*“Every person has a value and dignity which comes directly from the creation of male and female in God’s own image and likeness. Christians see this potential as fulfilled by God’s re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm”* Diocese of Bristol 2014

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**1. Policy Context**

In developing this policy the Dorcan Church commits to following the safeguarding policies of the Church of England, safeguarding policy and guidance as issued by the Diocese of Bristol and commits to working within legislation and statutory guidance as related to the Safeguarding of Children, Young People and Adults.

The main relevant polices and guidance documents referenced below can be found on the links shown:

**Church of England:**

<https://www.churchofengland.org/safeguarding/policy-and-practice-guidance>

Protecting all God’s Children (2010 4th edition)

Promoting a Safe Church (2006)

Promoting a Safer Church Policy Statement (2017)Safer Recruitment and People Management: Practice Guidance 2021 (update March 2022 v2)

Safeguarding Learning and Development Framework (July 2024 v 2)

Responding Well to Domestic Abuse, (2017 second edition)

Responding Well to Victims and Survivors of Abuse (Sept 2021 v 1)

Responding to, Assessing and Managing Safeguarding Concerns or Allegations Against Church Officers, (Dec 2017 v 2)

Roles and Responsibilities of Church Office Holders and Bodies (October 2017)

Safeguarding Children, Young People and Vulnerable Adults (2021)

Safer Environment and Activities (Sept 2019 v 1)

The Code of Safer Working Practice (2019)

Safeguarding Records Joint Practice Guidance, (June 2015)

Safeguarding Records Retention Toolkit (2015)

General Statement on Safeguarding Children in Towers, 2015

Further information can be found via the Church of England Safeguarding e-manual and Policies and Practice Guidance pages

<https://www.churchofengland.org/safeguarding/safeguarding-e-manual>

<https://www.churchofengland.org/safeguarding/policy-and-practice-guidance>

**Diocese of Bristol:**

Safeguarding Policy for Adults and Children (August 2023 v 4.1)

Allegations Management Procedure (August 2023 v 4.2)

Ministering to those who may present a risk (September 2023 v 4.02)

These documents can all be found on the Diocese of Bristol website:

<https://www.bristol.anglican.org/aboutus/safeguarding/safeguardingresources>

and descriptions are given where these policies are referenced in this policy document.

**Statutory Guidance:**

Working Together (May 2025)

This guidance from the Department of Education describes safeguarding processes and the safeguards that every organisation must have in place, including faith organisations, when safeguarding children. Read or download a PDF version of the guidance at:

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2> (updated 8 May 2025)

Or online:

[www.workingtogetheronline.co.uk](http://www.workingtogetheronline.co.uk) (December 2023)

**Care and Support Statutory Guidance 2016**

This guidance from the Department of Health describes safeguarding processes for adults and the responsibilities of different organisations:

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1>

**2. Policy Statement**

It is the responsibility of all members of the Dorcan Church to give paramount importance to the nurture and care of children, young people and vulnerable adults in a safe and secure environment. The Church is committed to developing a culture of awareness that promotes early intervention to prevent harm occurring or continuing wherever possible.

**We recognise that:**

* The welfare of the child, young person or vulnerable adult is paramount.
* Everyone has different levels of vulnerability and each of us may be regarded as vulnerable at some time in our lives
* All children, young people and adults who may be vulnerable (regardless of age, disability, gender, marriage and civil partnership, pregnancy, maternity, race , religion or belief, sex or sexual orientation) have the right to equal protection from all types of harm or abuse which can occur in all families and communities.
* Working in partnership with children, young people, vulnerable adults and their parents, carers and other agencies is essential in promoting their welfare.

**We will develop a culture in our churches that:**

* Enables a safe and caring community to provide a loving environment where there is a culture of ‘informed vigilance’ as to the dangers of abuse.
* Enables and encourages concerns to be raised and responded to openly and consistently and protects children, young people and adults who may be vulnerable from actual or potential harm.
* Ensures all people feel welcomed, respected and safe from abuse.
* Values, listens to and respects children, young people and adults who may be vulnerable, encouraging them to be active contributors to the church community.
* Encourages adults who may be vulnerable to lead as independent a life as possible.

**When concerns are raised we will:**

* Respond without delay to every concern raised that a child, young person or vulnerable adult may have been harmed, or may be at risk of harm, through abuse or neglect.
* Work with police, local authority and other partners in any investigation, including where allegations are made against a member of the Church community.
* Challenge any abuse of power, especially by anyone in a position of trust.

**If abuse has occurred we will ensure:**

* 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.
* Supervision is provided for any member of the Church Community known to pose a risk of harm to others.
* Appropriate pastoral care is provided to any member of our church against whom an allegation is made.

