

**The Marden Vale Team Ministry
St. John the Baptist, Foxham**

Safeguarding: Good Practice Guidelines

**Date: 28th September 2022
Due for review: September 2023**

Contents

Introduction	3
Overall Safeguarding Aims.....	3
Statement of Intent	4
Clarification of Terms	4
Data Protection, Record-keeping and Sharing information	4
Recruitment	5
Safeguarding of Children, Young People & Adults in the Church: Parish Policy	Error! Bookmark not defined.
1. Guidelines for all workers	6
2. Additional guidelines for group leaders.....	12
3. Special Needs.....	13
4. Abuse	13
5. Responding to Concerns.....	14
6. Caring Pastorally for Victims/Survivors of Abuse and Affected Others	16
7. Caring Pastorally for Church Officers who are the Subject of Concerns or Allegations of Abuse and Affected Others	17
8. Responding to Those Who May Present a Known Risk to Children, Young People or Vulnerable Adults within a Christian Congregation	17
Index	18
Appendix 1 Policy Statement Review	19
Appendix 2 Safeguarding Flow Chart	20
Appendix 3 Disclosure flow chart for domestic abuse.....	21
Appendix 4 Body Maps.....	22
Appendix 5 Incident Report Form	23
Appendix 6 Checklist for reporting suspected abuse.....	25
Appendix 7 Volunteers' Visit/Activity Log.....	27
Appendix 8 Permission to Photograph.....	27
Appendix 9 E-Safety Consent Form.....	29
Appendix 10 Activity Consent Form	30
Appendix 11 Attendance record.....	31
Appendix 12a Risk assessment Form.....	32
Appendix 12b Example of completed Risk Assessment Form	33
Appendix 13 Activity area daily Health and Safety check list	34
Appendix 14 First Aid	35
Appendix 15 Taking groups away	36
Appendix 16 Parish Safeguarding Officer [PSO] Role Outline	38
Appendix 17 Serious Incident Reporting.....	40
Appendix 18 Safeguarding Contact numbers	43

Introduction

St. John the Baptist, Foxham adheres to The Church of England's Safeguarding Policy for children, young people and adults, "Promoting a Safer Church" 2017.

St. John the Baptist, Foxham's Safeguarding Good Practice Guidelines must be read in conjunction with:-

the above Policy and detailed Practice Guidance and Reference documents published on the Salisbury Diocesan website:

www.salisbury.anglican.org/resources-library/parishes/safeguarding1

The House of Bishops' "Parish Safeguarding Handbook" 2018

Protecting All God's Children: The Policy for Safeguarding Children in the Church of England 4th edition 2010

Promoting a Safe Church 2006: Policy for Safeguarding Adults in the Church of England

The Church of England Practice Guidance: Safer Recruitment 2016

St. John the Baptist, Foxham Health and Safety Policy

The Marden Vale Team Ministry Data Privacy Notice 2023

Overall Safeguarding Aims of St. John the Baptist, Foxham

St. John the Baptist, Foxham holds a trusted position in the community. To support this the Church will adhere to the Policy, Guidelines and Good Practice as outlined in this document. This will ensure best practice by all who work with Children, Young People¹ and Vulnerable adults², as well as the Ministers and Leadership Team and that they know how to:

- Protect them from abuse.
- Act responsibly if abuse is discovered or disclosed;
- Work safely, promoting the wellbeing of all.

In order to achieve these aims we have adopted:

- A Policy Statement
- Guidelines which are to be applied in our church setting
- Forms and documentation

Forms and Documentation

All forms, documentation, policies and guidelines referred to in this document are held at The Vicarage, Derry Hill and/or at Church House, Calne and/or on the Marden Vale Team Ministry website³ and /or on the Diocesan website⁴

¹ see Clarification of Terms p5

² see Clarification of Terms p5

³ www.mardenvale.org.uk

⁴ www.salisbury.anglican.org

Statement of Intent

A policy on Safeguarding Children, Young People and Vulnerable Adults has been formally adopted by the PCC. A statement that we have adopted the policy should appear on all information issued about work with children, young people and vulnerable adults.

Clarification of Terms

A CHILD or YOUNG PERSON, under the Children Act 1989, is anyone under the age of 18¹. A VULNERABLE ADULT – refers to a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability, illness, old age, emotional fragility, distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired²

PSO refers to the Parish Safeguarding Officer. See Appendix 18 for details of the role and responsibilities of the PSO.

A WORKER is anyone (volunteer or paid) who is engaged in Children's, Young people's work or works with vulnerable adults on behalf of the Church.

A LEADER is anyone who has a supervisory, organisational or decision making role. Workers and Leaders may be in any group belonging to the Church.

Where either children or young people are mentioned both are intended.

Data Protection, Record-keeping and Sharing information³

The General Data Protection Regulation (GDPR) and The Data Protection Act 2018 gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly; it is not a barrier to sharing information. The Act contains six principles governing the use of personal data. Personal data should be:

- processed fairly and lawfully;
- obtained and used for specific purposes;
- adequate, relevant and not excessive;
- accurate;
- not kept for longer than is necessary;
- processed in a secure manner.

St. John the Baptist, Foxham processes data in accordance with the Marden Vale Team Ministry Data Privacy Notice governed by the General Data Protection Regulation (GDPR)

Records should be maintained, and kept securely in The Vicarage, Derry Hill and/or Church House, Calne, in respect of:

- parish appointments, including a note of when a DBS check was obtained or checked
- safeguarding matters/incidents, together with a note of the outcome
- known offenders, together with a copy of any agreement and reviews.

¹ See House of Bishops' "Parish Safeguarding Handbook" p55

² See House of Bishops' "Parish Safeguarding Handbook" p54

³ See House of Bishops' "Parish Safeguarding Handbook" pp26-28

When it comes to safeguarding children, young people and adults there is no confidentiality between agencies or between the church and statutory agencies and, when necessary, all information will be given to Statutory Agencies.

Please refer to 'Protecting All God's Children: The Policy for Safeguarding Children in the Church of England 4th edition 2010' pp30-31.

Recruitment¹

We will carefully select, train and support all those with any responsibility within St. John the Baptist, Foxham in accordance with The Church of England Practice Guidance: Safer Recruitment 2016'.

Please refer to 'Promoting a Safer Church' Policy Commitment 2 p5

Safeguarding of Children, Young People & Adults in the Church: Parish Policy

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 28th September 2022. In accordance with the Church of England Safeguarding Policy our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.

¹ See House of Bishops' "Parish Safeguarding Handbook" pp13-15

- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints Peter Rigby and David Stevens as Parish Safeguarding Officers

Incumbent *Linda Carter*

Churchwardens *R Pegler A Skipp*

Date: 28th September 2022

All guidelines are valid for work with children, young people and vulnerable adults

1. Guidelines for all workers¹

In general, ask yourself what you are doing, why are you doing it and who benefits. Think about what is safe for you and your volunteers as well as for any children, young people and vulnerable adults in your parish, congregation or group.

Behaviour/Language: you should treat everyone, regardless of age, gender, ethnicity, disability or sexuality, with respect and dignity, having due regard for the values of independence, choice, inclusivity and privacy.

You should:

- ensure that your own language, tone of voice and body language is respectful;
- respect the person and all their abilities;
- avoid favouritism to any individual or group;
- always obtain consent for any photographs/videos to be taken, shown or displayed (*Appendix 8*).
- be prepared to challenge any unacceptable behaviour or language from leaders, colleagues and service users.

You should not:

- invade an individual's privacy while washing or toileting;
- drink alcohol when responsible for children, young people or vulnerable adults;
- share sleeping accommodation inappropriately;

¹ See House of Bishops' "Parish Safeguarding Handbook" pp39-41

- invite a child, young person or vulnerable adult to your home alone;
- arrange social occasions with children, young people or vulnerable adults (other than family members) outside organised group occasions;
- allow unknown adults access to, or to give lifts to children, young people or vulnerable adults. Visitors should always be accompanied by a known person.
- allow an individual to involve you in excessive attention seeking that is overtly physical or sexual in nature;
- be sexually suggestive about or to an individual even in fun;

¹Bullying: adults can be bullied as well as children. Never ignore or trivialise bullying. You should not:

- scapegoat, ridicule or reject a child, group or adult
- permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying.

