

The Parishes of St. James, New Barnet and Holy Trinity, Lyonsdown

SAFEGUARDING POLICY AND PROCEDURES PROMOTING A SAFER CHURCH

POLICY

The following policy was agreed at the Parochial Church Council (PCC) meeting held on:

8th October 2023 – St James

15th October 2023 – HTL

In accordance with the Church of England Safeguarding Policy, Promoting A Safer Church, our churches are committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parishes will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This churches appoint Jeremy Alford as the Parish Safeguarding Officer (PSO) and Helen Alford as the Deputy PSO

Incumbent: Reverend Canon Laura Jane Hewitt/Reverend Jenny Robinson-Beswick, Curate.

Churchwardens: Carol Connah and Luke Cowles (St. James); Bob Bayman and Steve Craggs (HTL)

PROCEDURES

St. James and Holy Trinity Lyonsdown (HTL) will follow all safeguarding procedures as laid out in the latest version of the Church of England Parish Safeguarding Handbook. (latest version currently August 2019).

Procedure for managing a concern or allegation

An allegation or concern may arise from a number of sources, for example, a report from a child, a concern raised by another adult in the church, or a complaint by a parent. It may also arise in the context of a person's life outside of the church i.e. at work or at home.

1. Initial action by person receiving or identifying an allegation or concern

The person to whom an allegation or concern is first reported should treat the matter seriously and keep an open mind. They should not:

- Investigate or ask leading questions
- Make assumptions or offer alternative explanations
- Promise confidentiality

Ideally, they should follow the Safeguarding Handbook procedures, which include the following:

- Making a written record of the information (where possible in the child / adult's own words), including the time, date and place of incident/s, persons present and what was said. A Parish record sheet can be used if available at the time, there will be copies in the office, or use a pen and paper or a digital document.
- Signing and dating the written record
- The person receiving the allegation or concern may not be safeguarding trained or able to make a written report. In this case they need to report as much as they can to the PSO and as quickly as possible.
- Immediately reporting the matter to the PSO, or the deputy in their absence or, where the PSO is the subject of the allegation, report to the deputy or the Incumbent (Vicar)

Some, very serious allegations, should be immediately reported to the police – this will also enable prompt action to be taken to gather evidence from mobile phones etc.

2. Initial action by the Parish Safeguarding Officer (if different)

When informed of a concern or allegation, the PSO should not investigate the matter but they should continue to gather factual information in regard to the incident and ensure any evidence is preserved. This fact-finding should be a neutral process and should not amount to an investigation of the incident.

They should:

- Obtain written details of the concern / allegation, signed and dated by the person receiving it (not the child / adult making the allegation)
- Approve and date the written details
- Record any information about times, dates and location of incident/s and names of any potential witnesses
- Record discussions about the child and/or member of staff, any decisions made, and the reasons for those decisions.

3. Deciding if it is an allegation of harm or a concern

The PSO should review the information available and consideration should be given as to whether the case meets the threshold of harm/risk of harm.

- If it is decided it meets the threshold of harm/risk of harm and therefore is an allegation they should follow the procedures below and notify the Diocesan Safeguarding Officer within one working day. If appropriate, the police should also be notified within one working day – or immediately if necessary.
- If it is decided that the incident does not meet the threshold of harm/risk of harm and is a concern only, then they should take steps to ensure any conduct or behaviour issues are addressed with the member of staff/volunteer if applicable through normal employment practices.

- If the designated safeguarding lead is unclear whether the incident meets the threshold of harm/risk of harm they will seek advice from the Diocesan Safeguarding Officer.

4. Notifying the Diocesan Safeguarding Officer

This must be done within one working day of an allegation.

The PSO must inform their Diocesan Safeguarding Officer within one working day when an allegation is made and prior to any further investigation taking place. The PSO will use the church “Safeguarding Incident/Concern Recording Sheet” to record all safeguarding matters and to refer to the St. Albans Diocesan Safeguarding Team where necessary.

If it is outside of normal working hours and there is an immediate risk to a child, the police should be called. The Diocesan Safeguarding Officer should be informed as soon as possible.

- An immediate risk assessment should be carried out.
- It is important to note that information gathering is distinct from investigation. The PSO should continue to gather information about the facts of the case, for example, checking if there is any evidence and taking statements from other witnesses.
- The Diocesan Safeguarding Officer will advise as to how to move forward.

LIST OF ACTIVITIES AT ST. JAMES AND HTL

Children’s and Youth Programmes and Activities at St James and HTL

Group	Responsible Person(s)
Overall responsibility	Paul Robinson-Beswick, Youth and Family worker
Sunday service groups (age 0-16)	Paul Robinson-Beswick
The Zone (age 7-11)	Paul Robinson-Beswick
Youth group (aged 11-18)	Paul Robinson-Beswick
Teen Bible Study	Paul Robinson-Beswick
Baby and Toddlers	Paul Robinson-Beswick
Our Place (baby and toddler)	Paul Robinson-Beswick
Mentoring	Paul Robinson-Beswick
Who let the Dads out (Dads and children)	Paul Robinson-Beswick

Note 1: External trips arranged within groups are also covered in these activities.

Note 2: Programmes and activities that are outside the regular events undertaken by any of the above groups and involve children or young people aged up to 18 years of age require individual authorisation by the PCC or the Standing Committee.

Vulnerable Adult Programmes and Activities at St. James and HTL

Group	Responsible Person(s)
Jim’s Cafe	Sonia Lucas, Manager
Together in Barnet Night Shelter	David Mulford, Fiona Perreira

Policy compiled: 13th September 2023. Approved by Holy Trinity PCC: 15th October 2023.