



St Helen's
Bishopsgate

Safeguarding policy

ST HELEN BISHOPSGATE AND ST PETER-UPON-CORNHILL

Revised: June 2020
Date for review: June 2021

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Policy statement and principles

In accordance with the House of Bishops' Policy Statements 'Promoting a Safer Church' (2017) and 'Protecting All God's Children' (2010) and the Diocesan Safeguarding Policy 'Promoting a Safer Diocese' (2018) 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 named Church Safeguarding Officers (CSOs) to work with the incumbent and the Parochial Church Council (PCC) to implement policy and procedures.
- safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise 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.

Overview of safeguarding responsibilities

1. The PCC has overall responsibility for safeguarding within St Helen's. This policy is maintained, reviewed, and sanctioned by the PCC.
2. The Church Safeguarding Committee is a source of advice and guidance on safeguarding issues. They will advise the PCC on any matters relating to safeguarding, making recommendations for changes in policy and procedure, and hold ministry area leaders accountable for policy implementation.
3. The CSOs are appointed by the PCC and given the responsibility for safeguarding within the church family and all its various ministries.

Given the size of our church and the diversity of our ministries it is necessary for the CSOs to delegate their responsibilities to ministry area leaders. The CSOs will assist and advise ministry area leaders if a safeguarding issue or risk arises and needs to be addressed.

The CSOs will also be included in decisions about whether to permit someone to be involved in ministry with children where their Disclosure and Barring Service (DBS) check is blemished or information is provided about them under the DBS scheme.

4. Ministry area leaders are responsible for safeguarding within their ministry area. This includes:
 - ensuring all caregivers within their areas of ministry are recruited in accordance with this safeguarding policy and,
 - acting as safeguarding officers for any disclosures of abuse within their ministry area
5. The Children's Champion raises the profile of children within the church and on the PCC.
6. Caregiver refers to anyone serving in any role within church which involves any oversight of children, young people or vulnerable adults.

All caregivers share a particular responsibility for:

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

Important:

- All caregivers must read **Section A** of the relevant policy.
- They must then read any additional information from **Section B** of that policy that is relevant to the area of ministry they are serving in.
- A list of key contact details can be found on the last two pages of each policy.

Outline of ministry areas

For the purposes of safeguarding, the church's various activities have been divided into separate ministry areas. Ministry areas which make formal provision for children and young people require a named ministry area leader and must comply with all St Helen's safeguarding policies. Caregivers recruited to these ministry areas must read the relevant policy.

None of the ministry areas make formal provision for vulnerable adults; however, the vulnerable adults' policy outlines considerations relevant to all ministry areas where vulnerable adults may be in attendance. This supplement must be read by anyone providing formal care for vulnerable adults. For the purposes of this document, we have opted to use the term 'vulnerable adult' in place of 'adult at risk' due to this being a more familiar term.

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

Sunday morning meeting

(including crèche, Sunday school, 10.30am weekend, Central Focus weekend, Long weekend, Christianity Explored, occasional seminars eg marriage or parenting days)

Sunday Mandarin meeting

(including crèche, Sunday school, International Growth Groups, International Growth Group weekend, 2.30pm weekend)

Sunday afternoon meeting

(including crèche, Sunday school, Food at 5s, 4pm weekends)

Sunday evening meeting

(including RML, RML weekends, training weekends, leaders' weekend, Christianity Explored)

City ministry

(including Partnership, City Summer School, City weekend)

Youth ministry

(including Bridge, Junction, Youth RML, Youth weekend, Sorted, Sorted Nano, socials)

Little Pickles

(including any activities additional to the morning stay and play group)

Women on Wednesday (WoW)

(including Central WoW crèche, any WoW event with advertised childcare or activities)

Other ministries

The student ministry, the offsite City ministry and the Leaders weekend away do not make formal provision for children or young people

Babysitting

Babysitting is an area in which we are unable to provide formal provision. Families can make informal arrangements within the congregation and must take full responsibility for assessing the suitability of the volunteer.

There is a supplement for the church staff team, covering the work they do outside of the above formal ministry areas.

Screening procedure for caregivers

Every applicant who wishes to serve in any ministry area involving children or young people must complete a screening process prior to serving, and anyone providing formal care (as defined by the diocesan policy) for vulnerable adults must complete this process.

To ensure safe and quality care, the church has established several criteria that all caregivers must meet in order to work with children, young people or vulnerable adults:

1. Recruitment

- All caregivers must be people in good standing with the church.
- All caregivers must be 18 years of age or older.
 - With the prior approval and direction of the Children's Worker, young people who are aged 14+ can assist with children's work. Such volunteers contribute towards the number of children not the number of adults when it comes to required ratios.

