

The Church of England  
Parish Safeguarding Handbook  
Promoting a Safer Church

# A Supplement for Parishes in The Church of England - Birmingham



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There is no local change to the following sections of The Parish Safeguarding Handbook 2018 and they should be followed and implemented as they appear in the Handbook

- 3. Abuse and Neglect of Children
- 4. Abuse and Neglect of Adults
- 8. Caring Pastorally for Victims/Survivors of Abuse and Affected Others
- 9. Caring Pastorally for Church Officers who are the Subject of Concerns or Allegations of Abuse
- 10. Responding to Those who May Present a Known Risk to Children, Young People or Vulnerable Adults within a Christian Congregation
- 12. Use of Social Media
- 13. Further Help and Guidance
- Appendix – Further Information on Vulnerable Adults

## Introduction

This supplement must be used together with the Parish Safeguarding Handbook 2018. It aims to clarify how this Handbook must be used by churches within The Church of England – Birmingham.

The most up to date version of the Parish Safeguarding Handbook and the templates and further guidance to which it refers is available on The Church of England website at

<https://www.churchofengland.org/safeguarding/promoting-safer-church-safeguarding>

You can purchase further copies of the Parish Safeguarding Handbook from Church House Publishing at <https://www.chpublishing.co.uk/>

The most up to date version of The Church of England – Birmingham supplement, our template forms, fact sheets and further guidance are available on our website at

<https://www.cofebirmingham.com/safeguarding/parish-safeguarding/>

In our diocese, we use some different titles for some of the roles referred to in the Parish Safeguarding Handbook. There is a list of these in the Glossary at the end of this supplement.

We also have our own resources, posters and small guides. In our churches you **must** display the poster 'Need to Talk' and give your leaders and helpers our 'Small Guide to Safeguarding'. These are available by emailing [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com). You may also purchase the poster, pocket guide and contact card referred to in the Handbook, but this is optional.

Safeguarding is at the heart of our Christian faith. We are all made unique in the image of God. Jesus came that we might have life and have it in abundance (*see John 10:10*)

## Parish Roles and Responsibilities

*(see Parish Safeguarding Handbook 2018, section 1)*

### Adopt and implement

You can adopt and implement the Promoting a Safer Church policy commitments *either* by using the example parish safeguarding policy form available at <https://www.cofebirmingham.com/safeguarding/parish-safeguarding/> or by including the following statement in your parish safeguarding policy:

The Parochial Church Council of ..... agreed to adopt the House of Bishop's safeguarding policy, Promoting a Safer Church 2017, and all of the accompanying safeguarding practice guidance and The Church of England – Birmingham's procedures for their implementation on .....

The most recent House of Bishop's safeguarding guidance for is available on the Church of England website at <https://www.churchofengland.org/safeguarding/policy-and-practice-guidance>

### Appoint

The PCC must appoint a lay Parish Safeguarding Co-ordinator, unrelated to the incumbent and either notify their details by email to [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com) or complete our online form [here](#) The Parish Safeguarding Co-ordinator must attend safeguarding training, including an induction, and the annual Resourcing Day.

### Hire out church premises

Example statements for inclusion in your hire agreement are available on our website at

<https://www.cofebirmingham.com/safeguarding/parish-safeguarding/>

## Safer recruitment, support and training

An example parish safeguarding policy recruitment of ex-offenders form is available at

<https://www.cofebirmingham.com/safeguarding/parish-safeguarding/>

You can make church officers aware of your safeguarding policy and guidance by ensuring hard copies are accessible at church and providing links on your parish website. Every child, youth and vulnerable adult activity leader and helper must be given ‘A Small Guide to Safeguarding’ and Guidelines for their role.

A range of Working Safely Leaflets for Leaders and Helpers are available for churches to download and use on our website at

<https://www.cofebirmingham.com/safeguarding/working-safely-with-the-vulnerable/>

(see also page 9). Use of these is optional and your church may have its own guidelines – these must comply with the Parish Safeguarding Handbook and the House of Bishop’s Safer Environment and Activities guidance.

