself at the moment, are you okay?”

**If you work with children or vulnerable adults in a voluntary or employed capacity:** you must understand what abuse is and the signs to look for.

**For a more detailed guide to abuse:** see the fact sheets and leaflets on the Church of England Birmingham website at [www.cofebirmingham.com/hub/safeguarding](http://www.cofebirmingham.com/hub/safeguarding) (accessed on 06/02/2023) or complete the Safeguarding 'Awareness' e-learning module at <https://safeguardingtraining.cofeportal.org/> (accessed on 06/02/2023)

## APPENDIX D

### Abuse and Neglect of Children and Young People

**Reference:** the Church of England 'Promoting a Safer Church: Parish Safeguarding Handbook' (2018).

Available from Church House Publishing [www.chpublishing.co.uk](http://www.chpublishing.co.uk) and at <https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf> (accessed on 06/02/2023)

Children and young people have the same right to protection, regardless of age, disability, gender reassignment, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Children and young people from minority ethnic groups and those with physical, sensory and/or learning disabilities are especially vulnerable and need special care and protection.

#### Definitions of 'a Child' and 'a Young Person'

**A child:** the term 'child' is used to include all children and young people who have not yet reached their 18<sup>th</sup> birthday.

**A young person:** the term 'young person' is used for those aged 14 to 17 (inclusive of both ages).

#### Statutory Definitions of Child Abuse

**Reference:** The UK Government document 'Working Together to Safeguard Children' (2018)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/942454/Working\\_together\\_to\\_safeguard\\_children\\_inter\\_agency\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf)

(accessed on 06/02/2023) categorises and defines abuse in terms of the following:

**Physical abuse:** includes hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating;



**Emotional abuse:** includes conveying to a child that they are inadequate, humiliation, blaming, controlling, intimidation, verbal abuse, isolation, seeing or hearing the ill treatment of another. It may involve serious bullying (including cyberbullying);

**Sexual abuse:** includes assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing\*. It may include involving children in looking at, or in the production of, sexual images, watching sexual images or grooming a child in preparation for abuse;

*\* It is never appropriate for a Church Officer to touch a child, with the possible exception of this being necessitated by a genuine medical emergency.*

**Neglect:** includes failure to provide adequate food, clothing and shelter, failure to protect a child from physical and emotional harm or danger, failure to provide adequate supervision and/or access to appropriate medical care or treatment. It may occur during pregnancy as a result of maternal substance abuse.

### **Further Types of Child Abuse**

**Domestic abuse:** witnessing domestic abuse is child abuse. Teenagers can suffer domestic abuse in their relationships;

**Child sexual exploitation:** is a type of sexual abuse. Children or young people may be tricked into believing they are in a loving consensual relationship. They may be invited to parties and given drugs and alcohol. They may be groomed and exploited online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation;

**Bullying and cyberbullying:** bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere: at school, at home or online. It is usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there is no escape because it can happen wherever they are, at any time of day or night;

**Online abuse:** with the ever-growing use of the internet, mobile telephones and online gaming (e.g. Xbox, PlayStation), there has been a corresponding rise in the use of the internet and other electronic communication to target, groom and abuse children. Adults may target chat rooms, social networking sites, messaging services, mobile phones, online gaming sites and the internet generally. Children are particularly vulnerable to abuse by adults who pretend to be children of similar ages when online and who try to obtain images or engineer meetings; and

**Electronic images:** the downloading, keeping or distributing of indecent images of children are all classified as sexual offences (*the Protection of Children Act 1978 Section 1*). Such offences are sometimes referred to as non-contact sexual offences. However, it must be remembered that children have been abused in the making of sexual images. The texting of sexual messages and photographs (sometimes referred to as ‘sexting’) can be particularly problematic and abusive amongst children and young people.

