

How to use this manual: a quick guide

These policies, procedures and guidelines are designed to enable you to keep all your activities and environments as safe as you can for children and adults who may be vulnerable, whilst at the same time maintaining a healthy dollop of realistic common sense.

They also provide you with very clear guidelines for what to do when something goes wrong, or you have concerns.

Where possible we have written a single policy or procedure to apply to children, young people and adults who may be vulnerable. This is to make the system easier to use; but it is important to remember that these groups are different, and there will be points at which they need to be treated differently. These are indicated in the text. Please remember that adults who may be vulnerable are adults, and should never be treated as if they were children.

Whilst we encourage all those involved with working with children and adults who may be vulnerable to read and familiarise themselves with the whole manual, it is designed to be used as a tool as and when necessary. Some sections will be of more relevance to some people than to others; and you may need to find specific sections in a hurry, depending on your particular concern of the day. This quick guide is designed to help you do this.

If you are concerned that a child or adult who may be vulnerable has been harmed or is at risk of harm, contact the Diocesan Safeguarding Adviser on 020 7939 9423 (office hours), 07982 279713 (out of hours), and go straight to Section 6 of this manual. Don't delay!

Sections relevant to your specific role

What is your role?	Which sections do you need?
Bishop's staff team	Sections 1-8
Diocesan officers	Sections 1; 2; 4 selected sections; 5; 6
Incumbents	All
Other clergy, accredited and licensed ministers	Sections 1-8
Parish Safeguarding Officers	All
Churchwardens	Sections 1-8
PCC members	Sections 1-8
Children's and youth workers	Sections 1; 2; 4 selected sections; 5 selected sections; 6; 9 selected sections; 10
Workers with adults who may be vulnerable	Sections 1; 2; 4 selected sections; 5 selected sections; 6; 9 selected sections; 10

The relevant sections for your questions

If your reason for consulting the manual is in this list, then you will find a box on the following pages which directs you to the relevant sections of the manual.

1 Routine safeguarding of children and adults who may be vulnerable:

- 1.1 Are you reviewing your safeguarding policies?
- 1.2 Are you starting a new activity which involves children or adults who may be vulnerable?

2 Allegations or concerns about a child or adult who may be vulnerable:

- 2.1 Are you concerned about a child or adult who may be vulnerable?
- 2.2 Has someone made an allegation or expressed concern about a church officer's behaviour towards a child or adult who may be vulnerable?
- 2.3 Have police or Social Care Services contacted you about concerns regarding a child or adult who may be vulnerable known to you or your church?
- 2.4 Has someone complained about the way you conduct your activities for children or vulnerable adults, or about an employee and voluntary worker, but there is no child or adult who may be vulnerable at risk of harm?
- 2.5 Has someone disclosed historic abuse in the context of counselling or pastoral care?
- 2.6 Are you supporting a victim of abuse?

3 Offenders and those who pose risk:

- 3.1 Have police or probation contacted you about a person with offences against children or vulnerable adults, or are you aware of such a known offender in your church?
- 3.2 Are you supporting a perpetrator of abuse?

4 Press and publicity:

- 4.1 Have the press contacted you, or might they, regarding anything related to a child or adult safeguarding issue?

I Routine safeguarding of children and adults who may be vulnerable

I.1 Are you reviewing your safeguarding policies?

Who's responsible?	Which sections?
<p>Incumbent, Parish Safeguarding Officer (PSO) jointly, at least annually</p> <p>Recommendation: Incumbent and PSO read the whole manual, and extract for the PCC the sections relevant to your parish safeguarding work, with minimum as in adjacent column.</p>	<p>1: Introduction 2: Diocesan policies 3: Responsibilities 4: Keeping Safe</p> <ul style="list-style-type: none"> - Identifying and assessing risk - Guidelines for activities - Record keeping and personal data - Insurance - Hirers of church buildings - plus additional relevant sections <p>5: Selecting, recruiting, supporting staff</p> <ul style="list-style-type: none"> - Recruitment of paid and voluntary workers - Criminal Records Bureau (CRB)/ Independent Safeguarding Authority (ISA) procedures - Support and training <p>6: Allegations and concerns 7: Care 8: Supervision of offenders and those who pose risk 10: Forms and templates</p> <ul style="list-style-type: none"> - As required

I.2 Are you starting a new activity which involves children or adults who may be vulnerable?

