



## **Parish Safeguarding Responsibilities**

The following is a summarised list of Parochial Church Council (PCC) responsibilities as contained within Church of England and National and local authority policy, procedure and practice guidance. The relevant guidance is provided next to each point so that further detail can be sought.

### ***Should PCC's comply with Church of England, Diocese and Statutory Guidance?***

PCC's occasionally ask whether they must comply with these requirements. The simple answer is 'yes'. Insurers and the Charity Commission require good safeguarding practice to be in place and in particular that safer recruitment practices occur. A failure to ensure that Parishes comply with these requirements could result in insurance cover being invalidated and a charge of mismanagement being brought by the Charity Commission. PCC's should seek to monitor compliance and the Parish Safeguarding Audit is a useful aid in this activity.

### ***Safeguarding and Clergy Disciplinary Measure 2015***

General Synod passed the Safeguarding and Clergy Disciplinary Measure in 2015; This measure has now been fully adopted. Amongst other changes this places a requirement on Clergy and Church Officers to pay due regard to the safeguarding policies of the Church of England. If Clergy fail to follow Safeguarding Policy and Procedures they could be subject to CDM proceedings.

### ***Local Ecumenical Partnerships***

Where a church is operating as part of a Local Ecumenical Partnership (LEP), it must be agreed which denominations safeguarding policy and procedures are being followed and those must be implemented in full. It is not acceptable to develop a hybrid approach.

| <b>For PCC/DCC's:</b>   | <b>Relevant policy/ guidance for detailed information</b>   |
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| <p>A safeguarding children and adults policy and associated procedures must be in place. This must be compliant with Church of England, Diocesan and Local Safeguarding Children and Safeguarding Adult Board policy and procedures. The policy and associated procedures should be reviewed bi-annually and agreed by the PCC. The PCC should as a minimum adopt the House of Bishops policy and guidance and then document specific local arrangements.</p> | <p><a href="#">Protecting All Gods Children</a> House of Bishops (2010)<br/> <a href="#">Promoting a Safe Church</a> House of Bishops (2006)<br/> <a href="#">Promoting a Safer Church – Policy Statement</a> House of Bishops (2017)<br/> <a href="#">Working Together to Safeguarding Children</a> Department for Education, (2015)<br/> <a href="#">Ch14 Care and Support Statutory guidance</a> (June 2017)<br/> <a href="#">Sample Parish Safeguarding Policy</a>, Diocese of Bristol (2017)</p> |
| <p>All concerns, allegations and disclosures of a safeguarding or potentially safeguarding nature must be reported, managed and recorded appropriately.</p>   | <p><a href="#">Allegations Management Procedure</a> Diocese of Bristol (2017)<br/> <a href="#">What to Do</a> – Flowchart<br/> <a href="#">Safeguarding Referrals and Accessing Advice</a> Diocese of Bristol (2017)<br/> <a href="#">Safeguarding Concern</a> (webpage) –Contact details for Local authority children's and adult services</p>   |
| <p>It is good practice for activities involving children and vulnerable adults to be reviewed following any policy and procedural update to ensure that they comply with the new arrangements. It is advised that the outcome of such a review is minuted by the PCC.</p>   | <p>Managing risk guidance -<br/> <a href="http://www.parishresources.org.uk/pccs/managing-risk/">http://www.parishresources.org.uk/pccs/managing-risk/</a></p>  |

| <b>For PCC/DCC's:</b>   | <b>Relevant policy/ guidance for detailed information</b>  |
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| <p>The safeguarding policy and procedures must be freely available to anyone who wishes to see them. Providing a copy within the church and on the church website is a useful way of achieving this.</p>  |  |
| <p>A Parish Safeguarding Officer (PSO) should be safely recruited to support the safeguarding work of the parish. The role and responsibilities of a PSO are set out in the PSO role profile. More than one PSO can be recruited and the tasks split between the post holders. The PSO should be someone who does not directly work in activities for the group that they work with in a safeguarding capacity i.e. adults or children.</p> | <p><a href="#">PSO Role Profile</a>, Diocese of Bristol (2017)<br/> <a href="#">Protecting All Gods Children</a> House of Bishops (2010)<br/> <a href="#">Promoting a Safe Church</a> House of Bishops (2006)</p>  |
| <p>The PCC is responsible for safeguarding practice within the parish. Therefore the PCC should ensure that the PSO either</p> <ul style="list-style-type: none"> <li>• is a PCC member and safeguarding arrangements are regularly part of PCC discussion. Or,</li> <li>• that a Safeguarding Lead is appointed on the PCC who can take responsibility for liaising with the Parish Safeguarding Officer.</li> </ul>                       | <p>See requirements for Faith based organisations contained within:<br/> <a href="#">Working Together to Safeguarding Children</a> Department for Education, (2015)</p> <p>Faith Organisations</p> <p><i>Churches, other places of worship and faith-based organisations provide a wide range of activities for children and have an important role in safeguarding children and supporting families. Like other organisations who work with children they need to have appropriate arrangements in place to safeguard and promote the welfare of children, as described in paragraph 4 of this chapter.</i></p> |