## Display

In your church and church buildings:

- Need to Talk Poster
- Promoting a Safer Church Parish Policy Statement **or** your Parish Safeguarding Policy (see ‘Adopt & Implement’ above)

On the home page of your parish website:

- Contact details for your Parish Safeguarding Co-ordinator and the Bishop’s Safeguarding Adviser
- A link to your Parish Safeguarding Policy



## During a clergy vacancy

When your vicar is leaving, a member of the safeguarding team will visit your church to discuss safeguarding arrangements during the vacancy, including the secure storage of safeguarding records. Email

[safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com) to arrange this meeting.

## Assurance Check

A PCC **must** review safeguarding regularly (minimum twice per annum) and conduct an annual assessment of its safeguarding arrangements. The outcome of this assessment must be used to help the PCC formulate its safeguarding action plan.

To assist with this requirement PCCs are required to use the Parish Safeguarding Dashboard. Using a traffic light alert system, this easy to use online tool helps the PCC and Parish Safeguarding Co-ordinator produce regular reports, assessments and action plans to ensure it is fully compliant with the House of Bishop’s safeguarding policies and practice guidance.

If your church has not already signed up to the Dashboard email [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com) and you will be sent an invitation and guidance on how to use it.

**Dashboard Overview**  
Green is good - Amber for action - Red means urgent  
Select any dashboard light for more information.

- Policies and Action Plan** (Red icon): 4 actions need to be completed, 2 of which are urgent
- Safeguarding Procedures** (Red icon): 5 actions need to be completed, 1 of which is urgent
- Safeguarding Roles** (Red icon): 3 actions need to be completed, 2 of which are urgent
- Reviews and Reports** (Red icon): 5 urgent actions need to be completed
- Learning and Development** (Orange icon): 2 actions need to be completed
- Church Activities** (Green icon): Are there any church activities for children, young people or vulnerable adults?
- Displayed Information** (Red icon): 3 urgent actions need to be completed
- Non-Church Activities** (Green icon): Are there any non-church activities for children, young people or vulnerable adults?
- Send me the Action Plan** (Green icon): A full Action Plan for discussion and the approval of the PCC
- Send me the Action Summary** (Green icon): A summary of outstanding actions to update the PCC
- Notices** (Green icon): You have no unread notices
- Dashboard Members** (Green icon): People who can use this dashboard

**The Dashboard - A Parish Safeguarding Roadmap**

**Level 1 Safer Foundations**

- Policies and Action Plan**
  - Safeguarding Policy Approval
  - Safeguarding Policy Promotion
  - Safeguarding Action Plan
- Safeguarding Procedures**
  - Responding to Concerns or Allegations
  - Use of Social Media
- Safeguarding Roles**
  - Parish Safeguarding Co-ordinator
  - Churchwardens
  - Parish Identity Verifier
- Learning & Development**
  - Foundation Pathway
  - Leadership Pathway
- Displayed Information**
  - Safeguarding Policy Notice
  - Safeguarding Who's Who
  - Safeguarding Poster
  - Parish Website
- Reviews and Reports**
  - PCC Agendas
  - Reports to the PCC
  - Reports to the APCM

**Level 2 Safer Activities**

- Policies and Action Plan**
  - Recruitment of Ex-Offenders
- Reviews and Reports**
  - Review List of Church Activities
- Church Activities**
  - PCC Authorisation
  - Risk Assessment
  - Insurance Cover
  - Safer Recruitment
  - DBS Checks
  - Safeguarding Training

*Each activity has a mini dashboard*

**Level 3 Safer Practices**

- Policies and Action Plan**
  - Use of Social Media
  - Local Ecumenical Partnership
- Safeguarding Procedures**
  - Known Offenders
  - Data Protection
  - Clergy Vacancy
- Reviews and Reports**
  - Review List of Non-Church Activities
- Church Activities**
  - Safer Environment
- Non-Church Activities**
  - PCC Authorisation
  - Hire Agreement

*Each activity has a mini dashboard*

## Support for Parishes

*(see Parish Safeguarding Handbook 2018, section 2)*



Steph Haynes

*Bishop's Safeguarding Adviser*

T: 07342 993 844 or 0121 426 0407 E: [StephH@cofebirmingham.com](mailto:StephH@cofebirmingham.com)

Online Referral Form:

<https://www.cofebirmingham.com/safeguarding/>

Steph can offer advice and support with any safeguarding concerns or allegations and help you make referrals to statutory agencies. When you have a sex offender attending your church she will put a safeguarding agreement in place for you and help you manage this.

