



Promoting a Safer Diocese

A Safeguarding Policy for the Diocese of London

Foreword by the Bishop of London

The calling of the Church is to respond to the gospel of God's love in Christ and to live out its discipleship in worship and mission. Its witness is seen in the type of community it is, including the welcome that it offers to others. The church's intention should be to value every human being as part of God's creation, made in the image of God.

In my role as the Bishop of London I visit many parishes and projects across the Diocese. I am struck by the vibrant and diverse ways in which we are living out this calling. Large numbers of children, young people and adults attend churches across this city every day of the week – for clubs, talks, discussions, drop-ins, worship, prayer and a whole range of other activities. One of the great blessings is the diversity of those who are touched by these activities in our churches.

At the heart of our calling as a church is the desire to share the good news of Christ with all people – with a particular concern for those in most need. ALL are welcome. Indeed, many people who may be vulnerable are attracted to our churches because they are seen as a safe space. Jesus' teachings and interactions with people challenge us to respect and protect those who are entrusted into our care as church leaders, particularly those who are vulnerable. He also shows us how to respond with compassion when someone has been harmed: to stop, to listen deeply and then to act.

Our commitment to this deeply compassionate welcome brings with it a great challenge to the Diocese and our worshipping communities to:

- Respond promptly to every safeguarding concern or allegation
- Care pastorally for victims/survivors of abuse and other affected persons
- Care pastorally for those who are the subject of concerns or allegations of abuse and others affected persons
- Respond to those that may pose a present risk to others
- Promote a safer environment and culture
- Safely recruit and support all those with any responsibility related to children, young people and vulnerable adults within the Church

To this end, under the leadership of the Head of Safeguarding, we are working to ensure that everyone has up to date safeguarding knowledge appropriate to their role, so that we can continue to build a culture of informed vigilance, fulfilling our safeguarding responsibilities with the utmost care. I commend to you this Safeguarding Policy for the Diocese of London as our commitment to play our full part in the 'whole church approach' to safeguarding adopted by the Church of England in the House of Bishops' policy statement, updated in September 2023.

Abuse occurs when there is an abuse of power. Throughout Scripture there is a consistent message that those who abuse, exploit and oppress are opposing the kingdom of God and the way things are supposed to be in God's created order. Thank you for all that you are doing to create safer churches and a safer diocese, as together we build communities which embody the transformational love of God.

The Rt Revd & Rt Hon Dame SARAH ELISABETH MULLALLY DBE , B.Sc, M.Sc, D.Sc (Hon)



Safeguarding Policy

1 Introduction

- 1.1 The care and protection of children, young people and vulnerable adults¹ who are involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a Safer Church for all. This Safeguarding Policy is based on the Safeguarding Policy Statement of the Church of England that was agreed and published by the House of Bishops in 2017. It sets out the Safeguarding Policy of the Diocese of London and in particular a summary of the roles and responsibilities of all church bodies and office holders as we work together to protect children, young people and vulnerable adults who are involved in church activities.
- 1.2 This policy makes six overarching policy commitments:
 - 1.2.1 To promote a safer environment and culture.
 - 1.2.2 To enable and ensure safe recruitment practice and to support all those within the Church with any responsibility related to children, young people, and vulnerable adults.
 - 1.2.3 To respond promptly to every safeguarding concern or allegation.
 - 1.2.4 To offer pastoral care to victims/survivors of abuse and other affected persons.
 - 1.2.5 To offer pastoral care to those who are the subject of concerns or allegations of abuse and other affected persons.
 - 1.2.6 To respond well to those who may pose a present risk to others.
- 1.3 Under section 5 of the Safeguarding and Clergy Discipline Measure 2016, all clergy, bishops, archdeacons, Licensed Lay Ministers and lay workers, churchwardens and PCCs must have 'due regard' to safeguarding guidance issued by the House of Bishops (this will include both policy and practice guidance). A duty to have 'due regard' to the guidance means that the person under the duty is not free to disregard it but is required to follow it unless cogent reasons exist for not doing so ('Cogent' for this purpose means clear, logical, and convincing). Failure by clergy to comply with the duty imposed by the 2016 Measure may result in disciplinary action.
- 1.4 This Policy is supported by detailed Practice Guidance and reference documents developed by the National Safeguarding Team (NST), which can be viewed and downloaded [on their website](#).
- 1.5 In addition, the Diocesan Safeguarding Team (DST) continues to develop a range of guidance which can be accessed [on the diocesan website](#).

¹ Although the term 'vulnerable adults' is used in this policy to be consistent with House of Bishops Policy and Practice Guidance, the term 'adults at risk' may be used interchangeably.

2 Safeguarding Policy Statement

- 2.1 We are committed to safeguarding as an integral part of the life and ministry of the Church. Safeguarding means the action the Church takes to promote a safer culture and ensure that those who work, volunteer and worship in or visit our churches are kept safe. As such, we will promote the welfare of children, young people and adults, work to prevent abuse from occurring, seek to protect those who are at risk of being abused and respond well to those who have been abused. We will take care to identify where a person may present a risk to others and offer support to them whilst taking steps to mitigate such risks.
- 2.2 The Diocese of London affirms the ‘Whole Church’ approach to safeguarding adopted by the Church of England. This approach encompasses a commitment to consistent policy and practice across all Church bodies within the Diocese. All Clergy and Church Officers, and indeed everyone associated with church activities across the Diocese and who may encounter children, young people, and vulnerable adults, has a role to play.
- 2.3 The Diocese will take appropriate steps to maintain a safer environment for all and to practice fully and positively Christ’s Ministry towards children, young people, and vulnerable adults, responding sensitively and compassionately to their needs to help keep them safe from harm.

