

# DIOCESE OF ELY

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## SAFEGUARDING NEWSLETTER

APRIL 2024

Safeguarding Department

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The Church of England  
Diocese of Ely

# Diocese of Ely Safeguarding Newsletter

## Welcome to the Diocese of Ely Safeguarding Newsletter.

A quarterly publication produced by the Diocese of Ely Safeguarding Department to help advise and guide our parishes and church leaders on a range of safeguarding related matters.

Remember, you can contact the team and find a range of supporting materials on the [Diocese of Ely Safeguarding pages of the website by clicking here.](#)

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### Lone Working

The Code of Safer Working Practice and Safer Environments and Activities are clear that those working or volunteering with children on behalf of the church should avoid situations where they are on their own with a child. This includes 'formal' situations such as youth groups, choirs and bell-ringing, and less formal settings such as before and after those groups, giving lifts home, and so on.

This also applies when a child under 18 is a Young Helper for a parish activity such as a children's group or food bank for example, where it is important to ensure the parish is following the lone working rule above with two

safely recruited adults present at all times alongside the young helper.

Home visiting undertaken on behalf of the parish is an important part of pastoral care and ministry. Care must be taken, however, both for the protection of those being visited and for those doing the visiting. There should be accountability and transparency in the manner in which church officers engage in lone working or visits to homes.

Resources include:

[Safer Environments and Activities Guidance](#)  
 Pages 23 and 24

[Pastoral Visiting Sample Risk Assessment](#)  
[Model Checklist for Home Visiting](#)

Clergy, office holders staff and volunteers may be involved in opening up the church or hall alone when preparing for an activity or service. The parish should revisit any risk assessments for these situations. There is a wealth of advice and support in relation to lone working on the [Suzy Lamplugh Trust](#) website. This includes links to lone working apps and personal safety tools.

### The Code of Safer Working Practice

The Code of Safer Working Practice expresses our commitment to demonstrating God's love

by placing the highest priority on the safety of those to whom we minister. It sets out what we expect from anyone who ministers in our church, in both paid or voluntary roles, and is one of the ways we ensure high standards of safeguarding in all we do.

The Code of Safer Working Practice is a simple way to make clear what is expected of all who minister to children and vulnerable adults in church. It is also very useful for communicating your church's values regarding how people should be treated.

All office holders, members of staff and volunteers should be aware of the Code of Safer Working Practice. Where staff or volunteers are recruited by the parish best practice is to provide two copies, both signed and dated by the individual, with one copy kept by them and another retained by the activity leader (or in the personal file of an employee). In the event of a breach of the code of practice, this allows the activity leader to reinforce expectations by simply reminding the person that in signing the contract, they agreed to comply with it. See our suggested [Personnel File Checklist](#), for a reminder of what records should be held in relation to staff and volunteers.

The Code of Safer Working Practice can also be given to parents, children and vulnerable adults so that they know what to expect, and most importantly what behaviours are 'out of bounds'

## DBS checks for PCC Members

The Safer Recruitment Tool kit, section C found in [Section 9 of the Safer Recruitment and People Management Practice Guidance](#), highlights policy guidance relating to DBS

Checks for PCC members which is cross referenced to Charity Commission guidance

### 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.**
- 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. Whilst a Basic DBS provides minimal information 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 and The Basic would apply to PCC members (including church wardens) where the PCC does not qualify as a children's/young people's/vulnerable adult's charity. The Diocese of Ely recommends that Basic checks are undertaken in these circumstances.

## DBS checks and Safeguarding Training for PSOs

Whilst monitoring safeguarding training and DBS in the parish please do not forget to keep your own training and DBS check up to date. As a reminder the training requirement for PSOs is to complete

**Basic Awareness,  
 Foundations, Leadership,  
 Safer Recruitment and People Management  
 Raising Awareness of Domestic Abuse**

Once completed it is not mandatory to repeat the Basic Awareness and Foundations modules. New PSOs are also required to complete the **PSO Induction** module although we are making this module open to all existing PSOs who would like to complete the training.. Further information can be found on the [Safeguarding Training page of the Diocesan website](#)

## New Forms and Templates

We have recently added a new form to the [Parish Safeguarding Resources and Templates](#) section of the website including a Supervision form for use during supervision/line management meetings with staff and volunteers. Please remember these templates are provided as a starting point and can be adapted for local use.

We have also added guidance for visiting groups. This can be used for any groups visiting your church including bell ringers.

## Reviewing Risk Assessments

Having completed a risk assessment, it is easy to put them aside and forget them. It is extremely important that your risk assessments are seen as live documents because changes in personnel or changes in the activity format can happen as a group develops. Regular reviewing

of your risk assessments will ensure they are completely up to date and help your insurers carry out an audit if an incident happens or a claim is made against a parish. Without up to date risk assessments the parish at risk of invalidating their insurance.

## Parish Safeguarding Officers Evensong and Bishop's Garden Party



Bishop Dagmar, Acting Bishop of Ely has invited Parish Safeguarding Officers, and their guest, to a

Garden Party in the Bishop of Ely's garden following the Evensong service on 12 June at 5.30pm

If you haven't replied to the invitation please do so as soon as possible by e-mailing [kelly.nott@elydiocese.org](mailto:kelly.nott@elydiocese.org)

## New Office – Etheldreda House

The new office has now officially been blessed and opened by Bishop Dagmar and we will be moving in over the next week. The Safeguarding Team will continue to offer some face to face Leadership training but will be using Etheldreda House as the venue rather than Powchers Hall in Ely. We have been very grateful to Ely Cathedral for letting us use Powchers Hall over the last couple of years.