One-to-one situations: ideally, one-to-one situations should be avoided and you should always aim to work within sight of another adult.

You should:

- if someone is distressed and it is desirable to take them to one side to give them privacy, tell one of the other leaders what you are doing and why
- ensure another adult is informed if a person needs to be taken to the toilet; toilet breaks should be organised where applicable
- administer any necessary First Aid with others around

²When making home visits, we recommend this is done in pairs – it makes the occasion more social for the person concerned. If you have concerns, you have someone to share them with or in the event of any subsequent complaint about the visit (and these things do happen), you have the support of your colleague. However, where one-to-one situations cannot be avoided, make a written note of the date, time and place of the visit/activity. (*Appendix 7*).

Money/gifts: if you are given money or gifts for any reason, ensure the donation is acknowledged (by receipt and/or thank you letter) as soon as possible. This both preserves the audit trail for the donation and protects you against any complaint that money has been taken without the knowledge or consent of the vulnerable adult, young person or child. Record gift in your visit report/activity log book (*Appendix 7*).

¹ See House of Bishops' "Parish Safeguarding Handbook"

² See House of Bishops' "Parish Safeguarding Handbook" pp45-46

¹Touching/hugging: with adults, young people or children you should always ask whether they wish to be touched or hugged. Some may, but many do not (at least not on first acquaintance). Shaking hands is courteous and often appreciated by older people. If you do touch or hug, hands should always be outside the person's clothing and never on any part of the body which might be considered inappropriate (knees, bottom, breasts). It is important that people with learning disabilities learn what form of body contact is appropriate in different social situations; this helps to keep them safe and helps them to become aware when people are behaving inappropriately and possibly exploiting them.

Church-sponsored groups and activities should provide a warm, nurturing environment for children and young people, while avoiding any inappropriate behaviour or the risk of allegations being made. Child abuse is harm of a very serious nature so that it is unlikely that any type of physical contact in the course of children and youth work could be misconstrued as abuse. All volunteers must work with or within sight of another adult.

Very occasionally it may be necessary to restrain an individual who is harming her/himself or others. Use the least possible force and inform the parents/carers as soon as possible. All such incidents should be recorded and the information given to the Parish Safeguarding Officer.

All physical contact should be an appropriate response to the child's/young person's/vulnerable adult's needs not the needs of the adult leader/worker/volunteer. Colleagues must be prepared to support each other and act or speak out if they think any leader/worker/volunteer is behaving inappropriately.

You should:

- if any activity requires physical contact, ensure that the child/young person/vulnerable adult and their parents/carers are aware of this and its nature beforehand.

You should not:

- initiate physical contact. Any necessary contact should be initiated by the child/young person/vulnerable adult;
- touch an individual inappropriately or obtrusively;
- play rough physical or sexually provocative games;
- use any form of physical punishment.

²Registers and Consent: a register should be kept, and regularly updated, of all children or young people attending a church group with details of home addresses, emergency contact details and a parent/carer or guardian's name. You should ensure that:

- a parental consent form and a health form have been completed for each child/young person (*Appendix 10*).
- An attendance record form is kept by each group (*Appendix 11*).

¹ See House of Bishops' "Parish Safeguarding Handbook" pp42-43

² See House of Bishops' "Parish Safeguarding Handbook" p43

- it is clear who is responsible for children after the activity is over, and who they are going home with
- consent forms (*see above*), completed by a parent/guardian, are always used for anyone under 18 for one-off events and activities or when undertaking activities outside the normal meeting place¹. Copies to be kept securely in The Vicarage, Derry Hill and /or Church House, Calne for the duration of the event/activity.

²Premises: ensure premises, including the lighting, and equipment used with children, young people or vulnerable adults are clean, safe, well maintained and suitable for the purpose e.g:

- any heating appliances should be adequately and securely guarded
- low level sockets are protected
- windows or door catches cannot be opened by small children
- there is no stacked furniture in a room where primary school children meet

You should:

- carry out a Visual Inspection before each session/activity (*Appendix 13*).
- undertake a risk assessment in greater detail for an unusual activity or when away from the usual location. (*Appendix 12a. See also Appendix 15*).

³Recommended staffing levels : the recommended minimum staffing levels (The Children Act 1989) for children’s groups are given below. More help may be required if children are being taken out, are undertaking physical activities or if circumstances require it. Ensure procedures are in place for dealing with sick or injured children, and for accompanying young children to the toilet. Remember that ratios still need to be correct if an adult goes out of the room.

0–2 yrs	1 person for every 3 children	1 : 3
2–3 yrs	1 person for every 4 children	1 : 4
3–8 yrs	1 person for every 8 children	1 : 8
Over 8 yrs	1 person for the first 8 children then 1 extra person for every extra 12 children	

- Each group should have at least two adults and it is recommended that there should be at least one male and one female.
- If small groups are in the same room or adjoining rooms with open access between them then it is possible to have only one adult per group, dependent on the nature of the activity.
- Young people who are being encouraged to develop their leadership skills through helping should always be overseen by an appointed worker who will be responsible for ensuring that good practice and safeguarding procedures are followed and the work they are doing is appropriate to both their age and understanding.
- Adults who assist on one or two occasions must be responsible to an appointed worker.

¹ See House of Bishops’ “Parish Safeguarding Handbook” pp44-45

² See House of Bishops’ “Parish Safeguarding Handbook” pp44-45

³ See House of Bishops’ “Parish Safeguarding Handbook” pp43-45

Thereafter they should become part of the team and be properly appointed through the normal recruitment process.

First Aid: (see Appendix 14).

A First Aid kit and accident book should be available on the premises. Ensure you have First Aid kits with you on any off site activities. All accidents must be recorded in the accident book.

- The contents of the First Aid kit should be stored in a waterproof container and be clearly marked. Each group should designate one worker to check the contents at prescribed intervals.
- Have at least one recently trained First Aider available for all group activities. A list of first aiders in the parish should be compiled and kept available.
- Ensure you have access to a telephone in case of emergency: check there is good signal for mobile phones, check availability of nearest land line.

Please refer to St. John the Baptist, Foxham Health & Safety Policy

Fire Safety:

Check that:

- fire notices are displayed informing people what to do in case of fire
- everyone knows what to do in the event of an emergency. In the event of a fire the leader should take the register to check that everyone is out of the building
- fire appliances and smoke detectors are suitable, serviced regularly and that leaders know where they can be found and how to use them.

Please refer to St. John the Baptist, Foxham Health & Safety Policy

Food hygiene:

If you are preparing and serving food for others it is common sense to ensure that good hygiene has been preserved. Courses on food hygiene are run by most local authorities and we would recommend that at least one person on the team attends one of these courses.

Please refer to St. John the Baptist, Foxham Health & Safety Policy

Transport: any driver using their own vehicle for the transportation of children or vulnerable adults must:

- have held a full and clean UK Driving Licence for over two years
- ensure the vehicle is in a roadworthy condition and that they have a valid MOT certificate where applicable
- ensure that they have appropriate insurance. (Drivers to check with their Insurance Company that they are covered in respect of their activity as a volunteer driver).
- Children and young people should not be transported in a private car without the prior consent of their parents or carers. This also applies to formally arranged lifts to and from a church activity.

- All those who drive children, who are not children's workers, should be recruited for the task through the normal recruitment process.
- All children must wear suitable seat belts and use appropriate booster seats.
- There should be a non-driving adult escort as well as the driver. If in an emergency a driver has to transport one child on his or her own, the child must sit in the back of the car.
- If travelling by minibus or coach workers and helpers should sit among the group and not together. (If noise or behaviour appears to be getting out of control, stop the vehicle until calm is restored).