3 Foundations

- 3.1 In developing its safeguarding policy, the Church of England has been guided by the following foundations, which will also guide implementation of this policy within the Diocese:

3.1.1 The Gospel

The Church is called to share the good news of God’s salvation through Jesus Christ and the call to repentance and faith through Jesus Christ. The life of our communities and institutions is integral to how we address this task. The good news speaks of welcome for all, with a particular regard for those who are most vulnerable, into a community where the value and dignity of every human being is affirmed and those in positions of responsibility and authority are truly trustworthy. Being faithful to our call to share the gospel, therefore, compels us to take with the utmost seriousness the challenge of preventing abuse from happening and responding well where it has.

3.1.2 Human Rights and the Law

We recognise the personal dignity and rights of all children, young people and adults, as enshrined in the Human Rights Act 1998 and the 1989 United Nations Convention on the Rights of the Child. Safeguarding work is undertaken within a legislative framework supported by government guidance which sets out a range of safeguarding duties, responsibilities, and best practice to which we will adhere.

3.1.3 Core Principles

The following key principles underpin our approach to safeguarding practice:

- The welfare of the child, young person and vulnerable adult is paramount.
- Integrity, respect and listening to all.
- Transparency and openness.
- Accountability.
- Collaboration with key statutory authorities and other partners.
- Use of professional safeguarding advice and support both inside and outside the Church.
- A commitment to the prevention of abuse.
- Proactive management of risk.
- Promoting a culture of informed vigilance.
- Ensuring that case reviews and audit activity lead to improved process and response.

3.1.4 Good Safeguarding Practice

We will promote and maintain a safer culture that protects and promotes the welfare of children, young people, and vulnerable adults, and to do so we will ensure:

- A leadership commitment, at all levels, to the importance of safeguarding and promoting the welfare of children, young people, and vulnerable adults.
- A safeguarding policy that is available to Church Officers.
- A clear line of accountability within the Diocese of London for work on safeguarding.
- Clear reporting procedures to deal with safeguarding concerns and allegations.
- Clear roles for Church Officers.
- Practice and services informed by ongoing learning, review and by the views of children, young people, families, vulnerable adults and, those who are survivors of abuse within a church setting.
- Safer recruitment procedures are in place.
- Clear arrangements for support and/or supervision.
- Safeguarding training is made available to all Church Officers working with or in contact with children, young people and/or vulnerable adults.
- Effective working with statutory and voluntary sector partners.
- Publicly advertised arrangements for children, young people, and vulnerable adults to be able to speak to an independent person, as required.
- Complaints and whistleblowing procedures that are well publicized.
- Effective information sharing.
- Good record keeping.

3.1.5 Learning from the past

In recent years, statutory reports and independent reviews into abuse that have involved the Church of England and other faith organisations highlight past failings and significant lessons to be learnt to improve safeguarding. As a Diocese we continue to commit to a journey of truth, healing, learning, and to prevent any form of abuse or neglect.

The Diocese is committed to learning from both our own past failings and those of the wider church, by ensuring that lessons learned are used to improve our response to future safeguarding concerns and how we equip and support all those with a role to play in ensuring a safer diocese. We are committed to listening to the views of survivors of abuse so that we can ensure that their voice shapes our future practice.

4. Policy Commitments

Based on the foundations outlined above, the Diocese of London has adopted the following policy commitments of the Church of England:

4.1 Promoting a safer environment and culture

All Church Officers will respect all children, young people and vulnerable adults and promote their well-being. We will strive to create and maintain an environment that is safe for all.

- We want to promote well-being, prevent abuse, and create a nurturing and caring atmosphere within our churches for children, young people, and vulnerable adults.
- We will continuously improve by providing training and support to our staff, clergy, officers, and volunteers in line with the House of Bishops' practice guidance.
- We will communicate effectively, ensuring that we put our learning into practice and our governance and quality assurance processes support our Safer Churches practice improvement programme of work.
- We will support all Church Officers adhere to safer working practices and will challenge the abuse of power.
- We will ensure that we have people who listen to and advocate on behalf of children, young people, and vulnerable adults within the knowledge that they will be cared for.

4.2 Safely recruiting and supporting all those with any responsibility related to children and vulnerable adults within the Church.

We will select and vet all those with any responsibility related to children, young people, and vulnerable adults within the Church, in accordance with the House of Bishops' safeguarding policy and practice guidance. This will be done by providing and coordinating consistent and accessible safeguarding training in accordance with practice guidance.

4.3 Responding promptly to every safeguarding concern or allegation.

Anyone who reports a safeguarding concern or allegation of current or non-recent abuse or neglect, will be responded to respectfully and in a timely manner. This will be in line with statutory child and adult safeguarding procedures and the House of Bishops safeguarding practice guidance. All safeguarding concerns or allegations will be recorded in line with the House of Bishops safeguarding practice guidance. All concerns or allegations, that reach the threshold for reporting to the statutory authorities, will be reported via the Diocesan Safeguarding Team or designated safeguarding adviser/officer in another church body to the appropriate statutory authorities. The status of the complainant or person against whom the allegations are made is irrelevant.

We will expect Church Officers to cooperate with the statutory authorities where they are involved. In responding to concerns or allegations of abuse relating to Church Officers, the Church will act in accordance with the requirements of criminal, civil and ecclesiastical law, and will respect the rights and safeguards afforded both to the victim/survivor and the subject of concerns or allegations.

4.4 Caring pastorally for victims/survivors of abuse and other affected persons.

We will offer care and support to all those who have been abused or neglected, regardless of the type of abuse, when or where it occurred.

