



Safeguarding Children, Young People and Adults at Risk

Policy and Procedures

for the Church of Christ the King, Kettering.

This Policy and Procedure was adopted at a Parochial Church Council meeting held on:

Signed: Churchwarden on behalf of PCC

Signed: Senior Clergy

Date:

It follows and is consistent with the Church of England House of Bishops’:

- “Promoting a Safer Church - Safeguarding policy statement for children, young people and adults” (2017)
- “Parish Safeguarding Handbook” (2018)

It also incorporates:

- Working Together to Safeguard Children 2023
- “Safeguarding Records: Joint Practice Guidance for the Church of England and Methodist Church 2015”
- Care Act 2014

This Policy will be reviewed annually and brought to PCC for review and approval in November each year; this is captured within the PCC minutes.

Next review of this Policy is due November 2025.

A hard copy of this Safeguarding Policy is located in the Church Office and can be requested to be read. A copy can also be located on the website.



Each person who works with children, young people and adults at risk¹ will agree to abide by this policy.

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¹ In their policies and procedures our statutory partners have now moved away from the terminology of 'vulnerable adults' towards 'adults at risk of harm', usually shortened to 'adults at risk'



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“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, 2017

Statement of Christ the King’s Safeguarding Commitments

Safeguarding is **for every individual** in each and every aspect of the church’s life.

Safeguarding is **the responsibility of everyone involved** in each and every aspect of the church’s life.

Safeguarding is not just a matter of words. We put survivors first, strive to care for those who have been harmed and live up to best practice. We work with statutory and other authorities to deal effectively with harm and learn lessons which will make our churches and our world safer for all.

Safeguarding means the action we take at church to promote a safer culture throughout. We will promote the welfare of children, young people and adults. We will work to prevent abuse from occurring. We will 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, offer support to them whilst taking steps to mitigate such risks.

Safeguarding is at the centre of our faith: in our practice; in our worship; in our praying; and in our believing. In other words, safeguarding needs to be integral to the life of the Church rather than an appendage, with good safeguarding behaviours flowing naturally and intuitively.

Christ the King is committed to the safeguarding, care and nurture of everyone within our Church community. We strive to ensure that everyone in the Church community is kept safe whilst engaged with the Church’s activities and services.



1. INTRODUCTION

The Church of England House of Bishops' *'Promoting a Safer Church' - Safeguarding policy statement for children, young people and adults* was formally adopted by the Diocese of Peterborough at the Diocesan Synod in March 2017.

This safeguarding policy is the recommended Diocese of Peterborough Safeguarding Policy and within it adopts and takes into account the House of Bishops' safeguarding policies and procedures for children, young people and adults.

The care and protection of children, young people² and adults at risk³ 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.

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). 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.

The Parochial Church Council (PCC) takes seriously its responsibility to protect and safeguard the welfare of children, young people and adults at risk. The PCC will embed the Church of England Policy which is based on **5 foundations** and **6 overarching policy commitments** alongside the Diocese Safeguarding policy and procedures.

For advice on all safeguarding issues, including matters within this Policy, allegations or suspicions of abuse within the Church, please contact:

CHRIST THE KING:

Rachael Watts, Parish Safeguarding Officer (PSO)

07731154331

safeguarding@ctk.org.uk

PETERBOROUGH DIOCESE

safeguarding@peterborough-diocese.org.uk

Victoria Kellett, Diocesan Safeguarding Officer (DSO) 01733 887040

victoria.kellett@peterborough-diocese.org.uk

Angie Barber, Assistant Safeguarding Officer 01733 887039

angie.barber@peterborough-diocese.org.uk

Amie Freeman, Safeguarding Learning Development and Case Worker 01733 887041

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² A child or young person is anyone under the age of eighteen years

³ Adults at Risk (This group is also/formerly known as Vulnerable Adults or Adults at Risk of Harm)

"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." (Safeguarding and Clergy Discipline Measure, Section 6, 2016).

"A wide range of people, from those with a learning disability to those experiencing dementia – and may include adults whose mental capacity fluctuates, such as those with mental health or substance misuse difficulties. Some adults with safeguarding needs may be living in special accommodation and others will be living in the community on their own or with family members. (Social Care Institute of Excellence, 2017)"



2. PROMOTING A SAFER CHURCH

Adopting the Church of England House of Bishops' Safeguarding Policy for children, young people and adults (2017)

Safeguarding means the action that we take to promote a safer culture. This means we will: promote the welfare of children, young people and adults, working 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 to support them, whilst taking steps to mitigate such risks.

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

We are guided by the following **5 foundations**:

1. Gospel – being faithful to our call to share the gospel 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 – safeguarding work is undertaken within a legislative framework supported by government guidance
3. Core Principles – welfare of the child, young person and adult at risk is paramount
4. Good Safeguarding Practice – this includes: leadership commitment, safeguarding policy, clear lines of accountability, clear reporting procedures and record keeping; effective information sharing/working with partner agencies
5. Learning from the past – statutory reports and independent reviews into abuse that have involved the Church of England highlight past errors and significant lessons learnt to improve safeguarding practice.



3. DIOCESAN, PARISH AND CATHEDRAL CHURCH SAFEGUARDING POLICY

Based on the 5 foundations outlined above we commit to the following **6 overarching** safeguarding policy commitments:

1. Promoting a safer environment and culture

We 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 adults at risk. Our Church Officers will respect all children, young people and adults at risk and promote their well-being.

2. Safely recruiting and supporting all those with any responsibility related to children and Adults at risk within the Church

We 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. We 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.

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.

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

We 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. Those who have suffered abuse within the Church will receive a compassionate response, be listened to and be taken seriously.

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. 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 adults at risk.

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. We will therefore endeavour to offer pastoral care and support to any member of the church community whom 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.

A copy of the Church of England's 'Promoting a Safer Church - Safeguarding policy statement for children, young people and adults' can be found here:

<https://www.churchofengland.org/media/17545>

[The policy statement is supported by more detailed Practice Guidance and Reference documents which can be downloaded from](#)

[Policy and practice guidance | The Church of England](#)

This page may be printed and displayed on church premises – in high footfall areas

Diocesan Support On-Line

The Peterborough Diocese website holds the safeguarding information used by Christ the King as a parish, along with details of those who have a role and/or responsibility for safeguarding across the Diocese. It is a major source of many detailed sections of this handbook.

www.peterborough-diocese.org.uk/safeguarding-team.php

The website also provides further details on raising a safeguarding concern, support and useful contacts, training, past case review learning, safer church toolkits, and details of the Church of England National Safeguarding Team.



4. CHRIST THE KING'S SAFEGUARDING POSITION:

It is important to remember that almost all interactions between individuals in a church context are completely safe, healthy, nurturing and enjoyable. The church is a place where we are a community of a mixed demographic, with mixed experiences, positions and responsibilities. Healthy churches are inclusive places where individuals are deeply committed to the care and protection of each other. The work of the Holy Spirit increases our love and care for our neighbours and our compassionate awareness of those weaker than ourselves.

At Christ the King (CtK) we recognise that the few who are determined to harm children or adults often deliberately seek out groups or organisations where they can meet children or other vulnerable people. The Church is particularly susceptible to and at risk from such people. We are convinced that creating and maintaining a strong and effective safeguarding culture will discourage them from becoming involved for the wrong reasons and make it difficult for them to harm or abuse children or adults.

