

## **The Ruby Country Benefice.**

**Ashwater, Beaworthy, Black Torrington, Clawton, Halwill, Highampton, Tetcott with Luffincott.**

### **Safeguarding Officers Report April 2023**

Throughout the churches of the Benefice we recognise that the few who are determined to harm children or adults deliberately seek out groups or organisations where they can meet children or other vulnerable people. The Church is particularly vulnerable to these people. Creating and maintaining a safeguarding culture will discourage them from becoming involved for the wrong reasons and make it difficult for them to harm or abuse children or adults if they do.

In order to assist with the creation of a safeguarding culture each PCC within the Benefice has:-

1. Appointed a Parish safeguarding Officer – **Mrs R V Letheren**
2. Adopted the latest version of the diocesan safeguarding Policy. **APCMs 2023**
3. Adopted safer recruitment procedures (see Appendix 1) which include an application form for volunteers, a DBS check for those working with children or vulnerable adults, and completion of a confidential disclosure.
4. Displayed safeguarding information in each church including contact details – this also appears on a regular page in the monthly Newsletter.
5. Created an environment which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly, consistently and confidentially.
6. Clear procedures in place for responding to safeguarding allegations –(see Appendix 2)
7. Regularly review and report progress on safeguarding in the parish by including safeguarding as a standing agenda item on each PCC agenda, completing the safeguarding checklist of Benefices and Parishes (Appendix 3) and the PSO reports to the APCM annually.

**DBS checks** Your Safeguarding needs to get all Churchwardens/ worship leaders done ASAP. This is a priority for the Safeguarding Officer/ Verifier, plus any others with in the churches that need a DBS.

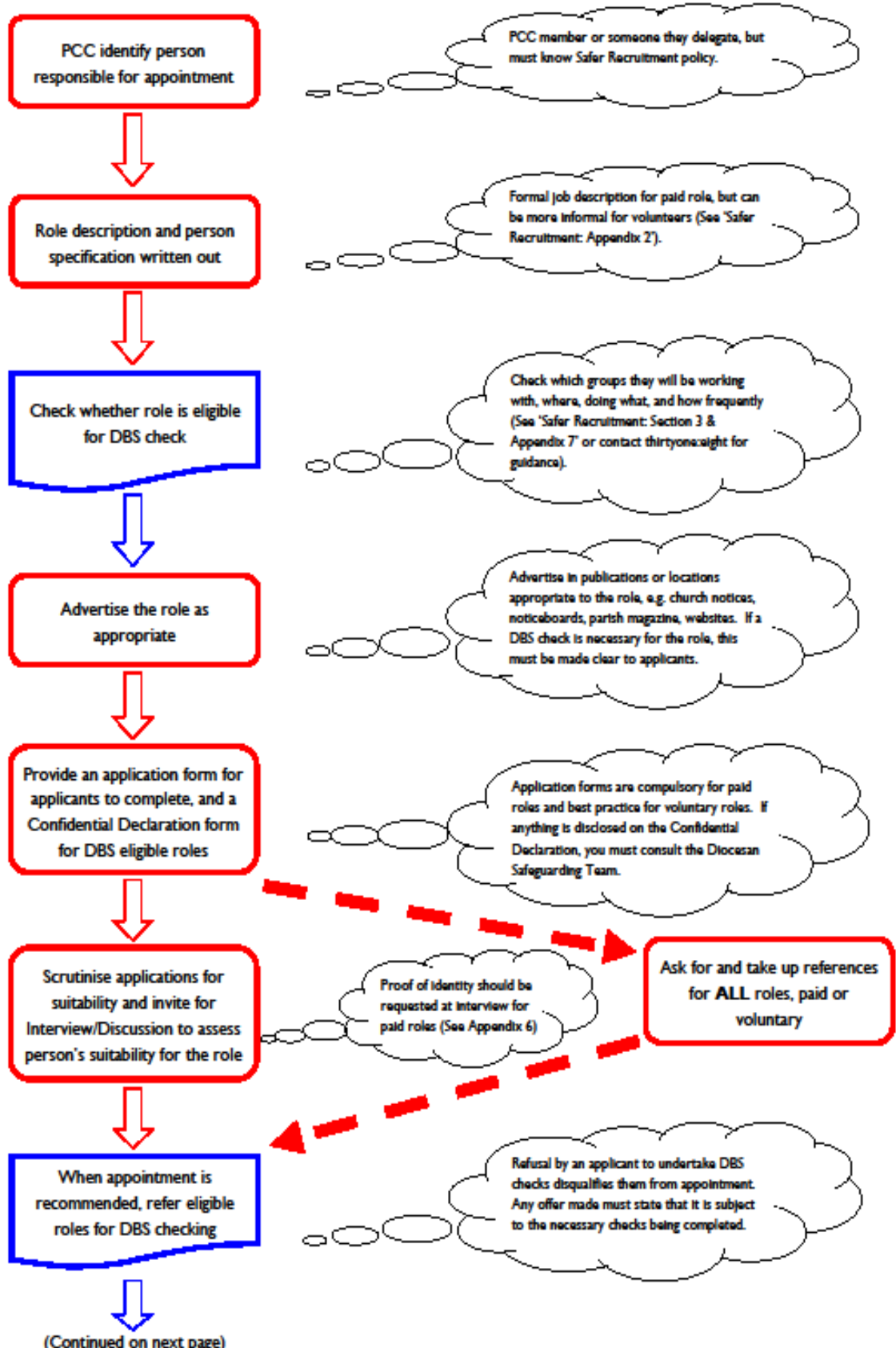
**Training** A log is kept of who has attended safeguarding training- Basic Awareness and Foundation are both now on line and needed by all members of the PCC. PCC members also need to do the Domestic awareness training this is also on line.

