



# Parish Safeguarding Co-ordinator Induction

# Welcome to your new role!

The Church of England – Birmingham safeguarding team love to meet with safeguarding co-ordinators and are here to support you in your role with advice, opportunities for networking, training etc. If you'd like to meet with a member of the team to talk about your new role and the current safeguarding arrangements in your church please get in touch with us:

Email: [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com)

Tel: 0121 426 0407

We've brought together the key things you need to be aware of about safeguarding in this induction – this inevitably means a lot of information. It is there to raise your awareness and refer to when you need to – you do not necessarily need to act on everything all at once. Your church may have much of this in place already. Meeting with the diocesan safeguarding team, your vicar (or church wardens if you do not have a vicar) and the previous safeguarding co-ordinator (when this is possible) to understand the current status can be helpful.

# Our Website

This short induction aims to help you understand your responsibilities and where to go for help

Resources to support parishes, and information about safeguarding in The Church of England – Birmingham, are on our website:

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

# Safeguarding is everyone's responsibility

Safeguarding is fundamentally about human wellbeing – physical, emotional, sexual and spiritual. It is at the heart of the church's mission to promote human flourishing and life in all its fulness. It is at the heart of the gospel message because we are all God's people loved by God. The church should be a place for the whole community which provides a safe space in which all those who are created by God with all of our human frailties and vulnerabilities are loved and welcomed.

National Safeguarding Steering Group Report to General Synod July 2018 GS2092

# Your role is to ...

... advise your church on all safeguarding matters relating to children, young people and vulnerable adults

... receive concerns and allegations and ensure that proper advice is sought and proper referrals are made

... report concerns and allegations of harm in relation to a church officer and/or at a church activity to the Diocesan Safeguarding Officer within 24 hours

... contribute to the management of any safeguarding agreements in place in your church (e.g. agreements with convicted sex offenders attending your church)

# Your role is to ...

... ensure activities are being risk assessed and run safely by activity leaders

... ensure proper safer recruitment procedures are in place and being followed

... promote attendance at safeguarding training

... maintain safeguarding records

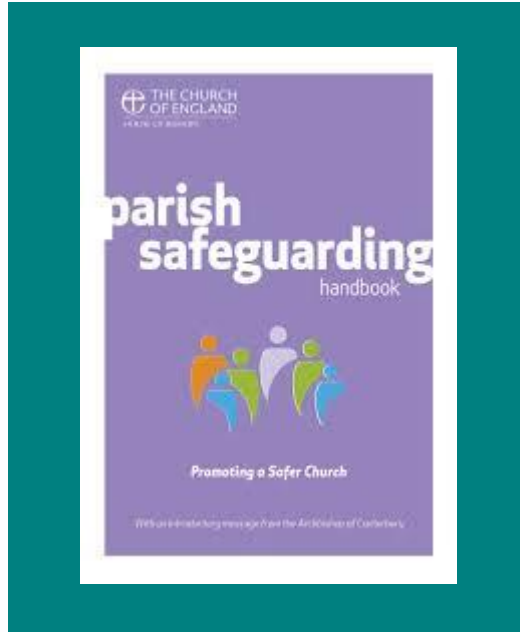
... report on safeguarding to the PCC, at least annually

# Working with others

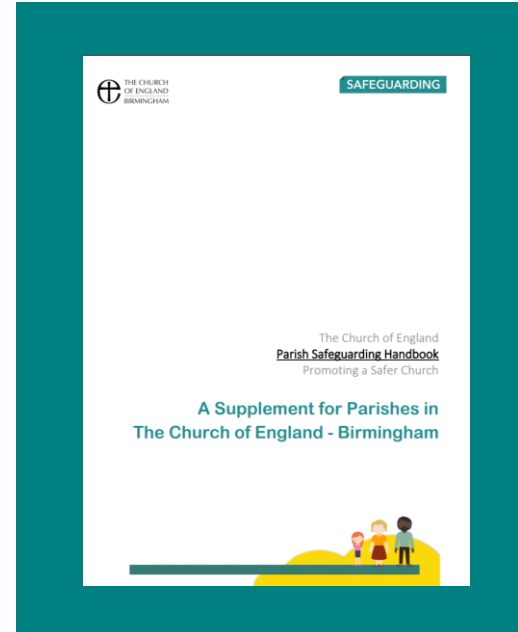
It is essential that you work in partnership with your vicar – or your church wardens, if you do not have a vicar - and with the PCC and activity leaders to create a safer environment and culture in your church



# 3 steps to simpler parish safeguarding ...



1. Follow the Parish Safeguarding Handbook



2. Check local procedures in Birmingham's Supplement



3. At a glance safeguarding on your Parish Dashboard

# Parish Safeguarding Handbook (2018)

This is **ESSENTIAL** reading.