If hiring vehicles:

- they should be fit for purpose and have appropriate insurance cover, breakdown cover and emergency equipment and the documentation should be in order
- drivers must have the correct licences and should report any vehicle defaults/defects on their return. There should also be at least one other adult in addition to the driver in case of emergencies, these too need to have the correct licences.

Please refer to 'Protecting All God's Children: The Policy for Safeguarding Children in the Church of England 4th edition 2010' pp69-70.

¹E-safety: many young people regularly communicate using the internet and mobile phones e.g. Facebook, emailing, texting. Using these methods can really help the church/group to stay connected with their group members and keep them up to date with what is going on. However it is important to use these methods in a safe way to protect yourself and the young people with whom you work.

Adults use Facebook, emails and texts too so these principles should also be applied to communication with adults.

- A consent form (*Appendix 9*) must be completed by the parent/guardian/carer of anyone under 18 with whom you will communicate in this way.
- Ensure all communications are appropriate and professional. Use clear, unambiguous language. Avoid abbreviations e.g. 'lol' which could mean 'laugh out loud' or 'lots of love' and always end your texts and emails with your name and no 'kisses' etc.
- Maintain a log of all electronic contact with individuals or groups including messaging and texting. Any texts or conversations that raise concerns should be saved and passed on/shown to the group leader, PSO or member of the clergy.
- Use group rather than individual texting where possible.
- Avoid using chat rooms and instant messaging to communicate with young people.
- Facebook - we recommend that leaders are not 'friends' with group members on Facebook as this blurs the line between being a youth leader for, and a friend of, the young person. You can set up a closed group for which the leader is the administrator. Remember Facebook's own rules only allow those aged 13+ to join it. Always follow the terms set out by Facebook.

¹ See House of Bishops' "Parish Safeguarding Handbook" pp47-51

Websites and Photographs: anyone designing a website for a church or organization will want to ensure that it reflects and promotes its range of activities, but care should be taken to ensure the safety of children, young people, and adults who may be at risk/vulnerable.

- Make sure you have everyone's permission. You should obtain written consent from parents/guardians/carers before using photographs. (*Appendix 8*).
- Children should never be identified by surname or other personal details such as e-mail, postal addresses, telephone numbers etc.
- When using photographs of children and young people, it is preferable to use group pictures, with a general heading.
- All images of children and young people should be stored in accordance with Data Protection Act principles: images should not be stored on mobile phones, digital cameras or personal computers, but downloaded to a church-owned photo memory card and kept securely.

Please refer to 'Protecting All God's Children: The Policy for Safeguarding Children in the Church of England 4th edition 2010' p69.

Sharing concerns:

- ensure that young people and vulnerable adults know whom they can talk to if they need to speak to someone about a personal concern
- respond appropriately to people's needs and concerns ensuring there are other adults around
- record any concerning incidents and give the information to your group Leader. Sign and date the record (*Appendices 5 and 6*).
- always share concerns about a child, young person or vulnerable adult or the behaviour of another worker with your group leader and/or Parish Safeguarding Officer
- see **4. Responding to Concerns** below.

2. Additional guidelines for group leaders

In addition to the above the group leader should:

- ensure any health and safety requirements are adhered to
- ensure that a telephone is available for all emergencies
- undertake risk assessments with appropriate action taken and record kept
- keep register and consent forms up to date;
- have an awareness, at all times, of what is taking place and who is present
- create space for individuals to talk – either formally or informally
- liaise with Parish Safeguarding Officer over good practice for safeguarding
- always inform the Parish Safeguarding Officer of any specific safeguarding concerns that arise. The Parish Safeguarding Officer will liaise with the Diocesan Safeguarding Adviser
- liaise with the PCC
- monitor and evaluate activities regularly to ensure they remain suitable
- have a support or debriefing time for to share what went well or to offload concerns.
- allow volunteers to say "no" occasionally – mistakes and poor practice happen when people are tired or disengaged

- provide regular training and awareness sessions for all volunteers
- ensure that there is adequate insurance cover in force for the group's work and activities. Contact the insurance company for advice in respect of unusual or hazardous activities.

The insurance company must be notified immediately of any incident or allegation of abuse. Failure to comply with this requirement may prejudice any cover provided by the policy. *Refer to 'Protecting All God's Children - 4th edition 2010' p29.*

- not be responsible for giving routine medication to adults, young people or children. However there may be occasions when this is unavoidable; at these times the designated leader needs to have been trained by the person's parent/guardian/carer. Medication may only be given to a child under 18 years with the written consent of a parent/carer/guardian.

3. Special Needs

Church buildings will be inspected to meet Health and Safety standards and should allow people with disabilities to participate as much as possible.

- A regular audit of our buildings should be undertaken in order to ensure that premises enable the church to carry out its duties under the Disability Discrimination Acts of 1995 and 2005. Issues of access, visibility, audibility and toilet facilities are among the items that should be addressed.
- Regular worship in church should take account of the wide range of requirements of any congregation. As well as the church building offering full accessibility for people with mobility challenges, it is also important to cater for the requirements of other disabled people.

Please refer to 'Promoting a safe church 2006: Policy for Safeguarding Adults in the Church of England' pp10-12; 'Protecting All God's Children: The Policy for Safeguarding Children in the Church of England 4th edition 2010' p67; and St. John the Baptist, Foxham Health & Safety Policy

4. Abuse

As God's people we are concerned with the wholeness of each individual and seek to safeguard all members of the church community of all ages. It is the responsibility of each one of us to prevent the abuse of children, young people and vulnerable adults.

Abuse takes many forms and may be identified under the following categories:

Children: Physical abuse; Emotional abuse; Sexual abuse; Neglect; Domestic abuse; Sexual exploitation; Bullying and cyberbullying; Online abuse; Electronic images.

Adults: Physical abuse; Sexual abuse; Psychological abuse; Financial or material abuse; Neglect or acts of omission; Discriminatory abuse; Domestic abuse; Organisational abuse; Modern slavery.

For a full description and background of the types of abuse please refer to the House of bishops' "Parish Safeguarding Handbook" pp7-12 and "Types of Abuse Fact Sheet" available online at www.churchofengland.org/safeguarding

Many symptoms of distress can point to abuse; for example:

- Neglect: Significant impairment of the child's health or development, including 'failure to thrive' without any physical explanation; health and safety hazards in the vulnerable person's living environment, poor personal hygiene
- Physical abuse: Unexplained injuries; unusual injuries such as double black eyes, grasp & slap marks, extensive bruising of the body rather than limbs; injuries that have received no medical attention; hidden injuries.
- Sexual abuse: preoccupation with sexual matters; sexual activity through words, play or drawings; severe sleep disturbances with fears and phobias; being sexually provocative with adults; bruising around the breasts or genital areas; allegations made by the individual.
- Emotional abuse: regressive or altered behaviour; nervousness; sudden under achievement; inappropriate relationships with peers and/or adults; clinging or attention seeking; mental 'absences'; running away; stealing; lying; looking uncared-for.

However, there may be other explanations and it is important not to jump to conclusions. If you have any concerns, consult the PSO in the first instance.

For more information regarding signs or indicators of possible abuse please refer to the relevant pages of the national policies noted above.

5. Responding to Concerns¹

(Refer to 'Protecting All God's Children - 4th edition 2010' pp 65-67; 'Promoting a safe church – 2006' pp17-18)

In all cases, we must follow an agreed procedure of consultation and referral. It is not the task of an individual or the church to investigate. For everyone's protection (children, young people, vulnerable adults, and leaders, workers, volunteers), sensible steps should be taken on the road to referral (*Appendix 2*).

IF ABUSE IS DISCLOSED OR DISCOVERED.

Do not delay, act alone, start to investigate.

Do listen, report or alert, record.

Regardless of circumstances, if you see or hear something which makes you think that a child, young person or adult may be being neglected or abused in any way, you should not hesitate to report your concerns.

Do not attempt to investigate or resolve the situation locally.

If the person is at immediate risk of physical harm, or needs medical attention, dial 999 to contact the Ambulance Service and/or the Police. Follow any advice given.

