



The Benefice of Pimperne, Stourpaine and Durweston with Bryanston

Safeguarding Policy

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Contents

	Page
2023 review Summary of changes since 2022	3
Introduction	4
Key Definitions and Concepts	6
Benefice Safeguarding Officer (BSO)	7
Safeguarding Policy	8
Appendices	
1. Safeguarding Guidelines and Good Practice	12
2. Ratios when working with children and vulnerable adults	14
3. Safer Recruitment	14
4. Safeguarding training	15
5. Responding to a Safeguarding Concern	16
6. Diocese of Salisbury Domestic Abuse Policy	17
7. Benefice Using Zoom safely Policy	19

2023 Review and Summary of Changes since 2022

The safeguarding policy, procedures and practices will be reviewed annually by the BSO, priest in charge and the PCCs.

If you have a suggestion for improving this policy, please send it to the Benefice Safeguarding Officer (BSO, caroline.jones52@gmail.com) who will log it for consideration at the next review.

September 2023 updates

1. In addition to Appendix 4 there is a separate document entitled **Church roles: DBS checks and safeguarding training required**. It is a summary of the roles carried out in our benefice and is taken from the Salisbury diocese DBS and training matrix. Each PCC member and anyone else carrying out church work will be given a paper copy so that they can check the training needed for the roles they carry out.
Online safeguarding training can be found at:
safeguardingtraining.cofeportal.org
2. Updated Salisbury Diocese Domestic Abuse Policy added App 6.
3. The Church of England has introduced Safeguarding Dashboards, one per parish, as an aid for PCCs and safeguarding officers, summarising what they need to do, and as a tool for the diocese to see how well safeguarding is being managed locally. See <https://www.safeguardingdashboards.org.uk/safeguarding-dashboards.php> for a video on what they are. These will be rolled out in the next few months.

Introduction

The Safeguarding Policy of the Benefice of Pimperne, Stourpaine and Durweston with Bryanston (this document) is supported by:

1. 'Promoting a Safer Church' booklet, the Church of England's Safeguarding Policy Statement for children, young people and adults. Available on the benefice website www.psdbenefice.org.uk.
2. 'Parish Safeguarding Handbook', the Church of England's detailed guidance on safeguarding. Displayed in each church porch and vestry.

The Benefice of Pimperne, Stourpaine and Durweston with Bryanston, with its three parishes St Peters, Holy Trinity and St Nicholas respectively will hereafter be referred to as the Benefice.

The Church of England, along with the whole Christian community, believes that each person has a value and dignity which comes directly from God's creation of male and female in God's own image and likeness. Christians see this 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.

We are committed to the safeguarding and protection of all and we affirm that the needs of children, and of people when they are vulnerable, are paramount.

We recognise that none of us is invulnerable, but that there is a particular need for care of those whose vulnerability is increased by situations, by disabilities or by reduction in capacities. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity and we seek to affirm the gifts and graces of all God's people.

This policy addresses the safeguarding of individuals. It is intended to be a dynamic policy ie will be reviewed and updated regularly taking into account

new knowledge, experience and learning. It is intended to support the Church in being a safe, supportive and caring community for children, young people and vulnerable adults, for survivors of abuse, and for those affected by abuse.

The Benefice recognises the serious issue regarding the abuse of children and vulnerable adults.

- We recognise that this may take the form of physical, emotional, sexual, financial, spiritual or institutional abuse or neglect.
- We acknowledge the effects these may have on people and their development, including spiritual and religious development.
- We accept responsibility for ensuring that all people are safe in our care, and that their dignity and right to be heard is maintained.
- We accept our responsibility to support, listen to and work for healing with survivors, offenders, communities and those who care about them.
- We take seriously the issues of promotion of welfare so that each of us can reach our full potential in God's grace.
- We commit ourselves to respond without delay to any allegation or concern that a child or vulnerable adult may have been harmed - whether in the church or in another context.
- We commit ourselves to challenge the abuse of power, of anyone in a position of trust.

The Benefice commits to the provision of support, advice and training for lay and ordained people, so that all are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children and adults.

