



Benefice of Topsham and Wear

Safeguarding Children, Young People and Vulnerable Adults Policy

Due for review: Autumn	Approved by PCC on	Chair of PCC signature
2025		
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2027		

Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure

Foreword by the former Bishop of Exeter and theological statement (taken from the Foreword of the Diocesan Safeguarding Policy Statement)

In Matthew’s Gospel Jesus tells his followers, ‘You are the light of the world. A city set on a hill-top cannot be hidden’ (Matthew 5. 14). Christians are to be a transformative presence in society bringing light and hope to others. In particular, we are called to be beacons of good practice in the care and protection of children and vulnerable adults. As Jesus says uncompromisingly, ‘If any of you put a stumbling block before one of these little ones who believe in me, it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea’ (Matthew 18.6).

Today safeguarding is at the forefront of public consciousness. Following the publication of the IICSA report, we have become acutely aware of the way in which in the past incidents of abuse were sometimes hidden or even tolerated. There must be zero tolerance to such behaviour and the Church needs to be at the vanguard, fostering a change of culture across society. We need to embody best practice in our parishes, schools and chaplaincies.

As an organisation, it is vital that we keep people safe and support survivors of abuse, apologising for the wrongs of the past. The Church is a place where all sorts of people, including perpetrators of abuse, seek acceptance, redemption and forgiveness. Some perpetrators will be genuine in their repentance, but others may not be. This is why forgiveness and vigilance need to go hand-in-hand. Compassion and naiveté are not the same thing.

We are determined that those who work with children and adults at risk, many of whom are volunteers, receive proper training and are appropriately supported. As one of the largest providers of voluntary children’s and youth work in Devon, we are committed to ensuring that, with God’s help, our churches, schools and chaplaincies are safe places where everyone is valued.

+ Robert Exon The Right Reverend Robert Atwell

Former Bishop of Exeter

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1. Policy Context

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

The main relevant policies and guidance documents are:

Church of England:

Protecting all God’s Children, 2010
Promoting a Safe Church, 2006
Promoting a Safer Church - Policy Statement, 2017
Safer Recruitment and People Management: Practice Guidance, 2021
Safeguarding Learning and Development Framework, 2021
Responding Well to Domestic Abuse, 2017
Responding Well to Victims and Survivors of Abuse, 2021
Responding to, assessing and managing safeguarding concerns or allegations against church officers, 2017
Roles and Responsibilities of Church Office Holders and Bodies, 2017
Safeguarding Children, Young People and Vulnerable Adults, 2021
Safer Environment and Activities, 2019
The Code of Safer Working Practice, 2019
Safeguarding Records Joint Practice Guidance, 2015
Safeguarding Records Retention Tool Kit, 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:

[Safeguarding e-manual | The Church of England](#)
[Policy and Practice Guidance | The Church of England](#)

Diocese of Exeter:

Safeguarding Policy, 2023

This policy and other documents can all be found on the Diocese of Exeter website: <https://exeter.anglican.org/exeter-safeguarding-guidance/>.

Statutory Guidance:

Working Together 2023: This guidance from the Department for 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 [Working Together to Safeguard Children](#) or view it online at www.workingtogetheronline.co.uk

Care and Support Statutory Guidance 2016: This is guidance from the Department of Health which 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 Benefice of Topsham and Wear to give paramount importance to the nurture and care of children, young people and vulnerable adults, in a safe and secure environment. It is about preventing harm to children and adults 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 church that:

- Ensures those who lead do so by example.
- Shows a commitment to the safeguarding of all.
- Enables open communication.
- Demonstrates that the values of the Benefice are embedded in its day to day actions and behaviours of its leadership and congregation.
- 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, consistently and promptly whilst protecting 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.
- Recognises the importance of safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Ensures pastoral care for victims/survivors of abuse and other affected persons.
- Ensures pastoral care for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responds to those that may pose a present risk to others.

When concerns are raised we will:

- Listen to and take seriously all those who disclose abuse.
- Respond and take steps to protect children and adults, without delay, when a safeguarding concern or allegation of any kind is raised that a child, young person or vulnerable adult may have been harmed, or may be at risk of harm, through abuse or neglect. We will do this by following House of Bishops' guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- 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.
- Care pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Respond to those that may pose a present risk to others.

