

University Church

Safeguarding children, young people and adults who are vulnerable

Date agreed by the Parochial Church Council: 11 June 2019

The Revd Dr William Lamb, Vicar	Signed: Dated:
Nicholas Hardyman, Churchwarden	Signed: Dated:
Megan Roper, Churchwarden	Signed: Dated:

Date of next Review: December 2019

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Section 1: Important contact details

1.1. The name of the Parish Safeguarding Officer is:

Name Louise Jarvis
Phone 01865 512786 or 07976 951973
Email lkjarvis@hotmail.co.uk

1.2. The name of the PCC Safeguarding Lead is:

Name Margaret Chaundy
Phone 01865 251051
Email margaret.chaundy2@btinternet.com

1.3. The name of the DBS Verifier is:

Name Ana-Maria Niculcea
Phone 01865 279110
Email admin@universitychurch.ox.ac.uk

1.4. The contact details for the local Social Care services:

Name of Authority: **Oxfordshire County Council**

Multi-Agency Safeguarding Hub

Telephone (office hours): **0345 050 7666**

Telephone (emergencies out of office hours): **0800 833 408**

Locality and Community Support Service (LCSS): **0345 2412705**

1.5. Police:

Emergencies: **999** Non emergencies: **101**

1.6 The names of the relevant Diocesan Safeguarding Advisors are:

Diocesan Safeguarding Advisor – Stuart Nimmo
01865 208290 stuart.nimmo@oxford.anglican.org

Safeguarding Casework Officer – Sophie Harney
01865 208295 sophie.harbey@oxford.anglican.org

Safeguarding Assistant & Training Officer – Rebecca Norris-Bulpitt
01865 587041 rebecca.norris-bulpitt@oxford.anglican.org

Safeguarding Administrator (DBS Checks) – Linda Carpenter
01865 208267 linda.carpenter@oxford.anglican.org

For general safeguarding enquiries and advice on policies and procedures:

saeguarding@oxford.anglican.org

Section 2: Safeguarding is everyone's business

In accordance with the Church of England Safeguarding Policy Statement 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.¹

Therefore, the University Church 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.

In particular, the University Church aims to:

- 2.1 Reduce the risk of significant harm to vulnerable people (children and adults) from abuse or other types of exploitation, whilst listening to and supporting individuals
- 2.2 Ensure safeguarding is everybody's business, with this institution playing its part in preventing, detecting and reporting neglect and abuse

¹ <https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf>

- 2.3 Ensure arrangements are in place locally to protect those least able to protect themselves.

Section 3: Definitions

- 3.1 The term "child" is used to include all children and young people who have not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently, is in further education, is a member of the armed forces, in hospital, in prison or in a Young Offender's institution, does not change his or her status or entitlement to services or protection under the Children Act 1989. The Parish Safeguarding Handbook² also uses the term 'young person/people' for those aged between 14 and 17.
- 3.2 The term "vulnerable adult" 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. Please note that some adults may not consider themselves vulnerable but may be vulnerable to being abused by individuals in positions of leadership and responsibility. As adults are not inherently vulnerable 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.
- 3.3 For definitions of abuse, see Appendix 1: Types of Abuse.

Section 4: Government National Policy Guidance

This policy statement follows requirements from the following Government Guidance:

- 4.1 *Working Together to Safeguard Children* A guide to inter-agency working to safeguard and promote the welfare of children HM Government July 2018
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf
- 4.2 *Statement of Government Policy On Adult Safeguarding* Department of Health 2013
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/197402/Statement_of_Gov_Policy.pdf
- 4.3 *Keeping Children Safe in Education* Department for Education 2018
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741314/Keeping_Children_Safe_in_Education__3_September_2018_14.09.18.pdf

² https://www.churchofengland.org/sites/default/files/2019-03/Parish_Safeguarding_Handbook_March_2019.pdf

Section 5: Church of England National Policy Guidance

This policy statement follows Church of England national safeguarding policies and practice guidance (<https://www.churchofengland.org/more/safeguarding/policy-practice-guidance>)

- *Promoting a Safe Church* (safeguarding policy for adults) 2006
<https://www.churchofengland.org/sites/default/files/2017-11/promotingasafechurch.pdf>
- *Protecting All God's Children* (safeguarding policy for children and young people, 4th edition, 2010)
<https://www.churchofengland.org/sites/default/files/2017-11/protectingallgodschildren.pdf>
- *Promoting a Safer Church*; House of Bishops Policy Statement (2012)
<https://www.churchofengland.org/sites/default/files/2017-12/PromotingSaferChurchWeb.pdf>
- *Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance* (2017) (chapter 8)
<https://www.churchofengland.org/sites/default/files/2017-10/roles-and-responsibilities-practice-guidance.pdf>
- *Responding well to domestic abuse practice guidance* (2017)
<https://www.churchofengland.org/sites/default/files/2017-12/RespondingWellWeb.pdf>
- *Safer Recruitment Practice Guidance* (2016)
https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer_recruitment_practice_guidance_2016.pdf
- *Responding well to those who have been sexually abused practice guidance* (2011)
<https://www.churchofengland.org/sites/default/files/2017-11/Responding%20well%20to%20those%20who%20have%20been%20sexually%20abused%20%282011%29.pdf>
- *Parish Safeguarding Handbook* (2019)
https://www.churchofengland.org/sites/default/files/2019-03/Parish_Safeguarding_Handbook_March_2019.pdf
- *Training and Development Practice Guidance 2017* (especially 4.4 and appendix 2)
<https://www.churchofengland.org/sites/default/files/2017-12/SafeguardingTrainingAndDevelopmentWeb.pdf>
- *Safeguarding and Clergy Discipline Measure* 2016