**In all recruitment we will:**

* Carefully select those with any responsibility within the Church (including voluntary workers) in line with Church Of England Safer Recruitment and People Management Practice Guidance, 2021. (See Dorcan Church Safer Recruitment Working Practice Guidance) and provide ongoing supervision, support and training.

**In our publicity we will:**

* Share information about good safeguarding practice with children, young people and vulnerable adults, their parents, carers and all those working and worshipping with them.

**3.** **Who is a child, young person, adult who may be vulnerable?**

**Children and young people:** for the purposes of this policy means anyone under the age of 18 years. Children and young people may be abused by an adult or child, male or female. It is far more common for a child or young person to be abused by a person known to them than by a stranger. This could be a parent, family member, friend, teacher, minister or anyone else. Children may be abused in person or via electronic media, they may experience harm as a result of seeing or hearing the abuse of others.

Where conflicts of interest arise between the welfare of the child and that of adults, the child’s wellbeing must always be of paramount importance and priority.

**Adults who may be vulnerable:** The Care Act 2014 defines an adult to whom statutory safeguarding duties apply as an adult who:

* *Has needs for care and support (whether or not the Local Authority is meeting any of these needs)*
* *Is experiencing, or at risk of abuse or neglect*
* *As a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect.*

(Chapter 14 Care and Support Statutory Guidance 2016)

The definition may apply to anyone over the age of 18 who may not be able to protect themselves from abuse, harm or exploitation, which may be reason of illness, physical, sensory or learning disability or impairment, mental illness, use of drugs or alcohol. Increased vulnerability may be temporary or permanent and may be visible or invisible.

An adult may be abused or neglected by family (including spouses, parents and children), friends, carers (paid and unpaid), strangers and professionals and members of the community. Those at risk may live alone or may live with family or in a care setting e.g. residential home.

**4****. What is abuse and neglect?**

Harm can take place in several forms and is identified under the categories of:

Physical, sexual, emotional, neglect, financial, organisational, discriminatory, modern slavery, self neglect, domestic violence and spiritual abuse.

Please see [Appendix 2 ‘Categories, Definitions and Indicators of Harm’](#Appendix_2) for further information This outlines the forms of abuse noted in legislation related to safeguarding children, young people and adults alongside some examples and potential indicators that abuse or neglect may be occurring.

**5.** **What to do if you are concerned that abuse or neglect may be happening**

Whether a child, young person or adult has shared a concern with you or you have seen or heard something of concern:

If the situation is urgent and there is an imminent risk of harm contact the Police on 999

Or the Emergency duty team on

**5.1 Advice on Responding To Disclosure of Abuse**

You may see or hear something of concern, or someone may tell you something of concern either about themselves or someone else (a disclosure).

If a child, young person or adult tells you that they have experienced abuse, are experiencing abuse or are concerned that they may be at risk:

|  |  |
| --- | --- |
| Do | Don’t |
| Listen without interrupting. Try to move to a quiet space if possible | Tell them to speak to someone else |
| Let the person talk at their own pace and say what they want to say. If you need to clarify points ask open questions like:Tell me.. what happened, Explain … about the incidentDescribe …where it was , what happened | Investigate.Ask leading questions e.g. why did they do that, was it ‘name’, did it hurt you? |
| Take it seriously and be attentive | Try not to react as though unbelieving or shocked, or jump to conclusions |
| Reassure. Confirm they are doing the right thing by telling you. | Tell them not to tell stories |
| Keep calm yourself, even if you are feeling otherwise | Promise confidentiality or to keep a secret or tell people who don’t need to know. |
| Record what was said and the facts as accurately as possible as soon as possible, including who said what, who was listening and who was present. To be times and dated. | Try to just remember it |
| Tell them you need to share the concern with the right people e.g. Parish Safeguarding Officer, police, social care | Contact the person the allegation is about |
|  | Keep it to yourself |

**If the situation is of concern but is not urgent:**

In the first instance contact the Parish Safeguarding Concerns Officer to report your concerns.

**Parish Safeguarding Concerns Officer** Jenny Poole Tel: (01793) 977260

Email: jennypoole@virginmedia.com

**Incumbent:** Reverend Trudie Wigley

Mobile: 07505 652781

Email: rev.trudie@wigley.org.uk

**Diocesan Safeguarding Officer:** Adam Bond

Tel: 0117 9060100

**ThirtyOne:Eight** – for out of hours Helpline 0303 003 11 11

**Children and Families, Contact Swindon**

Phone: (01793) 464646

Email: contactchildrenandfamilies@swindon.gov.uk

In every case where you suspect harm may have occurred, you should report your concerns **within 24 hours**  to the Parish Safeguarding (Concerns) Officer.

They will decide with you, in light of any advice from the Diocesan Safeguarding Adviser, whether to discuss with the child, their parents or carers or the adult and any carers, and whether a referral to the Local Authority Children or Adults Safeguarding Team is needed or any other action.

