

The Church of England  
Parish Safeguarding Handbook  
Promoting a Safer Church

# A Supplement for Parishes in The Church of England - Birmingham



## Contents

|   |    |
|---|----|
| Introduction  | 3  |
| Parish Roles & Responsibilities                                 | 4  |
| Support for Parishes  | 7  |
| Responding Promptly to Every Safeguarding Concern or Allegation | 8  |
| A Safer Environment and Activities                              | 9  |
| Safer Recruitment   | 10 |
| Safeguarding Training   | 11 |
| Glossary of Local Terms   | 12 |

There is no local change to the following sections of The Parish Safeguarding Handbook 2018 and they should be followed and implemented as they appear in the Handbook

- 3. Abuse and Neglect of Children
- 4. Abuse and Neglect of Adults
- 8. Caring Pastorally for Victims/Survivors of Abuse and Affected Others
- 9. Caring Pastorally for Church Officers who are the Subject of Concerns or Allegations of Abuse
- 10. Responding to Those who May Present a Known Risk to Children, Young People or Vulnerable Adults within a Christian Congregation
- 12. Use of Social Media
- 13. Further Help and Guidance
- Appendix – Further Information on Vulnerable Adults

## Introduction

This supplement must be used together with the Parish Safeguarding Handbook 2018. It aims to clarify how this Handbook must be used by churches within The Church of England – Birmingham.

The most up to date version of the Parish Safeguarding Handbook and the templates and further guidance to which it refers is available on The Church of England website at

<https://www.churchofengland.org/safeguarding/policy-and-practice-guidance>  
under the subtitle 'Practice Guidance'

The most up to date version of The Church of England – Birmingham supplement, our template forms, fact sheets and further guidance are available on our website at

<https://www.cofebirmingham.com/safeguarding/parish-safeguarding/>

In our diocese, we use some different titles for some of the roles referred to in the Parish Safeguarding Handbook. There is a list of these in the Glossary at the end of this supplement.

We also have our own resources, posters and small guides. In our churches you **must** display the poster 'Need to Talk' and give your leaders and helpers our 'Small Guide to Safeguarding'. These are available by emailing [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com). You may also purchase the poster, pocket guide and contact card referred to in the Handbook, but this is optional.

Safeguarding is at the heart of our Christian faith. We are all made unique in the image of God. Jesus came that we might have life and have it in abundance (*see John 10:10*)

## Parish Roles and Responsibilities

*(see Parish Safeguarding Handbook 2018, section 1)*

### Adopt and implement

You can adopt and implement the Promoting a Safer Church policy commitments *either* by using the example parish safeguarding policy form available at <https://www.cofebirmingham.com/safeguarding/parish-safeguarding/> or by including the following statement in your parish safeguarding policy:

The Parochial Church Council of ..... agreed to adopt the House of Bishop's safeguarding policy, Promoting a Safer Church 2017, and all of the accompanying safeguarding practice guidance and The Church of England – Birmingham's procedures for their implementation on .....

The most recent House of Bishop's safeguarding guidance for is available on the Church of England website at <https://www.churchofengland.org/safeguarding/policy-and-practice-guidance>

### Appoint

The PCC must appoint a lay Parish Safeguarding Co-ordinator, unrelated to the incumbent and either notify their details by email to [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com) or complete our online form [here](#) The Parish Safeguarding Co-ordinator must attend safeguarding training, including an induction, and the annual Resourcing Day.

### Hire out church premises

Example statements for inclusion in your hire agreement are available on our website at <https://www.cofebirmingham.com/safeguarding/parish-safeguarding/>

## Safer recruitment, support and training

An example parish safeguarding policy recruitment of ex-offenders form is available at

<https://www.cofebirmingham.com/safeguarding/parish-safeguarding/>

You can make church officers aware of your safeguarding policy and guidance by ensuring hard copies are accessible at church and providing links on your parish website. Every child, youth and vulnerable adult activity leader and helper must be given ‘A Small Guide to Safeguarding’ and Guidelines for their role.