Section 6: Duties of Faith Organisations

Section 11 of the Children Act 2004

- 6.1 Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children.
- 6.2 The range of organisations includes “Faith Organisations”:

“Every Voluntary, charity, social enterprise, faith-based organisation and private sector organisation or agency should have policies in place to safeguard and protect children from harm. These should be followed and

systems should be in place to ensure compliance” as described in Working Together (2018).³

Section 7: Statutory Safeguarding requirements for all vulnerable people (children and adults)⁴

The Parochial Church Council (PCC) is the main decision maker of a parish. Its members are clergy, church wardens and others elected by the Annual Parochial Church Meeting (APCM) of the parish. The PCC and the incumbent have a duty of care to ensure the protection of the vulnerable in their church community. The Diocese of Oxford is responsible for supporting parishes in implementing the House of Bishops’ Safeguarding Policy and Practice Guidance.⁵ This includes arrangements to monitor the quality of safeguarding arrangements in parishes. The Diocese of Oxford is also responsible for the delivery of safeguarding training.

The Parochial Church Council is responsible for ensuring that the University Church has put in place safeguarding arrangements that reflect the importance of safeguarding and promoting the welfare of children and adults in accordance with statutory requirements and locally agreed interagency procedures:

- a) as set out in *Working Together to Safeguard Children 2018* in relation to children
- b) following equivalent guidance in relation to adults who are vulnerable.

Such statutory requirements are as follows:

- 7.1 a clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children and adults
- 7.2 a member of the Parochial Church Council to take leadership responsibility for the organisation’s safeguarding arrangements (the PCC Safeguarding Lead)
- 7.3 a culture of listening to children and adults, taking account of their wishes and feelings, both in individual decisions and the development of services
- 7.4 arrangements which set out clearly the processes for sharing information, with other professionals and with the Local Safeguarding Children Board (LSCB)⁶ or Local Safeguarding Adults Board (LSAB)⁷
- 7.5 the appointment of a Parish Safeguarding Officer. Their role is to support other staff in recognising the needs of children and adults, including rescue from possible abuse or neglect [see appendix 2]. The Parish Safeguarding Officer should always be explicitly defined in job descriptions (see appendix 2). The Parish Safeguarding Advisor should be given sufficient

³ *Working Together to Safeguard Children 2018* see p.56 onwards, and especially p.71 (paragraph 57) to p.72 (paragraph 62)

⁴ See Also the Care Act 2014 http://www.legislation.gov.uk/ukpga/2014/23/pdfs/ukpga_20140023_en.pdf

⁵ See Diocesan Safeguarding Policy: <https://www.oxford.anglican.org/wp-content/uploads/2016/08/Diocesan-safeguarding-policy.pdf>

⁶ Local Safeguarding Children Boards (LSCBs) were established by the Children Act 2004 which gives a statutory responsibility to each locality to have this mechanism in place. LSCBs are now the key system in every locality of the country for organisations to come together to agree on how they will cooperate with one another to safeguard and promote the welfare of children. The purpose of this partnership working is to hold each other to account and to ensure safeguarding children remains high on the agenda across their region.

⁷ The Local Safeguarding Adults Board (LSAB) is a multi-agency partnership which provides strategic leadership for the development of adults safeguarding policy and practice, consistent with national policy and best practice.

time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively.

7.6 safe recruitment procedures ensuring that all appropriate checks, including criminal record checks, are carried out on staff and volunteers who work with children and adults who are vulnerable

7.7 appropriate supervision and support for staff, including undertaking safeguarding training:

- employers are responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and adults and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role;
- staff should be given a mandatory induction, which includes familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child's or adult's safety or welfare; and
- all staff should have regular reviews of their own practice to ensure they improve over time.

7.8 clear policies in line with those from the LSCB/LSAB for dealing with allegations against people who work with children or adults who are vulnerable. An allegation may relate to a person who works with children or adults who has:

- behaved in a way that has harmed a child or adult, or may have harmed a child or adult;
- possibly committed a criminal offence against or related to a child or adult; or
- behaved towards a child or children or adult(s) in a way that indicates they may pose a risk of harm to children or adults.

7.9 in addition:

- county level and unitary Local Authorities should have a Local Authority Designated Officer (LADO)⁸ to be involved in the management and oversight of individual cases. The LADO should provide advice and guidance to employers and voluntary organisations, liaising with the police and other agencies and monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process;
- any allegation should be reported immediately to a senior manager within the organisation. The LADO should also be informed within one working day of all allegations that come to an employer's attention or that are made directly to the police; and
- if an organisation removes an individual (paid worker or unpaid volunteer) from work such as looking after children (or would have, had the person not left first) because the person poses a risk of harm to children, the organisation must make a referral to the

⁸ The LADO works within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has: behaved in a way that has harmed, or may have harmed, a child, possibly committed a criminal offence against children, or related to a child, behaved towards a child or children in a way that indicates s/he is unsuitable to work with children. The LADO role applies to paid, unpaid, volunteer, casual, agency and self-employed workers. They capture concerns, allegations or offences emanating from outside of work. The LADO is involved from the initial phase of the allegation through to the conclusion of the case.

They will provide advice, guidance and help to determine whether the allegation sits within the scope of the procedures. The LADO helps co-ordinate information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible. If you need to contact your Local Authority Designated Officer (LADO), please consult your Local Safeguarding Children Board (LSCB) or Local Children's Services Authority.