It brings together in one place all the things a parish must do.

If your church does not have a copy it can be downloaded from The Church of England website -

<https://www.churchofengland.org/safeguarding/policy-and-practice-guidance> - under 'Practice Guidance'



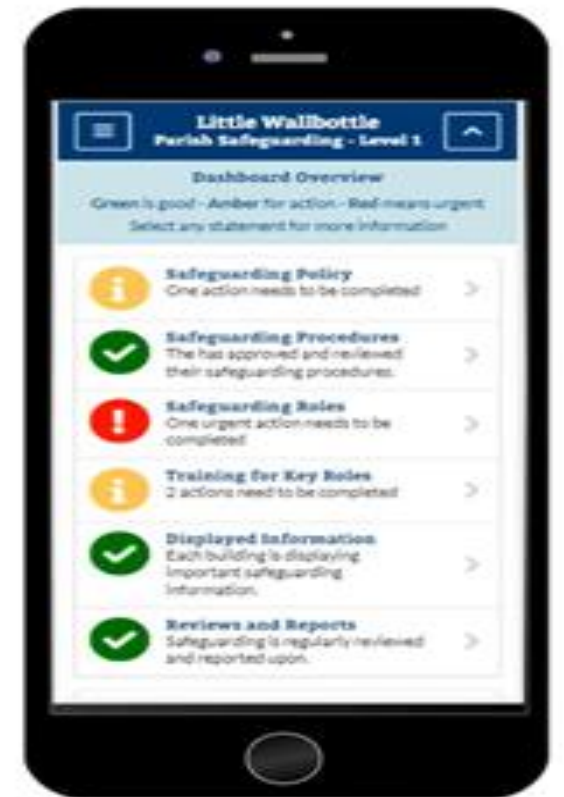
# Parish Safeguarding Dashboard

Use of the Dashboard is **ESSENTIAL ...**

... for the PCC to keep track of how well it complies with national policies using a simple 'traffic light' system and to produce reports/action plans for PCC meetings.

For an invite email:

[safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com)



Everyone has a responsibility to respond well to concerns and allegations of abuse – a PCC must ensure procedures are in place and known about to enable the church community to do this



# Reporting Concerns & Allegations



The Diocesan Safeguarding Officer is  
Steph Haynes

Email: [stephh@cofebirmingham.com](mailto:stephh@cofebirmingham.com)

Tel: 07343 993 844

You can report concerns using our online referral  
form at

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

Concerns and allegations must be referred to the  
Diocesan Safeguarding Officer within 24 hours

# Our reporting procedure...

When someone is  
unsafe **NOW** and  
needs immediate  
help – call 999



Are you unhappy, or seen  
or heard something about  
a child or adult that  
concerns you?



Say something!



