

## **All Saints Parish Church Wokingham** **Safeguarding Vulnerable Adults & Children Policy**

All Saints Church is the Church of England congregation serving the parish of Wokingham, All Saints, in the Diocese of Oxford

**A) Our Parish Statement of Commitment to Children, Young People and Vulnerable Adults follows the Principles of the Church of England House of Bishops' Policy for Safeguarding Children & Young People and Vulnerable Adults, as below.**  
**NB: Children & Young People and Vulnerable adults will be referred to as “vulnerable people” on occasion in this document.**

Every person has a value and dignity which comes directly from their creation in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation 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.

### ***Principles***

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children and all adults
- The safeguarding and protection of all children, young people and adults when they are vulnerable
- The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.
- Carefully selecting and training all those with any responsibility within the Church, in line with safer recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.
- Respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation.
- Working with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.
- Challenge any abuse of power, especially by anyone in a position of trust.
- 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 vulnerable adult.

In all these principles we will follow legislation, guidance and recognised good practice.

## **B) Our Parish Safeguarding Team**

### **The Appointing Body**

The Rector, The Rev'd Canon David Hodgson  
Associate Priest, The Rev'd Hannah Higginson  
Judi Arnold  
Tom Lochhead

This group interviews, and confirms the appointment of, all new recruits, whether paid or unpaid, working with vulnerable persons.

### **Joint Parish Safeguarding Coordinators/Officers (Representatives)**

Judi Arnold  
Tom Lochhead

Judi Arnold focuses on the choir; Tom Lochhead on all other groups.

They are responsible for implementing this Policy and supporting volunteers working with vulnerable persons

### **Appointing Body Nominees**

Judi Arnold and Tom Lochhead

Ensures that the formal processes are completed, and acts as point of liaisons between the parish and the diocese.

### **Children's Advocate**

Judi Arnold

A named independent person that children are encouraged to talk to if they have worries. Available for contact by people who are concerned about a child or young person or about the behaviour of an adult.

### **Approved Parish Representatives (Verifiers)**

Judi Arnold and Tom Lochhead

Responsible for verifying the identity of applicants as part of the Disclosure and Barring Service (DBS) process.

### **The Rector**

Retains the Confidential Declarations in a secure place, and has access to the record of DBS disclosures. He / she will also be the Recruiter and to whom all outcomes of DBS checks are referred to in the first instance.

### **C) Our Safeguarding Children and Vulnerable Adult Policy Statement**

1. We are committed to implementing the Church of England House of Bishops' Safeguarding policy and the diocesan procedures as in the **Safeguarding Handbook for the Protection of Children & Vulnerable Adults**.
2. We are committed to the safeguarding, care and nurture of the children & vulnerable adults within our church community.
3. We will carefully select and train ordained and lay ministers; volunteers and paid workers with children and young people and vulnerable adults using the Disclosure and Barring Service to check the background of each person.
4. We will respond without delay to every complaint made, that a child, young person or vulnerable adult for whom we are responsible may have been harmed.
5. We will fully cooperate with statutory agencies during any investigation they make into allegations concerning a member of the church community.
6. We will seek to offer informed pastoral care to any child, young person or adult who has suffered abuse.
7. We will care for and supervise any member of our church community known to have offended against a child or vulnerable adult.
8. We will review this policy annually, and, as part of this, check that all our procedures, including the DBS database and paper records are up to date. We will also ensure all volunteers have received the appropriate training and refresher training within the timescales laid down (every three years)

### **D) Our Policy Statement on Recruitment and DBS Disclosures**

1. This Parish is committed to the recognition of each person's skills, experience and qualifications. We shall attempt to ensure that these are fully considered in the recruitment and appointment of paid staff and volunteers.
2. We shall assess all positions (whether for paid staff or volunteers) in order to determine whether a Disclosure is required from the Disclosure and Barring Service and, if so, at what level. For those positions requiring a Disclosure, we shall indicate in any advertisement (or other information about the position) the level of Disclosure and make clear that any offer of position will be subject to the receipt of satisfactory Disclosure information.
3. Where a position involves a Disclosure, we shall encourage all applicants invited to an interview to provide details of any criminal record before the interview.
4. We shall obtain Disclosures through the diocesan -recommended Umbrella Body, Access Personal Checking Service Ltd (APCS).