Disclosure and Barring Service⁹. It is an offence to fail to make a referral without good reason.

Specific arrangements for the University Church's implementation of these requirements are set out in section 8.

Section 8: Our implementation of statutory safeguarding requirement as set out in section 7

The University Church follows the detailed guidance and procedures of the Diocese of Oxford.¹⁰ The Diocesan Safeguarding Advisors can be contacted for advice on putting arrangements in place¹¹ and information about policy and practice.

Safeguarding is everyone's responsibility, but people occupying particular roles, and particular groups of people associated with the University Church may have specific responsibilities to fulfill.

It is the overall responsibility of the Parochial Church Council to ensure that there is a comprehensive Safeguarding strategy for the implementation of this policy, and that this policy is reviewed annually.

For each of the sections below, the person or body named as responsible in each section is required to list actions specific to the University Church which demonstrate how the arrangement is being implemented, and to note the date for review.

8.1 Procedures for activities (ref 7.1)

Responsibility: Parish Safeguarding Officer and PCC Safeguarding Lead

1. Procedures are in place for activities for children, adults and mixed age within the University Church community (including risk assessment of activities and premises; ratios of leaders to children/vulnerable adults; record keeping).¹²
2. Ensuring that all activities for children, adults and mixed age, sponsored by the University Church or taking place on the premises (including venue hire) are in line with diocesan procedures.¹³
3. Diocesan safeguarding policies, procedures and guidance are held by the Parish Safeguarding Officer and the PCC Safeguarding Lead, and details of procedures reflect the requirements.¹⁴

⁹ Information about the Disclosure and Barring service can be found here

¹⁰ <https://www.oxford.anglican.org/safeguarding/>

¹¹ See Church of England Safeguarding Practice Guidance, Responding to Serious Situations, reference Appendix 3 Flow chart, and *Roles and Responsibilities Practice Guidance* (updated 2017) section 8 (p.30). <https://www.churchofengland.org/sites/default/files/2017-12/Roles%20and%20Responsibilities%20Practice%20Guidance%20V2.pdf>

¹² See <https://www.oxford.anglican.org/safeguarding/policies-forms-guidance/#tab-id-4> for relevant forms and templates.

¹³ See Appendix 8 Venue Hire and School Visits

¹⁴ All documents referred to via hyperlinks in this document, together with any others deemed by the DSO to be helpful, are also stored in the Safeguarding folder on the server.

4. The Parish Safeguarding Advisor and PCC Safeguarding Lead are in contact with the Diocesan Safeguarding Advisor as required.
5. Ensure that there is appropriate insurance cover for all activities undertaken in the name of the University Church.
6. Provide a structure to manage safeguarding at the University Church with clear lines of accountability. This is set out in this policy document.

8.2 Parish Safeguarding Advisor and PCC Safeguarding Lead (ref 7.2, 7.5)

Responsibility: The Parochial Church Council

1. A suitably qualified Parish Safeguarding Officer is appointed, and a member of the Parochial Church Council is appointed as the PCC Safeguarding Lead, to ensure procedures are in place for dealing with safeguarding issues.
2. Safeguarding roles are defined in the relevant job descriptions.
3. Supervision, support and training, including Diocesan safeguarding training, is in place for the Parish Safeguarding Officer, and the PCC Safeguarding Lead.¹⁵

8.3 Culture of listening to children and adults (ref 7.3)

Responsibility: All Staff and volunteers

All safeguarding information about abuse, whether past or present, and including internet abuse, is taken seriously and referred to the Parish Safeguarding Officer and the Diocesan Safeguarding Advisor.

Responsibility: All members of the community

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.

Responsibility: Parish Safeguarding Officer

Independent authorised listeners, appointed by the Diocese, are made available through the Diocesan Safeguarding Advisor to adults reporting abuse.

Responsibility: Parochial Church Council

Taking into account the views of children and adults affected, the Parochial Church Council:

- a) reviews the structural and other impact of all allegations and concerns brought to the attention of the Safeguarding team, and ensures, without delay, the remedy of any deficiencies or weaknesses in regard to safeguarding arrangements that are brought to their attention;
- b) reviews the University Church's safeguarding policies and procedures annually.

¹⁵ See Appendix 5.

8.4 Information sharing (ref 7.4, 7.9)

Responsibility: All staff and volunteers

All allegations or concerns are reported to the Parish Safeguarding Officer and Diocesan Safeguarding Advisor.

Responsibility: Diocesan Safeguarding Advisor and Parish Safeguarding Officer

1. The Diocesan Safeguarding Advisor shares information about any allegation or concern with the statutory agencies in which the alleged victim resides: police if criminal behaviour; and with the LADO of Children's Services, or equivalent senior manager in Adult Services, within one working day; and follows statutory advice.
2. The Parish Safeguarding Officer reports all safeguarding information about abuse, and the response made, to the Incumbent and the PCC Safeguarding Lead.¹⁶
3. In responding to serious situations¹⁷, including when an allegation is made in relation to church officers, the Parish Safeguarding Officer shares information with any relevant Diocesan or Church of England Safeguarding Advisor.
4. The Parish Safeguarding Officer maintains a log of all Safeguarding matters, including the result of any conversations with the DSA. This log is electronic, on the University Church's internal network, and is password protected (the password being held by the Parish Safeguarding Officer, the Administrator and the Incumbent).