As soon as possible (and within 24 hrs) follow the Reporting and Recording procedure below.

¹ See House of Bishops' "Parish Safeguarding Handbook" pp18-28

Listen:

if a child discloses abuse:

- stay calm;
- maintain eye contact;
- listen to the child attentively;
- do not judge
- do not promise confidentiality (*you have a duty to refer a child/young person who is at risk to the statutory agencies*);
- allow the child to talk, but do not press for information or ask leading questions;
- tell the child that they are not to blame for anything that has happened;
- reassure the child that they were right to tell and you believe them;
- let them know what you are going to do next, who you are going to tell and why, and roughly what will happen (e.g. the Parish Priest or Parish Safeguarding Officer (PSO), Diocesan Safeguarding Advisor (DSA) or Children's Social Care);
- offer support to the child.
- finish on a positive note.
- as soon as possible afterwards make hand-written notes (see Recording below)

If an adult discloses abuse the above guidelines apply. Advise the person you are worried about that you are not an expert, and will need to pass the information on (e.g. the Parish Priest or Parish Safeguarding Officer (PSO), Diocesan Safeguarding Advisor (DSA) or Adult Social Care).

Please refer to 'Promoting a safe church 2006: Policy for Safeguarding Adults in the Church of England' pp17-22.

If an adult discloses domestic abuse follow the guidance provided in the 'Domestic Abuse Disclosure flow chart' (see Appendix 3)

Refer to 'Responding Well to Domestic Abuse: Policy and Practice guidance 2017' pp11-14.

Reporting:

- Contact your Parish Priest and the Parish Safeguarding Officer (PSO), unless they are the alleged abuser. In this case contact the Diocesan Safeguarding Adviser.
- The Parish Priest will discuss with the PSO and one of them will contact the local social care to discuss their concerns. They will also contact the appropriate Diocesan Safeguarding Adviser either before or after their contact with social care.
- All referrals to social care need to be followed up in writing within 48 hours; if it was seeking advice good practice indicates that it is worthwhile confirming the discussion in writing.
- Whether it is a referral or seeking advice, any directions and advice given by social care should be recorded and followed.
- There is no confidentiality in safeguarding with regard to any discussion with the statutory agencies, but there is within the diocese and parish and therefore there must be clear guidelines as to who will give support within the parish. *Do not discuss the*

situation with anyone who does not need to know. The Diocesan Safeguarding Adviser will give support as well as advice and can be contacted at any point in the process.

- If you suspect abuse somewhere other than your church community you still need to tell someone. If you are visiting a care home or school, for instance, you must act within their policies and guidelines. It is helpful to have a copy of these documents before you visit. If you are visiting as a member of your church you must tell your incumbent and PSO.

Please refer to 'Promoting a safe church 2006: Policy for Safeguarding Adults in the Church of England' pp28-29.

Please refer to Appendix 18 in respect of Reporting of Serious Incidents to the Charity Commission

Recording:

Appendix 6 contains a 'Checklist for reporting suspected abuse'. Always record a possible safeguarding incident, allegation or disclosure as accurately as possible, (and within 24 hrs) of a disclosure or incident, making handwritten notes

- of exactly what was said, quoting the discloser's words exactly where possible
- accurately recording facts observed or disclosed
- covering what has happened and in what context; opinions should not be included
- including date of the incident
- including date and time of the recording
- of any action taken, agreements or decisions made
- add your name and role
- sign the record
- file securely in Church House, Calne

Appendix 4 contains body maps. These body maps are used to indicate where the person may have been hurt or touched, but there **must not** be any examination of the alleged victim including allowing the alleged victim to alter their clothing to show where they may have been hurt or touched.

Communications with the media:

In the event of an incident communications both within and outside the Diocese of Salisbury will be handled by the Diocesan Communications Co-ordinator who will consult with the Bishop, the parish and the Diocesan Safeguarding Adviser. Particular care should be taken regarding any public statement or public prayer.

6. Caring Pastorally for Victims/Survivors of Abuse and Affected Others¹

Most parishes are likely to have amongst their congregation children and young people who have been abused and/or adults who have experienced abuse, either as adults or when they themselves were children. Some may have been abused in the Church.

Responding well to a disclosure of abuse is essential to being able to build trust and support.

¹ See House of Bishops' "Parish Safeguarding Handbook" pp29-30

For advice about how best to support a victim/survivor of abuse, please contact the Diocesan Safeguarding Adviser (DSA).

All concerns or allegations of abuse by a church officer must be reported to the DSA.

7. Caring Pastorally for Church Officers who are the Subject of Concerns or Allegations of Abuse and Affected Others

For information regarding support for the respondent and support to parishes please refer to the House of Bishops' "Parish Safeguarding Handbook" pp31-33.

8. Responding to Those Who May Present a Known Risk to Children, Young People or Vulnerable Adults within a Christian Congregation¹

The House of Bishops' Safeguarding Policy 2017 states: *'The Church, based on the message of the gospel, opens its doors to all. It will therefore endeavour to offer pastoral care and support to any member of the church community who may present a known risk.'*

This means that there are likely to be those with criminal convictions for sexual offences, financial abuse and other forms of abuse attending church. Where people may pose a risk to others, their position in a congregation will need to be carefully and sensitively assessed to decide whether they pose a present risk to others and to put in place arrangements to ensure that these risks are mitigated.

The DSA must be contacted immediately if you learn that any of the following people attend church:

- Anyone placed on the sex offenders register, with a violent offence or conviction and/or who is barred from working with children or adults by the Disclosure and Barring Service
- Anyone who admits to being an abuser including non-recent abuse
- Anyone who is subject to an investigation for suspected abuse, including possession of indecent images of children, and/or is suspended from their usual role
- Anyone who may pose a risk to other church members due to their behaviour, irrespective of their criminal status

¹ See House of Bishops' "Parish Safeguarding Handbook" pp34-38

Index	Page
Abuse	13
Additional guidelines for group leaders	12
Behaviour/Language	6
Bullying	7
Caring pastorally for victims/survivors	16
Caring pastorally for church officers	17
Clarification of Terms	4
Communications with the media	16
Consent (<i>see Registers and Consent</i>)	
Data Protection	4
Documentation	3
E-safety	11
First Aid	10
Fire Safety	10
Food Hygiene	10
Forms	3
Gifts (<i>see Money/Gifts</i>)	
Guidelines for all workers	6
Hugging (<i>see Touching/hugging</i>)	
Insurance	13
Language (<i>see Behaviour/Language</i>)	
Listen (<i>listening to disclosure of abuse</i>)	15
Medication	13
Money/gifts	7
One-to-one situations	7
Photographs (<i>see Websites and Photographs</i>)	
Premises	9
Recommended staffing levels	9
Recording	16
Record-keeping	4
Recruitment	5
Registers and Consent	8
Reporting	15
Responding to Concerns	14
Responding to those who may present a known risk	17
Safeguarding Policy Statement	5
Sharing concerns	12
Sharing information	4
Special Needs	13
Statement of Intent	4
Touching/hugging	8
Transport	10
Websites and Photographs	12
Working with suspected abusers and known offenders	17

