



The Parochial Church Council of the Ecclesiastical Parish of Binfield  
Registered charity no. 1149382

### SAFEGUARDING POLICY PROMOTING A SAFER CHURCH

The following policy was agreed at the Parochial Church Council (PCC) meeting held on...12 APRIL 2021

In accordance with the Church of England Safeguarding Policy our 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 the 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.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) 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 the parish.
- Display in church premises and on the front page of the parish 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 Diocesan Safeguarding Team 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 the 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.
- Inform the Diocesan Safeguarding Team if we use an alternative DBS Umbrella Body to APCS and if we receive any DBS Disclosures that are not clear.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints ...HAYLEY FOURIE... as the Parish Safeguarding Officer.

Incumbent ...M. Taylor...

Churchwardens ...NEIL HARRISON + JOHN HARGREAVES...

Date: ...30.6.2021...

A copy of this signed letter and our Safeguarding Policy, will be sent to the Diocese of Oxford Safeguarding Team  
[safeguarding@oxford.anglican.org](mailto:safeguarding@oxford.anglican.org)



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### Safeguarding Checklist

At All Saints' and St Mark's Churches, we recognise that the few who are determined to harm children or adults, deliberately seek out groups or organisations where they can meet children or other vulnerable people. We are aware that the Church is particularly vulnerable to these people and aim to create and maintain a safeguarding culture which will discourage them from becoming involved for the wrong reasons and make it difficult for them to harm or abuse children or adults if they do.

Binfield PCC will:

#### 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. The PSO may also be the DBS administrator for church officers who work with children or vulnerable adults but if not, the PCC should appoint another individual. The PSO will be supported, trained and given a copy of the parish safeguarding policy and procedures.

#### Safer Recruit, Support and Train:

- ☐ Ensure that all church officers who work with children, young people and/or vulnerable adults are:
  - o recruited following the House of Bishops' Safer Recruitment practice guidance;
  - o aware of and work to House of Bishops' safeguarding guidance (includes both policies and practice guidance);
  - o attend 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 vulnerable adults.

#### 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 PSO, Churchwarden and any other local leaders.
- ☐ Contact details for the Diocesan Safeguarding Team – including phone, email and website details.
- ☐ Information about where to get help with child and adult safeguarding issues, domestic abuse and key helplines e.g. ChildLine (See separate 'Model Safeguarding in parishes-who's who')
- ☐ Provide access Parish Safeguarding Handbook

#### Respond:

- ☐ Create an environment, which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently;
- ☐ Have a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse in accordance with the relevant policy and practice guidance and in consultation with the Diocesan Safeguarding Adviser;



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- ☐ Report all safeguarding concerns or allegations against church officers to the Diocesan Safeguarding Adviser;
- ☐ To ensure that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the Diocesan Safeguarding Adviser;
- ☐ Comply with all data protection legislation especially in regard to storing information about the 'church workforce', including volunteers and any safeguarding records;
- ☐ Ensure that an "activity risk assessment" is completed and reviewed regularly for each activity, which is associated with either children or vulnerable adults, and run in the name of the Church.

#### **Review and Report Progress:**

- ☐ The PSO should regularly report on safeguarding in the parish. Safeguarding should be a standing agenda item at each PCC meeting. At the APCM the PCC should provide an annual report in relation to safeguarding. In the PCC's annual report will be a statement which reports on 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.

#### **Church Premises Hire**

- ☐ Any hire agreement with any person/body wishing to hire church premises must contain a provision whereby the person/body hiring the premises agrees to comply with the relevant safeguarding guidance issued by the House of Bishops and the diocese (see separate Safeguarding Provision that can be attached to any Hire of Church Premises Agreement).
- ☐ The hire agreement should also contain a provision whereby all those hiring church premises are required to ensure that children and vulnerable adults are always protected, relevant staff have had appropriate DBS checks and that all reasonable steps have been taken to prevent injury, illness, loss, or damage occurring.
- ☐ Ensure that 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).

#### **If / when we have a clergy vacancy?**

- ☐ During an interregnum the PCC will work with the churchwardens, ensure that all information about safeguarding matters is securely stored before passing the information on to the new incumbent. The departing incumbent must give the safeguarding information to the Parish Safeguarding Officer who can pass the information on to the new incumbent when he/she takes up his new role.



