

What you need to do – Past Cases Review 2

1. Arrange contact between the incumbent (or clergy person with responsibility for the parish), churchwardens and Safeguarding Coordinator to agree who will do what. This could be done by face to face meeting or phone conversations.
2. Familiarise yourself with the definitions of the types of abuse/behaviour that are covered by PCR2 and with the definition of a church officer. This information is below.
3. Identify the cases relating to clergy and church officers which you already know about.
4. Check through relevant files and records. These will include safeguarding and pastoral records, staff files, PCC minutes.
5. If appropriate, make discreet enquiries, eg of PCC members with longstanding knowledge of the church, past incumbents.
6. Ensure any newly identified matters are referred to the DSA according to normal procedures within 24 hours.
7. Add any new information to list of cases.
8. Complete the signed statement that all known cases have been passed to the Diocesan Safeguarding Adviser.
9. Send the return (completed table of known cases plus signed statement) to Julie Foulds, Safeguarding Administrator. (See contacts page overleaf for details). Ensure that the information is sent securely by email or post. The deadline is 30 April 2020.

Types of abuse/behaviour that come with the scope of PCR2

Any records that hold the following behaviours should have been, or need to be, referred:

- Behaviour which has harmed, may have harmed or is likely to harm a child or vulnerable adult, including neglect.
- Possible criminal offence against or related to a child, including the viewing, downloading or possession of indecent images of children.
- Possible criminal offence against or related to an adult.
- Behaviour which indicates that the person might be or is unsuitable to work with children or vulnerable adults.
- More than one low level concern which would not, taken individually, meet the threshold for a safeguarding referral, but when taken together may justify further exploration.
- Cases of alleged abuse to people over 16, who have later said they gave their consent, which have not led to prosecution or caution.
- Cases where victims have reported abuse, which have been, and do need follow up.

These behaviours may include: physical, sexual, psychological, neglect and acts of omission, self-neglect, financial, modern slavery, organisational, discriminatory and domestic abuse including controlling or coercive behaviour. Contact the Safeguarding Team if in doubt.

Definition of a church officer

A church officer is anyone appointed or elected by or on behalf of the church to an office, post or role, whether they are ordained, or lay, paid or unpaid. This includes all clergy, including retired clergy and those with PTO, deceased clergy, readers, and all lay parish employees and volunteers.

Contacts

The Diocesan Safeguarding Team is:

Rachael Spiers, Diocesan Safeguarding Adviser

Tel 0116 261 5341 email: rachael.spiers@leccofe.org

Peter Holloway, Assistant Diocesan Safeguarding Adviser

Tel 0116 261 5241 email: peter.holloway@leccofe.org

Julie Foulds, Safeguarding Team Administrator

Tel 0116 261 5360 email: julie.safeguarding@leccofe.org

St Martins House, 7 Peacock Lane, Leicester LE1 5PZ

Out of Hours Safeguarding Cover

If you need advice about a safeguarding matter out of office hours (evenings and weekends) please call:

Thirtyone:eight tel 0303 003 1111 (Option 2)

Callers should state that they are calling from Leicester Diocese.

In an emergency (especially if someone is in immediate danger of harm) you should always call 999 and ask for the police.

Survivor care

Anyone wishing to report abuse can contact Rachael Spiers, Diocesan Safeguarding Adviser or Peter Holloway, Assistant Diocesan Safeguarding Adviser. They can discuss your support needs. Their contact details are above.

Help is available at the weekend or out of hours through a helpline offered by **Thirtyone:eight**. Tel **0303 003 1111, option 1**. Any calls in relation to Leicester Diocese will be notified to the diocesan safeguarding team.

Those who do not feel safe to report concerns in this way can contact the national safeguarding team or a dedicated helpline operated, independently from the church, by the **NSPCC**, Tel **0800 80 20 20**