Appendix 1

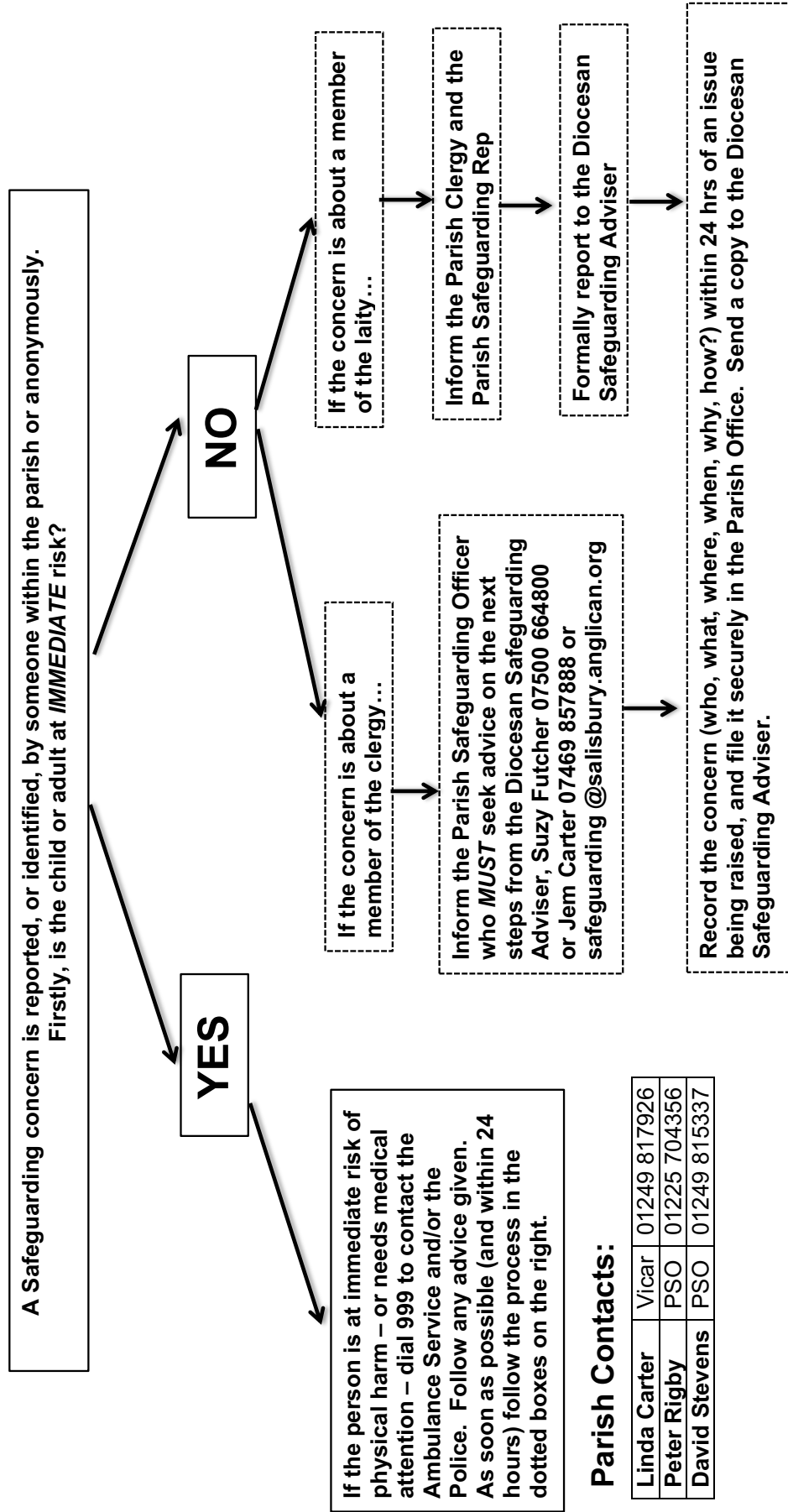
Policy Statement Review

Review Date	Signed	Position	Comments/Updates
16 th July 2019	<i>Linda Carter</i>	Team Vicar	Updated with reference to the House of Bishops' Parish Safeguarding Handbook 2018
September 2020	<i>Linda Carter</i>	Team Vicar	Updated contact details and inclusion of Serious Incident Reporting delegation of responsibility (Appendix 17)
November 2021	<i>Linda Carter</i>	Team Vicar	Updated contact details
September 2022	<i>Linda Carter</i>	Acting Team Rector	Revised Policy Statement Updated contact details
February 2023	<i>Linda Carter</i>	Acting Team Rector	Updated Privacy Notice

Appendix 2 Safeguarding Flow Chart

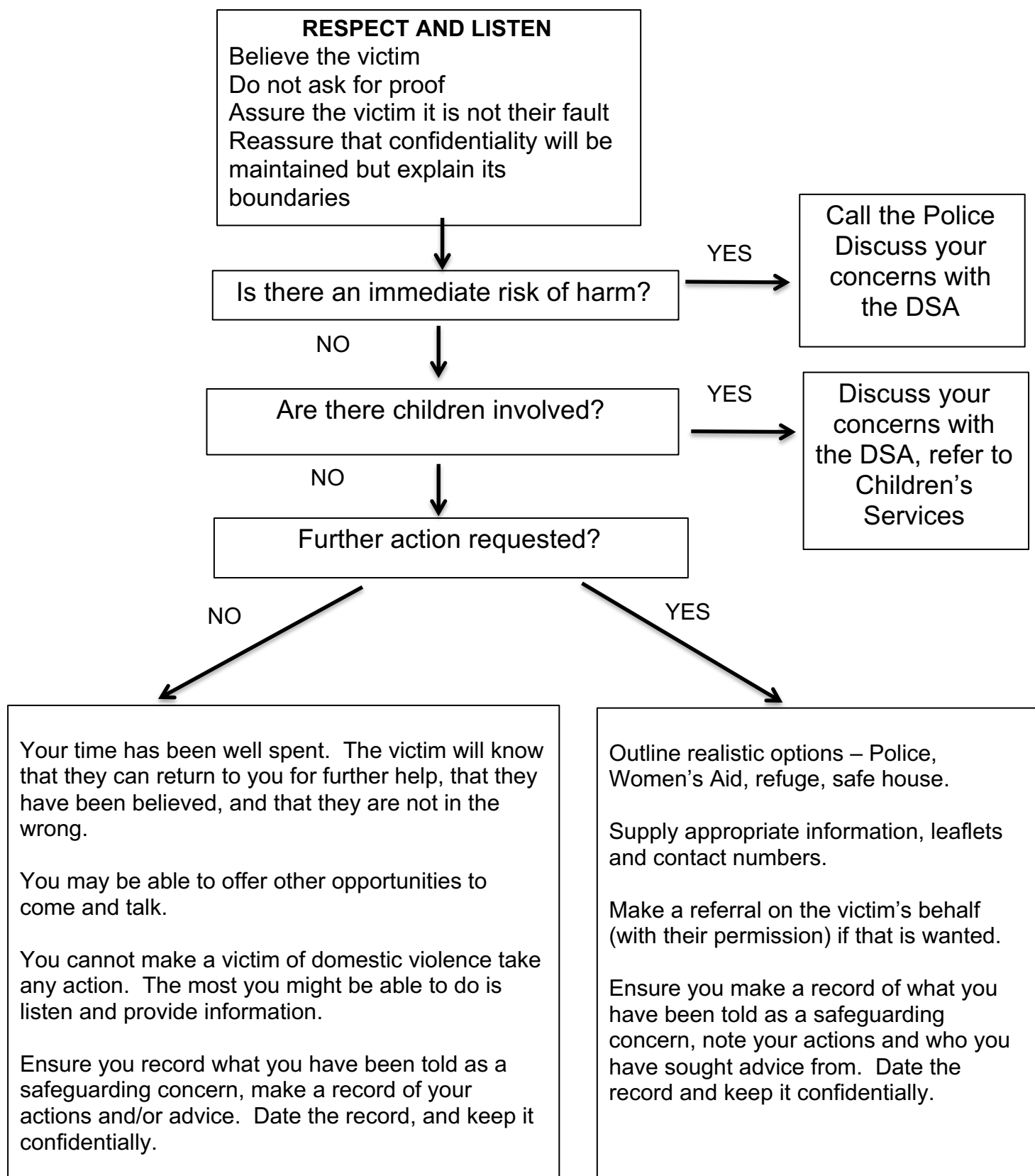
St John the Baptist, Foxham

Safeguarding Flowchart: what to do, by whom and by when
(with thanks to the White Horse Team)