The Diocese is committed to continuing to learn how to respond in a supportive and healing way to the needs of those who have suffered abuse. Those who have suffered abuse within the Church will receive a compassionate response, be listened to and be taken seriously. The Church will respond to any disclosure of abuse in accordance with House of Bishops practice guidance. This will be in collaboration with the relevant statutory agencies and in accordance with criminal, civil and ecclesiastical law. They will be offered appropriate pastoral care, counselling, and support - according to the agreed need. An appropriate pastoral response to the family, parish, congregation, or order will be considered, with due regard to the right of privacy of those directly involved, and to the administration of justice.

4.5 Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.

The Diocese and its Church Officers, in dealing with any safeguarding concerns or allegations of abuse, will respect the rights under criminal, civil and ecclesiastical law of those named or against whom allegations are made. A legal presumption of innocence will be maintained during the statutory and Church inquiry processes. As the process progresses additional assessment, therapy and support services may be offered. The Diocese will take responsibility for ensuring that steps are taken to protect others when any Church Officer is considered a risk to children, young people, and vulnerable adults. This will be done by identifying risks through risk assessments and any recommended actions reflected in safeguarding agreements. Officers who are the subject of concerns or allegations of abuse belong to families, congregations, and church communities. We will be mindful of the need to provide support to members of families, parishes and congregations affected by the behaviour of the Church Officers in such situations.

4.6 Responding to those who may pose a present risk to others.

Our churches, based on the message of the gospel, open their doors to all. We will offer pastoral care and support to any member of the church community who may present a known risk. We will ensure that any risk is assessed and then managed through a safeguarding agreement in accordance with House of Bishops practice guidance. This will be done in collaboration with the relevant statutory agencies and in accordance with criminal, civil and ecclesiastical law and reviewed regularly.

5. Putting the policy into action.

- 5.1 This Policy will underpin all safeguarding work within the Diocese and the drive to improve safeguarding practice and create a safer diocese. We will ensure that:
- All Church Officers have access to and understand this Policy.
 - The Policy is promoted and publicised across the Diocese and its churches.
 - The Church's safeguarding message is communicated as reflected in the policy.
 - We have a "Promoting a Safer Diocese" action plan in place that sets out, in line with national and local priorities, how the policy is being put into action and is reviewed regularly.
 - We will support churches and church groups across the Diocese in implementing this policy at a local level.
- 5.2 All parts of the Diocese, including Parochial Church Councils, are required to adopt or take account of this Policy within their own safeguarding policy.
- 5.3 The Cathedral, which has its own safeguarding policy, will take account of the House of Bishops' Policy Statement and Practice Guidance and the Diocesan Policy. A Memorandum of Understanding is in place to ensure the development of appropriate safeguarding arrangements in the Cathedral, including advice from the Head of Safeguarding where appropriate. The Head of Safeguarding (or deputy) attends the Cathedral Safeguarding Advisory Panel, and a representative of the Cathedral Chapter will attend the Diocesan Safeguarding Advisory Panel (DSAP).
- 5.4 A summary of all diocesan responsibilities is attached at appendix 1, along with an overview of our safeguarding arrangements at appendix 2. A summary of all parish roles and responsibilities is attached at appendix 3. A more detailed description of these can be found in the 2017 Practice Guidance [Key Roles and Responsibilities of Church Office Holders and Bodies](#). The Diocesan Safeguarding Team will provide specific support as required and can be contacted on 020 7932 1124.
- 5.5 A [Parish Handbook](#) has been developed by the National Safeguarding Team and has been adapted specifically to the needs of the Diocese. It incorporates the duties and responsibilities of the core roles and bodies within each parish and gives advice on safer recruitment and safer ways of working, as well as actions to take where safeguarding concerns are raised. Specific advice and support can be obtained from the Diocesan Safeguarding Team.
- 5.6 In line with the House of Bishops' [Safeguarding Learning and Development Framework](#) "all clergy, role holders and volunteers are required to undertake safeguarding training appropriate to their role every three years". The current training programme is outlined on the [safeguarding pages of the diocesan website](#). Specific advice and support can be obtained from the Diocesan Safeguarding Team.

Final

Updated following the Diocesan Bishops Council of June 2018.

Updated July 2023 by Head of Safeguarding

Date of next review: January 2024.

Appendix 1 Promoting a safer diocese - Diocesan key roles and responsibilities.

(Where appropriate these are reflected in the job descriptions for roles or the terms of reference for meetings or steering groups).