Responsibility: Parochial Church Council

1. The name of member of the Parochial Church Council nominated to be responsible for liaising with the local authority and/or partner agencies, as appropriate in the event of allegations of abuse being made against the Incumbent:

Margaret Chaundy, PCC Safeguarding Lead

8.5 Safer recruitment (ref 7.6)

Responsibility: Incumbent and Churchwardens

1. *For staff:* The University Church follows Church of England and Diocesan practice in recruitment of staff, including confidential declaration, references, interviews and criminal checks with the DBS (see Appendix 6)
2. *For volunteers:* The University Church follows Church of England and Diocesan practice in recruitment of volunteers, including confidential declaration, reference, an interview and criminal checks with the DBS (see Appendix 6)
3. *For ordinands:* The University Church works with the theological college or course to ensure that all ordinands have been recruited safely, including a criminal check.

¹⁶ Normally a summary report will be made by the Parish Safeguarding Advisor to the Parochial Church Council's Safeguarding Representative prior to each Council meeting; contact will be made more urgently if the situation demands it.

¹⁷ See Church of England Safeguarding Practice Guidance, Responding to Serious Situations

8.6 Competence for role/raising concerns/support (ref 7.7)

Responsibility: Parish Safeguarding Officer / PCC Safeguarding Lead

Adopt a complaints and whistleblowing procedure which can be used for those who wish to complain about the handling of safeguarding issues.

Responsibility: Administrator

The University Church's policies and procedures are available and accessible to all staff in the Staff Handbook, and this policy is publicly available with any associated public notices in the main body of the Church and on the Church website.

Responsibility: All staff and volunteers

All staff and volunteers know who to contact if they have a safeguarding concern.

Responsibility: Incumbent

All staff and volunteers who work with children or adults who are vulnerable are made aware of the University Church's arrangements for safeguarding and their responsibilities.

8.7 Training, supervision, induction, review (ref 7.7)¹⁸

Responsibility: Parish Safeguarding Officer

Ensure that their training is up to date (and updated every two years) and that they have a working knowledge of how safeguarding processes work, so as to be able to contribute to them as needed.

Responsibility: Administrator

1. All staff and volunteers undertake training required to equip them to carry out their responsibilities for safeguarding effectively, that is kept up to date by refresher training at three yearly intervals.
2. Details of training are provided in a timely fashion for all staff and volunteers.
3. Introduction to safeguarding policies and procedures is included in staff induction programmes.
4. Code of Safer Working Practice (Appendix 7) is included in the Staff Handbook.
5. Review of improvement in safeguarding practice forms part of staff ongoing appraisal.¹⁹

8.8 Responding to serious situations (ref 7.8, 7.9 and cross reference 7.4)

Responsibility: Parish Safeguarding Officer

¹⁸ See appendix 5, and also: <https://www.oxford.anglican.org/safeguarding/clergy-safeguarding-training/>

¹⁹ Staff appraisals are carried out by the Incumbent, Churchwardens, Treasurer, Operations Manager and Shop Manager.

1. Procedures for responding to serious situations, including allegations of abuse against members of staff, students and volunteers, are in place and followed, in line with LSCB/LSAB procedures, Church of England and Diocesan policies and practice guidance.
2. Referral is made to the Disclosure and Barring Service if a member of staff is removed or resigns from post due to a safeguarding issue.

Appendix 1: Types of abuse

UK Statutory guidance, and the Church of England's practice guidance and policy documents recognise a number of forms of abuse. The following are headings only, taken from the document, *Fact Sheet: Types of Abuse*, published by the Church of England in September 2018, which itself draws on *Working Together 2018* and the *Care Act 2014*.²⁰

Children

*"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. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children."*²¹

- Physical Abuse
- Sexual Abuse²²
 - Grooming
 - Child Sexual Exploitation
- Neglect
- Emotional Abuse
- Domestic Abuse²³
- Bullying and Cyberbullying
- Spiritual Abuse

Adults

- Physical Abuse
- Sexual Abuse
- Psychological Abuse
- Financial/material Abuse
- Modern Slavery
- Discriminatory Abuse
- Domestic Abuse
 - Psychological/emotional, physical, sexual, neglect, financial, spiritual, digital
- Controlling and/or coercive behaviour
- Organisational or Institutional Abuse
- Neglect and acts of omission
 - Self neglect

²⁰ For a full description, together with advice on recognizing the signs of abuse, please see the full document: <https://www.churchofengland.org/sites/default/files/2018-10/Type%20of%20Abuse%20Reference%20Document%20September%202018%20-%20PROOF%20COPY.pdf>

²¹ *Working Together to Safeguard Children*, 2018

²² The document also contains guidance around the issue of sexual activity between two young people between 13 and 15 years of age, and the current legal position regarding age of consent, and age of criminal responsibility, as well as parameters for defining abuse for those age 16 or 17 who are legally able to consent (p.5-6)

²³ Including children who witness domestic abuse at home as well as those caught up in any incidents directly

Appendix 2: Parish Safeguarding Officer

The Parish Safeguarding Officer is the key link between the diocese and the parish, concerning safeguarding matters. She/he will have an overview of all church activities involving children, young people and vulnerable adults and will seek to ensure the implementation of the safeguarding policy. The role can be taken by one person or the role shared, for example with one person covering children and the other vulnerable adults.