## APPENDIX E

### Abuse and Neglect of Adults

#### Definition of ‘a vulnerable adult’

**Reference:** the Church of England ‘Promoting a Safer Church: Parish Safeguarding Handbook’ (2018) Available from Church House Publishing [www.chpublishing.co.uk](http://www.chpublishing.co.uk) and at

<https://www.churchofengland.org/sites/default/files/201910/ParishSafeGuardingHandBookAugust2019Web.pdf> (accessed on 06/02/2023)

**A vulnerable adult:** the term ‘vulnerable adult’ refers to a person aged 18 or over whose ability to protect themselves from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability, illness, old age, emotional fragility, distress or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired.

*Section 6 of the Safeguarding and Clergy Discipline Measure (2016)*

Some adults may not consider themselves vulnerable but may be vulnerable to being abused by individuals in positions of leadership and responsibility.

#### Some factors that increase vulnerability

As adults are not inherently vulnerable and in need of protection, the factors listed below do not necessarily mean that a person is vulnerable, but a combination of these factors and a person’s circumstances may result in an individual being vulnerable to abuse or neglect. These factors are:

- a mental illness, chronic or acute;
- a sensory or physical disability or impairment;
- a learning disability;
- a physical illness;
- dementia;
- an addiction to alcohol or drugs;
- failing faculties of old age;
- homelessness;

- being a refugee family or individual (including those seeking asylum);
- being a victim/survivor of domestic abuse (direct violence and/or significant emotional coercion);
- having suffered historic abuse in childhood; and/or
- a permanent or temporary reduction in physical, mental or emotional capacity brought about by life events, for example bereavement, abuse or trauma.

These factors may not exist in isolation; for example, someone with a drink problem masking underlying dementia, or a frail, housebound elderly person with underlying depression.

### **An Adult's Right to Choose**

All adults, including vulnerable adults, have a fundamental human right to choose how and with whom they live, even if this seems to involve a degree of risk. They should be supported to make those choices, to live as independently as possible and treated with respect and dignity.

### **Who Abuses Adults?**

Potentially, anyone, adult or child, can be the abuser of an adult. Abuse will sometimes be deliberate, but it may also be an unintended consequence of ignorance or lack of awareness. Alternatively, it may arise from frustration or lack of support. The list of people who might abuse an adult can include:

- relatives of the vulnerable person including husband, wife, partner, son, or daughter;
- neighbours;
- paid carers;
- workers in places of worship;
- people who are themselves vulnerable and/or users of a care service; and/or
- confidence tricksters who prey on people in their own homes or elsewhere.

**Relatives who are main carers:** carers can experience considerable stress, exhaustion and frustration without respite or support. This can lead to unintended poor care or abuse. Relatives who are main carers may also be subject to abuse by those for whom they are caring. This abuse is often endured for long periods and unreported.

**Institutions:** all people living in institutions are more likely to have a degree of vulnerability.

### **Definitions of Adult Abuse**

**Reference:** The UK Government document 'Care and Support Statutory Guidance' (2023) <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance> (accessed on 06/02/2023)

categorises and defines adult abuse in terms of:

**Physical abuse:** including assault, hitting, slapping, pushing, misuse of medication, restraint, inappropriate physical sanctions;

**Domestic violence:** including psychological, physical, sexual, financial, emotional abuse, so called 'honour' violence;

**Sexual abuse:** including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual assaults, indecent exposure, sexual assault, sexual acts to which the adult has not consented or was pressurised into consenting;

**Psychological abuse:** including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, unreasonable and unjustified withdrawal of services or supportive networks;

**Financial or material abuse:** including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, the misuse or misappropriation of property, possessions or benefits;

**Modern slavery:** encompasses slavery, human trafficking, forced labour and domestic servitude. This also includes traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment;

**Discriminatory abuse:** including forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation, religion;

**Organisational abuse:** including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation; and

**Neglect and acts of omission:** including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health care and support or educational services, withholding the necessities of life, such as medication, adequate nutrition and heating.

