



# Safeguarding Policy

v260309

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**If you are concerned that someone you know is at risk of abuse, is being abused or presents a risk to others, seek advice from the Diocesan Safeguarding Adviser or, if necessary, report the matter to the Local Authority Social Care Services or the Police without delay.**

## **1 Promoting a safer church**

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- 1.1 The Parochial Church Council (PCC) of Christ Church Selly Park Birmingham has agreed to adopt all of the House of Bishops' safeguarding policy and practice guidance, and The Church of England Birmingham's procedures for their implementation.
- 1.2 The care and protection of children, young people and vulnerable adults involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a safer church for all.
- 1.3 The Church of England's Safeguarding e-Manual is available online here:  
<https://www.churchofengland.org/safeguarding/safeguarding-e-manual>.
- 1.4 A copy of the Parish Safeguarding Handbook is available on request from the Church Office.

## **2 Our commitments**

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- 2.1 To promote a safer environment and culture.
- 2.2 To recruit safely and support all those with any responsibility related to children, young people and vulnerable adults within the Church.
- 2.3 To respond promptly to every safeguarding concern or allegation.
- 2.4 To care pastorally for victims/survivors of abuse and other affected persons.
- 2.5 To care pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- 2.6 To respond to those that may pose a present risk to others.

## **3 Our implementation**

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- 3.1 The PCC will implement the above policy commitments and good safeguarding practice by ensuring:
  - 3.1.1 the creation of a safe and caring place for all;
  - 3.1.2 the welfare of the child, young person and vulnerable adult is paramount;
  - 3.1.3 a leadership commitment, at all levels, to the importance of safeguarding and promoting the welfare of children, young people and vulnerable adults;
  - 3.1.4 we listen to and take seriously all those who disclose abuse and offer appropriate support to all those with lived experience of abuse;
  - 3.1.5 clear reporting procedures are displayed on church premises and our website (where applicable) to deal with safeguarding concerns and allegations;
  - 3.1.6 we will notify the Diocesan Safeguarding Officer of all safeguarding concerns and allegations against church officers (a church officer is anyone appointed or elected to a role on behalf of the PCC whether lay, ordained, paid or unpaid);
  - 3.1.7 referrals to, and effective working with, statutory and voluntary sector partners in accordance with legislation and House of Bishops' requirements ;
  - 3.1.8 we have publicly advertised arrangements for children, young people and vulnerable adults to be able to speak to an independent person, as required;

- 3.1.9 good record keeping and effective information sharing;
  - 3.1.10 we seek advice from the Diocesan Safeguarding Officer about appropriate assessment, care and monitoring of any member of the church who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties;
  - 3.1.11 a clear line of accountability within our church for work on safeguarding;
  - 3.1.12 our practice and activities are informed by on- going learning, review and by the views of children, young people, families and vulnerable adults;
  - 3.1.13 our complaints and whistleblowing procedures are well publicised;
  - 3.1.14 there is appropriate insurance cover for all activities involving children and adults undertaken in the name of our PCC;
  - 3.1.15 we have clear arrangements for support and/or supervision of church officers;
  - 3.1.16 anyone undertaking a role or responsibility on behalf of the church must complete Church of England basic safeguarding training at a minimum, and any additional training appropriate for their role;
- 3.2 This policy will be clearly displayed on church premises and on our website so everyone (including church officers) have access to it.
- 3.3 This policy and its implementation will be reviewed at least annually by the PCC.
- 3.4 The PCC will appoint a Parish Safeguarding Co-ordinator to work with the incumbent and PCC to implement policy and procedure.

## **4 Reporting a concern or disclosure**

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- 4.1 The PCC will ask all church members to call emergency services 999 in case of an emergency or if we believe there is a risk to life.
- 4.2 The PCC will ask all church members to inform immediately the Parish Safeguarding Officer (or the Incumbent if he / she is not available) of any serious concerns, who:
- 4.2.1 will inform the Diocesan Safeguarding Adviser;
  - 4.2.2 if advised to do so will consult with children's or adult care services.
- 4.3 The Incumbent and Parish Safeguarding Officer will maintain a database of concerns, cases, records and actions, rated by severity.
- 4.4 The Incumbent and Parish Safeguarding Officer will report minimal and anonymised information about new and ongoing cases, records and actions to each PCC meeting.

