



St James Gerrards Cross & Fulmer Parish Safeguarding Policy & Procedures

This Policy and these Procedures apply 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 following policy was agreed at the Parochial Church Council (PCC) meeting held on 15 November 2022

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.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.
- Each person who works or volunteers within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints **Ann Green** as their Parish Safeguarding Officer (PSO)

Correspondence Address:

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

Telephone No: 01753 883311

Email: safeguarding@saintjames.org.uk

Incumbent: Rev Matt Beeby

Churchwardens: Andrew Bell, Francesca Hall-Drinkwater, Gary Palmer

Date: 15 November 2022

Review date: October 2023

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 Advisor (DSA) or Local Authority Services. *If the incumbent is implicated the DSA will be informed directly as soon as practicable.*

If there is concern that a child or vulnerable adult has been harmed, immediately inform the 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:

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.

In all these principal policies and procedures, we will follow statute, guidance and recognised good practice as detailed in the [Safeguarding e-manual | The Church of England](#) and [Policy and practice guidance | The Church of England](#)

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

CHILDREN (Buckinghamshire Local Authority)

Children & Families Services (CFS) – 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

ADULTS (Buckinghamshire Local Authority)

Safeguarding Adult team – first Response Team 0800 137 915

Adults out of hours EMERGENCY DUTY Team 0800 9997677

ADDITIONAL CONTACTS

Police 101

Oxford Diocese Safeguarding Advice 01865 208295
(*normal working hours*) safeguardingreferrals@oxford.anglican.org

Ann Green – Parish Safeguarding Officer 01753 883311
safeguarding@saintjames.org.uk

Matt Beeby – Rector 01753 883301
matt.beeby@saintjames.org.uk
