

SAFEGUARDING POLICY AND PROCEDURES

for Pear Tree Church ("The Church"),
also known as Jesus Chapel, St.Mary Extra



At Pear Tree Church we aim to love God and our neighbours.

The Purpose of the Church in Pear Tree is to provide a place of worship where all people are welcome and encouraged to experience God's love in faith and prayer; where we will reach out as witnesses to discover the needs of the local and wider communities using our gifts and resources and proclaim the Gospel of Jesus Christ in the power of the Holy Spirit.

Church address: Peartree Avenue, Bitterne, Southampton, Hants.

This policy was last reviewed in April 2024.

Document reviewed by

- Peartree Church PCC Safeguarding Officer, Mrs. Vanessa Wilkinson
- Peartree Church Family Work Co-ordinator, Mrs. Pat Hawkins
- The Senior Safeguarding Team

Approved by the Parochial Church Council (PCC) on **16/07/2024** (Date)

Current copies of this document must be kept

- In the church in the registers safe behind the organ.
- By members of the Senior Safeguarding Team (SST) (including backup people).
- On the Church web site.

Major changes to the processes and procedures in this document must be proposed by the PCC Standing Committee, to the PCC.

Changes to this document since the last version

(Most recent changes highlighted in yellow, apart from phone numbers)

Section	Change
Apr 2024	Pat Hawkins phone number changed throughout. Appendix B: Added reference to new formalised safer recruitment practises, and expanded detail of confidential records storage. Appendix I: Added reference to Safeguarding Administrator, and Anti-Bullying and Harassment Policy. Removed reference to Diocesan Audit templates and replaced with Parish Dashboard.

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INTRODUCTION

Church Statement

This Church has an active children's and young people's ministry. The PCC takes seriously its responsibility to protect and safeguard the welfare of all children and young people entrusted to the Church's care or who use its services or participate in any of its groups. This Policy explains the standards expected from the Church, and outlines the procedures implemented in order to meet those standards.

This PCC of this Parish adopts annually a Safeguarding Policy Statement, and a Policy relating to Domestic Violence, both of which can be obtained from the Safeguarding Officer (see Appendix K for contacts).

Although the wording of this policy is primarily aimed at safeguarding children and young people, all the policies and procedures here apply equally to vulnerable adults (see below for definition) and those working with them, unless stated otherwise.

Church Mission

As part of the Church's mission the PCC are committed to:

- Listening to, relating effectively and valuing children and young people and ensuring their protection whilst participating in all Church activities
- Encouraging and supporting parents and carers
- Ensuring that children's and youth workers are given appropriate support and training
- Ensuring there is a robust system for dealing with concerns about possible abuse

To ensure these are achieved the PCC has appointed Mrs. Vanessa Wilkinson as the Parish's Safeguarding Officer.

See Appendix I for the role of the Safeguarding Officer.

The PCC has also appointed a Senior Safeguarding Team (SST).

See Appendix J for the role of the SST.

Areas of Policy

The PCC recognises that many children and young people are the victims of neglect, or physical, sexual or emotional abuse. The PCC have, therefore, adopted the policy contained or referred to in this document, setting out agreed guidelines for operating.

The Diocese of Winchester and the National Church of England have an extensive support structure and range of online resources in order to enable the PCC to work in this way. (See Appendix K for contact numbers).

The Winchester Diocese website has an extensive Safeguarding section (internet search for "Winchester Diocese Safeguarding" <https://www.winchester.anglican.org/safeguarding/>).

All items referred to below can be found in the "Resources" section of the Winchester Diocese Safeguarding website, unless otherwise stated.

If you do not have internet access and need more information, please contact the Parish Safeguarding Officer.

Definitions of Abuse

These can be found at the Winchester Diocese Safeguarding website, in the "Parish Safeguarding Handbook".

(<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>)

Recognising and Responding To Abuse.

Basic training on recognition of abuse can be found in the “training” section of the Diocesan Safeguarding website. At the time of writing, online course “Basic Awareness” is recommended. This course is also sometimes run in a classroom setting – for more information contact the Diocesan Safeguarding Team.

What To Do If You Suspect Abuse May Have Occurred.

See Appendix A.

Working With Offenders

See the Winchester Diocese Safeguarding website “Parish Safeguarding Handbook” for practice in working with offenders within the Church (“Responding to those who present a known risk....”). In all cases, if a known offender wishes to join a Church congregation, the Diocesan Safeguarding Team will be involved and will ensure all necessary precautionary measures are taken, whilst making it possible for the offender to worship in a church congregation.

Appointment of Workers

See Appendix B.

