



St Andrew the Great, Cambridge (Charity no. 1133975)

## Safeguarding Policy

### Information

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1.1	March 2025	John Percival	Reformatted
1.2	June 2025	Dawn Dilley/John Percival	Updates include: <ul style="list-style-type: none"><li>• Inclusion of 2 Deputy PSOs (Section 1 - 4.3)</li><li>• Removed Children's Advocates (Section 1 – 4.4)</li><li>• Updated Names &amp; Service Times (Section 1 – 5.1)</li><li>• Spiritual Abuse Definition Revised (Section 2 – 2.21- 2.22)</li><li>• Mention of following up a referral if appropriate and to ensure handled well (Section 2 – 4.1)</li><li>• Details of how PSO might respond and that DSA may be contacted (Section 2 – 5.4b, 6.2b)</li><li>• Inclusion of 'Designated Delegate' (Section 4 – 1.14a)</li><li>• Contact Details Updated (Section 6)</li></ul>

### Comments or Feedback

Add to [working document here](#) or email [church.office@stag.org](mailto:church.office@stag.org).

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# Safeguarding Policy

## Section 1: Policies and responsibilities

### 1. Introduction

- 1.1 As a church, we desire to bring glory to God by knowing Jesus and making him known. Safeguarding is an important part of our service in the gospel and one which we take seriously, aiming for a standard of excellence as we implement this policy.
- 1.2 This policy is designed to be read together with the Church of England's House of Bishops Parish Safeguarding Policy Statement [Promoting a Safer Church](#) and [Safeguarding e-manual](#)

### 2. Safeguarding Framework

- 2.1 The legislative framework that underpins the guidance contained in this policy is as follows:
  - (a) The Children Act 1989 and 2005.
  - (b) Working Together to Safeguard Children 2023.
  - (c) The Care Act 2014.
  - (d) Human Rights Act 1998.
  - (e) Mental Capacity Act 2005.
  - (f) Deprivation of Liberty Safeguards 2014.

#### Who is this policy relevant to?

- 2.2 As safeguarding is everyone's responsibility, this policy is relevant to the whole church family.
- 2.3 It is particularly relevant to those who undertake work in a paid or unpaid capacity that is linked to the work of St Andrew the Great, including:
  - (a) Staff (including interns/voluntary workers).
  - (b) Leaders and helpers of mid-week and Sunday groups for children or young people.
  - (c) Leaders and helpers in ministries that include children/young people (e.g. the music team).
  - (d) Leaders and helpers of ministries to elderly people or vulnerable adults
  - (e) Congregation members to whom disclosures are made from those who need to seek help.

- (f) Congregation members who may be concerned that they may pose a risk to adults or children.
- 2.4 The policy is also relevant to leaders of adult small groups, and those in practical service roles not involving children/young people where, although not operating within a statutory safeguarding framework, we nonetheless want to exercise a wise duty of care and be aware of any individual group members who may be more at risk of harm.

### 3. Policy Statement<sup>1</sup>

3.1 The care and protection of children, young people and adults involved in the life and activities of St Andrew the Great is of paramount importance and is the responsibility of the whole church family. We see promoting a safe and nurturing church environment which protects the most vulnerable as a key aspect of our call to share the good news of salvation through Jesus Christ.

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

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

#### 3.3 The Parish will:

- (a) Create a safe and caring place for all.
- (b) Have a named **Parish Safeguarding Officer**<sup>2</sup> (PSO) to work with the incumbent and the Parochial Church Council (PCC) to implement policy and procedures.
- (c) 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.
- (d) Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- (e) Display in church premises and on the parish website the details of who to contact if there are safeguarding concerns or support needs.

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<sup>1</sup> Based on the Church of England model parish safeguarding policy <https://www.churchofengland.org/sites/default/files/2018-09/6.-model-parish-safeguarding-policy.docx>

<sup>2</sup> Names and contact details for all those currently in roles formatted in this way (bold, underline) can be found in the contact details section near the end of this document.

- (f) Listen to and take seriously all those who disclose abuse.
  - (g) Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the **Diocesan Safeguarding Adviser** (DSA) and statutory agencies immediately.
  - (h) Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
  - (i) 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.
  - (j) Ensure that as a church we are alert to the risks within society, including risks associated with grooming, online abuse, radicalisation, gender-based violence, exploitation, domestic abuse, etc. and to report appropriately.
  - (k) Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
  - (l) Safeguarding will be a standing item at every PCC meeting presented by a member of the Safeguarding Committee
  - (m) 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.
- 3.4 Each person who works or volunteers within this church community will agree to abide by this policy and the guidelines established by this church.
- 3.5 We fully adopt all House of Bishops policies and guidance in relation to safeguarding.<sup>3</sup> We seek to ensure that our procedures are continually being reviewed and updated in line with best practice through use of the recommended [Safeguarding Dashboard](#).

## 4. Safeguarding roles and responsibilities

- 4.1 **The PCC** has ultimate responsibility for safeguarding within St Andrew the Great. This policy is maintained, reviewed, and sanctioned by the PCC.
- 4.2 The PCC has delegated responsibility for the implementation of StAG's safeguarding policy to the **Parish Safeguarding Officers (PSOs)**.
- (a) 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 their absence the

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<sup>3</sup> This includes guidance contained in the following documents: The Parish Safeguarding Handbook; Safer Recruitment & People Management Guidance; Safer Environment & Activities; Code of Safer Working Practice; Responding to Safeguarding concerns or allegations that relate to children, young people & vulnerable adults; Key Roles & Responsibilities of church office holders & bodies; Responding well to domestic abuse. See: <https://www.elydiocese.org/safeguarding/safeguarding-policies-guidance-and-procedures/> and <https://www.churchofengland.org/safeguarding/policy-and-practice-guidance> (Links checked 30 May 2025)

**Deputy Parish Safeguarding officers**) will retain the sole right to receive and manage disclosures.

- (b) 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. It would be usual practice for the PSO to consult the Deputy PSOs in this. Similarly, the Parish Safeguarding Officers are responsible for undertaking a risk assessment if there is information disclosed on a Confidential Declaration.
- (c) The Parish Safeguarding Officer chairs the **Safeguarding Committee** which is tasked to oversee the church's safeguarding policies, compliance, and audits.
- (d) The Parish Safeguarding Officer is responsible to both the Vicar and the PCC of St Andrew the Great.
- (e) If an allegation/concern involves one of the Safeguarding Officers, the concern should be raised with the Vicar or the Diocese directly (see 'Contact Details' section below).

4.3 **The Church Safeguarding Committee** is a source of advice and guidance on safeguarding issues, whose primary role is to support the PSOs in their duties. The Committee is chaired by the Parish Safeguarding Officer. The committee is made up of the PSO, 2x Deputy PSOs, an elected PCC representative, and a staff representative of the **Leadership Resource (LRM) team** (usually the **DBS administrator**). Members will be those who understand 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.

4.4 **Ministry Area Leaders** have the responsibility to ensure that safeguarding policy and practice is consistently followed in their specific ministry area. Their role will be supervised by the Parish Safeguarding Committee, chaired by the Parish Safeguarding Officer

4.5 **Church Officers** refers to anyone serving in any role within church. Some church officers will be in roles which involve oversight of children, young people or vulnerable adults. In the Recruitment Policy (see below), Church Officers 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 the pre-appointment checks required by the Church of England safeguarding e-manual.

- (a) All Church Officers share a particular responsibility for:
  - (i) loving the person as Christ loves them
  - (ii) setting an example of proper Christian conduct
  - (iii) praying for those in their care

4.6 God's work can only be truly advanced by the Holy Spirit convicting and convincing people, and not by human coercion or force.

## 5. Responsibility for groups and activities at StAG

5.1 For the purposes of safeguarding, the church's various activities have been divided into separate ministry areas. The people listed below have responsibility for ensuring that our safeguarding policy and practice is consistently followed in their specific area.

