



Welcome to the latest edition of the Safeguarding Newsletter we have some exciting news, lots of training information and some updates for you.

Safeguarding Duty Phone

As our team has expanded we now have a designated telephone number for accessing support when you have a safeguarding concern, allegation or are concerned about a person who may be at risk or may pose a risk.

The Duty Phone number is **01353 652747**

Please do not use this number for queries about DBS checks, training or recruitment issues.

Parish Safeguarding Officers Networking Morning

28 September 2019

9.30am—12.30pm at Cambourne Church

We are delighted to again welcome Elizabeth Locke, Safeguarding Adults Board Trainer, from the Cambridgeshire and Peterborough Safeguarding Adults Board as our key speaker at the above event. Elizabeth's presentation topic will be ***If Safeguarding Adults is Everyone's Responsibility, What's Expected of Me?***

The rest of the morning will be made up with diocesan & national updates and a chance to network with colleagues.



To book your place please click on the following link

<https://www.elydiocese.org//train?course=1796>

DBS Workshop for Parish Safeguarding Officers

We are offering a further 2 workshops covering DBS checks, eligibility, roles requiring a DBS check, the different levels of checks and the application process. Dates offered are:

2 October 10am—1pm

19 November 2pm—4.30pm.

Both workshops will be held at the Diocesan Office Bishop Woodford House in Ely. You can book [online](#) or contact safeguardtraining@elydiocese.org

Parish Focussed Support

The Safeguarding Team launched a project called "Parish Focused Support" in 2018. The purpose of the project is to ensure House of Bishop's Policy and Practice Guidance relating to safeguarding is being appropriately followed by all parishes

When a parish is identified either by themselves or the Safeguarding Team as not being able to consistently evidence they are giving 'due regard' to the policy, they will be offered Focussed Support. We will support parish representatives to

agree a realistic and achievable safeguarding action plan and will contribute to the completion of tasks, which can vary dependent on the needs of each individual Parish.

Safeguarding Dashboard

If you have not yet signed up to the Dashboard and would like further information you can click on the following link and watch a short video showing the benefits to using the Dashboard.

<https://vimeo.com/315725141>

The **Safeguarding Dashboard** is available **free of charge** to parishes in Ely Diocese.

If you would like further information or to sign up for the Safeguarding Dashboard please contact Sarah King at sarah.king@elydiocese.org

Basic Disclosures

There are a number of roles within the church that only require a Basic level DBS check. We are aware that there is some confusion as to how to access a check at a Basic level rather than Enhanced. To enable access to a Basic level check the DBS administrator will allocate a USERID number in the normal way but adds a b at the end of the numbers for example **2345678001b**. The application form and the ID checking procedure remains the same.

Training

We have almost completed the first round of training in the Deaneries and will start the second round in 2020. We are currently waiting to receive updated training materials but in the meantime will continue with those we have.

If you have staff or volunteers still needing to attend safeguarding training, please click [here](#) to go to the training pages of the Safeguarding webpages. This will show the courses, dates and locations we already have in the diary.

Cathedral Evensong and Refreshments

We enjoyed a moving and special evening with Parish Safeguarding Officers (PSOs) from across the diocese. Listening to the chorister and organ music was a wonderful way to relax after a busy day. It was a time also for us to reflect on and celebrate the work carried out by our PSOs.

DBS Update Service

The DBS introduce a subscription service for making DBS check portable. When this was launched the DBS Update Service appeared to be the answer to some peoples prayers as they had previously had to complete a DBS application for different roles they held across different organisations. However, it is not as user friendly as it might at first appeared. When someone comes to you stating they have subscribed to the DBS Update Service the following checks will need to be completed:

- The applicant's original certificate needs to be viewed .
- The DBS certificate must only contain the exact workforce that you are entitled to know about, for the role you are recruiting for—e.g. a check run for working in a care home will not be usable for someone wishing to work with children.
- Is the certificate for the same level of check you require for the role to be undertaken?
- The applicant's ID and current address needs to be verified
- A status check will need to be carried out by a member of the Diocesan Safeguarding team.

If an applicant who informs you they have subscribed to the DBS Update Service please contact either Sarah King or Jackie Cox who will be able to provide you with guidance and a form to complete and return to them.

Confidential Declaration Forms

Updated June 2019

The Confidential Declaration form has recently been updated to show the following information in relation to references. Referees contact details should be provided and references applied for when a person first applies for a position in the parish. Although completion of the

confidential declaration form is repeated every 5 years the references do not need to be – **Unless there has been a break in service.**

Please make sure you are using the most up to date forms from the website as we are continuously updating information. Please do not use saved downloaded copies.