Supervision of Children’s and Youth Activities, and Supervision of Workers.

See Appendix C.

Vulnerable Adults

“Vulnerable adult” – someone who is substantially dependent upon others, and as a result would be incapable of protecting her/himself from abuse, as a consequence of one or a combination of factors:

- substantial learning or physical disability,
- physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs,
- reduction in physical or mental capacity due to advanced age.

This Church also recognises its responsibility to protect and safeguard the welfare of vulnerable adults entrusted to the Church’s care or who use its services or participate in any of its groups. The policies and procedures in this document apply equally to them, and this Church expects this to be taken into account by those in the relevant positions of responsibility.

Other positions of Responsibility

In addition, in the general running of the Church, positions of responsibility are given to various people, which may not involve work with children, young people or vulnerable adults. They may, however, involve other elements of trust, for example, in matters of finance or confidentiality. Appendix D outlines the actions the Church will take to safeguard the interests of its members and associates in these situations.

If any person resigns from, is barred from, or is removed from a position (voluntary or paid) working with children or vulnerable adults in a group for which the Church is responsible, because there is concern that they are at risk of abusing someone in either of these groups, then the Church has a legal duty to inform the Diocese. The responsible supervisor involved must make the SST aware of the situation and they must report it.

Date: _____ (signed hardcopy in church safe)

Signed: _____ (Vicar) (Vice-chair of PCC when no vicar)

Signed: _____ (PCC Safeguarding Officer.)

APPENDIX A What to do if you suspect abuse may have occurred

Concerns Regarding Abuse

A “concern” may be regarded for example as: a suspicion, a feeling that something is not right, observation of possible abusive behaviour by another adult, or an observation of a possible sign of abuse in/on a child. A worker may have a concern, and it is important that they know what to do about that concern.

At Peartree Church any worker with a concern must follow the procedure given in Appendix E. They must log the details immediately on a “Safeguarding Referral form” (from the Diocesan website). Blank copies of this, with instructions (Appendix F) will be kept in a file specific to the group concerned (and also in the Safeguarding folder in the bottom drawer in the cabinet on the right on entering the vestry near the south (smaller) door to the church).

If possible, consent should also be obtained from the alleged victim, either verbally, or ideally by completing a “Consent to Share” form, also found in the Safeguarding folder (and the Diocesan Website).

Both forms must be passed as soon as possible (e.g. when the group meeting finishes) to a member of the SST (See Appendix K).

The member of the SST will review the information on the form. They will consult the Safeguarding Officer or Vicar who will check for any previous forms received about the same individuals. The Safeguarding Officer or Vicar will consult the Diocesan Safeguarding team for advice (If they are not available within 2 hours the SST member will contact the Diocese directly). These people will not discuss this concern with anyone else in the Church unless advised by the Diocesan team. In all cases, the form will be stored indefinitely in a file in the dedicated safeguarding safe, to which only the Vicar and Safeguarding Officer have access.

If a worker believes immediate protection of a vulnerable person is needed and no member of the SST is available, the worker should contact the Diocesan Safeguarding Manager. They will advise and institute all necessary actions.

If they are not contactable within 5 minutes, then Southampton children’s services duty team or the police should be called. They are likely to advise one of the following:

- Keep the child onsite and they will attend immediately.
- Allow the child to go, and they will attend the home imminently.
- Allow the child to go, and they will follow up on the next working day.

Whatever happens, a Safeguarding Referral form must be completed as soon as possible, and passed to a member of the SST.

All telephone numbers are in Appendix K.

See Appendix E for a flowchart of this procedure, which will also be kept in the church hall lobby, in the logging files belonging to affected groups, and the church vestry behind the organ.

Reports of Abuse

All reports concerning abuse must be treated seriously. The person reporting the incident must be treated sensitively and assured that they are respected and that the complaint is being listened to and taken seriously.

The person receiving the allegation of abuse must keep detailed records of the incident and their response (on, or later attached to, a Safeguarding Referral form, see above). A record must be kept of all conversations – whether in person or on the telephone. Any decisions or actions taken must be recorded with supporting reasons for the response. All records must be dated. All records, correspondence and other details relating to the allegation must be kept. Any such records may be

required by the Police to be produced in evidence should the case go to court. Records will be kept on, or attached to a Safeguarding Referral form (see above).

Allegations or reports of abuse may come from a variety of sources and all allegations, reports or concerns of this nature will be taken to one member of the SST as above.