Occasionally, however, these close and trusting relationships could mean that we miss signs and/or symptoms that suggest the safety of one or more individuals may be at risk. Abuse includes: the misuse of power, position or authority; a betrayal of trust; harmful to those who are more likely to be unable to protect themselves.

Safeguarding is at the heart of the gospel; it is about all individuals being safe and free. We are all made unique and in the image of God. Jesus came that we might have life and have it in abundance. (John 10.10)

Effective Safeguarding helps to create and maintain a safe, secure environment in which people can worship, work, volunteer and visit is a priority that is at the heart of our Christian faith.

As such, we are committed to:

- The care, nurture of, and respectful pastoral ministry with all children, young people and adults
- The safeguarding and protection of: all children, young people and adults
- The establishing of safe, caring communities which provide a loving environment where victims of abuse can report or disclose abuse and where they can find support and best practice that contributes to the prevention of abuse.

To this end we will strive to:

- promote a safe environment and culture in all aspects of church life
- carefully select, support and train all those with any responsibility within the Church, in line with the principles of Safer Recruitment
- respond promptly to every safeguarding concern or allegation that any adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation
- respond to those that may pose a present risk
- care pastorally for victims/survivors of abuse, or other affected persons
- seek to offer informed pastoral care and support for victims/survivors of abuse, or other affected persons, developing with them an appropriate ministry that recognises the importance of understanding the needs of those who have been abused, including their feelings to prevent or minimise isolation, alienation, distress or discomfort



- care pastorally for those who are the subject of concerns/allegations of abuse, or other affected persons
- seek to protect survivors of abuse from the possibility of further harm and abuse
- seek to challenge any abuse of power, especially by anyone in a position of respect and responsibility, where they are trusted by others
- seek to offer pastoral care and support, including supervision, and referral to the appropriate authorities, to any member of our Church community known to have offended against a child, young person or adult who is vulnerable.

In all these areas we will follow legislation, guidance and recognised good practice.

5. DEFINITIONS OF ABUSE AND NEGLECT:

Abuse is broadly recognised as behaviour towards a person that deliberately or intentionally causes harm. It is a violation of a person's human and civil rights and can cause serious injury, harm or death.

Child abuse is specifically defined as:

"A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or extra-familial contexts by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children." (Working Together to Safeguard Children, 2023)

With a further specified definition of neglect of a child as:

"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." (Working Together to Safeguard Children 2023)

The Church of England has created a factsheet which helps give an overview of the types of abuse a person could experience including signs and symptoms to look out for. *This has been added at the end of this policy reference Appendix 3.* It can also be found at the following link: [type-of-abuse-reference-document-september-2018-proof-copy.pdf \(churchofengland.org\)](https://www.churchofengland.org/type-of-abuse-reference-document-september-2018-proof-copy.pdf).

A list of the types of abuse which is recorded within the fact sheet are as follows:

Children:

- Physical abuse
- Sexual Abuse (including Grooming and Child Sexual Exploitation)
- Neglect
- Emotional Abuse
- Domestic Abuse
- Bullying or Cyberbullying

Adults:

- Physical Abuse
- Sexual Abuse



- Psychological Abuse
- Financial/Material Abuse
- Modern Slavery
- Discriminatory Abuse
- Domestic Abuse
- Organisational / Institutional Abuse
- Neglect or Acts of Omission
- Self-Neglect

Additional specialist guidance is also included in this factsheet covering Complex Abuse, Honour Based Violence or Abuse, Forced Marriage, Female Genital Mutilation and Spiritual Abuse.

Within this policy there is also additional guidance and information around Adults at Risk which can be found in Appendix 2

6. RESPONDING TO A CHILD OR ADULT WHO MAY BE DISCLOSING ABUSE

We will respond promptly to every safeguarding concern or allegation where: there is a concern that a child, young person or adult is, or may be, being abused or that a church officer⁴ is, or may be, abusing a child, young person or adult.

We will ensure that people within our church know how to make a disclosure or raise a concern by:

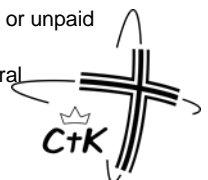
- Attending appropriate safeguarding training relevant to our roles
- Ensuring safeguarding arrangements are clearly visible on the front page of our parish website
- Displaying contact details of our Parish Safeguarding Officer and the Incumbent⁵, along with information about how to contact them to raise a concern or disclose a safeguarding matter
- Displaying the contact details of your Diocesan Safeguarding Team and how you can contact them to raise a concern or disclose a safeguarding matter
- Displaying other organisations who provide support and advice on safeguarding matters
- Displaying the independent NSPCC helpline for Children and Adults for those affected by church-related abuse: [0800 80 20 20](tel:0800802020)

Where there is a safeguarding concern/allegation, we will follow the procedure below:

- Respond well to the victim / survivor – listen and take seriously what is being said
- Emergency – if someone is in immediate danger of significant or serious harm we will contact the emergency services on 999 or 101
- Non-emergency – we will contact the Parish/Benefice Safeguarding Officer or incumbent in the first instance. They will then contact the DSO team
- If the incumbent is implicated, inform the DSO team directly
- Any safeguarding concerns must be reported to the DSO team **within 24 hours**
- If the Parish/Benefice Safeguarding Officer, incumbent or DSO team are not available within 24 hours then we will contact directly: for children and young people the local Multi-Agency

⁴ Church Officer – anyone appointed or elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid (Examples – priest, church warden, bell ringer, organist, youth activity leader)

⁵ 'Incumbent' – Vicar / Rector / priest-in-charge. This means the senior clergy person responsible for the Church / Benefice / Cathedral



Safeguarding Hub⁶ (MASH); for adults the local Adult Social Care team or the police for our area. These are our statutory agency partners (contact details on page 10). We will advise the Parish Safeguarding Officer or Incumbent if we have made a referral in this way and they will inform the DSO team. **If in doubt don't delay – seek advice from your statutory agencies for your area**

- We will not contact the person who the allegation/disclosure has been made against (alleged respondent), or anyone else implicated in the allegation or disclosure until advice has been sought from the DSO and/or our statutory agencies
- We will record the details of the concern / allegation. Where notes cannot be taken at the time a written record will be made as soon as practicable afterwards. *(See notes on page 7 below about what will be recorded)*
- The DSO will offer advice, support and guidance to signpost those affected by the concern/allegation to other agencies. Pastoral support will also be identified and offered to all those affected by the concern/allegation.

In safeguarding situations be aware of three common factors that could shape how someone responds to a safeguarding concern:

- It's natural that we bring our own interpretation to the situation
- Sometimes what we see is significantly shaped by what we expect to see
- Sometimes what we see is what we prefer to see, or would like to see

Recognise

We might find out about abuse by:

- A child, young person or adult tells us what has happened, or we witness abuse directly
- We see an injury or behaviour consistent with abuse and which is unlikely to have been caused another way
- Abuse is disclosed by someone else who knows the child, young person, or adult
- Indications of abuse are seen in artwork, play or creative writing
- Through posts on social media or the internet
- Anonymous sources tell of abuse

When we are listening to a child or adult who may be disclosing abuse:

Respond

Do

- Listen carefully and take seriously what is said
- Only use open questions (*open questions begin with words like: who, what, where, when and how. Open questions cannot be answered with 'yes' or 'no'*).
- Remain calm
- Take into account the person's age and level of understanding
- Check whether you can take notes while the person talks so you can make sure you record everything accurately. Be mindful that these notes will be required to be submitted.
- Clarify if necessary – check understanding and any ambiguities.
- Make an accurate record as soon as possible

⁶ MASH - are structures designed to facilitate information-sharing and decision-making on a **multi-agency basis** often, though not always, through co-locating staff from the local authority, health agencies and the police.



