

SECTION 2

RESPONSIBILITIES IN THE DIOCESE & PARISH

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DIOCESAN SAFEGUARDING POLICY CREATING A SAFE SPACE

The Diocese of Newcastle is committed to the Safeguarding, care and nurture of everyone within our church community.

The Diocese of Newcastle has agreed the following statement of Safeguarding Principles:-

We will follow the National Safer Recruitment Policy to select, support and train all those with any responsibility within the Church, in line with Safer Recruitment principles. This will include accessing the use of criminal records disclosures & barring checks.

We will take seriously every concern that a child / young person / adult may have been harmed, cooperating fully with the police and local authority in any investigation.

We will offer pastoral care and support to anyone who has suffered abuse, developing with them an appropriate response that recognizes the importance of understanding the needs of those who have been abused, including their feelings of alienation and/or isolation.

We will protect survivors of abuse from the possibility of further harm and abuse.

We will challenge any abuse of power, especially by anyone in a position of trust.

We will 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.

This policy will be reviewed each year to monitor the progress which has been made.

This policy was adopted by Diocesan Synod at a Diocesan Synod meeting held on

Chair of Meeting _____

Diocesan Safeguarding Adviser: _____

MODEL PARISH SAFEGUARDING POLICY

This statement was adopted by (Parish) at a Parochial Church Council meeting held on

As members of this Parish we commit ourselves to care for one another safely

We recognize that everyone has different levels of vulnerability and that each of us may be regarded as at risk at some time in our lives.

We commit ourselves to:

- the Safeguarding of people who may be at risk, ensuring their well-being in the life of this church
- promoting safe practice by those in positions of trust.
- promoting the inclusion and empowerment of people who may be at risk.
- recruit safely following the recognised procedures
- supporting, resourcing, training and regularly reviewing those who undertake work with children/young people and adults who might be at risk.

It is the responsibility of each of us to prevent physical, emotional, sexual, financial and spiritual abuse. We will report any abuse that we discover or suspect.

We agree to work within the guidelines of the Church of England and the Diocese.

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

This church appointsas the Parish Safeguarding Officer

This policy is reviewed each year by the Parochial Church Council and re-affirmed at the Annual Meeting

Incumbent

Churchwarden

Churchwarden

Date

ROLES AND RESPONSIBILITIES

This section summarises the key roles within the Diocese and in Parishes in respect of Safeguarding.

DIOCESAN ROLES AND RESPONSIBILITIES

The Diocesan Synod with the Diocesan Bishop is responsible for:

- Adopting the 5 policies of the House of Bishops:
 - a. **Promoting a Safe Church** (2006) - Joint Statement of Safeguarding Principles for the Church of England and the Methodist Church of Great Britain 2010
 - b. **Responding to Domestic Abuse** (2006)
 - c. **Safeguarding Guidelines relating to Safer Recruitment 2013** (updated version 2014)
 - d. **Responding Well to those who have been sexually abused** (2011)
 - e. **Protecting All God's Children** (2010)
- Providing a structure to manage Safeguarding in the Diocese.
- Appointing a suitably qualified Diocesan Safeguarding Adviser with responsibility for Safeguarding and providing appropriate financial, organisational and management support.

DIOCESAN SAFEGUARDING ADVISER

The Diocesan Safeguarding Adviser:

- Is available to offer support and guidance where concerns exist, allegations made or general advice is needed.
- Has contacts with the statutory agencies and is the focal point for making referrals to the Police or Children's and Adults Social Care Services in most circumstances.

- Ensures that the Diocese is kept up to date with all Safeguarding legislation and initiatives cascading as necessary.
- Arranges a training programme to be delivered for the Diocese appropriate to needs and requirements.

Diocesan DBS Administrator

The DBS Administrator works closely with the Diocesan Safeguarding Adviser. The post-holder also:

- Acts as countersignatory, and undertakes all tasks related to vetting.
- Advises about the eligibility for DBS checks
- Processes all DBS applications in line with national policies and procedures.

PARISH ROLES AND RESPONSIBILITIES

PAROCHIAL CHURCH COUNCIL (PCC)

It is the legal responsibility of each PCC to fulfil their duty of care towards all those present during worship and in all church sponsored activities.

With the Incumbent the PCC must:

- Accept their duty of care is to Create a Safe Space for all in the church community, and ensure there is a strategy in place to raise awareness of and promote training in Safeguarding matters
- Create an environment which is welcoming, respectful and safe from abuse, and enables and encourages concerns to be raised and responded to openly, promptly and consistently.
- Adopt and implement the Diocesan Guidelines: Towards a Safer Church: Creating a Safe Space.
- Appoint at least one designated Parish Safeguarding Officer to work with the Incumbent and PCC to implement policy and procedures which includes Safer Recruitment.
- Provide appropriate insurance cover for all activities undertaken in the name of the Parish

- Monitor and support the work of the Incumbent and Parish Safeguarding Officer, and review the implementation of the policy and procedures annually.

THE INCUMBENT

The role of the Incumbent is to provide leadership concerning Safeguarding, and to encourage everyone to Create a Safe Space.

With the PCC, the incumbent will:

- Have an oversight of the activities that are the responsibility of the PCC, particularly those involving children and adults at risk.
- Inform and work in co-operation with the Diocesan Safeguarding Adviser in the event of allegations, suspicions or disclosures of abuse, and ensure that those who may pose a risk to children and adults at risk are effectively managed and monitored
- Ensure:
 - appropriate support, supervision and training for the Parish Safeguarding Officers
 - arrangements are in place for the pastoral care of those affected by abuse
 - provision of a secure cabinet for storage of records.
 - agreements are written in conjunction with Diocesan Safeguarding Adviser
 - all those appointed to roles, whether voluntary or paid, have been recruited following the Safer Recruitment guidelines (section 3)

PARISH SAFEGUARDING OFFICER

Each Parish within the Church must have at least one identified Parish Safeguarding

Officer who will advise within the Parish on all matters linked with Towards a Safer Church: Creating a Safe Space, as well as being the link to the Diocesan Safeguarding Adviser.