Allegations by or on behalf of Children

Allegations are different from concerns. A concern becomes an allegation when the SST reviews the evidence reported to them via a Safeguarding Referral form, and decides that it is substantial enough for advice to be sought (it does not have to be conclusive, just enough to raise the possibility of any risk to one or more children). In most cases where a concern is reported, advice will be sought from the Diocesan Safeguarding team.

All allegations should be reported to the Diocese. They will advise and institute all necessary actions.

If immediate protection of a vulnerable person is needed and the Diocese is not contactable within 5 minutes, then Southampton children's services duty team or the police should be called. They are likely to advise one of the following:

- Keep the child onsite and they will attend immediately.
- Allow the child to go, and they will attend the home imminently.
- Allow the child to go, and they will follow up on the next working day.

Whatever happens, a "Safeguarding Referral form" must be completed as soon as possible, and passed to a member of the SST.

All telephone numbers are in Appendix K.

See Appendix E for a flowchart of this procedure, which will also be kept in the church hall foyer, in the logging files belonging to affected groups, and the church vestry behind the organ.

Should the SST become aware of any abuse or alleged abuse against a child, they should, if possible, and if the parent is/are not implicated, encourage the parent to report the case officially. Even if the parents do not wish to take the case further, the allegation should be reported to the Diocesan Safeguarding team.

FROM AN ADULT

Where a person receives a report from an adult of earlier abuse, where the abuser is known and may pose a threat to children or young people, the case should be reported to the SST as above, who will report it to the Diocesan Safeguarding Team.

FROM ABUSERS

Where an abuser reveals their abuse in the setting of a formal confessional, the confidentiality of the confessional remains absolute. Should the priest believe children may still be at risk the abuser should be encouraged to report the abuse to the relevant authorities. The priest should consider whether absolution is withheld until the abuser reports the abusing behaviour.

The priest should insist that the abuser will have no further involvement in situations where children may be at risk whilst the matter is dealt with.

Should disclosure take place in a pastoral situation outside of the formal confessional the priest / worker should carefully consider how to proceed. In this situation the right of confidentiality is not absolute. If children may be at risk of abuse, the situation should be reported to the Diocesan Safeguarding Team. The priest / worker should make it clear to the person that in a pastoral setting confidentiality is not absolute. (Although, clearly the information will be disclosed only to those who need to know, but that action to protect children will have to be taken – in discussion with the individual.) Help should be offered to support the person. The Diocesan Safeguarding Team may be consulted for the most appropriate means of help and support.

If you are unsure of how to deal with a situation and the confidentiality implications of a disclosure from an abuser, seek advice immediately. You may do this initially without having to name the person concerned.

SUGGESTIONS OF ABUSE

Any suggestions of abuse should be reported to the Diocesan Safeguarding Team, who will investigate the situation and advise the Bishop as to the most appropriate course of action.

SUPPORT

When abuse has been reported there will be a variety of people needing support – the victim and their family, the abuser and their family, the wider congregation and the Vicar and leadership team. The Diocese will ensure that appropriate support is available for any of these people.

REMEMBER IT IS VITAL TO KEEP CLEAR AND ACCURATE RECORDS OF ANY CONVERSATIONS CONCERNING A REPORT OF ABUSE AND TO MAKE THESE AVAILABLE ONLY TO THE DIOCESAN SAFEGUARDING TEAM OR TO THOSE DIRECTED BY THE DIOCESAN SAFEGUARDING TEAM. SUCH RECORDS MAY BE REQUIRED BY THE POLICE AS EVIDENCE SHOULD A CASE BE REPORTED TO THEM OR GO TO COURT.

ABOVE ALL – NEVER ATTEMPT TO INVESTIGATE OR QUESTION FURTHER THE ABUSE. INVESTIGATION SHOULD ONLY BE UNDERTAKEN BY OR WITH THE DIRECTION OF THE DIOCESAN SAFEGUARDING TEAM.

If you are concerned contact the Diocesan Safeguarding Team.

If you believe the Child or Young Person may be in immediate danger of further abuse and you cannot contact the Diocesan Safeguarding Team, you should contact Southampton children's services duty team or the police.

All telephone numbers are in Appendix K.

See Appendix E for a flowchart of this procedure, which will also be kept in the church hall lobby, in the logging files belonging to affected groups, and the church vestry behind the organ.

APPENDIX B Recruitment Process

See the Winchester Diocese Safeguarding website "Parish Safeguarding Handbook" for practice in safer recruitment for the appointment of workers (including volunteers).

At Peartree Church

- We follow the "Safer Recruitment: Notes for Leaders" process.
- We will keep an applicant's DBS check application form number, DBS certificate number, Update Service ID number references and confidential self-declaration form. Physical forms will be kept in the safeguarding safe for the time period currently recommended by the Diocese. Softcopy records will be kept on the Safeguarding Officer's computer, password-protected, to which no other person has access. Any other information relating to their DBS check will be destroyed within 6 months of the completion of the application process.