The Benefice affirms and gives thanks for those who work with children and vulnerable adults, and acknowledges the responsibility that we all share in safeguarding children and adults who are on our premises and in our care.

For full details of above see the Safeguarding Policy on page 8.

Key concepts and definitions:

i) Vulnerable Adults: any adult who -

- (a) has needs for care and support (whether or not the local authority is meeting any of those needs),
- (b) is experiencing, or is at risk of, abuse or neglect, and
- (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

ii) Children: anyone aged between 0 and 18 years of age.

iii) Safeguarding and protecting children or adults who may be at risk: preventing maltreatment; preventing impairment of their health and ensuring safe and effective care.

iv) Adult/child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect children/specific adults who are suffering or are at risk of suffering significant harm, including neglect.

v) Abuse and neglect may occur in a family, in a community, in an institution or online. It may be perpetrated by a person or persons known to the child or adult or by strangers; by an adult or by a child. It may be an infliction of harm or a failure to prevent harm. It includes physical, emotional, sexual, domestic, spiritual abuse and neglect.

For further information see Parish Safeguarding Handbook.

It is very important that safeguarding training is undertaken by all volunteers who work with children or vulnerable adults as it provides full background and information on why safeguarding is necessary, and also checks the trainee's understanding of the information. See Safeguarding Policy point ii.

Benefice Safeguarding Officer (BSO)

The PCCs of Pimperne, Stourpaine and Durweston with Bryanston have appointed Caroline Jones as Benefice Safeguarding Officer (BSO), and will support her in her role to:

- i) support and advise the priest in charge and lay workers in fulfilling their safeguarding responsibilities,
- ii) provide a point of reference to advise on safeguarding issues,
- iii) promote safeguarding best practice within the Benefice,
- iv) liaise with the Diocesan Safeguarding Adviser (see App 5, Responding to a Safeguarding Concern flowchart).

Caroline Jones' contact details: caroline.jones52@gmail.com/07976426989

Safeguarding Policy

The purpose of this Safeguarding policy is to ensure that procedures are in place, and that people are clear about their roles and responsibilities in safeguarding the children and vulnerable adults in our care and using our premises. Promotion of safeguarding is recognised to include undertaking those tasks which enable all God's people to reach their full potential.

We commit to the following action:

- i. To treat all people with respect and dignity, and create a safe and caring place for all.
- ii. To provide safeguarding training via the diocese at an appropriate level for the roles undertaken.
Safeguarding training will be provided for all people who work with children, young people and vulnerable adults to ensure that everybody understands the need for safeguarding and knows what to do if issues arise. This will usually take the form of Basic Safeguarding Awareness, Safeguarding Foundations, and Safeguarding Leadership for those with leadership responsibilities. Two new training courses have been introduced in the last two years: Understanding Domestic Abuse, and Safer Recruitment and People Management. See Appendix 4 for details of which roles need to undertake which training.
- iii. To listen to and take seriously all those who disclose abuse. To respond promptly to every safeguarding concern or allegation by contacting either the priest in charge or the BSO. It is the duty of every individual to respond if a disclosure is made to you.

Procedures if a child/adult discloses abuse to you:

- Listen, take the situation seriously.
- Ask open questions. Do not investigate.
- If the situation is an emergency and there is immediate danger to the person, call 999.
- If it is not an emergency, make factual handwritten notes as soon as possible after the disclosure, and report it to the BSO or the priest in charge.

- The BSO/priest in charge will consult with the Diocesan Safeguarding Advisor within 24 hours, (Suzy Fatcher, 07500 664800 or Jem Carter 07469 857888).
- For latest contact details see:
<https://www.salisbury.anglican.org/parishes/safeguarding/contact>.
See also Appendix 5, Responding to a Safeguarding concern.
- See Parish Safeguarding Handbook page 23 for full guidance on disclosures.

Communication with the media in the event of an incident:

communications both within and outside the Diocese of Salisbury will be handled by the Diocesan Communications Co-ordinator who will consult with the Bishop, the Benefice and the Diocesan Safeguarding Adviser. Particular care should be taken regarding any public statement or public prayer.