A range of Safe Practice Leaflets for Leaders and Helpers are available for churches to download and use on our website at

<https://www.cofebirmingham.com/safeguarding/working-safely-with-the-vulnerable/>

(see also page 9). Use of these is optional and your church may have its own guidelines – these must comply with the Parish Safeguarding Handbook and the House of Bishop’s Safer Environment and Activities guidance.

## Display

In your church and church buildings:

- Need to Talk Poster
- Promoting a Safer Church Parish Policy Statement **or** your Parish Safeguarding Policy (see ‘Adopt & Implement’ above)

On the home page of your parish website:

- Contact details for your Parish Safeguarding Co-ordinator and the Diocesan Safeguarding Officer
- A link to your Parish Safeguarding Policy



## During a clergy vacancy

When your vicar is leaving, a member of the safeguarding team will visit your church to discuss safeguarding arrangements during the vacancy, including the secure storage of safeguarding records. Email

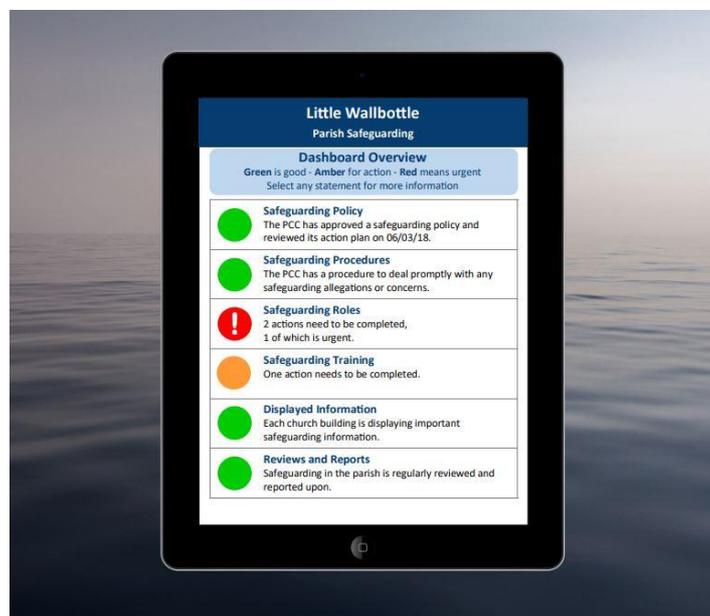
[safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com) to arrange this meeting.

## Assurance Check

A PCC *must* review safeguarding regularly (minimum twice per annum) and conduct an annual assessment of its safeguarding arrangements. The outcome of this assessment must be used to help the PCC formulate its safeguarding action plan.

To assist with this requirement PCCs are required to use the Parish Safeguarding Dashboard. Using a traffic light alert system, this easy to use online tool helps the PCC and Parish Safeguarding Co-ordinator produce regular reports, assessments and action plans to ensure it is fully compliant with the House of Bishop’s safeguarding policies and practice guidance.

If your church has not already signed up to the Dashboard email [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com) and you will be sent an invitation and guidance on how to use it.



Details of our external scrutiny group (Diocesan Safeguarding Advisory Panel) and our complaints procedure can be found on our website at <https://www.cofebirmingham.com/safeguarding/bsmg/>

## Support for Parishes

*(see Parish Safeguarding Handbook 2018, section 2)*



Steph Haynes

*Diocesan Safeguarding Officer*

T: 07342 993 844 or 0121 426 0407 E: [StephH@cofebirmingham.com](mailto:StephH@cofebirmingham.com)

Online Referral Form:

<https://www.cofebirmingham.com/safeguarding/>

Steph can offer advice and support with any safeguarding concerns or allegations and help you make referrals to statutory agencies. When you have a sex offender attending your church she will put a safeguarding agreement in place for you and help you manage this.

Concerns can always be reported to the Diocesan Safeguarding Officer within 24 hours by using our online referral form. In an emergency when someone is being harmed and needs help straight away contact the police on 999 or 101. Out of office hours, contact your local authority social services team.