## APPENDIX F

### Safeguarding Record Keeping

**References:** the Church of Birmingham Safeguarding website <https://www.cofebirmingham.com/info-for-parishes/safeguarding/parish-safeguarding/> (accessed on 06/02/2023).

Available information includes a 'Model Safeguarding Recording Template', 'Safeguarding Records' and 'Keeping Safeguarding Records'.

Further information on the Data Protection Act 2018 (implementing the EU General Data Protection Regulation - GDPR) is available at [www.parishresources.org.uk/gdpr/](http://www.parishresources.org.uk/gdpr/) (accessed on 06/02/2023) or [www.ico.org.uk](http://www.ico.org.uk) (accessed on 06/02/2023)

**A record must be kept:** about a pastoral encounter or relationship as soon as there are concerns that someone has been harmed, is being harmed, or may be harmed.

#### Why keep records?

This is:

- to ensure that what happened and when it happened is recorded;
- to provide a history of events so that patterns can be identified;
- to record and justify the actions of those who work or volunteer for this Parish Church;
- to promote accountability;
- to provide evidence of safeguarding activity; and
- to allow for continuity when there is a change of personnel.

#### Data Protection (GDPR)

When recording personal details and confidential information about individuals, Data Protection law requires that some important principles are followed:

- **Proportionality:** avoid bureaucracy and repetition; only record and keep relevant information;
- **Accountability:** both to legislation and to the individual. Keep records lawful, fair and transparent;
- **Transparency:** whenever this is safe, tell the individual you are keeping a record and why. Always seek advice where harm may occur if the individual sees the record;
- **Accessibility:** records need to be available only to those who have a proper need to see them;
- **Accuracy:** records need to be kept up to date and accurate; and
- **Security:** records should be stored safe from loss, theft, damage and inappropriate access.

**St Hilda's Church Privacy Notice:** Safeguarding records must be covered by this Parish Church's privacy notice.

**Consent and Right to See Records:** Individuals must give their consent to, and be able to see, records being kept about them unless it is unsafe to do so or the records relate to third parties. Seek advice from the Bishop's Safeguarding Adviser before revealing the identity of a victim to an alleged abuser.

### **What should be recorded in a safeguarding record?**

Good record keeping is an important part of the safeguarding task. Records should use clear, straightforward language, be concise and accurate so that they can be easily understood. They should clearly differentiate between facts, opinion, judgements and hypothesis. A record should cover:

- who it is about, the names of all key people and any witnesses;
- what happened, using exact words spoken to you and as much factual description as possible;
- how it happened;
- where it took place;
- when it took place; give dates and times;
- why it happened. Record explanations offered by the people involved not your own theories;
- what should happen next, what are you or others going to do next;
- the views/perspective of the child or adult who is vulnerable;
- an analysis of the risks that concern you and the things already in place that may help keep the person safe, based on the facts and evidence;
- the date of the record; and
- the signature of the person making it.

**Subsequent entries** should also be signed and dated.

### **Storage of safeguarding records**

- **Paper files:** should be kept in a lockable fire proof cabinet;
- **Electronic files:** should have some form of encryption (e.g. password protected) and be backed up regularly;
- **Passwords:** should be hard to guess and include capital letters, numbers and/or symbols; and
- **Timescale:** must be kept for a minimum of 75 years.

### **Emails**

- Take extra care when emailing confidential information;
- Ideally encrypt emails; and

- Do not send confidential information to shared email addresses e.g. a family email unless all recipients are entitled to see the information

### **Postage**

When mailing confidential information use:

- online tracking;
- a signature on receipt; and
- the double envelope safeguard i.e. an inner envelope marked confidential but no classification on the outer envelope.

### **Access to safeguarding records**

- Records should only be accessible to those who have a proper need to see them; and
- There should be a plan for access in an emergency when the record holder is absent or when the record holder leaves this Parish Church.

