



# **Safeguarding Policy**

## Policy Statement and Principles

In accordance with the House of Bishops' Policy Statement [Promoting a Safer Church](#) (2017), our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

### **The Parish will:**

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the Parochial Church Council (PCC) to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise abuse and respond appropriately.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, including notifying the Diocesan Safeguarding Adviser, Rebecca Boswell (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually. Safeguarding will be a standing item at every PCC meeting presented by a member of the Safeguarding Committee
- Review the implementation of the safeguarding policy, procedures and practices at least annually. A Safeguarding report will be presented at the APCM by a member of the Safeguarding Committee.
- Each person who works or volunteers within this church community will agree to abide by this policy and the guidelines established by this church

## Overview of safeguarding responsibilities

1. **The PCC** has overall responsibility for safeguarding within St Andrew The Great. This policy is maintained, reviewed, and sanctioned by the PCC.

2. **The Parish Safeguarding Officer (PSO)** is the PCC member given responsibility for safeguarding within the church family and all its various ministries.

Given the size of our church, it is necessary for the Parish Safeguarding Officer (PSO) to delegate some of their responsibilities to Staff Ministry Area Leaders who oversee various ministries. However, the Parish Safeguarding Officer (or in her absence the Deputy Safeguarding officer) will retain the sole right to receive and manage disclosures.

The Parish Safeguarding Officer will be responsible in decisions about whether to permit someone to be involved in ministry with children and vulnerable adults where their Disclosure and Barring Service (DBS) check is blemished or information is provided about them under the DBS scheme. Similarly, the Safeguarding Team are responsible for undertaking a risk assessment if there is information disclosed on a Confidential Declaration.

The Parish Safeguarding Officer chairs the Safeguarding Committee which is tasked to oversee the church's safeguarding policies, compliance and audits.

3. **The Church Safeguarding Committee** is a source of advice and guidance on safeguarding issues. It is chaired by the Parish Safeguarding Officer. The committee is made up of members who have an understanding of safeguarding and are aware of its importance. They will advise the PCC on any matters relating to safeguarding, making recommendations for changes in policy and procedure which are consistent with House of Bishop's Policy and Practice Guidance, and hold ministry area leaders accountable for policy implementation.

### 4. Staff Ministry Area Leaders

Ministry area leaders have the responsibility to ensure that Leaders within their ministry area are recruited, assessed, and trained according to the safeguarding policy of the church (see Safer Recruitment Policy). In this process they will be assisted by the Leaders Review Team and the administrative team. Their role will be supervised by the Parish Safeguarding Committee, chaired by the Parish safeguarding Officer.