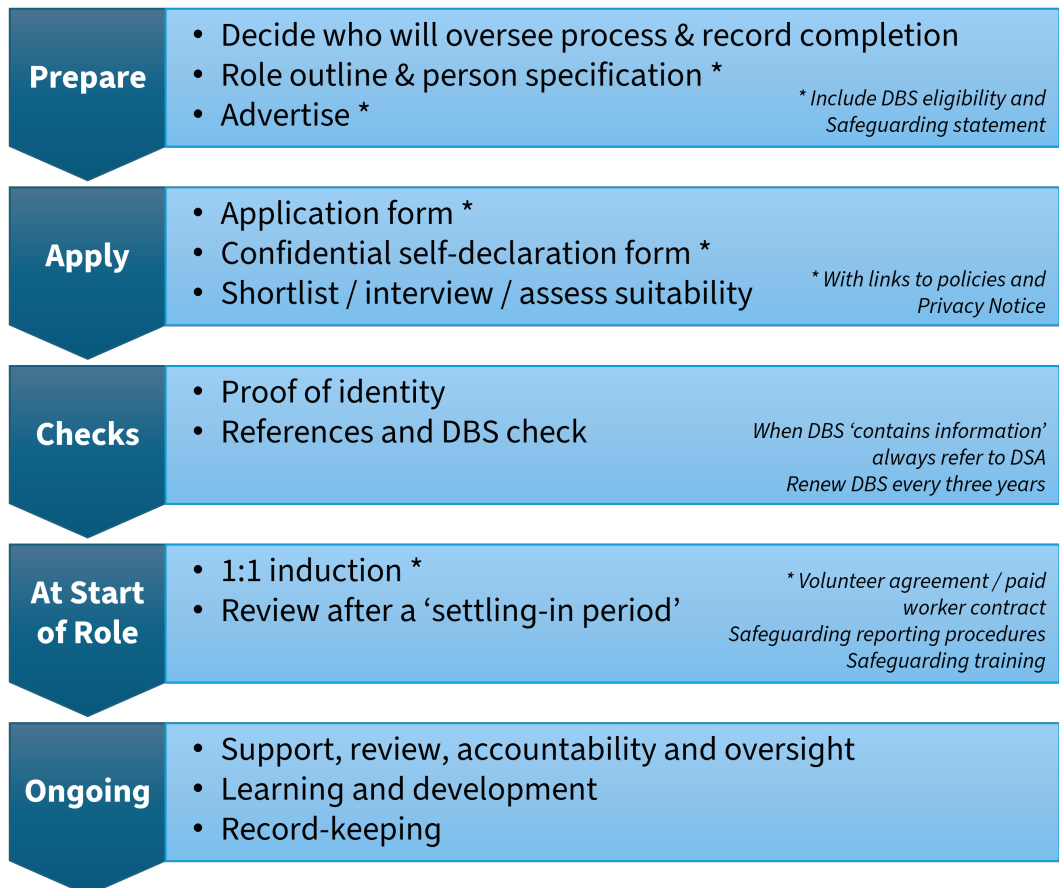
## 5 Safer recruitment

### 5.1 Principles

- 5.1.1 The PCC commits to safely recruiting and supporting all workers and volunteers.
- 5.1.2 Anyone involved in the recruitment, appointment, management or supervision of roles that have substantial contact with children, young people or vulnerable adults must complete Safer Recruitment & People Management training.
- 5.1.3 We are required to implement the Church of England's Safer Recruitment and People Management Guidance for all *new* appointments where there is substantial contact with children, young people or vulnerable adults.<sup>1</sup>

