

The Parish of St. Michael & All Angels Church, Sandhurst
SAFEGUARDING POLICY
PROMOTING A SAFER CHURCH

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 12th May 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. Safeguarding training is according to the Oxford Diocese as listed on [their website](#)
- 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.

Data Protection: On occasions safeguarding may come into conflict with data protection policy, as Safeguarding is of paramount importance, the need to safeguard will always override data protection.

Reporting to the Charity Commission

Should a serious safeguarding incident occur, then this should be reported promptly to the Charity Commission. A safeguarding Serious Incident is an adverse event, whether actual or alleged, which results in or risks significant harm to the charity's beneficiaries, employees, office holders, volunteers or to others who come into contact with the charity through its work.

This includes where there are allegations or incidents of abuse of or risks to beneficiaries or others connected with the charity's activities. What is considered to be "significant" is a matter for the trustees to determine, as it will depend on the context of the charity, taking into account its operations, staff, finances and reputation.

Appendices and Supporting Documents

The following Appendices are an integral part of this policy

1. Local Resources
2. National Resources
3. 9 Steps to Safer Recruitment
4. Policy on Recruitment of Ex-Offenders

In addition to the appendices, the following documents will be used as part of the safer recruitment process.

- Application form
- Reference Request form
- Confidential declaration form
- Interview form

The following national Church of England documents (available on their website) support this policy and the leaders of all groups are expected to be familiar with them.

- [Parish Safeguarding Handbook 2019](#)
- [Safer Environment and Activities 2019](#)
- [Code of Safer Working Practice](#)
- [Safer Recruitment Practice Guidance 2016](#)

The following Oxford Diocese document (available on their website) support this policy and the leaders of all groups are expected to be familiar with it.

- [Responding to a Safeguarding Concern](#)

The following St. Michael & All Angels Church Policies are also applicable and the leaders and helpers of all groups are expected to be familiar with them.

- [Complaints](#)
- [Data Protection](#)
- Health & Safety

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 Mrs Diana Taylor as the Parish Safeguarding Officer.

Incumbent

Churchwarden

Churchwarden

Date:...12th May 2021.

Appendix 1 - Local Resources

Diocese of Oxford Safeguarding Team

For urgent safeguarding concerns please call: 01865 208295 or email: safeguardingreferrals@oxford.anglican.org, Mon-Thur 9am-5pm and Fri 9am-4.30pm.

A Safeguarding Referral Form (<https://www.oxford.anglican.org/safeguarding/>) needs to be used to refer safeguarding concerns to the diocesan safeguarding team. All phone or email referrals to the safeguarding team must be followed up by completing the Safeguarding Referral Form and returning it to: safeguardingreferrals@oxford.anglican.org.

For general safeguarding enquiries:

Please email safeguarding@oxford.anglican.org

To contact another member of the team details can be found here:

<https://www.oxford.anglican.org/safeguarding/safeguarding-team/>

Police

At immediate risk of harm: 999

Not at immediate risk of harm: 101

Always call 999 in an emergency; if you are unable to speak on the phone, there are systems in place to connect you to the right service:

- If you are calling from a **mobile phone**, you can use the '**Silent Solution**' system. **Press 55** and the operator will transfer the call to the relevant police force as an emergency. The police call handler will then ask you a series of simple yes/no questions. If you're still not able to speak, listen to the instructions you are given so the handler can assess your call and send help. Please note that calling from a mobile does not allow the police to track your location.
- If you are calling from a **landline**, pressing '55' will not work. If you can't speak you should stay on the line and the operator will connect you to a police call handler. If you need to put the phone down, the line will stay open for 45 seconds. If you pick it up during this time and the operator is concerned for your safety, they will put you through to a police call handler. Calling 999 from a landline means the police may be able to retrieve information on your location to send help.

Local Domestic Abuse Helplines

Berkshire Women's Aid

0118 950 4003

Windsor Maidenhead – DASH

01753 549865

Reducing the Risk of Domestic Abuse

Provides information for those experiencing domestic abuse and their supporters.