APPENDIX C Supervision and practise issues

See the Winchester Diocese Safeguarding website “Parish Safeguarding Handbook” for practice in maintaining a “Safe environment and Activities”.

Peartree Church Children’s groups

At Peartree church, the parent/carer of any child attending a group specifically run for children, at which responsibility for the children is passed to Church leader (i.e. parents do not stay and retain responsibility), will be asked to complete an Initial Registration Form (See Appendix G), the first time they attend. This will be kept in the file specific to the group concerned, and taken to the meeting place of the group by the lead worker each meeting.

Forms will be reviewed annually with the parent/carers to ensure current contact details and medical information are known. This will be the responsibility of the group leader.

At Peartree church, every time a children’s group meets, the lead worker will complete an Activity Log (see Appendix H). This will detail the date, time and location of the meeting, the leaders, the children who attend, the topic and main activities. If any unusual situations occur (e.g. a fight, an accident, anything strange said or observed) the worker(s) who witnessed it will each write down the details of what they observed. There is a space on the form for this. The log book should be kept securely by the leader and members of the group not allowed to see it. Insurance companies recommend keeping the records indefinitely as accusations may be made many years later.

An appropriate log will be kept for activities involving Vulnerable Adults. This may in some cases be the minutes of a meeting.

Parents/carers may see files on request via the relevant group leader.

Open Church

If the church building is kept open regularly during the week when there are no services happening, and is manned by a small number of people, this can raise issues of vulnerability both for visitors to the church, and for those keeping it open. At Peartree, the church is kept open weekly, during the summer months. Diocesan guidance is that people “manning” the church do not need to be criminal record (DBS)-checked, however, we will minimise risk to all by ensuring that there are at least 2 people looking after the church when it is kept open. Guidance is issued to all volunteers each year. An incident book is kept on the windowsill in the old vicar’s vestry, in which any incidents which could threaten the safety of any person are recorded. This book is checked monthly and any entries are reviewed to decide if changes in procedures are needed. The congregation are reminded of its existence quarterly as its use applies to other activities such as church cleaning.

SUPPORTING / SUPERVISING WORKERS

At Peartree Church the SST will be contacted in the spring term annually as soon as possible after the Annual Parochial Church Meeting (APCM), to review and ratify policy and procedures. The PCC will then be asked to approve the reviewed policy and procedures.

The Safeguarding Officer is responsible for ensuring this happens.

The Safeguarding Officer will prepare a report to be included in the Church annual report prior to the APCM.

Children’s work will be a major item on the PCC agenda termly.

TRAINING FOR WORKERS

At Peartree Church, training in safeguarding information and practise (including this policy) will be provided to all new workers.

All volunteers and workers will be given a copy of the leaflet "Volunteering and Safeguarding" (available from the Parish Secretary, Safeguarding Officer or Churchwarden).

The Diocesan Safeguarding website gives guidance on what roles require what training, and this guidance is followed.

APPENDIX D Other positions of responsibility

PCC members

Guidance on the responsibilities of PCC members is given on the National Church website in the document "[Key roles and responsibilities of church office holders and bodies practice guidance \(2017\)](#)".

