



St Helen's
Bishopsgate

General safeguarding policy

ST HELEN BISHOPSGATE AND ST PETER-UPON-CORNHILL

Revised: June 2021

Date for review: June 2022

Policy statement and principles

In accordance with the House of Bishops' Policy Statements 'Promoting a Safer Church' (2017), 'Protecting All God's Children' (2010) and the Diocesan Safeguarding Policy 'Promoting a Safer Diocese' (2018), our church is 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 Parish will:

- create a safe and caring place for all.
- have a named Church Safeguarding Officer (CSO) to work with the incumbent and the Parochial Church Council (PCC) to implement policies and procedures.
- safely recruit, train and support all those with any responsibility for children, young people and vulnerable 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 the details of who to contact if there are safeguarding concerns or support needs in church premises and on the parish website.
- listen to and take all those who disclose abuse seriously.
- take steps to protect children and adults when a safeguarding concern of any kind arises, following the 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 and when or where it occurred.
- care for and monitor any member of the church community who may pose a risk to children and adults while maintaining appropriate confidentiality and the safety of all parties.
- ensure that the health and safety policies and 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.
- ensure each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This general policy is one part of the whole St Helen's safeguarding policy, which is formed of the following documents:

- General safeguarding policy
- Safeguarding policy for children (part A)
- Safeguarding policy for youth (part B)
- Safeguarding policy for vulnerable adults (part C)
- Safeguarding policy supplement A: small group leaders
- Safeguarding policy supplement B: one-to-one Bible studies
- Safeguarding policy supplement C: church staff team
- Safeguarding policy supplement D: video conferencing and social media with young people
- PCC policy statement A: responding to domestic abuse
- PCC policy statement B: recruitment of ex-offenders

For the purposes of this document and all associated documents listed above, the 'St Helen's safeguarding policy' refers to the sum of all the documents listed.

Overview of safeguarding responsibilities

1. The PCC has overall responsibility for safeguarding within St Helen's. This policy is maintained, reviewed, and sanctioned by the PCC.
2. The church safeguarding sub-committee is a source of advice and guidance on safeguarding issues. They will advise the PCC on any matters relating to safeguarding, make recommendations for changes in policy and procedure and hold ministry area leaders accountable for policy implementation.
3. The CSO is appointed by the PCC and given the responsibility for safeguarding within the church family and all its various ministries. Given the size of our church and the diversity of our ministries, it is necessary for the CSO to delegate their responsibilities to ministry area leaders. The CSO will assist and advise ministry area leaders if a safeguarding issue or risk arises and needs to be addressed. The CSO will also be included in decisions about whether to permit someone to be involved in ministry with children where their Disclosure and Barring Service (DBS) check is blemished, or information is provided about them under the DBS scheme.
4. Ministry area leaders are responsible for safeguarding within their ministry area. This includes:
 - ensuring all caregivers within their areas of ministry are recruited in accordance with this safeguarding policy
 - acting as safeguarding officers for any disclosures of abuse within their ministry area
5. The Children's Champion raises the profile of children within the church and on the PCC.
6. A 'caregiver' refers to anyone serving in any role within church which involves any oversight of children, young people or vulnerable adults.

All caregivers share a particular responsibility for:

- loving those in their care as Christ loves them
- setting an example of proper Christian conduct
- praying for those in their care

Important:

- All caregivers must read **Section A** of the relevant policy (in relation to children, youth or vulnerable adults).
- They must then read any additional information from **Section B** of that policy which is relevant to the area of ministry in which they serve.
- A list of key contact details can be found on the last two pages of each policy.

Outline of ministry areas

For the purposes of safeguarding, the church's various activities have been divided into separate ministry areas. Ministry areas which make formal provision for children and young people require a named ministry area leader and must comply with all St Helen's safeguarding policies. Caregivers recruited to these ministry areas must read the relevant policy.

None of the ministry areas make formal provision for vulnerable adults. However, the vulnerable adults policy outlines considerations relevant to all ministry areas where vulnerable adults may be in attendance. This supplement must be read by anyone providing formal care for vulnerable adults. For the purposes of this document and all other associated policies, we have opted to use the term 'vulnerable adult' in place of 'adult at risk' as the former is a more familiar term.

The ministry areas that make formal provision for children and young people are as follows:

Sunday morning meeting

(including creche, Sunday school, 10.30am weekend, Central Focus weekend, Long weekend, Christianity Explored, occasional seminars eg marriage or parenting days)

Sunday Mandarin meeting

(including creche, Sunday school, International Growth Groups, International Growth Group weekend, 2.30pm weekend)

Sunday afternoon meeting

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

Sunday evening meeting

(including RML, RML weekends, training weekends, leaders' weekend, Christianity Explored)

City ministry

(including Partnership, City Summer School, City weekend)

Youth ministry

(including Bridge, Junction, Youth RML, Youth weekend, Sorted, Sorted Nano, socials)

Little Pickles

(including any activities additional to the morning stay and play group)

Women on Wednesday (WoW)

(including Central WoW creche, any WoW event with advertised childcare or activities)

East End outreach

(including the Shantir Boi bookshop and Asha)

Other ministries

The student ministry, the offsite City ministry and the Leaders weekend away do not make formal provision for children or young people

Babysitting

Babysitting is an area in which we are unable to provide formal provision. Families can make informal arrangements within the congregation outside of church premises and activities and must take full responsibility for assessing the suitability of the volunteer.