Office holder or body and required level of training	Responsibilities overview in line with Practice Guidance (2017) Key roles and responsibilities of church office holders and bodies
<p>Diocesan Bishop</p> <p>Required training up to Senior Leadership every three years</p>	<ul style="list-style-type: none"> • Ultimately responsible for ensuring good safeguarding arrangements and practice in the Diocese in line with the House of Bishops’ safeguarding policy and guidance. • Discharging her legal duties to have regard for safeguarding in the authorizations of ministers and the exercise of discipline. • Ensure that the Diocese develops a Diocesan Safeguarding Strategy that is informed by the national ‘Promoting a Safer Church’ Business Plan. • Ensure that the Diocese has arrangements in place to monitor and support safeguarding arrangements in parishes. This should include monitoring as part of the Archdeacons’ responsibilities and visitations. • Ensure that the Diocese reviews progress annually.
<p>Diocesan Bishops Council (Trustees)</p> <p>Required training: Basic and Foundation every three years.</p>	<ul style="list-style-type: none"> • Adopt and implement the House of Bishops’ safeguarding policy and practice guidance. • Develop and implement the Diocesan Safeguarding Strategy and receive two reports per year on progress, including one from the Independent Chair of the Diocesan Safeguarding Advisory Panel; • Ensure that there is adequate safeguarding resource in the Diocese. • Ensure clear lines of accountability between the Diocesan Bishop and key diocesan staff, including the Diocesan Safeguarding Officer and Diocesan Safeguarding Advisers. • Ensure safer recruitment and training of any church officers working with children, young people and/or vulnerable adults who are employed by the LDF. • Undertake risk management oversight of safeguarding arrangements in the Diocese.
<p>Diocesan Safeguarding Advisory Panel</p> <p>Required training: Basic and Foundation every three years.</p>	<ul style="list-style-type: none"> • Oversees safeguarding arrangements in the Diocese. • Offers external expertise and challenge to the diocese on safeguarding matters. • Advises and makes recommendations to the Diocesan Bishop and senior leadership team on the development and effectiveness of safeguarding arrangements. • Seeks to ensure the implementation of House of Bishops’ safeguarding policy and practice guidance. • Have regard to the rigor of the diocesan arrangements to respond to allegations against church officers, manage risk and support victims/survivors of abuse. • Seek to ensure that effective arrangements, including information sharing is in place with statutory partners. • Advise on arrangements to support and monitor the implementation of good safeguarding practice in parishes. • Consider information and themes from quality assurance processes e.g. diocesan self-assessments, lessons learnt reviews, independent audits and file audits to make recommendations to improve safeguarding arrangements; • Receive anonymised management information relating to case work, including risk assessments, and safeguarding agreements that the diocese has completed to maintain oversight of safeguarding work. • Monitor the diocesan requirements relating to safer recruitment, DBS Disclosures and safeguarding training and advise accordingly. • Contribute to the Diocesan Safeguarding Strategy and its annual progress review. • Advise the National Safeguarding Team if the DSAP continues to consider that a safeguarding matter is not being dealt with properly in the Diocese or other church body. • Review progress annually and report this to the Bishop and the Diocesan Bishop’s Council.

<p>General Secretary (ultimate responsibility but largely delegated to Head of Safeguarding as the Centre of Expertise and Director of People from an organizational line management perspective)</p> <p>Required training up to Senior Leadership level every 3 years</p>	<ul style="list-style-type: none"> • Uphold the Diocesan Safeguarding Policy and philosophy and implement it for LDF as the employer • Overview of the implementation of the Diocesan Safeguarding Strategy. • Work with the Head of Safeguarding when responding to a safeguarding concern or allegation against a church officer who is a diocesan employee. • Identify and manage areas of safeguarding risks for LDF • Work with the Diocesan Registrar to ensure legal compliance and good practice when relevant.
<p>Director of People</p> <p>Required training up to Senior Leadership level every 3 years</p>	<ul style="list-style-type: none"> • Provide support and accountability for the Head of Safeguarding, who is the senior safeguarding professional • With the Head of Safeguarding: <ul style="list-style-type: none"> ○ Ensure that there are clear and agreed standards for the safeguarding service ○ Ensure there is a good strategic approach to ensure those standards are met ○ Ensure that the Safeguarding team are effectively addressing the standards and strategic priorities and providing good safeguarding services ○ Ensure that there is appropriate resource to deliver the safeguarding services • With the Head of Safeguarding coordinate the Diocesan Safeguarding Steering Group (DSSG) and with the chair of the DSSG ensure it is well run and its membership is periodically refreshed • Ensure there is regular reporting to the DSSG, trustees and senior staff and that the Bishop of London is kept informed on casework, performance and risk • Ensure that safeguarding is afforded a high priority across the Diocese and along with the Head of Safeguarding, assist the Bishop of London to ensure ongoing culture change across the Diocese which supports our 2030 Vision • Ensure that appropriate safeguarding mechanisms and expertise underpin the Diocese’s recruitment and risk assessment procedures

<p>Head of Safeguarding, the designated Diocesan Safeguarding Officer for the Diocese of London (under the leadership of the Director of People)</p> <p>Required training up to Senior Leadership level every 3 years</p>	<p>Functions of the Diocesan Safeguarding Adviser are set out in the Diocesan Safeguarding Advisors Regulations 2016, these include:</p> <ul style="list-style-type: none"> • Where an allegation that a child or vulnerable adult has suffered abuse is made against a bishop or other church officer in the Diocese or against any other person, advising on whether the allegation should be referred to the police for investigation; and, if the advisor thinks it should be so referred, making the referral”. • Co-operating with, and supporting the work of, the police, local authorities, and other bodies in cases in which it is suspected that a child or vulnerable adult has suffered abuse or is at risk of suffering abuse. • Giving advice, information, and support to those who have suffered abuse. • Giving advice to the bishop and other church officers on safeguarding matters. • Providing, or coordinating the provision of, training on safeguarding matters. • Implementing, or coordinating the implementation of, the guidance issued by the House of Bishops. • Ensure that the training is delivered by suitably experienced qualified trainers. • Giving advice, information, and support to PCCs and parish safeguarding officers on the implementation of that guidance and, where appropriate, challenging PCCs and parish safeguarding officers on what they have done to implement that guidance. • Issuing guidance on safeguarding matters for church officers in the diocese and parish safeguarding officers in any parish in the diocese that is consistent with the guidance issued by the House of Bishops. • Where the advisor thinks that safeguarding matters are not being dealt with properly and it has not proved possible to resolve within the diocese the points at issue, informing the National Safeguarding Team. • Where a clergy risk assessment is required to be carried out, making the arrangements for it to be carried out. • Where a non-clergy risk assessment is required to be carried out, either carrying out the assessment or making the arrangements for it to be carried out. • Giving advice to the bishop and other church officers in the diocese on the conduct of a clergy or non-clergy risk assessment and, where such an assessment has been carried out, advising on the steps to take considering it and monitoring any such steps as are then taken. • Promoting good practice on safeguarding matters. • Taking such other action in connection with safeguarding matters as the DSA considers necessary or appropriate. • Any additional expectations for the individual in role will be reflected in the post-holder’s job description.
<p>Archdeacons</p> <p>Required training: up to Senior Leadership level every 3 years</p>	<p>Key to offering leadership and direction in promoting a safer diocese and supporting parishes with safeguarding concerns, working closely with the DSA:</p> <ul style="list-style-type: none"> • In the handling of serious safeguarding situations relating to church officers in parishes, which relate to allegations against church officers. • Supporting and advising parishes in relation to safeguarding policy and practice. • Supporting Incumbents to attend safeguarding training and be familiar with the House of Bishops’ safeguarding policy and relevant guidance for parishes. • Working with the DSA to assist in monitoring good safeguarding practice in parishes and during their annual visitation ensuring that parishes (PCCs and clergy) are adhering to good safeguarding practice by paying due regard to the House of Bishops’ guidance. • When new in post, have a one-to-one induction session with the Diocesan Safeguarding Advisor regarding House of Bishops’ safeguarding policies and practice guidance, and how they are implemented in the Diocese; and for information about past and current safeguarding issues in churches in his/her archdeaconry.