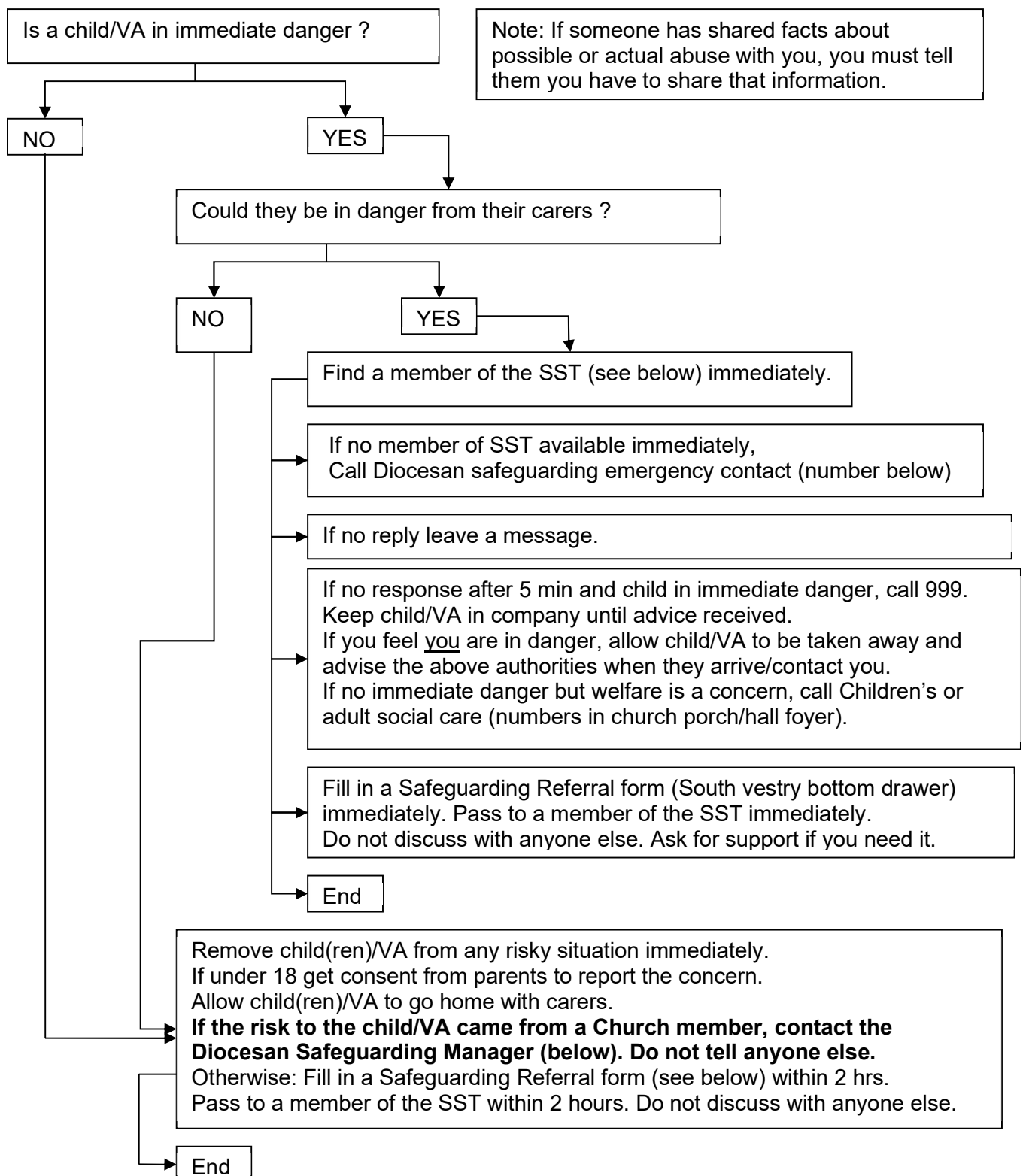
At the time of reviewing this document, all PCC members are required to undergo a DBS check, and the "Basic Awareness" and "Foundations" safeguarding training courses. The course "Domestic Abuse Awareness" is also recommended.

Other Roles

Irrespective of involvement with children, young people or vulnerable adults, where individuals are considered for a paid or volunteer position which involves significant financial responsibility, confidentiality, or similar, they will be asked to complete a confidential self-declaration form (available from the Safeguarding Officer), which will be tailored to the role as necessary. References will also be requested for those not already well known to the Church.

APPENDIX E What to do if you have a Safeguarding concern

This chart is for use by anyone who has identified a concern about a child or vulnerable adult (VA) through their association with Peartree Church.



Diocesan Safeguarding Manager: Jackie Rowlands: emergency contact: 07921 865374 / 0300 5551373.
SST: Rev Miles Newton tel. 02380 441124; Mrs. Carolyn Jennings tel. 02380 422708, mob: 07543 027521
Mrs. Vanessa Wilkinson tel: 07548 596260; Mrs Pat Hawkins tel: 02380 438103, mobile: 07841 056953;
Backup contact: Mrs. Angela Harvey tel: 02380 449177, mobile: 07852 257277

Referral form in bottom drawer, vestry by South door.
This sheet in hall lobby, behind organ, & in group files.

APPENDIX F Safeguarding Referral Form

To record the details of a concern, at Peartree Church we use the Diocesan Safeguarding Referral form, supplemented if possible by a “**Consent to Share**” form (both available from the Diocesan safeguarding team, and printed copies in the Safeguarding folder in the bottom drawer in the cabinet on the right on entering the vestry near the south (smaller) door to the church).

Instructions for completing the form

Complete as much information as you can, but do not worry if some is missing.

- If the concern is about a person **under 16**, if possible you should get permission from their parent/carers (unless implicated) to report this concern.
- If the concern is about a person of **18 or over**, you should get permission from them to report this concern.
- If the person is **16 or 17**, you should get permission from them, and if possible permission from their parent/carers (unless implicated) to report this concern.