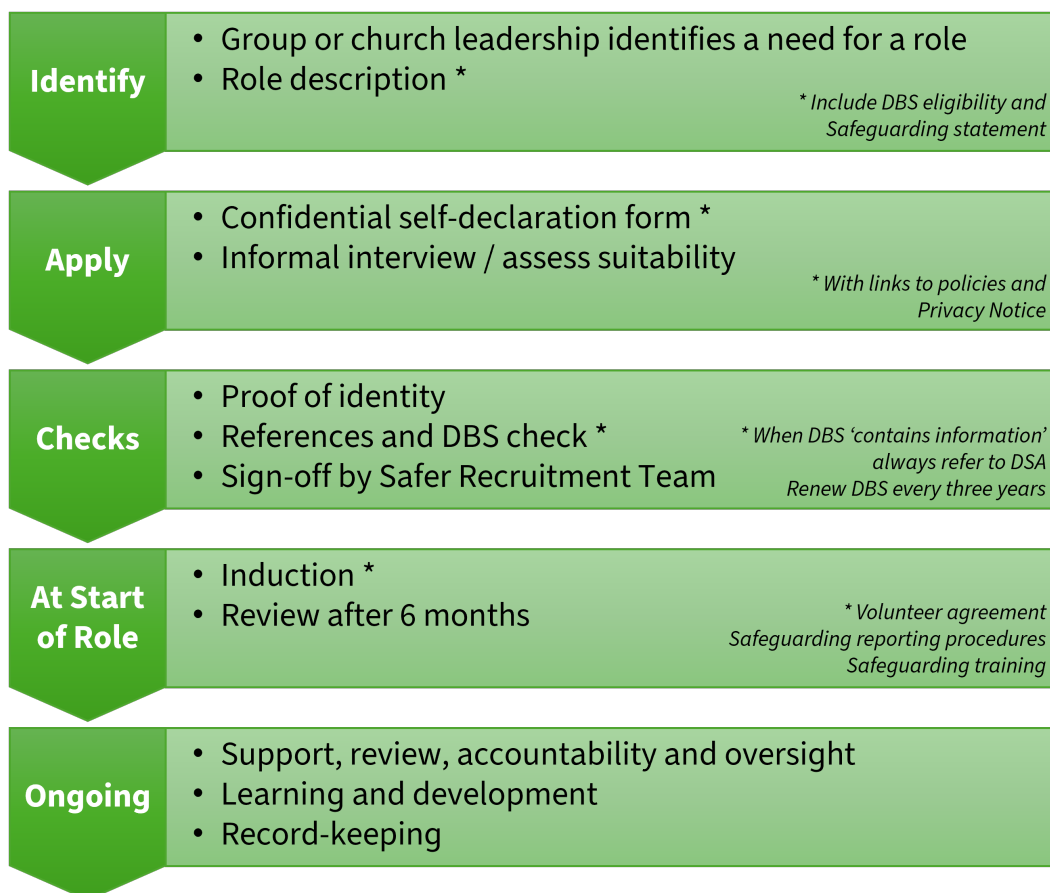
### 5.2 Procedures

- 5.2.1 For all employed and ministry leadership roles the PCC will follow this process, usually led by the Incumbent and Parish Safeguarding Officer:



<sup>1</sup>See <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance>.

5.2.2 All other roles will follow a simplified form of this process:



5.2.3 Before anyone undertakes responsibilities or tasks on behalf of the church they must have been a member of the faith community for a minimum of six months, as evidenced by a regular attendance at services or a discipleship group (e.g. Life Group).

5.2.4 References will be sought the first time someone volunteers. For a leadership role this should include one from their previous church or minister, unless that would cause harm or distress to the individual.

5.2.5 A new confidential self-declaration form will be required every time someone applies to start a new role.

5.2.6 A member of the Safer Recruitment Team must sign-off on anyone starting a new role, and the Vicar (or Church Wardens / Area Dean during a vacancy) on anyone starting a new leadership role.

## 5.3 Team

5.3.1 Oversight of Safer Recruitment is delegated to a team comprised of the Vicar, Parish Safeguarding Officer and Church Wardens.