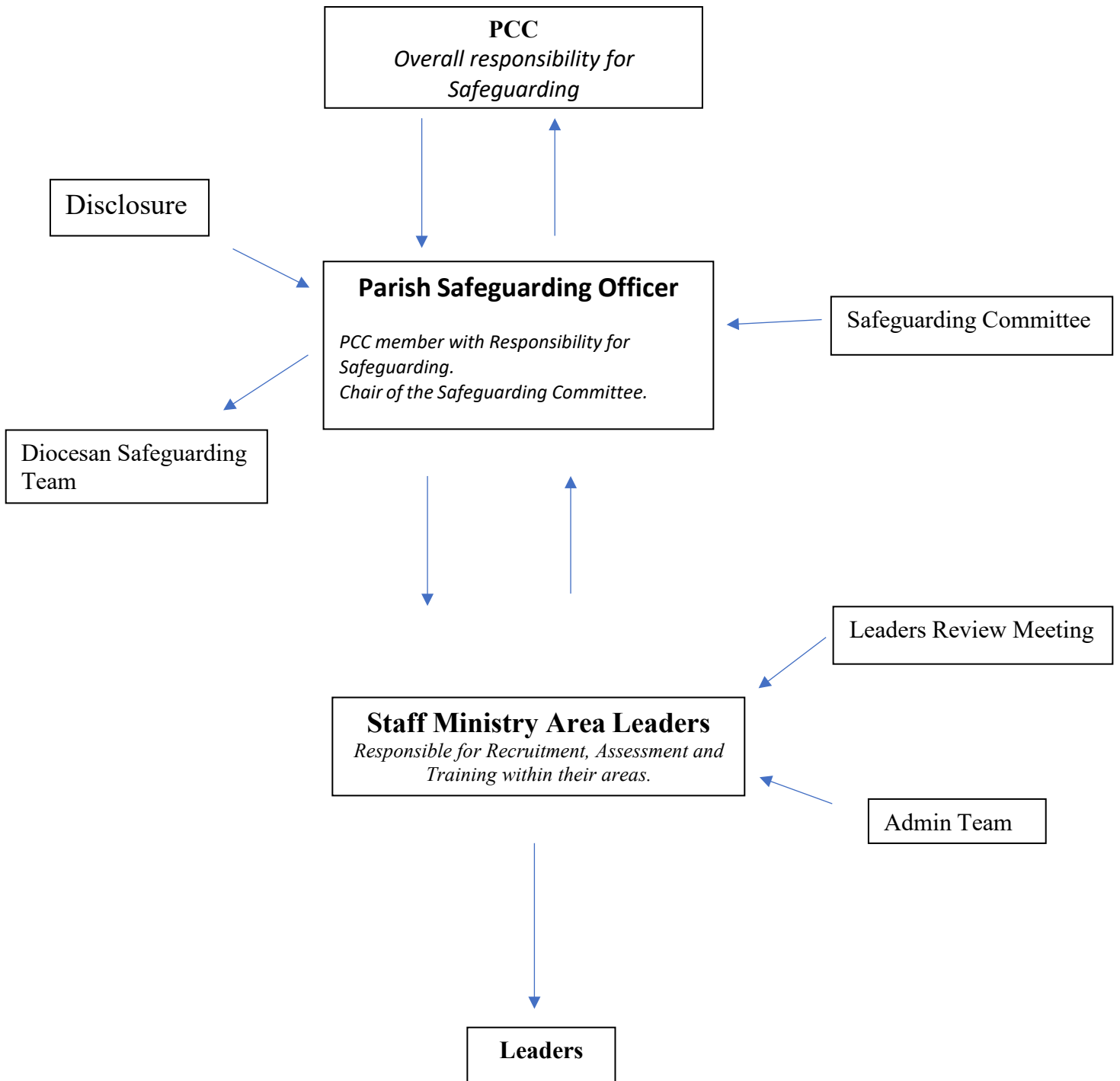
Ministry Area Leaders will escalate any concerns or disclosures to the Parish Safeguarding Officer as soon as possible and no later than 24 hours. The Parish Safeguarding Officer retains the sole right to receive and manage disclosures.

5. **The Children's Advocates** raise the profile of children within the church and on the PCC.

6. **Leaders** refers to anyone serving in any role within church which involves any oversight of children, young people or vulnerable adults. In the Recruitment Policy, Leaders are further categorised into two groups, 'Pastoral Leaders' and 'Practical Servers'. All leaders (Pastoral and Practical) who have oversight of children and vulnerable adults are subject to the same DBS checks and safeguarding training (see Recruitment Policy)

All Leaders share a particular responsibility for:

- loving the person as Christ loves them
- setting an example of proper Christian conduct
- praying for those in their care



## Outline of ministry areas

For the purposes of safeguarding, the church's various activities have been divided into separate ministry areas. Staff Ministry Leaders of these areas must comply with all St Andrew The Great's safeguarding policies.

Leaders (Pastoral and Practical) recruited to those areas where there is provision of care for children (including crèche, Scramblers, Climbers, Adventurers, Explorers, Pathfinders, Travs) must read the church's General Safeguarding Policy as well as the Children's Safeguarding Policy. They must also read the Code of Conduct and the Risk assessment for the particular activity.

Leaders (Pastoral and Practical) recruited to those areas where vulnerable adults may be in attendance must read the church's General Safeguarding Policy as well as the Adult at Risk Safeguarding Policy.

The ministry areas that make formal provision for children and young people are as follows:

- 1. Sunday morning Service 10.00am**

Including Crèche, Scramblers, Climbers, Adventurers, Explorers, Pathfinders.

Pathfinders also meet on Friday evenings.

- 2. Sunday evening Service 5.00pm**

Including Travs.

- 3. Other ministries:**

**Bounce a Round** Wednesday mornings in the church building. 10-12am during school terms.

**Morning Groups** Families attending Morning Groups make informal arrangements to recruit a babysitter and must take full responsibility for assessing the suitability of the volunteer.