Our Safeguarding Officer is fully up to date on all training, to Pathway level.

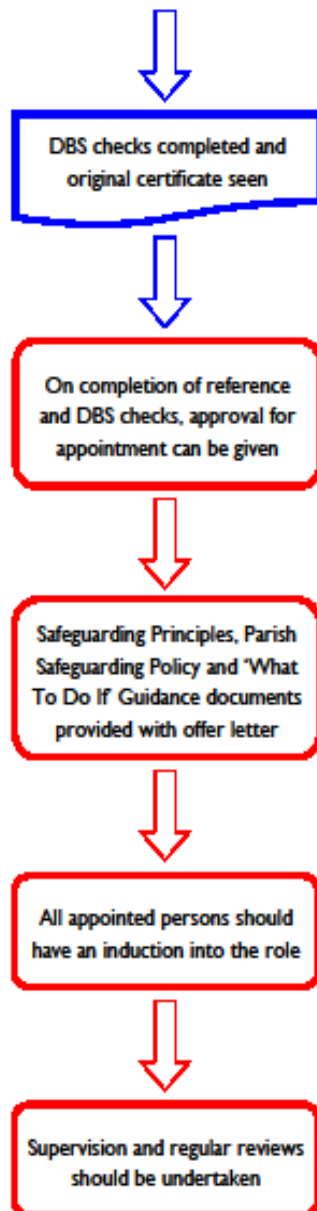
**Policy and check list.** Each church in the benefice will signed the safeguarding policy 2023 at the APCM and will have been given their churches dashboard checklist of items that need attention in the coming year. All Churches are working on levels 2 and 3.

**There was one concern raised this year, which was immediately passed on the dioceses safeguarding team.**

## SAFER RECRUITMENT PROCESS - Diocese of Exeter



(From first page)



No appointment can be made until the original certificate has been seen by the evidence verifier. If a certificate contains a disclosure, the original certificate must be retained and an assessment undertaken with the Diocesan Safeguarding Team, and no appointment can be made until clearance is given by the Diocesan Safeguarding Adviser.

Approval by nominated person only. Must be in writing for a paid role, and is best practice for volunteers (see Appendix B). There is no obligation to appoint a person if you are not confident in their safety or suitability.

See Appendices 9 & 10 from 'Safer Recruitment'.

Inductions should include familiarization with policies and the safeguarding flowchart, 'Responding to Concerns'.

