



St James Gerrards Cross & Fulmer Parish Safeguarding Policy & Procedures

The following policy was agreed at a meeting of the Parochial Church Council held on **24 September 2019** and finalised by the PCC Standing Committee (Leadership Team) on **12 & 22 November 2019**.

The policy was reviewed on **9 October 2020** where contact details have been updated. On **8 December 2020** the policy on recruitment of ex-offenders was adopted and noted here.

The PCC Standing Committee (Leadership Team) will formally approve this policy at the next available opportunity.

The next review date for the policy is
01 October 2021

The Safeguarding Officer is responsible for reviewing and updating this document.



St James Gerrards Cross & Fulmer Parish Safeguarding Policy & Procedures

The Parochial Church Council (PCC) takes seriously its responsibility to protect and safeguard the welfare of children, young people and vulnerable adults.

This Policy and Procedures applies to all who have received the Bishop's Licence or Permission to work and all others who work with children, young people, and vulnerable adults in our Parish.

The term 'Parish' is used to denote the PCC and Incumbent who are together responsible for ensuring that safeguarding policies and procedures are implemented.

The PCC will:

- Appoint a **Parish Safeguarding Officer (PSO) and Child Advocate** (can be the same person) to work with the Incumbent on safeguarding matters.
- Respond promptly to every safeguarding concern or allegation following the guidelines as set out in the *Parish Safeguarding Handbook* and report accordingly.
- Safely recruit, train and support all those with any responsibility for children, young people and vulnerable 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.
- Keep accurate, confidential and secure records available only to those authorized within the parish.

As a church we are committed to:

- the care, nurture of, and respectful pastoral ministry with, all children and all adults to whom we minister;
- the safeguarding and protection of all children, young people and adults when they are vulnerable, ensuring their well-being in the life of this church; and
- the establishment of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.

We will develop a safeguarding culture in our church that:

- enables and encourage concerns to be raised and responded to openly and consistently and protects children and adults who may be vulnerable from actual or potential harm;
- is child-friendly and ensures that all people feel welcomed, respected and safe from abuse;
- values, listens to and respects children and adults who may be vulnerable, encouraging them to be active contributors to the church community; and
- encourages adults who may be vulnerable to lead as independent a life as possible.

In all recruitment and selection, we will:

- ensure careful selection of ordained and lay ministers, voluntary and paid workers with children and young people and adults in line with safer recruitment principles (including the recruitment of ex-offenders policy) and DBS checks;
- provide supervision, support and training after appointment commit ourselves to support, resource train and regularly review those who undertake work amongst people who may be vulnerable;
- advise the Diocese which Registered Body we use to process applications for Disclosure and Barring Service criminal records checks; and
- advise the Diocesan Safeguarding Adviser (DSA) if we receive a Disclosure which is 'blemished' or 'positive'.

When concerns are raised, we will:

- respond without delay to every concern raised that a child, or adult who may be vulnerable may have been harmed, or may be at risk from harm, through abuse, harassment or bullying; or about the behaviour of an adult or child;
- work with the DSA and the appropriate statutory bodies during an investigation into abuse, including when allegations are made against a member of the church community; and
- challenge any abuse of power especially by anyone in a position of trust.

If abuse has occurred, we will ensure in partnership with the DSA and other agencies that:

- informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse, including support to make a complaint if so desired;
- we offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult; and

- appropriate pastoral care is offered to any member of our church community against whom an allegation is made.

Child and Adult Protection Procedure

All concerns regarding a child or vulnerable adult being at risk of harm should be reported to the Parish Safeguarding Officer (PSO) and/or Incumbent as soon as practicable, and the person with concerns should make an accurate record (writing exact words used) of what was said or happened. The Incumbent or PSO will then take advice from the Diocesan Safeguarding Officer (DSO) or Local Authority Services. *If the incumbent is implicated the DSA will be informed as soon as practicable.*

If there is concern that a child or vulnerable adult has been harmed, immediately inform the Parish Safeguarding Officer (PSO) or Incumbent or DSA and agree who will make the referral to Local Authority Services.

If none of these are available and there is concern that a child, young person or vulnerable adult has been harmed as a result of abuse and urgent action is needed, please refer to the urgent referral procedure at the end of this document.

In all these principal policies and procedures, we will follow statute, guidance and recognised good practice as detailed in the Church of England Parish Safeguarding Handbook <https://www.churchofengland.org/sites/default/files/201910/ParishSafeGuardingHandBookAugust2019Web.pdf>

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

We will review this policy annually, check that our policies are up to date, and supply a copy of the updated policy statement to the Diocesan Safeguarding Adviser.

Our Safe Recruitment of Ex-Offenders Policy can be viewed here:

https://www.saintjames.org.uk/wp-content/uploads/2021/03/SJGX_FL-2020-Parish-Policy-Recruitment-Ex-Offenders.pdf

Our Parish Safeguarding Officer (PSO) is: **Name: Ann Green**

Correspondence Address:

**St James Church Office, St James Centre,
Oxford Road, Gerrards Cross, SL9 7DJ**

Telephone No: 01753 883311

Email: safeguarding@saintjames.org.uk

Urgent Referral Procedure where PSO/Incumbent or DSA not contactable and there is concern that a child, young person or vulnerable adult has been harmed as a result of abuse

1. Make an immediate telephone referral to the Local Authority Services (or Police). Make it clear from the first point of contact that you are making a child or adult protection referral.
2. Describe the event or disclosure and give information about the child and family or adult for example the child/adult's name, date of birth, address, telephone number and GP if known.
3. Advise the PSO or incumbent of your actions as soon as practicable providing relevant information & Local Authority Services personnel or Police contact details.
4. 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 vulnerable, or another person at further risk.*** *If you have serious concerns, the absence of consent should not prevent a referral.* The Duty Social Worker will give you advice over this if necessary.
5. Be prepared to have further discussions with the social work team or the police investigation team. Say if you do not want your details disclosed to the family.
6. For out of hours referrals, call the relevant out of hours Local Authority Services Emergency Duty Team or where urgent, the Police.
7. The PSO or incumbent will consult/inform the DSA accordingly.

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

Most situations are not emergencies.

Bucks Local Authority Services First Response Teams & other contact numbers:

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| CHILDREN & Families Services – First Response Team | 01296 383 962 |
| CFS – out of hours EMERGENCY Duty Team | 0800 9997677 |
| Local Authority Designated Officer for Bucks CC | 01296 382 070 |
| Safeguarding ADULT team (MASH) – first Response Team | 0800 137915 |
| MASH – out of hours EMERGENCY DUTY Team | 0800 9997677 |
| Police | 101 |
| Richard Woodley - Diocesan Safeguarding Adviser | 07391 868 478 |
| Ann Green Parish Safeguarding Officer @ St James Church safeguarding@saintjames.org.uk | 01753 883 311 |

Useful Websites:

Safeguarding Children’s Board: <http://www.bucks-lscb.org.uk/>

Safeguarding Adult Board: <http://www.buckinghamshirepartnership.co.uk/safeguarding-adults-board/>

Bucks CC Safeguarding:

<https://www.bucksc.gov.uk/services/care-for-children-and-families/child-protection-and-safeguarding/>

<http://www.bucksc.gov.uk/services/care-for-adults/multi-agency-safeguarding-hub-mash>