Claire Wesley

*Safeguarding Learning & Development Officer*

T: 0121 426 0432 E: [ClaireW@cofebirmingham.com](mailto:ClaireW@cofebirmingham.com)

Claire oversees learning and development, the Parish Safeguarding Dashboard & Hub and policy.



Sarah Rose

*Assistant Diocesan Safeguarding Officer*

T: 0121 426 0407 E: [SarahR@cofebirmingham.com](mailto:SarahR@cofebirmingham.com)

Sarah supports the Diocesan Safeguarding Officer with casework and can help with DBS and safer recruitment queries.



Peter Cozens

*Safeguarding Training Support Officer*

T: 0121 426 0429 E: [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com)

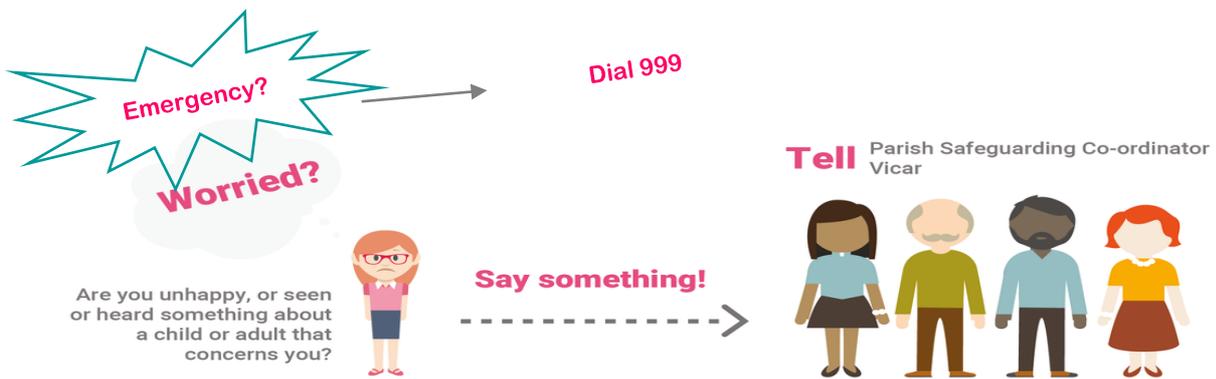
Peter supports learners to access training courses.

# Responding Promptly to Every Safeguarding Concern or Allegation

*(see Parish Safeguarding Handbook 2018, section 10 for the complete process – the following is a summary of the procedure the parish must implement)*



Everyone working with children, young people and vulnerable adults, paid or unpaid, **must** be given 'A Small Guide to Safeguarding' and 'A Small Guide for Responding to Domestic Abuse', which briefly summarise how to respond to concerns and allegations.



Report to Diocesan Safeguarding Officer immediately (within 24 hours of receiving the concern using the online referral form)

Do not delay referring to child or adult social care services or the police if Diocesan Safeguarding Officer cannot be contacted immediately – safety is always the priority



Record It



Report It



NEVER alert the person(s) the allegations are about

Report concerns and allegations to the Diocesan Safeguarding Officer:

Tel: 07342 993 844

Email: [StephH@cofebirmingham.com](mailto:StephH@cofebirmingham.com)

Online Referral Form at <https://www.cofebirmingham.com/safeguarding/>

Email [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com) for small guides

# A Safer Environment and Activities

*(see Parish Safeguarding Handbook 2018, section 11)*

## Good Practice Guides for Leaders & Helpers



The Church of England – Birmingham has produced some leaflets to help paid/volunteer roles who have contact with children, young people and vulnerable adults recognise and implement safe practice. These leaflets are available to download and print from our website at

<https://www.cofebirmingham.com/safeguarding/working-safely-with-the-vulnerable/>

They are optional, and churches may produce their own guidelines for workers if they wish – these must comply with the guidance provided in the Parish Safeguarding Handbook (2018) and the House of Bishop’s Safer Environment and Activities Practice Guidance (2019)