2. Assessment

- All caregivers must have a face to face conversation with the ministry area leader for which they are volunteering (or the leader to whom the ministry area leader has delegated this task), in order to go through the role description and to have the opportunity to ask any follow-up questions needed to confirm their suitability for the role. The volunteer must also complete and sign the Diocesan Volunteer Agreement.
- All caregivers must complete a Diocese of London Confidential Declaration Form, requiring the honest declaration of any criminal convictions.
- All caregivers must provide the names of two people to act as personal referees, which will be followed up. Referees must not be relatives/partners, current parish clergy, or church staff
- All caregivers must complete a Parish Safeguarding Form requiring a Christian testimony and a signed declaration of having read the relevant policy.
- All caregivers must complete a DBS form for the applicable Enhanced level Disclosure. Details of how to do so will be sent to the caregiver via email.

3. Appointment

- A caregiver can begin their role **only when** the following have been completed:
 - The Diocese of London Confidential Declaration Form and the Parish Safeguarding Form have been filed as complete.
 - The personal references have been sent for, received, and reviewed as being acceptable.
 - The satisfactory DBS Disclosure outcome has been received from Thirtyone:eight.

4. Data Protection

- All completed records of screening procedures will be kept securely and indefinitely. The church will have record of the following:
 - Diocese of London Confidential Declaration Form
 - Two personal references (which will be available to the Diocese of London Safeguarding Team (DST) should they request it)
 - Parish Safeguarding Form
 - DBS disclosure certificate reference number
 - Additional notes pertaining to the above.

5. Training

All volunteers complete the mandatory Church of England's online safeguarding training upon recruitment, and additional training is then provided for Sunday school helpers, youth helpers and those who work with vulnerable adult. Regular safeguarding training has always been offered more widely to some of the St Helen's staff team.

Contact names and details

CHURCH SAFEGUARDING COMMITTEE

Associate Rector (Chair)
Revd Charlie Skrine
c.skrine@st-helens.org.uk

Church Safeguarding Officer (CSO)
Andrew Wales
safeguarding.officer@st-helens.org.uk

Youth Worker & St Peter's CSO
Will Waugh
w.waugh@st-helens.org.uk

Deputy Church Safeguarding Officer (CSO)
Rebecca Hodgkinson
deputy.safeguarding.officer@st-helens.org.uk

Children's Champion
Anna Lamb
childrens.champion@st-helens.org.uk

Evidence Checker & Safeguarding Administrator
Wendy Kasenene
safeguarding@st-helens.org.uk

Children's Worker
Matt Bridges
m.bridges@st-helens.org.uk

Sarah Lui
safeguarding.committee@st-helens.org.uk

MINISTRY AREA LEADERS

Sunday morning meeting
(including crèche, Sunday school, Central Focus, Central Focus weekend, Long weekend, 10.30 weekend, occasional seminars, Christianity Explored)

Charlie Skrine
c.skrine@st-helens.org.uk

Sunday Mandarin meeting
(including crèche, Sunday school, IGG, IGG weekend, 2.30pm weekend)

Henry Eatock-Taylor
h.eatock-taylor@st-helens.org.uk

Sunday afternoon meeting
(including crèche, Sunday school, Food at 5s, 4pm weekends)

Aneirin Glyn
a.glyn@st-helens.org.uk

Sunday evening meeting
(including RML, RML weekends, RML training weekends, leaders' weekend, Christianity Explored)

Mickey Mantle
m.mantle@st-helens.org.uk

Little Pickles and Women on Wednesday

Rachel Anderson
littlepickles@st-helens.org.uk

City ministry
(including Partnership, City Summer School, City weekend, City offsite)

Wes Illingsworth
w.illingsworth@st-helens.org.uk

Student ministry

Tim Sheppard
t.sheppard@st-helens.org.uk

Youth

Will Waugh
w.waugh@st-helens.org.uk

DIOCESAN SAFEGUARDING ADVISER (DSA)

Maggie McMahon

Email: margaret.mcmahon@london.anglican.org

Tel: 020 3837 5101

NATIONAL CONTACTS

Thirtyone:Eight

Helpline: 0303 003 11 11

<https://thirtyoneeight.org/>

City of London Corporation Children and Families Team

020 7332 3621 (Monday to Friday, 9am-5pm)

020 8356 2710 (weekdays after 5pm, weekends and bank holidays)

City of London Social Care Services

020 7332 1224 (Monday to Friday, 9am-5pm)

020 8356 2300 (weekdays after 5pm, weekends and bank holidays)

Child Line

Freepost 1111, London N1 0BR

Tel. 0800 1111

(full number is just these 8 digits)

NSPCC

Child Protection Helpline,

0808 800 5000

Family Lives (previously Parentline) 0808 800 222

Domestic Violence Helpline (for females) 0808 2000 247

Mankind (for males) 01823 334244

FURTHER RESOURCES

'Protecting all God's children: The Child Protection Policy of the Church of England', 2010

'Policy for Safeguarding in the Diocese of London', 2015

'The Church of England, House of Bishops, Parish safeguarding handbook' – promoting a safer church, October 2018

'The Care Act 2014, and the Care and Support Statutory Guidance 2016' (Chapter 14)

London Multi Agency Safeguarding Adults Policy and Procedures 2015

www.london.anglican.org/support/safeguarding