If abuse has occurred then we will ensure that:

- Informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse, regardless of the type of abuse, and when or where it occurred. This will include support to make a complaint if so desired.
- Care for and supervision is provided for any member of the Church Community known to pose a risk of harm to children or adults, whilst maintaining appropriate confidentiality and the safety of all parties.
- 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 related to children, young people and vulnerable adults within the Church (including voluntary workers) in line with the Church of England Safer Recruitment and people management Practice Guidance, 2021¹ (The Benefice of Topsham and Wear has devised a Safer Recruitment Flowchart to support the following of this Guidance) and provide ongoing supervision, support and training to ensure they have the confidence and skills to recognise and respond to abuse.

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.
- Where the Parish has a website we will ensure there is clear information available regarding our safeguarding arrangements, including a copy of the Benefice Safeguarding Policy and other relevant information.

To support safe practices we will ensure that:

- There is named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- There is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- We display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- A health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- A review of the implementation of the Safeguarding Policy, Procedures and Practices takes place at least annually.

¹ [Safer Recruitment and People Management Guidance | The Church of England](#)

3. Who As A Child, Young Person, Adult Who May Be Vulnerable?

Children and young people: for the purposes of this policy, this 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, priest or anyone else. A person may abuse by inflicting harm or failing to prevent harm. 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.*

(Care and Support Statutory Guidance, 2016)

The definition may apply to anyone 18 years old and over who may not be able to protect themselves from abuse, harm or exploitation, which may be by 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.

Also we note, for adults, the United Nations Universal Declaration of Human Rights states in Article 5: *No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

4. Positions Of Trust

All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand the power that

this can give them over those they care for and the responsibility that they have because of this relationship.

It is vital that all workers ensure that they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022, it is illegal in England and Wales and Northern Ireland for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

5. What Is Abuse And Neglect?

Please see the table attached as **Appendix 1**. 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.

6. What To Do If You Are Concerned That Abuse Or Neglect May Be Happening

You may see or hear something of concern or someone may tell you something of concern (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 please follow the key points below:

Do	Don't
Listen. 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 incident Describe ...where it was , what happened	Investigate. Do not ask leading questions e.g. why did they do that, was it 'name', did it hurt you?
Take it seriously	Try not to react as though unbelieving or shocked
Reassure. Confirm they are doing the right thing by telling you.	Tell them not to tell stories
Tell them you need to share the concern with the right people e.g.	Promise to keep a secret or tell people who don't need to know.

Do	Don't
Parish Safeguarding Officer, police, social care	
Record what was said and the facts as accurately as possible as soon as possible (you may wish to use the template in Appendix 5)	Try to just remember it
Pass on your report. Guidance below gives ways to report for both Urgent and Non-Urgent situations	Contact the person the allegation is about

If a child, young person or adult has shared a concern with you or you have seen or heard something of concern please follow the guidelines below.

If the situation is urgent i.e. there is an imminent risk of harm: contact the police on 101 or 999 as appropriate or contact the Local Authority Children or Adults safeguarding Teams:

Your Local Authority name: Children's Safeguarding Team

Telephone number - 0345 155 1071 Monday to Thursday 9am-5pm, Friday 9am-4pm

Telephone number - 0345 600 0388 Out of hours/Weekends

Your Local Authority name: Adult Safeguarding Team

Telephone Number - 0345 155 1007 Monday to Thursday 9am-5pm, Friday 9am-4.30pm

Telephone number - 0345 600 0388 Out of hours/Weekends

Alternatively, you can email adultsc.safeguardingadultservices-mailbox@devon.gov.uk (Devon Safeguarding Adults Service)

Once you have sought advice from police or the Local Authority and the situation is made safe, inform the Parish Safeguarding Officer as soon as possible of the concern and actions taken; provide a written record of this. If the concern is about the Parish Safeguarding Representative contact the Incumbent or Diocesan Safeguarding Team.