### Children's ministries

Group/ministry name	Lead Responsible Person (Ministry Area Leader)
Children's groups (3-11s)	David Masters
Creche (Sundays)	David Masters
Pathfinders (11-14s)	Tim Taylor (John Percival from Sept 2025)
Travs (14-18s)	Tim Taylor (John Percival from Sept 2025)
Bounce-A-Round	Ruth Oakley (Nerena Akuwudike from Sept 2025)
Occasional Children's Helpers Team (including Morning Group Creches)	David Masters / Ruth Oakley (Nerena Akuwudike from Sept 2025)
Dads group (including Dads and kids camp)	John Percival

### Adult ministries (with potentially vulnerable adults)

Group/ministry name	Lead Responsible Person (Ministry Area Leader)
Wednesday Outlook	Jacob Stevens
Pastoral Support Team and Marriage Support Team	John Percival (with Ben Wilding and Sandra Byatt*)

### Other ministries<sup>4</sup>

Group/ministry name	Lead Responsible Person (Ministry Area Leader)
First Morning Service 9.45am	John Percival
Second Morning Service 11.30am	Ed Underhill
Evening service 5pm	Xander Coomber
Undergraduates including Focus, Student Lunch and student mission trips	Ed Underhill
Homegroups	John Percival (with Nerena Akuwudike*)
Morning Groups (including WEMBS)	Nerena Akuwudike
MEMBS	John Percival
HUB	Xander Coomber (with Becca Nicholl*)
iHUB	James Steer (with Ruby Lu*)
Real Life Jesus	Xander Coomber
Marriage Preparation	Ed Underhill
Thessalonians Group (for those who experience same-sex attraction)	Alasdair Paine

<sup>4</sup> Although not operating within a *statutory* safeguarding framework in these groups/activities, we nonetheless want to exercise a wise duty of care, in line with our policies, and be aware of any individual group members (children or vulnerable adults) who may be more at risk of harm.

Simeon's Group (training preachers)	Ed Underhill
Welcome Team	Ruby Lu
Musicians and tech team	Doug Regehr
Catering team	Isobel Waspe

- 5.2 \* *Ultimate responsibility for ensuring safeguarding policy is implemented within the specified area lies with the first named person in each instance. Individuals named in brackets play a very significant role in ensuring safeguarding policy is implemented within the area. Female staff will also frequently act as the Responsible Person for recruitment of female leaders within their area.*

# Section 2: Recognising potential abuse

## 1. Recognising potential abuse

- 1.1 All abuse is serious. All Church Officers need to know how to respond to signs of abuse or allegations of abuse. The following guidelines and procedures are in place to meet that need. The government is clear that workers across a wide range of organisations—including faith groups—are often well-placed to notice changes in an adult or child that may indicate they are being abused or neglected and therefore need to be vigilant in identifying concerns and understand how to respond appropriately.

## 2. Definitions

### Who is a child?

- 2.1 Any person under the age of 18 years.

### When is an adult vulnerable?

- 2.2 The term ‘vulnerable adult’ refers to “a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability, illness, old age, emotional fragility, distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired. Deciding whether a person should be considered a ‘vulnerable adult’ with regard to a particular safeguarding concern or allegation involves making an assessment of the facts of the particular case and forming a view on whether the ability of the individual concerned to protect himself or herself from the abuse in question was significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise.”<sup>5</sup>
- 2.3 Please note that some adults may not consider themselves vulnerable but may be vulnerable to being abused by individuals in positions of leadership and responsibility. As adults are not inherently vulnerable and in need of protection it is important to recognise that the factors described below do not, of themselves, mean that a person is vulnerable. It is a combination of these factors and the circumstances that a person finds him/herself in that can make an individual vulnerable to abuse or neglect.<sup>6</sup>
- 2.4 SOME FACTORS THAT INCREASE VULNERABILITY INCLUDE:
- (a) A mental illness, chronic or acute

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<sup>5</sup> [Safeguarding e-manual - Safeguarding Children, Young People and Vulnerable Adults, Section 1: Context](#) (Links checked 30 May 2025)

<sup>6</sup> You may also hear reference to ‘adults at risk’ (a term from the Care Act 2014) which has much overlap with the C of E’s definition of a ‘vulnerable adult’. Safeguarding duties apply to all adults at risk, for all statutory organisations. The Church of England is not a statutory organization; as such we have chosen to use the term ‘vulnerable adults’ throughout this policy.

- (b) A sensory or physical disability or impairment
- (c) A learning disability
- (d) A physical illness
- (e) Dementia
- (f) An addiction to alcohol or drugs
- (g) Failing faculties of old age
- (h) Homelessness
- (i) Refugee status (including seeking asylum)
- (j) Domestic abuse
- (k) Significant emotional coercion
- (l) Historic abuse in childhood
- (m) A permanent or temporary reduction in physical, mental or emotional capacity brought about by life events – for example bereavement or abuse or trauma.

2.5 It is also important to note that these factors may not exist in isolation; for example, someone with a drink problem masking underlying dementia; or a frail housebound elderly person with underlying depression.

## What is abuse?

- 2.6 There are several categories of abuse. Abuse may occur within a family, or outside the family unit. Abuse can be carried out by an adult, or by a child.
- 2.7 The descriptions within these categories are not exhaustive.
- 2.8 *Further information on each of these categories can be found in the [Safeguarding e-manual - Safeguarding Children, Young People and Vulnerable Adults - Section 2: Definitions](#)<sup>7</sup>*

## Physical abuse

- 2.9 **In children this may be:** hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- 2.10 **In adults this may be:** hitting, slapping, kicking, pushing, misuse of medication, restraint, or inappropriate physical sanctions.
- 2.11 **Female Genital Mutilation (FGM):** when a female's genitals are deliberately altered or removed for non-medical reasons. May be performed illegally by doctors or members of the community in the UK, or girls may be sent abroad for the procedure.

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<sup>7</sup> Link checked 30 May 2025.

## Domestic Abuse

- 2.12 **In children:** Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.
- 2.13 **In adults:** any type of controlling, bullying, threatening or violent behaviour between people in a relationship (or after the relationship has ended). Inside, outside the home. In person or online. Both men and women can be abusers.

## Neglect:

- 2.14 **In children:** including persistent failure to meet the basic essential needs of a child (both physical and psychological), to protect a child from physical and emotional harm or danger, to provide adequate supervision and / or access to appropriate education, medical care or treatment.
- 2.15 **In adults:** ignoring medical, emotional or physical care needs; withholding necessities such as medication or heating, or access to appropriate health and support services
- 2.16 **In adults (self-neglect):** behaviours related to neglect to care for one's personal hygiene, health or surroundings (including hoarding behaviours).

## Sexual abuse:

- 2.17 **In children:** forcing or enticing children or adolescents to take part in sexual activity. May involve physical contact (penetrative or non-penetrative acts), or non-contact (e.g. involving children in looking at or production of sexual images). Can also take place online.
- 2.18 **In adults:** rape and sexual assault, indecent exposure, harassment, sexual teasing, "revenge porn", sexual acts to which the adult has not consented or was pressured into consenting

## Emotional and psychological abuse:

- 2.19 **In children:** persistent emotional maltreatment of a child, including conveying to a child that they are inadequate, humiliation, blaming, controlling, intimidation, verbal abuse, isolation, seeing or hearing the ill-treatment of another. Age or developmentally inappropriate expectations being imposed. It may involve serious bullying (including cyber bullying). Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.
- 2.20 **In adults:** as above, coercion, threats of harm or abandonment, harassment.

## Spiritual abuse

- 2.21 Although not a legally recognised term, this is a form of emotional and psychological abuse. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context.
- 2.22 This abuse may include manipulation and exploitation, enforced accountability, requirements for secrecy and silence, coercion to conform (for example, seeking to

enforce rather than encourage behavioural changes; failing to allow an individual autonomy to make their own choices), exercising control through using sacred texts or teaching to coerce behaviour, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation as a means of punishment, and superiority and elitism.

Holding a theological position is not in itself inherently spiritually abusive, but misuse of scripture, applied theology and doctrine is often a component of spiritually abusive behaviour.