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## **SAFEGUARDING POLICY PROMOTING A SAFER CHURCH**

### **The Code of Safer Working Practice**

*The Code of Safer Working Practice expresses our commitment to demonstrating God's love by placing the highest priority on the safety of those to whom we minister. It sets out what we expect from anyone who ministers in our church, in both paid or voluntary roles, and is one of the ways we ensure high standards of safeguarding in all we do.*

#### **Upholding the Code**

*All members of staff and volunteers are expected to report any breaches of this code to the Parish Safeguarding Officer. Staff and volunteers who breach this code may be subject to disciplinary procedures or asked to leave their role. Serious breaches may also result in a referral made to the relevant statutory agency.*

#### **All those working on behalf of the parish with children, young people and adults must:**

- Treat all individuals with respect and dignity;
- Respect people's rights to personal privacy;
- Ensure that their own language, tone of voice and body language are respectful;
- Ensure that children, young people and adults know who they can talk to about a personal concern;
- Record and report any concerns about a child, young person or adult and/or the behaviour of another worker with their activity leader and/or the Parish Safeguarding Officer. All written records should be signed and dated;
- Obtain written consent for any photographs or videos to be taken, shown, displayed or stored.

#### **In addition, those working with children and young people must:**

- Always aim to work with or within sight of another adult;
- Ensure another adult is informed if a child needs to be taken to the toilet;
- Respond warmly to a child who needs comforting but make sure there are other adults around;
- Ensure that the child and parents are aware of any activity that requires physical contact and of its nature before the activity takes place.

#### **All those working on behalf of the parish with children, young people and adults must not:**

- Use any form of physical punishment;
- Be sexually suggestive about or to an individual;
- Scapegoat, ridicule or reject an individual or group;
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying;
- Show favouritism to any one individual or group;
- Allow an individual to involve them in excessive attention seeking;
- Allow unknown adults access to children, young people and adults who may be vulnerable. Visitors should always be accompanied by an approved person;



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- Allow strangers to give lifts to children, young people and adults who may be vulnerable in the group;
- Befriend children, young people and adults who may be vulnerable on social media;
- Take photographs on personal phones or cameras as this means that images are stored on personal devices.

**In addition, for children and young people, must not:**

- Give lifts to children you are supervising, on their own or your own (unless there are exceptional circumstances e.g., in an emergency for medical reasons or where parents fail to collect a child and no other arrangements can be made to take a child home. In such situations, the circumstances and your decision must be recorded and shared with an appropriate person at the earliest opportunity);
- Smoke or drink alcohol in the presence of children and young people;
- Arrange social occasions with children and young people (other than events which also include family members/carers) outside organised group occasions.

### **Acceptable Touch**

Sympathetic attention, encouragement and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, can be wholly appropriate. However, abusers can use touch that appears safe to 'normalise' physical contact which then becomes abusive. As a general rule, the use of touch between adults in positions of responsibility and those with whom they are working, or volunteering should be initiated by the person themselves and kept to the minimum. In addition to this, always follow the guidelines below:

- Ask permission before you touch someone;
- Allow the other person to determine the degree of touch except in exceptional circumstances (e.g. when they need medical attention);
- Avoid any physical contact that is or could be construed as sexual, abusive or offensive;
- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors;
- Touch should be in response to a person's needs and not related to the worker's needs. Touch should be age appropriate, welcome, and generally initiated by the child, not the worker.



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# **Supporting documents**



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## **SAFEGUARDING POLICY PROMOTING A SAFER CHURCH**

### **Safeguarding Provision for hire of Church Premises**

(Signed copy to accompany any hire of Church Premises agreement)

**The Parochial Church Council of All Saints' and St Mark's Churches, Binfield; has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is attached. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.**

**You are required to ensure that children, young people, and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.**

**In particular, this means that:**

- you will comply with the attached good practice guide with children and young people or vulnerable adults unless you already have an equivalent;
- you will provide the church with a copy of your organisation's Safeguarding Policy/ies or if you do not have one adopt the current parish policy;
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually;
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
- no person under the age of 18 years will be left in charge of any children or young people of any age;
- no child or group of children or young people should be left unattended at any time;
- a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;
- you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
  - (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
  - (b) any known offenders against children or vulnerable adults seeking to join your membership and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

**The Parish Safeguarding Officer for The Parochial Church Council of All Saints' and St Mark's Churches, Binfield is:**

**Name:** .....

**E-mail:** ..... **Tel. No:** .....



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**Declaration**

I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed ..... Designation .....

Organisation ..... Date .....

