



DIOCESE OF TRURO  
DISCOVERING GOD'S KINGDOM  
GROWING THE CHURCH

# Parish Safeguarding - Diocesan Guidelines

Version 1 - March 2019

## Introduction

In order to ensure that we are all working in line with the most recent guidelines and policies, the diocese adopts wherever possible the national Church of England Safeguarding policies and templates.

This document outlines the diocesan specific guidance that supports the Parish Safeguarding Handbook and as such should be read in conjunction with the Handbook.

The numbered headings below link directly to the Handbook; where there is no numbered heading there is no local guidance.

For general safeguarding queries contact a member of the safeguarding team on 01872 274351 or [safeguarding@truro.anglican.org](mailto:safeguarding@truro.anglican.org)

For urgent safeguarding concerns contact Sarah Acraman in office hours on 01872 274351 or [sarah.acraman@truro.anglican.org](mailto:sarah.acraman@truro.anglican.org) or Emergency services if it cannot wait and is felt to be an emergency.

## Glossary

Parish Safeguarding Handbook terminology	Diocese of Truro terminology
Parish Safeguarding Officer	Parish Safeguarding Coordinator

### 1. Parish Roles and Responsibilities

#### Adopt and Display (the Safeguarding Policy)

PCCs are required to **review their parish safeguarding policy annually** and, if there is work with children, youth and vulnerable adults, receive an annual report from the Parish Safeguarding Coordinator. Most PCCs undertake this review as part of the APCM process.

It is recommended that PCCs identify and keep a record of all of the **areas where they work** with children / vulnerable adults and list all the **people in the parish who work** with children / vulnerable adults.

**A copy of the policy should be sent to the safeguarding team.**

#### Appoint (a Parish Safeguarding Coordinator)

These roles are important, illustrating how seriously the diocese takes all issues of safeguarding. The parish coordinators are there to support the priest with these issues and provide an independent person to whom members of the parish may turn. With this in mind, no safeguarding coordinator should be a member of the priest's family.

Church House need to know the **names and contact details of the coordinator/s** linked to your parish so that we are able to communicate with them at various times throughout the year. The name/s of safeguarding coordinator for adults and safeguarding coordinator for children must both be filled and returned to Church House in order to keep us up to date.

#### Safer recruitment, support and training (Insurance)

Failure to pay due regard to safeguarding could invalidate your insurance cover and could potentially expose vulnerable people to harm which could have been avoided.

It is essential that all Church work with children and vulnerable adults is adequately covered by insurance. Parish policies do not necessarily cover all the types of activities that may be undertaken by churches. A check should be made with the insurance company concerned. All activities should be approved by the PCC and this must be minuted.

#### Review and report progress

The parish safeguarding coordinator should attend the PCC as and when required; as a minimum this should be to present the regular safeguarding report. Regularly reporting on safeguarding to the PCC is clarified in the Parish Safeguarding Handbook as a minimum of twice a year.

### Hire out church premises

This guidance is only for long term bookings and/or where work is being undertaken with children and/or vulnerable adults. Therefore one off bookings such as parties are not included.

## **2. What can a Parish Expect from the Diocese**

### Safeguarding advice and support

The parish must report safeguarding concerns within 24 hours of a concern.

In office hours PCCs should contact Sarah Acraman on 01872 274351 or [sarah.acraman@truro.anglican.org](mailto:sarah.acraman@truro.anglican.org).

If it is out of office hours and it is felt that it is an emergency that cannot wait, the you should phone the Emergency Services or Social Care directly on 0300 1234 131 or 01208 251300 (out of hours), and let the Safeguarding Team know so that we can support you.

### External scrutiny of safeguarding

The group responsible for overseeing the implementation of safeguarding arrangements is the Diocesan Safeguarding Advisory Panel.