## Screening Procedure for Leaders: Safer Recruitment for Volunteers

Every applicant who wishes to serve in any ministry area involving children, young people or adults must be safely recruited according to the [House of Bishops Practice Guidance](#). In addition to what is outlined in our [safeguarding policy](#), this document outlines the process by which people are safely recruited for voluntary practical service and leading within St Andrew the Great: sometimes referred to as LRM (Leadership Review Meeting).

### Who is responsible for voluntary appointments?

The PCC expects the vicar to be responsible for voluntary appointments, assisted by staff members on the LRM committee. This committee, its chair, and any others who carry out interviews are appointed by him. As part of their responsibility for safeguarding, the PCC has to ensure that recruiting of, training and support for all those with any responsibility for children, young people and adults is done safely and in line with our wider safeguarding policies.

The LRM committee meets on a monthly basis.

It is important that those to whom responsibility is delegated are capable, competent and trained in safer recruitment, and are also able to keep personal matters confidential. For this reason we require the chair of the LRM committee to complete safeguarding training up to S1 (Safer Recruitment). It is good practice for all others who are involved in recruitment to also have this level of training if possible.

### What is the LRM process for?

As well as ensuring safer recruitment, the LRM process plays a vital role in delivering the third part of our vision statement as a church. St Andrew the Great is a “a church committed to mature discipleship for every member”. Applying Ephesians 4:11-16, the aim of the LRM process is to encourage each member of StAG to consider their contribution to the building up of the body of Christ, helping them to discern their gifts and make best use of them. Each member should have a vision of what God wants to do with his or her life for his own glory. This involves both informal and formal ways of serving the church family. Some people are paid to organise the church’s life, but all are ministers of the gospel!

The LRM process is particularly concerned with formal ways of practical service and leading.<sup>1</sup>

### Practical service

E.g. StAG Café volunteers\*, crèche helpers\*, BAR helpers\*, music team, tech team, welcome team, finance team, washing up/cooking, etc.

**Leading** is defined as someone who has direct pastoral responsibility, serves on a committee which makes ministry decisions, or leads a ministry/committee. Those with a leadership role are asked to sign the [Leaders’ Agreement](#) on an annual basis, and invited to Leaders’ Day in January each year.

E.g. any small group leader, children’s group leaders\*, WMG, UKMG, band leaders\*, marriage prep couples, pastoral care team\*, Arena table leaders, parish outreach team, nominated ministry leaders (e.g. Wednesday Outlook\*, welcome team, StAG Café\*, crèche\*, BAR\*), committee members (e.g. property, remuneration).

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<sup>1</sup> Roles with an asterisk (\*) indicate areas of leadership/practical service which involve working *directly* with children or vulnerable adults. This is not to say that those volunteering in other areas of leadership/practical service will not come into contact with vulnerable adults, as per our [Adults at Risk Safeguarding Policy](#), but these roles do not require an enhanced DBS check for volunteers.

Reviewed November 2020

## The LRM Process

### Step 1 – Welcome Interview

After 6 months, every individual at StAG who has been regularly attending Sunday services and a small group should have a welcome interview with a member of the LRM committee who is from the ministry area in which they are part (e.g. the 20-30s Worker might meet with those in Hub).

This first meeting is an opportunity to get to know individuals and encourage them to think about ways they could minister to and serve the church family. *Please refer to [Welcome Interview](#).*

It is best practice not to invite individuals to lead/serve practically at StAG before they have been in regular attendance for at least six months, however this is at the discretion of the LRM committee e.g. some people are only here for one year and we may want to ask them to serve on Music or Tech teams after 3 months.

Sometimes we ask for people to volunteer to serve, e.g. through [stag.org/music](http://stag.org/music), or 'How can I serve?' forms at Focus/Hub/iHub. Those who indicate willingness to serve in the areas of Practical Service/Leadership defined above should start the process at Step 1, with the exception of things like washing up/cooking, or playing in a Carol Service orchestra.

### Step 2 - LRM Meeting (Identification)

Once the Welcome interview has been completed, these individuals are brought to the next LRM meeting to be discussed, and a potential area of practical service/leading is identified.

