

# **St James's Church, Piccadilly**

## **Safeguarding Policy and Procedures Handbook**

Update June 2025

### **SAFEGUARDING POLICY AND PROCEDURES**

	<b>Page</b>
Introduction	2
1. Parish Church Council (PCC) Safeguarding Policy Statement	2-4
2. Code of Safer Working Practice	4-5
3. Acceptable Touch	5-6
4. Visiting Adults	6-7
5. Safeguarding Procedures	7
6. Hire of Church Premises	7
7. Disclosure and Barring Checks (DBS) & Safeguarding Training	8-11
8. Safer Recruitment and People Management	11
9. Safeguarding Contact List	11-12

## INTRODUCTION

Safeguarding children, young people and adults at risk is the responsibility of everyone and is integral to our mission and ministry and all church and community activities.

This document demonstrates and guides all those in the church on the part that they need to play in order to ensure that the church is a safe environment for everyone. This document is complementary to 'The Church of England House of Bishops Parish Safeguarding Handbook' (published 2018) (\*House of Bishops handbook) – refer [www.sjp.org.uk/safeguarding](http://www.sjp.org.uk/safeguarding) for copy of the document or email [hr@sjp.org.uk](mailto:hr@sjp.org.uk) for a hard copy to be forwarded. (Note: this \*document is currently being updated – there is currently no date given as yet to its completion date.) Please also see [Safeguarding e-manual The Church of England](#) for updates to the Church of England's 'E-Manual').

The following sections include guidance from the House of Bishops handbook as well as from the Diocese of London safeguarding guidelines <https://www.london.anglican.org/support/safeguarding/> (Note: With the former currently being updated the advice provided by the latter is utilised as applicable.)

### Key messages:

- **The welfare of the child, young person and adult at risk is at all times paramount.**
- **The Diocesan safeguarding Advisor (DSA) must be consulted whenever a safeguarding concern of any kind arises in your parish.**
- **Safeguarding is part of our core faith and an integral feature of Christian life in our parish churches.**

## 1 Parish Church Council (PCC) Safeguarding Policy Statement – Promoting a Safer Church

The following safeguarding policy statement was agreed at the PCC meeting held on 15<sup>th</sup> July 2024. In accordance with the Diocese of London Policy Statement:

Every person has a value and dignity which comes directly from the creation of all people in God's image and likeness. Christians see the potential as fulfilled by God's recreation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

- 1.1 We accept and endorse the principles of the House of Bishops Policy for safeguarding children (Protecting All God's Children, 2010) and safeguarding adults in the Church of England (Promoting a Safe Church 2006).
- 1.2 We commit ourselves to nurture, protect and safeguard all our members, particularly children, young people and adults at risk.

- 1.3 We recognise that safeguarding is the responsibility of the whole church community.
- 1.4 We undertake to exercise proper care in the selection, appointment, training and support of those working in a paid or voluntary position with children or adults at risk, including the Criminal Records disclosures and making appropriate referrals to the Independent Safeguarding Authority.
- 1.5 We will respond without delay to concerns or allegations that a child or adult at risk may have been harmed, cooperating with the police and social services in any investigation.
- 1.6 We will challenge any abuse of power by anyone in a position of trust.
- 1.7 We will seek to offer pastoral care and support to anyone who has suffered abuse, developing with them an appropriate healing ministry.
- 1.8 We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or adult at risk.

We have appointed Charley (David) Matthews as Safeguarding Officer and Frith Taylor as Children's Champion, as well as Graeme Jones and Sarah Clark as Assistant Safeguarding Officers with particular Disclosure and Barring Service (DBS) and Safeguarding Training administration respectively. In early 2025 a successor to Graeme Jones will be appointed. Copies of the Parish's Safeguarding Children and Young People's policy and Safeguarding Adults at risk policy are held by: Jane Gray (HR) and Revd Dr Ayla Lepine (Associate Rector).

The PCC shall review this policy annually. The next review will take place on the first meeting following the APCM 2025.

Further to the above policy the parish will:

- 1.9 Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- 1.10 Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- 1.11 Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- 1.12 Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and safety of all parties.
- 1.13 Ensure health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.

- 1.14 Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually and on an ongoing basis quarterly through the Parish Safeguarding Dashboard.

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

## **2 Code of Safer Working Practice**

### **Upholding the Code**

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.

All those working on behalf of the parish with children, young people and adults must:

- 2.1 Treat all individuals with respect and dignity.
- 2.2 Respect people's rights to personal privacy.
- 2.3 Ensure that their own language, tone of voice and body language are respectful.
- 2.4 Ensure that children, young people and adults know who they can talk to about a personal concern.
- 2.5 Record and report any concerns about a child, young person or adult and/or behaviour of another worker with their activity leader and/or Parish Safeguarding Officer. Sign and date the record.
- 2.6 Obtain written consent for any photographs/videos to be taken, shown, displayed or stored (refer Model Consent Form).
- 2.7 Administer any First Aid with others around.