### Complaints procedure

The diocesan complaints procedure can be found on our website - [click here](#)

## **5. Safer Recruitment**

### Safer recruitment training

As outlined in the Parish Safeguarding Handbook all those involved in recruitment must be trained in safer recruitment. Information about training courses in the Diocese can be found [here](#).

## Job / role description

The job / role description helps to value and record a positive contribution and will also assist the volunteer to evidence their skills when going for a paid role and the PCC to give a reference.

It is recommended that the PCC identify a list of essential and desirable attributes that the applicant needs to have. For example:

- Does the applicant need to be on the Electoral Role?
- Does the applicant need to be on the PCC or are they an ex officio member if they are not on the PCC in another capacity?
- Would being a leader of a children's group or a leader of a group associated with vulnerable adults infer you could not apply for the role due to a potential conflict of interest?
- What experience is needed?
- What skillsets are needed - computer literacy and use of Microsoft Office?

Eligibility for Disclosure and Barring Service (DBS) checks (see below) is 'activity' specific, therefore it is crucial that you have a job / role description that identifies where you require employees / volunteers to work with children and/or vulnerable adults; otherwise it will be unclear who is eligible for a check.

## Disclosure and Barring Service (DBS)

### *DBS policy*

It is our diocesan policy to check all workers paid or volunteers that we are entitled to check through an Enhanced DBS Disclosure.

It is a legal requirement to check the '**Barred List**' status of those to be employed in '**regulated activity**', which is any activity of a specified nature that involves contact with children or vulnerable adults frequently (once a week or more), intensively (for four days or more in a 30-day period) or overnight (anytime between 2am and 6 am).

**Other roles** may meet the criteria for a DBS check even when not involved in Regulated Activity but work with people who may be vulnerable.

**PCC Members**, as Charity Trustees, can be DBS checked. It is recommended that at least 3 members are checked and that one of those should be the **Churchwarden**.

The diocese requires that DBS checks are **renewed at least every 5 years or** before you begin a new role. To avoid suspension from a role while awaiting a DBS disclosure that has been delayed, we recommend starting the DBS renewal process 6 months before it is due.

## *DBS administration*

Safer Recruitment and administering DBS checks is the responsibility of the PCC. Each parish has a nominated **DBS Recruiter** who is responsible for handling DBS checks. The diocese uses an **on-line system** (ThirtyOne:Eight) for everyone, as it provides a more effective and efficient way of processing the checks.

Your Parish Safeguarding Co-ordinator or DBS Recruiter will be maintaining a Parish Information Log that will track your renewal.

The flowchart provides an overview of how to apply for a DBS check.

If you have a query about whether a role require a DBS check, or the DBS process you should contact your DBS Recruiter in the first instance.

### *Who is the DBS Recruiter in my Parish?*

The DBS Recruiter is usually the Parish Safeguarding Co-ordinator (PSC), although this does not have to be the case. Your PSC or Parish Priest will know who your DBS Recruiter is. Sometimes the appointment of an additional recruiter is made in, say for instance, in a large parish or cluster.

If your parish does not have a DBS Recruiter or wishes to appoint a new DBS Recruiter you should contact the Diocesan Safeguarding Administrator, Rosey Sanders tel. 01872 360044 or email [rosey.sanders@truro.anglican.org](mailto:rosey.sanders@truro.anglican.org)

## **6. Safeguarding Training**

We have a range of core safeguarding training modules developed by the Church of England which aim to promote a safer environment and culture.

Completion of safeguarding training is an expectation and for some it is a mandatory requirement for their role.

It is, and will remain a requirement for clergy (including PTO's), Readers and Safeguarding Coordinators, as well as leaders and workers with vulnerable adults and children to attend safeguarding training.

- All PCC members should be C1 - Foundation trained
- All Parish Safeguarding Coordinators and clergy will attend C1 - Foundation and C2 - Leadership as soon as possible after appointment

Safeguarding training is required to be renewed at least once every three years.

For more information about our training courses and to book your place on a course please follow see the training pages on our [website](#)