## Financial abuse:

- 2.23 **In adults:** theft, fraud, internet scamming, coercion in relation to financial affairs, misappropriation of property, possessions, benefits.

## Exploitation

- 2.24 **Child Sexual Exploitation:** Child Sexual Exploitation (CSE) is a type of sexual abuse. Children or young people maybe tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online, including persuasion or force to create or send sexually explicit images.
- 2.25 **Child Criminal Exploitation:** including "county lines" where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity. Can be even where the activity appears consensual.

## Modern Slavery

- 2.26 In adults and children: human trafficking, forced labour and domestic servitude

## Extremism and radicalisation

- 2.27 In adults and children: radicalization - the process through which a person comes to support or be involved in extremist ideologies. Extremism – people who target the vulnerable by seeking to sow division between communities on a variety of bases.

## Discrimination

- 2.28 **In adults and children:** harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation, religion, pregnancy and maternity, marriage and civil partnership

## Bullying and Cyberbullying

- 2.29 **In adults and children:** Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It is usually repeated over a long period of time and can hurt a person both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. It

can feel like there is no escape because it can happen wherever the person is, at any time of day or night.

- 2.30 *With the ever-growing use of the internet, mobile telephones and online gaming (e.g. Xbox/ PlayStation), there has been a corresponding rise in the use of the internet and other electronic communication to abuse, particularly to target, groom and abuse children. Adults may target chat rooms, social networking sites, messaging services, mobile phones, online gaming sites and the internet generally. Children are particularly vulnerable to abuse by adults who pretend to be children of similar ages when online and who try to obtain images or engineer meetings. Many of the types of abuse listed above can take place online.*

### 3. Signs of abuse

- 3.1 Safeguarding is everyone's business. Anyone can witness or become aware of information suggesting that abuse or neglect is occurring. Whilst sometimes a child or adult may verbally disclose abuse to us (see section A below), there are many other signs which could indicate possible abuse. It may not always be obvious that someone is being abused or mistreated, however there may be general indicators that something is amiss: they may say or do things that hint that all is not well. In some cases, there may be a marked change in behaviour or a direct disclosure or complaint of abuse.
- 3.2 A detailed (although not exhaustive) list of possible signs can be found within the Church of England's [Safeguarding e-manual - Safeguarding Children, Young People and Vulnerable Adults - Section 2: Definitions](#).<sup>8</sup>
- 3.3 Many symptoms of distress in a child can point to abuse, but there may be other explanations too. Observation of any such signs is not necessarily proof of abuse or comprehensive, but they should signal a warning.
- 3.4 It is therefore important that the above signs are not taken as indicating that abuse has definitely taken place, but that the possibility should be seriously considered and any concerns passed on for consideration by PSOs (see below). Whilst we should not jump to conclusions, these signs should make us stop and think.

### 4. Responding to potential abuse

- 4.1 **Under no circumstances** should a church worker/volunteer carry out their own investigation into an allegation or suspicion of abuse. It is not our role to investigate, but to pass on any concerns or information received. It may be appropriate to follow up subsequently with the recipient of your report to confirm that it has been satisfactorily handled.
- 4.2 **If you are uncertain as to whether a concern should be referred/reported**, it is always best to contact the PSO and report – they may be aware of a much bigger picture and a seemingly small piece of information may have bigger implications.

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<sup>8</sup> Link checked 30 May 2025.

The sections below set out the process to follow when becoming aware of safeguarding concerns. (Some material is repeated so that the process is presented as clearly as possible.)

## 5. If someone tells you they have been abused

### A. During the conversation:

5.1 Most people find it very difficult to talk about what has happened to them. If someone has summoned up the courage to talk, and has chosen you as the person they are going to tell, it's important to listen carefully. It is not easy to give precise guidance, but the following general points may be of help:

- (a) Above all else, listen, listen, and listen!
- (b) Keep calm, and show acceptance of what the person says, however unlikely it seems.
- (c) Let them know you will need to tell someone else - don't promise confidentiality.
- (d) Be aware the person may have been threatened.
- (e) Never push for information. If the person decides not to tell you after all, then accept that and let them know that you are always ready to listen.
- (f) Don't jump in or ask questions to fill awkward silences – the teller might need this silence to process their thoughts
- (g) Avoid asking leading questions and ask only what is necessary to ensure a clear understanding of what has been said- you might put something into their mind that was not there. If the case were to end up in court, the case could be thrown out if it is thought that the person had been led.
- (h) If they are struggling to keep going, or you don't understand, use the TED formula:
  - (i) **Tell:** 'Can you tell me about that?'
  - (j) **Explain:** 'Could you explain what you mean?'
  - (k) **Describe:** 'To help me understand better; can you describe that to me?'

5.2 Helpful things you might say or convey:

- (a) I am glad you have told me
- (b) It's not your fault
- (c) I will help you
- (d) You can also nod encouragingly, or repeat back the last thing they said

5.3 During the conversation, when the person has finished talking:

- (a) Reassure the person that they were right to tell you and that you take seriously what they have said.

- (b) Let them know what you are going to do next and that you will let them know what happens.
- (c) Never promise not to tell: you will probably have to share the information to keep that child or adult – or others – safe.
- (d) If you consider someone to be seriously at risk of further abuse or harm: you might have to consider calling the police (on 999), for example, to prevent a child returning to their home.

## **B. Actions after the conversation**

5.4 The person to whom an allegation of abuse has been made, **MUST** do the following:

- (a) Make notes as soon as possible using the [Logging a Concern](#) form (always within 24 hours),<sup>9</sup> writing down exactly what the child said and when they said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Use full names wherever these are known. Record dates and times, including when you made the record. Keep all hand-written notes even if subsequently typed.
- (b) Report all concerns to the Parish Safeguarding Officer as soon as possible and always within 24 hours. A copy of any written notes must also be passed on to the PSO. The PSO will review and advise whether:
  - (i) Any further action is required,
  - (ii) How the details will be logged,
  - (iii) If pastoral follow-up is recommended,
  - (iv) Whether the Diocesan Safeguarding Advisor needs to be informed and/or contacted for advice (and also discuss whether they, as PSO, or yourselves, should contact the Diocese Safeguarding Team). This does need to be done in 24 hours and, if any uncertainty, the PSO should always seek advice from DSA.
- (c) If the Safeguarding Officer or their Deputy cannot be contacted, then the concern should be reported to the Vicar (or a Ministry Area Leader) who should seek advice directly from the Diocese. If a referral to Social Care services is advised by the Diocese, this should be made without delay by the Vicar (or the Ministry Area Leader). The Safeguarding Officer should then be informed as soon as possible afterwards.
- (d) If the suspicions in any way involve the Safeguarding Officers, then the concern should be reported to the Vicar and/or the Diocese directly,
- (e) Apart from reporting as above, you must treat this information as confidential. Do not inform or confront any alleged perpetrator under any circumstances.
- (f) At all stages in the reporting process, you retain the right to report serious matters directly to Children’s Social Care or the police, as well as to contact the Diocesan

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<sup>9</sup> Link checked 30 May 2025.

Safeguarding Team directly for advice or to report. However, you must also inform the PSOs within 24 hours (except where the concern involves them).

