

# **Holy Trinity Church Washington**

## **Safeguarding Policy**

### **Aims and Purpose**

This document includes guidance and good practice to help the parish and individuals work towards a safer church for everyone.

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.

### **Safeguarding Roles and Responsibilities**

#### **In the Parish**

##### **The Incumbent and the PCC**

*The Incumbent and the PCC have a duty of care to ensure the wellbeing of the vulnerable in the church community. Their specific responsibilities are to:*

- Adopt and implement the House of Bishops' policy on 'Safeguarding Children' or the joint Safeguarding Principles and a Parish Policy and Procedure on safeguarding children and adults who may be vulnerable. A dated copy must be sent by email to the Diocesan Safeguarding Advisor (Beth Miller).

- Appoint a Parish Safeguarding Officer (the Designated Person) with special responsibility for safeguarding children and adults, to work with the Incumbent and the PCC to implement policy and procedures.
- Ensure that the Parish Safeguarding Officer and anyone having regular contact with children, young people and vulnerable adults is appointed according to Diocesan Safer Recruitment Guidelines, is trained and supported, provided with a copy of the parish safeguarding policy and code of practice for church workers.
- Deal promptly with allegations or suspicions of abuse in accordance with the Disclosures and Allegations Policy in consultation with the Diocesan Safeguarding Advisor.
- Display the Diocesan and Parish Safeguarding Policy and Procedures, the contact details of the Parish Safeguarding Officer on church premises and wherever possible on the church website.
- Ensure that known offenders or others who may pose a threat to children and young people are effectively managed and monitored in consultation with the DSA.
- During a vacancy, to ensure that information about all safeguarding matters is securely stored before passing on to the new Incumbent; the departing Incumbent should give the information to the Parish Safeguarding Officer who will inform the new Incumbent when they take up their post.
- Ensure there is appropriate insurance cover for all activities undertaken in the name of the parish.
- Review the implementation of the safeguarding children, young people and vulnerable adults policy, procedures and good practice, at least annually, and that a safeguarding report is presented to the Annual Parochial Church Meeting.

## **Churchwardens**

*In co-operation with the Incumbent, the PCC and the Parish Safeguarding Officer, to:*

- Ensure, that in the period of an incumbency vacancy, that the incumbent's safeguarding roles are fulfilled, in co-operation with the PCC and Parish Safeguarding Officer. Churchwardens should be supported by the Area Dean and advice and support can be sought from the Diocesan Safeguarding Adviser (Beth Miller).

- Pay attention to the specific needs of children and adults who may be vulnerable when undertaking routine Health and Safety inspections and risk assessments
- Ensure that risk assessments are carried out before new activities are undertaken (regular and one-off).
- Ensure that all parish activities are adequately insured.
- Receive complaints and grievances and ensure that the parish has procedures for responding to them.
- Ensure that the guidance for activities with children, young people and vulnerable adults are followed in all parish activities.
- Ensure that safeguarding requirements are included in all booking arrangements with organisations and individuals.

### **Parish Safeguarding Officer**

*To work with Incumbent and PCC to:*

- Implement and monitor the recommended parish policy and procedure on safeguarding children, young people and vulnerable adults, encouraging good practice and working closely with the incumbent on all safeguarding matters
- Contribute to the appointment of all volunteers and PCC employees in regular contact with children, young people and vulnerable adults (in accordance with the Diocesan Safer Recruitment Guidelines) and to work with the DBS Administrator to obtain necessary criminal records and renew these appropriately. **Eunice Pestell** has been appointed as the DBS Administrator.
- Compile and update annually a list of names of paid and voluntary workers and ensure that full recruitment procedures have been followed for each of them.
- May act as the 'Lead Recruiter' as defined by Churches Child Protection Advisory service.
- Actively encourage volunteers and PCC employees to undertake safeguarding training and keep a record of training taken.
- Receive, but not to investigate, any suspicions or allegations of abuse which may arise in the parish, including allegations against clergy, or licensed commissioned ministers and to inform immediately and subsequently liaise with the DSA (Beth Miller).
- Keep a log of incidents, allegations or concerns which may arise, storing recorded safely and securely in a locked cabinet, with access restricted to the PSO and the Incumbent.

- Send and update by email their contact details to the Diocesan Office.
- Report annually on safeguarding to the PCC and send annually by email a copy of the parish policy and procedure on safeguarding children, young people and vulnerable adults to the DSA.
- Attend Diocesan safeguarding training and undertake other safeguarding training as the opportunity arises.

## **Leaders and Helpers**

*In co-operation with the Incumbent, the PCC and the Parish Safeguarding officer to:*

- Implement healthy working practices
- Risk assess all activities
- Listen to other workers
- Protect yourselves
- Report to the Parish Safeguarding Officer or Incumbent concerns, however minor
- Induct and train others

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 **Valerie Wilson** as the **Parish Safeguarding Officer**

**Chair: The Reverend Teresa Walton**

**Churchwardens:** Barbara Fiddy and Audrey Scarr

**Policy was agreed by the PCC on 13<sup>th</sup> April 2025**

**Review date: 12<sup>th</sup> April 2026**