Verbal consent is adequate, but ideally a consent to share form should be completed and signed.

If you are unsure at any time then contact a member of the Senior Safeguarding Team (SST) or Jackie Rowlands.

Contact details (in the order in which you should try to contact them):

SST: Rev Miles Newton tel. 02380 441124

Mrs. Carolyn Jennings tel. 02380 422708, mobile: 07543 027521

Mrs. Vanessa Wilkinson tel. 07548 596260

Mrs Pat Hawkins tel: 02380 438103, mobile: 07841 056953

Backup contact: Mrs. Angela Harvey tel: 02380 449177, mobile: 07852 257277

Diocesan Safeguarding Manager: Jackie Rowlands: Emergency contact number 07921 865374.

APPENDIX G Initial Registration Form

Peartree Church Family Registration

Peartree Church aims to provide a safe nurturing environment for the children and young people that come to us either as individuals or as part of a family.

In order for us to do this we are asking you to complete the details set out below, this information will not be distributed without your knowledge.

Peartree Church has a responsibility for "Safeguarding Children" under the Children Act therefore at the same time as completing this you will given a leaflet that outlines our policies and procedures.

Today's date: / /

Name(s) of children With date of birth	Parents Names	Address	Contact details

PLEASE ADD AN EMERGENCY CONTACT

Name	Address	Contact details	Relationship

MEDICAL ISSUES:

Please identify any medical issues for your child(ren) including any allergies;

Please complete the following;

1. If you DO NOT want any photographs taken at ANY TIME please put a ring around this: NO

N.B. No photographs taken will used for any form of publicity outside the Parish of Peartree without seeking your permission

2. I have received a copy of Peartree Church leaflet on "Safeguarding in the Parish"

YES

NO

APPENDIX H Register and Activity Log

PEARTREE CHURCH REGISTER

Date.....Staff

Name of child	Does the child have a registration form (Tick) ? If not, complete one.

Please complete the activity log overleaf also. Thank you.

ACTIVITY LOG

Topic;

Activity; e.g. painting, games, DVD

Accident Report; please record actions including conversation with parent

Any concerns to be recorded on referral form and given to Senior Safeguarding Team

Signed;.....

Date;.....

APPENDIX I Role and Responsibilities of the Safeguarding Officer

General Diocesan Guidance:

The Safeguarding Officer is responsible for co-ordinating the response of the parish to child protection and the Diocesan procedures. The Safeguarding Officer will advise the parish about any action necessary or of situations where the Diocesan procedures are not being implemented. **It will remain the responsibility of the PCC as a whole to ensure that the parish complies with child protection procedures and the Safeguarding Officer will not take on that responsibility, either morally or legally.**

It should be made clear to whom the Safeguarding Officer reports – either the PCC, a sub committee or the Vicar. It should not be the Youth Worker or anyone directly involved in the delivery of children's and youth work.

The Safeguarding Officer will not be involved in investigating any reports or suggestions of abuse. The role is concerned with the implementation of the Policy and Procedures.

Key areas of responsibility may include:

- Ensuring the PCC is aware of the requirements of the Diocesan procedures.
- Ensuring the Parish prepare and implement a Child Protection Policy.
- Ensure the Policy is reviewed regularly.
- Ensure the appropriate people within the parish are aware of the policy and its requirements.
- Ensuring that people within the parish are appropriately trained in child protection issues.
- Ensuring there is a robust system in place for obtaining Disclosure & Barring Service checks for those working with children and young people.
- Ensuring people are re-checked after 3 years.
- Agreeing a process with the Vicar for the retention of records and Disclosures.
- To be the first point of contact within the parish for issues concerning child protection.

Support to the Safeguarding Officer will be offered by the Diocesan Safeguarding Team.

In Peartree Church:

The Safeguarding Officer reports to the vicar, and in their absence, to the lay chair of PCC, then to the Churchwardens.

The job of the Safeguarding Officer is to make sure processes and procedures are in place to protect children and vulnerable adults when they participate in activities for which the PCC has some responsibility.

The officer is also responsible for the administration of criminal record (DBS) checks for people taking a major role in those activities, and for officers of the Church holding particular positions of responsibility, as per Diocesan guidance. They will also make Church officers and volunteers aware of what training their role requires.

Specific activities:

At Peartree Church the Safeguarding Officer will review policy and procedures, and manage their review and ratification by the Senior Safeguarding Team, soon after the Annual Parochial Church Meeting (APCM) (usually after the latest guidance update from the diocese). The Standing Committee will then be asked to approve the reviewed policy and procedures and put them forward to the PCC for adoption.