This should form part of the probationary period for a paid role. Annual reviews are best practice for all roles to support the person and ensure safe working practices continue to be employed.

## Further Help & Advice

You can find the 'Safer Recruitment' document with its appendices and other useful resources on the Diocese of Exeter website at:

<http://exeter.anglican.org/resources/safeguarding/resources/>



For queries relating to stages in the red, rounded boxes, please contact the Diocesan Safeguarding team: [safeguarding@exeter.anglican.org](mailto:safeguarding@exeter.anglican.org)



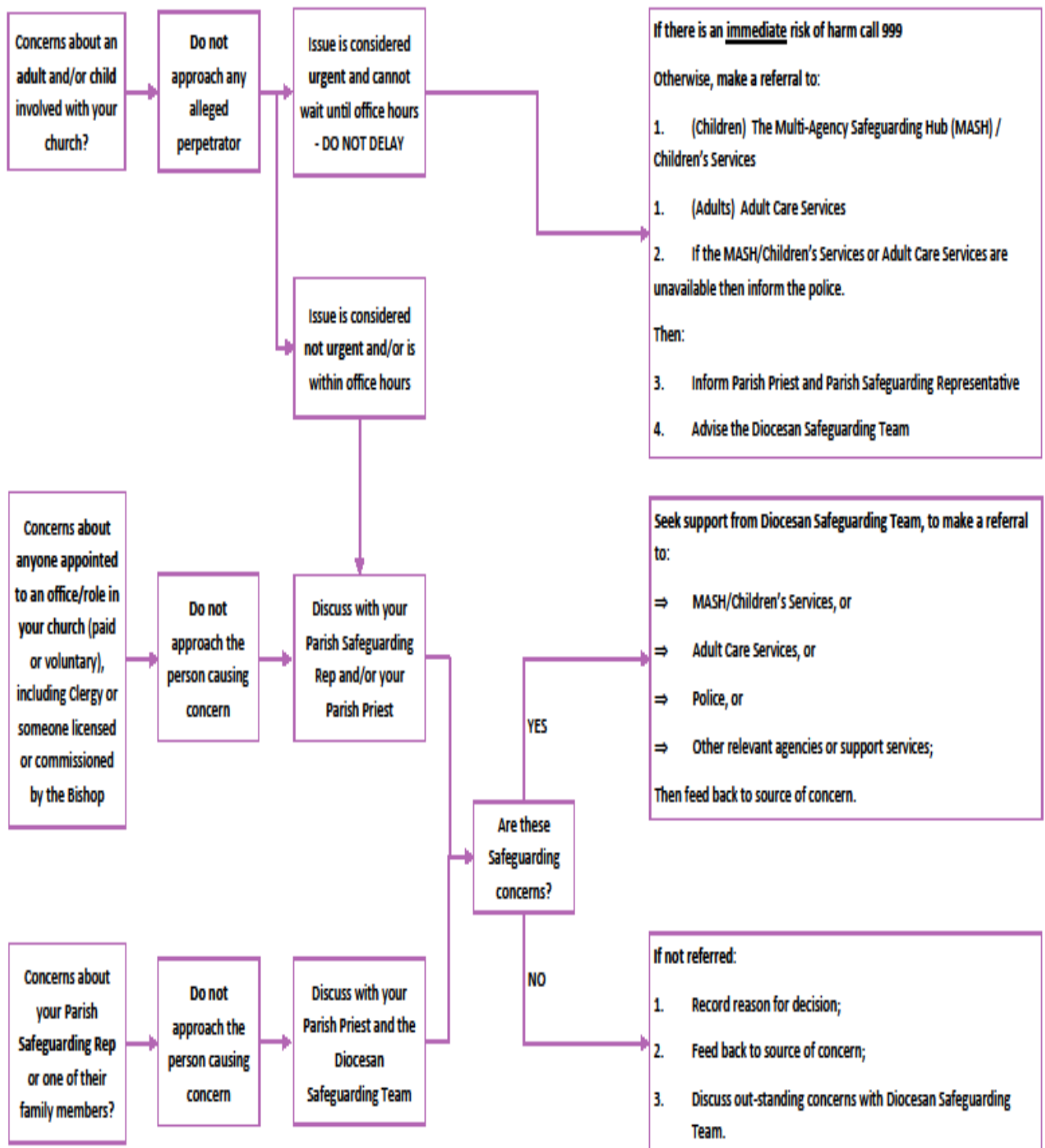
For queries relating to stages in the blue, curved boxes, please contact the Diocesan DBS Coordinator: [dbs@exeter.anglican.org](mailto:dbs@exeter.anglican.org)