There are 3 outcomes to these discussions:

1. **Nothing further at the moment:** it may be that the individual is not ready to be involved in any regular leading/practical service. This decision is to be recorded with an action to review in the future.
2. **Considered for practical serving:** the person will be invited to consider serving. Potential areas of practical service will be identified by the committee.

**If the area of practical service does not involve working with children/vulnerable adults,** the individual will be sent an invitation email to serve in the area identified and will begin serving. ([See email template](#))

**If the area of practical service involves working with children/vulnerable adults,<sup>2</sup>** the individual will be sent an email asking them to apply for the role ([See email template](#)). This email will include:

- [Job Description](#)
- [Application Form 2 \(children/vulnerable adults\)](#)
- [Confidential Declaration Form](#)

3. **Considered for leading:** the person will be invited to consider leading. Potential areas of leadership will be identified by the committee.

**If the area of leadership does not involve working with children/vulnerable adults,** the individual will be sent an email asking them to apply for the role ([See email template](#)). This email will include:

- [Job Description \(incl. Leaders' Agreement\)](#)
- [Application Form 1](#)

**If the area of leadership does involve working with children/vulnerable adults,<sup>3</sup>** the individual will be sent an email asking them to apply for the role ([See email template](#)). This email will include:

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<sup>2</sup> The areas of practical service where this applies are StAG Café volunteers, crèche helpers, BAR helpers.

<sup>3</sup> The areas of leadership where this applies are children's group leaders, pastoral care team, the nominated ministry leaders of Wednesday Outlook, StAG Café, crèche, BAR, and band leaders who supervise musicians under the age of eighteen.

- [Job Description \(incl. Leaders' Agreement\)](#)
- [Application Form 2 \(children/vulnerable adults\)](#)
- [Confidential Declaration Form](#)

**\*\*If transferring to a different leadership role**, the individual will be sent an email ([See email template](#)). This email will include:

- [Job Description \(incl. Leaders' Agreement\)](#)
- If the area of leadership involves working with children/vulnerable adults, include [Application Form 2 \(children/vulnerable adults\)](#) and [Confidential Declaration Form](#).

In order to apply for the role, individuals will need to bring completed paperwork to the recruitment interview. LRM minutes will be sent to both the Vicar and the Safeguarding Officers for their information and comment.

### **Step 3 – Recruitment Interview**

This second interview is to help the individual and LRM committee to work out whether the suggested ministry area is a good fit for them by outlining in more detail the nature of the role and the commitments needed to be part of this gospel work.

Someone from the respective ministry area should carry out this interview (e.g. the Female Students' Pastor might meet with those applying for Student Team). *Please refer to [Recruitment Interview](#).*

For those applying to work with children/vulnerable adults, there are additional questions which assess the values, motives, behaviours and attitudes of those applying for these roles.

If they have not done so already, the individual will be asked to complete paperwork from Step 2 at the beginning of this interview.

After this interview references will be sought (*please refer to [Reference Requests](#)*), and all completed forms must be passed to the office for storage.

**\*\*If transferring to a different leadership role**, this can be replaced with an informal conversation with relevant Ministry Leader

### **Step 4 - LRM Meeting (Decision/Approval)**

Once the Recruitment Interview has been completed and the references collected, these individuals are brought to the next LRM Meeting to be discussed, approved and appointed.

### **Step 5 - Appointment**

The individual will be sent an appointment email ([See email template](#)) which includes, confirmation they have been appointed to the role and any additional information.

Those applying to work with children/vulnerable adults ([See email template](#)) will need to complete an enhanced DBS check, and the appointment is subject to the satisfactory completion of this check.

**NB. Overseas applicants.** If a candidate for a position that is eligible for a DBS check is coming from overseas who, either has never lived in the UK or spent a period of time overseas (i.e. lived abroad), every effort will be made to obtain an additional check to obtain criminality information (also known as a certificate of good conduct/character) from his/her relevant embassy/high commission (or police force). This means that in addition to the DBS check, the candidate/applicant must seek this additional check to cover the time he/she spent abroad. *Please refer to [Home Office guidance](#).*



## Step 6 – Induction

The ministry area leader will need to complete an induction process with every new leader to confirm they have completed the necessary safeguarding training, risk assessments, and to confirm that they have signed the Leaders' Agreement if required. *Please refer to [Induction Checklist 1](#) or [Induction Checklist 2 \(children/vulnerable adults\)](#).* All completed forms must be passed to the office for storage.