There is a supplement policy for the church staff team covering the work they do outside of the above formal ministry areas.

Screening procedure for caregivers

Every applicant who wishes to serve in any ministry area involving children or young people must complete a screening process prior to serving, and anyone providing formal care (as defined by the diocesan safeguarding policy) for vulnerable adults must also complete this process.

To ensure safe and quality care, the church has established several criteria that all caregivers must meet in order to work with children, young people or vulnerable adults:

1. Recruitment

- All caregivers must be people in good standing with the church.
- All caregivers must be 18 years of age or older.
 - With the prior approval and direction of the Children's Worker, young people who are aged 14+ can assist with children's work. When calculating required ratios, such volunteers contribute towards the number of children and not the number of adults.

2. Assessment

- All caregivers must have a face-to-face conversation with the ministry area leader for which they are volunteering (or the leader to whom the ministry area leader has delegated this task), in order to go through the role description and to have the opportunity to ask any follow-up questions needed to confirm their suitability for the role. The volunteer must also complete and sign the Diocesan Volunteer Agreement.
- All caregivers must complete a Diocese of London Confidential Declaration Form, requiring the honest declaration of any criminal convictions.
- All caregivers must provide the names of two people to act as personal referees, which will be followed up. Referees must not be relatives/partners, current parish clergy, or church staff
- All caregivers must complete a Parish Safeguarding Form requiring a Christian testimony and a signed declaration that they have read the relevant policy.
- All caregivers must complete a DBS form for the applicable enhanced level disclosure. Details of how to do so will be sent to the caregiver via email.

3. Appointment

- A caregiver can begin their role **only once the following have been completed:**
 - The Diocese of London Confidential Declaration Form and the Parish Safeguarding Form have been filed as complete.
 - The personal references have been sent for, received, and reviewed as being acceptable.
 - The satisfactory DBS Disclosure outcome has been received from Thirtyone:eight.

4. Data Protection

- All completed records of screening procedures will be kept securely and indefinitely. The church will have record of the following:
 - Diocese of London Confidential Declaration Form
 - Two personal references (which will be available to the Diocese of London Safeguarding Team (DST) should they request it)
 - Parish Safeguarding Form
 - DBS disclosure certificate reference number
 - Additional notes pertaining to the above.

5. Training

All volunteers complete the mandatory Church of England's online safeguarding training upon recruitment, and additional training is then provided for Sunday school helpers, youth helpers and those who work with vulnerable adult. Regular safeguarding training has always been offered more widely to some of the St Helen's staff team.

Key contacts

Church safeguarding sub-committee

Parish Safeguarding Officer (PSO)
Beccy Scott
safeguarding.officer@st-helens.org.uk

Deputy Parish Safeguarding Officer
Evidence Checker & Safeguarding Administrator
Abraham Sin
safeguarding@st-helens.org.uk

Youth Worker & St Peter-upon-Cornhill
Church Safeguarding Officer
Will Waugh
w.waugh@st-helens.org.uk

Operations Manager
Jason Barrington
j.barrington@st-helens.org.uk

Children's Champion
Anna Lamb
childrens.champion@st-helens.org.uk

Alison Glover
alison Glover205@btinternet.com

Children's Worker
Matt Bridges
m.bridges@st-helens.org.uk

Tracey Huizinga
tracey.huizinga@gmail.com

Ministry area leaders

Sunday morning meeting

(including creche, Sunday school, Central Focus, Central Focus weekend, Long Weekend Away, 10.30 weekend, occasional seminars, Christianity Explored)

Phil Hudson
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

Sunday afternoon meeting

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

Aneirin Glyn
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

Little Pickles and Women on Wednesday

Rachel Anderson
rachel.anderson@btinternet.com

City ministry

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

Wes Illingsworth
w.illingsworth@st-helens.org.uk

Student ministry

Tim Sheppard
t.sheppard@st-helens.org.uk

Youth

Will Waugh
w.waugh@st-helens.org.uk

East End outreach

(including Shantir Boi and Asha)

Rob Scott
r.scott@st-helens.org.uk

DIOCESAN SAFEGUARDING ADVISER (DSA)

Andy Munro

Email: andrew.munro@london.anglican.org

Tel: 020 3837 5092

NATIONAL CONTACTS

Thirtyone:Eight

Helpline: 0303 003 1111

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

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
- www.london.anglican.org/support/safeguarding