- Offer reassurance that disclosing is the right thing to do
- Establish only as much information as is needed to be able to tell your activity leader/head of ministry area/PSO/DSO what is believed to have happened, when and where.
- Check what the person hopes to happen as a result of their disclosure
- Say what we will do next (*see below under record and refer*) with the information they have shared

Don't

- Promise confidentiality.
- Offer your own personal information or any personal experience of similar issues.
- Make assumptions or offer alternative explanations
- Investigate the “case”
- Contact the person about whom the allegation has been made
- Ask leading questions
- Repeatedly question/ask the child or adult to repeat the disclosure over and over

It is not a breach of confidentiality to seek advice and guidance from the PSO and GDPR and Data Protection Act (2018) are not barriers to justified information sharing.

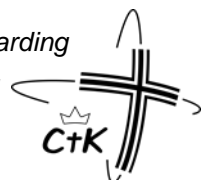
Record

- Make written notes at the time⁷, if appropriate, or as soon as practicable after the disclosure ensuring these are factual to what was said or shared. Contact the PSO/DSO for advice if needed on how to complete the notes.
- Do not destroy your original notes in case they are required by the DSO or the statutory authorities
- The notes will include a record of:
 - Date, time and place the disclosure/concern was raised
 - Who was present and how the information was received (by telephone, face-to-face, email, letter etc.)
 - Details of the information provided, often referred to as the “what happened” – using the actual words used including any swear words or slang and including dates, times, locations as provided.
- Record facts and observable things, not your interpretations, assumptions or opinions
- Always sign and date the record. A copy will need to be provided to the DSO.

Refer

- **If there is immediate risk of harm/ serious harm or a threat to life to a child or adult contact the police. If a crime has / may have been committed you must contact 999 or 101 immediately.**
- Report to your Ministry Area leader/activity leader, the PSO Incumbent immediately. If you report to your activity leader, they should inform the Ministry Area leader and the PSO or Incumbent
- Within 24 hours wherever possible, the Parish or Benefice Safeguarding Officer or Incumbent reports the concerns to the DSO
- Alternatively, you can seek advice from the local MASH/Adult Social Care team or the police for your area (contact details on page 10). If you take this option inform the DSO team.
- If outside of working hours and there is an immediate concern for the person’s safety or wellbeing that does not require an emergency service response the Emergency Duty Teams can be contacted which are as follows:

⁷ Please use the Safeguarding Concern Report form, a copies of which can be found in the Yellow Safeguarding Folder in the Welcome Area/Reception of Church. A copy is also enclosed in this Policy under Appendix 1.



- Northamptonshire Children's Trust Emergency Duty Service 0300 126 7000
- North Northamptonshire Adult Social Care Emergency Duty Service [01604 626 938](tel:01604626938).
- The information the statutory agencies will need is:
 - Details about the event or disclosure
 - Information about the child, young person or adult and family – name/date of birth or approximate age/address
 - Information about whom the concern/allegation has been made against – name/date of birth or approximate age/address
 - The statutory agency should provide you with their reference number – ensure this is provided to the DSO team
 - Remember that the child and family should, wherever possible, be informed about and consent to the referral ***unless this would put the welfare of the child or vital interests of the adult who may be at risk, or another person at further risk.*** *If you have serious concerns, the absence of consent should not prevent a referral.* The statutory agency you are speaking with will give you advice over this if necessary.

Do not delay your referral. Incumbents and Diocesan Officers are NOT authorised to investigate any allegations and must never attempt to do so. Only the Police and the Local Authorities are granted such powers in law.

If it would be dangerous for the child, young person or adult to return home, or he / she does not want to return home and you are sufficiently concerned for their safety, contact the MASH or Adults Social Care teams, or the police for your area (details enclosed above).

Non-recent abuse

Non-recent allegations of abuse will be treated as seriously as recent allegations. A victim/ survivor needs to be aware that, if the person they are making the disclosure about is known to be currently working with children, young people or adults at risk in either a paid or voluntary capacity then a referral to the statutory services will be made. In all circumstances where there are concerns about non recent abuse, then the DSO will be contacted. The DSO will make this referral and will provide advice on how this will be done and offer reassurance to the victim/survivor. This includes any allegation made about a church officer who has died.

Domestic abuse

Domestic abuse is contrary to the will of God and an affront to human dignity. The welfare of the adult victim of domestic abuse is important, but where there are children in the family it must be understood that they too are victims of domestic abuse. In all circumstances where there are concerns about domestic abuse, then the DSO will be contacted. The DSO will make this referral and will provide advice on how this will be done and offer reassurance to the victim/survivor.

PASTORAL CARE NOTE

It is normal to feel a number of complex emotions when you listen to someone making a disclosure of alleged abuse. It can be upsetting, difficult to believe especially where the person is well known, trusted, has a position of trust or has been someone within the life of the church for a significant period.



It is important to recognise that our own experiences may also shape our responses to witnessed or alleged abuse. If you are distressed, upset, or struggling in anyway by information disclosed, it is important to access support for yourself, if and when you need it. You are welcome and encouraged to approach a member of the clergy, parish safeguarding officer, or Head of Ministry for support or who can signpost you to a relevant external organisation or charity for support if desired.

7. CONTACT DETAILS OF WHO TO CONTACT WHERE THERE IS A CONCERN ABOUT A CHILD OR ADULT

DSO Office hours: Monday – Friday; 8.30am - 4.30pm

If there is a risk or actual significant harm has occurred or there is an immediate risk to life to a child or adult, then phone 999.

If you are submitting a safeguarding referral directly to statutory agencies, either Northamptonshire Children's Trust, or North Northamptonshire Adult Safeguarding Teams, please share details of this report either with the PSO or with the DSO.

North Northamptonshire

Children's Multi-Agency Safeguarding Hub (MASH): 0300 126 7000

Adult Social Care: 0300 126 3000 (option 2; option1; option1)

If a referral is made to statutory organisations the details of this referral are to be emailed to the DSO team at safeguarding@peterborough-diocese.org.uk

8. SAFEGUARDING TRAINING

The House of Bishops' Safeguarding Policy states that the Church '*will train and equip church officers to have the confidence and skills they need to care and support children, young people and adults at risk and to recognise and respond to abuse*'.

The Parish will make every effort to ensure that clergy, licensed workers and lay ministers, volunteers and employees working with children, young people and adults at risk regularly seek and obtain safeguarding training to the level of their responsibility. Clergy should attend the relevant Diocesan Safeguarding training. If they do not then the Bishop will not grant/renew their licence. Refresher training should be undertaken every three years.

We expect all Church Officers to undertake the level of training designated for their role. An individual carrying out more than one role should do the training up to the higher/highest level required. For those undertaking safeguarding training for the first time, it is a requirement to work up through the levels to the higher/highest required.



