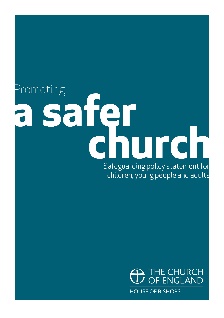


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**Diocese of Bath & Wells**

**Parish Safeguarding Officer Induction**

**Participant Workbook**

Version 3 May 2023

**1. Introduction**

* The Church of England’s Safeguarding Learning and Development Framework 2021 sets out the structure for safeguarding training to ensure that all Church officers[[1]](#footnote-1) are trained in aspects of safeguarding.
* Church officers must develop and maintain the necessary knowledge, attitude, and skills to safeguard and protect children, young people, and vulnerable adults[[2]](#footnote-2).
* It is essential that churches understand safeguarding as a theological imperative, rooted in the nature and love of God, and be champions and role models in giving equal worth to all.
* Parish life is the heart of the Diocese and is the most important context to get our safeguarding right. The Parish Safeguarding Officer role is a vital one – the ‘champion’ of safeguarding in the parish.

**2. Learning Outcomes of this pathway**

By the end of this pathway participants will be able to:

* **Understand** the role, responsibilities, and key working relationships of the Parish Safeguarding Officer, including the Local Authority, Diocesan Safeguarding Officer (DSO) and Parochial Church Council (PCC).
* **Identify** a variety of approaches to raising awareness and improving safeguarding practice.
* **Evaluate** safeguarding information reported by members of the church or community and determining an appropriate response.
* **Create** a development plan for safeguarding practice in their context.

**3. Structure of this course**

* **This is an induction and update session**. The purpose of this is to introduce people new to the PSO role, making sure that they have all the tools required to carry out the job successfully, and/or update existing PSOs with recent developments and best practice.
* **A PSO will have completed the Basic and Foundation safeguarding learning pathways before attending this induction session** and the Leadership learning pathway before or soon afterwards.
* **The focus of the session** is to equip participants with an understanding of the role of the Parish Safeguarding Officer, induct and/or update them into key working practices and relationships.

**Preparation for the Session by Participants**

In order that you get the most from the session, it is important that you have read this workbook and completed the preparatory tasks as listed below. This will be key for you to be able to ask any questions or express any concerns you may have about the role during the session.

You are asked to complete the following tasks before attending your induction session:

1. Pre-reading:

* **Parish Safeguarding Handbook**

<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

* **PSO Check list**

Included at the end of this booklet

* **Safer environments**

<https://www.churchofengland.org/sites/default/files/2019-11/Safer%20Environment%20and%20Activities%20Oct19_0.pdf>

* **Code of Safer Working Practice**

<https://www.churchofengland.org/sites/default/files/2019-10/Code%20of%20Safer%20Working%20Practice.pdf>

* **The Church of England Policy & Practice Guidance** [https://www.churchofengland.org/safeguarding/policy-  
  and-practice-guidance](https://www.churchofengland.org/safeguarding/policy-and-practice-guidance)

1. Think about your journey to becoming a Parish Safeguarding Officer. What previous safeguarding experience do you have? How did you come to the role? What is your motivation for undertaking the role? What personal qualities do you bring? What ambitions do you have for the role going forward?
2. Read the case study below in preparation for discussion during the session:

**Case Study**

You have recently attended a PCC meeting to give a safeguarding update on the agenda and learned that several the PCC are very unhappy about the fact that they need to undertake safeguarding training. They say that it is ridiculous and that they simply will not do it. One lady (who is considered a stalwart of the church and commands a lot of respect) has just said “if she has to do any form of safeguarding training then she will simply leave her role and the church will die without volunteers“. The lady goes on to say to the other members of the PCC “I have been at this church for over 20 years and there have never been any safeguarding things happen !! And what is more, there are unlikely to be any safeguarding things happen because the only time we get children is Easter and Christmas”.

**How would you respond to these concerns raised by some PCC members and how would you address this?**

**Questions**

Please make a note of any specific questions you have that you will be hoping to find answer for in the session. At the end of the session, if they have not been answered there will be plenty of time to ask questions.