**Tell** Parish Safeguarding Co-ordinator  
Vicar



**Tell**  
Bishops  
Safeguarding  
Advisor  
07342 993 844

Record It



Report It



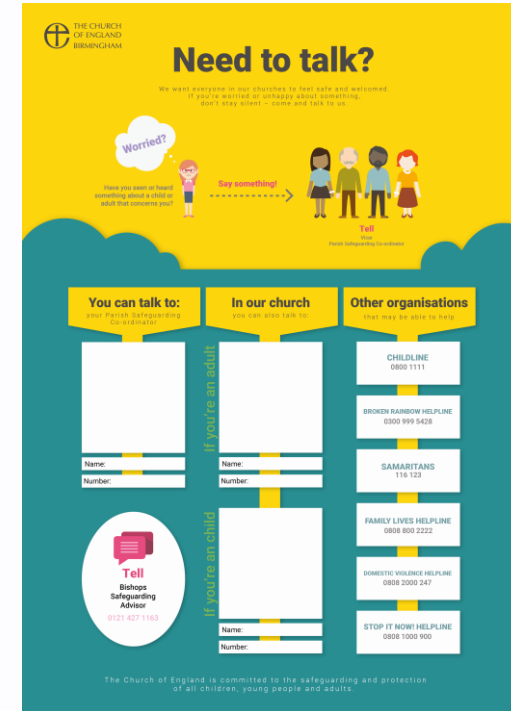
NEVER alert  
the alleged  
abuser



Work in partnership with statutory  
and support agencies and do not  
delay referrals to statutory agencies  
(e.g. if DSO can't be contacted  
straight away)

Raise awareness...

... of this procedure by displaying the 'Need to Talk' poster in your church



... and giving your volunteers 'A Small Guide to Safeguarding' and 'A Small Guide to Domestic Abuse'

# Copy safeguarding records to the Diocesan Safeguarding Officer

A copy of every safeguarding record you keep about a concern or allegation should be sent to the Diocesan Safeguarding Officer Adviser

Complete our online referral form at

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

or email to

[StephH@cofebirmingham.com](mailto:StephH@cofebirmingham.com) or [SarahR@cofebirmingham.com](mailto:SarahR@cofebirmingham.com)



# Concerns or allegations will include:

- Abuse/concern happens at a PCC approved activity
- A church officer has / is alleged to have committed abuse - in church or in another context (or you're worried the behaviour of the church officer may lead to abuse)
- Someone who is convicted of a sexual offence or a serious violent offence (incl domestic violence) is attending a PCC approved activity
- When the PCC's duty to report a concern to the Charity Commission and/or Disclosure & Barring Service is met
- there are concerns or allegations about a hirer
- there is media attention

# Responding to Disclosures...

## DO

- Keep calm
- Listen carefully to what is being said – at the person’s own pace
- Take it seriously and accept without judgement
- Reassure the person that they are not to blame and were right to speak out
- Explain what you need to do next
- Be honest – don’t make promises you can’t keep
- Be aware the person may have experienced harmful spiritual practices as well as other abuse
- Think carefully before offering scripture or prayer – especially if spiritual abuse is disclosed
- Be aware – it may be very difficult for a survivor to disclose to a cleric or at church or the vicarage if the abuse happened in the church context
- Discuss with the Parish Safeguarding Co-ordinator and/or Diocesan Safeguarding Adviser

# Responding to Disclosures...

## **DON'T**

- Show shock or jump to conclusions
- Keep it secret
- Question or push the person into giving details of the abuse – you're a listener and receiver of the disclosure, not an investigator
- Suggest the use of Matthew 18 or that the person speaks to their abuser
- Alert the alleged abuser
- Discuss with others who are not directly involved in helping the person – maintain confidentiality

# Sharing Information

You **MUST** always share information in order to protect a person(s) from harm - you do not need consent from the person to do this...

... but it is good practice to try to obtain consent and to tell the person who you are sharing with, and why, whenever possible, unless doing this may cause further harm or an unnecessary delay in getting help

# Sharing Information

There is an information sharing flowchart and advice for when an adult doesn't want you to share their information in the document 'Sharing Information – Vulnerable Adult Consent' on our website in the drop-down menu 'Responding to safeguarding concerns and allegations, children, young people & adults' at

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

Information about UKGDPR (the UK General Data Protection Regulation) for parishes is available at

<http://www.parishresources.org.uk/gdpr/>

# Record keeping...

- Keep records factual and record professional, not subjective, judgements – remember a person has a right to see their records unless it's unsafe
- When it's safe and appropriate, show the record to the person who reported the concern, allegation or disclosure and agree with them that it is an accurate account of what they have said

# Record keeping...

- Record safeguarding concerns and allegations and keep the records for 75 years
- Control access to safeguarding records and keep safely & securely

For further information see the Record Keeping drop-down menu on the Parish Safeguarding page of our website at

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

# Policies

Your PCC must have the following policies:

- A safeguarding policy which includes a statement adopting the Promoting a Safer Church policy statements