The Safeguarding Officer is responsible for ensuring this happens.

The review of procedures will include the following checks:

1. Has your PCC appointed a Parish Safeguarding Officer?
2. Is Safeguarding a standing agenda item at PCC meetings?
3. Have all church officers received Diocesan safeguarding training in the last 3 years and appropriately trained for their role?
4. Are all your leaders/volunteers that work with children been safer recruited and DBS checked ?
5. Are there appropriate procedures in place to deal with safeguarding concerns, discloses or allegations?
6. Has your PCC adopted all House of Bishops safeguarding policies ?
7. Are all your church officers aware of safeguarding policy and guidance ?
8. Is safeguarding information clearly displayed in your church and on your parish website?
9. Do ALL your activities have adequate insurance cover?
10. Do all activities have updated and current risk assessments ?

Write a report for the Church Annual Report used at the APCM.

Keep a list of groups and officers operating within or associated with Pear Tree Church and the Church hall. Assess each group for roles which should be criminal record (DBS) checked. Keep a record of that assessment and review it annually for new groups or changed situations e.g. people under 18 joining a group where there were none before. In particular, review the list after the APCM to ensure any new officers are criminal record (DBS) checked where relevant.

The current list is kept in the MS Excel file: Safeguarding list of church groups.xls

Keep a record of people who have been criminal record (DBS) checked, what role(s) for, and when. Review the list regularly to ensure that re-checks are done at the appropriate interval (see Diocesan guidelines).

Administer the criminal record (DBS) checks according to Diocesan guidelines (see Appendix K for contacts).

Keep records according to Diocesan Guidelines.

The current list of checks is held in the MS Excel file: DBS check status.xls

Keep a copy of any contract made by the vicar with any offender who participates in Church activities, and ensure that it is reviewed by the vicar at the appropriate interval.

Work with the Church Hall maintenance committee to ensure appropriate wording on the church hall booking forms is maintained, to ensure that hall users understand their safeguarding responsibilities.

Securely store any Safeguarding Referral forms or other documentation relating to concerns or allegations, indefinitely in the dedicated safeguarding safe and/or on the Safeguarding email address below or the Safeguarding Officer's computer.

Monitor and use the Safeguarding email address PeartreeSafeguarding@gmail.com.

Safeguarding Administrator:

At Peartree Church, training and DBS administration activities may be delegated to a Safeguarding Administrator, who will monitor and use the email address Peartreesafeguardadmi@gmail.com.

Checklist:

Monthly:

- Review file DBS check Status.xls for any criminal record (DBS) checks outstanding or due to repeat.
- Review file Training Record Peartree Church.xls for any training due and communicate to the relevant people.
- Check for Risk assessments needing review.

Bimonthly:

- Submit Safeguarding report to PCC (Use Parish Dashboard).

Annually by end Feb:

- Annual review of any updates to the Parish Safeguarding Handbook (Diocesan website).
- Check that processes are being followed (e.g. inspect files) and that processes and phone numbers are in the correct places and up to date.
- Review and risk-assess Safeguarding list of church groups.xls.
- Schedule reviews of group safeguarding risk assessments.
- Check training status and plan renewals.
- Review and update Safeguarding Policy and Procedures document.

Annually before the APCM (March):

- Write a report on Safeguarding activities and policies for the Church Annual Report.

Annually at the 1st possible Standing committee meeting after the APCM:

- Present reviewed Safeguarding Policy and Procedures documents for Standing Committee comment and approval, and for them to propose the latest version to the PCC.
- Present Parish Safeguarding policy statement, Domestic Abuse Policy, **Anti-Bullying and Harassment Policy** & Recruitment of ex-Offenders policy for re-adoption by new PCC.

Annually after the APCM (April):

- **Conduct general Parish Safeguarding Audit using Dashboard. Parish Dashboard action plan report to PCC and approve.**
- SST review of updated Safeguarding Policy and Procedures document
- Review & adoption by PCC of Parish Safeguarding policy statement, Domestic Abuse Policy, **Anti-Bullying and Harassment Policy** & Recruitment of ex-Offenders policy.
- Check for new officers who need to be criminal record (DBS) checked.
- Ensure all PCC members are DBS checked and trained as per Diocesan guidance.
- Ensure all Church and group officers/helpers are trained to the relevant level.
- Ensure all updated policies are loaded onto the Church website.
- Issue guidance to Open Church volunteers.