Provides information on housing, refuge services, injunctions and safety planning.

<https://www.reducingtherisk.org.uk/cms/content/home>

Flag DV

Provides free legal advice to victims of domestic abuse in Berkshire, Buckinghamshire & Oxfordshire.

0800 731 0055, www.flagdv.org.uk

Appendix 2 - National Resources

National Domestic Violence Helpline

The Freephone 24 Hour National Domestic Violence Helpline run in partnership between Women's Aid and Refuge.
0808 2000 247

Women's Aid

Provides services for women and children who have been affected by the experience of domestic violence, rape and sexual abuse.
0808 2000 247
www.womensaid.org.uk

Refuge

Refuge is the national charity which provides a wide range of specialist domestic violence services to women and children experiencing domestic violence. The Tech Abuse Chatbot also provides advice on safeguarding devices if a victim feels that they are being monitored by their abuser.
0808 2000 247
www.refuge.org.uk

The Men's Advice Line

A confidential helpline for men experiencing domestic violence from a partner, ex-partner or other family members.
0808 801 0327
www.mensadviceline.org.uk

Mankind Initiative

Support for male victims of domestic abuse and domestic violence.
01823 334 244
www.mankind.org.uk

Rape Crisis

Rape Crisis Centres offer a range of services for women and girls who have been raped or experienced another form of sexual violence.
0808 802 9999
www.rapecrisis.org.uk

National Centre for Domestic Violence

The National Centre for Domestic Violence (NCDV) provides a free, fast emergency injunction service to survivors of domestic violence.
24 hour helpline: 0800 970 2070
www.ncdv.org.uk

NSPCC ChildLine

Free, confidential service for young people up to the age of 19. Get help and advice about a wide range of issues, talk to a counsellor online, send ChildLine an email or post on the message boards.
0800 1111
www.childline.org.uk

NSPCC Helpline

Free helpline service for anyone with concerns about a child's safety and wellbeing. They offer advice and support and can take action on your behalf if a child is in danger.
0808 800 5000

www.nspcc.org.uk/what-you-can-do/report-abuse/

Galop

Galop gives advice and support to LGBT people who have experienced hate crime, sexual violence and domestic abuse.

LGBT domestic violence helpline: 0800 999 5428

www.galop.org.uk/

Respect

The Respect phone line is a confidential helpline offering advice, information and support to help you stop being violent and abusive to your partner.

0808 802 4040

www.respectphoneline.org.uk

Samaritans

A 24-hour helpline for any person in emotional distress.

116 123

www.samaritans.org

National Stalking Helpline

0808 802 0300

www.stalkinghelpline.org

Southall Black Sisters

Southall Black Sisters is a not-for-profit organisation set up in 1979 to meet the needs of black (Asian and African-Caribbean) and minority ethnic women.

0208 571 0800

<http://www.southallblacksisters.org.uk/>

Karma Nirvana

Karma Nirvana supports those who suffer or are at risk of honour based abuse or forced marriage.

0800 5999 247

<http://www.karmanirvana.org.uk>

Forced Marriage Unit

The Government's Forced Marriage Unit (FMU) is dedicated to preventing British nationals being forced into marriage overseas or assisting anyone in the UK faced with being forced into a marriage. 020 7008 0151 or 0207 008 1500

www.gov.uk/forced-marriage

Hourglass

Elder Abuse Response helpline.

0808 808 8141

<http://www.elderabuse.org.uk>

Restored

Restored is an international Christian alliance working to end violence against women and to transform relationships.