In the absence of the Parish Safeguarding Concerns Officer, this should be reported to the Diocesan Safeguarding Officer and/or Incumbent.

If the concern is about the Parish Safeguarding Concerns Officer, or other member of the Safeguarding team, then contact the Incumbent or Diocesan Safeguarding Officer.

**Note:** Anyone can report a concern directly to police or the Local Authority at anytime. The Dorcan Church hopes that all will follow this policy, but where there is any concern that an issue has not been reported and should be, or any reluctance to inform the church of an incident, the Dorcan Church wishes to make clear that the most important point is that those concerns are reported to the appropriate authority so that they can be acted upon where needed.

**If there is an allegation that a person in a position of trust (minister, PCC member, staff member or volunteer) has abused or neglected a child or adult or that such a person may present a risk to a child or adult:** The Diocese of Bristol ‘Allegations Management Procedure’ will be followed (see Dorcan Church Additional Guidance and Other Policies or Bristol or Diocesan website).

In brief this procedure requires that:

* The concern should be reported as above; report should reach police and Local Authority within 1 working day.
* The concern should not be made known to the person against whom the allegation is raised without agreement with police and or the Local Authority.
* Next steps will be decided in conjunction with police, Local Authority representatives (including Local Authority Designated Officer where there is a concern for the welfare of a child), the Diocesan Safeguarding Officer and parish representatives (usually Parish Safeguarding (Concerns) Officer, Incumbent and Churchwardens).

**If a person is identified who has a caution or conviction for abuse of children and or adults who may pose a risk to others:** (usually those with convictions for sexual and or violent offences) the Diocese of Bristol guidance ‘Ministering to those who may pose a risk’ will be followed (see Dorcan Church Additional Guidance and Other Policies or Bristol Diocesan website). In brief this guidance advises that Parish Safeguarding Concerns Officer and Diocesan Safeguarding Officer are made aware and that the individual is informed that:

* To support their being part of the congregation as safely as possible, contact will be made with police, probation and other agencies connected with their case.
* The Diocesan Safeguarding Officer and Church leaders will need to know of their circumstances.
* That a risk assessment will need to be completed
* And that a written agreement will be needed between the individual and the Church which agrees when the individual will or will not be involved in church services and activities, boundaries of behaviour and support offered.

In considering each situation, when required, the insurance company should be contacted, together with other strategic personnel. The Diocesan Safeguarding Officer will be able to advise.

[Please see Appendix 1 ‘Useful Contacts’ f](#Appendix_1_useful_contacts)

**6. Confidentiality and consent**

**Confidentiality:** The Dorcan Church accepts the principle that only those with a need to know should be made aware of safeguarding concerns or other confidential information. All staff, ministers and volunteers are expected to share confidential information appropriately and to ensure that written records and verbal information is shared responsibly and stored securely.

**Consent:** The Dorcan Church accepts that all people have a right to make their own views and wishes known and that these wishes should be followed wherever possible.

GDPR does not extend to information sharing that is for the purpose of safeguarding.

**Children:** Where there is a concern that a child is experiencing or at risk of abuse or neglect they may ask those that know not to tell anyone. The Dorcan Church accepts that we can not do this; these concerns must be reported to the appropriate authorities to enable the child or young person to receive appropriate help and support. The Dorcan Church asks all staff, ministers and volunteers to explain this to children in their care when appropriate.

Where there is concern that a child is experiencing or is at risk of abuse or neglect the Dorcan church expects that parents and carers will be communicated with, and will have their consent sought for information to be shared with the Local Authority or other agencies. This should happen except where there is concern that to do so would place a child at increased risk or where a parent or carer may be involved in the sexual abuse of the child. In those circumstances advice of the Local Authority or police should be sought before informing the parents or carers of the concern.

Where the allegation is against an individual who may have access to other children or vulnerable adults, the referral should be made without seeking consent from parents or carers- how they are made aware of the concerns will be decided alongside statutory agencies.

**Adults:** Adults have the right to make their own decisions about their lives. Consent should be sought from an adult before information is shared about them. However, where an adult withholds consent for a safeguarding concern to be shared with statutory authorities (police and local authority), this should be accepted except where there may be others at risk (e.g. is the abuse or neglect is happening in a care home or hospital of the abuser has access to other vulnerable adults or children) or where there is reason to doubt that the individual has capacity to make that decision or where there is imminent risk of serious harm. Advice should be sought from statutory services (Adult Social Care of police) or the Diocesan Safeguarding Officer where there is any doubt as to whether a concern should be referred.

**7. Record Keeping**

The Dorcan Church does not have access to secure email systems. Therefore great care should be taken where email is used to ensure that confidential information is not open to being accessed by unauthorised individuals. Individual’s confidential information should not be communicated via email (e.g. any information should not make the individual identifiable by name, address etc.).