## Step 7 – Practical Service/Leading

The first few months of the role should be viewed as a settling in period where both the individual and the ministry team leader can see whether the individual is suited to the particular role. During these periods relevant training can be planned and support can be arranged. In addition, regular meetings with the ministry area leader can be organised to discuss any issues that arise.

Ministry area leaders are pastorally responsible for those under their supervision. They should, therefore, seek to meet with their leaders regularly to appraise and support them in their work, and to encourage them in their Christian life.

## Step 8 – Review Interview

Each leader's commitment should be reviewed annually. This gives a chance for the members to raise any concerns about continuing in their role, to think carefully about reapplying for the same/a different role, and for the senior staff to consider the contributions of individuals and the needs across the church family and decide if any changes/transfers should be implemented.

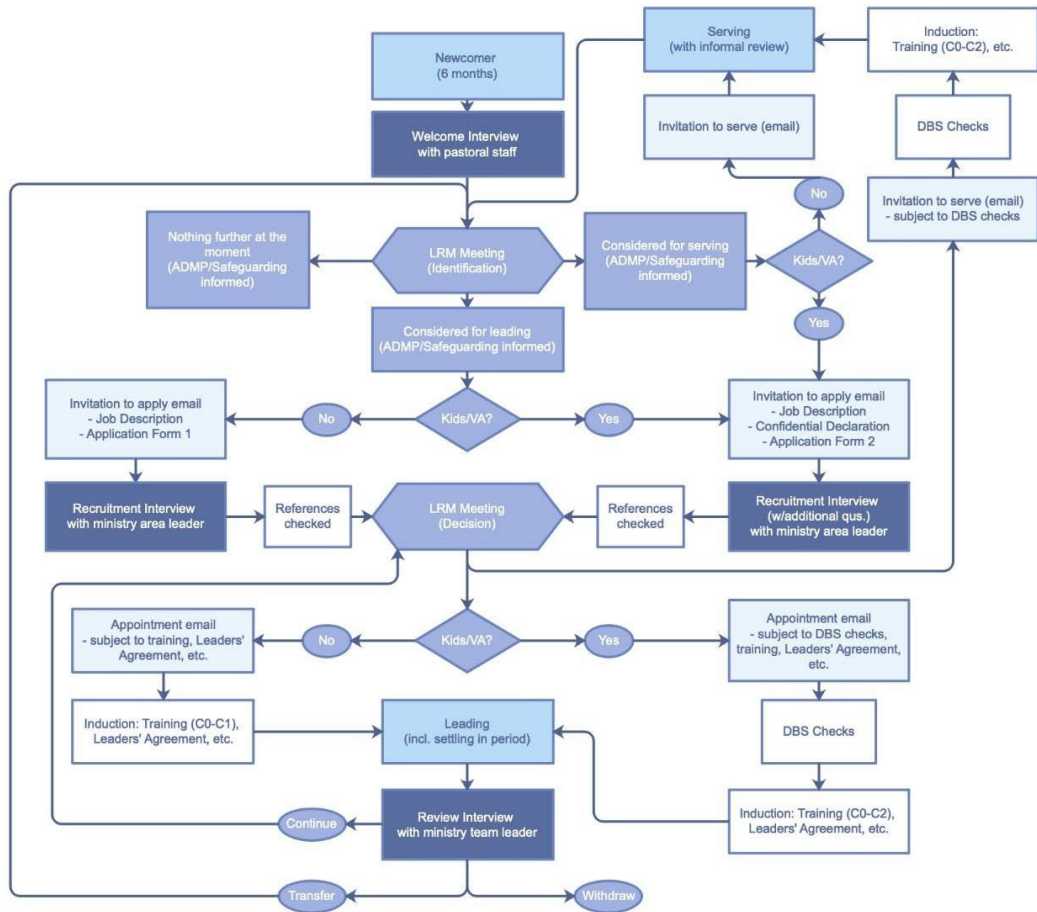
This third interview will be conducted by the Ministry Area Leader, and does not need to be long; in many cases it will be very straightforward. *Please refer to [Review Interview](#).*<sup>4</sup>

After this interview is complete, the staff member will briefly report back about this individual to the next LRM meeting, recommending a possible action to be taken from the following three options:

1. **Continuing in current role:** in this instance the individual returns to Step 5.
2. **\*\*Transferring to a different role:** in this instance the individual returns to Step 2.
3. **Withdrawing from formal practical service/leadership for the moment:** (which may be for any number of reasons). This decision is to be recorded with an action to review in the future, and Alasdair informed.

