

The Church of England
Parish Safeguarding Handbook
Promoting a Safer Church

A Supplement for Parishes in The Church of England - Birmingham



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There is no local change to the following sections of The Parish Safeguarding Handbook 2018 and they should be followed and implemented as they appear in the Handbook

- 3. Abuse and Neglect of Children
- 4. Abuse and Neglect of Adults
- 8. Caring Pastorally for Victims/Survivors of Abuse and Affected Others
- 9. Caring Pastorally for Church Officers who are the Subject of Concerns or Allegations of Abuse
- 10. Responding to Those who May Present a Known Risk to Children, Young People or Vulnerable Adults within a Christian Congregation
- 12. Use of Social Media
- 13. Further Help and Guidance
- Appendix – Further Information on Vulnerable Adults

Introduction

This supplement must be used together with the Parish Safeguarding Handbook 2018. It aims to clarify how this Handbook must be used by churches within The Church of England – Birmingham.

The most up to date version of the Parish Safeguarding Handbook and the templates and further guidance to which it refers is available on The Church of England website at

<https://www.churchofengland.org/safeguarding/promoting-safer-church-safeguarding>

You can purchase further copies of the Parish Safeguarding Handbook from Church House Publishing at <https://www.chpublishing.co.uk/>

The most up to date version of The Church of England – Birmingham supplement, our template forms, fact sheets and further guidance are available on our website at

<https://www.cofebirmingham.com/safeguarding/parish-safeguarding/>

In our diocese, we use some different titles for some of the roles referred to in the Parish Safeguarding Handbook. There is a list of these in the Glossary at the end of this supplement.

We also have our own resources, posters and small guides. In our churches you **must** display the poster 'Need to Talk' and give your leaders and helpers our 'Small Guide to Safeguarding'. These are available by emailing safeguardingsupport@cofebirmingham.com. You may also purchase the poster, pocket guide and contact card referred to in the Handbook, but this is optional.

Safeguarding is at the heart of our Christian faith. We are all made unique in the image of God. Jesus came that we might have life and have it in abundance (*see John 10:10*)

Parish Roles and Responsibilities

(see Parish Safeguarding Handbook 2018, section 1)

Adopt and implement

You can adopt and implement the Promoting a Safer Church policy commitments *either* by using the example parish safeguarding policy form available at <https://www.cofebirmingham.com/safeguarding/parish-safeguarding/> or by including the following statement in your parish safeguarding policy:

The Parochial Church Council of agreed to adopt the House of Bishop's safeguarding policy, Promoting a Safer Church 2017, and all of the accompanying safeguarding practice guidance and The Church of England – Birmingham's procedures for their implementation on

Summaries of the most recent House of Bishop's safeguarding practice guidance for parishes are available on our website at

<https://www.cofebirmingham.com/safeguarding/parish-safeguarding/>

All incumbents, priests-in-charge, team vicars, Parish Safeguarding Co-ordinators and PCC Safeguarding Leads should read these summaries.

Appoint

The PCC must appoint a lay Parish Safeguarding Co-ordinator, unrelated to the incumbent and notify their details by email to

safeguardingsupport@cofebirmingham.com. The Parish Safeguarding Co-ordinator must attend safeguarding training and the annual Resourcing Day and will receive an induction from the diocesan safeguarding team.

Hire out church premises

Example statements for inclusion in your hire agreement are available on our website at

<https://www.cofebirmingham.com/safeguarding/parish-safeguarding/>

Safer recruitment, support and training

An example parish safeguarding policy recruitment of ex-offenders form is available at

<https://www.cofebirmingham.com/safeguarding/parish-safeguarding/>

You can make church officers aware of your safeguarding policy and guidance by ensuring hard copies are accessible at church and providing links on your parish website. Every child, youth and vulnerable adult activity leader and helper must be given ‘A Small Guide to Safeguarding’ and Guidelines for their role.

A range of Working Safely Leaflets for Leaders and Helpers are available for churches to download and use on our website at

<https://www.cofebirmingham.com/safeguarding/working-safely-with-the-vulnerable/>

(see also page 9). Use of these is optional and your church may have its own guidelines – these must comply with the Parish Safeguarding Handbook and the House of Bishop’s Safer Environment and Activities guidance.