- 5.5 You should never assume that someone else will report the concern and pass on the information. It is far better that two caregivers raise their concerns and the person is made safe than no-one says anything because they assume someone else will deal with it and the person is significantly harmed. The information you report may also help to build a 'jigsaw' which, when seen as a whole by the PSOs, point to a bigger picture.
- 5.6 You should also consider your own feelings and ask your Ministry Area Leader for pastoral support if needed. Given the requirement for confidentiality, in such conversations, we recommend that names are not used, and that an overview, rather than specific details, are shared with your Ministry Area Leader. Where any allegation involves a Ministry Area Leader, you should seek pastoral support from the PSOs in the first instance

## **6. If you have concerns or notice signs which may indicate potential abuse, or someone else discloses information to you about a safeguarding concern or allegations**

- 6.1 If you consider an individual to be seriously at risk of further abuse or harm: you might have to consider referring to the police (call 999), for example, to prevent them returning home.
- 6.2 You MUST do the following:
- (a) Make notes as soon as possible using the [Logging a Concern](#) form (always within 24 hours),<sup>10</sup> writing down exactly what you noticed or the reason for your concern as factually as possible reply and what was happening immediately beforehand (e.g. a description of the activity). Where applicable, also record what the person said, and what you said in response. Record dates and times, including when you made the record. Keep and securely store all hand-written notes even if subsequently typed.
  - (b) Report all concerns to the Parish Safeguarding Officer as soon as possible and always within 24 hours. A copy of any written notes must also be passed on to the PSO. The PSO will review and advise whether:
    - (i) Any further action is required.
    - (ii) How the details will be logged.
    - (iii) If pastoral follow-up is recommended.
    - (iv) Whether the Diocesan Safeguarding Advisor needs to be informed and/or contacted for advice (and also discuss whether they, as PSO, or yourselves, should contact the Diocese Safeguarding Team). This does need to be done in 24 hours and, if any uncertainty, the PSO should always seek advice from DSA.

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<sup>10</sup> Link checked 30 May 2025.

- (c) If the Safeguarding Officer or their Deputy cannot be contacted, then the concern should be reported to the Vicar (or a Ministry Area Leader) who should seek advice directly from the Diocese. If a referral to Social Care services is advised by the Diocese, this should be made without delay by the Vicar (or the Ministry Area Leader). The Safeguarding Officer should then be informed as soon as possible afterwards.
  - (d) If the suspicions in any way involve the Safeguarding Officers, then the concern should be reported to the Vicar and/or the Diocese directly,
  - (e) Apart from reporting as above, you must treat this information as confidential. Do not inform or confront any alleged perpetrator under any circumstances.
  - (f) At all stages in the reporting process, you retain the right to report serious matters directly to Children's Social Care or the police as well as to contact the Diocesan Safeguarding Team directly for advice or to report. However, you must also inform the PSOs within 24 hours (except where the concern involves them).
- 6.3 You should never assume that someone else will report the concern and pass on the information. It is far better that two caregivers raise their concerns and the person is made safe than no-one says anything because they assume someone else will deal with it and the person is significantly harmed. The information you report may also help to build a 'jigsaw' which, seen when seen as a whole by the PSOs, point to a bigger picture.
- 6.4 You should also consider your own feelings and ask your ministry area leader for pastoral support if needed. Given the requirement for confidentiality, in such conversations, we recommend that names are not used, and that an overview, rather than specific details, are shared with your Ministry Area Leader. Where any allegation involves a Ministry Area Leader, you should seek pastoral support from the PSOs in the first instance.

## 7. If someone discloses to you that they have committed abuse

- 7.1 If you consider another person to be in immediate danger of abuse or harm, or emergency medical attention is necessary, seek this immediately, informing the doctors or police (999) of any suspicions you may have.
- (a) Keep calm.
  - (b) Don't jump in or ask questions to fill awkward silences – the teller might need this silence to process their thoughts
  - (c) Never push for information and avoid asking leading questions. Ask only what is necessary to ensure a clear understanding of what has been said.
  - (d) If they are struggling to keep going, or you don't understand, use the TED formula (where appropriate):
    - (i) **Tell:** 'Can you tell me about that?'
    - (ii) **Explain:** 'Could you explain what you mean?'
    - (iii) **Describe:** 'To help me understand better; can you describe that to me?'
  - (e) If possible, let them know you will need to tell someone else - don't promise confidentiality: you will have to share the information. However, please consider and prioritise your own safety in what you choose to say or not say.
- 7.2 Following the conversation, you **MUST** report as detailed in the section immediately above ("If you have concerns or notice signs...").

## 8. Historical abuse

- 8.1 In the course of their work those offering pastoral support may hear disclosure from adults regarding abuse that happened to them when they were children, or from children regarding abuse that happened to them when they were younger. Historical abuse must be treated as seriously as recent abuse, and each individual must be treated with great pastoral sensitivity.
- 8.2 Any disclosures about historical abuse, in which someone was abused, or committed abuse many years ago, **MUST** be reported in exactly the same way, as detailed above.

## 9. What happens next: Procedures following reports of abuse or potential abuse.

- 9.1 When a safeguarding concern is reported to the Diocesan Safeguarding Adviser (DSA):
- (a) If the DSA advises **further action**, the PSO must act upon all directions given by the Diocese in the timescale given. In some cases, these actions may be delegated to a Ministry Area Leader.
  - (b) If the DSA advises **no further action** required, this is not the end of the process. The PSO and Deputy PSO will discuss and agree an appropriate course of action and/or support if this is required. They may consult with the Vicar, wardens and others as necessary. Actioning the agreed actions may then be delegated to a Ministry Area Lead.
- 9.2 When historical abuse is reported, the PSO is required to take advice from the diocese and may need to report allegations or disclosures of criminal acts to the Police.

## 10. Respecting the Vulnerable Adult's right to decide if they want help

- 10.1 The following is quoted in the [Statutory Guidance](#),<sup>11</sup> BMA Adult safeguarding toolkit: *"...where a competent adult explicitly refuses any supporting intervention, this should normally be respected. Exceptions to this may be where a criminal offence may have taken place or where there may be a significant risk of harm to a third party. If, for example, there may be an abusive adult in a position of authority in relation to other vulnerable adults [sic], it may be appropriate to breach confidentiality and disclose information to an appropriate authority. Where a criminal offence is suspected it may also be necessary to take legal advice. Ongoing support should also be offered. Because an adult initially refuses the offer of assistance he or she should not therefore be lost to or abandoned by relevant services. The situation should be monitored and the individual informed that she or he can take up the offer of assistance at any time."*
- 10.2 Even without the consent of the individual, the PSO retains the right (extended confidentiality) to seek advice from the Diocesan Safeguarding Adviser provided they do not use any names or details.
- 10.3 It should also be noted that adults have the right to make decisions for themselves some of which we might view as unwise. The 6 priorities to consider are empowerment, protection, prevention, partnership, proportionality and accountability (Care Act 2014).
- 10.4 Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

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<sup>11</sup> Link checked 30 May 2025.

# Section 3: Expectations

## 1. The Code of Safer Working Practice

- 1.1 As a church family, we have adopted the Church of England's [Code of Safer Working Practice](#).<sup>12</sup>
- 1.2 The code of Safer Working Practice expresses our commitment to demonstrating God's love by placing the highest priority on the safety of those to whom we minister. It sets out what we expect from anyone who ministers in our church, in both paid or voluntary roles, and is one of the ways we ensure high standards of safeguarding in all we do.

### Upholding the Code

- 1.3 All members of staff and volunteers are expected to report any breaches of this code to the Parish Safeguarding Officer. Staff and volunteers who breach this code may be subject to disciplinary procedures or asked to leave their role. Serious breaches may also result in a referral made to the relevant statutory agency.
- 1.4 All those working on behalf of the parish with children, young people and adults must:
- (a) Treat all individuals with respect and dignity;
  - (b) Respect people's rights to personal privacy;
  - (c) Ensure that their own language, tone of voice and body language are respectful;
  - (d) Ensure that children, young people and adults know who they can talk to about a personal concern;
  - (e) Record and report any concerns about a child, young person and/or the
  - (f) behaviour of another worker with their activity leader and/or the Parish Safeguarding Officer. All written records should be signed and dated;
  - (g) Obtain written consent for any photographs or videos to be taken, shown, displayed or stored.
- 1.5 In addition, those working with children and young people must:
- (a) Always aim to work with or within sight of another adult;
  - (b) Ensure another adult is informed if a child needs to be taken to the toilet;
  - (c) Respond warmly to a child who needs comforting but make sure there are other adults around;
  - (d) Ensure that the child and parents are aware of any activity that requires physical contact and of its nature before the activity takes place.

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<sup>12</sup> Link checked 30 May 2025.