APPENDIX J The Senior Safeguarding Team

At Peartree church, the Senior Safeguarding Team will consist of three primary members plus the vicar. The three primary members will be:

1. A respected, long-standing member of the Church;
2. The Safeguarding Officer;
3. A leader responsible for family activities in the Church community.

One other person will be identified as a backup contact in the event that two or more of the SST are unavailable when review of a concern is needed.

Any changes to the makeup of the SST will be proposed by the Vicar and Safeguarding Officer, to the PCC Standing Committee for approval.

Roles and Responsibilities of SST Members (and backup)

If requested, support any worker in a Peartree Church group who feels a child is in immediate danger, by helping them to follow the process in Appendix E, which will be placed in the hall lobby, and in the church vestry behind the organ.

Accept a completed Safeguarding Referral form from any Peartree Church worker. Ensure that it is reviewed within 2 hours of receipt, and not discussed with any other member of the Church. Check for any previous forms received about the same individuals, either possible abused, or possible abuser, and decide whether an allegation of abuse should be made, or a concern raised. If in doubt, raise a concern.

Report any concerns or allegations to the Diocese as soon as is practically possible (within hours, not days).

Tell the worker(s) who raised the concern or allegation what action has been taken.

Should the SST become aware of any abuse or alleged abuse against a child, they should, if possible, and if the parent is/are not implicated, encourage the parent to report the case officially. Even if the parents do not wish to take the case further, the allegation should be reported to the Diocese.

Store completed Safeguarding Referral forms in the file in the dedicated safeguarding safe, to which the Vicar and Safeguarding Officer have access.

The primary members of the Senior Safeguarding Team will be contacted in the spring term annually, prior to the first PCC meeting after the Annual Parochial Church Meeting (APCM), to review and ratify policy and procedures, under the direction of the Safeguarding Officer.

See Appendix K for the names of the SST, and Diocesan contact details.

APPENDIX K Contact numbers

Safeguarding emergency contacts in the order in which you should contact them:

Senior Safeguarding team for Peartree Church:

1. Rev Miles Newton tel. 02380 441124
2. Mrs. Carolyn Jennings tel. 02380 422708, mobile: 07543027521
3. Current leader of family work at Peartree Church:
Mrs. Pat Hawkins tel: 02380 438103, mobile: 07841 056953.
4. The Safeguarding Officer for Peartree Church:
Mrs. Vanessa Wilkinson tel. 07548 596260.

Backup member: Mrs. Angela Harvey tel: 02380 449177, mobile: 07852 257277

Diocesan Child Protection: Diocesan Safeguarding manager:
Jackie Rowlands: Emergency contact number: 07921 865374.

Police: Use 999 in the situations described above.

Southampton children's services duty team:
023 8083 3336 (023 8023 3344 out of office hours).

Additional numbers:

Churchwardens: See the church website www.peartreechurch.org.uk and church noticeboards for current names and phone numbers.

Diocesan criminal record (DBS) check Administrator:
Siona Jeffery 01962 737347. Email: siona.jeffery@winchester.anglican.org



Safeguarding of young people and vulnerable adults at Peartree Church

Peartree Church has a policy and procedures for the safeguarding of young people and vulnerable adults who participate in its activities.

The full document can be seen, on request, and is kept in the registers safe behind the organ in the church.

It is also available on the Church website <http://www.peartreechurch.org.uk>

Emergency safeguarding procedures are posted on the wall in the vestry behind the organ, and in the church hall lobby.

If you have any concerns regarding safeguarding in this church, please approach a member of the senior safeguarding team (SST), who are named in the emergency procedures.

The PCC-appointed Safeguarding Officer is Mrs. Vanessa Wilkinson, who can be contacted on 07548 596260.

Other support agencies:

Childline: 0800 1111

Police non-emergency number: 101

Family Lives (Parenting and Family Support): 0800 800 2222

APPENDIX M Related Policies

Pear Tree Church has also adopted the following policies, which are contained in separate documents available from the Safeguarding Officer:

- Pear Tree Church policy for safe storage, retention and handling of information.
- The WDBF policy for recruitment of ex-offenders.
- Policy for parishes using the WDBF Safeguarding Registry

APPENDIX N Policy on Photography of children and Vulnerable Adults

- Prior permission MUST be gained from parents/carers prior to any pictures being taken.
- Parents/carers must be advised what the picture will be used for, if it is to be stored and for how long.
- It is strongly recommended that this permission is gained via a written form which will state the above information.
- Names should NOT be used where there is a picture and a term such as 'children in Church' is suggested.
- Any photos should be taken by a person who has been DBS checked or approved by the Vicar.
- Group photos are better than individual photos of children.
- Photos should generally not be uploaded onto the internet.