The key tasks of the Parish Safeguarding Officer are to:

1. Have an overview of all church activities involving children and vulnerable adults and to ensure that the Administrator keeps an accurate record of these activities.
2. Be familiar with diocesan safeguarding guidance and ensure that leaders of activities are fully aware of, and are implementing, this guidance.
3. Liaise with the incumbent over safeguarding issues.
4. Keep in touch with the leaders of all activities and offer them advice and support over safeguarding matters.
5. Liaise as necessary with the Diocesan Safeguarding Advisers. Report all concerns or allegations against church officers and members of the church community to the DSA.
6. Liaise with the Locality and Community Support Service in the case of emerging concerns for a child that does not require an immediate safeguarding response.²⁴
7. Attend diocesan safeguarding training offered for PSOs.
8. Assist with safeguarding training in the parish as appropriate.
9. Attend a meeting of the Parochial Church Council (PCC) at least annually to provide a report on safeguarding issues to inform the annual review of the Church Safeguarding Policy.
10. Ensure that the Church Safeguarding Policy and contact details is displayed in all Church premises.
11. Keep good records of any safeguarding concerns that may arise, and ensure that others do the same.
12. Promote inclusiveness in places of worship and within church activities.
13. Keep the church leadership informed of good safeguarding practice.
14. Undertake an annual parish safeguarding self-assessment in the format offered by the Diocese.²⁵

²⁴ <https://www.oxfordshire.gov.uk/residents/children-education-and-families/childrens-services/integrated-childrens-services/locality-and-community-support>

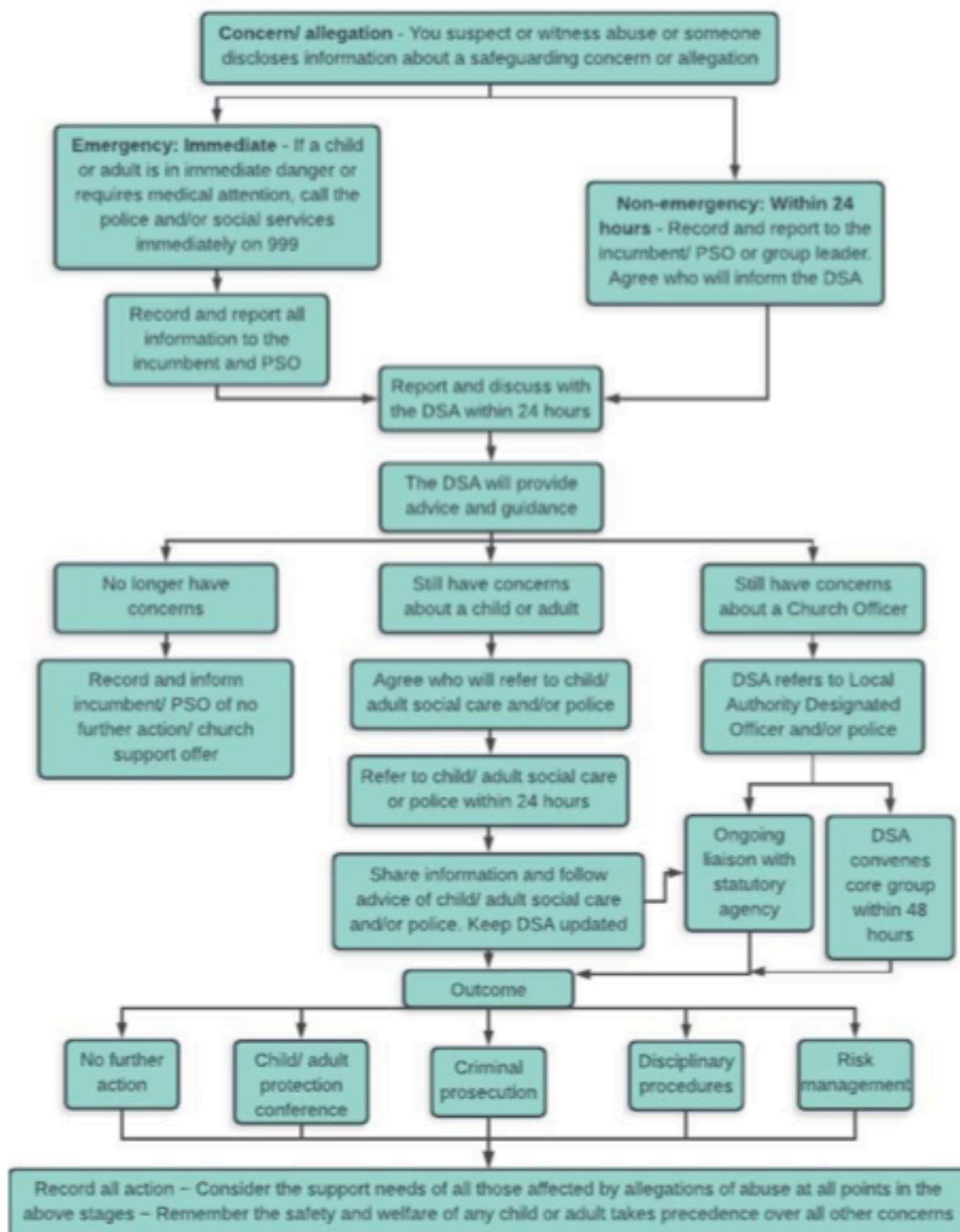
²⁵ <https://www.churchofengland.org/more/safeguarding/templates-resources>

PCC Safeguarding Lead

The PCC Safeguarding Lead should be one of the Churchwardens or Deputy Churchwardens. This role should take lead responsibility for safeguarding on behalf of the Parochial Church Council. The broad areas of responsibility include:

1. Ensuring that there is an annual review of the University Church's Safeguarding Policy, and a strategy for its implementation;
2. Regular reporting to the Parochial Church Council (and ensuring that Safeguarding is always a standing agenda item at each PCC meeting), and providing a report to the APCM in relation to safeguarding;
3. Providing a statement for the PCC's annual report 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' Safeguarding Policy and Practical Guidance;
4. Oversight of the implementation of the policy in terms of procedures for activities, and the role of the Parish Safeguarding Officer;
5. Reviewing the structural and other impacts of any allegations and concerns, and exercising oversight of any remedial action necessary in consultation with the Diocesan Safeguarding Advisor;
6. Being the named person responsible for liaising with the local authority and/or partner agencies, as appropriate in the event of allegations of abuse being made against the Incumbent.

