



St Helen's  
Bishopsgate

# **Safeguarding policy supplement A: small group leaders**

**ST HELEN BISHOPSGATE & ST PETER-UPON-CORNHILL**

Revised: June 2022

Date for review: June 2023

## Key information

Safeguarding is an important aspect of all ministry at St Helen's and is the responsibility of everyone, whether you are leading groups of adults, young people or children. As small group leaders, you may encounter vulnerable adults or become aware of issues of historical abuse raised by adult group members.

Appropriate response to issues of both current and historical abuse is vital, both for the protection of the individual and for others who may be impacted.

We are conscious that abuse, whether recent or historical, is a sensitive matter and pastorally challenging. If you are concerned about your own wellbeing, please seek support by speaking to your Small group Leaders' Own Bible study (SLOB) leader or ministry area leader. A list of ministry area leaders can be found at the end of this document.

All small group leaders are asked to complete the church of England online safeguarding training Co and C1 prior to starting to lead. They will also receive annual refresher training arranged by their ministry area leader.

Please refer to this leaflet during the RML/IGG year. More information on supporting vulnerable adults can be found in the St Helen's safeguarding policy part C Vulnerable Adults, which can be found online: [www.st-helens.org.uk/about/safeguarding](http://www.st-helens.org.uk/about/safeguarding).

Thank you for helping us to serve the church family as small group leaders.

### 1. What is abuse and what is historical abuse?

#### **Abuse**

The Department of Health states that 'somebody may abuse or neglect an individual by inflicting harm, or failing to act to prevent harm. Individuals may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger.' Abuse can be described under any one of (or a combination of) these categories:

- Physical abuse
- Sexual abuse
- Psychological abuse
- Financial and material abuse
- Domestic abuse
- Discriminatory abuse
- Neglect and acts of omission
- Organisational abuse
- Modern slavery
- Self-neglect

More information on what these areas of abuse include and on how to recognise signs of abuse can be found in the St Helen's safeguarding policy on our website.

#### **Historical abuse**

Historical abuse is any allegation or disclosure of abuse committed in the past against a child or young person who is now an adult. If anyone reports any of the above abuse to you, whether recent or historical, and whether they were the abused or the abuser, you must follow the action points across the page.

Remember:

- Historical abuse must be treated as seriously as recent abuse.
- 'Children and young people' means anyone aged under 18.
- Illegal activity includes sex with someone aged under 16, child pornography and sharing explicit images of children.
- The church is required to take advice from the Diocese and, if necessary, may need to report allegations or disclosures of criminal acts to the police.

## 2. What to do when someone tells you they have been abused or have committed abuse, recently or many years ago

### General guidance

- Above all else, listen.
- Keep calm, and show understanding/acceptance of what is said, however unlikely it seems. Reassure the individual that they were right to tell you.
- Never push for information. Avoid leading questions and ask only what is necessary to ensure a clear understanding of what has been said.
- Let the individual know what you are going to do next and that you will keep them informed.
- Let them know that you will need to tell someone else – do not promise confidentiality.
- However, please reassure them that you will only tell who you need to tell.

### Action you must then take

- You must contact your ministry area leader and tell them what you know.
- You do not need to disclose any names at this stage unless told otherwise by the ministry area leader.
- If the allegation is against your ministry area leader, contact the Church Safeguarding Officer (CSO). Their contact details can be found at the end of this document.
- You retain the right to report serious matters directly to social services or the police. Even so, you must also contact either your ministry area leader or the CSO as soon as possible and **within 24 hours**.
- Apart from telling your ministry area leader/the CSO, the information must be treated as confidential and not shared with co-leaders, SLOBS leaders or other church members. Under no circumstances should you investigate concerns of abuse yourself — your role is to pass on the information you have received.
- Make notes as soon as possible (preferably within one hour, but always within 24 hours), writing down exactly what was said and when, what you said in reply and what was happening immediately beforehand (eg a description of the activity/situation). Record dates and times of these events and when you made the record. Keep all hand-written notes, even if they are subsequently typed. Such records should be kept for an indefinite period in a secure place. A copy of these notes must be passed onto your ministry area leader.
- Your ministry area leader/the CSO will let you know if you need to do anything else. They are available to answer any questions and concerns that you or the individual involved may have at any stage.
- Consider your own feelings and ask your ministry area leader for pastoral support if needed and consider with your ministry area leader what pastoral support is needed for the individual involved.