Display

In your church and church buildings:

- Need to Talk Poster
- Promoting a Safer Church Parish Policy Statement **or** your Parish Safeguarding Policy (see ‘Adopt & Implement’ above)

On the home page of your parish website:

- Contact details for your Parish Safeguarding Co-ordinator and the Bishop’s Safeguarding Adviser
- A link to your Parish Safeguarding Policy



During a clergy vacancy

When your vicar is leaving, a member of the safeguarding team will visit your church to discuss safeguarding arrangements during the vacancy, including the secure storage of safeguarding records. Email

safeguardingsupport@cofebirmingham.com to arrange this meeting.

Assurance Check

A PCC *must* review safeguarding regularly and conduct an annual assessment of its safeguarding arrangements. The outcome of this assessment must be used to help the PCC formulate its safeguarding action plan.

To assist with this requirement PCCs are expected to use the Parish Safeguarding Dashboard. Using a traffic light alert system, this easy to use online tool helps the PCC and Parish Safeguarding Co-ordinator produce regular reports, assessments and action plans to ensure it is fully compliant with the House of Bishop’s safeguarding policies and practice guidance.

If your church has not already signed up to the Dashboard email safeguardingsupport@cofebirmingham.com and you will be sent an invitation and guidance on how to use it.

Dashboard Overview
Green is good - Amber for action - Red means urgent
Select any statement for more information

- Policy and Action Plan** (Amber): 2 actions need to be completed
- Safeguarding Procedures** (Red): One urgent action needs to be completed
- Safeguarding Roles** (Red): 3 actions need to be completed, 2 of which are urgent
- Training for Key Roles** (Amber): 4 actions need to be completed
- Displayed Information** (Red): 3 urgent actions need to be completed
- Reviews and Reports** (Red): 3 urgent actions need to be completed

Send me the Action Plan
Receive the latest version by email

Dashboard Members
People who can use this dashboard

Safeguarding Dashboards Parish Road Map

Level 1: Safer Foundations

- Policies and Action Plan**
 - Safeguarding Policy Approval
 - Safeguarding Policy Promotion
 - Safeguarding Action Plan
- Safeguarding Procedures**
 - Responding to Concerns or Allegations
- Safeguarding Roles**
 - Parish Safeguarding Officer
 - Churchwardens
 - DBS Administrator
- Training for Key Roles**
 - Parish Safeguarding Officer
 - Churchwardens
 - DBS Administrator
 - PCC Members
- Displayed Information**
 - Safeguarding Policy Notice
 - Safeguarding Who's Who
 - Safeguarding Poster
 - Parish Website
- Reviews and Reports**
 - PCC Agendas
 - Reports to the PCC
 - Reports to the APCM

Level 2: Safer Activities

- Policies and Action Plan**
 - Recruitment of Ex-Offenders
- Reviews and Reports**
 - Review List of Church Activities
- Church Activities**
 - PCC Authorisation
 - Risk Assessment
 - Insurance Cover
 - Safer Recruitment
 - DBS Checks
 - Safeguarding Training

Each activity has a mini-dashboard

Level 3: Safer Practices

- Policies and Action Plan**
 - Use of Social Media
 - Local Ecumenical Partnership
- Safeguarding Procedures**
 - Known Offenders
 - Data Protection
 - Clergy Vacancy
- Reviews and Reports**
 - Review List of Non-Church Activities
- Church Activities**
 - Safer Environment
- Non-Church Activities**
 - PCC Authorisation
 - Hire Agreement

Each activity has a mini-dashboard

Support for Parishes

(see Parish Safeguarding Handbook 2018, section 2)



Steph Haynes

Bishop's Safeguarding Adviser

T: 07342 993 844 or 0121 426 0400 E: StephH@cofebirmingham.com

Online Referral Form:

<https://www.cofebirmingham.com/safeguarding/>

Steph can offer advice and support with any safeguarding concerns or allegations and help you make referrals to statutory agencies. When you have a sex offender attending your church she will put a safeguarding agreement in place for you and help you manage this.