thirtyone:eight Helpline (previously CCPAS): 0303 003 11 11



## CONCERNED ABOUT SOMEONE'S SAFETY OR WELL-BEING IN YOUR CHURCH?



## Check list and Action Plan

The PCC must adopt and promote a safeguarding policy, and approve an action plan to implement it.

Requirement	Question	Action
<b>Safeguarding Policy Approval</b> The PCC must approve a parish safeguarding policy statement which complies with Church of England requirements.	Which safeguarding policy statement has the PCC approved? <i>(<a href="#">Parish Template</a> / Own policy statement indicating adherence with Promoting a Safer Church policy / Own comprehensive policy)</i> When did they approve it?	This is done at APCMs, for each church
<b>Safeguarding Policy Promotion</b> <i>Promoting a Safer Church</i> must be publicised and promoted, and all Church Officers must have access to it.	Do all Church Officers have access to <i>Promoting a Safer Church</i> ? Yes / No  Is <i>Promoting a Safer Church</i> publicised and promoted? Yes / No	
<b>Safeguarding Action Plan</b> The PCC must approve a parish action plan and review it regularly.	When did the PCC last approve or review this safeguarding action plan?	Each church will receive an up to date Action Plan for their church from the dashboard for the First PPC meeting after the APCM

*Other policies are required at Levels 2 and 3.*

## Safeguarding Procedures

The PCC must approve procedures which explain how national guidance will be implemented within their local context.

Requirement	Question	Action
<b>Responding to Concerns or Allegations</b> The PCC must approve a procedure to deal promptly with any safeguarding concern or allegation (including any suspicion of abuse). This procedure is to be reviewed annually.	When did the PCC last approve or review their procedure for dealing with safeguarding allegations or concerns? <i>(Further information can be found in Section 7 of the handbook, and the Diocese of Exeter Safeguarding Team have produced a <a href="#">template</a> as a starting point for PCCs.)</i>	This should be done at the next PCC meeting after the APCM.  One Concerns were raised this past year. These were passed on to the Diocesan safeguarding team.

*Other procedures are required at Levels 2 and 3.*

## Safeguarding Roles

The PCC must appoint people to key safeguarding roles.

<b>Parish Safeguarding Representative</b> The PCC must safely recruit a lay person, not related to the incumbent, to the role of Parish Safeguarding Representative. The appointment is to be made in accordance with national 'safer recruitment' guidance.	When was the current Parish Safeguarding Representative appointed? <b>October 2020</b>  Have all the 'safer recruitment' steps been completed? <b>Yes</b>	
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<p><b>Churchwardens</b></p> <p>The churchwardens must be made aware of their safeguarding responsibilities.</p>	<p>Are the churchwardens aware of their safeguarding responsibilities?</p> <p>Yes / No</p>	
<p><b>DBS Verifier</b></p> <p>The PCC must appoint at least one DBS Verifier who is responsible for the administration of DBS applications. This role may be carried out by the Parish Safeguarding Representative, but can be a separate role.</p>	<p>Has at least one DBS Verifier been appointed?</p> <p>Yes</p> <p><i>(DBS Verifiers may be shared between parishes in a team or mission community, but parishes must know who they refer to for DBS checks.)</i></p>	<p>All Churchwardens a due to have their DBS up dated.</p> <p><b><u>This is a priority</u></b></p>

## Training for Key Roles

Everyone who plays a key safeguarding role must complete the relevant training.