<p>Director of Ministry & Director of Ordinands</p> <p>Required training: up to Senior Leadership level every 3 years</p>	<p>Key to offering leadership and direction in promoting a safer diocese and supporting Areas with safeguarding concerns, working closely with the DSA:</p> <ul style="list-style-type: none"> • Supporting and advising Area Directors of Ministry (ADM) & Area Directors of Ordinands (ADO) in relation to safeguarding policy and practice. • Supporting candidates (those exploring the possibility of ordination), ordinands and curates to attend safeguarding training and be familiar with the House of Bishops’ safeguarding policy and relevant guidance. • Working with the DSA to assist in monitoring good safeguarding practice in discernment and training processes, ensuring that safeguarding is held central in the selection of future clergy and are adhering to good safeguarding practice by paying due regard to the House of Bishops’ guidance. • Monitoring the provision of leadership safeguarding training in Theological Education Institutions as it relates to ordinand training and supporting the requirements of the House of Bishops’ safeguarding policies and practice guidance on placements into parishes in London. • Ensuring ADMs and ADOs attend safeguarding training and are familiar with the House of Bishops’ safeguarding policy and relevant guidance. • When new in post, have a one-to-one induction session with the Diocesan Safeguarding Advisor regarding House of Bishops’ safeguarding policies and practice guidance, and how they are implemented in the Diocese; and for information about past and current relevant safeguarding issues.
<p>Area Safeguarding Advisers (under the leadership of the Head of Safeguarding, the designated Diocesan Safeguarding Officer for the Diocese of London)</p> <p>Required training up to Senior Leadership level every 3 years</p>	<p>Functions of the Diocesan Safeguarding Adviser are set out in the Diocesan Safeguarding Advisors Regulations 2016, these include:</p> <ul style="list-style-type: none"> • Where an allegation that a child or vulnerable adult has suffered abuse is made against a bishop or other church officer in the Diocese or against any other person, advising on whether the allegation should be referred to the police for investigation; and, if the advisor thinks it should be so referred, making the referral”. • Co-operating with, and supporting the work of, the police, local authorities, and other bodies in cases in which it is suspected that a child or vulnerable adult has suffered abuse or is at risk of suffering abuse. • Giving advice, information, and support to those who have suffered abuse. • Giving advice to the bishop and other church officers on safeguarding matters. • Providing, or coordinating the provision of, training on safeguarding matters. • Implementing, or coordinating the implementation of, the guidance issued by the House of Bishops. • Ensure that the training is delivered by suitably experienced qualified trainers. • Giving advice, information, and support to PCCs and parish safeguarding officers on the implementation of that guidance and, where appropriate, challenging PCCs and parish safeguarding officers on what they have done to implement that guidance. • Issuing guidance on safeguarding matters for church officers in the diocese and parish safeguarding officers in any parish in the diocese that is consistent with the guidance issued by the House of Bishops. • Where the advisor thinks that safeguarding matters are not being dealt with properly and it has not proved possible to resolve within the diocese the points at issue, informing the National Safeguarding Team. • Where a clergy risk assessment is required to be carried out, making the arrangements for it to be carried out. • Where a non-clergy risk assessment is required to be carried out, either carrying out the assessment or making the arrangements for it to be carried out. • Giving advice to the bishop and other church officers in the diocese on the conduct of a clergy or non-clergy risk assessment and, where such an assessment has been carried out, advising on the steps to take considering it and monitoring any such steps as are then taken. • Promoting good practice on safeguarding matters. • Taking such other action in connection with safeguarding matters as the DSA considers necessary or appropriate. <p>Any additional expectations for the individual in role will be reflected in the post-holder’s job description.</p>

Appendix 3 Promoting a safer diocese - Parish key roles and responsibilities.

(Where appropriate these should be reflected in the job descriptions or the terms of reference for meetings or steering groups).