In addition, for children and young people must:

- 2.8 Always aim to work with or within sight of another adult.
- 2.9 Ensure another adult is informed if a child needs to be taken to the toilet.
- 2.10 Respond warmly to a child who needs comforting but make sure there are other adults around.
- 2.11 Ensure that the child and parents are aware of any activity that requires physical contact and its nature before the activity takes place.

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

- 2.12 Use any form of physical punishment.
- 2.13 Be sexually suggestive about or to an individual.
- 2.14 Scapegoat, ridicule or reject an individual or group.
- 2.15 Permit abusive peer activities eg initiation ceremonies, ridiculing or bullying.
- 2.16 Show favouritism to any one individual or group.
- 2.17 Allow an individual to involve you in excessive attention seeking.
- 2.18 Allow unknown adults access to children, young people and adults who may be vulnerable. Visitors should always be accompanied by an approved person.
- 2.19 Allow strangers to give lifts to children, young people and adults who may be vulnerable in the group.
- 2.20 Befriend on social media children, young people and adults who may be vulnerable.
- 2.21 Take photographs on personal phones or cameras as this means that images are stored on personal devices.

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

- 2.22 Give lifts to children you are supervising on their own or on your own (unless there are exceptional circumstances eg in an emergency for medical reasons or where parents fail to collect a child and no other arrangements can be made to take children home. In such situations, the circumstances and your decision must be recorded and shared with an appropriate person at the earliest opportunity).
- 2.23 Smoke or drink alcohol in the presence of children and young adults, except when this is a social situation with family members/carers present eg parish party.
- 2.24 Arrange social occasions with children and young people (other than events which also include adult family members/carers) outside organised group occasions.

### **3 Acceptable Touch**

Sympathetic attention, humour, encouragement and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, is 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 not be

initiated by the person in position of power or responsibility and kept to a minimum. In addition to this, always follow the guidelines below:

- 3.1 Ask permission before you touch someone.
- 3.2 Allow the other person to determine the degree of touch except in exceptional circumstances (e.g. when they need medical attention).
- 3.3 Avoid any physical contact that is or could be construed as sexual, abusive or offensive.
- 3.4 Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- 3.5 Touch should be in response 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.

Refer House of Bishops handbook section 11.3 for adult:children ratios.

#### **4 Visiting Adults**

Visiting vulnerable adults in their homes is an essential element of many church officers' roles (staff/volunteers). Many parishioners will be well known to the church officer (staff/volunteer) and where there have been no previous concerns, the level of risk to the church officer (staff/volunteer) and where there have been no previous concerns, the level of risk to the church officer (staff/volunteer) or parishioner during visits will usually be low. However unexpected circumstances can be encountered, some of which may place a church officer (staff/volunteer) at risk. For example, the unexpected presence in the home of a relative or friend with a history or threatening behaviour. Unfortunately, case histories also show that a parishioner may be at risk from a church officer (staff/volunteer). For these reasons it is very important for parishes to ensure their church officers (staff/volunteers) and parishioners are as safe as they can be, and that there is accountability and transparency in the manner in which church officers (staff/volunteers) engage in lone working or visits to homes.

To assure the person you are visiting of their safety, and for your own as a church officer (staff/volunteer):

- 4.1 If possible, undertake a risk assessment before an initial visit, especially if you do not know the person. If there are any concerns or risks known before a visit is made, you are advised always to undertake a risk assessment (refer [safeguarding@sjp.org.uk](mailto:safeguarding@sjp.org.uk)). In these circumstances, consider whether the visit is necessary, or whether you should be accompanied by another church officer (staff/volunteer). In addition, visiting in pairs may be advisable, especially if the adult is perceived to be vulnerable.
- 4.2 Do not call unannounced; call by appointment if appropriate telephone the person just before visiting to confirm your arrival.
- 4.3 Be clear about the support you can offer and the purpose and limitations of any

pastoral care/support this is available.

- 4.4 Do not make referrals to any agency that could provide help without the adult's permission, and ideally encourage them to set up to contact, unless there are safeguarding concerns.
- 4.5 Never offer 'over-the-counter' remedies to people on visits or administer prescribed medicines, even if asked to do so.
- 4.6 Do not accept any gifts from adults other than token items, to avoid misunderstandings or subsequent accusations from the person or their family. If someone wants to make a donation to the church, put it in an envelope, mark it on the outside as a donation and obtain a receipt from the Accounts Manager.
- 4.7 Make a note of the date when you visit people, report back about the visit to the agreed named person and say what is concerning or going well. They will report safeguarding concerns to Parish Safeguarding Officer and/or incumbent or directly to the Diocesan Safeguarding Officer if they are not available.