The role requires working closely with the incumbent of the Parish, and is usually best undertaken by lay people with experience of working with children or adults at risk, although not always currently involved in such work in the Parish.

In conjunction with the Incumbent and the Diocesan Safeguarding Adviser the Parish Safeguarding Officer is responsible for:

- Promoting good and safe practices in all activities and make any recommendations required taking into account the particular arrangements of the Parish.
- Be involved in the recruitment of people who are involved in relevant activities within the Parish, and facilitate the DBS process at local level, ensuring that everyone who is required to go through the vetting process does so.
- Ensure individuals, groups or organisations using church premises have seen and agree to abide by the Diocesan Guidelines: Towards a Safer Church: Creating A Safe Space, as adopted by the Parish.
- Manage all matters relating to concerns and allegations of abuse, in liaison with the Incumbent and the Diocesan Safeguarding Adviser.
- Encourage all staff and volunteers who work with children and/or adults at risk adults to attend Safeguarding training at least every three years, and maintain records in respect of this.

PARISH DBS ADMINISTRATOR

Every Parish should have a nominated person who is responsible for checking the validity of DBS applications. It is normal practice for the Parish Safeguarding Officer to incorporate the responsibilities of ID validation into their role, however in some very busy Parishes, this position may be undertaken by a separate person.

In particular, the **Parish DBS Administrator** is responsible for:

- Establishing the true identity of the applicant, through the examination of a range of documents as set out by the Disclosure and Barring Service (DBS)
- 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.

CHURCHWARDEN

The role of the Churchwarden is extremely varied but generally involves management, maintenance and ministry. The rights and responsibilities of Churchwardens are laid down in Church law. In co-operation with the Incumbent, Churchwardens are generally responsible for the day-to-day functioning of the Parish. In this capacity, Churchwardens are considered the leading lay members of the congregation.

Their responsibilities for Safeguarding include:

- Ensuring that in the period of an vacancy, that the incumbent's Safeguarding roles are fulfilled, in co-operation with the PCC, Parish Safeguarding Officer and the Area Dean
- Paying attention to the specific needs of children and adults at risk when undertaking health and safety inspections and risk assessment
- Ensuring that risk assessments are carried out before new activities are undertaken
- Ensuring that all Parish activities are adequately insured
- Answering questions regarding Safeguarding as they arise in the Archdeacon's Parish Visitations, and address specific advice which may be given.

ANNUAL PAROCHIAL CHURCH MEETING

ALL PCC MEMBERS SHOULD COMPLETE:

- PCC Nomination form
- Confidential Declaration form

A role description should be given which includes a statement explaining that the church is committed to Safeguarding and if any PCC member sees or hears anything that might be a Safeguarding risk they should report it immediately to the Parish Safeguarding Officer.

Make sure that **at least three people** on the PCC have had a DBS enhanced check. This might include the Parish Safeguarding Officer and those working with children or adults at risk. A Churchwarden may be included in the list.

Charity Trustees of children's or vulnerable adult's charities¹. All PCC members (including churchwardens)

The Charity Commission recommends that trustees always obtain a DBS check when eligible to do so as it is an important tool in ensuring that the person is suitable to act². A minimum of three checks should always be undertaken: the Safeguarding lead person and the two church wardens. For the other members, the meeting can decide on what checks are appropriate. It would not normally be deemed necessary to require checks for all the trustees.

A PCC is a charity³ and their members are charity trustees. Provided it sponsors and approves, in its own name, children's work or work with adults who are at risk (e.g. a Youth Club, Sunday School, home visiting scheme for the housebound or a luncheon club for adults with special needs who require assistance with feeding or toileting) then this recommendation applies. It does not apply to all PCCs / Church Councils only those that sponsor and approve children's work and work with adults who are at risk.

¹ A children's charity and a vulnerable adult's charity was defined in the Safeguarding Vulnerable Groups Act 2006 in Schedule 4. The relevant provisions have now been repealed but retain their relevance in relation to eligibility for checks. Broadly, a charity is a children's charity or vulnerable adult's charity if the individuals who are workers for the charity normally include individuals engaging in regulated activity.

² Safeguarding: Changes to Disclosure and Barring Services – Charity Commission Guidance

³ PCCs only have to register with the Charity Commission and submit an annual return if their annual income is over £100,000. Apart from that the Charity Commission regulates all PCCs just like registered charities. They, therefore, must comply with charity law and their trustees have the same duties/responsibilities as trustees of any other charity.

Safeguarding in your Parish – who’s who?

The incumbent/priest in charge

Name

Contact number

The churchwardens

Names

Contact numbers

The Parish Safeguarding Officers

Names

Contact numbers

The team of licensed/accredited ministers

Do you know who else holds positions of trust/authority in your church?

Hall managers and bookers

Name

Contact number

Employed staff

Do you need to work with anyone employed by the church? eg cleaners, premises Officers/caretakers, administrators

Who co-ordinates work in your church related to children, young people, adults at risk (eg Sunday School, youth club, visiting team, transport)?

Name(s)

Contact number(s)

Who are the other youth and children’s/adults at risk’ workers?

Names

Contact numbers

Who will you talk to if you observe or are told about Safeguarding concerns?

Name

Contact number