The Church of England has developed a range of leaflets for churches to give to children and young people and their parents explaining how the adults who care for them in church must behave and who they can talk to if they feel uncomfortable about an adult’s behaviour – available on our website at

<https://www.cofebirmingham.com/safeguarding/working-safely-with-the-vulnerable/>



## Safer Recruitment

*(see Parish Safeguarding Handbook 2018, section 5)*

The Church of England – Birmingham uses the services of Thirty-one:Eight to process Disclosure & Barring Service (DBS) applications. Information is available on our website at

<https://www.cofebirmingham.com/safeguarding/safer-recruitment/>

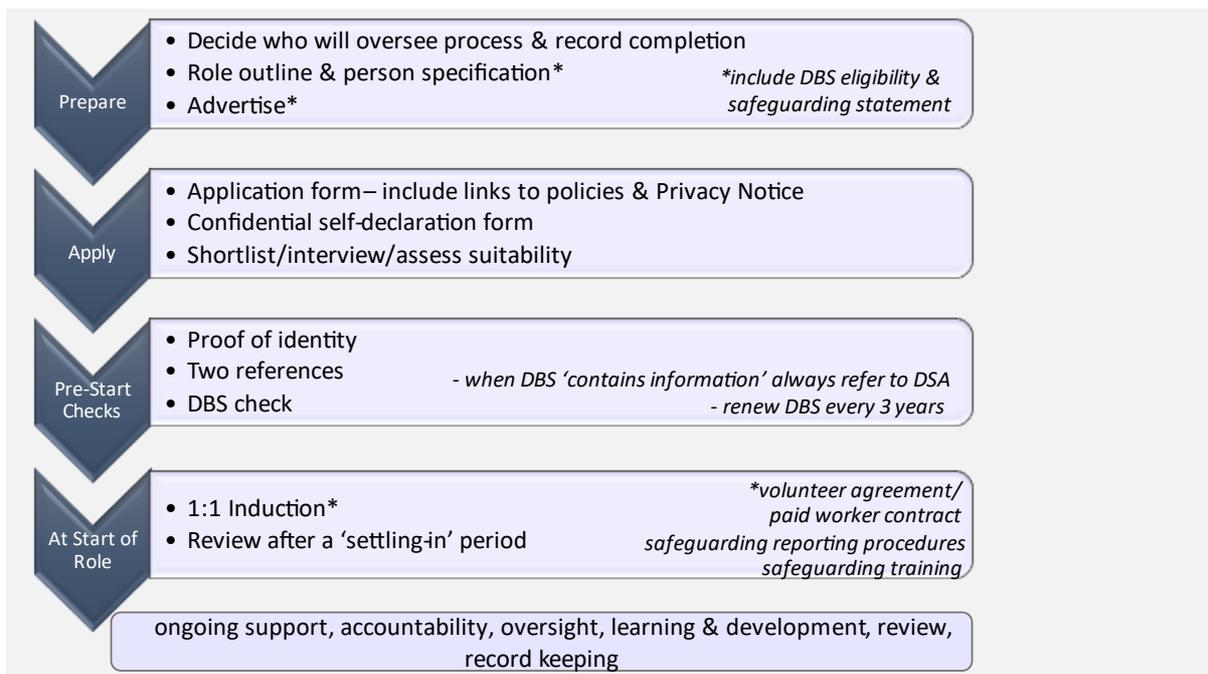
The PCC must appoint a Parish Identity Verifier to process DBS checks and maintain training and DBS records. Download a Parish Identity Verifier Registration Form at

<https://www.cofebirmingham.com/safeguarding/safer-recruitment/>

and return the completed form to the Assistant Diocesan Safeguarding Officer, The Church of England – Birmingham, John Cadbury House, 190 Corporation Street, Birmingham B4 6QD.