Who's responsible?	Which sections?
<p>Parish Safeguarding Officer, leaders of the activity, in consultation with incumbent</p> <p>Recommendation: Core leaders include PSO in their initial planning of the activity to ensure sections in adjacent list are addressed. Relevant sections then given to all leaders, with explanation of their relevance.</p>	<p>2: Diocesan policies 4: Keeping Safe</p> <ul style="list-style-type: none"> - Identifying and assessing risk - Guidelines for activities - Record keeping and personal data - Insurance - plus additional relevant sections <p>5: Selecting, recruiting, supporting staff</p> <ul style="list-style-type: none"> - Recruitment of paid and voluntary worker in parishes - CRB/ISA procedures - Support and training <p>6: Allegations and concerns 9: Information</p> <ul style="list-style-type: none"> - As relevant to the activity <p>10: Forms and templates</p> <ul style="list-style-type: none"> - As relevant to the activity

2 Allegations or concerns about a child or adult who may be vulnerable

2.1 Are you concerned about a child or adult who may be vulnerable?

Who's responsible?	Which sections?
Person who is concerned, Parish Safeguarding Officer, Incumbent Action: Follow the flow chart in section 6 Consult the PSO and/or incumbent Contact the Diocesan Safeguarding Adviser (DSA). Don't delay.	6: Allegations and concerns <ul style="list-style-type: none"> - All sections, but especially - Receiving and responding to disclosures or observations of abuse - Information sharing, confidentiality and consent 4: Keeping Safe <ul style="list-style-type: none"> - Record keeping and personal data 7: Care <ul style="list-style-type: none"> - Relevant sections

2.2 Has someone made an allegation or expressed concern about a church officer's behaviour towards a child or adult who may be vulnerable?

Who's responsible?	Which sections?
Person to whom allegation has been made, Parish Safeguarding Officer, Incumbent Action: Follow the flow chart in section 6 Inform the PSO and/or incumbent (unless allegation is against them) Contact the Diocesan Safeguarding Adviser immediately S/he and your archdeacon will manage the process with you Don't delay.	6: Allegations and concerns <ul style="list-style-type: none"> - All sections, but especially - Allegations against clergy and church officers - Information sharing, confidentiality and consent - Press enquiries 4: Keeping Safe <ul style="list-style-type: none"> - Record keeping and personal data 7: Care <ul style="list-style-type: none"> - Relevant sections

2.3 Have Police or Social Care Services contacted you about concerns regarding a child or adult who may be vulnerable known to you or your church?

Who's responsible?	Which sections?
Parish Safeguarding Officer, Incumbent Action: Inform the PSO/ incumbent Inform the Diocesan Safeguarding Adviser Work in co-operation with statutory services Don't delay.	6: Allegations and concerns <ul style="list-style-type: none"> - All sections, but especially - Receiving and responding to disclosures or observations of abuse - Allegations against clergy or church officers - Information sharing, confidentiality and consent - Press enquiries 4: Keeping Safe <ul style="list-style-type: none"> - Record keeping and personal data 7: Care <ul style="list-style-type: none"> - Relevant sections

2.4 Has someone complained about the way you conduct your activities for children or young people, or vulnerable adults, or about an employee and volunteer, but there is no child or adult who may be vulnerable at risk of harm?

Who's responsible?	Which sections?
<p>Complainant, person they are accountable to, churchwarden, incumbent, PCC</p> <p>Recommendation: Try to resolve at early stage by discussion If that fails, follow complaints/grievance procedure Consider disciplinary action Take advice from DSA and/or Diocesan Personnel Manager.</p>	<p>6: Allegations and concerns</p> <ul style="list-style-type: none"> - Complaints and grievances - Whistle-blowing <p>10: Forms and templates</p> <ul style="list-style-type: none"> - Model Complaints and grievances procedure - Model Disciplinary procedure