## **APPENDIX G**

### **Safeguarding Training**

#### **Reference:**

<https://www.cofebirmingham.com/info-for-parishes/safeguarding/safeguarding-training/> (accessed on 06 February 2023)

#### **Content of this Appendix:**

1. Church of England Safeguarding Learning and Development Framework (2021);
2. Safeguarding Training Modules/Pathways; and
3. Safeguarding Training Requirements and Recommendations

#### **1. Church of England Safeguarding Learning and Development Framework (2021)**

**Reference:** <https://www.churchofengland.org/sites/default/files/2021-06/SafeguardingLearningAndDevelopmentFramework2021.pdf>  
<https://www.cofebirmingham.com/info-for-parishes/safeguarding/safeguarding-training/>

(accessed on 06 February 2023)

This Framework requires everyone who has contact with, or responsibility for activities with children, young people and vulnerable adults to attend safeguarding training every three years.

Safeguarding training is available on line and is free. Church of England Birmingham also provides some training via Zoom some face-to-face training has resumed subject to government restrictions.

## 2.Safeguarding Training Modules/Pathways

	<b>Module</b>	<b>Training Time (Approx.)</b>	<b>Mode</b>	<b>Booking Details</b>
1.	Basic Safeguarding Awareness	75 minutes	Online  Occasional Zoom	<a href="https://safeguardingtraining.cofeportal.org/">https://safeguardingtraining.cofeportal.org/</a>  For learners who are unable to access training online or via Zoom, face to face Basic Safeguarding Awareness and Safeguarding Foundation training will be available through the Parish and the Deanery.
2.	Safeguarding Foundations	90 minutes	Occasional face to face	
3.	Safeguarding Leadership Pathway	2 x 2 hours (1 week apart)	Zoom	Through the Diocese
4.	Raising Awareness of Domestic Abuse		Online	<a href="https://safeguardingtraining.cofeportal.org/">https://safeguardingtraining.cofeportal.org/</a>
5.	Safe Practice in Pastoral Ministry (Optional)		Zoom	Through the Diocese
6.	Safer Recruitment and People Management	90-120 minutes	Online	<a href="https://safeguardingtraining.cofeportal.org/">https://safeguardingtraining.cofeportal.org/</a>  *See also CofE Birmingham link below



7.	Parish Safeguarding Co-ordinator Induction		Zoom	Through the Diocese
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**\* Link to download the Safer Recruitment in the Church of England – Birmingham Induction Presentation**

[https://d3hgrlq6yacptf.cloudfront.net/5f0f763ab8605/content/pages/documents/safer-recruitment-induction-presentation\\_790271823.pdf](https://d3hgrlq6yacptf.cloudfront.net/5f0f763ab8605/content/pages/documents/safer-recruitment-induction-presentation_790271823.pdf) (accessed on 06 February 2023)

### 3. Safeguarding Training Requirements and Recommendations

\* = Renewal every 3 years

Church Role	Required Training	Recommended Training
<b>All volunteer and paid roles</b> in this Parish Church	* Basic Safeguarding Awareness	
<b>Roles that have</b> direct contact with children, young people and vulnerable adults	Basic Safeguarding Awareness * Safeguarding Foundations	* Raising Awareness of Domestic Abuse
<b>Roles involved in</b> recruitment and line management or supervision	*Safer Recruitment and People Management	
<b>Parish Identity Verifiers</b>	Safer Recruitment in The Church of England - Birmingham Induction *Safer Recruitment and People Management	
<b>Leadership</b> Roles that play a <b>leadership</b> role in shaping the culture of this Parish Church. This will include, paid children's, youth, family or vulnerable adults' workers	Basic Safeguarding Awareness * Safeguarding Foundations *Safeguarding Leadership Pathway <i>The Safeguarding Leadership Pathway focuses on leadership and cultural</i>	