Appendix 3: Responding to Serious Situations



Appendix 4: Safeguarding poster available in church

Promoting a safer church

The care and protection of children, young people and adults involved in Church activities is the responsibility of everyone who participates in the life of the Church

House of Bishops
Safeguarding Policy
for children, young people & adults

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 Adviser or if necessary report the matter to the Local Authority Social Care Services or the Police without delay.

Local contacts available to speak to if you have any concerns:

Name: ..Louise Jarvis.....
Role: ..Parish.Safeguarding.Officer.....
Tel: ..07976.951973.....
E-mail:..lkjarvis@hotmail.co.uk.....

Name: ..The.Revd.Dr.William.Lamb.....
Role: ..Vicar.....
Tel: ..01865.279111.....
E-mail:..william.lamb@oriel.ox.ac.uk.....

Name: ..Stuart.Nimmo.....
Role: Diocesan Safeguarding Adviser
Tel: ..01865.587041.....
E-mail:..stuart.nimmo@oxford.anglican.org.....

Local Authority Social Services:
.....0345 050 7666 (office hours).....
.....0800 833408 (out of hours).....


**IF THERE IS IMMEDIATE RISK OR DANGER
PLEASE CONTACT THE POLICE ON 101.**

OUR COMMITMENTS

- Promoting a safer environment and culture
- Safely recruiting and supporting all those with any responsibility related to children and vulnerable adults
- Responding promptly to every safeguarding concern or allegation
- Caring pastorally for victims/survivors of abuse or other affected persons
- Caring pastorally for those who are the subject of concerns/allegations of abuse and other affected persons
- Responding to those that may pose a present risk.

HELPLINES

- NSPCC: 0808 800 5000
- Childline: 0800 1111
- Stop It Now: 0808 1000 900
- NAPAC: 0808 801 0331
- Samaritans: 116 123
- Family Lives: 0808 800 2222
- National Domestic Violence Helpline: 0808 2000 247
- Action On Elder Abuse: 080 8808 8141

 THE CHURCH OF ENGLAND
www.churchofengland.org/safeguarding

Appendix 5: Safeguarding and DBS requirements table

Role	DBS type (5 year renewal)	Training required (3 year renewal)			
		C0 (online)	C1	C2	C3
Incumbent and Clergy, including those that hold PTO	Enhanced with barred list check.	On appointment	no	no	C3S1 C3 (PTO)
Licensed Lay Ministers (including Pastoral Assistants)	Enhanced with barred list check.	On appointment	no	no	C3
Staff & volunteers working with children/vulnerable adults	Enhanced with barred list check.	During induction	During induction	no	no
Children's Church Leader	Enhanced with barred list check.	During induction	During induction	During induction	no
Parish Safeguarding Officer	Enhanced with barred list check.	During induction	no	no	C3S1
Churchwardens	Basic check	During induction	no	no	C3S1
PCC Safeguarding Lead	Basic check	During induction	no	no	C3S1
PCC Standing Committee	Basic check	During induction	During induction	During induction	no
PCC members	Basic check	During induction	no	no	no
Grapevine (Volunteer visitors)	Enhanced with barred list check.	During induction	During induction	no	no
Volunteer welcomers	Basic check	During induction	no	no	no
Volunteer guides	Basic check	During induction	no	no	no
Volunteer guides (Schools)	Enhanced with barred list check.	During induction	During induction	During induction	no
Volunteers coordinator	Enhanced with barred list check.	On appointment	During induction	During induction	no
Shop Staff	Basic check	On appointment	During induction	no	no
Shop Manager	Enhanced with barred list check.	On appointment	During induction	During induction	no
Operations Staff (inc.: Caretakers)	Basic check	On appointment	During induction	no	no
Operations Manager	Enhanced with barred list check.	On appointment	During induction	During induction	no
Head Server	Enhanced with barred list check.	On appointment	During induction	During induction	no
Servers (adults)	Basic check	During induction	no	no	no
Choir (adults)	Basic check	During induction	no	no	no
Director of Music and Organist	Enhanced with barred list check.	On appointment	During induction	During induction	no
Bell Ringers	Basic check	On appointment	no	no	no
Sacristans	Enhanced with barred list check.	During induction	During induction	no	no
Stewards	Basic check	During induction	no	no	no
Flower arrangers	Basic check	During induction	no	no	no

Appendix 6: Safer Recruitment

A key way of protecting children and adults from harm is to ensure the careful recruitment of those working with them. The House of Bishops' Safeguarding Policy states '*The Church will select and vet all those with any responsibility related to children, young people and vulnerable adults within the Church*'.