- iv. To protect those who act on behalf of the Church by ensuring that *wherever possible* they do not meet or work alone with a child or vulnerable adult where the activity cannot be seen unless this is necessary for pastoral reasons. If a lone visit/meeting cannot be avoided, a note should be made of details of the visit ie date, time, place and name of the person you are visiting.

Guidelines for working with children and vulnerable adults:

Guidelines for good practice will be made available to each person working with children, young people and vulnerable adults. See Appendix 1.

Events with church groups off the premises: Staffing levels in line with Church of England guidelines will be ensured for such events (see Appendix 2 and Parish Safeguarding Handbook). Permission for the event should be sought from either the priest in charge or Churchwarden(s), and the PCC if deemed necessary. A completed risk assessment and consent forms will be logged with the priest in charge/Benefice Office in advance.

- v. To recruit safely all those with any responsibility for children, young people and adults. See Appendix 3 for The Process of Safer Recruitment and Appendix 4 for Safer Recruitment checklist for paid employees and volunteer positions.

Disclosure and Barring Check (DBS) All volunteers and paid employees working with children and vulnerable adults within the churches will be

expected to undergo a DBS check. The BSO will advise which level to apply for and offer support during the application process.

DBS Update Service: when a new DBS is issued you are invited to join the Update Service provided by the Disclosure and Barring Service. The Update Service will update your DBS check automatically ie police checks happen automatically, meaning you do not need to reapply in the future unless your role changes and requires a different level of check. Your original certificate will remain valid. This service is free for volunteers. You must apply within 30 days of your DBS certificate being issued. If you do not subscribe to the update service your DBS checks will need to be renewed every 3 years in line with Diocese policy.

It is very important that the safeguarding officer is informed when a new volunteer wishes to start so that the DBS check and safeguarding training can be undertaken, and all relevant information provided.

- vi. To care pastorally for victims/survivors of abuse and other affected persons, also for those who are the subject of concerns or allegations of abuse and other affected persons.
- vii. To respond to and monitor those who may pose a present risk to others.

Public protection offences: If a person convicted of a public protection offence against a child or adult is discovered within the congregation or a known offender joins one of the churches, we will extend love and friendship and seek advice from the Diocese of Salisbury Safeguarding Advisor.

- viii. **Insurance:** we will ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the benefice.
- ix. **Record keeping:** all safeguarding documents will be kept in separate files in a locked filing cabinet and will only be accessed by the BSO or the priest in charge. All personal data is held in line with the Benefice data handling policy and Diocesan Safeguarding guidelines for recording, data protection and information sharing (see Parish Safeguarding Handbook).
- x. **Health and Safety**
We undertake risk assessments for activities eg. summer children's activities. Risk assessments must show that we are adhering to our

safeguarding policy to mitigate the risks. Risk assessments are reviewed regularly.

- xi. **Safeguarding Complaints:** safeguarding complaints can be made verbally or in writing to the BSO or the priest in charge. If the complaint is about either of these two people the complaint can be made directly to the diocese as follows:

Safeguarding Complaints Procedure of the Diocese of Salisbury:
Safeguarding complaints should be directed to the Diocesan Safeguarding Adviser who is based at Church house or the Bishop's Chaplain. The complaint may be made verbally or in writing.

Publicised Contact Details for Complaints: Written complaints about safeguarding should be sent to the Diocesan Safeguarding Adviser (DSA), Church House, Crane Street, Salisbury, SP1 2QB.

Email: safeguarding@salisbury.anglican.org

In the absence of the DSA or if the complaint is about the DSA then they should be directed to the Bishop's Chaplain, South Canonry, The Close, Salisbury, SP1 2ER.

Email: bishops.chaplain@salisbury.anglican.org

Appendix 1

Safeguarding Guidelines and Good Practice

In general ask yourself what you are doing, why you are doing it and who benefits.

Think about what is safe for you and your volunteers as well as any children, young people and vulnerable adults in your parish, congregation or group.

One-to-one situations: ideally, one-to-one situations should be avoided. If someone is distressed and it is desirable to take them to one side to give them privacy, tell one of the other leaders what you are doing and why.