Concerns can always be reported to the Bishop's Safeguarding Adviser within 24 hours by using our online referral form. In an emergency when someone is being harmed and needs help straight away contact the police on 999 or 101. Out of office hours, contact your local authority social services team or the NSPCC helpline 0808 800 5000.



Claire Wesley

*Safeguarding Learning & Development Officer*

T: 0121 426 0432 E: [ClaireW@cofebirmingham.com](mailto:ClaireW@cofebirmingham.com)

Claire oversees learning and development, safer recruitment, policy and supports churches to implement and assess their safeguarding arrangements and good practice.



Sarah Rose

*Assistant Diocesan Safeguarding Adviser*

T: 0121 426 0407 E: [SarahR@cofebirmingham.com](mailto:SarahR@cofebirmingham.com)

Sarah supports the Bishop's Safeguarding Adviser with casework and can help with DBS queries.



Laura Rutherford  
*Safeguarding Training Officer*  
T: 07747 246858 E: [LauraR@cofebirmingham.com](mailto:LauraR@cofebirmingham.com)

Laura delivers training and supports Deaneries with safeguarding training.



Peter Cozens  
*Safeguarding Training Support Officer*  
T: 0121 426 0429 E: [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com)

Peter supports learners with booking onto training courses.

Details of our external scrutiny group (Bishop's Safeguarding Management Group) and our complaints procedure can be found on our website at <https://www.cofebirmingham.com/safeguarding/bsmg/>

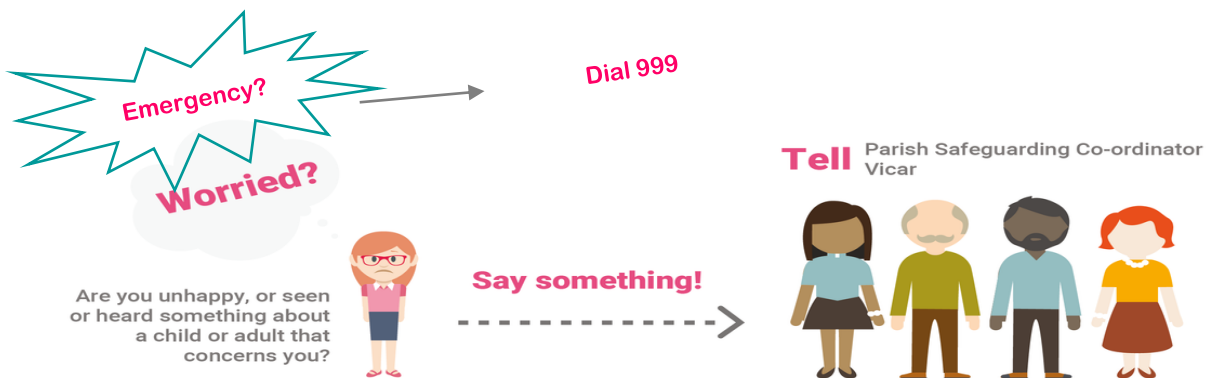


# Responding Promptly to Every Safeguarding Concern or Allegation

*(see Parish Safeguarding Handbook 2018, section 10 for the complete process – the following is a summary of the procedure the parish must implement)*



Everyone working with children, young people and vulnerable adults, paid or unpaid, **must** be given 'A Small Guide to Safeguarding' and 'A Small Guide for Responding to Domestic Abuse', which briefly summarise how to respond to concerns and allegations.



Report to Bishop's Safeguarding Adviser immediately (within 24 hours of receiving the concern using the online referral form)

Do not delay referring to child or adult social care services or the police if Bishop's Safeguarding Adviser cannot be contacted immediately – safety is always the priority



Record It



Report It



NEVER alert the person(s) the allegations are about

Report concerns and allegations to the Bishop's Safeguarding Adviser:

Tel: 07342 993 844

Email: [StephH@cofebirmingham.com](mailto:StephH@cofebirmingham.com)

Online Referral Form at <https://www.cofebirmingham.com/safeguarding/>

Email [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com) for small guides