If the situation is of concern but is not urgent: Contact the Parish Safeguarding Representative to report the concern and provide a written record (if the concern is about the Parish Safeguarding Representative contact the Incumbent or Diocesan Safeguarding Team). You may wish to use the template in **Appendix 5**. The PSR will make a referral to the Diocesan Safeguarding Team. They will decide on whether any communication is needed 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.

Parish Safeguarding Representative - Mrs Katie Gray

(safeguardingtopshamwear@gmail.com)

The above is nominated by the Leadership to act on their behalf in dealing with the disclosure, allegation or concern, including referring the matter on to the Diocesan Safeguarding Team and / or statutory authorities.

In the absence of the Parish Safeguarding Representative (PSR) or, if the concern in any way involves the PSR, then the report should be made to

Incumbent - Rev Louise Grace (vicartopshamwear@gmail.com)

If the concerns implicate both the Parish Safeguarding Representative and the Incumbent then the report should be made in the first instance to the Diocesan Safeguarding Team

Diocesan Safeguarding Team - 01392 294969 [Safeguarding concern reporting form](#)

Note: Anyone can report a concern directly to police or the Local Authority at anytime.

The Benefice of Topsham and Wear 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, then the Benefice of Topsham and Wear 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.

Concerns must not be discussed with anyone other than those nominated above. And for reasons of Data Protection **all** written records of the concerns should be passed on to the Parish Safeguarding Representative or Incumbent (or if the concerns are about both of them to the Diocesan Safeguarding Team), who will keep them in a secure place.

The leadership will support the PSR in their role and accept that any information they may have in their possession will be shared in a strictly limited way, on a need to know basis.

If the individual with the concern feels that the PSE has not responded appropriately, or where they have a disagreement with the PSR as to the appropriateness of a referral, they are free to contact an outside agency direct.

The role of the PSR is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

If there is an allegation that a person in a position of trust (priest, 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 Church of England document ‘Responding to, Assessing and Managing Concerns or Allegations Against Church Officers²’ will be followed. 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 PSO, 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 or violent offences)

The Diocese of Exeter guidance ‘What happens when an offender wants to worship at your church³’ (Copies of this guidance can be found on the Diocesan website) will be followed. In brief this guidance advises that that Parish Safeguarding Representative 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

² <https://www.churchofengland.org/sites/default/files/2017-11/responding-to-assessing-and-managing-concerns-or-allegations-against-church-officers.pdf>

³ <https://exeter.anglican.org/wp-content/uploads/2025/02/What-happens-when-an-offender-wants-to-worship-at-your-church-v-2.4-23022025.pdf>

- 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.

7. Confidentiality and Consent

Confidentiality: The Benefice of Topsham and Wear accepts the principle that only those with a need to know should be made aware of safeguarding concerns or other confidential information. All staff, priests 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 Benefice of Topsham and Wear accepts that all people have a right to make their own views and wishes known and that these wishes should be followed wherever possible.

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 Benefice of Topsham and Wear accepts that we cannot 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 Benefice of Topsham and Wear asks all staff, priests 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 Benefice of Topsham and Wear 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 abuse or neglect 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. if the abuse or neglect is happening in a care home or hospital or 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 or police) or the Diocesan Safeguarding Team where there is any doubt as to whether a concern should be referred.

8. Record Keeping

Records of all safeguarding concerns will be kept by the Parish Safeguarding Representative. They will keep a record of the initial concern and all actions taken. The records will be securely held on the Safeguarding Email cloud based Google Drive account. All those involved with any safeguarding concern must ensure that they provide to the Safeguarding Officer any records related to that case for secure storage.

Records will be retained as per Church of England guidance 'Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church' 2015⁴.

Records must be maintained of staff and volunteer training and DBS checks. These will be maintained by the Parish Safeguarding Representative.

9. 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, 2021'⁵.

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 and the Benefice Recruitment Flowchart.

All recruited staff and volunteers will be made known to PCC during PCC safeguarding updates at scheduled PCC meetings.

No one who has not been safely recruited will be permitted to work unsupervised with children, young people or adults who may be vulnerable.