**Evaluation**

The history and experience of evaluation in “safeguarding training” – across all sectors, not just the Church - is that it tends to focus on the immediate self-reported capturing of people’s experience of the session itself. The limitation of this is that we just do not know if such learning experiences are having any impact – do people just “attend” a training event, tick that box, and carry on as before?

The learning pathway for supporting someone who is the respondent to a safeguarding allegation cannot in any way be a tick box exercise. You may be working with people who are shocked and distressed and who may be facing up to some problematic behaviour and therefore there needs to be real consideration given to why someone wants to take on this role.

The evaluation that really matters is whether the “learning experience” has affected someone’s beliefs, values and understanding at a deep level so that there is a change in the person’s behaviours. They now do things not because they must do something, but because they really want to exhibit those behaviours. This is called “second order” change – when people do things because there is an inner motivation.

So, if this “learning experience” has been effective, a participant will, in some respects, be a different person from the one that started the experience.

The purpose of the evaluation, then, is to try to find out if any difference has indeed been achieved.

At the beginning of this workbook, we set out the learning outcomes the programme is designed to deliver and they are repeated here. Participants will:

* **Understand** the role, responsibilities, and key working relationships of the Parish Safeguarding Officer, including the Local Authority, Diocesan Safeguarding Officer (DSO) and Parochial Church Council (PCC).
* **Identify** a variety of approaches to raising awareness and improving safeguarding practice.
* **Evaluate** safeguarding information reported by members of the church or community and determining an appropriate response.
* **Create** a development plan for safeguarding practice in their context.

**The Evaluation Task**

If this learning pathway has been successful, participants will be equipped with an understanding of the role of the Parish Safeguarding Officer and how to fulfill the role effectively. The evaluation task, therefore, is:

* **As soon as is possible**, participants are asked to identify three key actions they will undertake as a result of attending the course.
* **After four weeks of attending the session**, write/note a short reflection on the three key actions identified, considering the impact and/or further challenges and actions that have been revealed as a result. These should be emailed to [Training.safeguarding@bathwells.anglican.org](mailto:Training.safeguarding@bathwells.anglican.org) and upon receipt, a certificate of completion will be issued.

**Name:** ……………………………………………

**Parish/Benefice:** ………………………………………………………………………..

**Post-Course Evaluation Task**

Three key actions I commit to undertaking:

Action 1:

My reflection after 4 weeks:

Action 2:

My reflection after 4 weeks:

Action 3:

My reflection after 4 weeks:

After completing your reflections, please email to [Training.safeguarding@bathwells.anglican.org](mailto:Training.safeguarding@bathwells.anglican.org) and upon receipt, a certificate of completion will be issued.

[Model Parish Safeguarding Checklist](file:///S:\DepartmentShare\Safeguarding\Safeguarding\Learning%20and%20Development\Task%20and%20Finish%20Groups\PSO%20Training\Materials%20updated%20post%20pilot\PSO%20Induction%20Participant%20Workbook%20January%202021.docx#_Appendix_7:_Model)

At insert Parish name we recognise that the few who are determined to harm children or adults, deliberately seek out groups or organisations where they can meet children or other vulnerable people. The Church is particularly vulnerable to these people. Creating and maintaining a safeguarding culture will discourage them from becoming involved for the wrong reasons and make it difficult for them to harm or abuse children or adults if they do.

To assist with the creation of a safeguarding culture each PCC (or equivalent charitable body) must:

**Appoint:**

* At least one appropriately experienced designated Parish Safeguarding Officer (PSO) to work with the incumbent and PCC. This PSO should be a lay person. The PSO may also be the DBS administrator for church officers who work with children or vulnerable adults but if not, the PCC should appoint another individual. The PSO should be supported, trained, and given a copy of the parish safeguarding policy and procedures; (see separate Model PSP role description)

**Safer Recruit, Support and Train:**

* Ensure that all church officers who work with children, young people and/or vulnerable adults are:
  + recruited following the House of Bishops’ Safer Recruitment practice guidance.
  + aware of and work to House of Bishops’ safeguarding guidance (includes both policies and practice guidance).
  + attend diocesan safeguarding training at least every three years.
* Provide appropriate insurance to cover for all activities undertaken in the name of the PCC which involve children and vulnerable adults.