# A Safer Environment and Activities

*(see Parish Safeguarding Handbook 2018, section 11)*

## Good Practice Guides for Leaders & Helpers



The Church of England – Birmingham has produced some leaflets to help paid/volunteer roles who have contact with children, young people and vulnerable adults recognise and implement safe practice. These leaflets are available to download and print from our website at

<https://www.cofebirmingham.com/safeguarding/working-safely-with-the-vulnerable/>

They are optional, and churches may produce their own guidelines for workers if they wish – these must comply with the guidance provided in the Parish Safeguarding Handbook (2018) and the House of Bishop’s Safer Environment and Activities Practice Guidance (2019)

The Church of England has developed a range of leaflets for churches to give to children and young people and their parents explaining how the adults who care for them in church must behave and who they can talk to if they feel uncomfortable about an adult’s behaviour – available on our website at

<https://www.cofebirmingham.com/safeguarding/working-safely-with-the-vulnerable/>



## Safer Recruitment

(see Parish Safeguarding Handbook 2018, section 5)

The Church of England – Birmingham uses the services of Thirty-one:Eight to process Disclosure & Barring Service (DBS) applications. Information is available on our website at

<https://www.cofebirmingham.com/safeguarding/safer-recruitment/>

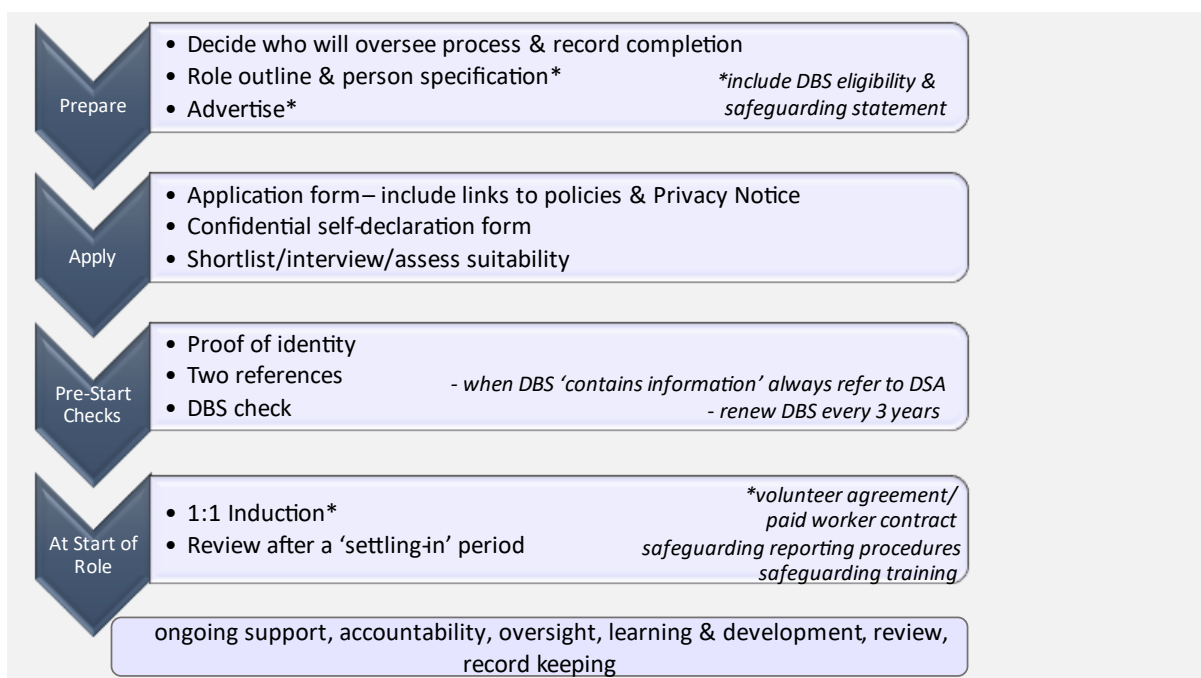
The PCC must appoint a Parish Identity Verifier to process DBS checks and maintain training and DBS records. Download a Parish Identity Verifier Registration Form at

<https://www.cofebirmingham.com/safeguarding/safer-recruitment/>

and return the completed form to the Assistant Diocesan Safeguarding Adviser, The Church of England – Birmingham, The Citadel, 190 Corporation Street, Birmingham B4 6QD.