5. If APCS advises that a Disclosure contains information relevant to the position, we shall notify and work with the Diocesan Safeguarding Adviser (Jane Fisher) to assess the risks and agree a course of action.
6. We shall follow Diocesan guidance on the re-submission of applications for Disclosure.
7. We shall ensure that Disclosure information is passed only to those entitled to receive it.
8. We are committed to the fair and sensitive use of Disclosure information. We shall refer to the Diocese any complaints about the Disclosure process or the accuracy of Disclosure information so that appropriate action can be taken; this may involve the use of the formal complaints procedure.
9. In dealing with all matters relating to Disclosure, we shall comply with the Disclosure and Barring Service Code of Practice. We shall also comply with Diocesan policies and follow Diocesan procedures and guidance.

#### **E) Parish Agreement with the Access Personal Checking Services Ltd (APCS)**

DBS disclosures are obtained through APCS, an Umbrella Body recommended by the Diocese.

#### **F) Our policy Statement on Safeguarding Training**

1. This parish is committed to the Church of England's **Practice Guidance: Safeguarding Training and Development** published in January 2017.
2. There have been recent changes and expectations in the Training Modules and the Diocesan Safeguarding Team have recently issued guidance to parishes regarding them. This parish will follow this guidance.
3. The Church of England have developed Core (C) and Specialist (S) training modules which are mandatory for particular church officer positions.
4. Our parish will designate one person to ensure all church officers appointed by the parish attend the required Core and Specialist safeguarding training modules appropriate to their roles. This person shall be the Joint Safeguarding Office Judi Arnold.
5. This designated person will keep a record of all safeguarding training completed.

#### **G) Procedure for Appointing of Workers with Children, Young People and Vulnerable Adults, Paid and Voluntary**

1. All prospective workers, paid or voluntary are given a copy of this Policy and are asked to read it.
2. They are asked to complete a Children and Vulnerable Adult's Worker Application form (**Form 1A**), a Children's & Vulnerable Adults' Worker Confidential Disclosure form (**Form 1B**), and a contract agreement (**Form 1C**)

3. They will be given a copy of this All Saints Safeguarding Policy and asked to read it and abide by it. They will be referred to the Diocesan website for the complete policy, procedures, and requirements for good practice. [www.oxford.anglican.org](http://www.oxford.anglican.org)
4. DBS disclosure application at enhanced level will be required for all workers with children, young people and vulnerable adults, and for volunteers in some mixed groups of children and adults where activities are conducted together and in line with the APCS "Online User Guide For Recruiters & Verifiers" (appendix 3 pages 31-35) .
5. All prospective workers, paid or voluntary, will be interviewed.
6. References will be taken up.
7. The appointment of a prospective worker, paid or voluntary, will be approved by the Parochial Church Council and recorded in its minutes.
8. Children and Vulnerable Adult's workers will be required to attend safeguarding training within six months of their appointment. They will be given opportunities to meet together with a leader to discuss work programmes and areas of concern including issues relating to discipline. This must be renewed every three years. Where training is not available within the parish volunteers will be expected to make every effort to avail themselves of safeguarding training opportunities offered by other parishes within the Deanery (Sonning Deanery).

#### **H) Managing and Monitoring our Safeguarding Vulnerable Adults and Children Policy**

1. The PCC appoints a member to monitor our compliance in practice with our policies and procedures who will report to the PCC at least annually. (Parish safeguarding coordinator)
2. The PCC appoints a sub-committee to oversee the appointing process for workers with vulnerable people, both paid and voluntary ("the Appointing Body") and a member of it to act as the Appointing Body Nominee.
3. The PCC comprehensively reviews its Safeguarding Policy annually.
4. The PCC annually adopts and publishes its Safeguarding Children Policy Statement. Publishing will include posting on the church website and on notice-boards in all its properties including the church porch, bell-tower, choir vestry, clergy vestry, Cornerstone front foyer, Cornerstone hall, Cornerstone rear foyer, De Vitre Room.
5. The PCC adopts as its Policy on good safeguarding practice the Bishop of Oxford's Good Practice Guides for Church Workers with Children and Young People & Vulnerable Adults and ensures that all children', young people's and vulnerable adult workers are familiar with its contents on appointment and subsequent revisions.
6. The PCC requires every group which provides activities for children, young people, or including children and young people as part of mixed age activities, to appoint a leader or leading member to be responsible for ensuring the group complies with this policy; who will liaise with the Parish Safeguarding Coordinator(s).
7. The PCC provides for every children and vulnerable peoples' worker a full printed copy of this Policy and the Bishop of Oxford's Good Practice Guides for Church Workers with Children and Young People and Vulnerable Adults; and for every church group which works with or includes children and vulnerable people a full printed copy of this Policy, the Bishop of

Oxford's Good Practice Guides and access to a printed copy of the Diocese of Oxford 's Safeguarding Handbook for the Protection of Children and Vulnerable Adults.