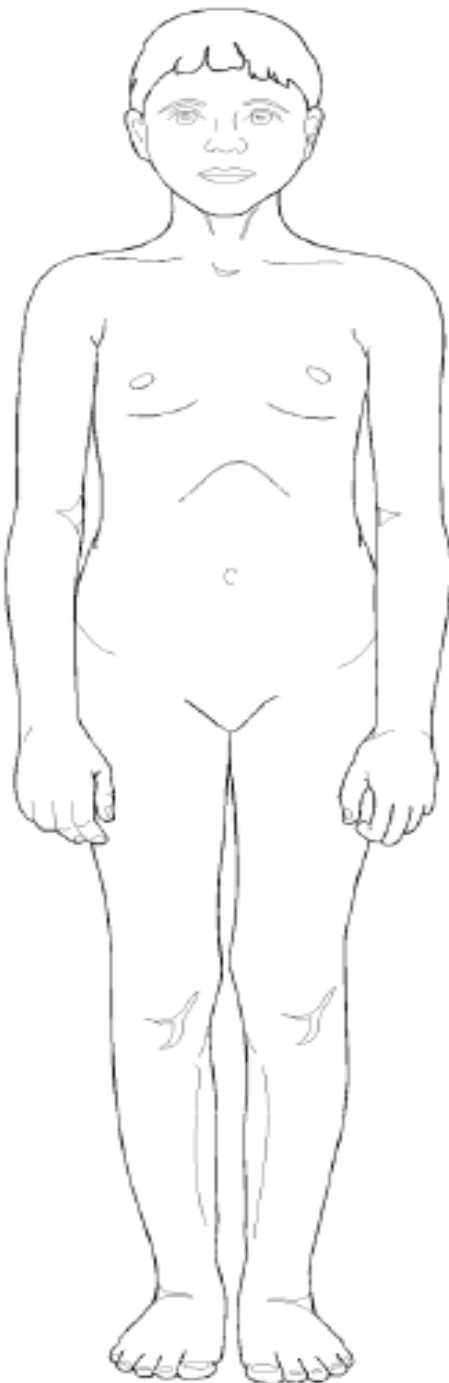


Appendix 3

Disclosure flow chart for domestic abuse



Refer to 'Responding Well to Domestic Abuse: Policy and Practice guidance 2017' Appendix 9: Resources for further information and details of support services and helplines pp52-57.



Please complete this form as soon after the incident as possible, recording the incident as clearly and accurately as you can. Give the form to the leader of the group who will be able to follow it up as appropriate. The form will then be kept on file by the Parish.

Name of Activity Group

Day, date & time of the incident:

Where did it take place?

Describe what happened. Describe any injuries, treatment given and action taken.

Names, addresses and ages of those involved

What adults were responsible for the group at the time? *(please give names and telephone numbers)*

Were any other adults present? (If so, who and in what capacity?)
(Please give names and telephone numbers)

If there were any witnesses please give their names, addresses and telephone numbers; also their ages if under 16. Normally two witnesses would suffice.

Were relevant parents notified? When & by whom?

Are there any safety issues regarding premises or equipment?

If so, what action has been taken?

What further action needs to be taken?

To be completed by Parish Safeguarding Officer/ clergy/ or other responsible person.

Does anyone else need to be informed? If so, who and has this been done?

What else has been done or needs to be done?

Signature of person in charge of the group at the time of the incident:

Date:

Signature of Parish Safeguarding Officer/ clergy/ or other responsible person:

Date:

Name of child/adult.....	Any physical signs? Behavioural signs? Indirect signs?
Age and date of birth (if known).....
Ethnicity.....
Religion.....
First language.....
Does the person have a medical condition or identified need? YES/NO If yes, what?.....	Have you spoken to the person? If so, what was said?
Parent/guardian/carer name.....
Home address.....
Tel no.....	Have you spoken to the parent/guardian/carer (if it is safe to do so?) If so, what was said?
Are you reporting your own concerns or passing on those of somebody else?
Give details.....
Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents	Has anyone been alleged to be the abuser? If so, give details

Have you consulted anybody else? Give details

.....
.....
.....
.....

Your name and position

.....

To whom reported, their status or role, and date of reporting

.....
.....

Details of any advice or instructions given by this person

.....
.....
.....
.....
.....
.....

Signature.....

Today's date.....



THE CHURCH
OF ENGLAND

DIOCESE OF SALISBURY

Checklist for reporting suspected abuse
(to be completed by nominated person
responsible for reporting allegations or concerns, or witness)

Appendix 7 Volunteers' Visit/Activity Log

St. John the Baptist, Foxham

Visit/ Activity Log

Please use this to:

- note date and time of event,
- show names of those involved
- give brief details of what took place
- record any particular requests made/ gifts / and any concerns observed or shared
- indicate follow up required

St. John the Baptist, Foxham

Visit/ Activity Log

Please use this to:

- note date and time of event,
- show names of those involved
- give brief details of what took place
- record any particular requests made/ gifts / and any concerns observed or shared
- indicate follow up required

St. John the Baptist, Foxham

Visit/ Activity Log

Please use this to:

- note date and time of event,
- show names of those involved
- give brief details of what took place
- record any particular requests made/ gifts / and any concerns observed or shared
- indicate follow up required

St. John the Baptist, Foxham

Visit/ Activity Log

Please use this to:

- note date and time of event,
- show names of those involved
- give brief details of what took place
- record any particular requests made/ gifts / and any concerns observed or shared
- indicate follow up required

St. John the Baptist, Foxham

Visit/ Activity Log

Please use this to:

- note date and time of event,
- show names of those involved
- give brief details of what took place
- record any particular requests made/ gifts / and any concerns observed or shared
- indicate follow up required

St. John the Baptist, Foxham

Visit/ Activity Log

Please use this to:

- note date and time of event,
- show names of those involved
- give brief details of what took place
- record any particular requests made/ gifts / and any concerns observed or shared
- indicate follow up required

Appendix 9 E-Safety Consent Form

Email, Facebook and Mobile Phone Consent (please adapt for adults)

Please note that the information on this form is for the use of the young people leadership of St. John the Baptist, Foxham and is not available for the use of any other individuals or groups. This means that we will not disclose your email address or mobile number to another individual without your permission. This form will be filed for retrieval at subsequent dates.

To improve communication and the distribution of information via text we would be grateful if you could give us your mobile number – if you can receive text messages.

A 'closed' Facebook group has been set up for the young people at

_____ **(complete details)**

'Closed' means that only people who regularly attend the group will be accepted as members of the Facebook group and can access the site. On this site there is information about **add the things you will use the site for e.g. details of events, the programme for the term, young people's views and opinions about church etc**

Do you have regular (at least once a week) connection to the Internet?

Yes/ No

Would you like to join the young people work/group name online group?

Yes/ No

Name _____

Date of Birth _____ Age _____

Email address _____

Mobile _____

To be completed by Parent/Guardian (or adult with parental responsibility) – please delete those that are not appropriate:

I give my consent to my child: Receiving text messages regarding arrangements about the young people work at _____
young people work/group name

Joining the _____ **young people work/group name**

I give/do not give my permission for this information to be stored on a PC.

I understand that this information (email address &/or mobile number) will not be disclosed to another individual or group without my permission. **Signature of parent/ guardian (or adult with parental responsibility)**

Printed name _____ Date _____

Appendix 10 Activity Consent Form

(one form required for each child)

Activity attending:

Full Name Date of birth.....

Address:

Emergency Contact Name:

Phone No:

Mobile Phone No:

All known allergies or medical conditions:

If your child requires medication during the activity please ensure it is clearly named and the dose required is clearly indicated. Ensure it is given to a leader when your child arrives.

If someone else is going to collect your child please tell the leader at the beginning of each session.

I confirm that the above details are complete and correct to the best of my knowledge.

Parent/Guardian: Name (Print).....

Signature.....Date.....

Name of Group		Place and Time													
Date															
Name															
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															

Appendix 12a RISK ASSESSMENT FORM

ACTIVITY:

DATE OF ACTIVITY:

DATE RISK ASSESSED:

NAME AND POSITION OF ASSESSOR:.....

SIGNED BY ASSESSOR.....