1.6 All those working on behalf of the parish with children and young people and adults must not:

- (a) Use any form of physical punishment;
- (b) Be sexually suggestive about or to an individual;
- (c) Scapegoat, ridicule or reject an individual or group;
- (d) Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying;
- (e) Show favouritism to any one individual or group;
- (f) Allow an individual to involve them in excessive attention seeking;
- (g) Allow unknown adults access to children, young people and adults who may be vulnerable. Visitors should always be accompanied by an approved person;
- (h) Allow strangers to give lifts to children, young people and adults who may be vulnerable in the group;
- (i) Befriend children, young people and adults who may be vulnerable on social media;
- (j) Take photographs on personal phones or cameras as this means that images are stored on personal devices.

1.7 In addition, for children and young people, must not:

- (a) Give lifts to children you are supervising, on their own or your own (unless there are exceptional circumstances e.g. in an emergency for medical reasons or where parents fail to collect a child and no other arrangements can be made to take a child home. In such situations, the circumstances and your decision must be recorded and shared with an appropriate person at the earliest opportunity)
- (b) Smoke or drink alcohol in the presence of children and young people (except when this is a social situation with family members/carers present, eg. a parish party. For the avoidance of doubt, this does not apply to the taking of Holy Communion).
- (c) Arrange social occasions with children and young people (other than events which also include family members/carers) outside organised group occasions

1.8 Acceptable touch

- (a) Sympathetic attention, encouragement and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, can be wholly appropriate. However, abusers can use touch that appears safe to 'normalise' physical contact which then becomes abusive. As a general rule, the use of touch between adults in positions of responsibility and those with whom they are working or volunteering should be initiated by the person themselves, and kept to the minimum. In addition to this, always follow the guidelines below
- (b) Ask permission before you touch someone
- (c) Allow the other person to determine the degree of touch except in exceptional circumstances (e.g. when they need medical attention)

- (d) Avoid any physical contact that is or could be construed as sexual, abusive or offensive
- (e) Keep everything public. A hug in the context of a group is very different from a huge behind closed doors
- (f) Touch should be responsible to a person's needs and not related to the worker's needs. Touch should be age appropriate, welcome and generally initiated by the child, not the worker.

## **2. Good practice guidance for those working with children and young people at St Andrew the Great**

### **Safeguarding Children as they arrive and depart**

- 2.1 The following is based on the Church of England 'Safer Environment and Activities' booklet and aims to provide further practical guidance for those involved in, or leading work with children in our church. The guidance below is expected to characterise the normal procedures in all of our activities with children and young people.

### **Transition of children from parents/guardians to caregivers**

- 2.2 The procedures below apply during the time period a child is in the care of the leaders of the advertised activity. This time period is clearly marked at the beginning and end by a formal system of hand-over between parents/guardians and the leaders. Parents/guardians are responsible for their children once they have been collected from their groups or returned to them by leaders.
- 2.3 However, we expect all church officers to maintain high standards of conduct at other times during which they may come into contact with children outside of these group activities (for example, during refreshments after church services).<sup>13</sup>

### **Registering**

- 2.4 All children and leaders present in each group must be registered. Completed registers will be filed and kept secure for an indefinite period. If any allegation of abuse is made in years to come, then the church can immediately find who was present on any given date.
- 2.5 A child registration form must be filed for each child in crèche/children's and youth groups. These forms should be filled out by a parent/guardian and available for the leaders to consult. Leaders should familiarise themselves with any health issues of the children in their specific group.

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<sup>13</sup> We note that differing personal relationships and friendships with families may affect exactly what relationships look like outside of church groups (for example, it may be entirely appropriate for a children's group leader, who is also the godparent of a child in a group, to spend time with that individual one-to-one outside of group sessions). For transparency, it is good practice for church officers to make their group leaders aware of such relationships, to involve parents in the relationship, and to give consideration as to how the usual boundaries between children and leaders (particularly but not exclusively regarding physical contact) are maintained within group sessions.

## Safeguarding Children whilst they are in our care

### Caregiver ratios

- 2.6 Two leader rule: two leaders must be present in each room at all times (even where the number of children is below the ratio stated below). It is not necessary for the two leaders to be of opposite genders.
- 2.7 In an *emergency* setting, the emergency takes priority over the ratios. However, children should not be left unattended in a room.
- 2.8 In addition to always having two leaders present (except in an emergency, as stated above), we have adopted the Church of England's minimum requirements which are:
- (a) Each group should have at least two workers, even for smaller groups, and if possible one male and one female.
  - (b) Staff ratios for all groups should always be based on a risk assessment. For example, staffing numbers would need to be increased for outdoor activities and more so if that activity is considered higher risk, potentially dangerous or when children with disabilities or special needs are involved.
  - (c) Where more than one group meet in the same venue, and the groups can be seen by others, the total number of adults to children within the room should be within the ratio suggested but the individual group may have fewer adults.

Age of children	Number of adults	Number of children
0–2 years old	1	3
2–3	1	4
4–8	1	8
9–12	1	8
13–18	1	10

- 2.9 If there are not enough leaders turning up on the day, the leaders must either:
- (a) Recruit another DBS-screened individual to help or;
  - (b) Meet in the same venue as other screened leaders, in full view of those assisting.
- 2.10 For all groups and activities:
- (a) Undertake a health and safety risk assessment.
  - (b) A registration form must be completed for every child or young person who attends groups or activities which should include up-to-date information on parents' contact numbers, medical information (e.g. allergies) and any special needs.
  - (c) An attendance register must be kept and be available at all group meetings.
  - (d) A first aid kit must be available on any premises that are used by children.
  - (e) An accident and incident logbook must be available, and all accidents recorded. The logbook should be stored in a secure place. Any significant incidents must be

recorded (e.g. a fight between children). There should be access to a telephone, if possible.

- (f) In premises where children's groups meet, the Childline and Family Lives telephone numbers should be displayed.
- (g) Parents must give written consent before children are transported in a private car and before any photography or images are taken.

#### 2.11 In addition, when taking children offsite:

- (a) The church leadership must be informed and agree to the activity. This would usually be the most relevant member of senior staff (e.g. Associate Vicar for Families).
- (b) Details of the activity and any itinerary must be given in advance to parent/s and consent forms received in advance of the activity taking place.
- (c) Details of the activity and a list of contacts must be left with someone in the church staff team.
- (d) Details of the activity and arrangements must be given to the PSO.
- (e) A risk assessment must be undertaken, and confirmation obtained that the activity is covered by PCC insurance.
- (f) A leader must be designated to take responsibility for first aid.
- (g) When a volunteer is providing transport to children in a private car on behalf of the PCC (e.g. whilst on a youth weekend away), drivers must complete a '[Volunteer Driver Agreement](#)' and have a DBS check in place.

#### 2.12 Discipline

- (a) All caregivers are responsible for providing a loving, respectful, and orderly atmosphere in which children can learn, play and interact with others. This atmosphere should be maintained by preparing beforehand, proactively directing children towards acceptable activities, verbally encouraging positive behaviour and, when necessary, correcting or redirecting inappropriate behaviour.
- (b) Acceptable means of redirecting inappropriate behaviour include correcting the child verbally, withholding a certain privilege or activity for a brief time, or separating them from the group for a brief time (particularly if this behaviour is endangering or upsetting other children).
- (c) Leaders should never use any form of physical punishment. If behaviour is uncontrollable or the child does not respond to the discipline measures above, the parents/guardians will be contacted. Leaders should never shout at a young person except in circumstances where the young person is in danger or is at risk of causing danger to others.

#### 2.13 Acceptable touch

- (a) Be mindful of your body position (both in terms of points of bodily contact, and perceptions of imposing physical presence).

- (b) The guidelines within the Acceptable Touch section within the C of E Code of Conduct above should always be adhered to.