The Basic Awareness and Foundation courses can be completed by any member of the congregation to support awareness raising and a culture of support and vigilance in the church. The training modules are available online via the Peterborough Diocese website.

www.peterborough-diocese.org.uk/events-training/training/safeguarding-training.php

Safeguarding training is to be undertaken every three years, with certificates of completion (provided online at each course's end) copied to the Safeguarding Recruitment Administrator.

A detailed list of guidance about the appropriate level for each church role is included in Appendix 4.

9. ROLES WITH ADDITIONAL SAFEGUARDING DUTIES / RESPONSIBILITIES

A safer church community is supported by recognising there are individuals or groups within the church who alongside those employed by the church, hold specific safeguarding roles and responsibilities. Those identified with such responsibilities are as follows; Parochial Church Council (PCC) Members, Church Wardens, Parish Safeguarding Officer, Heads of Ministry and Volunteers. A full breakdown of the specific responsibilities held by each person and/or group can be found in Appendix 5.

10. SAFER RECRUITMENT

A key way of protecting children, young people and adults at risk from harm is to ensure the careful recruitment of those working with them for the appointment of those working with children, young people and adults at risk, paid or unpaid.

The following processes should be followed:

- All church workers working with children and adults, including volunteers, will complete and sign an application form and a confidential declaration form
- Written references and identification will usually be required and will be checked
- All church workers working with children and adults will be interviewed in relation to a role/job description or person specification
- A Disclosing and Barring Service (DBS) check will be required in relation to all eligible roles the person must not start their role until the check has been completed and the result returned
- Any blemished DBS check, or information declared in the confidential declaration form that causes a concern, will be referred to the DSO for advice
- After appointment, induction to the role and support will be given to the individual
- The person must complete the on-line safeguarding training or attend the safeguarding training that is relevant to their role

A full detailed breakdown of the safer recruitment process can be located in Appendix 6 of this Policy.

11. RECRUITMENT OF EX-OFFENDERS

Applicants for paid and volunteer positions must be clear about how they will be treated if they are ex-offenders. In line with Church of England safer recruitment guidance, we are committed to the following:



- 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), the Church of Christ the King, Kettering complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly
- The Church of Christ the King, Kettering undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- The Church of Christ the King, Kettering may only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested, i.e. 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
- The Church of Christ the King, Kettering may only ask an individual about convictions and cautions that are not protected
- The Church of Christ the King, Kettering 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
- The Church of Christ the King, Kettering 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
- The Church of Christ the King, Kettering 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
- The Church of Christ the King, Kettering selects all candidates for interview based on their skills, qualifications and experience
- 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.
- The Church of Christ the King, Kettering ensures that all those in the Church who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- The Church of Christ the King, Kettering also ensures that it has received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
- At interview, or in a separate discussion, the Church of Christ the King, Kettering 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.
- The Church of Christ the King, Kettering 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
- The Church of Christ the King, Kettering undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position and with the DSO before withdrawing a conditional offer of employment



12. THOSE WHO POSE A RISK TO CHILDREN, YOUNG PEOPLE OR ADULTS AT RISK

The House of Bishops' Safeguarding Policy states: *'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'*.

When it is known that a member of the congregation, or someone wishing to join the congregation, has sexually abused a child, young person or adult, or is not a sexual offender against children but nevertheless may pose a risk, the DSO will be consulted for advice.

This is to ensure that a safe course of action can be pursued in conjunction with the relevant statutory agencies.

13. CARE OF SURVIVORS OF ABUSE AND THEIR FAMILIES

The House of Bishops' Safeguarding Policy states: *'The Church will endeavour to offer care and support to all those that have been abused, regardless of the type of abuse, where or when it occurred....Those who have suffered abuse within the church will receive a compassionate response, be listened to and be taken seriously'*.

We will seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care. The Church of England has guidance around the support and help that should be offered and those who are victims and survivors of abuse which can be found at the follow link:

<https://www.churchofengland.org/safeguarding/safeguarding-e-manual/responding-well-victims-and-survivors-abuse>

Safe Spaces is a free and independent support service for anyone who has experienced abuse in relation to the Church of England, the Church in Wales, or the Catholic Church of England and Wales. You can contact the Safe Spaces team through their helpline (0300 303 1056), their live chat facility or by emailing safespaces@firstlight.org.uk.

There are additional organisations who can offer support where an individual may not wish to seek out support within the church community. These services are as follows:

Action on Elder Abuse Helpline: 0808 808 8141
Age UK Advice Line: 0800 678 1602
Childline: 0800 1111
Family Lives: 0808 800 2222
LGBT+ Domestic Abuse Helpline: 0800 999 5428
Men's Advice Line: 0808 801 0327
MIND Mental Health Charity: 0300 123 3393
National Domestic Abuse Helpline: 0808 2000 247
NAPAC: 0808 801 0331
National Careline: 0800 0699 784
National Rape Crisis Helpline: 0808 802 999
NSPCC: 0808 800 5000
Respect Phonenumber: 0808 8010 327
Safer Spaces of survivors of church-related abuse: 0300 303 1056
Samaritans Helpline: 116 123
Stop It Now: 0808 1000 900
Survivors Trust: 0808 801 0818



14. RECORD KEEPING AND STORAGE

Notes will be made of all safeguarding incidents involving children or adults. They will be treated confidentially and will be securely stored by the incumbent or designated person⁸. They will be retained even if the information received was judged to be malicious, unsubstantiated, or unfounded. During an interregnum, the designated person will be responsible for all safeguarding records which will be passed to the incoming incumbent.

15. SAFE ENVIRONMENT AND ACTIVITIES

The House of Bishops' Safeguarding Policy states: *'The church will strive to create and maintain environments that are safe for all, that promote well-being, that prevent abuse, and that create nurturing, caring conditions within the Church for children, young people and adults at risk.....The Church will strive to support all church officers to adhere to safer working good practice and to challenge the abuse of power'*.

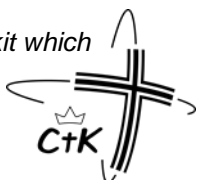
We will ensure our work with children, young people and vulnerable adults is carried out in a 'safe' environment:

- Ensure that children, young people and adults at risk know who they can talk to about a concern
- The ratio of leaders to children will comply with the NSPCC guidelines
- Each group will have a minimum of two adults and a gender balance will be maintained if possible
- Adults will not work alone with children
- We will seek to ensure meeting places are safe, secure and suitable for purpose and that health and safety risk assessments are completed
- We will be clear about boundaries with regard to touching, always related to the child's needs and normally initiated by the child
- We will obtain parental/guardian permission for attendance at groups, trips, use of images and transporting children in private cars
- All those who drive children on church-organised activities should be over 25, have held a full driving licence for over two years and, if their license is endorsed with 6 points or more, should inform the incumbent or Parish/ Benefice Safeguarding Officer
- All cars that carry children should be comprehensively insured for both private and business use. The insured person should make sure that their insurance covers the giving of lifts relating to church-sponsored activities.

16. UNACCOMPANIED CHILDREN

If children attend our church services without their parents' or carers' knowledge, we will welcome the child(ren) and try to establish whether their parents are aware of where they are. We will make sure an adult recruited for work with children takes care of the child and try to discover when they are due home and encourage them to keep to that arrangement. Depending on the age and

⁸ The records will be kept in accordance with the Church of England Safeguarding records – retention toolkit which can be found at: [Toolkit 7 - The Diocese of Peterborough \(peterborough-diocese.org.uk\)](https://www.peterborough-diocese.org.uk)



competence of the child, we will ring the parents or ask the young person to ring to gain the parents' consent to the child remaining. If the child comes regularly, we will endeavour to establish regular contact with the parents or carers.

