



Looking the  
other way is  
not an option

### External Agency Contacts

Diocesan Safeguarding Duty Team (24 hours)	01245 294444
Diocesan Safeguarding Administrator (office hours)	01245 294438
Diocesan Safeguarding Assistant (office hours)	01245 294490
Diocesan Safeguarding Caseworker (office hours)	01245 294479
Diocesan Safeguarding Manager (office hours)	01245 294457
Diocesan Safeguarding Advisor (office hours)	01245 294472
Essex Social Care for Children	0345 603 7627
Essex Social Care for Adults	0345 603 7630
Essex protection for children and adults team – 24 hour emergency helpline	0345 606 1212

*Version 6 – September 2023*

# Tenpenny Villages Benefice Safeguarding Policy

St Andrew's, Alresford  
St Anne and St Laurence, Elmstead Market  
St Mary Magdalen, Frating with Thorrington

## **BENEFICE SAFEGUARDING POLICY**

The Parishes of St. Andrew's, Alresford, St Anne & St Laurence, Elmstead and St Mary Magdalen, Thorrington recognise the importance of their ministry to children, young people and vulnerable adults and their responsibility to protect and safeguard the welfare of children, young people and vulnerable adults entrusted to the churches' care.

*This Policy covers all groups in which we work with children and young people under the age of 18 and vulnerable adults.*

### **Mission Statement**

As part of its mission the Benefice is committed to;

- Valuing, listening to and respecting children, young people and vulnerable adults as well as promoting their welfare and protection
- Safe recruitment, supervision and training for those working with children, young people and vulnerable adults within the three churches
- Adopting a procedure for dealing with concerns about possible abuse
- Encouraging and supporting parents/carers
- Supporting those affected by abuse
- Giving pastoral support to those who have abused
- Making links with statutory social care authorities and other organisations if and when required.

If you have any concerns in relation to any safeguarding matter then speak to the Parish Safeguarding Representative or the Rector for advice about what to do.

A copy of the Diocesan Safeguarding Policy can be seen in the church offices or on the Diocese website.

This Benefice Safeguarding Policy was initially approved by the three PCCs between September and November 2017 and is reviewed annually.

Every adult working with children, young people and vulnerable adults, on behalf of these parishes, must have a copy of this policy.

### **Rector**

Rev Andrew Fordyce

### **Parish Safeguarding Representative**

Alresford Mr Nick Berry  
Elmstead Mrs Gill Bucke  
Thorrington Mrs Sue Coham

### **Deputy Parish Safeguarding Representative**

Alresford Mrs Julie Thompson

### **Church Wardens**

Alresford Mrs Lyn Bull  
Elmstead Professor Andy Downton  
Thorrington

### **Activities involving children, young people and vulnerable adults**

Any planned activities must follow the benefice Code of Conduct document (available separately) and the good practice and health and safety guidelines contained in the Diocesan Safeguarding Policy for activities on and off church premises. The adult/child ratio must be observed for activities involving children or youth (a ratio of 1:6 for children aged 3-8 years, 1:8 for over 8 years) with a minimum number of two helpers at all times. Where parents remain in attendance only two helpers are required. Where children or youth are left in the care of the church written parental permission forms must be completed (renewed annually).

### **Working with Offenders**

Where a known offender, or any other person who may pose a risk to children and/or vulnerable adults, is in the Parish, a written agreement must be in place outlining what this person is able to take part in and what is not suitable for them to take part in. The Rector, a church warden, Diocesan Safeguarding Team and the Parish Safeguarding Representative will be required to monitor this situation. There will be regular meetings with the individual to establish that the agreement is being adhered to.

### **Support for those who have been abused**

Pastoral care and working with statutory agencies as appropriate should be offered to these individuals. If it is not possible to offer this support the Diocesan Safeguarding Team must be informed to establish pastoral support from another source.

### **Benefice Policy**

The three parishes within the Tenpenny Villages Benefice recognise their responsibilities to safeguard and promote the welfare of children (within the legal framework of the Children Act 1989 which considers anyone under the age of 18 to be a child/young person) and equally of adults where they are vulnerable.

They also acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual, emotional abuse and neglect. The PCCs have therefore adopted the procedures set out in this Policy with references to the Diocesan Safeguarding Policy and the manual "Looking the other way is not an option" published in 2014. If and when required, the named Parish Safeguarding Representative, with support from the PCC, will work with the statutory agencies and other organisations.

The three parishes are committed to on-going safeguarding training for all children/youth workers and those that work with vulnerable adults.

Any such person must complete a Confidential Disclosure Form and an Application Form (supplying names for references). References will be taken up by the Parish Safeguarding Representative or Referrals Officer. Where appropriate, they must also complete an enhanced DBS check, in line with the Diocesan Safeguarding Policy. The recruitment process will be in line with the Diocesan Safeguarding Policy.

Anyone under the age of 18 years cannot be counted in the ratio as a helper for children and young people and should never be left in charge of a group of children.

All churchwardens and at least three members of each PCC must have enhanced DBS checks completed.

### **Responding to allegations of abuse**

It is the responsibility of everyone who uses the buildings within the three parishes to be aware of issues of safeguarding and to respond where they have concerns.

Under no circumstances should a church worker carry out their own investigation into the allegations or suspicion of abuse. The person in receipt of the information should do the following;

- Write down what they have been told or seen as quickly as possible after the incident. Sign and date. Do not add thoughts or feelings. This record must be factual and as accurate as possible. Use the words expressed by the individual.
- **Do not question the child/young person or vulnerable adult** to try to obtain more information.
- Inform the Parish Safeguarding Representative as soon as possible. If this person is not available, speak to the Rector (providing the allegation is not against them)
- If an allegation is made against anyone in the church (including the Rector) **do not speak to this person** about the allegation
- Suspicions must not be discussed with anyone other than the Rector, Parish Safeguarding Representative or church warden.
- If a referral needs to be made to Social Services, Essex County Council or the Police do not delay if the Parish Safeguarding Representative is not available. **Contact details are on the back cover of this document.**
- Notify the Diocesan Safeguarding Team as soon as possible after the incident and when a referral is made to Social Services or Police.

The role of the Parish Safeguarding Representative is to collate and clarify the precise details of the allegation or suspicion and pass this information to Social Services and the Diocesan Safeguarding Team.

It is Social Services' task to investigate the matter under Section 47 of the Children Act 1989. Guidance on taking action is found in the Diocesan Safeguarding Policy. Please note that referrals to Social Services cannot be made anonymously.

### **Appointment, Support and Training**

The three parishes will follow the guidelines in the Diocesan Safeguarding Policy when recruiting new volunteers/employed people to work with children, young people and vulnerable adults.

Any such person is expected to complete a Confidential Disclosure Form and Application Form (supplying names for references). References will be taken up by the Parish Safeguarding Representative or their deputy. Where appropriate, they must also complete an enhanced DBS check, in line with the Diocesan Safeguarding Policy. In this case, DBS clearance will be required before the individual can begin working with children/young people or vulnerable adults.

Anyone working with children or youth less frequently than four times a month will be supervised at all times.

Re-checking for DBS clearance will take place when advised by the Diocesan Safeguarding Team. Transferable DBS clearance is only acceptable when a similar post has been held elsewhere.

Each person working with children/young people or with vulnerable adults must attend safeguarding training course or an online refresher course at least once every two years. They will also be expected to be familiar with, and follow, the benefice Code of Conduct (available separately).

Safer recruitment guidance can be found on the Diocese website and in the Diocesan Safeguarding Policy.