***Safeguarding concerns:*** Records of all safeguarding concerns will be kept and maintained by the Parish Safeguarding Concerns Officer. They will keep a record of the initial concern and all actions taken. The records will be securely held in a locked filling box, within a locked Safeguarding filling cabinet, in the locked church office. Only the Parish Safeguarding (Concerns) Officer, Incumbent and Safeguarding Administrator have access to these records.

All those involved with any safeguarding concern must ensure that they provide to the Safeguarding Concerns Officer any records related to that case for secure storage.

**Safeguarding supporting papers:** Other papers e.g. application forms, references, volunteer lists, training records, DBS checks will be securely held within a locked Safeguarding filling cabinet, in the locked church office. Only the Safeguarding Concerns Officer, Lead Recruitment Officer, DBS Officer, Safeguarding Administrator and Incumbent have access to these records.

Some of the above documents are also held electronically. Where this is the case, they will be stored in an electronic folder which is password protected on the parish office computer, and some of these may also be held at the homes of the members of the Safeguarding team, again password protected.

Records will be retained as per Church of England guidance ‘Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church’ 2015 (Available on the Diocese of Bristol website). A summary is also provided in the “Records management toolkit” from the Church of England (available on the Diocese of Bristol website). **However, the Church of England is one of 12 investigations to be made under the government’s Independent Inquiry into Child Sexual Abuse and whilst this inquiry is open, no files relating to safeguarding are to be destroyed.**

**8. Safer Recruitment and ongoing support and supervision**

All recruitment of staff and volunteers will be undertaken in line with Church of England policy ‘Safer Recruitment and People Management Guidance 2021 and is to be followed whether or not a role is DBS eligible.

Recruitment of staff and volunteers will only be undertaken by those delegated such responsibility from PCC.

Recruitment of staff and volunteers will only be undertaken according to agreed process.

All recruited staff and volunteers will be made known to PCC.

No one who has not been safely recruited will be permitted to work unsupervised with children, young people or adults who may be vulnerable. There will be times when individuals would like to “see” an activity and be involved prior to making a decision to commit to being a volunteer and going through the recruitment process. Whilst understandable, any involvement should be for one session only and under close supervision.

In brief: All staff and volunteers will:

* Have all recruitment checks completed and approved prior to starting in role. This will include a self-declaration, DBS check (where relevant), references and a job description
* All eligible staff and volunteers will [have](#Safer_reruitment_and_guidance_toolkit_) a repeat DBS disclosure every 3 years. Any lapsed DBS check will require the post holder to stand down until the check has been completed.
* Attend safeguarding training as required by the Church of England and Diocese of Bristol
* Attend any other training as decided by the PCC.
* Have a named supervisor (usually the activity leader)
* Adhere to the Code of Conduct for working with children and young people and adults who may be vulnerable, as detailed in the Dorcan Church Additional Guidance and Other Policies document.

**9. Roles and Responsibilities**

**The safeguarding and protection of children and adults at risk is everyone’s responsibility,** not just parents, guardians or carers. The **legal responsibility for safeguarding rests with ECC and the Incumbent**, and together they are accountable.

|  |  |
| --- | --- |
| **Name** | **Responsibilities** |
| Parochial Church Council(PCC) | * Agree, implement, monitor and review annually this safeguarding policy and all associated policies
* Ensure all staff and volunteers are recruited safely
* Agree and implement supporting good practice guidance and processes
* Ensure adequate insurance for all activities
* Recruit and provide adequate support to Parish Safeguarding (Concern) Officers
* Ensure all staff and volunteers are adequately trained and supervised
 |
| Parish Safeguarding (Concerns) Officer (PSO) | * Be available for any child or adult to speak to regarding any concerns, including making themselves known to all in the Church and having their contact details and picture displayed within the Church premises.
* Communicate with the Incumbent and/or Diocesan Safeguarding Team (in liaison with the Incumbent) regarding reporting/management of safeguarding issues in congregation and allegations against Church Officers. Concerns about the Incumbent should be raised directly with the Diocesan Safeguarding Officer
* Alert the Diocesan Safeguarding Team to the presence of any individual in the congregation who has a relevant conviction or caution or if there is reason to believe that an individual may present a risk to vulnerable adults or children
* Attend training as required
 |
| Incumbent | * Act as a point of contact should there be any safeguarding allegation or concern regarding a PSO
 |
| Parish Safeguarding Recruitment Officer (SRO) | * Safely recruit volunteers according to the Dorcan Church Safer Recruitment Guidance
* Maintain recruitment records and a list of authorised volunteers, including populating the hub and keeping it up to date
* Ensure that a yearly review of volunteers is undertaken with activity leaders and that the hub is updated
* Support the PCC, PSO and Incumbent with reviewing the Parish safeguarding policies and procedures regarding recruitment and ensuring their implementation. Ensure safe storage of all data and records related to safeguarding.
* Attend training as required
 |