In brief:

⁴ <https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20joint%20practice%20guidance%20-%20safeguarding%20records.pdf>

⁵ <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance>

For all roles, whether they are voluntary or paid, we will:

- Have a written job description / person specification for the post.
- Ensure all candidates apply for the role with the Benefice's Standard Application Form (no other application method will be considered).
- Ensure all shortlisted candidates have an interview which will include safeguarding discussions.
- Ensure a self declaration form and relevant DBS check are completed.
- Ensure qualifications are checked (where relevant).

All staff and volunteers will:

- Have all recruitment checks completed and approved prior to starting in role.
- Complete a probationary period.
- Have an induction programme in place.
- All eligible staff and volunteers will have 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.
- Be provided with the Benefice Safeguarding Policy and know how to report concerns.
- Attend safeguarding training as required by the Church of England (**Appendix 2**)
- Attend any other training as decided by the PCC.
- Have a named supervisor detailed in their Role Description.

The PCCs of The Topsham and Wear Benefice are committed to on going safeguarding training and development opportunities for all workers and volunteers, developing a culture of awareness of safeguarding issues to help to protect everyone. All paid staff, workers and volunteers will receive induction training and undertake recognised safeguarding training, at the appropriate level, on a regular basis.

10. Codes of Conduct

Our PCCs are committed to supporting all workers and volunteers and ensuring they receive support and supervision. All workers and volunteers have been issued with a code of conduct for supporting children, young people and adults with care and support needs, and will be given clear expectations about what is expected of them both within their role and outside of their role. They will also receive further training as necessary.

The Code of Conduct can be found in **Appendix 3**.

11. Roles and Responsibilities

Name	Responsibilities
Parochial Church Council (PCC)	<ul style="list-style-type: none"> • 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 Representatives • Ensure all staff and volunteers are adequately trained and supervised
Parish Safeguarding Representative (PSR)	<ul style="list-style-type: none"> • Respond to all safeguarding allegations and concerns according to policy and guidance • Monitor and report to PCC regarding adherence to policy and practice • Arrange safeguarding training and maintain records • Process DBS disclosures for the church and maintain records • PSR cannot be the incumbent/Priest-in-charge
Incumbent	<ul style="list-style-type: none"> • Act as a point of contact should there be any safeguarding allegation or concern regarding a PSR
Church Wardens	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Follow the Safeguarding policy and associated good practice guidance • Ensure that activities are run according to good practice guidance and draft Risk Assessments • Report any safeguarding concerns as per policy • Liaise with the PSR to ensure all volunteers are safely recruited • Liaise with the PSR to ensure all volunteers have in date training and DBS check as required • Ensure all new volunteers receive agreed induction • Supervise agreed volunteers

Name	Responsibilities
Staff and Volunteers	<ul style="list-style-type: none"> • Follow the safeguarding policy and associated good practice guidance • Report any safeguarding concern as per policy
Church members	<ul style="list-style-type: none"> • Be aware of the safeguarding and associated policies • Report any concerns as per policy

12. Key Principles from Related Policies

Photographs and Videos

It is the policy of The Benefice of Topsham and Wear that no one should take photographs of children or young people without the written 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 (**Appendix 4**). This will stipulate: who will take 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 Benefice of Topsham and Wear should be stored securely on **devices belonging to the PCC**. No photo or video should be taken or 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 wear an appropriate Benefice Lanyard highlighting their photography role for the event.

Only those delegated with that responsibility by PCC may ask for parental consent and arrange the taking of any photo or video.

Communications and Social Media

It is the policy of The Benefice of Topsham and Wear that no one employed on a paid or voluntary basis, serving as a PCC member or as a licenced priest 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.

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.

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

- 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.

Hire of Church Premises for None Church Events and Activities (whether a fee is chargeable or not)

Organisations and individual users meeting at 'The Benefice of Topsham and Wear' 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 Benefice of Topsham and Wear' is responsible for overseeing users and ensuring that agreed hire process and forms are in use. This will include obtaining a copy of the hirer's safeguarding policy where relevant and providing a copy of this policy.

12. Policy Implementation and Review

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 building.