*or*

- A safeguarding policy and a separate Promoting a Safer Church policy commitments statement

- Domestic Violence
- Recruitment of Ex-offenders
- Complaints & Whistleblowing

You will find templates on our website at

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



# House of Bishops' Policies

A PCC must adopt and implement all House of Bishops' and diocesan safeguarding policies and practice guidance

The key responsibilities for a PCC are outlined in the Parish Safeguarding Handbook and included on the Parish Safeguarding Dashboard

You can download the current House of Bishops' policies at <https://www.churchofengland.org/safeguarding/policy-and-practice-guidance>

# PCC Safeguarding Action Plan

Safeguarding must be a regular item on the PCC's agenda and there must be a safeguarding statement in the APCM report.

The Parish Safeguarding Co-ordinator must provide regular safeguarding reports to the PCC

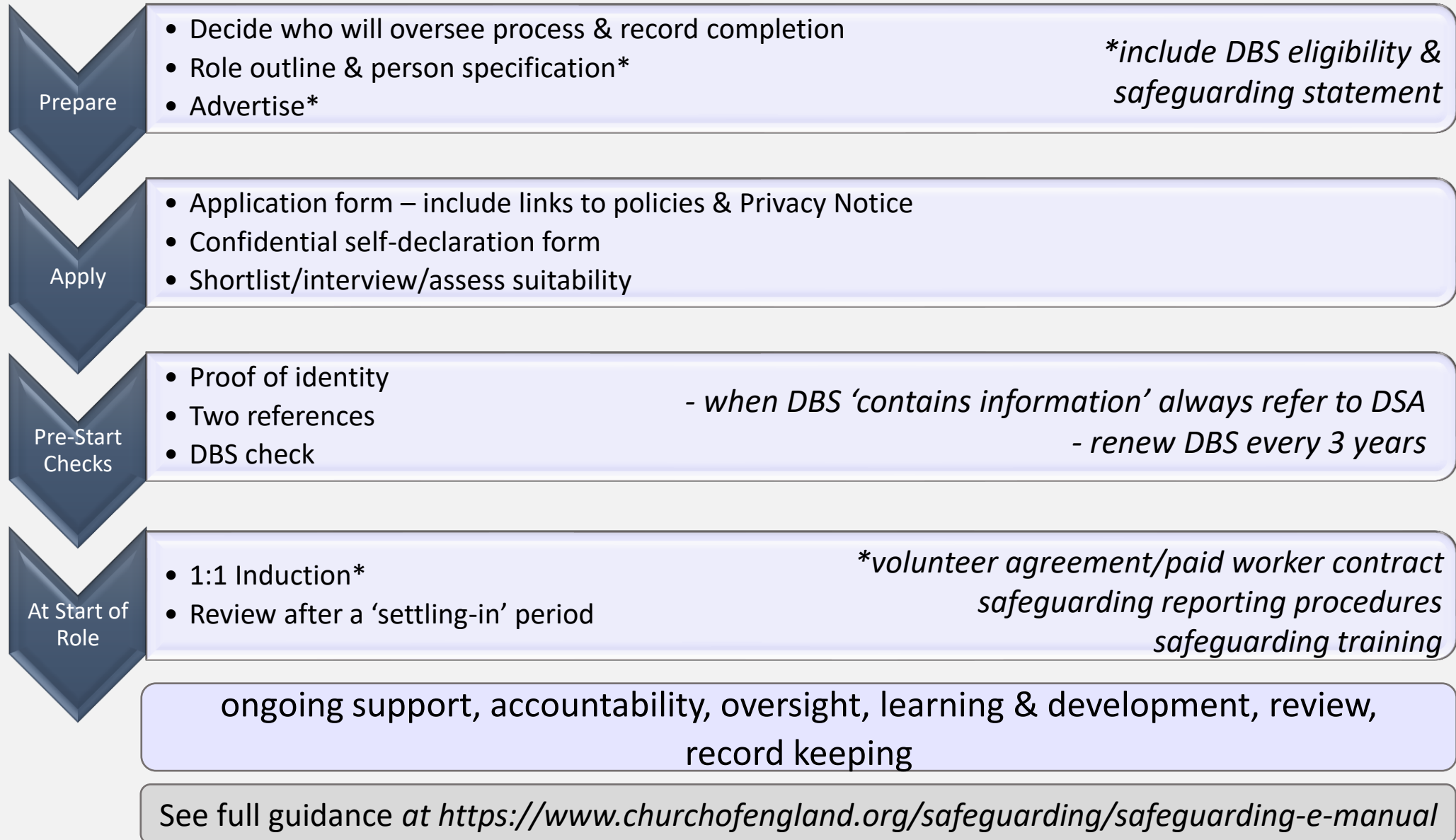
The PCC must produce a safeguarding action plan, at least annually. The Parish Safeguarding Dashboard will produce your action plan/report for you.