A Parish Identity Verifier must complete the online Safer Recruitment & People Management module at <https://safeguardingtraining.cofeportal.org/> and read our induction at <https://www.cofebirmingham.com/info-for-parishes/safeguarding/safer-recruitment/>

## Safer Recruitment Summary



## Safeguarding Training

*(Section 6 of the Parish Safeguarding Handbook 2018 has been replaced by the Safeguarding Learning & Development Framework 2021. The following reflects this revision).*

Details of sessions and booking forms are available on our website at <https://www.cofebirmingham.com/safeguarding/safeguarding-training/>  
Awareness, Foundation, Safer Recruitment & People Management and Raising Awareness of Domestic Abuse are online courses available at <https://safeguardingtraining.cofeportal.org/>  
or email [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com) for further information.

<b>Safeguarding Training Requirements – Core Modules</b>			
<b>Role</b>	<b>Awareness</b>	<b>Foundation</b>	<b>Leadership</b>
	Required for all paid workers, volunteers and office holders.	Required for anyone who has safeguarding responsibilities/contact with children and/or vulnerable adults and all office holders.	Required for anyone who has safeguarding leadership responsibilities or who plays a lead role in shaping the culture of their church setting.
Ordained and licensed/authorised lay ministers – e.g. all clergy & Readers	√	√	√ <i>repeat every 3 yrs</i>
Commissioned Pastoral Team Members	√	√	√ <i>repeat every 3 yrs</i>
Roles that have direct contact with children, young people & vulnerable adults	√	√ <i>repeat every 3 yrs</i>	X
PCC Members & Church Wardens (not in a vacancy)	√	√ <i>repeat every 3 yrs</i>	X <i>recommended for church wardens</i>
Church Wardens in a vacancy	√	√	√ <i>repeat every 3 yrs</i>
Parish Safeguarding Co-ordinator, PCC Safeguarding Lead, Domestic Violence Contact	√	√	√ <i>repeat every 3 yrs</i>
Paid/volunteer leaders and office holders who play a lead role in shaping the culture of their church setting	√	√	√ <i>repeat every 3 yrs</i>

*Continued overleaf.....*



<b>Safeguarding Training Requirements – Specialist Pathways</b>		
<b>Role</b>	<b>Safer Recruitment</b>	<b>Domestic Violence</b>
All ordained and licensed/authorised lay ministers (e.g. all clergy & Readers), pastoral visitors, Domestic Violence Contact	X	√ <i>required</i> <i>repeat every 3 yrs</i>
Parish Identity Verifiers, line managers and anyone involved in the recruitment of church officers (workers/volunteers/elected office holders). This will include all area deans, incumbents, priests-in-charge and team vicars.	√ <i>required</i> <i>repeat every 3 yrs</i>	X
Paid/volunteer roles who have direct contact with children/ vulnerable adults/families	X	√ <i>recommended</i> <i>repeat every 3 yrs</i>
Parish Safeguarding Co-ordinator	√ <i>required</i> <i>repeat every 3 yrs</i>	√ <i>required</i> <i>repeat every 3 yrs</i>
PCC Members & Church Wardens	X	√ <i>required</i> <i>repeat every 3 yrs</i>

## Glossary of Local Terms

### Parish Safeguarding Handbook 2018

### The Church of England – Birmingham

Diocesan Safeguarding Adviser / DSA	Bishop’s Safeguarding Adviser / BSA T: 07342 993 844 E: <a href="mailto:StephH@cofebirmingham.com">StephH@cofebirmingham.com</a>
Parish Safeguarding Officer / PSO	Parish Safeguarding Co-ordinator / PSC
Safeguarding Lead on the PCC	An elected PCC member (e.g. PSC, PCC Chair or other PCC Member) who is an ‘advocate’ for safeguarding at PCC meetings and ensures the PCC fulfils its safeguarding responsibilities in accordance with legislation and House of Bishops’ and diocesan safeguarding policy. <i>The PCC Safeguarding Lead DOES NOT respond to safeguarding concerns – this is the role of the PSC</i>
Church Officer	This is anyone who is appointed to a role by a Church Body, (e.g. the PCC) whether they are lay or ordained or elected, paid or unpaid.