This policy will be monitored via annual audit and annual report to the PCC by the Parish Safeguarding Representative

This policy is to be reviewed annually.

Appendix 1: Categories of Abuse and additional information

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.	Shouting, coercion, bullying, blaming, insulting, ignoring, threats of harm or abandonment, intimidation, harassment, humiliation, depriving an individual of the right to choice	Loss of interest, withdrawn, anxious or depressed, frightened, avoiding eye contact, irritable, aggressive or challenging behaviour, unexplained sleep disturbance, self harm, refusing

Type Of Harm	Definition	Examples	Indicators
	Wilful infliction of mental suffering by a person in a position of trust and power.	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.	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

Type Of Harm	Definition	Examples	Indicators
Organisational Adults	<p>Involves the collective failure of an organisation to provide safe, appropriate and acceptable standards of service to adults at risk.</p> <p>Mainly relates to health and social care provision but aspects may be relevant to Church settings</p>	<p>Lack of individualised care, inappropriate confinement or restriction, sensory deprivation, inappropriate use of rules, custom and practice</p>	<p>Whistle blowing policy not in place and accessible, insufficient employees training and development.</p> <p>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</p>
Discriminatory Adults	<p>Exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals.</p>	<p>Verbal abuse, harassment or similar treatment, 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</p>	<p>Repeated exclusion from rights afforded to citizens such as health, education, employment and criminal justice</p>
Modern Slavery	<p>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.</p>	<p>Adult or Child trafficked into UK or between places in UK for purpose of sexual abuse or labour.</p> <p>Adult or Child forced to work as domestic servant.</p>	<p>Individual may not have their passport or Identity documents. They may not have access to or contact with friends and family.</p> <p>May never be left alone, live in poor conditions, not be able to leave of own free will. May have no access to funds.</p>

Type Of Harm	Definition	Examples	Indicators
		Adult or child forced to work as sex worker, farm labourer, car cleaner.	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 as 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 Abuse⁶⁷ Child Abuse Linked to Faith and Belief (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	Could be any of the above.

⁶ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/175437/Action_Plan_-_Abuse_linked_to_Faith_or_Belief.pdf

⁷ <https://thirtyoneeight.org/media/gbsj1haw/spiritualabusesummarydocument.pdf>

Type Of Harm	Definition	Examples	Indicators
		ministries which may result in various types of harm.	

Some Additional Information:

Child Sexual Exploitation: All children and young people can be at risk of sexual exploitation. 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.

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 or 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 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.

Appendix 2: Safeguarding Training Requirements Depending on Role

Exeter Diocese' Safeguarding Training Requirements Depending on Role

Please note: Safeguarding training needs to be refreshed once every 3 years at the highest level of attainment required for your role. Where there is a * indicated, please refer to the notes underneath the table.

Role	Basic Awareness	Foundation	Domestic Abuse ####	Parish Safeguarding Representative Induction	Safer Recruitment ###	Leadership Pathway
Archdeacon	X	X	X			X
Bell Ringer	X		*			
Bell Tower Captain	X	X	*			*
Bell Tower Captain at Prominent Tower (inc. Cathedrals, towers with frequent visitors, people learning) #	X	X	*			X
Caretaker / Site Manager	X		*			
Choir / Music Group Member	X		*			
Church Administrator	X	X	*			
Church Warden ##	X	X	X			*
Clergy / Reader with PTO #####	X	X	X			X
Curate	X	X	X			X
DBS Evidence Checker	X	X	*		X	
Director of Music	X	X	*			
Helper at Children's/Adults' Activities	X	X	X			
Incumbent	X	X	X		X	X
Leader of Children's/Adults' Activities	X	X	X			
Licensed Clergy (inc Beneficed)	X	X	X			X
Licensed Lay Minister	X	X	X			X
Licensed Reader	X	X	X			X
Ordinand	X	X	X		X	X
Parish Safeguarding Representative	X	X	X	X	X	X
Pastoral Visitor / Anna Chaplain / Anna Friend	X	X	X			

PCC Member	X	X	X			
Reader in Training	X	X	X			
Refreshment Helper	X		*			
Safeguarding Lead on PCC	X	X	X		X	X
Server	X		*			
Sidesperson	X		*			
Vergers	X		*			
Welcomer	X		*			
Youth / Children's / Family Worker	X	X	X			

Bell Tower Captains meet the criteria for participation in the Safeguarding Leadership Pathway if they significantly shape the culture of the church in which they are ringing or if they are ringing at Cathedrals, towers with frequent visitors or people learning. This should be established in a conversation between the incumbent and the Diocese of Exeter.