2.14 In addition:

- (a) Be mindful of your body position (both in terms of points of bodily contact, and perceptions of an imposing physical presence). Be aware of what level a child's head is at on your body. Respond warmly to a child who needs comforting but make sure there are other adults around
- (b) You can allow children/young people to give you brief hugs if you feel comfortable with this. *Side hugs are usually better than front on*
- (c) You can allow children/young people to hold hands or link arms with you to help with travel and stability (or for example, in a game involving holding hands in a circle)
- (d) You should discourage children from touching your face. You can offer your hand instead.
- (e) offer to sit side by side.
- (f) Picking children up/sitting them on your knee is rarely appropriate (except for the very youngest babies). If children (older than babies) initiate trying to sit on your knee, you should discourage this, offering to sit side by side instead.
- (g) You should avoid using touch if the child/young person is very distressed and is unlikely to tolerate it
- (h) Speak to your group leader in the first instance, if you're unsure what is/is not appropriate.

**2.15 Can I have a child sit on my lap when we're all sitting on the floor?** You should discourage people you support from sitting on your lap. You can offer to sit side by side.

**2.16 Can I play rough and tumble games?** No! This makes staff and volunteers very vulnerable and would always be open to misinterpretation by any reasonable person.

# Section 4: Recruitment

## 1. Safer recruitment procedure

- 1.1 At St Andrew the Great, we are committed to following best practice in carefully recruiting those who work with children, young people or adults at risk of harm, in a paid or voluntary role.
- 1.2 For a more detailed explanation regarding the policy of safer recruitment, please review the Church of England Safer Recruitment and People Management guidance [here](#).
- 1.3 **Definition: SRPM-controlled roles:** roles which ‘involve substantial contact with children, young people and/or vulnerable adults’.<sup>14</sup> Those who supervise people in these roles, and those are trustees of a charity responsible for work with children or vulnerable adults, are also classed as being in SRPM-controlled roles.
- 1.4 The requirements in this guidance **must** be followed for the appointment of all SRPM-controlled roles within St Andrew the Great. This therefore includes church paid and voluntary worker staff, interns, youth and children’s workers, volunteers within youth and children’s ministry (including creche helpers, and Bounce-A-Round) and PCC members.

## Prior to recruitment - Welcome interviews

- 1.5 Our vision statement includes the commitment to “train and equip everyone to serve in the work of the gospel, whether voluntary or paid”. As part of this, staff aim to meet with all believers who have been regularly attending Sunday services and small groups for around six months (and who plan to remain as part of StAG going forwards) for a ‘Welcome Interview’. This meeting is an opportunity to get to know individuals and to encourage them to think about ways they could serve the church family (Ephesians 4:11-16), in both formal and informal ways. The Leadership Review Meeting (or LRM, a pastoral team meeting), held approximately monthly, enables staff to feedback interest in serving in particular areas from these interviews, as well as to consider the big picture of needs across the church family.
- 1.6 This stage may lead onto an individual choosing to undertake the formal recruitment processes outlined below for a role, or may result in no further action at this time.

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<sup>14</sup> ‘Substantial contact’ is a term defined within the [Safeguarding e-manual - Safer Recruitment and People Management Guidance - Scope of the Safer Recruitment and People Management Guidance](#) (link checked 30 May 2025 – note the footnote text is not currently present on the page). *“In practical terms, what is trying to be established here is a difference from “casual contact” of the type a shopkeeper would have with children and vulnerable adults. Shopkeepers are likely to come across all types of people whilst working in their shop. The fact that they might come into contact with the vulnerable would not be enough for them to be eligible for an enhanced check and the same principle should be applied to all roles. An enhanced check cannot be carried out just because a role might come into contact with a vulnerable person, (i.e. children or vulnerable adult). In the past, this has been referred to by Government officials in relation to eligibility as the “shopkeeper test”.*”

## Types of roles

- 1.7 Within StAG, roles are also defined as either pastoral leadership roles (those with direct pastoral responsibility, e.g. small group leaders) or practical service roles (those without direct pastoral responsibility, e.g. those serving in the sound team). Those leading teams of practical servers (e.g. the overall team leader of Baby Creche) or taking responsibility for the well-being of young people involved in a serving team (e.g. band leaders) are regarded as pastoral leadership roles. Adherence to the safer recruitment process below is required for applicants for **both** types of roles, whenever roles are SRPM-controlled.
- 1.8 In addition to the steps below, those leading pastorally will also be asked to sign to confirm their agreement with the St Andrew the Great Statement of Faith and Leaders' Agreement, every three years (in line with renewal of safeguarding training and DBS checks).

## Safer recruitment process for SRPM-controlled roles<sup>15</sup>

- 1.9 All the following steps should be carried out as part of the recruitment process even if the person is already 'known' (e.g. as a member of the congregation), **before someone begins to serve in a new role.**
- 1.10 **Responsible Person:** The Responsible Person would typically be the Ministry Area Leader who would then become the applicant's line manager or supervisor should they be successful in their application. The Responsible Person should be selected at the start of the recruitment process. The Responsible Person should plan and oversee the whole recruitment process, whether for employed staff or volunteers. All those with responsibility for recruitment are required to complete national 'safer recruitment and people management' training on a regular basis, and be familiar with the content of this guidance.
- 1.11 **Role description, person specification and advertising:** For all posts, a role description and person specification will be produced, clearly setting out the responsibilities of the role and the skills/experience required. For voluntary posts, these will usually be less detailed. The role description should define the level and nature of contact with children, young people and vulnerable adults so that there is a clear understanding of the individual's safeguarding responsibilities.
- 1.12 All role descriptions are to include this Safeguarding Statement:
- (a) *"St Andrew the Great is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment and abide by our Safeguarding Policies (see [www.stag.org/safeguarding](http://www.stag.org/safeguarding)).*
- (b) *[And, where it is a requirement for the role] All appointments to this role are subject to acceptable pre-appointment checks, including a satisfactory Enhanced DBS check (with/without barred list checks)."*

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<sup>15</sup> The exception to this is PCC members, in their role as Charity Trustees – see further details below.

- (c) Applications for pastoral leadership roles will not ordinarily be accepted from those who have been part of the church family for less than six months. In rare cases where this is considered, additional checks or referencing may be undertaken.

**1.13 Application:** A full application form will be required for all paid posts and voluntary worker roles.<sup>16</sup> One of our standard application forms should be used. Any appropriate shortlisting will take place, by comparing the information on their application form against the person specification requirements.

- (a) For volunteer roles, the relevant information will be gathered at the interview stage if it has not been supplied in advance.
- (b) All applicants will be required to complete a Confidential Declaration, and to provide the names of appropriate referees who will then be contacted.
- (c) If an applicant does not wish to complete his/her confidential declaration, the application must be taken no further.

#### **1.14 Interviews and assessments**

- (a) Interviews for all shortlisted candidates for employed or voluntary worker roles should be conducted face-to-face by at least two people, including a senior member of staff. In exceptional circumstances, interviews can be carried out online, for example, for candidates outside the UK. A good interview process gains as full a picture as possible of a candidate. For roles on the staff team, a Churchwarden (or designated delegate) will always either be part of the interview panel (particularly for senior roles), or a Churchwarden will conduct an additional brief interview with applicants successful in the first interview, usually by telephone.
- (b) For those volunteer roles with direct pastoral leadership responsibility (e.g. regular youth or children's leaders, creche team leaders, Wednesday Outlook pastoral team, Pastoral Support Team members), applicants will first be approved at a pastoral staff meeting ("LRM"), before being interviewed. Interviews for voluntary roles may be more informal than an interview for paid employment but should still be carried out by two interviewers, usually including the Responsible Person for the role for which they are applying,<sup>17</sup> and should be structured around a standard set of 'StAG Recruitment Interview' questions, to help decide whether the person is suitable for and has a good understanding of working with children, young people or vulnerable adults. Notes of that interview will be made and kept. If any concerns arise during the interview, the interviewer will raise these at a subsequent LRM meeting.
- (c) Applicants for practical service roles working with children, young people or vulnerable adults (e.g. creche helpers, Bounce-A-Round helpers), will be interviewed, more informally but again by two people, and still subject to approval by a member of the pastoral team (usually their Ministry Area Leader).