New Risk assessment templates

We have put together a number of example risk assessments for you to use as a starting point ready for you to adapt to suit your activity. You can find these on our website <https://www.elydiocese.org/safeguarding/parish-forms-and-templates>

Retention of Records

Please note personnel records relating to lay workers whose role involves contact with children and vulnerable adults including applications, references, disciplinary matters, job descriptions, training and termination documentation should be kept for 75 years after employment. The files should also include all documentation concerning allegations, investigations and risk assessments regardless of the findings. Full guidance can be found by clicking [here](#).

Independent Inquiry into Child Sexual Abuse (IICSA) and the Church of England - Parish Q&A

Background

IICSA (Independent Inquiry into Child Sexual Abuse) was set up in 2015 because of serious concerns that some organisations in England and Wales had failed and were continuing to fail to protect children. Being independent means the Inquiry is not part of government and being statutory, means it has the power to compel witnesses to give evidence. It will make practical recommendations to ensure better protection for children in the future.

How does the Church fit in?

The 'Anglican Church' in England and Wales is one of the 14 areas being investigated and its main focus will be the Church of England. The Inquiry is assessing the appropriateness of its safeguarding and child protection policies and practice. There have already been two public hearings with Chichester Diocese and Bishop Peter Ball as case studies. The overall hearing into the Church begins on 1 July 2019. Read IICSA's report on the two case studies published May 2019

How does the Inquiry work?

The Archbishops' Council of the Church of England is a core participant in the Inquiry. There are other core participants including survivors who have been abused by clergy and other church officers. The National Safeguarding Team, (NST) is leading, on behalf of the Church, to IICSA's requests for information and witness statements. Preliminary hearings are held before each public hearing to set out lines of inquiry and final details. Read more about the wider Church hearing in July.

How has the Church responded?

IICSA welcomed the invitation of the Archbishop of Canterbury for the Inquiry to investigate, as a matter of priority, the sexual abuse of children within the Church. The NST, working closely with dioceses, cathedrals and religious communities, has been responding in a constructive and transparent way to IICSA's request for information and statements and we have provided thousands of documents. The Inquiry has acknowledged our cooperative approach.

Will the Inquiry affect my church?

On a day-to-day basis safeguarding within our churches will continue to follow the policy and guidance approved by the House of Bishops so that our churches, services and activities are as safe places as possible. There will quite rightly be scrutiny and coverage of where we got it wrong and lessons we can learn and there are always improvements to be made. In 2018 the Church appointed Meg Munn as the independent chair of the National Safeguarding Panel and in 2019 appointed its first permanent national director of safeguarding, Melissa Caslake.

If you are concerned that someone you know is at risk of, or is being abused, or presents a risk to others, please seek advice from your parish safeguarding officer or in an emergency your Diocesan Safeguarding Advisor. If necessary, report the matter to the local authority social care services or to the police without delay.

If you have general questions about the IICSA process and your parish that have not been answered here, please email: safeguarding@churchofengland.org

Office hours over the summer months

We will maintain the same working pattern over the summer period. The office will be open 9am—5pm, Monday through to Friday.

We hope you all have a wonderful summer whether at home or away.



Contact Information and Numbers

Cambridgeshire & Peterborough Children's Services

Cambridgeshire Tel: **0345 045 5203** - Peterborough Tel: **01733 864180**

Out of hours (Cambridgeshire & Peterborough): **01733 234724**

Cambridgeshire & Peterborough Adult Services Tel: **0345 045 5202**

Out of hours: 01733 234724

Norfolk Children's Services Tel: 0344 800 8020 - **Norfolk Adult Services** Tel: 0344 800 8020

Ely Diocesan Safeguarding Team

NEW Safeguarding Duty Phone - **01353 652747** (for serious safeguarding concerns only)

Safeguarding Officer—Sarah King Tel: 01353 652735 Email: sarah.king@elydiocese.org

Safeguarding Advisor - Rebecca Boswell Email: Rebecca.boswell@elydiocese.org

Assistant Safeguarding Advisor - Sharon Gage E-mail Sharon.gage@elydiocese.org

Assistant Safeguarding Advisor - Lisa Pearson E-mail Lisa.pearson@elydiocese.org

Safeguarding DBS Administrator—Jackie Cox Tel: 01353 652721 E-mail: safeguardadmin@elydiocese.org

Safeguarding Training Administrator—Kelly Nott Tel: 01353 6527321 E-mail: safeguarding.training@elydiocese.org