2.5 Has someone disclosed historic abuse in the context of counselling or pastoral care?

Who's responsible?	Which sections?
<p>Person(s) in support role, Parish Safeguarding Officer, Incumbent</p> <p>Recommendation: Inform the PSO/ incumbent Inform the DSA Work in co-operation with statutory services.</p>	<p>7: Care</p> <ul style="list-style-type: none"> - General standards of practice in pastoral care - Care of survivors of abuse <p>6: Allegations and concerns</p> <ul style="list-style-type: none"> - Receiving and responding to allegations or observations of abuse - Information sharing, confidentiality and consent <p>4: Keeping Safe</p> <ul style="list-style-type: none"> - Record keeping and personal data <p>9: Information</p> <ul style="list-style-type: none"> - as relevant

2.6 Are you supporting a victim of abuse?

Who's responsible?	Which sections?
<p>Person(s) in support role, Parish Safeguarding Officer, Incumbent</p> <p>Recommendation: Inform the PSO/ incumbent If children or adults who may be vulnerable may be at risk, inform the DSA Work in co-operation with statutory services.</p>	<p>7: Care</p> <ul style="list-style-type: none"> - General standards of practice in pastoral care - Care of survivors of abuse <p>6: Allegations and concerns</p> <ul style="list-style-type: none"> - Receiving and responding to allegations or observations of abuse - Information sharing, confidentiality and consent <p>4: Keeping Safe</p> <ul style="list-style-type: none"> - Record keeping and personal data <p>9: Information</p> <ul style="list-style-type: none"> - as relevant

3 Offenders and those who pose risk

3.1 Have police or probation contacted you about a person with offences against children or vulnerable adults, or are you aware of such a known offender in your church?

Who's responsible?	Which sections?
Parish Safeguarding Officer, Incumbent Action: Inform the PSO/ incumbent Inform the DSA Work in co-operation with DSA and statutory services.	8: Supervision of offenders and those who pose risk <ul style="list-style-type: none"> - Risk assessments - Management and agreements 4: Keeping Safe <ul style="list-style-type: none"> - Record keeping and personal data 7: Care <ul style="list-style-type: none"> - Care of perpetrators of abuse 6: Allegations and concerns <ul style="list-style-type: none"> - Information sharing, confidentiality and consent - Press enquiries

3.2 Are you supporting a perpetrator of abuse?

Who's responsible?	Which sections?
Person(s) in support role, Parish Safeguarding Officer, Incumbent Recommendation: Inform the PSO/ incumbent If children or adults who may be vulnerable may be at risk, inform the DSA Work in co-operation with statutory services.	7: Care <ul style="list-style-type: none"> - General standards of practice in pastoral care - Care of perpetrators of abuse 6: Allegations and concerns <ul style="list-style-type: none"> - Receiving and responding to allegations or observations of abuse - Information sharing, confidentiality and consent - Press enquiries 4: Keeping Safe <ul style="list-style-type: none"> - Record keeping and personal data

4 Press and publicity

4.1 Have the press contacted you, or might they, regarding anything related to a child or adult safeguarding issue?

Who's responsible?	Which sections?
Parish Safeguarding Officer, Incumbent, anyone whose phone number is in public domain (e.g. churchwardens) Action: Contact the Diocesan Director of Communications Direct all enquiries straight to him or her.	Procedures 6: Allegations and concerns <ul style="list-style-type: none"> - Press enquiries

Contact details

Your first point of contact for all issues relating to safeguarding of children and adults who may be vulnerable is the Diocesan Safeguarding Adviser.

The current post holder is:



Jill Sandham
Diocese of Southwark
Trinity House
4 Chapel Court
London
SE1 1HW.

Tel: 020 7939 9423 (office hours)
07982 279713 (mobile - out of hours,
or unavailable on landline)

E-mail: jill.sandham@southwark.anglican.org

This is a full time post based at the Diocesan office. The role includes:

- responding to parishes where there are concerns about situations regarding children or adults who may be vulnerable, or when allegations of abuse have been made
- taking the key role when allegations are made or concerns expressed about church officers
- advising parishes on safeguarding policy and practice.

For a fuller description of the Adviser's role, see section 3.

For a full list of contact details for Diocesan officers and other organisations, please see Section 9 Information: Diocesan contacts; Organisations.