We are a community that values the life God has created in all its fullness and cares about each individual

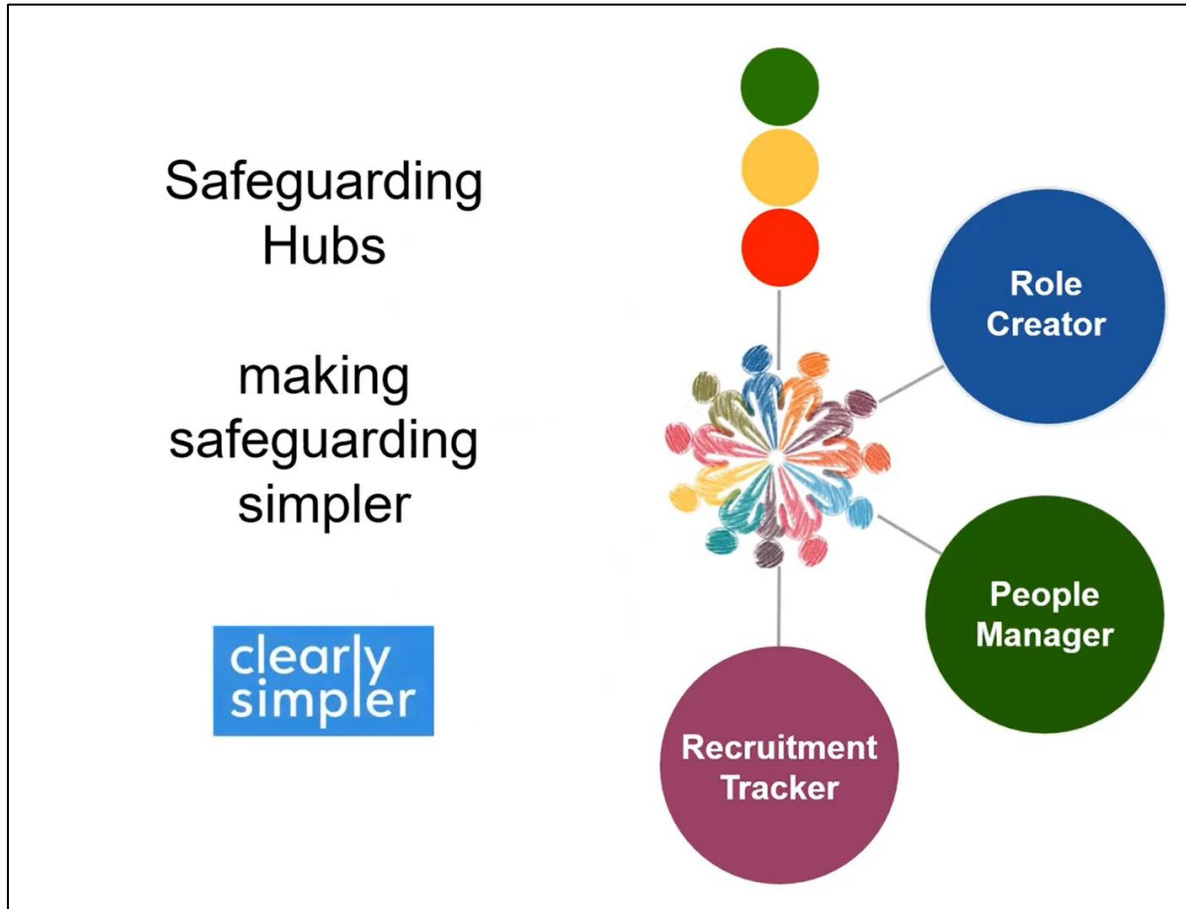


– the PCC has a responsibility to support volunteers and workers for their roles through safer recruitment, support, training and opportunities to review and develop good practice

# Safer Recruitment Summary



# Safeguarding Hub



The Safeguarding Hub is an add-on to your Safeguarding Dashboard that helps you record and track recruitment, DBS and training for volunteers and employees. It includes role outlines and templates.