Office holder or body and required training	Responsibilities overview in line with Practice Guidance (2017) Key roles and responsibilities of church office holders and bodies
<p>Every three years:</p> <p>PCC members: Basic and Foundation</p> <p>PCC safeguarding lead: Required training: Leadership every three years.</p> <p>Clergy: Leadership every three years.</p>	<ul style="list-style-type: none"> • All PCCs are charities although most do not need to register with the Charity Commission, except those with an annual income of more than £100,000. Therefore, every member of a PCC is also a charity trustee. If a PCC is a charity it must comply with the Charity Commission guidance and legislation in relation to charities and in particular the reporting of serious incidents. • The incumbent’s role is to provide leadership concerning safeguarding, and to encourage everyone to promote a safer church. • The PCC and the incumbent have a duty of care to ensure the protection of the vulnerable in their church community. In terms of safeguarding, with the incumbent the PCC will: <ul style="list-style-type: none"> ➤ Promote a safer church for all in the church community and ensure there is a plan in place to raise awareness of, promote training and ensure that safeguarding is taken seriously by all those in the church community. ➤ Adopt The House of Bishops’ ‘Promoting a Safer Church safeguarding policy statement’; ➤ Promote The House of Bishops’ and diocesan safeguarding policies and practice guidance, while being responsive to local parish requirements. ➤ Appoint at least one appropriately experienced designated parish safeguarding officer (PSO) to work with the incumbent and PCC. This PSO should be a lay person. It cannot be the incumbent. The PSO may also be the DBS administrator for church officers who work with children or vulnerable adults but if not, the PCC should appoint another individual. ➤ The PSO should be supported, trained, and given a copy of the parish safeguarding policy and procedures. ➤ Ensure that all church officers who work with children, young people and/or vulnerable adults are recruited following the House of Bishops’ Safer Recruitment practice guidance and attend/undertake diocesan safeguarding training at least every three years. • Provide appropriate insurance to cover all activities undertaken in the name of the PCC which involve children and vulnerable adults. • Display a formal statement of adoption of the House of Bishops’ ‘Promoting a Safer Church, safeguarding policy statement’. This should be signed on behalf of the PCC along with contact details of the PSO, churchwarden and any other local leaders; and Information about where to get help with child and adult safeguarding issues e.g., local authority contact details, domestic abuse, and key helplines e.g., ChildLine. • Create an environment that is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly, and consistently. • Have a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse in accordance with the relevant policy and practice guidance and in consultation with the Diocesan Safeguarding Adviser. • Report all safeguarding concerns or allegations against church officers to the Diocesan Safeguarding Adviser. • Ensure that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the Diocesan Safeguarding Adviser. • Comply with all data protection legislation especially regarding storing information about any paid and unpaid workers and any safeguarding records;

	<ul style="list-style-type: none"> • Ensure that an “activity risk assessment” is completed and reviewed regularly for each activity, which is associated with either children or vulnerable adults, and run in the name of the Church. Review and report progress: • The PSO should regularly report on safeguarding in the parish. Safeguarding should be a standing agenda item at each PCC meeting. At the APCM the PCC should provide an annual report in relation to safeguarding. In the PCC’s annual report will be a statement which reports on progress and a statement as to whether the PCC has complied with the duty to have “due regard” to the House of Bishops’ guidance in relation to safeguarding. • Ensure the hire of church premises follows safeguarding advice which can be accessed on the diocesan website. • If working within Local Ecumenical Partnerships (LEPs), agree which denomination or organisation’s safeguarding policy to follow, including where to seek advice in urgent situations in line with the practice guidance. This decision should be ratified both by the bishop and other appropriate church leaders in the partnership and shared with the DSA; in the event of a specific safeguarding concern, ensure that all the LEP partners are notified. • During a clergy vacancy/interregnum the PCC must, working with the churchwardens, ensure that all information about safeguarding matters is securely stored before passing the information on to the new incumbent. The departing incumbent must give the safeguarding information to the parish safeguarding officer who can pass the information on to the new incumbent when he/she takes up his new role.
<p>Churchwardens</p> <p>Required training: Leadership every three years.</p>	<p>In relation to safeguarding, the churchwardens work with the incumbent, PCC and parish safeguarding officer to:</p> <ul style="list-style-type: none"> • Ensure that in the period of a vacancy (during an interregnum), that the incumbent’s safeguarding roles and responsibilities are fulfilled, in consultation with the PCC, parish safeguarding officer and the area dean. • Pay attention to the specific needs of children and vulnerable adults when undertaking health and safety inspections and risk assessment. • Ensure that risk assessments are carried out before new activities are undertaken. • Ensure that all parish activities with children and vulnerable adults are adequately supervised and insured. • Ensure that the parish has procedures for responding to complaints and grievances. • Answer questions regarding safeguarding as they arise in the archdeacon’s visitations, and respond to any specific safeguarding advice, which may be given from the archdeacon.
<p>Parish Safeguarding Officer</p> <p>Required training: Leadership every three years.</p>	<ul style="list-style-type: none"> • Work closely with the incumbent to advise within the parish on all safeguarding matters relating to children, young people, and vulnerable adults. • Receive, with the incumbent, any concerns about children or adults in the parish and make sure that proper advice is sought, and proper referrals are made. • Report all matters relating to concerns and allegations of abuse against church officers, in liaison with the incumbent, to the Diocesan Safeguarding Adviser who will liaise with the statutory agencies, as required. Concerns about the incumbent should be raised directly with the DSA. • Ensure that any ex-offenders with offences against children or vulnerable adults known to be in the church community are notified to the Diocesan Safeguarding Adviser and contribute to the management of Safeguarding Agreements. • Promote safer practices in all activities and make any recommendations required considering the arrangements of the parish. • Seek to ensure that Safer Recruitment practice is followed, with the support of diocese. • Attend diocesan safeguarding training at least every three years. • Maintain safeguarding records;