Churchwardens who are considered to significantly influence the culture of that Church body (including lay ministry staff employed by a PCC) may, in agreement with their Incumbent and/or Senior Leader, join the National Leadership Pathway training. **Please indicate in the 'special requirements' section of the booking form that agreement has been sought and obtained.** The Safeguarding Team may then make contact to discuss this further prior to the training taking place.

The Safer Recruitment e-learning module should be undertaken by the following: Line Managers and anyone involved in the recruitment of Church Officers (employees, elected members, and volunteers), and anyone with responsibility for administering DBS, Safeguarding Officers in all Church bodies and Ordinands during IME 1

Domestic Abuse safeguarding training is recommended for all church officers who are not mandated to undertake Domestic Abuse training. A church officer is anyone who is a paid member of staff, or a volunteer in a church.

The additional training PTO Safeguarding Training should be taken by all those with PTO

Appendix 3: Code of Conduct



Benefice of Topsham and Wear Code of Conduct

Benefice of Topsham and Wear's behaviour code for working with children, young people and adults at risk of harm

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers).

The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for The Benefice of Topsham and Wear. You will be seen as a role model and must act appropriately.

Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individual's interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment - avoid private or unobserved situations

- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the Parish Safeguarding Representative
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action.

Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is, or may be perceived as, threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches The Benefice of Topsham and Wear's Safeguarding Policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances when responsible for children, young people or vulnerable adults
- Favouritism/exclusion - all people should be equally supported and encouraged.

Breaching the Code of Conduct

If you have behaved inappropriately you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the Parish Safeguarding Representative as appropriate). Depending on the seriousness of the situation, you may be asked to leave your role within the Benefice. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or the Disclosure and Barring Service. If you become aware of a breach of this code, you should escalate your concerns to the Parish Safeguarding Representative or line manager (in the case of a paid staff member).

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date:

Appendix 4: Consent Form for Using Images of Children



Benefice of Topsham and Wear

Consent Form for Using Images of Children

Name of Parent/Carer* (*person with parental responsibility): _____

Name and age of child: _____

Activity the child is attending: _____

Location of photograph/video: _____

The Benefice of Topsham and Wear would like to take photograph(s)/make a video/webcam recording of _____

(name of child/ren)

These images may appear in our printed publications, on our website, or both. They may also be printed in community publications.

Permission must be granted by the parent/carer before any images of your child/children are taken and used. Please answer questions 1, 2 and 3 below, then sign and date the form where shown.

Please return the completed form

to: _____

(Insert the name of the worker commissioning the photography)

To the parent (Delete as appropriate)

1. May we take images of your child?
Yes/No
2. May we use your child's image in our printed promotional publications?
Yes/No
3. May we use your child's image on our website?
Yes/No
4. May we share your child's image to be printed in community publications?
Yes/No

Signed: (parent/adult with parental responsibility) _____

Date: ____ / ____ / ____

Print name: _____

Activity Leader

I have checked which parents are happy for their child(ren)'s images to be used in The Benefice of Topsham and Wear's printed publications or on its website or both, and in local community publications. YES/NO

Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies.

I have read and understood the conditions for using these images as detailed below.

I note that parents have not given permission to share images on any social media including WhatsApp/Facebook/Instagram.