Please sign two copies, one to be retained by the church, and one by the organisation.



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**SAFEGUARDING POLICY  
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**Safeguarding– who's who?**

**Rector**

Revd. Luke Taylor

07939 526 361

**The churchwardens**

Neil Harrison

01344 455174

John Hargreaves

07973 842624

**The Parish Safeguarding Officer**

Hayley Fourie

07765 874 098

**Youth Worker**

Daisy Ridell

07860 239487

**Diocesan Safeguarding Advisor**

Richard Woodley

07391 868478

**If you have information about a safeguarding situation where a child or adult is in immediate danger or requires immediate medical attention call the emergency services on 999. Do not delay.**

**NSPCC helpline for children and adults 0800 80 20 20 (dedicated Church of England reporting line)**



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## **SAFEGUARDING POLICY PROMOTING A SAFER CHURCH**

### **Policy on Recruitment of Ex-Offenders**

- 1 As an organisation using the DBS Disclosure service to assess applicants' suitability for positions involving working with children and vulnerable adults, Binfield PCC complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- 2 Binfield PCC is committed to the fair treatment of its staff, potential staff, volunteers and users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical or mental disability, or offending background.
- 3 This policy on the recruitment of ex-offenders can be made available to all Disclosure applicants at the outset of the recruitment process.
- 4 We actively promote 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. In selecting people, we assess their skills, qualifications and experience.
- 5 A DBS Disclosure is only requested for eligible positions with children and vulnerable adults. For those positions where a DBS Disclosure is required, all application forms, job advertisements and recruitment briefs will contain a statement that a DBS Disclosure will be requested in the event of the individual being offered the position.
- 6 Where a DBS Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to complete a Confidential Declaration at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the Appointing Body and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- 7 For eligible positions involving work with children and vulnerable adults we ask questions about the applicant's entire criminal record on the Confidential Declaration Form, as the Rehabilitation of Offenders Act 1974 provides that for this purpose no convictions are regarded as unspent. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- 8 Under the provisions of the Criminal Justice and Court Services Act 2000 it is prohibited to employ disqualified people from working in regulated positions.



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- 9 At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. A risk assessment may be undertaken, when offences are disclosed, which takes into account the circumstances of the offence and the position applied for.
- 10 We undertake to discuss any matter revealed in a DBS Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- 11 We have a procedure to deal with complaints relating to DBS Disclosures and the use of DBS Disclosure information.
- 12 Having a criminal record will not necessarily bar someone from working with us. This will depend on the nature of the position and the circumstances and background of your offences.
- 13 It is our policy that no-one who has been convicted or who has accepted a caution for a sexual offence against a child will be permitted to undertake regulated activity or have unsupervised access to children.
- 14 A person convicted of, or who has accepted a caution for, any other offence against a child or vulnerable adult or for whom there are unresolved serious allegations outstanding will only be allowed to undertake regulated activity or have unsupervised access to children or vulnerable adults with the express agreement of the incumbent following consultation with the Diocesan Safeguarding Adviser and the police.
- 15 A person known to be convicted of, or to have accepted a caution for, an offence against a child or vulnerable adult will be subject to an individual agreement defining attendance at worship and other church activities.



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## SAFEGUARDING POLICY PROMOTING A SAFER CHURCH

### 'Promoting A Safer Church' Action Plan

Required	Current Status (Green / Amber / Red)	Further Actions	Notes
<b>Safeguarding Policy</b> The PCC must approve a parish safeguarding policy which complies with Church of England requirements.			
<b>Safeguarding Policy Promotion</b> 'Promoting a Safer Church' must be publicised and promoted, and all Church Officers must have access to it			
<b>Recruitment of Ex-Offenders</b> The PCC must have a policy regarding the recruitment of ex-offenders			
<b>Responding to Concerns or Allegations</b> The PCC must approve a procedure to deal promptly with any safeguarding concern or allegation (including any suspicion of abuse). This procedure is to be reviewed annually.			
<b>Parish Safeguarding Officer</b> The PCC must safely recruit a lay person, not related to the incumbent, to the role of Parish Safeguarding Officer. The appointment is to be made in accordance with national 'safer recruitment' guidance.			
<b>Churchwardens</b> The churchwardens must be made aware of their safeguarding responsibilities.			



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<b>DBS Administrator</b> The PCC must appoint at least one DBS Administrator who is responsible for the administration of DBS applications. This role may be carried out by the Parish Safeguarding Officer.			
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