(or individuals who have similar responsibilities as a volunteer).	<i>change. This Parish Church must assess the safeguarding training needs of their volunteers, elected officials and paid roles to decide if the requirement to attend the Leadership pathway is met.</i>	
<b>Clergy</b> (See also ** below)	Basic Safeguarding Awareness	Safe Practice in Pastoral Ministry
<b>Reader</b>	Safeguarding Foundations	
<b>Licensed Minister</b>	* Safeguarding Leadership Pathway	
<b>Ordained Local Minister</b>	* Raising Awareness of Domestic Abuse	
<b>Commissioned Pastoral Visitors</b>		
<b>** Area Deans, Incumbents, Priests-in-Charge, Team Vicars and other roles involved in appointing employees and volunteers</b>	<i>must also complete:</i>  * Safer Recruitment and People Management	
<b>PCC Members</b>	Basic Safeguarding Awareness  * Safeguarding Foundations  * Raising Awareness of Domestic Abuse	
<b>Churchwardens</b>	Basic Safeguarding Awareness * Safeguarding Foundations * Raising Awareness of Domestic Abuse	* Safeguarding Leadership Pathway  <i>If this course is completed, renew every three years, instead of Safeguarding Foundations.</i>
<b>Churchwardens in a Vacancy</b>	<i>must also complete</i>  * Safeguarding Leadership Pathway	
<b>Churchwardens who play a lead role in shaping their church culture</b>	<i>if this course is completed, renew every three years, instead of the Safeguarding Foundations course.</i>	

<b>Parish Safeguarding Co-ordinators</b>	Basic Safeguarding Awareness Safeguarding Foundations * Safeguarding Leadership Pathway * Raising Awareness of Domestic Abuse Parish Safeguarding Co-ordinator Induction * Safer Recruitment and People Management	Drop-in Safeguarding Surgeries Annual Resource & Recognition Day Deanery Network Events
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## APPENDIX H

### Safer Recruitment and People Management

**Reference:** <https://www.cofebirmingham.com/info-for-parishes/safeguarding/safer-recruitment/> (accessed on 06 February 2023)

#### Commitment

The Church of England is committed to recruiting safely and supporting all workers and volunteers who have any responsibility related to children, young people and vulnerable adults who attend Church activities.

#### National Safer Recruitment and People Management Guidance (2021)

**Reference:** <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance> (accessed on 06 February 2023)

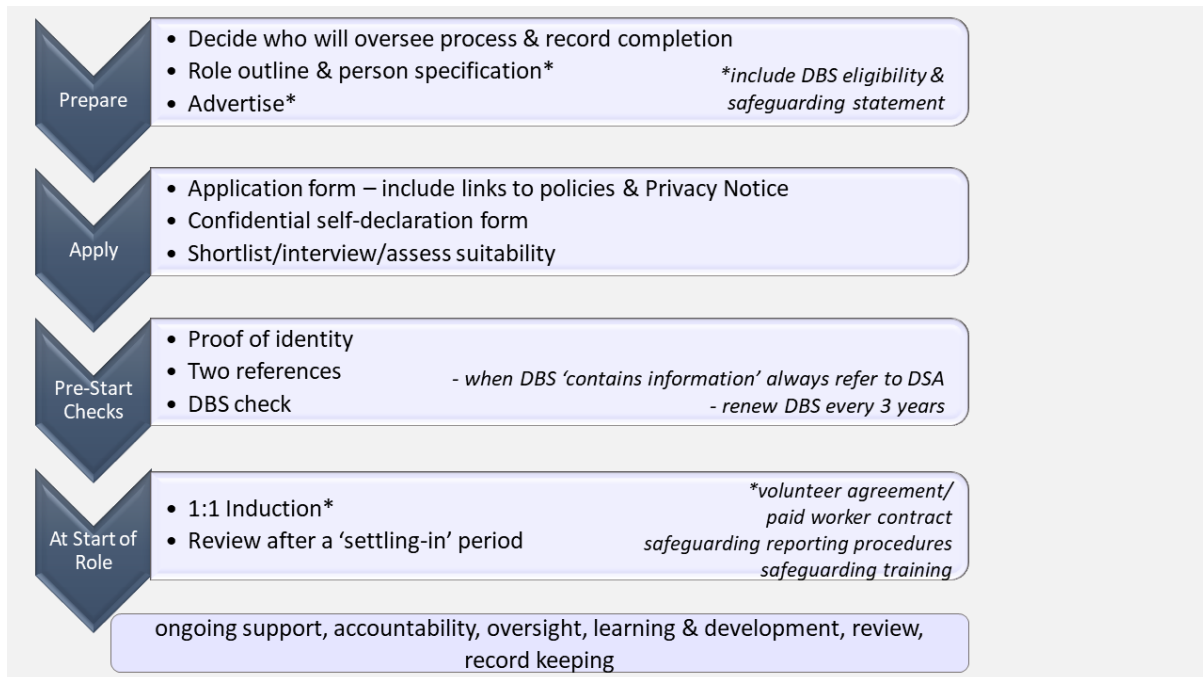
In July 2021 The Church of England agreed new Safer Recruitment & People Management Guidance which must be fully implemented by all churches from January 2022 for all *new* appointments where there is substantial contact with children, young people and/or vulnerable adults. Failure to apply these principles and practices exposes children, young people and vulnerable adults to greater risk of abuse by people who will target and exploit inadequate safeguards.