# Key contacts

## Church safeguarding sub-committee

Church Safeguarding Officer (CSO)  
Beccy Scott  
[safeguarding.officer@st-helens.org.uk](mailto:safeguarding.officer@st-helens.org.uk)

Youth Worker & St Peter-upon-Cornhill  
Church Safeguarding Officer  
Will Waugh  
[w.waugh@st-helens.org.uk](mailto:w.waugh@st-helens.org.uk)

Children's Champion  
Anna Lamb  
[childrens.champion@st-helens.org.uk](mailto:childrens.champion@st-helens.org.uk)

Children's Worker  
Matt Bridges  
[m.bridges@st-helens.org.uk](mailto:m.bridges@st-helens.org.uk)

Lead Recruiter & Evidence Checker  
Abraham Sin  
[safeguarding@st-helens.org.uk](mailto:safeguarding@st-helens.org.uk)

Operations Manager  
Jason Barrington  
[j.barrington@st-helens.org.uk](mailto:j.barrington@st-helens.org.uk)

Alison Glover  
[alisonglover205@btinternet.com](mailto:alisonglover205@btinternet.com)

Tracey Huizinga  
[tracey.huizinga@gmail.com](mailto:tracey.huizinga@gmail.com)

## Ministry area leaders

**Sunday morning meetings**  
(including creche, Sunday school, Central Focus, Central Focus weekend, Long Weekend Away, Christianity Explored)

Drew Balch  
[d.balch@st-helens.org.uk](mailto:d.balch@st-helens.org.uk)  
Phil Hudson  
[p.hudson@st-helens.org.uk](mailto:p.hudson@st-helens.org.uk)

**Sunday Mandarin meeting**  
(including creche, Sunday school, IGG, IGG weekends)

Henry Eatock-Taylor  
[h.eatock-taylor@st-helens.org.uk](mailto:h.eatock-taylor@st-helens.org.uk)

**Sunday afternoon meeting**  
(including creche, Sunday school, Food at 5s, 4pm weekends)

Aneirin Glyn  
[a.glyn@st-helens.org.uk](mailto:a.glyn@st-helens.org.uk)

**Sunday evening meeting**  
(including RML, RML weekends, RML training weekends, Leaders' Weekend, Christianity Explored)

Luke Cornelius  
[l.cornelius@st-helens.org.uk](mailto:l.cornelius@st-helens.org.uk)

**Little Pickles and Women on Wednesday**

Rachel Anderson  
[rachel.anderson@btinternet.com](mailto:rachel.anderson@btinternet.com)

**City ministry**  
(including Partnership, City Summer School, City weekend, City Offsite)

Wes Illingsworth  
[w.illingsworth@st-helens.org.uk](mailto:w.illingsworth@st-helens.org.uk)

**Student ministry**

Tim Sheppard  
[t.sheppard@st-helens.org.uk](mailto:t.sheppard@st-helens.org.uk)

**Youth**

Will Waugh  
[w.waugh@st-helens.org.uk](mailto:w.waugh@st-helens.org.uk)

**East End outreach**  
(including the Shantir Boi bookshop, Asha Sunday meeting, Asha kids club, Asha ESOL classes and midweek outreach)

Rob Scott  
[r.scott@st-helens.org.uk](mailto:r.scott@st-helens.org.uk)

## DIOCESAN SAFEGUARDING ADVISOR (DSA)

Vicki Preston

Email: [vicki.preston@london.anglican.org](mailto:vicki.preston@london.anglican.org)

Tel: 020 3837 5092

## NATIONAL CONTACTS

### Thirtyone:Eight

Helpline: 0303 003 1111

[thirtyoneeight.org](http://thirtyoneeight.org)

### City of London Corporation Children and Families Team

020 7332 3621 (Monday to Friday, 9am–5pm)

020 8356 2710 (weekdays after 5pm, weekends and bank holidays)

### City of London Social Care Services

020 7332 1224 (Monday to Friday, 9am–5pm)

020 8356 2300 (weekdays after 5pm, weekends and bank holidays)

### Child Line

Freepost 1111, London N1 0BR

Tel. 0800 1111

(full number is just these 8 digits)

### NSPCC

Child Protection Helpline

0808 800 5000

**Family Lives (previously Parentline)** 0808 800 222

**Domestic Violence Helpline (for females)** 0808 2000 247

**Mankind (for males)** 01823 334244

**Solace Women's Aid** [solacewomensaid.org](http://solacewomensaid.org)

## FURTHER RESOURCES

- 'Protecting all God's children: The Child Protection Policy of the Church of England', 2010
- 'Policy for Safeguarding in the Diocese of London', 2015
- 'The Church of England, House of Bishops, Parish safeguarding handbook' – promoting a safer church, October 2018
- 'The Care Act 2014, and the Care and Support Statutory Guidance 2016' (Chapter 14)
- London Multi Agency Safeguarding Adults Policy and Procedures 2015
- Church of England Responding Well to Domestic Abuse: Policy and Practice Guidance, March 2017
- [www.london.anglican.org/support/safeguarding](http://www.london.anglican.org/support/safeguarding)