Identify Hazard	Hazard Effect	Severity of Hazard Effect	Probability of the Hazard Effect	Risk	Minimise risk by...	Residual Risk

Date Reviewed:.....

Severity ratings: 1 = very minor – cut scratch to 5= fatal

Probability ratings: 1= Remote, 3 =occurs but rare, 5 = likely/often occurs.

Risk = Severity of Hazard effect x Probability of the hazard effect

Residual Risk – once steps have been taken to reduce the risk what is the remaining level of risk – it is not always possible to eliminate all risk but we can reduce it.

Appendix 12b

Example of completed RISK ASSESSMENT FORM

ACTIVITY:

DATE OF ACTIVITY:

DATE RISK ASSESSED:

NAME AND POSITION OF ASSESSOR:.....

SIGNED BY ASSESSOR.....

Identify Hazard	Hazard Effect	Severity of Hazard Effect	Probability of the Hazard Effect	Risk	Minimise risk by...	Residual Risk
Loose carpet by door	Trips leading to cuts and bruises	2 (cuts, bruises, sprains etc)	5 (likely/often occurs)	10	Securing carpet so it is no longer loose	0

Date Reviewed:.....

Severity ratings: 1 = very minor – cut scratch to 5= fatal

Probability ratings: 1= Remote, 3 =occurs but rare, 5 = likely/often occurs.

Risk = Severity of Hazard effect x Probability of the hazard effect

Residual Risk – once steps have been taken to reduce the risk what is the remaining level of risk – it is not always possible to eliminate all risk but we can reduce it.

Appendix 13 Activity area daily Health and Safety check list

Activity Area Daily H&S check

Date and initials of checker				Comments/action needed
Plugs sockets and wiring - intact, secure and covered?				
Resources – Clean and undamaged?				
Floors and carpet – clear from hazards?				
Windows and blinds – in good working order?				
Tables – in good working order?				
Chairs – safely stacked and not available to climb on?				
Cupboards – closed during the session?				
Toilets – clean and prepared?				
Bins (including nappy bin) – clean and empty?				
Kitchen Area - Clean and Tidy?				
Doors – outside door locked?				
Fire doors– doors not obstructed and open easily?				
Fire extinguishers – location checked?				
First aider available?				
Ratio of children to adults meets recommendation?				

Information on First Aid – Remember if you are going offsite on a trip you must take a First Aid Kit with you.

- Have at least one recently trained First Aider on the team so you always have someone available for all group activities.
- Ensure that all premises used have a properly equipped First Aid kit. Ensure that you have First Aid kits with you on any off site activities.
- First Aid kits should be clearly located and recognisable but out of reach of children. The contents should be stored in a waterproof container and the designated worker should regularly check the contents.
- First Aid containers must be identified by a white cross on a green background.
- Make sure that an accident book is available, properly used and that notifiable incidents i.e. particular illnesses or injuries which require disclosure are recorded and dealt with correctly (see template form for recording accidents and incidents).
- Ensure contact information regarding any trained First Aiders is readily accessible.
- Make sure everyone is aware who is responsible for First Aid.
- Provide a sign giving the nearest available telephone for emergency calls; this should also give the postcode to help the emergency services to find you.
- Always have a mobile phone if there is not access to a land line at the venue. Make sure you check there is good signal. Find out where the nearest landline is.

What to include in your First Aid Kit. Ensure everything is in date and that when anything is used it is replaced:

- First Aid in an Emergency leaflet
- HSE Medium Sterile Plastic wrapping 12x12cm dressing
- HSE Large (18x18cm) dressing in sterile plastic wrapping
- Disposable Triangular bandage 90x90x127cm
- Non woven disposable triangular bandages
- No 16 Eye pad in sterile plastic wrapping
- Assorted washproof plasters in packs of ten
- Cleansing wipes individually wrapped, antibacterial wipes impregnated with Cetrimide
- Pack of 10 alcohol free wipes
- Microporous tape 1.25cm x10m
- SJS Nitrile Powder Free examination gloves
- Finger dressing (3.5 x 3.5cm) sterile in plastic wrapping
- Revive Aid face shield with a one-way valve
- Clinical Waste Bag Small (35.5 x45.5cm) Disposable, yellow bags for the safe disposal of clinical waste
- Disposable Heat Retaining blanket (metalised polyester film) 210 x 160 cm
- Eye Wash Phials 20ml Pack of 25 x 20ml phials
- Burnshield dressings (10x10cm) each containing the specially formulated Hydrogel which is non toxic and non irritant
- Heavy duty Tuff-Kut scissors
- An accident report book with forms.

From time to time, group leaders may wish to organise trips or take people who come regularly to activities away from the normal meeting place – for example Christmas shopping, to a local flower festival or to the Cathedral for major services, or any activity centre. We want to encourage this and offer the following suggestions as part of the forward planning process:

- Does the PCC's insurance cover this activity? It is always worth confirming formally with the PCC that it counts as a "church activity" for insurance purposes. Do this in good time as the PCC may need to check with their insurers.
- Do you need additional volunteers for this activity eg. pushing wheelchairs? If so, do they (and indeed any of our regular volunteers need any special instruction or training?
- Complete a Risk Assessment for the activity. If appropriate, for example, for adventurous activities check that all instructors have the appropriate qualifications and safety measures in place. It is recommended that a list of approved centres is obtained from the local council.
- Has everyone been reminded to ensure they have the appropriate medication for the time they are away? Some medication needs to be taken at a particular time to maintain effectiveness.
- Everyone under the age of 18 must have a completed consent form for the trip signed by their parent or guardian. Parental consent forms should include the mode of travel.
- Once at your destination, remember to confirm the meeting place and time for the return. For some groups, it may be worth considering an emergency meeting point at times during the day.
- Ensure you have a list of emergency contacts for each participant – and that someone in the parish (a base contact) has a copy of the list, together with details of all those who are on the outing (including helpers), a mobile phone number for emergencies and a copy of the itinerary with estimated journey times, routes and stopping points. You may also wish to ensure

that there is a full list of names on any coach or minibus. Remember to tell your base contact when you are safely home.

- Think about meals and refreshments, you may need to book in advance if you decide to eat as a group.
- You may wish to ensure that one of the leaders has a current first aid qualification. Remember to take a First Aid kit with you (*see Appendix 14*).

If travelling by car or minibus, please also consider:

- If hiring vehicles, they should be fit for purpose and have appropriate insurance cover, breakdown cover and emergency equipment and the documentation should be in order. Passengers must have their own seat and seatbelt; luggage and equipment must be stored securely.
- If the hire is a “self-drive”, drivers must have the correct licences and should report any vehicle defaults/defects on their return. There should also be at least one other adult in addition to the driver in case of emergencies; these too need to have the correct licences.
- Drivers using their own cars should check their personal vehicle insurance to ensure they are covered.
- If you are going on a long journey the driver(s) should not be involved in the activity so they are refreshed for the journey home; they must take the appropriate rest breaks.
- Consideration should be given to any need for extra training or equipment required to transport people with special needs or disabilities.
- There should be a mobile phone in the vehicle for emergencies – and don’t forget the First Aid kit.
- Age limits for drivers – these are not specified but it is recommended that consideration should be given to the age and experience of any drivers. This should be supported by the PCC.