Where a church works ecumenically or with partners or charities they must assure themselves that the Requirements detailed in the guidance are being followed by these organisations.

To use the online Disclosure & Barring Service application system, a church must appoint a Parish Identity Verifier and complete the registration form.

Anyone involved in the recruitment, appointment and management/supervision of roles that have substantial contact with children, young people and/or vulnerable adults must complete online Safer Recruitment & People Management training and read the induction to following the procedures on The Church of England – Birmingham website.

## Summary of the Safer Recruitment Process



## APPENDIX I

### Church Officer Role Descriptions and Person Specifications

Reference: <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance>

(accessed on 06/02/2023)

#### Roles which require a Role Description and Person Specification

All roles for employees and volunteers within this Parish Church that involve substantial contact with children and/or vulnerable adults, must have a written Role Description and Person Specification.

#### Purpose of the Role Description

Role Descriptions must make any safeguarding aspects clear and refer to this Parish Church's commitment to protecting children, young people and vulnerable adults.

Having clearly written documents enables this Parish Church to think through what they want from a role, whether paid or voluntary, and what sort of person would be suitable.

It gives people confidence that this Parish Church takes its work with children, young people and vulnerable adults seriously when they are given a clear role, know to whom they are accountable and what their responsibilities are.

### **Purpose of the Person Specification**

The Person Specification describes the attributes a suitable candidate will possess. It is used for drawing up any advertisements/notices about the role and forms the criteria for evaluating applicants and assessing candidates, helping to identify key areas for the focus of interview questions.

The Person Specification should clearly indicate whether the stated criteria are:

- (1) **'essential'** i.e. those areas without which the job or Volunteer role cannot be performed, or
- (2) **'desirable'** i.e. not essential to carrying out the duties, but which would be valuable and may assist in the final selection process if several candidates meet the essential criteria.

### **Definition of 'Substantial Contact'**

Substantial contact is more than 'casual contact' of the type a shopkeeper would have with children, young people and vulnerable adults.

### **Definition of a Volunteer**

There is no legal definition of a Volunteer. The National Council for Voluntary Organisation (NCVO) defines Volunteering as 'any activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individual or group) other than, or in addition to, close relatives.' Central to this definition is the fact that Volunteering must be a choice made by each individual.

### **Definition of a Church Officer**

A Church Officer is anyone appointed/elected by or on behalf of this Parish Church to a post or role, whether they are ordained or lay, paid or unpaid.