5.3.2 A member of the Team must be consulted before anyone starts a new role.

## 5.4 The recruitment of ex-offenders

- 5.4.1 We are committed to the fair treatment of our current and potential employees, volunteers and office holders, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- 5.4.2 As an organisation assessing applicants' suitability for positions which are exempt from the Rehabilitations Act 1974 using criminal record checks processed through the Disclosure and Barring Service (DBS), we will comply fully with the DBS code of practice, all relevant legislation and House of Bishops' Safer Recruitment & People Management guidance and undertake to treat all applicants for roles fairly.<sup>2</sup>
- 5.4.3 We are committed to equality of opportunity for all applicants and aim to select people for roles with us based on their skills, abilities, experience, knowledge and, where needed, qualifications and training. We will consider applicants who have a criminal record on their individual merits.
- 5.4.4 'In a Church context, if a role is eligible for an Enhanced DBS check it is exempt from the Rehabilitation of Offenders Act.'<sup>3</sup> When recruiting for such roles we will ask applicants to disclose all criminal history, spent and unspent (other than protected cautions and convictions). Where we wish to select the person for the role, we will ask them to apply for a DBS check appropriate to the role.
- 5.4.5 Where a role is not eligible for an Enhanced DBS check we will seek advice about whether or not the role is exempt.
- 5.4.6 Where criminal history, or a potential risk of harm, has been disclosed in the recruitment process we will refer this information to the Diocesan Safeguarding Officer for a risk assessment. The Diocesan Safeguarding Officer will advise whether the person may be offered the role. The relevance of the nature of the criminal history to the role applied for will always be assessed and an application will not automatically be refused just because criminal history has been disclosed.
- 5.4.7 We will only submit an application for a criminal record check to the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the role. For those roles where a criminal record check is identified as necessary, all application forms, adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- 5.4.8 We will ensure that all those who are involved in the recruitment process have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders and eligibility of a role for a criminal record check.

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<sup>2</sup> Information for applicants about disclosing criminal history is available here: <https://www.nacro.org.uk>.

<sup>3</sup> Ref. email from Diocesan Safeguarding Learning & Development Officer, 4 November 2024.

## A Contacts

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**If someone is in immediate risk of harm, call the emergency services 999**

### Incumbent

Revd Ben Green 07985 490173 / [ben@rev.uk](mailto:ben@rev.uk)

### Parish Safeguarding Officer

Ally Page 07923 384047 / [safeguarding@christchurchb29.org](mailto:safeguarding@christchurchb29.org)

### DBS Identity Verifiers

Amanda Smart (0121) 471 2379 / [info@christchurchb29.org](mailto:info@christchurchb29.org)

Pat Clayton & Sarah Crooks please contact the church office for details

Ally Page & Revd Ben Green see above

### Diocesan Safeguarding Advisers

Steph Haynes 07342 993844 / [stephh@cofebirmingham.com](mailto:stephh@cofebirmingham.com)

Andrew Burroughs same as above / [andrew.burroughs@cofebirmingham.com](mailto:andrew.burroughs@cofebirmingham.com)

### Domestic Abuse Contact

Ally Page see above

### Church Wardens (until APCM 2026)

Sarah Crooks & Graham Romp please contact the church office for details

### Social Services (Children & Adults)

Children's Social Care Services

0121 303 1888 (Birmingham)

0121 569 3100 (Sandwell)

0121 788 4300 (Solihull)

0300 111 8007 (Staffordshire)

01926 414144 (Warwickshire)

01905 768020 (Worcestershire)

Adult Social Care Services

0121 303 1234 (Birmingham)

0121 569 2266 (Sandwell)

0121 704 8007 (Solihull)

0345 604 2719 (Staffordshire)

01926 412080 (Warwickshire)

01905 768053 (Worcestershire)

### Other Useful Contacts

Childline 0800 1111

Family Lives Helpline 0808 800 2222

Samaritans 116 123

Domestic Violence Helpline 0808 2000 247

Men's Domestic Violence Helpline 0808 801 0327

Elder Abuse 0808 808 8141

National Association of People Abused in  
Childhood 0808 801 0331

Stop It Now! Helpline 0808 1000 90