Concerns can always be reported to the Bishop's Safeguarding Adviser within 24 hours by using our online referral form. In an emergency when someone is being harmed and needs help straight away contact the police on 999 or 101. Out of office hours, contact your local authority social services team or the NSPCC helpline 0808 800 5000.



Claire Wesley

Safeguarding Training & Development Officer

T: 0121 426 0432 E: ClaireW@cofebirmingham.com

Claire delivers safeguarding training and oversees safer recruitment and policy development and supports churches to implement good safeguarding practices.



Sarah Rose

Safeguarding Support Officer

T: 0121 426 0407 E: safeguardingsupport@cofebirmingham.com

Sarah can help with DBS, training, policy and good practice queries

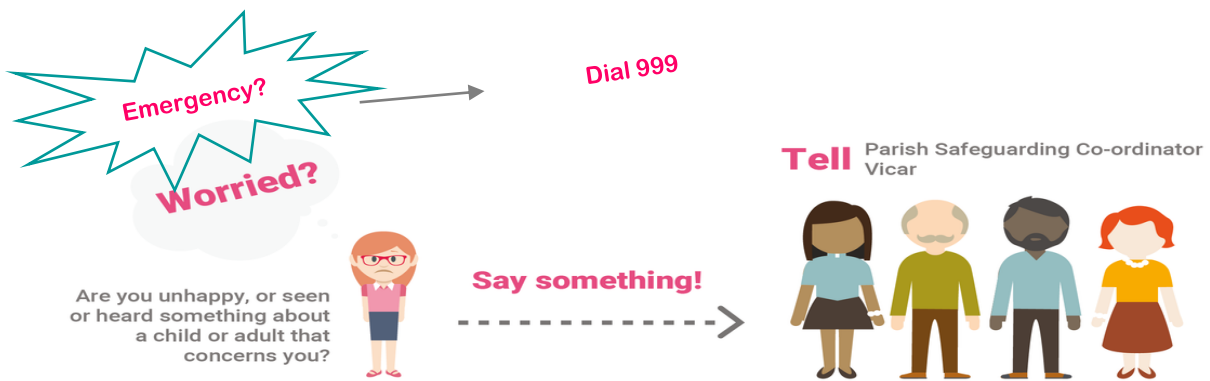
Details of our external scrutiny group (Bishop's Safeguarding Management Group) and our complaints procedure can be found on our website at <https://www.cofebirmingham.com/safeguarding/bsmg/>

Responding Promptly to Every Safeguarding Concern or Allegation

(see Parish Safeguarding Handbook 2018, section 10 for the complete process – the following is a summary of the procedure the parish must implement)



Everyone working with children, young people and vulnerable adults, paid or unpaid, **must** be given 'A Small Guide to Safeguarding' and 'A Small Guide for Responding to Domestic Abuse', which briefly summarise how to respond to concerns and allegations.



Report to Bishop’s Safeguarding Adviser immediately (within 24 hours of receiving the concern using the online referral form)

Do not delay referring to child or adult social care services or the police if Bishop’s Safeguarding Adviser cannot be contacted immediately – safety is always the priority



Record It



Report It



NEVER alert the person(s) the allegations are about

Report concerns and allegations to the Bishop’s Safeguarding Adviser:

Tel: 07342 993 844

Email: StephH@cofebirmingham.com

Online Referral Form at <https://www.cofebirmingham.com/safeguarding/>

Email safeguardingsupport@cofebirmingham.com for small guides

A Safer Environment and Activities

(see Parish Safeguarding Handbook 2018, section 11)

Good Practice Guides for Leaders & Helpers



The Church of England – Birmingham has produced some leaflets to help paid/volunteer roles who have contact with children, young people and vulnerable adults recognise and implement safe practice. These leaflets are available to download and print from our website at


<https://www.cofebirmingham.com/safeguarding/working-safely-with-the-vulnerable/>

They are optional, and churches may produce their own guidelines for workers if they wish – these must comply with the guidance provided in the Parish Safeguarding Handbook (2018) and the House of Bishop’s Safer Environment and Activities Practice Guidance (2019)

There is also a leaflet for churches to give to children and young people and their parents explaining how the adults who care for them in church must behave and who they can talk to if they feel uncomfortable about an adult’s behaviour.

