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## Updates for 'A Safe Church' December 2010 - instructions

This pack of updates has been sent to you as one of the Parish Safeguarding Officers in your parish. **If you are no longer a Safeguarding Officer, then please pass it to your vicar or the person who has replaced you in this role, as soon as possible.**

We are asking you and your colleagues to update every copy of the 'A Safe Church' manual that your parish holds. One was sent to a Parish Safeguarding Officer, and one to your vicar, in March 2009, and one of these is likely to be on display in your church. You may have received additional copies if you have more than one church, or purchased additional copies. We have tried to send you sufficient for these – but if you need more, see the box at the bottom of this sheet.

### **1 Install the updates**

Each pack contains a CD and, in order, pages for replacement which are numbered and dated June 2010. For every manual which you hold, substitute the sheets dated November 2008 with the replacement sheets dated June 2010 as follows:

- Remove the CD from the front pocket dated Nov2008, and replace with the CD dated Jun 2010
- Remove Front sheet to Cont 3, and replace with same
- Remove 1-3, and replace with same
- Remove 2-1 to 2-4, and replace with same
- Remove 3-7 and replace with same
- Remove 4-17 and replace with same
- Remove 4-25 to 4-27 and replace with same
- Remove 4-43 and replace with same
- Remove 4-49 to 4-53 and replace with same
- Remove whole of section 5, replace with 5-1 to 5-16
- Remove 6-15 and replace with same
- Remove 9-9 to 9-34 (remainder of section) and replace with 9-9 to 9-36
- Remove 10-1 to 10-4 and replace with same
- Remove 10-15 to 10-39 (remainder of section) and replace with 10-15 to 10-48
- Remove Gloss1 to Gloss4 and replace with same
- Remove Index1 to Index2 and replace with same
- Dispose of the old CD and all removed pages.

### **2 Sign a copy of this sheet for each manual updated, and insert inside it:**

Signed: ..... Role ..... Date updated: .....

### **3 Read all of the updates**

Using the above list, read the amendments, and identify changes you need to make in your practice.

### **4 Take the updated 'A Safe Church' to your PCC**

- for information and adoption; this can usefully be combined with your PCC's annual review of your safeguarding policies and practice.

If you need further copies of the updates, please contact Margaret Thompson, at [margaret.thompson@southwark.anglican.org](mailto:margaret.thompson@southwark.anglican.org). Further copies of A Safe Church manual are now available at a cost of £25 + £5 p&p (this covers the costs of further updates). They can be ordered through Linda Craven, [linda.craven@southwark.anglican.org](mailto:linda.craven@southwark.anglican.org).