## **5 Safeguarding Procedures**

- 5.1 Concerns about children, young people and vulnerable adults will be Diligently and promptly responded to as per procedures detailed, recognising the sensitivity it may hold for those involved.
- 5.2 Opening a church safeguarding case file – good record keeping is an important part of the safeguarding task. A record, called a case file, should be opened whenever a safeguarding concern or allegation occurs in church. (Refer section 7.7 of House of Bishops handbook for further details including record retention, security, data protection and sharing.)

## **6 Hire of Church Premises**

- 6.1 Where external organisations / individuals are using church premises, hire arrangements must make it clear that the organisations / individuals are to abide by PCC Safeguarding Policy.
- 6.2 A copy of the PCC Safeguarding Policy forms part of the hire agreement and hirers should be asked to sign a copy of this (even when an organisation have their own) to acknowledge that this has been seen and will be adhered to and that all concerns about children, young people and vulnerable adults will be reported to the relevant statutory authority. (If an organisation has their own policy, a copy of this to be requested and filed with hire agreement.)

## **7 Disclosure and Barring Checks (DBS) and Safeguarding Training**

### **7.1 Enhanced DBS checks to be completed for:**

- Clergy holding the Bishop's license
- Safeguarding Officer
- Assistant Safeguarding Officers
- Children's Champion
- Pastoral Coordinator
- All those working or volunteering with children, young people and / or vulnerable adults more than 3 times in a 30-day period on a rota system eg FEAST, Sunday breakfast, online hosting of events on behalf of the church
- PCC members
- Outreach Projects and Partnerships Manager
- Food Hospitality Outreach Coordinator
- Refugee and Asylum Seeker Support Worker

Note: Diocese of London advice is that Vergers do not need to complete DBS check however do need to complete Confidential Declaration form.

### **7.2 As a matter of good practice, DBS checks to be implemented for:**

- Food Outreach and Refugee and Asylum Seeker Support volunteer Lead Hosts and Team Leaders
- As per guidance/requirements from Thirty-one-Eight and diocesan policies additional volunteer team coordinators

Details for DBS checks refer 'Eligibility for DBS checks (Thirty-One-Eight setting standards in safeguarding) [www.london.anglican.org/download/eligibility-dbs-](http://www.london.anglican.org/download/eligibility-dbs-)

Safeguarding Training (as per Diocese of London Checklist v6 February 2023 [www.safeguarding.london.anglican.org/parish-resources/useful-links/](http://www.safeguarding.london.anglican.org/parish-resources/useful-links/) and Parish Safeguarding Dashboard as of per current requirements at the time ('dashboard').

The numbers of people at St James's and the projects and activities run by the church require an expanded safeguarding team. Jane Gray (HR Advisor - for staff safeguarding support and HR policies including Safeguarding Handbook), Charley Matthews (PSO), Graeme Jones (ASO) and Sarah Clark (ASO). This team is convened and managed by Revd Dr Ayla Lepine (Associate Rector) and Joanna Kelly (Outreach Projects and Partnerships Manager).

Need to register for training:

[Safeguarding Training Portal: Log in to the site \(cofeportal.org\)](http://safeguardingtrainingportal.org)

Basic Awareness (takes approximately 75 minutes to complete) and Foundation (takes approximately 2 hours to complete) courses – accessed online [Training – Diocese of London Safeguarding \(anglican.org\)](http://Training-DioceseofLondonSafeguarding(anglican.org))



- can be completed by any member of the congregation, to support awareness raising and culture of support and vigilance in the Church.

#### Basic Awareness Safeguarding course

- although it is only guidance it is suggested that everyone complete at least the Basic safeguarding training and it is particularly recommended those in the following roles are encouraged to complete this course: Vergers, Servers, Welcomers, Choir/music group members (including Sound/AV technicians), Refreshments helpers, Sidespersons, Administrative staff.

#### Foundation Safeguarding course (should be taken every 3 years)

- required for anyone with safeguarding responsibilities/contact with children and/or vulnerable adults. Should be completed by everyone required to take the Basic Awareness Safeguarding training except for PCC members.

#### Leadership Safeguarding Training (should be taken every 3 years – it is at the highest level required for those holding applicable roles)

- takes approximately three hours over two sessions and can be booked via Diocese of London's Safeguarding Training Portal: [Training – Diocese of London Safeguarding \(anglican.org\)](https://training-diocese-of-london-safeguarding(anglican.org))

(Safeguarding courses only need to be 'refreshed' at the highest level of training.)