Home visits: the Church of England recommends that where possible home visits are carried out in pairs. However it is recognised that some visits can only be carried out on a one to one basis and care should be taken to protect both parties. From the Parish Safeguarding Handbook page 45:

‘Visiting vulnerable adults in their homes is an essential element of many church officers’ roles. Many parishioners will be well known to the church officer and where there have been no previous concerns, the level of risk..... will usually be low. However, unexpected circumstances can be encountered, some of which may place a church officer at risk..... Unfortunately, case histories also show that a parishioner may be at risk from a church officer. For these reasons it is very important for the parishes to ensure their church officers and parishioners are as safe as they can be, and that there is accountability and transparencyin lone working or visits to homes.’

If you have any concerns about a visit or if you are visiting an unknown person, you are advised to undertake a risk assessment and let a third person know where you’re going.

Whether you visit in a pair or alone, please make a record of the visit (date, time, place, what happened), and report back to an agreed person as soon as possible.

Code of safer working practice:

- Treat all individuals with respect and dignity.
- Ensure that children and vulnerable adults know who they can talk to about a personal concern.
- Record and report any concerns about a child or vulnerable adult and/or the behaviour of another worker to their activity leader, the BSO or priest in charge. Sign and date the record.
- Obtain written consent for any photographs/videos to be taken, shown, displayed or stored.

You should not:

- initiate unwanted or unnecessary physical contact,
- invade the individual's privacy while washing or toileting,
- use any form of physical punishment,
- be sexually suggestive about or to an individual,
- scapegoat, ridicule or reject an individual or group,
- permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying,
- show favouritism to any individual or group,
- allow an individual to involve you in excessive attention seeking,
- give lifts to children on their own or on your own without parental consent (young children who should always be seated in the back of the car)
- smoke or drink alcohol when with and responsible for children, young people or vulnerable adults,
- arrange social occasions with children, young people or vulnerable adults (other than family members) outside organised group occasions,
- allow unknown adults access to children, young people or vulnerable adults. Visitors should always be accompanied by a known person.
- allow strangers to give lifts to children, young people or vulnerable adults,
- Befriend children or vulnerable adults on social media.

If in doubt please ask the BSO, priest in charge or activity leader.

Money/Gifts

Gifts of £20 value or above or any monetary donation must be acknowledged by receipt and/or thank you letter (copies to be retained) as soon as possible. This protects you against any complaint that the gift/donation has been taken without the knowledge or consent of the

vulnerable adult, young person, or child. Gifts of money should not be accepted by anyone in their capacity as church officer or volunteer.

Appendix 2

Ratios when working with children and vulnerable adults

Leader to participant ratio The Church of England gives the following staffing levels as minimums for working with groups:

0-2 years	1 adult to 3 children	1:3
2-3 years	1 adult to 4 children	1:4
4-8 years	1 adult to 6 children	1:6
9-12 years	1 adult to 8 children	1:8
13-18 years	1 adult to 10 children	1:10

See Parish Safeguarding Handbook for details.

Appendix 3

Safer Recruitment of Volunteers

The Church of England gives extensive guidance on how to safely recruit volunteers and paid staff for leadership or support roles involving close work with children or vulnerable adults. This includes completing a Confidential Declaration form, an application form, completing a DBS (Disclosure and Barring Service) application, and undertaking Safeguarding training.

See Section 5 of the Parish Safeguarding Handbook.

See also the Safer Recruitment Practice Guide at

<https://www.salisbury.anglican.org/parishes/safeguarding/recruitment>.

Appendix 4

Safeguarding training

Salisbury diocese provides an extensive matrix on their website showing the level of DBS check and the levels of training required by every role within the church. A separate document will be given to each volunteer showing levels of DBS and training their roles require:

Church Roles: DBS checks and safeguarding training required

DBS checks are initiated by the BSO or, for some roles, by the diocese. Most training can be found online at safeguardingtraining.cofeportal.org.