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<sup>4</sup> The process of review is less formal for those involved in practical service (i.e. crèche, washing up) but these individuals will be considered by the LRM committee for leadership roles at the recommendation of someone from their respective ministry area.  
Reviewed November 2020



## Principles for 1-to-1 Meetings

Reading the Bible, encouraging and praying one-to-one is a key way in which we fulfil the biblical “one another” commands. Indeed, how we speak to one another is an identifying mark of God’s people (e.g. Malachi 3:16). We will meet with people 1-to-1 in the course of our encouragement and training of other staff and leaders as well as in our pastoral care. 1-to-1s with non-Christians will also be a normal part of our personal evangelism.

It is important, however, that we are above reproach in all of our ministry. Personal work can become “over-intense” and is potentially open to being misunderstood. “Spiritual abuse” is a form of psychological and emotional abuse which can occur within churches and is characterised by coercive and controlling behaviour – 1-to-1 meetings and misuse of the Bible can be features of this form of abuse. So, knowing our own weakness and out of love for others, especially the most vulnerable, we are committed to the following basic principles in our personal work. If in exceptional circumstances we set aside one of the following principles, it is appropriate to keep a written record and to inform our line manager or, if relevant, the Parish Safeguarding Officer.

- Basic records (which we could produce on request) should be kept of who we met, when and where (e.g. a diary entry) and why we met (e.g. “counselling” or “to read 2 Timothy”).
- It is usually not appropriate to meet 1-to-1 with someone of the opposite sex. One exception to this general principle is when we “line manage” a staff member of the opposite sex. In that case, it will be appropriate to meet 1-to-1, though we will work to be “above reproach”, e.g. by meeting in public/visible place and considering carefully what we discuss. This carefulness should be balanced by a willingness, in particular, to train and support female members of staff – maintaining reasonable, godly standards is not to become an excuse for neglecting to properly manage female colleagues (e.g. a male line manager refusing to meet with a woman regularly when he would with a man doing the same job).
- 1-to-1s should not be secret. We should discuss with our line manager/others in our team on a regular basis who we are meeting with and how things are going (not least so we can be praying). See also the staff handbook section on “Confidentiality”.
- We recognize that personal work can lead to the development of an unhealthy dependence or a controlling relationship, especially where one person has a position of “spiritual authority”. As such, we will carefully consider both the topics we address (e.g. not developing an unhealthy focus on sexuality or a “pushy” attitude to financial giving) and the character of any advice we give (carefully distinguishing God’s commands from our opinions by ensuring that the Bible is visibly the authority and not us). We will work hard to get the Bible right and will not misinterpret it or selectively quote from it to get our own way. We will consider carefully how our actions may be understood by others (e.g. as controlling or “favouritism”) and will take all reasonable steps to avoid misunderstanding. We will be aware that others may perceive us as having “authority” (“putting us on a pedestal”), even if we don’t feel authoritative.
- We must show people that what we are teaching comes from the Bible, this avoids a misuse of our power.
- Where we have a concern about a particular relationship, whether with us or between two other people, we will report that immediately to our line manager or Sarah Robinson, Safeguarding Officer. We will train leaders who conduct 1-to-1s as part of their ministry to be aware of these principles and the danger of manipulative or coercive patterns forming. We will provide oversight and accountability to leaders and work hard to prevent unhealthy relationships from forming (and will respond to that and report it if they do).
- In ordinary circumstances, regular (e.g. weekly) meetings with a person 1-to-1 will be for a limited period (if possible, defined in advance) – the longer we meet for, the more likely the relationship is to become “over-intense” spiritually or emotionally. If someone needs ongoing 1-to-1 support, it may be appropriate that someone else or a Christian counsellor “take over” from us. Ultimately, we are not indispensable to anyone. Clarity about expectations when we start meeting greatly helps, not least because we do not want people to feel “dropped” by us (relatedly, continuing to meet more occasionally may well be a good idea – people are not just short-term projects!). In some cases, e.g. with members of a small group we lead, we will plan to meet with people occasionally over a longer period.
- We are aware that some people need or would benefit from specialist help that we cannot provide (e.g. with addiction, mental illness or an eating disorder), perhaps alongside continued pastoral care by us. In these cases, it is appropriate to recommend that someone see a GP or counsellor. We are, however, aware that adults have a

right to confidentiality and to make their own decisions and will not discuss them with others without their permission unless there is an overriding reason to do so.