|  |  |
| --- | --- |
| Parish Safeguarding DBS Officer (SDO) | * Undertake the processing of appropriate level of DBS checks and disclosures for the church and maintain records
* Advise SRO when DBS re-checks are required and process them accordingly, ensuring that details are inputted on the Hub.
* Support the PCC and Incumbent with reviewing the Parish safeguarding policies and procedures regarding DBS checks and ensuring their implementation
* Ensure safe storage of all data and records related to safeguarding.
* Attend training as required
 |
| Parish Safeguarding Training Officer (STO) | * Arrange and monitor required training for all authorised volunteers, liaising with the Parish Safeguarding Recruitment Officer (SRO). Keep training records, ensuring details are inputted on the hub
* Communicate information regarding safeguarding training required and available courses to the PCC and other relevant people
* Support the PCC and Incumbent with reviewing the Parish safeguarding policies and procedures regarding training and ensuring their implementation.
* Ensure safe storage of all data and records related to safeguarding.
* Attend training as required
 |
| Parish Safeguarding Administrator (SA) | * Assist the Safeguarding Team in filing, administration, and maintaining version control of various working documents
* Provide administrative support to the Safeguarding Team, including, but not limited to:

\*Supporting keeping the dashboard and hub up to date in liaison with the information provided by the team \*Monitoring for receipt of annual risk checklist, volunteer list and registers \*Be the first point of contact for paperwork and communication from the Bristol Diocese, and disseminate information to the appropriate person \*Support the PCC, Incumbent and Safeguarding Team with reviewing the Parish safeguarding policies and procedures \*Ensure safe storage of all data and records related to safeguarding. * Attend training as required
 |
| Church Wardens | * Take part in the allegations management procedure when required
* Take part in an ‘agreement’ as per ‘ministering to those that may present a risk
 |
| Activity Leaders | * Follow the Safeguarding policy and associated good practice guidance,
* Ensure that activities are run according to good practice guidance
* Report any safeguarding concerns as per policy
* Ensure all volunteers are safely recruited
* Ensure all volunteers have in date training and DBS check as required
* Ensure all new volunteers receive agreed induction
* Supervise agreed volunteers
 |
| Staff and Volunteers | * Follow the safeguarding policy and associated good practice guidance
* Report any safeguarding concern as per policy
 |
| Church members | * Be aware of the safeguarding and associated policies
* Report any concerns as per policy
 |

|  |  |
| --- | --- |
| Centre Administrator | * Ensuring organisations and individual users who regularly hire the premises have their own policy which is fit for purpose.
* Ensuring organisations and individual users for one off events are aware of who to contact if they are concerned about any issue occurring whilst on the premises
 |

**10. Additional Related Policies**

For further policies and guidance please refer to Dorcan Church Additional Guidance and Other Policies document

**10.1 Photographs and videos**

It is the policy of the Dorcan Church that no one should take photographs of children or young people without the consent of that child’s parent or carer and the consent of that child where they are old enough to give consent.

Where photographs are to be taken consent will be gained from parents and carers in advance, using the agreed form. This will stipulate: who will take the photos, for what purpose they may be used, how they will be stored and after what period they will be destroyed.

All photos and videos taken for The Dorcan Church should be stored securely on devices belonging to PCC. No photo or video should be left stored on personal photography or videography equipment.

No photo will be taken, shared or used for any purpose which shows a child in any state of undress.

Children will not be named in publicity related to photographs or video.

Where an event may be photographed and is open to the public; signs will be displayed noting that photographs and or video may be taken and inviting anyone not wishing to be in any photos or video used to make this known to a named person. The photographer / videographer will be named on these signs and will wear ID.

Only activity leaders or ministry team members delegated with that responsibility by PCC may ask for parental consent and arrange the taking of any photo or video.

**10.2 Communications and Social Media: (**May 2025)

It is the policy of the Dorcan Church that no one employed on a paid or voluntary basis, serving as a PCC member or as a licenced minister will contact children or young people directly via social media, email, phone or text without the knowledge and consent of that child or young person’s parent or carer. They must also not accept children or young people as “friends” on their personal social media page.

Where such contact needs to be made (for example a text to advise of a change of time for an activity) the child’s parent or carer will be asked for consent in advance and the parent or carer will be copied into that communication.

Very rarely contact may be made with a child or young person without the knowledge of the child’s parents or carers (for example where there are serious safeguarding concerns for a child and it would increase the risk to the child to contact the parent). In this case the person making contact with the child must agree in advance with the Parish Safeguarding (Concerns) Officer that this is appropriate, a second adult should be copied in to all communications e.g. Parish Safeguarding (Concerns) Officer or Incumbent and must keep a record of all communications and provide these to the Parish Safeguarding Officer for the case record.