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<sup>16</sup> Voluntary workers are legally differentiated from volunteers. Voluntary worker positions would generally only be offered to those whose roles take more than one day per week, for example, Ministry and International interns.

<sup>17</sup> Occasionally, this may be delegated to another relevant member of the LRM team.

- (d) All candidates should be asked if they know of any reason why they should not work in such a role, or if there are any pending issues which may affect their ability to carry out the role. All interviews must include questions relating to safeguarding and promoting the welfare of children, young people and/or vulnerable adults. Any gaps, anomalies or discrepancies identified in the application form must be discussed and a satisfactory explanation provided, and recorded.

#### 1.15 Pre-appointment checks including through the Disclosure and Barring Service (DBS)

- (a) All prospective paid workers or volunteers in roles with children, young people or adults at risk<sup>18</sup> will be required to apply for an enhanced disclosure via the DBS where it is possible to do so.<sup>19</sup> This will be made clear in any information about such positions.
- (b) Advice can be sought from the Parish Safeguarding Officer or the Diocese regarding whether DBS checks can be sought for a specific role.
- (c) All DBS forms will be returned electronically to the DBS Administrator for processing and checking. Original copies of the applicant's ID documents will also be checked.
- (d) For those who have lived overseas for a continuous period of six months or more in the past ten years, appropriate checks in the relevant country/countries will also be sought, or additional references sought.
- (e) The PCC has agreed to adopt the policies required by the DBS in relation to the secure storage and handling of disclosure information.
- (f) Once the DBS process is complete, the Administrator will receive confirmation from Ely Diocese and can inform the Responsible Person that the check and references are complete and in order. The Responsible Person should consider if any further information is required, including seeking additional references if this is felt necessary to build up a true and rounded a picture of the applicant.
- (g) Information disclosed in the confidential declaration or DBS certificate will be considered by the Parish Safeguarding Officer in conjunction with the Diocesan Safeguarding Advisor. The PCC has adopted a policy on the Recruitment of Ex-Offenders (which is available below). An individual who has committed an offence against a child/adult at risk or who, for any other reason is considered by the Parish Safeguarding Officers as unsuitable to work with these groups, will NOT be appointed to such a role. Where a DBS check is returned with a 'blemish', a risk assessment will be carried out in conjunction with the DSA.
- (h) All appointments to SRPM-controlled roles will be subject to the completion of satisfactory pre-appointment checks and procedures.

#### 1.16 Appointment

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<sup>18</sup> The only exception to the above procedure are roles in which contact with children is occasional and *always supervised* by a named, safely recruited leader, e.g. parents occasionally helping in Pathfinders supervised by the Youth Worker. A DBS check is not required in these instances.

<sup>19</sup> DBS checks can only be carried out for those who have a history within the UK, and so cannot be undertaken for those who have not previously been resident in the UK.

- (a) Once all the pre-appointment checks have been completed, if the Responsible Person is happy that the applicant is right for the position, a start date can be confirmed. An email or letter of appointment, along with the contract (for employees) or volunteer agreement (for volunteers), should be sent by the DBS Administrator in liaison with the Responsible Person. This should include information about safeguarding. The applicant should sign to confirm their acceptance.
- (b) Applicants for voluntary roles will also be expected to complete the appropriate modules of safeguarding training (see point 1.19 below), prior to appointment to their role.<sup>20</sup>

#### 1.17 Induction

- (a) The induction process, considered as good practice, should achieve the following (i) provide relevant safeguarding training; (ii) set clear expectations of acceptable behaviour and the boundaries of the role (building on the role description and, for pastoral roles, the Leaders' Agreement); (iii) ensure staff and volunteers have all other relevant training. For employees and volunteers, induction is organised by the Responsible Person who recruited for the role, in liaison with the Senior Administrator.

#### 1.18 Probation / settling in period

- (a) An appropriate period of probation (for employed staff) or settling in (for volunteers) will be used to ensure that the worker is suited to the role and is supported to settle well into it.<sup>21</sup> This period would usually be a minimum of 3 months and is led by the Responsible Person (for volunteers, this may be delegated to a Team Leader<sup>22</sup>). The emphasis should be on supporting the employee or volunteer, whilst also providing opportunity to notice any warning signs. As such, the period should involve some direct observation, provision of support or guidance as needed to ensure that individuals are equipped for their role, and assessment of the individual's conduct, attitude and approach to safeguarding. A review should be conducted just prior to the end of this period by the Responsible Person (again, for volunteers, the Team Leader may carry this out instead). For staff, successful completion of the probation period should be confirmed in writing.
- (b) All safeguarding training must be completed by the end of this period.

#### 1.19 Ongoing support, accountability, and supervision

- (a) All those serving in SRPM-controlled roles are expected to be part of a small group or its equivalent, for their own encouragement and support.

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<sup>20</sup> Whilst completion of this training is not considered part of the *formal* pre-appointment checks, this ensures that all leaders begin in their role with up-to-date training. At the Responsible Person's discretion, a volunteer may take on the role, completing the training during the settling in period. Employed staff and voluntary workers complete training as part of their induction. In all cases, all training should be completed by the end of the probation/settling in period.

<sup>21</sup> Note that there is [no probation period](#) for clergy or for those with PTO (link checked 30 May 2025).

<sup>22</sup> Where a Team Leader role exists: for example, within Children's Groups, a volunteer Team Leader oversees each group of leaders.

- (b) Staff members have regular supervision meetings with their line manager.
- (c) Volunteers in SRPM-controlled roles receive regular oversight from a Team leader or staff member, with opportunities to discuss their work and areas of concern. For pastoral leaders, a bigger-picture review, including space to consider whether they wish to continue serving in this way, usually takes place annually. For those serving practically, reviews are offered at an appropriate interval.
- (d) During annual team meetings, and at all review meetings, safeguarding should be a standing agenda item. Anyone who has concerns relating to safeguarding is always able to discuss them with one of the Parish Safeguarding Officers.

#### 1.20 Safeguarding learning and development

- (a) As a church we are committed to ongoing training in safeguarding. All staff and volunteers working with children or vulnerable adults will be expected to attend training on an annual basis (usually as part of team training days). Training will include current themes, such as the risks associated with technology, domestic abuse, radicalisation, county lines, etc. They will also be required to undertake the appropriate modules from the Church of England's National Safeguarding Training, which will be completed every 3 years.
- (b) The Parish Safeguarding Officer and the Deputy PSO are required to attend formal update training at least every three years.

#### 1.21 Record keeping

- (a) Records will be kept for all individuals (employed or volunteer) successfully appointed to SRPM-controlled roles. Records will be kept securely under the responsibility of Safeguarding Committee in line with our Privacy and Data Retention policies.

#### 1.22 Transferring between roles

- (a) Where an individual transfers directly from one SRPM-controlled role to another, an application and pre-appointment checks need not be repeated. A Responsible Person should still be identified to ensure the individual is appropriately inducted into the new role, with a probationary/settling in period, and the transfer should be logged.
- (b) Where there has been a break in service<sup>23</sup>, the recruitment process should be followed. A DBS check and safeguarding training may remain valid (in line with Church of England guidance on expiry dates) from the previous role within StAG, but new references and a confidential declaration should be sought.

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<sup>23</sup> A break in service is where there is an element of intentional decision that an individual stop serving in a role. Occasionally, leaders may request to pause serving for a period, with the intention of resuming the role at a later date. Where this pause is longer than 9 months, the recruitment process should be repeated in full.

## Appointment of PCC members, as Charity Trustees

- 1.23 In line with [Church Representation rules](#) PCC members are either ex officio or elected.<sup>24</sup> As such they cannot be subject to the recruitment process above for this role.
- 1.24 Although PCC Members cannot legally be required to sign the Leadership Agreement, we note that the agreement was drawn up and approved by the PCC. As such we expect that they will want to adhere to its basis of faith and principles of leadership and indeed sign the Leadership Agreement.
- 1.25 As a charity responsible for work with children and vulnerable adults, we have a legal responsibility to “[make sure that trustees ... are suitable to work with children and adults at risk.](#)”<sup>25</sup> This means that all PCC members are required to complete an enhanced DBS check (child and adult workforce, without barred list checks) and a confidential declaration form, and are asked to complete a trustee suitability declaration. They also undertake the appropriate modules from the Church of England’s National Safeguarding Training.