17. VISITING ADULTS WHO MAY BE AT RISK IN THEIR HOMES

It is important that we ensure that our parishioners and church officers are as safe as they can be, and that there is accountability and transparency in the way our church officers engage in lone workings or visits to homes.

Church workers will, if possible, undertake a risk assessment before an initial visit, especially if we do not know the person. They will not call unannounced but by appointment, if appropriate telephoning just before visiting. They will always carry a mobile phone on a home visit and ensure that someone knows where they are and when they are expected to return.

They will be clear about what support can be offered and the purpose and limitations of any pastoral care/support that is offered.

Where our workers need to refer the person to another agency we will talk this through with the vulnerable adult, seeking his/her permission before passing on personal information. Our workers will always endeavour to be clear about what behaviour from the vulnerable adults is acceptable and what is not.

Make a note of the date when you visit, report back about the visit to the agreed named person and say what is concerning/what is going well.

18. ORGANISATIONS HIRING CHURCH BUILDING OR PREMISES

In relation to all activities and events which are not run directly by the church, but which take place in church buildings or grounds, the responsibility for implementing safeguarding policies rests with the hiring organisation and not with the PCC.

The PCC requires visiting groups to:

- any hire agreement with any person/body wishing to hire church premises contains a provision whereby the person/body hiring the church premises agrees to comply with the relevant safeguarding guidance issued by the House of Bishops and the diocese (see separate model Hire Agreement), as well as abide by the Parish Safeguarding Policy.
- the hire agreement contains a provision whereby all those hiring church premises are required to ensure that children and adults at risk are protected at all times, relevant staff have had appropriate DBS checks and that all reasonable steps have been taken to prevent injury, illness, loss or damage occurring.
- all those hiring church premises carry full public liability insurance for this, or are covered through the church insurance (for example hire for a children's party)

19. USE OF SOCIAL MEDIA

Social media sites enable users to create and share content and keep in touch with other users. For many, especially young people, using social media is an extension of physical face-to-face relationships. It is therefore important that churches also engage with their community and worshippers through these platforms, and that it is done in a safe way.



The PCC must approve the use of social media and mobile phones by the church. All of the below should be shared with young people.

Emails, online chat and texting

- Parental agreement should be obtained before communicating with young people
- Language should be clear and unambiguous
- All conversations must be made available for viewing by a worker's supervisor
- Workers may provide advice and support, but avoid counselling

Mobile Phones

- Workers will be allocated a dedicated work phone
- They should use group texts wherever possible
- There should be an agreed length of time for conversations and a curfew e.g. no communication between 10.00pm and 7.00am
- Conversations causing concern should be saved and passed to supervisor
- Photos should only be taken in accordance with safeguarding guidance
- Images should only be downloaded to a church computer

20. WHISTLEBLOWING

To fulfil their commitment to safeguard and promote the welfare of children, all organisations that provide services for, or work with, children, young people or adults at risk are required to have appropriate whistle-blowing procedures, and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed.

Members of a congregation should be encouraged to acknowledge their individual responsibility to bring matters of unacceptable practice, performance or behaviour to the attention of the incumbent. It is often the case that a co-worker or co-voluntary worker may be the first to recognise that something is wrong but may not feel able to express concerns, feeling that this would be disloyal; he or she may fear harassment or victimisation. These feelings, however, natural, must never result in a child, young person or adult who may be at risk continuing to be unnecessarily at risk.

How to raise a concern about unacceptable safeguarding practice:

- Concerns, suspicions or uneasiness about practice or behaviour of an individual should be voiced as soon as possible to the Incumbent
- If the concern is about the Incumbent, inform the Archdeacon and DSO
- If the concern is about the Dean of the Cathedral inform the Bishop's Chaplain and DSO
- Be specific about what practice is concerning, what has been heard or what has been observed
- Ideally put concerns in writing, outlining the background and history, and providing dates and times
- People are encouraged to put their name to any disclosure; however, any concern raised anonymously should be considered at the discretion of the church, taking into account the seriousness of the issue raised, the credibility of the concern and the likelihood of confirming the allegation from attributable sources



21. DIGNITY AT WORK

All our churches are advised to adopt the Diocese of Peterborough's Dignity At Work policy. We are committed to creating a respectful and harmonious workplace, which is free from harassment and bullying of any kind, and one in which everyone is treated with respect and dignity.

It is committed to ensuring that individuals do not feel apprehensive because of their religious belief (including theology or church tradition), gender, marital status, sexual orientation, race, age, pregnancy and maternity, or disability⁹, or through any inappropriate behaviour towards them.

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 a Safeguarding Advisor or if necessary report the matter to the Local Authority Social Care Services or the Police without delay

⁹ Equality Act 2010 – Protected characteristics



Recording a Safeguarding Concern

Adapted from “Safeguarding Records: Joint Practice Guidance for the Church of England and Methodist Church 2015”

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 understood by anyone not familiar with the case. They should clearly differentiate between facts, opinion, judgements and hypothesis.

Why record? In the church context, safeguarding records are needed in order to:

- Ensure that what happened and when it happened is recorded
- Provide a history of events so that patterns can be identified
- Record and justify the action/s of advisers and church workers
- Promote the exercise of accountability
- Provide a basis of evidence for future safeguarding activity
- Allow for continuity when there is a change of personnel

Example: When a minister moves between Parishes, a youth worker moves to a different post, or there has been a change of Parish/Cathedral Safeguarding Officer, the availability of a safeguarding record is essential so that one can know what has happened in the past.

The following approach is helpful in considering what should be written.