Where a group wishes to have a social media account to publicise or communicate regarding their group or activity the following will apply:

* The PCC are to give agreement to any new social media account
* The account shall not be a personal account belonging to any group member or leader; it will be a separate group account.
* More than one adult will be administrator for the account so that all content and messages can be seen by more than one adult.
* All users will be made aware that bullying, harassment or other anti-social behaviour will not be tolerated. Information will be available to all users about how to raise a concern about the conduct of others and who with.
* Steps must be taken to prevent people outside the group having access to the names or personal details of anyone who is part of the group e.g. if a group Facebook page is used, the account settings should prevent group members being identified and any message sent to anyone other than the administrator.
* All those in a leadership role will ensure that their language is professional and appropriate e.g. not adding ‘xx’ to messages, not using nicknames that are not what the leader is called by everyone else, avoiding addressing others by endearments which would be ambiguous, such as ‘love’.
* Further advice and information regarding online safety is available from the Diocese Safeguarding Team.

**10.3 Hire of Church Premises for non Church events and activities (whether a fee is chargeable or not)**

Organisations and individual users meeting at St Paul’s centre and St Timothy’s will be expected to adhere to this safeguarding policy or where they work regularly with children, young people or adults who may be vulnerable, to have their own safeguarding policy.

The Dorcan Church centre manager is responsible for overseeing centre users and ensuring that that agreed hire process and forms are in use. This will include obtaining a copy of the hirers safeguarding policy where relevant and providing a copy of this policy.

* **11. Policy implementation and Review**
* This policy is agreed by the Dorcan Church PCC on ?June 2025
* All staff, volunteers and ministers are required to abide by this policy and associated good practice guidance.
* This policy will be made available on the Church website, a copy will be available in each church.
* This policy will be monitored via annual audit and annual report to PCC
* This policy is to be reviewed annually.
* Next review date: June 2026.

**Appendix 1**

**Useful Contact numbers:**

**Police**

101 (non emergency)

999 (emergency)

Wiltshire Police Safeguarding Unit

01380 734212

Swindon Borough Council

Children and Families, Contact Swindon

* Phone: 01793 464646
* Email: contactchildrenandfamilies@swindon.gov.uk
* More Information: Visit the [Swindon Safe Guarding Partnership website](https://safeguardingpartnership.swindon.gov.uk/)

**Emergency Out of Hours Duty Team (when cannot wait until next day):**

**Tel: 01793 436699**

The team is available:

* Monday to Thursday from 5.00pm to 8.45am the following morning
* Friday from 4.45pm through to 8.45am the following Monday morning
* All day (24 hours) on bank holidays

Report a safeguarding concern about an adult at risk of, or experiencing, harm

* Adult Safeguarding Team, Swindon Borough Council
* Tel: 01793 463555
* Email: adultsafeguarding@swindon.gov.uk

office hours are Monday to Friday between 08.30am to 5.00pm excluding public holidays.

If you need to contact us out of office hours, you can call on 01793 436699.

Local Authority Designated Officer (LADO)

01793 463854

Email: LADO@swindon.gov.uk

**Doran Church - Swindon Safeguarding contacts**

Jenny Poole – PSO: email jennypoole@virginmedia.com :tel (01793) 977260

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Sandra Marshall - Recruitment: email smarshall28@ntlworld.com :tel (01793) 638593

Maggie Johnson - Administrator: email dorcan.church.office@gmail.com :tel (01793) 435987 (office hours admin 9am – 12pm bookings 1pm – 4pm)

Stephen Roe - Deacon: email stephen.roe@methodist.org.uk tel (01793 )523810

**Diocesan Safeguarding Adviser**

Adam Bond

0117 906 0100

Diocesan Safeguarding Case Worker

Nick Papuca (Tues-Thurs 9-5pm)

0117 906 0100

Diocesan Safeguarding Training and Development Officer

**Helen Styles**

0117 906 0100

**ThirtyOne:Eight -** provide a Helpline 0303 003 11 11

If you need to obtain advice out of hours and it is not a matter that you need to discuss with the police, (please ensure that you tell them that you are calling from the Diocese of Bristol).