## Recruitment process to roles which are not SRPM-controlled

- 1.26 The guidance and recruitment processes outlined above are a statutory requirement only for SRPM-controlled roles. Our PCC has however, elected:
- 1.27 *For non-SRPM-controlled, pastoral leadership roles (e.g. most adult small group leaders, marriage prep team):*
- (a) We choose to apply a similar structure to our recruitment process, including application, interview, pre-appointment checks (including references), safeguarding training, a settling in period and ongoing supervision. Applicants to volunteer roles in this category must be brought before the LRM committee for approval.
  - (b) These roles are not subject to DBS checks or confidential declaration forms.
- 1.28 *For non-SRPM-controlled, practical service roles (e.g. tech team, musicians, welcome team)*
- (a) Ministry Area Leaders take responsibility for approving suitability of appointment of individuals for whom they are pastorally responsible to these teams. These appointments are not required to be brought before the LRM committee.
  - (b) Team leaders oversee induction, ongoing supervision and training, under the oversight of a responsible staff member. Those serving in this way undertake safeguarding training in line with national Church of England requirements. Whilst there is no official settling in period, training should normally be completed before beginning a role, and must be completed within 3 months of beginning a role.
- 1.29 *Transferring between non-SRPM-controlled roles*
- (a) Those who have been recruited previously as pastoral leaders within StAG, and have remained continuously part of the church family, may transfer directly, or following a

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<sup>24</sup> Link checked 30 May 2025.

<sup>25</sup> Link checked 30 May 2025.

break, to another non-SRPM-controlled role, without repeating the application form and referencing process. Applicants should still be brought before the LRM meeting for approval, and interviewed by an appropriate staff member. These individuals may also join a practical service team without further approval being required.

- (b) Those who are transferring from a practical service role to a pastoral leadership role should complete the recruitment process detailed above.

# Section 5: Policy on the Recruitment of Ex-Offenders<sup>26</sup>

## 1. Policy

- 1.1 St Andrew the Great assesses the suitability of applicants for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order. This is done by using criminal record checks processed through the Disclosure and Barring Service (DBS). St Andrew the Great complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly.
- 1.2 St Andrew the Great undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed by a DBS disclosure.
- 1.3 St Andrew the Great can only ask an individual to provide details of convictions and cautions that the church is legally entitled to know. A DBS certificate at either standard or enhanced level can legally be requested where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended (and, where appropriate in the Police Act Regulations as amended).
- 1.4 St Andrew the Great can only ask an individual about convictions and cautions that are not protected.
- 1.5 St Andrew the Great is committed to the fair treatment of its staff and volunteers, potential staff and volunteers, and congregation members.
- 1.6 This policy on the recruitment of ex-offenders, will be made available to all applicants for roles requiring a DBS check at the start of the recruitment process.
- 1.7 St Andrew the Great selects all candidates for interview based on their skills, qualifications and experience and, where applicable, against our occupational requirements.
- 1.8 An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts, and recruitment briefs will contain or link to a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- 1.9 St Andrew the Great ensures that all those in the church who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

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<sup>26</sup> Based on the Diocese of Ely sample [policy](#) (link checked 30 May 2025).

- 1.10 St Andrew the Great also ensures that all involved in the recruitment process have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- 1.11 At interview, or in a separate discussion, St Andrew the Great ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or permission to volunteer at the church.
- 1.12 St Andrew the Great makes every subject of a criminal record check submitted to DBS aware of the existence of the [DBS code of practice](#) and makes a copy available on request.<sup>27</sup>
- 1.13 St Andrew the Great undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment or permission to volunteer.

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<sup>27</sup> Link checked 30 May 2025.

# Section 6: Contact details

## 1. Contacts

### 1.1 Safeguarding Committee:

- (a) Dawn Dilley (Parish Safeguarding Officer)
- (b) Simon Armitage (Deputy Safeguarding Officer)
- (c) James Steer (Deputy Safeguarding Officer)
- (d) They can be contacted on [safeguarding@stag.org](mailto:safeguarding@stag.org) and 01223 756 436
- (e) Isobel Waspe (Senior Administrator and DBS administrator)  
[senior.administrator@stag.org](mailto:senior.administrator@stag.org)
- (f) Anna Lovelock (Safeguarding Committee member) [anna.lovelock@hotmail.com](mailto:anna.lovelock@hotmail.com)

### 1.2 If you would rather speak to someone outside of the church, please see the contacts below or visit the Diocese of Ely Safeguarding website:

<https://www.elydiocese.org/safeguarding.php>

### 1.3 **Diocese of Ely Diocesan Safeguarding Advisors Team:** Duty Telephone: 01353 652747 (24 hour)

- (a) This is a message service; please leave a message with your name, number and brief explanation for the call. The Diocesan Safeguarding Adviser on duty will be alerted to your message, and will call back promptly to discuss with you.
- (b) Out of office hours, the Diocese partners with [31:8](#). The diocese duty phone (01353 652747) will divert your call to one of 31:8's advisers who will return your call. Please note this service does not operate between midnight and 7am.

### 1.4 Where immediate danger is likely: Call 999

### 1.5 To contact the Local Authority:

- (a) Children's Social Care - 035 045 5203
- (b) Adults' Social Care - 035 045 5202
- (c) Out of hours Emergency Duty Team Children and Adults - 01733 234724

### 1.6 **Ministry Area Leaders:** A full list can be found under 'Responsibility for groups and activities' in Section 1.

### 1.7 **Leadership Resource Meeting Members:** John Percival, James Steer, Ed Underhill, Xander Coomber, , Nerena Akuwudike, Ruby Lu, Sarah Gibson, Becca Nicholl, David Masters, Isobel Waspe

## Section 7: Related resources

### 1. Resources<sup>28</sup>

- 1.1 Training document: Principles for 1-1 Meetings. See link within document [here](#).
- 1.2 Training document: Responding to unwanted attention and harassment. See link [here](#).
- 1.3 Training document: Safeguarding Refresher for Annual Team Training Days. See link [here](#).
- 1.4 Photography and Video policy. See link [here](#).
- 1.5 Whistle-blowing policy. If you have concerns, but these are not of a safeguarding nature, our whistle-blowing policy can be found [here](#).
- 1.6 Complaints Procedure. See link [here](#).

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<sup>28</sup> Links checked 30 May 2025.

# Policy statement for display

The Parish of Holy Sepulchre, Cambridge (St Andrew the Great)

SAFEGUARDING POLICY

PROMOTING A SAFER CHURCH

The following policy was last approved at the Parochial Church Council (PCC) meeting held on.....

In accordance with the Church of England Safeguarding Policy 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 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 and respond to abuse.
- 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, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (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.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints \_\_\_\_\_ as the Parish Safeguarding Officer

Incumbent .....

Churchwardens .....

Date: .....

# Section 8: Resources and organisations for care and support

## 1. Resources<sup>29</sup>

1.1 **Childline** 0800 1111 [www.childline.org.uk](http://www.childline.org.uk)

1.2 **Refuge** 0808 2000 247

(a) For women and children. Against domestic violence

1.3 **Family Lives** (previously Parentline) 0808 800 2222

1.4 **Samaritans Helpline** 116 123 (open 24 hours)

(a) If you are struggling to cope and need someone to talk to

1.5 **HEAR** 85258

(a) NHS Cambridgeshire text support service supporting anyone struggling to cope with their mental wellbeing

1.6 **The Silver Line** 0800 4 70 80 90

(a) Confidential helpline for older people open 24 hours

1.7 Many further suggestions can be found here:

<https://www.elydiocese.org/safeguarding/resources-organisations-care-support/>

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<sup>29</sup> Link checked 30 May 2025.