... and a guide for children and young people too

We believe that...




every child and young person has the right to feel safe all of the time...

... however small or awful you think your worries are, you should always be able to talk to someone you trust

How we will look after you...

We want our church to be like a big happy family. Families are happier when everyone treats everyone else well.



We expect the grown-ups in our Church to...

- be kind and polite to you all the time
- tell you when you do something well
- look after you and be friendly towards you – but they are not your friends like the other children and young people in your group

Talk about these things at home with your family

The grown-ups in our Church must not...

- Frighten you or hurt you
- Hug you or touch you when you don't want them to
- Send you messages that are only for you on your phone or computer or Facebook, Instagram, Snapchat - or any other App or Game you use
- Ask you to keep secrets
- Give you photos of themselves
- Ask you to give them photos of yourself
- Meet you outside of Church
- Offer you lifts
- Give you special presents

If you tell one of the grown-ups at Church about something that is worrying you, they may not be allowed to keep it secret. They won't go around telling everyone but if they are worried that you, or another child, has been hurt, or might be hurt, if they do not do something about it, they do have to write it down and tell (insert name of Parish Safeguarding Co-ordinator)

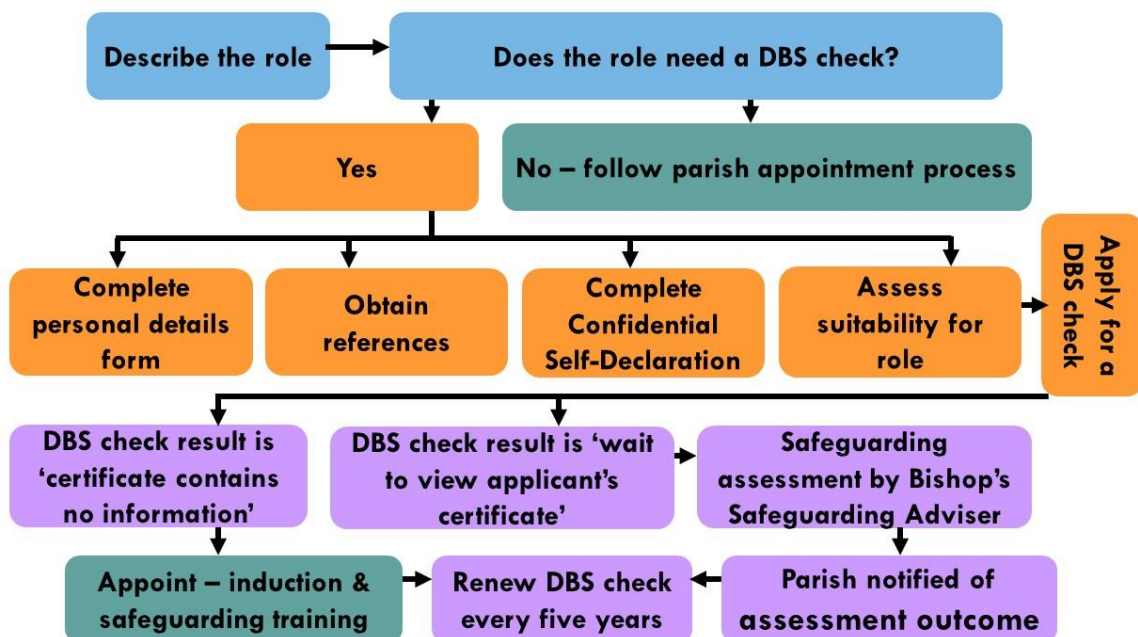
Safer Recruitment

(see Parish Safeguarding Handbook 2018, section 5)

The Church of England – Birmingham has its own example forms and role outlines for safer recruitment and procedures for processing online Disclosure & Barring Service checks using the service provided by Thirty-one:Eight. These are available on our website at

<https://www.cofebirmingham.com/safeguarding/safer-recruitment/>

Safer Recruitment Summary



The PCC must appoint a Parish Identity Verifier to process DBS checks and maintain training and DBS records. Download a Parish Identity Verifier Registration Form at

<https://www.cofebirmingham.com/safeguarding/safer-recruitment/>

and return the completed form to the Safeguarding Support Officer, The Church of England – Birmingham, 1 Colmore Row, Birmingham B3 2BJ.