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[**Click here to jump to next section 6**](#Confidentiality_and_Consent) **Confidentiality and Consent**

Last Reviewed September 2023 v1.2

Diocese of Bristol

**Appendix 2**

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Categories, Definitions and Indicators of Harm

| **Type Of Harm** | **Definition** | **Examples** | **Indicators** |
| --- | --- | --- | --- |
| **Physical**Adults and Children | Non-accidental harm to the body. From careless rough handling to direct physical violence.Unlawful or inappropriate use of restraint or physical interventions.  | Hitting, slapping, pinching, shaking, pushing, scalding, burning, dragging, kicking, physical restraint, locking an individual in a room or a car. | History of unexplained falls or minor injuries, bruising which is characteristic of non-accidental injury – hand slap marks, pinch marks, grip marks, bite marks, scalds, flinching, reluctant to undress. |
| **Sexual**Adults and Children | Direct or indirect involvement in sexual activity without capacity and/or consent. Individual did not fully understand or was pressured into consenting.Note: A child under 16 years old can never consent to any sexual act | Coercion to be involved in the making or watching of pornographic material. Coercion to touch e.g. of breasts, genitals, anus, mouth, masturbation of either self or others, penetration or attempted penetration of vagina, anus, mouth with or by penis, fingers and or other objects | Pregnancy in a women unable to give consent, difficulty in walking or sitting with no apparent explanation, torn, stained or bloody underclothes or bedding, Bleeding, bruising to the rectal and/or vaginal area, bruising. Behavioural changes, sexually explicit behaviour, explicit language, self harm, obsession with washing, fear of pregnancy may be exaggerated |
| **Emotional**Adults and Children | Behaviour which has a harmful effect on an individual’s emotional well being or development, causing mental distress undermining their self-esteem and affecting individual’s quality of life.Wilful infliction of mental suffering by a person in a position of trust and power. | Shouting, coercion, bullying, blaming, insulting, ignoring, threats of harm or abandonment, intimidation, harassment, humiliation, depriving an individual of the right to choice and their privacy, dignity, self -expression, deprivation of contact, undermining self-esteem, isolation and over-dependence. Failure to provide a loving environment for a child. | Loss of interest, withdrawn, anxious or depressed, frightened, avoiding eye contact, irritable, aggressive or challenging behaviour, unexplained sleep disturbance, self harm, refusing to eat, deliberate soiling, unusual weight gain or loss |
| **Neglect**Adults and Children | Failure of any person who has responsibility for the charge, care or custody of an adult at risk or child to provide the amount and type of care or treatment that a responsible person could be expected to provide. | Fail to meet basic needs including food, environment, access to health care and education, failure to provide for social needs. | Unwashed/ dirty appearance, clothes too small/big, untreated sores or infections, isolation. |
| **Financial**Adults | The unauthorised taking (theft), deprivation or misuse of any money, income, assets, funds, personal belongings or property or any resources of an adult at risk without their informed consent or authorisation. | Misuse of power of attorney or appointeeship. Money and possessions stolen, misuse or misappropriating money, valuables or property, possessions or benefits, undue pressure in connection with wills, property, inheritance or financial transactions, denying the adult at risk the right to access funds, unauthorised disposal of property or possessions, being asked to part with money on false pretences, | Unexplained or sudden inability to pay bills, Power of Attorney obtained and misused when a person lacks or does not lack mental capacity to understand, unexplained withdrawal of money with no benefits, person lacking goods or services that they can afford, extortionate demands for payments for services |
| **Organisational**Adults | Involves the collective failure of an organisation to provide safe, appropriate and acceptable standards of service to adults at risk.Mainly relates to health and social care provision but aspects may be relevant to Church settings  | Lack of individualised care, inappropriate confinement or restriction, sensory deprivation, inappropriate use of rules, custom and practice | Whistle blowing policy not in place and accessible, insufficient employees training and development. Organisational standards not meeting those laid down by regulatory bodies, service users not treated with dignity and respect, diverse needs not recognized and valued in terms of age, gender, disability, ethnic origin, race or sexual orientation, services not flexible |
| **Discriminatory**Adults | Exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. | Verbal abuse, harassment or similartreatment, unequal treatment, deliberate exclusion from services such as education, health, justice and access to services and protection, harmful or derisive attitudes, inappropriate use of language | Repeated exclusion from rights afforded to citizens such as health, education, employment and criminal justice |
| **Modern Slavery** | Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. | Adult or Child trafficked into UK or between places in UK for purpose of sexual abuse or labour.Adult or Child forced to work as domestic servant.Adult or child forced to work as sex worker, farm labourer, car cleaner. | Individual may not have their passport or Identity documents. They may not have access to or contact with friends and family.May never be left alone, live in poor conditions, not be able to leave of own free will. May have no access to funds. May not know where they are or who they are with. |
| **Self Neglect** | A wide range of behaviour involving neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such a s hoarding.  | May not react to or appropriately fulfil needs for health care, food, warmth. May live in an environment that is an environmental or fire risk and not take any measure to reduce risk or inadequate measures. | Environment which is poorly maintained, dirty, animal infested, cramped to the degree that it places the individuals wellbeing at risk.May have untreated or inadequately treated physical health issues. |
| **Domestic Violence** | Incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality. Age range 16+ | Includes: psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence; Female Genital Mutilation; forced marriage. | Appears to be afraid of partner / of making own choices, behaves as though she/he deserves to be hurt or mistreated, low self-esteem or appear to be withdrawn, appears unable or unwilling to leave perpetrator, makes excuses for or condones the behaviour of the person alleged to have caused harm, blames abuse on themselves |
| **Spiritual Abuse[[1]](#footnote-1)[[2]](#footnote-2)**(not defined in Statutory Guidance) | Inappropriate use of religious belief or practice | The misuse of the authority of leadership or penitential discipline, oppressive teaching or intrusive healing or deliverance ministries which may result in various types of harm. | Could be any of the above. |