For an invite email:

[safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com)

# Safer Recruitment

The PCC is responsible for work with children, young people or vulnerable adults and all PCC members must have a DBS check

PCC members do not need to provide references (they are elected officials) but must complete a confidential self-declaration form.

If a PCC member is also working with children, young people or vulnerable adults they will need references for this additional role

# Safer Recruitment

A PCC must appoint at least one Parish Identity Verifier to access the online DBS application system. Download a form to register a new Parish Identity Verifier from our website at <https://www.cofebirmingham.com/safeguarding/safer-recruitment/>

Once registered, the Lead Parish Identity Verifier can download a list of all the online DBS checks that have been processed for the parish since 2014

DBS checks need to be renewed every three years – the parish identity verifier can use the Safeguarding Hub for reminders to renew.

# Safer Recruitment

Parish Safeguarding Co-ordinators must complete Safer Recruitment Training 'online' at

<https://safeguardingtraining.cofeportal.org/>

***and*** read our safer recruitment induction at

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



# Safeguarding Training

All volunteers and employees must do safeguarding training – even if their role does not involve contact with vulnerable people

complete the awareness safeguarding module online at  
<https://safeguardingtraining.cofeportal.org/>

# Safeguarding Training

Volunteers working with children, young people or vulnerable adults must do safeguarding training

complete awareness *and* foundation safeguarding modules  
online at <https://safeguardingtraining.cofeportal.org/>

# Church Wardens and PCC members

The online awareness, foundation and raising awareness of domestic abuse modules are a **requirement** for PCC members complete at <https://safeguardingtraining.cofeportal.org/>

Church Wardens of a parish in vacancy must also complete Leadership training – book at <https://www.cofebirmingham.com/safeguarding/safeguarding-training/>

# Safeguarding Training

Safeguarding training for all roles must be renewed every 3 years

Details of training for Parish Safeguarding Co-ordinators are on our website at:


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

# Networking & Keeping You Up To Date..

- Parish Safeguarding Co-ordinators **Resourcing & Recognition Day** – annually in the spring term
- **Drop-Ins & Deanery Events** for co-ordinators to receive updates and advice from the safeguarding team and network with other co-ordinators
- Regular **e-updates** – make sure we have your correct email address



Book on our website at <https://www.cofebirmingham.com/info-for-parishes/safeguarding/safeguarding-training/>

# Good Practice Guides for Leaders & Helpers

 THE CHURCH OF ENGLAND BIRMINGHAM

**SAFEGUARDING**

## A Brief Guide to the Categories of Abuse for Leaders & Helpers




 THE CHURCH OF ENGLAND BIRMINGHAM

**SAFEGUARDING**



## A Guide to Safeguarding Ourselves in Pastoral Relationships




 THE CHURCH OF ENGLAND BIRMINGHAM

**SAFEGUARDING**



## A Guide to Safeguarding Children & Young People for Leaders & Helpers



 THE CHURCH OF ENGLAND BIRMINGHAM

**SAFEGUARDING**

## A Guide to Safeguarding Vulnerable Adults for Leaders & Helpers



 THE CHURCH OF ENGLAND BIRMINGHAM

**SAFEGUARDING**

## A Guide to Domestic Abuse for Leaders & Helpers



# Safe practice on social media

 THE CHURCH OF ENGLAND BIRMINGHAM

**SAFEGUARDING**

## A Guide to Using Social Media for Leaders & Helpers



Sign up to the Church of England's Digital Charter.

Find out more at [churchofengland.org/charter](http://churchofengland.org/charter)

**#CofECharter**



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

## Your community in the Church of England

Churches should be safe places where you and your family can worship.