A Parish Identity Verifier must complete the specialist Safer Recruitment training module and will receive an induction from the diocesan safeguarding team.

Safeguarding Training

(Section 6 of the Parish Safeguarding Handbook 2018 was revised by Appendix 6 of the Safeguarding Training & Development Practice Guidance July 2019. The following reflects this revision).

Details of sessions and booking forms are available on our website at <https://www.cofebirmingham.com/safeguarding/safeguarding-training/>
Awareness, Foundation and Safer Recruitment are online courses available at <https://safeguardingtraining.cofeportal.org/>
or email safeguardingsupport@cofebirmingham.com for further information.

Safeguarding Training Requirements – Core Modules			
Role	Awareness	Foundation	Leadership
	Recommended for anyone who needs a basic level of awareness of safeguarding. Required for PCC members and anyone who must complete the foundation and leadership modules	Required for anyone who has safeguarding responsibilities/contact with children and/or vulnerable adults	Required for anyone who has safeguarding leadership responsibilities/is leading activities involving children and/or vulnerable adults
Ordained and licensed lay ministers – e.g. all clergy & Readers	√	√	√ <i>repeat every 3 yrs</i>
Commissioned lay ministers e.g. pastoral teams	√	√	√ <i>repeat every 3 yrs</i>
Paid/volunteer roles who have direct contact with children/vulnerable adults & church operations managers	√	√ <i>repeat every 3 yrs</i>	X
PCC Members	√ <i>required repeat every 3 yrs</i>	X	X
Parish Safeguarding Co-ordinator, PCC Safeguarding Lead & Church Wardens	√	√	√ <i>repeat every 3 yrs</i>
Paid/volunteer leaders with responsibility for children & vulnerable adult activities e.g. Youth Pastors, Music Group or Choir Leaders, Bell Tower Captains	√	√	√ <i>repeat every 3 yrs</i>

Continued overleaf.....

Safeguarding Training Requirements – Specialist Modules		
Role	Safer Recruitment	Domestic Violence
All ordained and licensed lay ministers (e.g. all clergy & Readers) & pastoral visitors	X	√ <i>required</i>
Area Deans, Incumbents, Priests-in-Charge, Team Vicars	√ <i>required</i>	√ <i>required</i>
Paid/volunteer roles who have direct contact with children/ vulnerable adults/families & Church Wardens	X	√ <i>recommended</i>
Parish Safeguarding Co-ordinator	√ <i>required</i>	√ <i>required</i>
PCC Safeguarding Lead	√ <i>recommended</i>	√ <i>recommended</i>
Parish Identity Verifier & any other parish roles with recruitment responsibilities	√ <i>required</i>	X

Glossary of Local Terms

Parish Safeguarding Handbook 2018

The Church of England – Birmingham

Diocesan Safeguarding Adviser / DSA	Bishop’s Safeguarding Adviser / BSA T: 07342 993 844 E: StephH@cofebirmingham.com
Parish Safeguarding Officer / PSO	Parish Safeguarding Co-ordinator / PSC
Safeguarding Lead on the PCC	An elected PCC member (e.g. PSC, PCC Chair or other PCC Member) who is an ‘advocate’ for safeguarding at PCC meetings and ensures the PCC fulfils its safeguarding responsibilities in accordance with legislation and House of Bishops’ and diocesan safeguarding policy. <i>The PCC Safeguarding Lead DOES NOT respond to safeguarding concerns – this is the role of the PSC</i>
Church Officer	This is anyone who is appointed to a role by a Church Body, e.g. the PCC, whether they are lay or ordained, paid or unpaid.