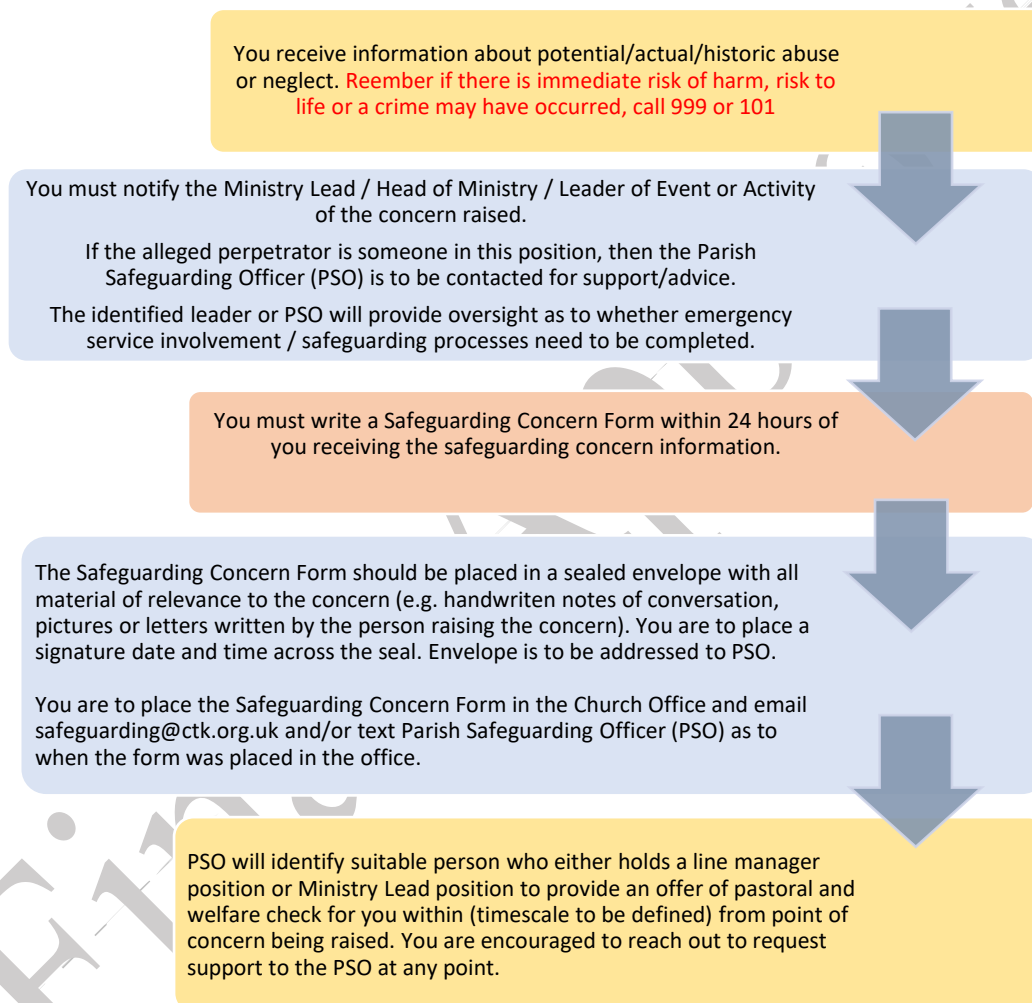
- **A written record** of the event or conversation should be made as soon as is practicable (after the event or conversation but always within 24 hours)
- **Who** is it about? (the names of all key people including any actual / potential witnesses)
- **What** happened? (use exact quotes where possible, in quotation marks)
- **How** did it happen? (for example, if someone is alleged to have assaulted a child, did they use an implement? Or was it a kick? Or a hit?)
- **Where** did it take place?
- **When** did it take place?
- **Why** did it happen? (this allows you to record any explanations offered to you by the people involved. It is not the place for your own analysis)
- **What should happen next** (what action will follow, for example, what are you going to do next, what is X going to do next, making sure it is in the diary in Y days time as a reminder)
- **Recording what did happen next and the checks made to ensure effective follow up** (did X do what they said they were going to do?)
- **Include the views / perspective of the child or adult who is vulnerable**
- **Analysis.** The PSO/CSO should analyse all the information gathered to decide the nature and level of the child's needs / the needs of the adults experiencing, or at risk of, abuse or neglect and the level of risk, if any, they may be facing
- **Records must always be dated and the author identified**
- **Indexing.** The PSO/CSO should ensure that Parish/Cathedral records are able to be searched or indexed so that previous names and concerns can be easily retrieved
- **Summary.** The safeguarding adviser should ensure, if a church worker has a separate personnel file, that a summary of any concerns and the outcome is filed on the personnel file.

NB Facts and professional judgments (analysis) should always be distinguished in the record and the record must not be disrespectful to the subjects. Always bear in mind they may be read by the subject(s), who have a right of access to their files.



If you suspect or have been told that a child, young person, or adult is at risk of significant harm, has been abused or neglected then you have a duty to report this as a Safeguarding Concern. Our priority as a Church is a timely response to historic, known or suspected safeguarding concerns to protect those at risk. **If the concern indicates a crime has happened or that someone is at immediate risk of harm or risk to life, call 999 or 101**

The following diagram explains the process you need to follow and contains the Safeguarding Concern Form attached for you to complete.



Remember the core safeguarding principles:

- Listen carefully and take seriously what is said.
- Use open questions, do not rush the person, or overly question them and remain calm. Allow the person to tell you what happened. Be mindful of their age and understanding.
- Offer reassurance that disclosing is the right thing to do. Don't promise you can keep it confidential.

- Don't offer alternative explanations or make assumptions.
- Don't contact the person(s) whom the allegation and concern refer to.

Safeguarding Concern Form

Name of person you are worried about (if relevant include pronouns)	
Age / Date of Birth (if known):	
Any additional needs identified including disabilities or language barriers?	
Do we have details of the person we are worried about on ChurchSuite?	Yes / No (<i>delete as appropriate</i>)
You name (this is the name of the person who became aware of the worry)	
What position if any do you hold in relation to the person we are worried about? <i>(Head of Ministry / Leader / Staff member / Congregation Peer)</i>	
Date & Time you were made aware of the worry:	
Having completed this form, would you like to be contacted for some wellbeing/pastoral support?	Yes / No If yes, please provide contact details (<i>telephone / email</i>)

Please complete this form, giving as much detail as possible to enable the Parish Safeguarding Officer to take appropriate and informed action. Be wary of assumptions, record factually the account of what was shared.

Where additional pages are needed, please number these and securely attach these to this form

Who was involved: (names of those involved or who have/may of seen)

What happened: (Tell me, Explain to me, Describe to me. Please give exact quotes in speech marks)



Continued on Page 2

When and where did it happen: (Dates, Times & Locations)

Who have you told about this incident:

What does the person want to happen in sharing this information:

Action Taken:



Name of Ministry Lead / Head of Ministry / Leader / Clergy / PSO you have reported this concern to:	
Date & Time of Form Placed in Church Office:	
Was Email / Text notification sent to PSO? Email to: safeguarding@ctk.org.uk Text: 07731154331	Email: Yes / No Date: Time: Text: Yes / No Date: Time:

Appendix 2 – Further information on Adults at Risk

The term ‘adult at risk’ refers to 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, illness, old age, emotional fragility, distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired. *(Taken from CofE Clergy Disciplinary measures)*

Please note that some adults may not consider themselves at risk, but may be at risk of being abused by individuals in positions of leadership and responsibility. As adults are not inherently at risk and in need of protection it is important to recognise that the factors described below do not, of themselves, mean that a person is vulnerable. It is a combination of these factors and the circumstances that a person finds him/herself in that can make an individual vulnerable to abuse or neglect.

Some factors that increase risk include:

- 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
- Those who are homeless
- Refugee families or individuals (including those seeking asylum)
- Victims/survivors of domestic abuse – direct violence and/or significant emotional coercion
- Those who have suffered historic abuse in childhood
- A permanent or temporary reduction in physical, mental or emotional capacity brought about by life events – for example bereavement or 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



Appendix 3 - Types of Abuse

[type-of-abuse-reference-document-september-2018-proof-copy.pdf \(churchofengland.org\)](https://www.churchofengland.org/type-of-abuse-reference-document-september-2018-proof-copy.pdf).

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Appendix 4 – Safeguarding Training Levels

In outline the main training levels are:

Leadership Pathway (formerly known as C2)

This is a more intensive training module for all clergy, the PSO, Licensed Lay Ministers (including Readers) and the churchwardens if and when we are in vacancy.

It includes material to equip parish officers to embed healthy parish safeguarding practice and to explore the roles and personal vulnerabilities in implementing parish safeguarding procedures and responding to serious situations.

Foundation (formerly known as C1)

This is for anyone who has safeguarding responsibilities or who has contact with children/young people and/or adults who may be vulnerable, including but not limited to: helpers at children's and adults' activities; youth work Interns and workers; leaders of children's and adults' activities; churchwardens.

