

St Mark's Englefield Safeguarding procedures

- **The Diocese of Oxford is working towards creating a church which is safer for everyone.** Active engagement with safeguarding training supports all those who have a role within the Church to effectively recognise and respond to possible abuse and implement best safeguarding practice. Safeguarding is everybody's responsibility.
- The Diocesan safeguarding website is easy to access .You will find the Diocesan Safeguarding Policy here and in St Mark's Vestry. <https://www.oxford.anglican.org/safeguarding/>
- **POLICY** All parishes are required to have a policy and for members to undergo training, so that all those involved with children and vulnerable adults know the importance of "informed vigilance" and how to respond to concerns and to follow safer recruitment procedures. The PCC review this policy every year and it can be obtained from the PCC Safeguarding Lead.
- **DBS CHECKS.** In our church any person who is involved with Sunday Club or taking Extended Communion or visiting in an official capacity must apply to the Disclosure and Barring Service (DBS) for clearance as having no criminal record. Our Verifier checks that all relevant people have been checked and keeps the records, reports to the PCC and advises the diocese if there is a negative disclosure.
- **SAFEGUARDING TRAINING.** A range of Core safeguarding training modules are a mandatory requirement by the Diocese for particular Church roles.

C0 is the introductory module recommended for everyone and needs to be completed before C1

C1 is the Foundation Module. This can be completed online or in a group

C2 is for leadership roles

C3 for clergy and lay ministers

C5 is a refresher module every 3 years for C1,2 and 3

S1 is safer recruitment

Role	Essential Modules
Parish Safeguarding Officer	C2S1
Church Warden	C2
PCC Safeguarding Lead	C2
Employed Youth & Children's Worker	C2
Leaders of Activities with Children / Vulnerable Adults	C2
Home Visitor	C2
Director of Music / Music Group Leader	C2
Choir Leader	C2
Bell Tower Captains in direct contact with Children / Vulnerable Adults	C2
DBS Recruiter	S1

Safeguarding training should be refreshed every 3 years.

C0 is completed online and so are most of the others. The online C0 course takes about an hour and involves a basic information, a test and a certificate.

How to go about it :

Go to the Oxford Diocese safeguarding training website

- Look for the Online Courses & the Module that you need to complete
- Create an account. Please detail which parish you attend.

For Training Institution please select 'Not part of a Training Institution.' It can take 24 hours to receive your log-in information to enable you to start using the module. If you do not receive email confirmation then please also check your junk mail folder.

Help is available in the parish to complete the online training from the PCC Lead on Safeguarding.

- **REPORTING CONCERNS.** Any concerns should be reported to the Parish Safeguarding Officer as soon as practicable. The person reporting should make an accurate record of what was said or happened (writing the exact words said) and noting the date, time and context of the event. This should be passed to the incumbent who will take advice from the Diocesan Safeguarding Officer. In the case of historic concerns, or those involving the incumbent a direct approach should be made to the Diocesan Safeguarding Officer.
- **IN THE CASE OF A CONVICTION** the police inform any interested parties at the time. This is decided in consultation with social services and other agencies based on the severity and pattern of offending. The Police would be likely to contact the Rector of the Benefice and the probably the school.

- **IMPORTANT CONTACTS**

The Diocesan Safeguarding Officer is Stuart Nimmo who can be contacted on 01865 208290 or e-mail safeguarding@oxford.anglican.org.

Our Rector is Revd Nick Wynne-Jones, St Mark's House. Englefield, RG7 5EP.
Telephone: 0118 93033595

Our Safeguarding Officer is Susannah McBain, Bracadale, Maidenhatch, Pangbourne, RG8 8HH.
Telephone: 07772 425133

Our Verifier is Liz Marillier, 4 St Mark's Close, Englefield, RG7 5ES. Telephone: 0118 930 5152

Our PCC Safeguarding Lead is Carol Boulter, 47, High Street, Theale, RG75AH.
Telephone 0118 9303182

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