Appendix 16 Parish Safeguarding Officer [PSO] Role Outline

The PSO represents the parish/benefice according to National & Diocesan Safeguarding guidelines. The role of PSO is to:

- Ensure that a Safeguarding Policy and Good Practice Guidelines are developed, adopted, implemented and reviewed annually. Encourage good practice and work closely with the incumbent/priest in charge on all safeguarding matters to ensure that the safeguarding policies and procedures are known, understood and acted upon across the parish/benefice.
- Act as the link person between the parish/benefice and the diocese. Advise on good practice in respect of working with children and adults who may be at risk of harm or abuse.
- Provide the PCC with regular updates on safeguarding and report at least annually on the implementation of the safeguarding policy, procedures and guidelines within the parish/benefice.
- Along with the incumbent/ priest in charge receive, but not investigate any concerns, incidents or allegations of abuse that may arise within the parish/benefice. Inform immediately and subsequently liaise with the Diocesan Safeguarding Advisor [DSA]
- Ensure that a log of concerns, incidents or allegations that arise is kept; storing all records securely – confidentially in accordance with current GDPR and safeguarding guidelines.
- Along with the PCC and incumbent/priest in charge, ensure that the Safer Recruitment policy and procedures are adopted and followed and that the appropriate level of DBS check or confidential declaration is completed by all those working with children, or adults who are at risk of harm or abuse.
- Ensure that DBS forms are verified either by becoming an ID checker for the parish/benefice or ensuring that a named other person is trained to do so.
- Liaise with administrative staff to ensure that full and accurate safeguarding records are kept on the diocesan database of all volunteers and PCC employees. Monitor these

records regularly to ensure that training records and DBS checks are kept up to date.

- Actively encourage volunteers, employees and PCC members to undertake safeguarding training as required.
- Work with the DSA & incumbent/priest in charge to ensure that safeguards are put in place and maintained in respect of people who are on the Sex Offenders Register and who regularly worship in the parish/benefice.
- Along with the PCC and incumbent/priest in charge; ensure that other organisations which are regularly providing a service on church premises for children or adults who are or may be at risk of harm or abuse have safeguarding procedures in place.

A copy of “Introduction to the Role of Parish Safeguarding Officer” is kept alongside these Practice Guidelines.

For further information see Section 3 in the House of Bishops’ Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance (Roles 2017)

Diocesan contacts:

Suzy Futchter and Jem Carter

Diocesan Safeguarding Advisers 01722 411922

Christine Robinson-Yu

Diocesan Safeguarding Administrator 07881 244288

Christine.Robinson-Yu@salisbury.anglican.org

Appendix 17 Serious Incident Reporting

St. John the Baptist, Foxham Parochial Church Council

Delegation by the PCC Members: Reporting of Serious Incidents to the Charity Commission

Date: 12th November 2019

1. Background

- 1.1 The members of the St. John the Baptist, Foxham PCC, as charity trustees, are responsible for reporting ALL Serious Incidents to the Charity Commission in a timely manner. The trustees delegate the reporting of Serious Incidents in accordance with these Resolutions.
- 1.2 The Charity Commission has approved specific Church of England guidance and templates for PCCs to use when reporting Serious Incidents to it ("**PCC Guidance**"). The PCC Guidance separates Serious Incidents into two types: safeguarding Serious Incidents and all other Serious Incidents. Safeguarding Serious Incidents are reported in a different way from how all other Serious Incidents are reported and so there are separate delegations for reporting safeguarding and non-safeguarding Serious Incidents.
- 1.3 If a safeguarding incident occurs within the St. John the Baptist, Foxham PCC, the Safeguarding Officer (or, where there is no employed safeguarding officer, the person with responsibility for safeguarding in the PCC) (**PCCSO**) must inform the Diocesan Safeguarding Adviser (**DSA**) and respond to and manage the incident in accordance with the relevant House of Bishops' Safeguarding Policy and Guidance.
- 1.4 Where a non-safeguarding incident is identified, the Team Vicar or Churchwardens should be informed immediately. The Team Vicar or Churchwardens are responsible for taking such immediate steps or actions as may be required to secure and protect the St. John the Baptist, Foxham PCC property, assets and reputation, in accordance with any internal policies or procedures.
- 1.5 Below are two example template resolutions for the St. John the Baptist, Foxham PCC to complete and adopt.
 - 1.5.1 Section 2 is a resolution to delegate responsibility for reporting safeguarding Serious Incidents to the Charity Commission and the National Safeguarding Team.
 - 1.5.2 Section 3 is a resolution to delegate responsibility for reporting non-safeguarding Serious Incidents to the Charity Commission.

2. **DELEGATION of responsibility to report SAFEGUARDING Serious Incidents to the Charity Commission in accordance with the PCC Guidance**

2.1 *The following responsibilities are delegated to the St. John the Baptist, Foxham PCC Safeguarding Officer*

- Responsibility for contacting the DSA, if they consider a safeguarding Serious Incident may have occurred and providing the DSA with any information required.

- Responsibility for liaising with the DSA and reporting back to the PCC's trustees on the management and reporting of the safeguarding Serious Incident by the DSA and the Diocesan Secretary (**DS**), including:
 - if the DSA and DS consider that the incident does NOT need to be reported to the Charity Commission, why this is the case, for agreement by the PCC's trustees;
 - whether the incident will be individually reported or included in the next bulk report;
 - approval of a draft report for a high-risk incident (i.e. one which will be individually reported);
 - providing the St. John the Baptist, Foxham PCC's trustees with a copy of any safeguarding Serious Incident reports submitted to the Charity Commission by the Diocesan Secretary (**DS**) on behalf of the St. John the Baptist, Foxham PCC.

2.2 *The following responsibilities are delegated to the Diocesan Safeguarding Adviser and the Diocesan Secretary:*

- The DSA is responsible for deciding, in consultation with the DS, whether a safeguarding incident is sufficiently "Serious" to be reported to the Charity Commission and, if so, whether it should be reported individually or included in the next bulk report.
- The DSA is responsible for reporting back to the PCCSO on whether the incident is sufficiently "Serious" to be reported to the Charity Commission and, if so, whether the incident is to be individually reported or included in the next bulk report. If an incident does NOT need to be reported to the Charity Commission, the DSA should provide the PCCSO with an explanation of this decision, so the PCCSO can report back to the PCC's trustees for agreement.
- The DSA is responsible for preparing the safeguarding Serious Incident Report. Where the report relates to a high-risk incident (i.e. one which is to be individually reported), the DSA is responsible for providing the draft report to the PCCSO for approval by the PCC's trustees.
- The DS is responsible for submitting safeguarding Serious Incident reports to the Charity Commission, on behalf of the St. John the Baptist, Foxham PCC's trustees.
- The DS is responsible for sending copies of any Serious Incident reports submitted to the Charity Commission to the National Safeguarding Team and the PCCSO.

3. **DELEGATION of responsibility to report all OTHER Serious Incidents to the Charity Commission in accordance with the PCC Guidance**

- 3.1 The Team Vicar or Churchwardens are responsible for deciding whether, in accordance with the PCC Guidance, the incident is sufficiently Serious to require reporting to the Charity Commission. If a decision was taken that an incident does

NOT need to be reported to the Charity Commission, the reasons for this decision should be agreed with the St. John the Baptist, Foxham PCC's trustees and recorded in writing by the Team Vicar or Churchwardens.

- 3.2 The Team Vicar or Churchwardens are responsible for preparing and submitting the Serious Incident Report to the Charity Commission. Where the report relates to a high-risk incident, the draft report should be provided to the PCC's trustees for approval.
- 3.3 The Team Vicar or Churchwardens are responsible for providing the St. John the Baptist, Foxham PCC's trustees with a copy of any Serious Incident report submitted to the Charity Commission.

Appendix 18**Safeguarding Contact numbers**

Name	Role	Tel number
Rev Linda Carter	Team Vicar	01249 817926
Peter Rigby	Parish Safeguarding Officer	01225 704356
David Stevens	Parish Safeguarding Officer	01249 815337
Suzy Fatcher Jem Carter	Diocesan Safeguarding Adviser	01722 411922
Diocese of Salisbury	Emergency number	07500 664800 07469 857888 0303 0031111
Multi-Agency Safeguarding Hub	Children & Young People social care	0300 456 0108 or out of hours 0300 456 0100
Wiltshire Safeguarding Adults Board	Adult social care	0300 456 0111 or out of hours 0845 607 0888
Wiltshire Police	if emergency or imminent danger	101 or 999

These are the safeguarding contact numbers for St. John the Baptist, Foxham. Maintain confidentiality and seek no name advice if you do not have permission of the person you are concerned about (or the permission of their parent/guardian/carer where applicable) to use their names. However, if the person's safety is at immediate risk then this takes over from the responsibility to maintain confidentiality.