It includes material to place safeguarding in the context of the Church and equip participants with knowledge and skills in knowing what, when and how to report concerns; PCC members.

Basic Awareness (formerly known as C0)

This is **recommended** for anyone who needs a basic level of awareness of safeguarding, including but not limited to: welcomers; caretakers; refreshment helpers; flower arrangers; administrative staff; music group members; sound and audio-visual technicians and users. Its aim is developing a basic awareness of safeguarding in the context of Church and Christian pastoral care.

For those in positions of leadership or line management the following course is also required to be completed:

Safer Recruitment and People Management (formerly known as S1)

This course is for all those involved in the recruitment, selection and management of staff or volunteers. It specifically aims to equip participants with an understanding of both safer recruitment and people management, and the role these play in building a safer church community.

Albeit not mandatory, we actively encourage all leaders and volunteers to also complete the following additional module:

Domestic Abuse Awareness (formerly known as S3)

This is a specialist course exploring the nature and dynamics of domestic abuse, with a focus on church settings. It aims to develop a greater understanding of what Domestic Abuse is, who it affects, as well as its impact on individuals, children, the wider family, and the community.



Appendix 5 – Roles with additional Safeguarding duties / responsibilities

As the main decision-making body within the parish, the PCC has the responsibility, along with the incumbent, to promote the mission of God in the parish. The Incumbent and PCC are also charged with having 'due regard' to safeguarding, and have a duty of care to ensure the protection and well-being of the vulnerable in the church community.

At Christ the King every member of the PCC is also a charity trustee, ensuring it complies with the Charity Commission guidance and legislation in relation to charities. In line with good practice, as Trustees of a charity that works with children or adults at risk, our PCC members are required to hold an enhanced DBS certificate.

The incumbent and the PSO will strive to provide leadership concerning safeguarding, including encouraging everyone to promote a safer church.

In terms of safeguarding, working with the incumbent and the PSO, the PCC should:

- Promote a safer church for all in the church community, ensuring there is a plan in place to raise awareness of and promote safeguarding training to ensure that safeguarding is taken seriously by all those in the church community
- Ensure Safeguarding is a standing item at each PCC meeting
- Approve, annually, the latest version of the church's Safeguarding Policy and related documents
- Provide, with the help of the PSO, an annual report in relation to Safeguarding, to be included in the reports to the APCM, including a summary of progress and a statement as to whether or not the PCC has complied with the duty to have "due regard" to the House of Bishops' guidance in relation to safeguarding
- Work with the PSO to complete, approve and adopt an annual safeguarding audit and derived Action Plan for the year ahead

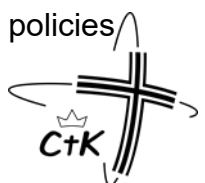
Appoint:

- At least one appropriately experienced designated Parish Safeguarding Officer (PSO) to work with the incumbent and PCC. This PSO should be a lay person; it cannot be the incumbent. The PSO may also be the DBS administrator for church officers who work with children or adults at risk but if not, the PCC should appoint another individual. The PSO should be supported, trained and given a copy of the parish safeguarding policy and procedures
- Additional safeguarding roles, as required. These roles are optional. They will be dependent on local need and available resources. They may also be fulfilled by the same people. Any additional roles are left to our local determination

Safer Recruit, Support and Train:

Ensure that all church officers or anyone who works with children, young people and/or adults at risk

- are recruited safely following the House of Bishops' Safer Recruitment practice guidance (including DBS and Barred List checks where appropriate)
- are aware of and work to House of Bishops' safeguarding guidance (includes both policies and practice guidance)



- attend the relevant level(s) of diocesan safeguarding training at least every three years

Provide:

- appropriate insurance to cover for all activities undertaken in the name of the PCC which involve children and adults at risk

Display:

- A formal statement of adoption of the House of Bishops' 'Promoting a Safer Church; safeguarding policy statement'. This should be signed on behalf of the PCC
- Contact details of the Incumbent, the PSO, Churchwardens and any other local leaders
- Information about where to get help with child and adult safeguarding issues, e.g. domestic abuse and key helplines such as ChildLine
- Provide access to all relevant documentation

In accordance with the Church Representation Rules (revised 2022), the Standing Committee of the PCC will transact Safeguarding business between PCC meetings where necessary. Standing Committee will ensure Safeguarding is a standing item at each of its meetings.

Safeguarding and the Churchwardens

In relation to safeguarding, the churchwardens work with the incumbent, PSO and the PCC to:

- ensure that in the period of a vacancy, the incumbent's safeguarding roles and responsibilities are fulfilled, in consultation with the PCC, the PSO and the Rural Dean
- pay attention to the specific needs of children and adults at risk when undertaking health and safety inspections and risk assessments
- ensure that risk assessments are carried out before new activities are undertaken
- ensure that safeguarding requirements are included in all booking arrangements with organisations and individuals
- ensure that all parish activities with children and adults at risk are adequately supervised and insured
- answer questions regarding safeguarding as they arise in the Archdeacon's visitations, and respond to any specific safeguarding advice given by the Archdeacon

Parish Safeguarding Officer (PSO)

The PSO:

- is appointed by the PCC and should be an appropriately experienced lay person.
- should work closely with the Incumbent and the PCC to advise on all safeguarding matters, especially those relating to children, young people and adults at risk
- should promote safer practices in all activities and make any recommendations required, taking into account the particular arrangements of the parish
- seeks to ensure that Safer Recruitment practices are followed, with the support of diocese
- should ensure the compilation and annual update of a list of names of paid and voluntary workers, along with details of their DBS status and safeguarding training record
- will ensure volunteers and employees undertake designated diocesan safeguarding training every three years, submitting their records of training completion as appropriate
- should receive, with the incumbent, any concerns about children or adults and make sure that proper advice is sought, and proper referrals are made
- should report all matters relating to concerns and allegations of abuse against church officers, in liaison with the incumbent, to the DSO, who will liaise with the statutory



agencies, as required. [Concerns about the incumbent should be raised directly with the DSO]

- should ensure that any ex-offenders with offences against children or adults at risk known to be in the church community are notified to the DSO and contribute to managing Safeguarding Agreements
- should be supported by at least one DBS administrator (see below) for church officers who work with children or adults at risk, plus other safeguarding roles as required/determined by the PCC.
- should report regularly on safeguarding (see PCC agenda item above)
- should assist the PCC in the provision of their report in relation to safeguarding at the APCM
- completes, in conjunction with the PCC, an annual safeguarding action plan
- contributes to the annual review of parish safeguarding arrangements
- should attend diocesan Leadership Pathway safeguarding training at least every three years
- ensures maintenance of the church's safeguarding records
- is the principal user and editor of the church's Safeguarding Dashboard and Audit, maintained on the national parish dashboards website
- works with the church administrator to maintain and update essential documentation, including material displayed within the church building

Ministry Area Leaders/Heads of Ministry

It is expected that each Head of Ministry will:

- Liaise with the PSO where necessary for all matters in relation to safeguarding
- Model and implement safe and healthy working practices, promoting safeguarding as naturally intrinsic to their work
- Develop and/or revise a role description for volunteers in their area(s)
- Risk assess all activities undertaken
- Seek to protect themselves and other volunteers in all aspects of their roles
- Tell the PSO (or incumbent) of any safeguarding concerns promptly, however minor
- Keep their own safeguarding training up to date (at least every three years)
- Ensure that new volunteers in their ministry area are recruited in line with Safer Recruitment policies and guidelines
- Ensure volunteers undertake the required level of diocesan safeguarding training, notifying the PSO of successful completion
- Regularly reflect on safeguarding with members of their team
- Support members of their team pastorally if and when they are affected by dealing with a safeguarding concern or disclosure.
- Familiarise themselves thoroughly with essential safeguarding-related documentation, including the church's Safeguarding Policy, together with relevant related policies and procedures

Volunteers

It is expected that all those working with children, young people and/or adults at risk will:

- be recruited via the six steps of Safer Recruitment (see below)
- be given a role description and a named team leader (line manager)



- undertake the relevant level(s) of diocesan safeguarding training, refreshing it every three years
- familiarise themselves thoroughly with essential safeguarding-related documentation, including the church's Safeguarding Policy, together with relevant related policies and procedures
- receive induction and guidance when first join a team
- receive on-going support from their team leader (line manager)
- tell their team leader (or the PSO) of any safeguarding concerns promptly, however minor

Appendix 6 – Safer Recruitment & DBS

This is the overarching description of the stages for those seeking to become church officers, i.e. anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.

There are six steps in the Safer Recruitment process. At CtK we recognise that there is a balance to be struck between the top priority of safeguarding volunteers and those they work alongside with forbidding bureaucratic barriers to congregants volunteering.

The six steps are:

1. Job/Role Description

For those seeking a paid employee post this will be formal, perhaps using a standard church, diocese or similar template. If it is a paid role there should be a formal job description / person specification.

For volunteer roles a simple job role may be used, outlining, perhaps using bullet-points, the tasks the volunteer will carry out in the role, along with what skills might be required. skills are required. The job description or job role will also say whether it is eligible for and requires a DBS check, and at what level.

2. Application (form)

Again this will almost certainly use a standard, formal, written approach for paid staff. It is designed to assess an applicant's suitability for the role, especially if they will be working with one or more vulnerable groups. For volunteer roles it is acceptable for it to be a simple statement of intent, received in writing or verbally by the appropriate Head of Ministry.

3. Face-to-face interview

For paid roles this will be a formal and rigorous process, often involving a single or multiple interviews, perhaps tackled in conjunction with other activities such as group work, in-tray exercises, etc.

With voluntary roles a more-informal approach is acceptable. A brief discussion, more than a formal interview may be acceptable, allowing a dialogue around the role and the volunteer.

4. References

External appointments, especially to paid roles, will normally require written references, including one from a present employer or equivalent. Here referees should be asked about an applicant's suitability to work with vulnerable people. Formal references should be cross-referenced with



information given on the application form. For voluntary roles it may well be sufficient to check the volunteer's suitability with other church leaders in order to receive verbal endorsement. In some situations it may be appropriate to seek feedback from a previous church/organisation/service as to the suitability of the person taking on a voluntary role.

5. Confidential Self-declaration Form

This is a pre-cursor to the DBS check and applies to paid and voluntary roles.

In summary the form asks if there is any reason why the applicant should not be working with children and adults experiencing, or at risk of abuse or neglect. It can also help to identify any issues that might need resolving at an early stage. Having a criminal record may not necessarily be a bar to working with children or adults experiencing, or at risk of abuse or neglect. The DSO's advice and input must be sought if an applicant discloses any information at this stage.

6. DBS and Barred List Checks

A DBS (Disclosure and Barring Service) check safeguards vulnerable groups. The check reveals whether or not a person has committed criminal activity that makes them unsafe to work with children or adults at risk. It is a Church of England requirement that each person updates their DBS check every three years. To alleviate this any individual may subscribe, at their own small cost, to the DBS update service.

To assist the PSO, noting the size of our church and its myriad activities, Christ the King will normally have *at least one nominated person* to work alongside the PSO and responsible for all aspects of the DBS procedure, including liaison with our linked national organisation – thirtyone:eight (formerly known as CCPAS), an independent Christian safeguarding charity linked to the Evangelical Alliance.

Our DBS administrator(s) is/are typically responsible for:

- establishing the true identity of the applicant, through the examination of a range of identification documents as set out by the Disclosure and Barring Service (except for themselves or an applicant related to them)
- checking and validating the information provided by the applicant on the application form
- ensuring the application form is fully completed and the information it contains is accurate
- work with the PSO and the DSO should any DBS check not come back "clear"; this will usually generate a Risk Assessment and/or Safeguarding Agreement via the DSO.

Our DBS Administrator(s) will maintain a database, in line with our Data-related policies, of church members' DBS status. The Administrator(s) should also try to remind those not subscribing to the annual update service when the triennial check is due.

The need for a DBS check, including the level required, depends on the nature of the activity of a paid or volunteer role. As a rough guide, working with vulnerable groups (children, youth, vulnerable adults) is likely to need team members, paid or volunteer, to have a DBS check.

It is the Charity Commission's expectation (and many insurance companies) that you apply for a DBS check where the applicant's role is legally eligible for one.

For individuals in more than one church activity that requires a DBS check, only one such check, covering all relevant areas, is needed.

A DBS certificate from another organisation, whether through a person's working life or as a volunteer, is not acceptable for transfer. A specific Christ the King DBS check must be completed.



There are three levels of DBS check:

- Basic - a simple criminal record check that considers non-spent convictions under the Rehabilitation of Offenders Act 1974 (ROA).
- Standard - more detailed screenings, showing all criminal history except the disclosure filtering rule.
- Enhanced - the most detailed check, containing all criminal history and additional information specific to vulnerable people.

In practice the Enhanced level is used for almost every case necessitating any check.

In addition, involvement in what is defined as Regulated Activity would require a check of the appropriate barred lists. Regulated activity refers to certain roles that involve working with children or adults at risk, such as teaching and providing care. Regulated activities are eligible for **Enhanced DBS checks with children's and/or adults' barred lists**. They reveal whether or not a person has committed criminal activity that makes them unsafe to work with children or adults at risk. Anyone who is on the Disclosure and Barring Service (DBS) barred lists cannot work in these roles. Therefore, when we recruit volunteers for regulated activities, we must legally carry out Enhanced DBS checks to check whether they are barred and to prevent them from accessing these roles.

Appendix 7 – Related Christ the King Documentation

- Health and Safety Policy
- Volunteer Agreement
- Volunteer Recruitment
- Data Privacy Policy
- Data Breach Management Policy
- Privacy Statement
- Pastoral Care policy
- First Aid Policy
- Offsite Activities Policy
- Online Communications and Social Media Statement
- Photograph and Video Consent Form

Appendix 8 – Related documentation outside of Christ the King documentation

The Church of England Parish Safeguarding Handbook

www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf

The Church of England Safeguarding e-Manual

www.churchofengland.org/safeguarding/safeguarding-e-manual

Promoting a Safer Church: House of Bishops (2017)

www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf

Churchwardens Measure (2001)

www.legislation.gov.uk/ukcm/2001/1/contents

Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance (October 2017).



www.churchofengland.org/sites/default/files/2017-10/roles-and-responsibilities-practice-guidance.pdf

Responding well to Victims and Survivors of Abuse (Church of England)

<https://www.churchofengland.org/safeguarding/safeguarding-e-manual/responding-well-victims-and-survivors-abuse>

Final Approved