### **Description of a Responsible Person**

A Responsible Person must be identified for each role being appointed to that falls within the scope of the Church of England Recruitment and Selection Guidance. The Responsible Person is accountable for the recruitment and appointment into that role.

A Responsible Person must also be identified for the ongoing support of the person appointed into the position.

The Responsible Person must have been safely recruited.

The Responsible Person must be familiar with the requirements of the Church of England Recruitment and Selection Guidance and be up to date on their current safeguarding training.

If the responsibility is delegated at any stage, the Responsible Person must ensure that the individual they are delegating to is capable, competent and has received all required training. The Responsible Person retains overall accountability for

ensuring all requirements described in the Church of England Recruitment and Selection Guidance are met.

### **St Hilda Warley Woods Procedure for identifying and creating a Role Description** *(Adopted by the PCC on 3rd March 2021)*

1. A Church Officer Role is identified by the Parish Safeguarding Team as requiring a Role Description.
2. Using the 'St Hilda Role Description' template, a Role Description is created, by the person deemed to be leading in that area, together with the person whose role is being described and in consultation with others if appropriate. This could be done with advice from a member of the Parish Safeguarding Team and if needed, with the use of a specimen Role Description from the Church of England Birmingham website which is: <https://www.cofebirmingham.com/info-for-parishes/safeguarding/safer-recruitment/> (accessed on 06/02/2023)
3. The final version is checked and authorised by the Parish Safeguarding Team.

### **Template for St Hilda's Role Descriptions at St Hilda, Warley Woods**

#### **St Hilda, Warley Woods Safer Recruitment: Role Description for Volunteers**

(Version 5A 25<sup>th</sup> January 2022)

This role description conforms with the Church of England Birmingham's guidance for safer recruitment of volunteer Church Officers. We take the safety of everyone within this Church very seriously and all are expected to work within St Hilda's safeguarding policies. In particular, this Church expects anyone who becomes aware of a safeguarding risk or a situation of abuse to raise this immediately with our Parish Safeguarding Co-ordinator.

Those who work with children, young people and/or adults who are vulnerable must have a commitment to:

- attend all required safeguarding training;
- treat individuals with respect;
- recognise and respect their abilities and potential for development;
- work in ways which meet and develop personal, spiritual, social and pastoral needs;
- promote individual's rights to make their own decisions and choices, unless unsafe;

- ensure their welfare and safety;
- promote social justice, social responsibility and respect for others; and
- maintain confidentiality, never passing on personal information, except to the person they are responsible to, unless there are safeguarding concerns and these must always be reported to the Parish Safeguarding Co-ordinator.

<b>Role</b>	
<i>Name:</i>	<i>Role:</i>
<b>Responsible to:</b>	
<i>Name:</i>	<i>Role:</i>
<b>Main purpose of the role</b>	
<b>Tasks - What you will be doing</b>	
<b>When and where you will be doing it</b>	
<b>Requirements for the Role</b>	
<b>Arrangements for Induction and Training (including Safeguarding Training)</b>	



- Knowledge and understanding of this Parish Church's policies and procedures, particularly those relating to safeguarding;
- Awareness of how to report any safeguarding concerns to the Parish Safeguarding Co-ordinator or Bishop's Safeguarding Adviser;
- 'Basic Awareness' and 'Foundation' safeguarding training completed before the induction is completed;
- Other safeguarding training modules relevant to the role; and
- Introductions to colleagues and other relevant individuals and groups:

#### Arrangements for Supervision and/or Support

#### Any Practical Arrangements Relevant to the Role (e.g. process for paying expenses, provision of equipment)

#### General Information

#### Whether the Role is eligible for a Disclosure and Barring Service (DBS) Check which is renewable every three years

Yes/No:

If Yes, due date:

#### Date of next Role Description Review

*(reviews should be held yearly or more frequently)*

Date:

#### This Role Description was prepared by:

Name:

Role:

Date:

#### Volunteer's Agreement to this Role Description

Signature:

Date:

Responsible Person's Agreement to this Role Description	
Signature:	Date:

## APPENDIX J

### ***Parochial Church Council of St Hilda Warley Woods*** ***Safeguarding Complaints Procedure***

*Adopted: 21<sup>st</sup> September 2019. Last Review: 2nd March 2023*

#### **What are safeguarding complaints?**

A complaint can be made, verbally or in writing, when someone feels the safeguarding policies and procedures of the Parochial Church Council (PCC) of *St Hilda Warley Woods* have not been followed correctly or they have been implemented unfairly. Disagreement with the professional decisions taken by those appointed by the PCC is NOT by itself grounds for a complaint.

If someone who is employed by the PCC as a paid worker wishes to make a complaint against the way the PCC's safeguarding policies and procedures have been followed, they should follow the PCC's grievance procedure, rather than this complaints procedure.

**This complaints procedure MUST NOT be used when someone is being harmed.**

When there is a concern or an allegation that:

- a child or adult who may be vulnerable has been harmed or is being harmed or is at risk of harm *and/or*
- an adult or a child may have caused harm to another child or adult who may be vulnerable

this must be reported in accordance with this Parish Church's safeguarding policy and procedures.

Report abuse to your Parish Safeguarding Co-ordinator (07946 147 703 or [safeguarding@sainthildawarleywoods.co.uk](mailto:safeguarding@sainthildawarleywoods.co.uk)) or

the Bishop's Safeguarding Adviser (telephone 07342 993 844) or

in an emergency call the police on 101 or 999.

### **Complaints against ministers**

This Safeguarding Complaints Procedure cannot be used for complaints against ministers. A complaint against a member of clergy should be addressed to the archdeacon or the Bishop of Birmingham. A complaint against a Reader or Lay Minister must initially be addressed to the Incumbent.

### **Managing complaints**

Complaints will be dealt with by the churchwardens who will:

- respond promptly to the person raising the matter;
- listen carefully to the issues of concern;
- impartially examine the issues to ensure fairness to all;
- rigorously explore ways the issues can be resolved; and
- accurately and sensitively feed back to the person who raised the issues.

### **A person who wishes to make a complaint should...**

Firstly...

... talk to the person or group concerned, whenever possible, explaining what the issues are and what they would like to see happen to resolve them. This should be done at the earliest opportunity.

Then....

... if the complaint can't be resolved through discussion with the person or group concerned, they should speak or write to a churchwarden. This must be done within a reasonable period of time of the issue arising.

The churchwarden will have a conversation with the person and listen to their concerns and what they would like to happen to resolve the issue.

The churchwarden will then speak to the person or group the complaint is about, (and anyone else who may have information to help them consider the complaint) and listen to their response.

Within a reasonable period of time, after considering all the information, the churchwarden will make a decision and inform both the person who has made the complaint and the person or group against whom the complaint has been made.

**If this decision does not resolve the issue ....**

... Within a reasonable period of time, the person bringing the complaint can ask for their concerns to be reviewed by another churchwarden (who has not been involved with the process so far) together with two other PCC members.

The churchwarden and two PCC members will consider all the information gathered so far. They may also have conversations with any of the persons involved in the complaint, and any other person who may have information relevant to the concerns, where this would assist them in reaching a decision.

Within a reasonable period of time, after considering all the information, the churchwarden and two PCC members will make a decision and inform the person who has made the complaint and the person or group against whom the complaint has been made. Their decision will be final.

**External**

If, despite all stages of this procedure having been followed, the person making the complaint remains dissatisfied, they may choose to escalate their concerns to an archdeacon or an independent or statutory agency, as appropriate.

If the complaint refers to a breach of the PCCs responsibilities as Charity Trustees, they may refer their concerns to the Charity Commission.

If they believe that the PCC or any of the paid or voluntary workers they have appointed has committed a criminal offence they should report this to the police.