- If someone expresses suicidal thoughts and we have an immediate concern for their safety (e.g. they have stated definite plans or sound particularly set), we will ring 999. In all cases, we will endeavor to get anyone expressing suicidal thoughts the help they need, putting them in touch with their GP or Samaritans (116 123). If we have any concerns or are uncertain how to respond, Sarah Robinson can offer advice. Confidentiality is not an absolute bar on seeking advice and it is good practice to speak to someone, e.g. a line manager or Sarah Robinson, whenever someone expresses suicidal thinking to you.
- We will take steps to maintain our own safety. Where we are concerned that someone's behavior is or may become aggressive, it is not appropriate to meet them 1-to-1. If you feel threatened, leave the situation sooner rather than later. It is good practice for someone to know where you are and who you are meeting with. We will also consider carefully where and at what time we meet with people.
- We will abide by our safeguarding policies on the website. If we are concerned that someone may harm themselves or someone else in any way or be harmed by someone else, we may have a duty to disclose this to the relevant authorities (e.g. if someone discloses or we suspect domestic violence or controlling behavior). If the danger is immediate, ring 999; otherwise, Sarah Robinson can advise on the next steps.

#### Under-18s (i.e. Children)

- It is not appropriate to meet 1-to-1 with someone under 16 except in the most exceptional circumstances.
- With anyone 16-18 (i.e. in secondary education), inform Tom Hutchings, Children's Team Leader and Sarah Robinson, the Parish Safeguarding Officer **before** meeting. Any meeting with a child should take place in a public place (e.g. a café) or in a very visible place (e.g. a room with the door open or the Ringing Room) and with parental consent. Keep a written record of who you met with, when, where and why – ideally, this should be passed to Tom Hutchings, Children's Team Leader, immediately.

Last Reviewed by Safeguarding Team August 2020

## **Contact Names and Details**

### **Safeguarding Committee:**

|                |                               |  |
|----------------|-------------------------------|--|
| Sarah Robinson | Parish Safeguarding Officer   | <a href="mailto:safeguarding@stag.org">safeguarding@stag.org</a> 01223 756 436 |
| Piyush Jani    | Deputy Safeguarding Officer   | <a href="mailto:safeguarding@stag.org">safeguarding@stag.org</a> 01223 756 436 |
| Louise Gilmore | Senior Administrator          | <a href="mailto:louise.gilmore@stag.org">louise.gilmore@stag.org</a>           |
| Rachel Foley   | Administrator                 | <a href="mailto:church.office@stag.org">church.office@stag.org</a>             |
| Katie Banks    | Safeguarding Committee member | <a href="mailto:mrandsrswbanks@yahoo.co.uk">mrandsrswbanks@yahoo.co.uk</a>     |

### **Children's Advocates:**

|                   |              |
|-------------------|--------------|
| Mary Burdett      | 01223 756435 |
| Gail Featherstone | 01223 756435 |

### **Ministry Area Leaders:**

|                                |                     |
|--------------------------------|---------------------|
| Sunday Morning Service 10.00am | Rev Tom Hutchings   |
| Sunday Morning Service 11.45am | Rev Robbie Strachan |
| Sunday Evening Service 5.00pm  | Rev Tom Hutchings   |
| Children's Activities          | Rev Tom Hutchings   |
| Youth Group                    | James Townsend      |
| Bounce A Round                 | Ruth Oakley         |
| Wednesday Outlook              | Craig Larner        |
| Mornings Groups                | Ruth Oakley         |
| Home Groups                    | Rev Tom Hutchings   |
| Hub                            | Craig Larner        |
| Student Focus                  | Rev Robbie Strachan |
| Internationals                 | James Steer         |
| MEMBS                          | Rev Tom Hutchings   |
| Parish Visiting                | James Steer         |