<p><b>Parish Safeguarding Representative</b></p> <p>The Parish Safeguarding Representative must complete Basic Awareness, Foundation, Leadership and Safer Recruitment training.</p>	<p>Has the PSR completed:</p> <ul style="list-style-type: none"> <li>Basic Awareness training? <b>yes</b></li> <li>Foundation training? <b>yes</b></li> <li>Leadership training? <b>yes</b></li> <li>Safer Recruitment training? <b>yes</b></li> <li>Domestic Abuse Training? <b>yes</b></li> </ul>	<p>Safer Recruitment training Jan 2021</p> <p>Leadership training Feb 2021</p> <p>Basic, Foundation and Pathway up dated March 2022</p> <p>Domestic Abuse awareness March 2022</p>
<p><b>Churchwardens</b></p> <p>All churchwardens must complete Basic Awareness, Foundation and Leadership training.</p>	<p>Have churchwardens completed:</p> <ul style="list-style-type: none"> <li>Basic Awareness training?</li> <li>Foundation training?</li> <li>Domestic Abuse training?</li> </ul>	<p>This will be checked after the APCM. Not all churches have churchwardens</p>
<p><b>DBS Verifier</b></p> <p>Every DBS Verifier must complete Safer Recruitment training.</p>	<p>Has every DBS Verifier completed Safer Recruitment training?</p>	<p>Safer Recruitment training Jan 2021 Updated March 2022</p>
<p><b>PCC Members</b></p> <p>All PCC members must complete training.</p>	<p>Have all PCC members completed Basic Awareness training? Foundation Training? Domestic Abuse Training ?</p>	<p>This will be checked after the APCM. New PCC members will be advised to do so.</p>

## Displayed Information

Church buildings and websites must display important safeguarding information.

<p><b>Safeguarding Policy Notice</b></p> <p>Each church building must display a notice about its safeguarding policy.</p>	<p>Is each church building displaying a notice about its safeguarding policy?</p> <p>Yes / No</p>	<p>Each church will replace last years with a copy of this year after their APCM</p>
<p><b>Safeguarding Who's Who</b></p> <p>Each church building must display contact details for people who have safeguarding roles.</p>	<p>Is each church building displaying contact details for people who have safeguarding roles?</p> <p>Yes / No</p> <p><i>(The Diocese of Exeter Safeguarding Team have produced a template Parish Contact poster for sharing Safeguarding contact details in church buildings.)</i></p>	<p>Each church had new details added to the list.</p> <p>The Bulletin has been updated.</p>

<p><b>Safeguarding Poster</b></p> <p>Each church building must display a <i>Promoting a Safer Church</i> poster.</p>	<p>Is each church building displaying a 'Promoting a Safer Church' poster?</p> <p>Yes / No</p>	
<p><b>Parish Website</b></p> <p>Safeguarding arrangements must be clearly visible on the front page of your parish website.</p>	<p>Are safeguarding arrangements clearly visible on the front page of your parish website (or your 'A Church Near You' page)?</p> <p>Yes / No</p>	<p>Using "A Church Near You" updated March 2023</p>

## Reviews and Reports

Safeguarding must be regularly reviewed and reported upon.

<p><b>PCC Agendas</b></p> <p>Safeguarding must be a standing agenda item at every PCC meeting.</p>	<p>Is 'Safeguarding' a standing agenda item at every PCC meeting?</p> <p>Yes / No</p>	<p>As of the 2021 APCM this is on every PCC Meeting agenda</p>
<p><b>Reports to the PCC</b></p> <p>The Parish Safeguarding Representative must give regular reports to the PCC regarding safeguarding in the parish.</p>	<p>When did the PCC last receive a report from the Parish Safeguarding Representative?</p>	<p>This needs to be more formally done for each PCC meeting. Request for PCC date of Meeting so this can be done.</p>
<p><b>Reports to the APCM</b></p> <p>At the Annual Parochial Church Meeting, the PCC must report on safeguarding in the parish.</p>	<p>When did the APCM last receive a safeguarding report? Report was received at APCM May 2022</p>	<p>A report will be give at all APCMs 2023</p>

Other items require reviewing at Levels 2 and 3