You should be able to express your opinion about your faith, beliefs and lifestyle and feel comfortable to ask questions of your leader.

We want you to know that you can talk with us about anything, even if it feels awful or small. This might be about home, school or the Church of England community.



## Your leaders and helpers

Should never touch you in a way that is upsetting or involves you keeping a secret. Sometimes, if you are sad they might want to give you a hug. This should only be if you have said yes.

If they give you a lift they should have your parent's permission.

Should treat you with respect.

If they want to take a photograph of you they should have permission from you and your parents.

Should help you if there is anything you don't understand.

Should not be on their own with you unless they have special permission from your parents and the vicar. This might be the case if you are having a music lesson or a mentoring session.

Should set a good example to you in the way that they behave, they should not be rude or have favourite children.

Should not be friends with you on social media through their personal account. They should message in a group chat or with your parents.





# Working Safely

## Advice and example forms

- including our leaflets to give to your leaders and helpers –

are on the Working Safely with the Vulnerable page of our website at

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



**Steph Haynes** – concerns  
Diocesan Safeguarding Officer



07342 993844



[stephh@cofebirmingham.com](mailto:stephh@cofebirmingham.com)



**Claire Wesley** – learning,  
development, policy, Dashboard &  
Hub



0121 426 0407



[clairew@cofebirmingham.com](mailto:clairew@cofebirmingham.com)



**Sarah Rose** – concerns & safer  
recruitment



0121 426 0407



[sarahr@cofebirmingham.com](mailto:sarahr@cofebirmingham.com)



**Peter Cozens** – training support



0121 426 0407



[safeguardingsupport@  
cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com)

# Local Authority Social Care Contact Numbers

## Children's Services:

0121 303 1888 (Birmingham)

0121 569 3100 (Sandwell)

0121 788 4300 (Solihull)

0800 1313 126 (Staffordshire)

01926 414144 (Warwickshire)

01905 822666 (Worcestershire)

## Adult Services:

0121 303 1234 (Birmingham)

0121 569 2266 (Sandwell)

0121 704 8007 (Solihull)

0345 604 2719 (Staffordshire)

01926 412080 (Warwickshire)

01905 768053 (Worcestershire)

Contact the local authority where the person lives – this may not be the same as the local authority where the church is

# Helplines for further support

NSPCC

Childline

Family Lives

Samaritans

Elder Abuse

Domestic Violence

Men's Domestic Violence

LGBT Domestic Violence

National Association of People Abused in Childhood

Stop It Now!

[help@NSPCC.org.uk](mailto:help@NSPCC.org.uk)

0800 1111

0808 800 2222

116 123

0808 808 8141

0808 2000 247

0808 801 0327

0300 999 5428

0800 085 3331

0808 1000 900

# Safe Spaces

Safe Spaces is a free and independent support service, providing a confidential, personal and safe space for anyone who has been abused by someone in the Church or as a result of their relationship with the Church of England, the Catholic Church of England and Wales or the Church in Wales.

Although the churches have funded the service, it is run independently by the charity Victim Support, who are one of the leading charities providing specialist support to survivors of abuse in England and Wales.

More information at

<https://www.safespacesenglandandwales.org.uk/>

Helpline: 0300 0303 1056



# Websites for further information / resources

[www.nspcc.org.uk](http://www.nspcc.org.uk)

[www.womensaid.org.uk](http://www.womensaid.org.uk)

[www.restoredrelationships.org](http://www.restoredrelationships.org)

[www.stopitnow.org.uk](http://www.stopitnow.org.uk)

[www.scie.org.uk](http://www.scie.org.uk)

[www.ceop.police.uk](http://www.ceop.police.uk)

[www.elderabuse.org.uk](http://www.elderabuse.org.uk)

[www.ageuk.org.uk](http://www.ageuk.org.uk)

[www.barnardos.org.uk](http://www.barnardos.org.uk)

[www.spiritualabuse.com](http://www.spiritualabuse.com)

[www.modernslavery.co.uk](http://www.modernslavery.co.uk)

[www.forwardcarers.org.uk](http://www.forwardcarers.org.uk)

Thanks for reading this induction –  
call or email the safeguarding team if  
you need further help

[safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com)

0121 426 0407