| <b>For PCC/DCC's:</b>   | <b>Relevant policy/ guidance for detailed information</b>   |
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| <p>Where PCC's work as a benefice, the legal responsibilities stay with the PCC. Therefore a benefice policy may be adopted but each PCC must agree and use it. A Benefice Safeguarding Officer may be appointed where one person can sufficiently cover the role across a number of churches. However in this eventuality, recruiting one person in each parish to be a local point of contact for any concerns, who will work along side the PSO is strongly advised.</p> | <p><a href="#">Protecting All Gods Children</a> House of Bishops (2010)</p>   |
| <p>A church may wish to appoint children and adults Champions or Advocates - they may be individuals well known to those in the church who can be approached with any concerns. If appointed the champions/ advocates must have a clear process for reporting concerns in a timely way via the PSO or the DSA.</p>  | <p><a href="#">Protecting All Gods Children</a> House of Bishops (2010)</p>   |
| <p>Contact details for the Parish Safeguarding Officer should be clearly displayed in the church alongside information about how to contact them. Alternative contacts such as Diocesan Safeguarding Adviser, NSPCC, Local Authority Adult and Child services should also be displayed.</p>   | <p><a href="#">Protecting All Gods Children</a> House of Bishops (2010)</p> <p><a href="#">Sample Safeguarding information poster</a></p> |

| <b>For PCC/DCC's:</b>  | <b>Relevant policy/ guidance for detailed information</b>  |
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| <p>All those who work in eligible paid or voluntary roles within the church must be safely recruited according to the current Safer Recruitment Policy.</p> <p>At least one person will need to be registered to use the CCPAS Ebulk DBS system in order for the Parish to process DBS checks for eligible staff including volunteers.</p>   | <p><a href="#">Safer Recruitment Practice Guidance</a>, House of Bishops (2016)</p> <p>See also</p> <p><a href="#">Safer Recruitment Guidance and Toolkit</a>, Diocese of Bristol (2017)</p>   |
| <p>The PCC must adopt a policy on the Recruitment of Ex Offenders and Disclosure Information Handling in order to use the DBS disclosure process.</p>  | <p><a href="#">Fair Recruitment of Ex Offenders</a>, Diocese of Bristol (2016) and</p> <p><a href="#">Handling of Disclosure Information</a>, Diocese of Bristol (2016)</p> <p><a href="#">DBS Code of Practice</a>, Home Office (2015)</p> <p><b>NB:</b> <i>Diocesan policies may be used as parish templates.</i></p>                        |
| <p>All those who work directly with children and or vulnerable adults and those that supervise those workers must be trained in Safeguarding and this training should be refreshed every 3 years as a minimum.</p> <p>The Church of England has practice guidance for Safeguarding Training. Completion of core modules is mandatory for certain roles and specialist courses are also a requirement for some roles.</p> <p>Ensuring provision and recording of this training is a</p> | <p>See Diocesan Website :</p> <p><a href="https://www.bristol.anglican.org/safeguarding-training/">https://www.bristol.anglican.org/safeguarding-training/</a></p> <p>for the <a href="#">Safeguarding training brochure 2017</a> and bookings</p> <p><a href="#">Safeguarding Learning Development Framework</a>, House of Bishops (2017)</p> |

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| PCC responsibility for Parish staff and volunteers.  |   |
| Appropriate insurance cover must be in place for all activities  | <a href="#">Protecting All Gods Children</a> House of Bishops (2010)<br><a href="#">Promoting a Safe Church</a> House of Bishops (2006)<br>Your church insurance policy   |
| <p>Records of recruitment and safeguarding concerns should be maintained securely and appropriately by the appropriate person in line with the Data Protection Act 1998 and Church of England guidance. This will require clear arrangements for PSO's to have access to secure physical or electronic storage.</p> <p><b>Note:</b> The Independent Inquiry into Child Sexual Abuse was launched in July 2015. The Inquiry Chair has advised that no safeguarding record pertaining to a concern or case or practice development is destroyed whilst the Inquiry in running (predicted to last 10 years)</p> | <a href="#">Keep or Bin...?The Care of Your Parish Records</a> Church of England Record Centre Records Management Guide No. 1, House of Bishops (2006)<br><a href="#">Safeguarding Records: Joint Practice Guidance for the Church of England and Methodist Churches 2015</a> |
| Ensure that appropriate risk assessments are undertaken where an individual may pose a risk to others including following an allegation being made, following a court case and on receipt of a non clear   | <a href="#">Risk Assessment for Individuals who Pose a Risk to Children and Adults</a> , House of Bishops ( 2015)   |

| <b>For PCC/DCC's:</b>   | <b>Relevant policy/ guidance for detailed information</b>  |
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| DBS disclosure.   |  |
| Be aware of and follow the guidance for Parishes in 'Responding Well to Domestic Abuse' including adopting and publicising a Parish Policy Statement regarding Domestic Abuse | <a href="#">Responding Well to Domestic Abuse: Policy and Practice Guidance</a> , House of Bishops (2017)<br><br><a href="#">Parish Template Domestic Abuse Policy Statement</a> , Diocese of Bristol (2017) |
| Be aware of and follow the guidance for Parishes in 'Responding Well: to those who have been sexually abused'.  | <a href="#">Responding well to those who have been sexually abused</a> , House of Bishops (2011)   |

| Document Control Information |  |                               |
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