Training requirements with church designated roles detailed taking into account recommendations above:

Role	Basic	Foundation	Leadership
Incumbents and all clergy	yes	yes	yes
Licensed Lay Ministers	yes	yes	yes
*Parish workers with children/vulnerable adults including: Vergers, Food Hospitality Outreach Coordinator, Feast and Sunday Breakfast Co-ordinators/Team Leaders, those working more than 3 times in a 30 day period on a rota system e.g. online and on-site hosting of the church's events and services, FEAST, Sunday breakfast Refugee and Asylum Seeker Support Worker, Parish Administrator, Concerts and Venue Manager, concert staff PCC members (from dashboard)	yes	yes	no

Role	Basic	Foundation	Leadership
*Leaders/supervisors of work with children/vulnerable adults including: COO, Children's Champion, Pastoral coordinator, Outreach Projects and Partnership Manager	yes	yes	yes
Parish Safeguarding Officers	yes	yes	yes
Church Operations Managers including: Head of Estates and Operations	Yes	yes	yes
Churchwardens: Church Wardens, Assistant Church Wardens	yes	yes	yes
Recommended (from dashboard) for church to include those who are involved in running events: Head of Fundraising Events, Production Officer  Note: to encourage everyone to do this training – particularly recommended: Servers, Welcomers, Choir/Music Group Leaders, Music Scholars, Sound/AV technicians	yes	no	no
Youth and Children's Pastors	yes	yes	yes
PCC Safeguarding Leads	yes	yes	yes
Music Group Leaders/Choir Leaders: Director of Music	yes	yes	yes

\*paid or volunteer

Further safeguarding training requirements (from dashboard):  
 Accessed through Diocese of London's Safeguarding Training Portal:  
[Training – Diocese of London Safeguarding \(anglican.org\)](https://www.anglican.org/training)

### **Domestic Abuse Pathway:**

Clergy  
 PSO  
 PCC members  
 Churchwardens

### **Safer Recruitment and People Management (those involved in recruitment):**

Rector

Associate Rector

PSO (per dashboard to undertake this training)

Church Wardens

COO

Directors

Line Managers (Outreach Project and Partnership Manager, Head of Estates and Operations, Head Verger)

## **8 Safer Recruitment and People Management**

The Parish Safeguarding Dashboard (through the Diocese of London) details the different areas that we are required to cover off in our commitment to safeguarding. A report is generated whenever the dashboard is updated by St James's with the report going to the next PCC meeting. The area of safer recruitment and people management that needs to be adhered to – see below the website for details.

<https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance>

In particular there is an assessment tool with the following headings detailed in the above guidance. The assessment tool is not only for those roles working with children/vulnerable adults (paid or volunteer) but are for all staffing roles as applicable:

- a) Responsibilities
- b) Role description and person specification
- c) Advertising a role
- d) Application process
- e) Confidential declaration
- f) Shortlisting
- g) Interviews and assessment
- h) Pre-appointment checks
- i) DBS checks
- j) Criminal Records
- k) Appointment
- l) Induction
- m) Probation/settling in period
- n) Ongoing support, accountability, oversight and supervision
- o) Learning and Development
- p) Record keeping

## **9 Safeguarding Contact List for the Church**

St James's Safeguarding Team email address (accessed by Rector, Associate Rector, Parish Safeguarding Officer, HR Advisor): [safeguarding@sjp.org.uk](mailto:safeguarding@sjp.org.uk)

Associate Rector: Revd Dr Ayla Lepine – 07747001888 [associaterector@sjp.org.uk](mailto:associaterector@sjp.org.uk)

Parish Safeguarding Officer: Charley Matthews – 07968151170

Children's Champion: Frith Taylor – 07902384313

Diocesan Safeguarding Team: 020 7932 1224

Thirty-One-Eight (previously CCPAS) 24 hour helpline: 0303 003 111

For situations of immediate risk contact the police 999

We are located in the area covered by Westminster City Council, see contact details below:

Concerning children:

- Duty Child Protection Advisor: 020 7641 7668
- [AccesstoChildrensServices@westminster.gov.uk](mailto:AccesstoChildrensServices@westminster.gov.uk) or [LADO@westminster.gov.uk](mailto:LADO@westminster.gov.uk)
- <https://www.rbkc.gov.uk/lscb/information-professionals-and-volunteers/contacts-safeguarding-westminster>

Concerning adults:

- Outside normal office hours this team deals with statutory Mental Health Assessments, other emergencies concerning vulnerable adults and elderly residents, child protection emergencies and other children and family issues: 020 7641 6000
- Adult Social Care Team (supporting adults under the age of 65 with physical disabilities, older people with physical disabilities, or mental health problems, and their carers): 020 7641 1444 or 020 7641 1175; text messages: 07944 521615

Other Westminster Council contact details:

<https://www.peoplefirstinfo.org.uk/westminster-contact-details/>