Signed (Activity Leader) _____

Date: ____ / ____ / ____

Print name: _____

Conditions of use

1. This form is valid for this project/event only. Your consent will automatically expire after this time.
2. We will not re-use any images after the project/activity is completed.
3. If you would like to withdraw your consent at any point, please contact the Vicar of Topsham and Wear (contact details on website).
4. We will not include details or full names (which means first name and surname) of any person in an image on our website, or in printed publications, without good reason and only with your express consent.
5. We will not include personal e-mail or postal addresses, or telephone numbers on our website or in printed publications.
6. We may use group images with very general labels, such as "youth enjoying sport" or "making Christmas decorations".
7. We will only use images of pupils who are suitably dressed; to reduce the risk of such images being used inappropriately e.g. we will not publish material from a swimming activity.

Appendix 5: Record of Concern Form



Benefice of Topsham and Wear

Record of Concern About a Child/Adult's Safety and Welfare

Part 1:

(for use by any staff/volunteers- This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

Child/Adult's name (subject of concern):	Date of birth/age: Child/Adult:	Address:
Date & time of incident:	Date & time (of writing):	
Your Name (print): Role/ Job title:..... Signature:		
Other members of the household:		
Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. <i>(please include as much detail in this section as possible. Remember - the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.)</i>		

How did the concern come to light?	
What is the child/adult saying about what has happened ⁴ ?	
Any other relevant information. Previous concerns etc.	
Date and time of discussion with Parish Safeguarding Representative: _____	

Check to make sure your report is clear to someone else reading it.

Please pass this form to your Safeguarding Lead without delay

Guidance notes for Form 1 (volunteers/staff only):

Following are some helpful pointers in completing the above form:

- As a registered body the Benefice is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within the Working together to safeguard children and young people, 2018 and the Care Act, 2014. (Refer to the Benefice's safeguarding policy at this point too).
- Essential principles of recording the information received/disclosed/observed:
 - Remember: do not investigate or ask any leading questions
 - Make notes within the first one hour of receiving the disclosure or observing the incident
 - Be clear and factual in your recording of the incident or disclosure
 - Avoid giving your opinion or feelings on the matter
 - Aim to record using the 4 W's and 1 H: When, where, what, why and how
 - Do not share this information with anyone else except your Parish Safeguarding Representative, and they will advise on who else will need to be informed, how and when.
 - Make use of the additional information section to add any other relevant information regarding the child/adult/ family that you may be aware of. This can include any historic concerns or observations.
- What constitutes a safeguarding concern?***
Any incident that has caused or likely to cause significant harm to a child can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, sexual, emotional, neglect). With regards to adults there are 6 further categorisations. Whilst it may be helpful to record a specific category in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from your safeguarding lead at this stage.

4. ***Why do you need information regarding 'other household members'?***
It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.

5. ***Why is the view of the child/adult significant?*** It is important to give whatever detail is available of the child or adult's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.

6. ***Passing information to the Parish Safeguarding Representative (PSR)***
Your PSR holds ultimate responsibility in responding to any safeguarding concerns within the Benefice and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the Benefice and external agencies.

Part 2:

(for use by Parish Safeguarding Representative - This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

Information received:	Date:	Time completed:	From whom:
Any advice sought, if applicable	Date:	Time completed:	Source of advice: name/organisation:
	Advice received: Advice received about informing parents or in the case of adults, seeking consent/capacity:		
Initial Assessment of concern following advice			
Action taken with reasons recorded	Date:	Time completed:	By whom:

<i>(e.g. Referral completed, monitoring advice given to appropriate staff etc)</i>	Referral		To whom		
	Signposting to other community resources				
	Pastoral Care and other support from church				
	Ongoing Monitoring				
Parent/carer informed?	Y	Who spoken to:	Date:	Time:	By whom:
	N	Detail reason:			
Any other relevant information					
Name of Parish Safeguarding Representative:			Signature:		

Overview of Actions:

Date	Outcome (if known)	Service currently involved	Ongoing support offered by church (this can include monitoring)- include dates

Guidance notes for Form 2:

Following are some helpful pointers in completing the above form(s)

1. ***Importance of consent from parents/carer or adults (in the light of mental capacity)*** - With regards to children, consent of the parents is considered important before a referral is made to external agencies, unless of course doing so will place the child(ren) at greater risk of harm. With regards to adults, it is important to be aware that their consent is crucial before reporting concerns onto statutory agencies. The individual's mental capacity will also be a significant factor to consider at this stage. You can always seek the advice of local authority social services.
2. ***Initial assessment-*** Based on the advice you may have received from relevant individuals/agencies, what are the concerns categorised as?
3. ***Overview of actions*** - Includes a summary of the actions taken so far and who holds responsibility for it. You can use this section to add on information gathered when monitoring the situation or offering pastoral care over a defined period of time.