Please do come and see us in the new office. We will be running some Drop In Sessions which you will provide you with the opportunity to talk to the Safeguarding Team either face to face over a cup of tea or coffee or to drop in virtually to discuss any areas of Safeguarding for which you feel you need support, advice or further



information. Dates are listed on our website <https://elydatabase.org/events/safeguarding>

## Additional Available Training

### Restored - Free webinar for churches

Restored are hosting a free webinar for churches on Thursday 20th June at 12 o'clock. This online session is totally free to attend and lasts for just an hour.

Content includes an introduction to Restored, detail on how to partner with Restored to equip churches to respond to domestic abuse and support survivors. If you're keen to get your church interested in standing against domestic abuse, this webinar is a great place to start! Even if you're not sure if your church is ready to join the Restored Beacon Network, inviting your church leader to join the session will start the conversation about domestic abuse and give them an opportunity to consider how to get involved. [Becoming a Beacon of Hope: Restored Beacon Webinar by Restored on academy.co.uk](https://academy.co.uk)



**VOICES** a New platform for survivors The Domestic Abuse Commissioner has launched a virtual platform – VOICES - for victims and survivors to influence change to improve the lives of others subjected to domestic abuse. From today, victims and survivors, as well as friends and family bereaved by domestic abuse, can sign up to receive the VOICES email newsletter, which will include opportunities for victims and survivors to share their experiences, as well as providing relevant

updates on the work of the domestic abuse sector, government and academics. The Commissioner is also inviting victims and survivors to share their views in a survey on their experiences with the police.

### 31:8 training - NEW: Supporting Victim-Survivors

2.5 hours with a short comfort break | Live | Online

Are you supporting victim-survivors of abuse and trauma?

31:8's brand new webinar will equip you with a greater awareness of the impact of abuse and trauma and enable you to apply this awareness to the support you offer. The overall aim is to ensure our support is safe and empowering for children and adults who have experienced abuse and trauma.

The webinar covers the following topics:

#### Part 1: Who are we supporting?

- Recognising victim-survivors in our communities
- Scope and scale of abuse and trauma
- Adverse Childhood Experiences (ACEs) and Adverse Community Environments (ACoEs)
- Trauma Awareness

#### Part 2: Supporting well

- Principles of Trauma Awareness
- Safety
- Trust
- Choice
- Collaboration
- Empowerment

Laura Rutherford, content creator, has this to say about the course:

"I'm really excited for the release of this new course! Many people attend our training because they want to support people in their communities who have experienced abuse and

trauma. It can feel hard to know where to start. However, having an increased awareness of the impact of trauma and applying some simple, practical principles to the support we offer can make a huge difference. Research shows us that good support can be restorative and can reduce the negative impact of trauma and abuse. Our hope for this course is to equip you to offer this safe, empowering support in the communities you serve." **Book Now**

**Cost £57.50**

## Guidance and Resources for PCC Members

We have added resources and guidance for PCC members as they are Trustees of a Charity with specific safeguarding responsibilities.

- [PCC suggested code of conduct](#)
- [Charity Commission - Safeguarding for charities and trustees](#) Guidance and Videos
- [Church of England Trusteeship An Introduction for PCC Members](#)



## Contact the Team

### Reporting Safeguarding Concerns

DIOCESAN SAFEGUARDING ADVISER

Rebecca Boswell,

Email: [rebecca.boswell@elydiocese.org](mailto:rebecca.boswell@elydiocese.org), Telephone number: 01353 652731, Mobile Number: 07904 487912, Hours of work 9am-5pm Monday to Friday

ASSISTANT DIOCESAN SAFEGUARDING ADVISER

Sharon Gage (part-time),

Email [sharon.gage@elydiocese.org](mailto:sharon.gage@elydiocese.org), Telephone number: 01353 652706, Mobile Number: 07507 741295, Hours of work 9.30am -2.30pm Monday to Thursday

ASSISTANT DIOCESAN SAFEGUARDING ADVISER

Lisa Pearson (part-time),

Email: [lisa.pearson@elydiocese.org](mailto:lisa.pearson@elydiocese.org), Telephone number: 01353 652738, Mobile Number: 07990 581267, Hours of work 9am-5pm (Doesn't work Thursdays)

### Training, Criminal Record Checks (DBS) and Parish Safeguarding Officer Support

DIOCESAN SAFEGUARDING TRAINING AND PARISH SUPPORT CO-ORDINATOR

Sarah King, E-mail: [sarah.king@elydiocese.org](mailto:sarah.king@elydiocese.org), Telephone number: 01353 652735, Mobile Number: 0777 666 1798, Hours of work 9am-5pm Monday to Friday

SAFEGUARDING ADMINISTRATIVE SUPPORT - DBS CHECKS

Jackie Williamson ((part-time), E-mail: [safeguardadmin@elydiocese.org](mailto:safeguardadmin@elydiocese.org), Telephone number: 01353 652721, Hours of work 9am-5pm Tuesday and Wednesday

SAFEGUARDING ADMINISTRATIVE SUPPORT - TRAINING

Kelly Nott (part-time), E-mail: [safeguarding.training@elydiocese.org](mailto:safeguarding.training@elydiocese.org), Telephone number: 01353 652744, Hours of work 9am-2pm Monday to Friday