**Some Additional Information:**

**Child Sexual Exploitation**

All children and young people can be at risk of sexual exportation. This includes boys and girls of any age. This is a form of sexual abuse. Whilst young people can give consent to sexual acts from the age of 16 (so long as they have the capacity to do so) they continue to be a risk of sexual exploitation beyond their 16th birthday. **Any concern that a child or young person may be at risk of or experiencing sexual exploitation must be reported immediately to Children’s Social Care or the police.** Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive ‘something’ (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur

through the use of technology without the child’s immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person’s limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Further information: <http://www.nwgnetwork.org/>

**Female Genital Mutilation**

Female genital mutilation (sometimes referred to as female circumcision) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK. It has been estimated that over 20,000 girls under the age of 15 are at risk of female genital mutilation (FGM) in the UK each year, and that 66,000 women in the UK are living with the consequences of FGM. However, the true extent is unknown, due to the "hidden" nature of the crime. The girls may be taken to their countries of origin so that FGM can be carried out during the summer holidays, allowing them time to "heal" before they return to school. There are also worries that some girls may have FGM performed in the UK. Any concern that a child of adult who may be vulnerable may be at risk of FGM must be reported immediately to the relevant Local Authority or directly to police.

**Terrorism and Extremism**

Any person may become drawn into extremism or sympathy with such views and into terrorism.This will often happen through contacts made via the internet but a culture that supports this can develop in any community, group, school or faith organisation. The Counter-Terrorism and Security Act 2015[[3]](#footnote-3) places duties on certain bodies, not including Faith Organisations (excepting where such an organisation runs a school or other relevant premises) to have due regard to the need to prevent people from being drawn into terrorism. Everybody should be alert to any indication that a person or group may be developing or has developed an interest or ideology that may include harm to others. **Any concern related to this whether for a child or adult must be reported to the police without delay.**

**Position of Trust:** The Sexual Offences Act 2003 has been amended to clarify the meaning of a person in a “position of trust”. Under the new law, A has a position of trust in relation to B if they actually and knowingly coach, teach, train, supervise, or instruct B on a regular basis in a sport or a religion.

The age of consent for sexual activity in the UK rises from 16 years to 18 years where one person in a position of trust is involved. The implications of this change in law is to make it illegal for religious leaders and sports coaches to engage in sexual activity with those aged 16 and 17 years.

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| **Document Control Information** |
| Document Issued By | Trudie Wigley | Incumbent |
| Document Issue Date | 12 August 2016 |  |
| Review Frequency | Annual |  |
| Next Review Due | August 2017 |  |
| Version History | 0.4 | Oct 15 | Initial pre-ECC draft |
|  | 0.5 | Oct 15 | Formatting changes |
|  | 1.0 | Oct 15 | Approved by ECC and Issued |
|  | 1.1 | Aug 16 | Policy rewrite and format |
|  | 1.2 | Aug 16 | Amendments following DSA comments |
|  | 1.3 | Sept 16 | Updating policy dates; clarification that recruitment process required whether or not eligible for DBS; additional clarification of roles of ECC and safeguarding team members. |
|  | 1.4 | Sept 16 | Approved by ECC |
|  | 2.0 | Feb 19 | Biennial policy review and update incorporating the following: * List and links to updated policies and guidance documents (page 2)
* Updates to Communications and Social Media Section (page 14)
 |
| Version | 3.0 | June 2025 | Updated all CofE and Diocese source documents to current version.Addition of Indicators of Harm docUpdated contacts for safeguarding referralsUpdate to refer to ThirtyOne:EightUpdated to 3 year DBS checksAmendments to wordingStatus:FINALApproved by PCC June 2025 |

1. <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/175437/Action_Plan_-_Abuse_linked_to_Faith_or_Belief.pdf> [↑](#footnote-ref-1)
2. [http://files.ccpas.co.uk/documents/Help-SpiritualAbuse%20(2015).pdf](http://files.ccpas.co.uk/documents/Help-SpiritualAbuse%20%282015%29.pdf) [↑](#footnote-ref-2)
3. <http://www.legislation.gov.uk/ukpga/2015/6/contents> [↑](#footnote-ref-3)