8. The PCC provides for every church group which works with or includes children, young people and vulnerable adults a checklist of documents required to implement our Safeguarding Policy.

**1) Key contacts**

**If you have information about a safeguarding situation where a child or adult is in immediate danger, or requires immediate medical attention, call emergency services on 999. Thames Valley Police 0845 8505 505**

**Wokingham Borough Council**

Concern about a Child (9 - 5 Mon to Fri) **0118 908 8002**

Concern about an Adult **0300 365 1234**

Either Adult or Child at other times (including weekends and Bank holidays) **01344 786543**

**All Saints Parish Safeguarding Coordinators, and Verifiers**

Judi Arnold (Choir) Tel: 07766903159 Email: [safeguarding@allsaintswokingham.org.uk](mailto:safeguarding@allsaintswokingham.org.uk)

Tom Lochhead (all other groups)

Tel: 07791 210955 Email: [safeguarding@allsaintswokingham.org.uk](mailto:safeguarding@allsaintswokingham.org.uk)

**All Saints Children's Advocate**

Judi Arnold Tel: 07766903159 Email: [safeguarding@allsaintswokingham.org.uk](mailto:safeguarding@allsaintswokingham.org.uk)

**Diocesan Safeguarding Adviser**

Jane Fisher

Mobile: 07840 186814

Email: [jane.fisher@oxford.anglican.org](mailto:jane.fisher@oxford.anglican.org)

Web: [www.oxford.anglican.org/safeguarding](http://www.oxford.anglican.org/safeguarding)

**Contact for Jane Fisher when not contactable and for general DBS and safeguarding enquiries**

Linda Carpenter (Safeguarding Administrator)

Tel: 01865 208267

Email: [safeguarding@oxford.anglican.org](mailto:safeguarding@oxford.anglican.org)

**Safeguarding Assistant and Training Officer**

Rebecca Norris-Bulpitt

01865 208290

Email: [rebecca.norris-bulpitt@oxford.anglican.org](mailto:rebecca.norris-bulpitt@oxford.anglican.org)

**Diocesan Children's Adviser**

Yvonne Morris

Tel: 01865 208255

Email: [yvonne.morris@oxford.anglican.org](mailto:yvonne.morris@oxford.anglican.org)

**Diocesan Youth Adviser**

Ian Macdonald

Tel: 01865 208253

Email: [ian.macdonald@oxford.anglican.org](mailto:ian.macdonald@oxford.anglican.org)

**The Rector of All Saints Wokingham**

Rev'd Canon David Hodgson  
Tel: 01189792999  
Mob: 07860636110  
Email: [david@allsaintswokingham.org.uk](mailto:david@allsaintswokingham.org.uk)

**Approved Parish Representative (Verifier)**

Judi Arnold (Choir) Tel: 07766903159 Email: [safeguarding@allsaintswokingham.org.uk](mailto:safeguarding@allsaintswokingham.org.uk)

Tom Lochhead (all other groups) Tel: 07791 210955 Email:  
[safeguarding@allsaintswokingham.org.uk](mailto:safeguarding@allsaintswokingham.org.uk)

**Parish Appointing Body Members**

The Rector, Canon David Hodgson - contact details above  
Parish Safeguarding Coordinators: Judi Arnold and Tom Lochhead— contact details above  
The Rev'd Hannah Higginson. Email: [hannah@allsaintswokingham.org.uk](mailto:hannah@allsaintswokingham.org.uk)

**I) Church reference details**

Name of the church: All Saints Parish Church, Wokingham, Berkshire (hereafter, "All Saints")  
Location: Wiltshire Road, Wokingham. Postcode of location for emergency services: RG40 1TN

Postal address: Parish Office, The Cornerstone, Norreys Avenue, Wokingham, Berks.  
RG40 1UE

Telephone contact: 0118 9792797 (Parish Administrator)

Denominational details: Church of England, Diocese of Oxford (Reading Episcopal Area)

Email: [parishoffice@allsaintswokingham.org.uk](mailto:parishoffice@allsaintswokingham.org.uk) Website: [www.allsaintswokingham.org.uk](http://www.allsaintswokingham.org.uk)

Incumbent priest (Rector): The Reverend Canon David Hodgson MA(Cantab) MTh

Address: The Rectory, 2a, Norreys Avenue, Wokingham, Berks. RG40 1TU

Telephone: 0118 9792999 Mobile: 07860 636110

Email: [david@allsaintswokingham.org.uk](mailto:david@allsaintswokingham.org.uk)

Approved Date; October 2018

All Saints Parochial Church Council Wokingham