	<ul style="list-style-type: none"> • Complete national and diocesan safeguarding self-assessments as required. • Contribute to the annual review of parish safeguarding arrangements. • The PSO should regularly report on safeguarding in the parish. Safeguarding should be a standing agenda item at each PCC meeting. At the APCM the PCC will provide an annual report in relation to safeguarding. • Supporting other church officers who work with children or vulnerable adults. • Providing or arranging provision of safeguarding training for parish workers (both volunteers and paid staff)
<p>Lead Recruiter</p> <p>Required training: Basic and Foundation every three years.</p>	<ul style="list-style-type: none"> • Every parish should have a nominated person who is responsible for the administration of DBS applications. The parish safeguarding officer may incorporate the administration of DBS applications into his/her role, however, where necessary or appropriate (e.g., in large busy parishes), this position may be undertaken by a separate person. • In particular, the Lead Recruiter is responsible for: <ul style="list-style-type: none"> ➤ Ensuring the parish follows safer recruitment practice guidance. ➤ Establishing the identity of the applicant, through the examination of a range of identification documents as set out by the Disclosure and Barring Service (DBS). ➤ Checking and validating the information provided by the applicant on the application form. ➤ Ensuring the application form is fully completed and the information it contains is accurate.
<p>Evidence Checker</p> <p>Required training: Basic every three years.</p>	<p>In large, busy parishes with high levels of volunteer and officer recruitment, this role can support the lead recruiter to:</p> <ul style="list-style-type: none"> ➤ Establish the true identity of the applicant, through the examination of a range of identification documents as set out by the Disclosure and Barring Service (DBS). ➤ Check and validate the information provided by the applicant on the application form. ➤ Ensure the application form is fully completed and the information it contains is accurate.
<p>Children’s Champions</p> <p>Required training: Leadership every three years.</p>	<ul style="list-style-type: none"> • Every parish is expected to have a Children’s Champion who acts as the voice of children within the parish at PCC meetings. • They don’t have a direct role in safeguarding but are expected to work closely and confidentially with the Church Safeguarding Officer and parish clergy to inform / report / discuss any concerns, seeking their support and advice when necessary.

Appendix 4: Training ([Church of England Safeguarding Learning and Development Framework](#))

The safeguarding learning and development framework sets out details of the Church of England's safeguarding learning pathways, and expectations of Church officers¹ in respect of those pathways. The safeguarding learning pathways support participants in developing and maintaining the necessary values, beliefs, knowledge, and skills to safeguard and protect children, young people, and vulnerable adults³ as outlined in [Promoting a Safer Church](#). It sets out:

- The vision, model, standards and requirements for safeguarding learning and development in the Church context.
- Details of the range of learning and development pathways available and the requirements for their delivery.
- Details of additional learning and development opportunities.

The practice guidance is for use across all Church bodies².

The framework is divided into sections, each outlining who is required to take which learning pathway:

- [Core safeguarding pathways](#)
 - Basic awareness
 - Foundation
 - Leadership
 - Senior Leadership
- [Additional safeguarding learning pathways](#)
 - Permission to Officiate
 - Parish Safeguarding Officer
 - Link Person
 - Support Person
 - Diocesan Directors of Ordinands Assistant Diocesan Directors of Ordinands
 - Domestic Abuse
 - Safer Recruitment and People Management

¹ A 'Church officer' is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.

² Church bodies includes parishes, dioceses, cathedrals, religious communities, theological education institutions, National Church Institutions (NCIs) and other associated bodies.

³ Our statutory partners have now moved away from the terminology of *vulnerable adults* in their policies and procedures, towards *adults at risk of harm*, often shortened to *adults at risk*.

Appendix 5: Disclosure & Barring Service (DBS) ([Church of England Safer Recruitment and People Management Guidance](#))

Toolkit Template: The table below categorises roles and their DBS eligibility. The lists are *indicative and not exhaustive* due to the complexity of the Church of England and local variations in approaches, titles and roles (e.g. different roles can be called the same thing and vice versa).

If Church bodies have a query on the eligibility for a particular role, then all formal legal advice on which they intend to rely should be sought from their diocesan registrar or their own lawyer.

If an umbrella body is used (e.g. 31:8), then they may be able to assist with eligibility queries. The DBS's own eligibility guidance can be found here:

<https://www.gov.uk/government/collections/dbs-eligibility-guidance>

The DBS also provides a customer service helpline, details of which can be found here: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](#) and have a regional outreach service that Church bodies can access: [The DBS Regional Outreach service - GOV.UK \(www.gov.uk\)](#).

A. Clergy - All require an **Enhanced DBS with barred list check**

- All ordained clergy holding the bishop's licence, which, for the avoidance of doubt, includes those with Permission to Officiate, will be eligible for an enhanced DBS Check with a check of the barred lists because by virtue of that licence:-
 - They are engaging in "regulated activity"; or
 - There is a "reasonable expectation" that they may be called upon to engage in "regulated activity" at any time.
- All those going through the discernment or training process for ordination or licenced lay ministry will be eligible for an enhanced DBS with a check of the barred lists. This is because they will be working with/have substantial contact with children and vulnerable adults as part of their training.

B. Individuals (other than Clergy) working/volunteering with children, young people and/or vulnerable adults. This includes those in training and individuals on student placements.

➤ Individuals working/volunteering with children/young people

Most **will** require an **Enhanced DBS with barred list check** unless they are supervised or do not fulfil the Frequency Criteria (e.g. they are on a rota).

- "Supervised" activity is defined by the Church of England as activity where the supervisor (themselves safely recruited) is always able to see the supervised worker's actions during their work – if this level of monitoring cannot be maintained continuously then the role is not a supervised position.
- "Frequency Criteria" is defined as once a week or more; 4 days or more in any 30-day period or overnight between the hours of 2am and 6am.

If an individual is working with children but does **not** satisfy the frequency test or period condition and/or are supervised, so he/she is not in regulated activity in relation to children, then he/she **may** still be eligible for an enhanced DBS check (without barring information) but this will depend on careful analysis of the work involved.

If you are unsure you should seek advice from your diocesan registrar.

➤ Individuals working/volunteering with vulnerable adults

Most **will** require an **Enhanced DBS without barred list check**, provided they satisfy the Frequency Criteria.

Some **may** require an **Enhanced DBS with barred list check** if, for example, they provide, personal care, assistance with cash, bills or shopping, conveying someone to or from healthcare, personal care or social care (but not to Church activities).