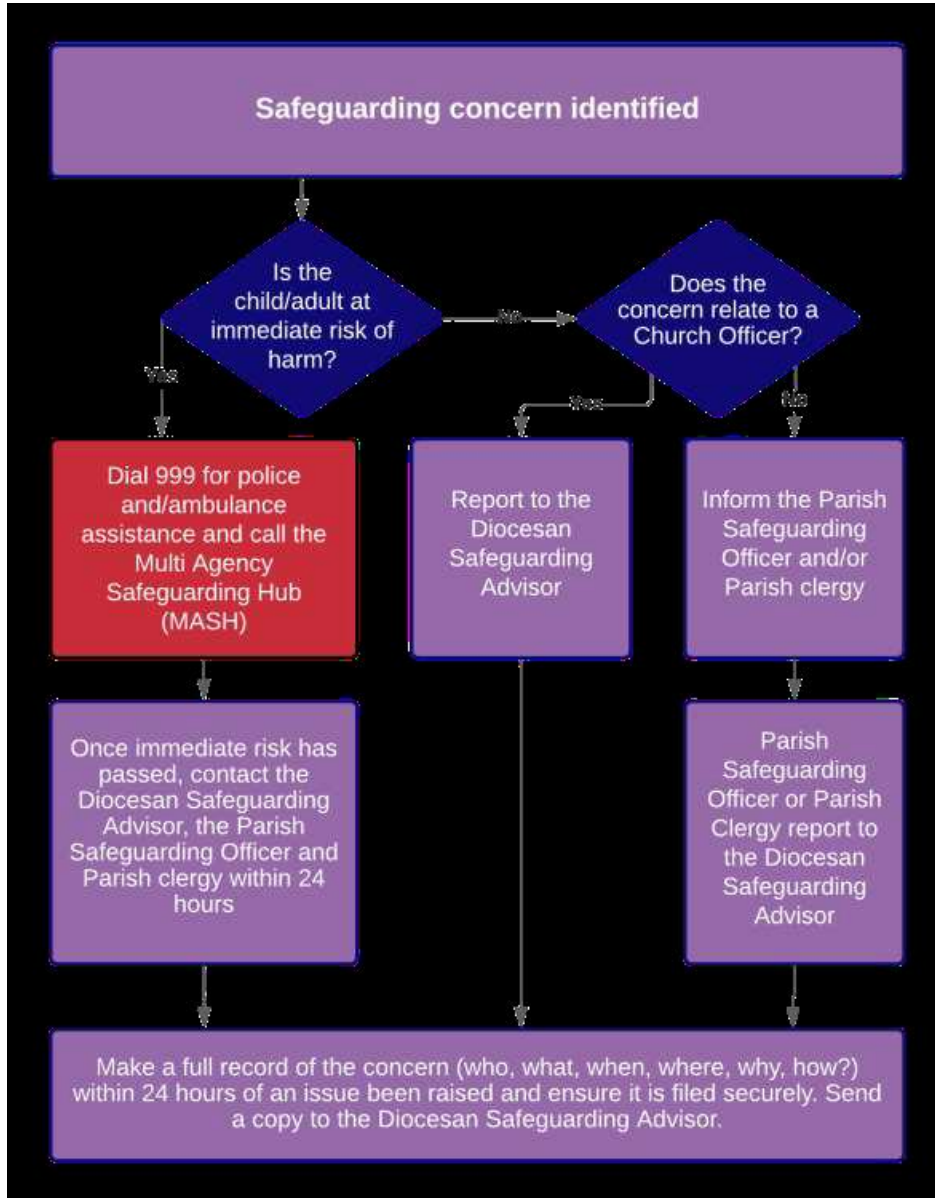
DBS checks may be for Child, Adult or Child and Adult. Salisbury Diocese specifies a minimum level for each role, which can be added to as the actual role in our benefice requires. For any queries, speak to the BSO.

Training at the highest level required should be renewed every three years at: **safeguardingtraining.cofeportal.org**

Safeguarding training	
Basic level	For (almost) all who volunteer in the church
Basic and Foundation level	All those working with children, young people or vulnerable adults ie group leaders, LPAs, LLMs, LWLs, church wardens, PCC members
Leadership	All who lead the congregation eg priest in charge/incumbent, LLMs, LPAs, LWLs. Also Bell Tower captains.
Understanding Domestic Abuse	Required since January 22 for certain roles and a recommendation for those who hold pastoral posts.
Safer Recruitment and People Management	All those involved in the recruitment of staff whether paid or volunteers.
Senior Leadership and PTO (Permission to Officiate) Leadership	For all clergy including retired clergy, organised centrally