<p>The PCC is responsible for the appointment of those working with children, young people and vulnerable adults, paid or unpaid. Often the responsibility is delegated to the incumbent. At least two individuals (which could include the incumbent) must be responsible for recruitment. All those involved in recruitment must be capable and competent, trained in safer recruitment and able to keep personal matters confidential.</p>		
1.	<p>Job/Role Description Construct a clear and accurate job description and person specification, or for an unpaid role, a role outline, which sets out what tasks and responsibilities the applicant will undertake, and the skills and experience required. This will include what level of DBS check is required.</p>	<p>Job/role description to be approved by the Incumbent and Churchwardens before issued. Incumbent and Churchwardens to select the appointment panel.</p>
2.	<p>Advertise Ensure that any advertising or information published about the role makes clear reference to the level of DBS check required and the need for applicants to complete a confidential declaration.</p>	<p>Job details, application form and confidential declaration form to be published on the church website.</p>
3.	<p>Application Form Ask all applicants to complete an application form for all paid roles (a Curriculum Vitae may be used for voluntary roles, but an application form is good practice and is recommended). Always ask for, take up and check two references. For paid roles, this should be the current or most recent employer. Applicants should also provide evidence of their right to work in the UK (passport).</p>	<p>Applications to be kept secure by the Administrator and reviewed by the appointment panel. Unsuccessful applications to be destroyed at the end of the recruitment process.</p>
4.	<p>Confidential Declaration Form (CDF) Ask applicants to complete a Confidential Declaration Form.</p>	<p>CDF documentation to be kept secure by the Administrator and reviewed by the appointment panel.</p>
5.	<p>Shortlist (Paid posts) Shortlist, carefully examining the application forms. Identify any gaps in employment/personal history and ensure those shortlisted have met the requirements of the person specification.</p> <p>Shortlist (Unpaid roles) Review any interest from volunteers and assess suitability against requirements.</p>	<p>Administrator to use the Grid Template for shortlisting for paid posts.</p>
6.	<p>Interview Have a face-to-face interview (or informal discussion if unpaid) with pre-planned and clear questions to assess applicants' suitability for the role. Seek explanations for gaps in</p>	

	employment/personal history. It may also be appropriate to ask the individual to complete a test or presentation if applicable. Check identification and the Confidential Declaration Form (CDF).	
7.	Checks Once the applicant has been offered the role, subject to satisfactory checks, ask the applicant to complete a Disclosure and Barring Service check (DBS) application (online or paper depending on the diocese's process). Any blemished DBS checks or information of concern on the CDF must be risk assessed by the DSA. Please note if someone has either never lived in the UK or spent a period of time overseas (i.e. lived abroad), the person making the appointment should request an additional check and ask the applicant to obtain criminality information from the country where he/she was resident. It is also recommended to undertake an occupational health check for paid roles where possible.	Use offer letter template.
8.	Appoint Once all checks are satisfactory and support the interview decision, the person can be formally appointed. It is recommended to add an end date to unpaid roles. This can always be extended but helps set expectations for both parties.	Use letter of engagement template. Alert new staff to CO training online and invite them to complete before start date. Issue Contract of Employment.
9.	Probation Period Ensure that probation period (or settling in period for the unpaid) is clear and that the date for the review at the end of this period is scheduled.	
10.	Induction Induct new unpaid and paid workers. Issue Staff Handbook and Volunteer Handbook. Ensure supervision/support is in place and arrange for attendance on the Church of England safeguarding training	

Appendix 7: Code of Safer Working Practice

This code is provided for all staff, venue hire visitors and contractors at the University Church (including St Mary's PCC Ltd. and the Vaults and Garden Café) to follow when working and volunteering with children, young people and adults. The code represents the behaviours which constitute safe practice. As such it will assist those working with children and adults at risk of abuse or neglect to do so safely and responsibly, enabling them to monitor their own standards of integrity and good practice.

You should:

- Treat all children, young people and adults with respect and dignity, keeping your own language, attitude and body language respectful.
- Actively communicate with children, young people and adults at risk and involve them in planning and running activities where possible.
- Avoid being alone with a child; there should always be two safely recruited adults with each group of children.
- Develop a culture where staff (paid and voluntary), children and adults at risk feel comfortable to point out inappropriate attitudes and behaviour in each other.
- Make it plain who someone can speak about a personal concern, and be proactive in addressing concerns and allegations.
- Never use illicit drugs, abuse prescription medication, or use alcohol when responsible for a child or adult at risk.
- Keep physical contact specific to the needs of the activity and always seek permission from the person first.
- Obtain consent for any photographs/videos to be taken, shown or displayed.²⁶
- Act in accordance with the guidance on communicating electronically and the social media policy, avoiding inappropriate on-line friendship.
- Never use rough play, sexually provocative words and games or any forms of physical punishment.
- Never scapegoat, ridicule or reject a child, group or adult or allow others so to do.
- Avoid showing favouritism to any one child, adult or group or doing anything to reinforce any inappropriate behaviours.
- Never give lifts to children or young people on their own or on your own or allow unknown adults access to children.
- Never share sleeping accommodation with children or invite them to your home alone.
- Always operate within the University Church's principles, procedures and guidelines, clarifying these when unsure.

The above set clear expectations of behaviour and codes of practice which serve to reduce the possibilities of positions of trust being abused or misused, or false accusations being made. More detailed guidance on safe working practices, such as when to gain consent, working with and transporting children, can be found in the guidelines available through the Safeguarding Toolkit on the Diocese of Oxford website.

This guidance is included in the Staff Handbook.

²⁶ <https://www.oxford.anglican.org/wp-content/uploads/2013/02/Making-and-publishing-images-of-children-revised-May-2016.pdf>

Appendix 8: Venue Hire

The following statement is included in the Terms and Conditions for all venue hire (including concerts and performances) at the University Church. The good practice guide referred to can be found in Appendix 10.

