

Kings Norton Team Parish

Safeguarding Responsibilities

Incumbent / PCC

- Adopt and implement House of Bishop's and Diocesan Safeguarding policies, practice guidance and procedures
- Parish safeguarding policies & procedures are in place and are owned and implemented to ensure consistent safe practice
- Appoint a Parish Safeguarding Co-ordinator for Children and Adults and notify the Safeguarding Support Officer of the appointment(s)
- Deal promptly with allegations or suspicions of abuse in accordance with House of Bishop's safeguarding policies and practice guidance and in consultation with Bishop's Safeguarding Advisers
- Ensure that known offenders or others who pose a threat to children, young people or vulnerable adults are effectively managed and monitored in consultation with the Bishop's Safeguarding Advisers
- Pass all safeguarding records to the Area Dean in an interregnum
- Ensure all those working directly with vulnerable groups and/ or those who hold a position of trust and responsibility know how to respond well to disclosures
- Ensure all those working directly with vulnerable groups and/ or those who hold a position of trust and responsibility understand how to recognise and challenge abuse and unsafe practice
- Ensure that everyone understands what information they need to share and who they need to share it with
- Provide opportunities for the voices of vulnerable groups to be listened to and heard
- Keep confidential records securely
- Ensure all safeguarding information is recorded and kept in perpetuity
- Ensure everyone who volunteers or works for the church with vulnerable groups is safely recruited and receives safeguarding training
- Provide appropriate supervision and support for all those who volunteer or work with vulnerable groups
- Display a copy of the parish safeguarding policies and who to contact with concerns on church notice boards and websites
- Adequately insure and risk assess all activities with vulnerable groups
- Regularly review all activities with vulnerable groups

Parish Safeguarding Co-ordinator for Children and Adults

- Provide support, advice and take action where necessary on concerns about a child or adult
- Report allegations and concerns about a child, adult or church officer to the Bishop's Safeguarding Children Adviser
- Listen to concerns about their care raised by children and adults who are vulnerable and take action where appropriate
- Ensure those directly involved in an allegation of abuse receive appropriate pastoral support where requested
- Be involved in the management of offenders who worship in the church
- Ensure safeguarding records are being maintained and kept securely in perpetuity

- Ensure everyone who works directly with vulnerable groups has been safely recruited and has attended safeguarding training
- Ensure that a child protection policy and procedure is in place and is being implemented
- Check that a policy for safeguarding adults and children is in place and procedures are being implemented in all the activities of the church
- Ensure that all safeguarding information is treated sensitively and confidentiality is maintained
- Ensure that safe practice is being exercised at all times
- Update their contact details with the Safeguarding Support Officer annually
- Ensure that the PCC gives consideration to matters of domestic abuse
- Ensure that opportunities for advocacy exist with regards to the concerns and views of those who are vulnerable in parish structures
- Update their contact details with the Safeguarding Support Officer annually
- Attend an annual resourcing day offered by the Safeguarding Training & Development Officer for parish safeguarding co-ordinators

Lay and licensed ministers, Pastoral carers, Direct workers with children, young people and vulnerable adults

- Work safely and pastorally with vulnerable people in the congregation, church groups and/or wider community appreciating the diversity of those they encounter
- Challenge abuse and unsafe practice
- Respond well to safeguarding or confidential information disclosed
- Share and record all safeguarding information according to policy and procedure
- Comply with safe recruitment procedures
- Attend training
- Regularly review role and practice

Churchwardens - as for lay and licensed ministers and additionally:

- Ensure in a period of vacancy that the incumbents safeguarding roles are fulfilled in co-operation with the PCC, Parish Safeguarding Co-ordinators and Area Dean
- Pay attention to the specific needs of children and adults who may be vulnerable when undertaking routine Health & Safety and Risk Assessments
- Ensure that risk assessments are carried out before new activities are undertaken
- Ensure that all parish activities are adequately insured
- Receive complaints and grievances and ensure that the parish has procedures for responding to them
- Ensure that the guidelines for activities with children and adults who may be vulnerable are followed in all parish activities
- Ensure that a safeguarding statement is included, and signed, in all booking arrangements with organisations and individuals
- Respond to safeguarding questions in the Archdeacon's Articles of Enquiry and Parish Visitations and address specific advice which may be given