Appendix 5

Responding to a Safeguarding Concern



Diocesan Safeguarding Advisors:

Jem Carter: (Tuesday to Friday inclusive and on call Wednesday and Thursday evenings until 9pm)

T: 07469 857888 E: jem.carter@salisbury.anglican.org

Suzy Futcher: (Monday to Thursday inclusive and on call Monday and Tuesday evenings until 9pm)

T: 07500 664800 E: suzy.futcher@salisbury.anglican.org

From 5pm Friday until Monday 8am phone our safeguarding cover service – Thirtyone:eight 0303 003 11 11

Appendix 6

Diocese of Salisbury statement on domestic abuse

Adopted by the Benefice of Pimperne, Stourpaine and Durweston with Bryanston

Policy for Responding to Domestic Abuse

All forms of domestic abuse are wrong and must stop. We are committed to promoting and supporting environments which:

- ensure that all people feel welcomed, respected and safe from abuse;
- protect those vulnerable to domestic abuse from actual or potential harm;
- recognise equality amongst people and within relationships;
- enable and encourage concerns to be raised and responded to appropriately and consistently.

We recognise that:

- all forms of domestic abuse cause damage to the survivor and express an imbalance of power in the relationship;
- all survivors (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse;
- domestic abuse can occur in all communities;
- domestic abuse may be a single incident, but is usually a systematic, repeated pattern which escalates in severity and frequency;
- domestic abuse, if witnessed or overheard by a child, is a form of abuse by the perpetrator of the abusive behaviour;
- working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

We will endeavour to respond to domestic abuse by:

In all our activities -

- valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse.

In our publicity -

- raising awareness about other agencies, support services, resources and expertise, through providing information in public and women-only areas of relevance to survivors, children and alleged or known perpetrators of domestic abuse.

When concerns are raised -

- ensuring that those who have experienced abuse can find safety and informed help;

- working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community.

In our care -

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse;
- identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse.

If you have any concerns or need to talk to any one please contact the Benefice Safeguarding Officer or the Incumbent.

Appendix 7

Benefice of Pimperne, Stourpaine and Durweston with Bryanston

Using 'Zoom' safely

Caring for children/ young people and vulnerable adults

The Benefice recognises the need to safeguard the children, young people and adults in our care and guard against the possibility of any form of abuse of children, young people and adults by persons acting in the name of our Benefice. We aim to create a safe environment for the nurture and development of children, young people and adults, in order for them to feel valued and confident to ask for support and help.

Principles: We believe that every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this 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.

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children, young people, and adults.
- The safeguarding and protection of all children, young people, and adults, including 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 and where victims of abuse can disclose it and find support.

Modern technology and the internet have enabled and enhanced our ways of communicating. We enjoy the benefits of being able to keep in touch and be connected. But with the many blessings there are also dangers that must be taken seriously. As with all the good gifts that God has given us it can be twisted and misused. We are therefore issuing this guidance to mitigate as many risks as possible.

Sunday Services / Prayer Meetings/other services:

- The designated host will arrive first to the meeting. The host will then allow others to enter.
- **Under 18s should not be left unaccompanied in the meeting.**
- Please **do not record** any of our Zoom meetings, either using your computer or by taking any photograph/video of the screen
- Although we have changed settings to prevent recordings, it is possible that someone in the meeting could still record what you are saying or on a camera, so

please be careful. You are free to turn off your camera, mute your microphone and just watch, or even leave the meeting at any time if you feel uncomfortable.

- Private messaging ("Chat") will be disabled.
- Sunday services talks may be recorded but no other recordings will take place.
- Whilst we welcome all to our services, and are keen for newcomers to join us, the Sunday service/ prayer meeting/other services will be **closed** groups - **The link to join the gatherings must not be shared with people outside of church other than your immediate family or friends.**

Any safeguarding concerns should be reported to the Benefice Safeguarding Officer, Caroline Jones on 07976426989.

If the concern is regarding the Benefice Safeguarding Officer, please contact the Diocese of Salisbury Safeguarding Advisor on 07500 664800.