Examples of roles that this may apply to:

- Readers; Worship Leaders; Authorised Lay Ministers; Licensed Evangelists
- Lay people authorised to provide pastoral care, e.g. Parish Pastoral Assistant, Pastoral Home Visitor, Street Pastor, Authorised Listener, Pastoral Outreach Worker and equivalents in Cathedrals e.g. Cathedral Verger who has pastoral care in job role
- Youth worker or Leader; Children’s worker or Leader
- Sunday school teacher or Leader; Family workers who work with children or their Leader
- Bell ringers who teach or train children plus the Tower Captains who manage those adults who teach or train
- Music leader where the choir or musical group includes children
- Head Server when the role includes supervision or training of children
- Parish volunteer driver for vulnerable groups (children or adults) for children’s/adults’ activities organised by the body (NB: private/personal arrangements among parents/friends etc. are exempt)
- Diocesan Safeguarding Advisers, Cathedral Safeguarding Advisers and Parish Safeguarding Officers who manage people engaged in activities with children, young people or vulnerable adults (nb. “manage” here includes planning, organising, advising or directing)
- Members of National Safeguarding Team and other roles within Diocesan Safeguarding Teams where working with children, young people and/or vulnerable adults (or managing on a day to day basis individuals who are working with children/young people/vulnerable adults)
- Diocesan Education staff who either have substantial contact with children or manage those who do
- Leader of Parent & Toddler Groups (but not parent helpers who supervise their own children or if a self–help group)
- Managers of individuals working with children, young people and vulnerable adults
- Those in religious communities (e.g. monks, nuns, brothers and sisters) who are in active ministry and work with children, young people or vulnerable adults.

C. Charity Trustees of children’s, young people or vulnerable adult’s charities

- The Charity Commission recommends that trustees always obtain a DBS check when eligible to do so as it an important tool in ensuring that the person is suitable to act as such.
- If a governing body is registered as a charity and provided it sponsors and approves, in its own name, children’s, young people or vulnerable adult’s work then the members of the governing body will be eligible for an **Enhanced DBS without barred list check**. This **may** relate to PCCs, Cathedrals Chapters, Religious Communities, NCI Pension Board etc. **In such cases all members of the governing body will be eligible.**

PCC members, although charity trustees, are not by virtue of their membership of the PCC engaging in 'regulated activity' with children or vulnerable adults and are therefore not eligible for enhanced DBS disclosures (with barred list checks). Charity trustees are eligible for enhanced DBS disclosures (without barred list checks) if the charity qualifies as a "children's charity"¹ or a "vulnerable adults' charity"².

Provision of a Sunday School would not generally satisfy this requirement because the teaching of children in church on Sundays is, as a matter of law, an activity carried out in furtherance of the incumbent's duty (under Canon C 24.4) to "instruct the parishioners of the benefice, or cause them to be instructed, in the Christian faith". PCCs have no specific duties in relation to providing instruction in the Christian faith. A careful analysis will be required to see whether the PCC does qualify, there can be no blanket approach.

For example, if a PCC is a charity and it sponsors and approves, in its own name, work with children, young people or vulnerable adults, by entering into an employment contract with a youth worker to run a youth club or other children's activities or entering into a contractual arrangement with a worker to provide a regular care service to adults who receive a health or social care service, then the PCC may qualify as a children's or vulnerable adults' charity (as the case may be) and in such circumstances PCC members would be eligible for an enhanced DBS check. PCCs, however, may not meet the definition of a "children's charity" or "vulnerable adults' charity". You are advised to seek advice from the registrar in relation to such matters.

D. Roles that are not eligible for an Enhanced DBS with/without barred list check (unless undertaking any role in A, B or C above) but remain eligible for a Basis DBS check

- There is no eligibility requirement for a Basic DBS Check and both individuals and bodies (the latter with appropriate consent) can apply for one. Currently there is a cost for a Basic DBS, including volunteers. Individuals can apply for their own whilst bodies have to use a 'responsible organisation'. Whilst a Basic DBS provides minimal information (unspent conviction information only), where a role does not meet the criteria for any other level of DBS it can send out a certain message in respect of the body's commitment to safeguarding.

Further detail on Responsible Organisations can be found here – <https://www.gov.uk/guidance/responsible-organisations>

Examples of roles that this may apply to:

- Parish Verger; Server; Caretaker; Refreshment helper
- Shop Staff; Flower arranger; Sidesperson
- PCC members (including church wardens) where the PCC does not qualify as a children's/young people's/vulnerable adult's charity
- Bell ringers (rank and file); Choir leader or musical director for adult choir; Organist unless also directing a choir which contains children/young people
- Choir members/music group members (unless the role includes responsibility for teaching, training, caring for or supervising vulnerable groups (children, young people or adults).

¹ (4) A charity is a children's charity if the individuals who are workers for the charity normally include individuals engaging in regulated activity relating to children

(5) An individual is a worker for a charity if he does work under arrangements made by the charity; but the arrangements referred to in this sub-paragraph do not include any arrangements made for purposes which are merely incidental to the purposes for which the charity is established. (*Part 1, Schedule 4, para 4, Safeguarding and Vulnerable Groups Act 2006 – now repealed but having continuing effect by virtue of regulation 5C(1) of the Police Act 1997 (Criminal Records) Regulations 2002.*).

² (5B) Work with adults: (1)(g)(ix) a charity trustee of a charity whose workers normally engage in any activity which is work with adults.

(5) In paragraph (1)(g)(ix) an individual is a worker for a charity if he does work under arrangements made by the charity; but the arrangements referred to in this paragraph do not include any arrangements made for purposes which are merely incidental to the purposes for which the charity is established. (*Police Act 1997 (Criminal Records) Regulations 2002 (as amended)*).