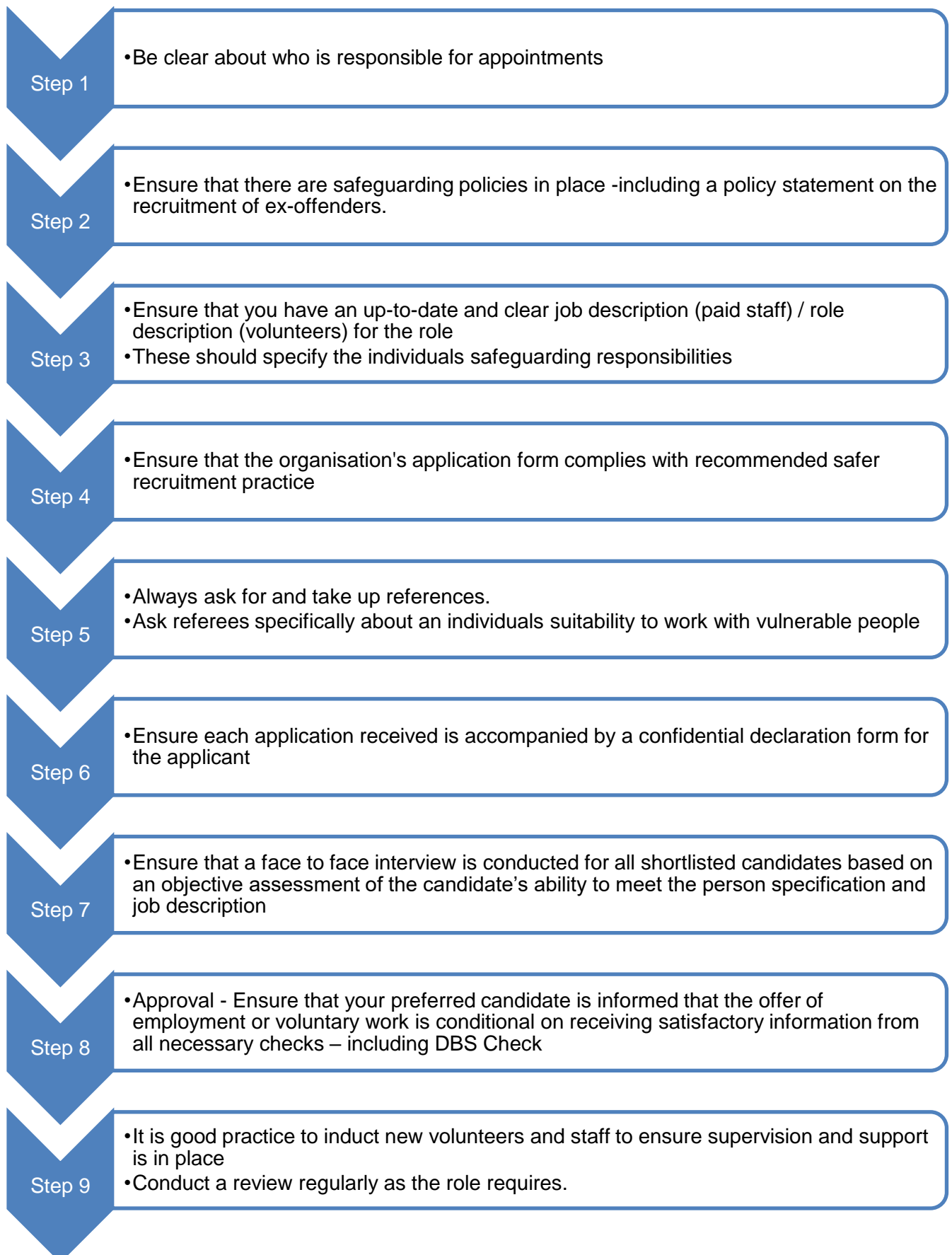
<http://www.restoredrelationships.org/>

RAVE

RAVE is an initiative that seeks to bring knowledge and social action together to assist families of faith impacted by abuse.

<http://www.theraveproject.org>

Appendix 3 – 9 Steps to Safer Recruitment



Appendix 4 - St. Michael and All Angels 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, St. Michael and All Angels Church complies fully with the DBS Code of Practice¹ 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 St. Michael and All Angels Church 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.
- 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 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.

¹ <https://www.gov.uk/government/publications/dbs-code-of-practice>

- 12 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.
- 13 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.
- 14 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.