Appendix 6: Statement of Safeguarding Principles



Benefice of Topsham and Wear

Parish Statement of Safeguarding Principles

(This should be read in conjunction with our Benefice Safeguarding Policy)

The Parochial Church Councils of the Benefice of Topsham and Wear fully recognise and accept the House of Bishops' Safeguarding Policy Statement "Promoting a Safer Church 2017", and commit to complying with the current Church of England and Diocesan safeguarding policies and practice guidance. In so doing we will comply with the secular multi-agency safeguarding procedures relating to children and young people and adults experiencing or at risk of harm, abuse or neglect.

We are committed to:

- Promoting a safer environment and culture within our Benefice and in our Benefice's activities by adhering to safe working practices and acknowledging the principle that safeguarding is everyone's business.

In addition we will ensure that any individual organisation renting/using our premises for activities involving children, young people or vulnerable adults is aware of this, as well as our Safeguarding Policy, and aware of their own individual responsibilities to have appropriate safeguarding policies and processes in place, including safer recruitment.

- Safely recruiting and supporting all those with any responsibilities related to children, young people and vulnerable adults within the Church in accordance

with Church of England Safer Recruitment and People Management Guidance (2021).

We will ensure those appointed are aware of the Diocesan and Parish Safeguarding Policies and are aware of their roles and responsibilities. We will support them by ensuring they receive Diocesan safeguarding training commensurate with their role and that they are fully aware of and have access to the practice guidance.

- Responding promptly to every safeguarding concern or allegation in accordance with the statutory child and adult safeguarding procedures and the House of Bishops' safeguarding practice guidance.

We will ensure that any complaint made regarding a vulnerable person, who may have been harmed or is in significant danger, will be reported immediately and we will fully cooperate with statutory agencies during any investigation into allegations concerning a member of the church community or any other person.

- Caring pastorally for victims/survivors of abuse and other affected persons.

We will seek to offer informed pastoral care and support to anyone who has suffered abuse, developing with them an appropriate ministry that recognises the importance of understanding the needs of those who have been abused, including their feelings of alienation and/or isolation and provide them with details of local and national support agencies.

- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.

We will work with others to ensure the appropriate support for them and those affected is in place. Where that person is considered to pose a risk to others, we will work with the Diocesan Safeguarding Advisor to mitigate any identified risk.

- Responding to those that may pose a present risk to others.

We will endeavor to offer pastoral care and support whilst ensuring any risk has been assessed and is being managed in accordance with House of Bishops' policy and guidance and in collaboration with the statutory agencies and the Diocesan Safeguarding Advisor.

Safeguarding representative

We will ensure that there is an identified person/s to be the Parish Safeguarding Representative/s who will be suitably recruited and trained, and is aware of their role and responsibilities, and who will be the point of contact for any concerns.

We have appointed Mrs Katie Gray as our Parish Safeguarding Representative for the Benefice.

Guidance

Copies of Diocesan and parish guidelines and procedures signposted within our Safeguarding Policy which is available in our churches and on 'A Church Near You'.

Review

This statement of safeguarding principles will be formally reviewed annually and a copy shared with the Archdeacon at the time of the Visitation.

Date of Adoption

The PCCs of this Benefice agreed and adopted the above statement at its meeting on The PCC shall review this policy annually.

Signed

Incumbent.....

Churchwarden

.....
.....

Churchwarden

.....
.....

Date

Template Revision History

Version No.	Revision Date	Summary of Changes	Author
1.0	18/08/2017	Initial version.	Charlie Pitman
1.1	06/08/2020	Added revision history and renamed.	Phill Parker
1.2	26/07/2024	Changed SR&PM details	Rebecca Lane