A Parish Identity Verifier must complete the online Safer Recruitment & People Management module at <https://safeguardingtraining.cofeportal.org/> and read our induction at <https://www.cofebirmingham.com/info-for-parishes/safeguarding/safer-recruitment/>

## Safer Recruitment Summary



## Safeguarding Training

*(Section 6 of the Parish Safeguarding Handbook 2018 has been replaced by the Safeguarding Learning & Development Framework 2021. The following reflects this revision).*

For safeguarding training requirements for clergy, Readers, licensed lay ministers and commissioned pastoral team members, details of sessions and booking forms please see our website - <https://www.cofebirmingham.com/info-for-parishes/safeguarding/safeguarding-training/>

| <b>Safeguarding Training Requirements – Core Modules</b>  |   |   |   |
|---|---|---|---|
| <b>Parish Roles</b>   | <b>Awareness</b>  | <b>Foundation</b>   | <b>Leadership</b>   |
| How to complete:  | <a href="#">Online here</a>                                   | <a href="#">Online here</a>   | <a href="#">Book here</a>   |
|   | Required for all paid workers, volunteers and office holders. | Required for anyone who has safeguarding responsibilities/ contact with children and/or vulnerable adults and all office holders. | Required for anyone who has safeguarding leadership responsibilities or who plays a lead role in shaping the culture of their church setting. |
| All volunteers, employees, office holders   | √<br><i>repeat every 3 yrs</i>                                | X   | X   |
| Roles that work with children, young people, vulnerable adults & families with children   | √   | √<br><i>repeat every 3 yrs</i>  | X   |
| PCC Members & Church Wardens (not in a vacancy)   | √   | √<br><i>repeat every 3 yrs</i>  | X   |
| Church Wardens in a parish in vacancy   | √   | √   | √<br><i>repeat every 3 yrs</i>  |
| Parish Safeguarding Co-ordinator, PCC Safeguarding Lead, Domestic Violence Contact  | √   | √   | √<br><i>repeat every 3 yrs</i>  |
| <b>Safeguarding Training Requirements – Specialist Modules</b>  |   |   |   |
| <b>Parish Roles</b>   | <b>Safer Recruitment</b>                                      | <b>Domestic Abuse</b>   |   |
| How to complete:  | <a href="#">Online here</a>                                   | <a href="#">Online here</a>   |   |
| Pastoral visitors, Parish Safeguarding Co-ordinator, Domestic Violence Contact  | X   | √<br><i>required<br/>repeat every 3 yrs</i>   |   |
| Parish Identity Verifiers, Parish Safeguarding Co-ordinator, line managers and anyone involved in the recruitment of church officers (workers/volunteers/elected office holders). | √<br><i>required<br/>repeat every 3 yrs</i>                   | X   |   |
| Paid/volunteer roles who have direct contact with children/ vulnerable adults/families  | X   | √<br><i>recommended<br/>repeat every 3 yrs</i>  |   |
| PCC Members & Church Wardens  | X   | √<br><i>required<br/>repeat every 3 yrs</i>   |   |

## Glossary of Local Terms

### Parish Safeguarding Handbook 2018

### The Church of England – Birmingham

|                                     |   |
|-------------------------------------|---|
| Diocesan Safeguarding Adviser / DSA | Diocesan Safeguarding Officer / DSO<br>T: 07342 993 844 E: <a href="mailto:StephH@cofebirmingham.com">StephH@cofebirmingham.com</a>   |
| Parish Safeguarding Officer / PSO   | Parish Safeguarding Co-ordinator / PSC  |
| Safeguarding Lead on the PCC        | An elected PCC member (e.g. PSC, PCC Chair or other PCC Member) who is an ‘advocate’ for safeguarding at PCC meetings and ensures the PCC fulfils its safeguarding responsibilities in accordance with legislation and House of Bishops’ and diocesan safeguarding policy. <i>The PCC Safeguarding Lead DOES NOT respond to safeguarding concerns – this is the role of the PSC</i> |
| Church Officer                      | This is anyone who is appointed to a role by a Church Body, (e.g. the PCC) whether they are lay or ordained or elected, paid or unpaid.   |