The Parochial Church Council has a Policy for Safeguarding Children, Young People and Vulnerable Adults. 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:

- (a) you will comply with the attached good practice guide with children and young people or vulnerable adults unless you already have an equivalent;
- (b) 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;
- (c) 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;
- (d) you will keep a list of the names of all paid and voluntary workers with direct contact with children/vulnerable adults for this event;
- (e) 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;
- (f) no person under the age of 18 years will be left in charge of any children or young people of any age;
- (g) no child or group of children or young people should be left unattended at any time;
- (h) 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;
- (i) you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
 - (i) 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
 - (ii) any known offenders against children or vulnerable adults seeking to attend the event, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

Appendix 9: School Visits and Tower Tours

The following advice is issued to all organisers of School Groups visiting the University Church.

Activities involving children need to ensure good practice standards across a wide range of areas including: recruitment of staff; DBS checking; staffing ratios; suitability of premises; health and safety arrangements; and facilities for children with special needs.

Every group should have at least two staff, even for smaller groups, and if possible one male and one female. Staff ratios should always be based on a thorough risk assessment.

Your Visit

- Please enter the Church through the High Street entrance and report to the Welcome Desk where staff will be ready to assist you.
- Teaching staff should stay with their group at all times, inside but also in the Church grounds.
- Large groups can be disruptive and block entrances and aisles. On entry, groups should be divided into small groups of approx. 10 students. Please do not re-group inside.
- Each group leader will receive a 'Highlights' leaflet with a short synopsis of the Church's main features.
- Please ask students to switch off mobile phones, remove chewing gum and explain that hats or caps are not worn in Christian churches.
- Follow the suggested route of the Highlights leaflet and do not go against the visitor flow.
- At certain times, services take place in the Chancel. Please respect those who are worshipping by being as quiet as possible and ask students to refrain from taking photographs of the worshippers.
- The Chancel is a quiet place for prayer and worship. Please respect this and all stay silent whilst you take your group around this area.
- Visitors may take photographs for personal use, except for the Chancel during services.
- When leaving the Church, please exit through the tower exit into Radcliffe Square.
- If possible, inform the Church Administrator if you require special assistance for disabled access or facilities in advance. If not possible to do this in advance, Our welcomers will be pleased to assist on arrival. An Access Statement is available from our website.

Tower Tours

- No children under the age of 8 are allowed to go on a Tower Tour.
- All children under the age of 16 must be accompanied by an adult at all times.
- The carriage of large items of baggage can cause congestion and fatigue. It is safer to leave baggage with a responsible person at ground level to leave both hands free.

University Church

**Safeguarding children,
young people and adults
who are vulnerable**

Good Practice Guide

Things to remember:

- Treat everyone with respect, setting a positive example for others.
- Respect personal space and privacy.
- Ensure any actions cannot be misrepresented by someone else.
- Challenge unacceptable behaviour.
- Do not put anyone, including yourself, in a vulnerable or compromising situation.
- Do not have inappropriate physical or verbal contact with others.
- You must not keep allegations or suspected abuse secret.

What to do if...

... you have concerns about possible abuse (including allegations):

- In an emergency, call 999.
- In other cases, make a telephone referral to the Local Authority Social Services. For out of hours referrals, call the Emergency Social Work Team
- Describe the event or disclosure and give information about the child & family e.g. the child's name, date of birth, address, telephone number and GP (if known).
- Follow up your telephone call with a completed referral form, letter or email.
- Remember that the child & family should, wherever possible, be informed about and consent to the referral unless this will put the child's welfare at risk. However, 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.

- Be prepared to have further discussions with the social work team or the police investigation team.
- Notify the Parish Safeguarding Officer and the Diocesan Safeguarding Advisor.

What to do if...

... a child, young person or adult wishes to disclose they have been abused:

- Listen. Keep listening. Do not question or investigate.
- Do not promise confidentiality; tell them we need to share this.
- Assure them they are not to blame.
- Tell them what you are going to do and that they will be told what happens.
- Make careful notes of what is said, record dates, times, events and when you are told.
- Report it to the person to whom you are responsible and your Designated Officer for Safeguarding or Principal.
- Only tell those who need to know.
- Do not alert the alleged perpetrator.

Contact Details

STATUTORY AGENCIES

Thames Valley Police (non-emergency)	101
Local Council Children's Social Care	0345 050 7666 0800 833408 (out of hours)
Local General Hospital	0300 304 7777

HELPLINES

NSPCC: 0808 800 5000

Childline 0800 1111

Stop It Now: 0808 1000 900

NAPAC: 0808 801 0331

Samaritans: 116 123

Family Lives: 0808 800 2222

National Domestic Violence Helpline: 0808 2000 247

Action on Elder Abuse: 080 8808 8141

DIOCESAN CONTACTS

Stuart Nimmo, Diocesan Safeguarding Adviser	01865 208290
Sophie Harney, Safeguarding Case Worker	01865 208295
Rebecca Norris-Bulpitt, Training Officer	01865 587041
Linda Carpenter, DBS Administrator	01865 208267
Yvonne Morris, Diocesan Children's Adviser	01865 208255
Ian Macdonald, Diocesan Youth Adviser	01865 208253

PARISH CONTACTS

Name	Role	Phone
Dr William Lamb	Vicar	07761 325449
Louise Jarvis	Parish Safeguarding Officer	01865 512786