**Display:**

* A formal statement of adoption of the House of Bishops ‘Promoting a Safer Church; safeguarding policy statement’. This should be signed on behalf of the PCC.
* Contact details of the PSO, Churchwarden and any other local leaders.
* Contact details for the Diocesan Safeguarding Team – including phone, email, and website details.
* Information about where to get help with child and adult safeguarding issues, domestic abuse, and key helplines e.g., ChildLine (See separate ‘Model Safeguarding in parishes-who’s who’)
* Provide access to a hard copy Parish Safeguarding Handbook (see separate Handbook)
* Provide access to a hard copy of the Diocese Safeguarding Manual

**Respond:**

* Create an environment, which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly, and consistently.
* Have a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse in accordance with the relevant policy and practice guidance and in consultation with the Diocesan Safeguarding Adviser.
* Report all safeguarding concerns or allegations against church officers to the Diocesan Safeguarding Adviser.
* To ensure that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the Diocesan Safeguarding Adviser.
* Comply with all data protection legislation especially regarding storing information about the ‘church workforce’, including volunteers and any safeguarding records.
* Ensure that an “activity risk assessment” is completed and reviewed regularly for each activity, which is associated with either children or vulnerable adults, and run in the name of the Church.

**Review and Report Progress:**

* The PSO should regularly report on safeguarding in the parish. Safeguarding should be a standing agenda item at each PCC meeting. At the APCM the PCC should provide an annual report in relation to safeguarding. In the PCC’s annual report will be a statement which reports on progress and a statement as to whether or not the PCC has complied with the duty to have “due regard” to the House of Bishops’ guidance in relation to safeguarding.

**Other points to consider:**

**Are you working in an LEP?**

* If working within Local Ecumenical Partnerships (LEPs), agree which denomination or organisation’s safeguarding policy to follow, including where to seek advice in urgent situations in line with the practice guidance. This decision should be ratified both by the bishop and other appropriate church leaders in the partnership and shared with the DSA; in the event of a specific safeguarding concern, ensure that all the LEP partners are notified.

**Irrespective of this choice all abuse cases arising in Church of England settings must be notified to the Diocesan Safeguarding Team.**

**Hire out your church premises?**

* Any hire agreement with any person/body wishing to hire church premises must contain a provision whereby the person/body hiring the premises agrees to comply with the relevant safeguarding guidance issued by the House of Bishops and the diocese (see separate Model Safeguarding Provision that can be attached to any Hire of Church Premises Agreement).
* The hire agreement should also contain a provision whereby all those hiring church premises are required to ensure that children and vulnerable adults are always protected, relevant staff have had appropriate DBS checks and that all reasonable steps have been taken to prevent injury, illness, loss, or damage occurring.
* Ensure that all those hiring church premises carry full public liability insurance for this or are covered through the church insurance (for example hire for a children’s party).

**Do you have a clergy vacancy?**

* During an interregnum, the PCC must, working with the churchwardens, ensure that all information about safeguarding matters is securely stored before passing the information on to the new incumbent. The departing incumbent must give the safeguarding information to the Parish Safeguarding Officer who can pass the information on to the new incumbent when he/she takes up his new role.

**Support & Compliance**   
The measures identified in the list above will be checked during parish visitations and the documents referred to can be found on National website or Diocesan Website. If you have questions or need support to complete the steps on the checklist you can contact the DSA for further support and advice:

**Diocesan Safeguarding Contacts:**

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**Further information/resources and websites.**

**The CoE’s safeguarding policies and where to find them.**

* Parish Safeguarding Handbook. <https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>
* Safer Environment and Activities. <https://www.churchofengland.org/sites/default/files/2019-11/Safer%20Environment%20and%20Activities%20Oct19_0.pdf>
* Templates and further resources for Diocese and Cathedrals. <https://www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance/templates-resources>
* Responding to Safeguarding Concerns or Allegations that relate to Children, Young People and Vulnerable Adults practice guidance (2018)

<https://www.churchofengland.org/sites/default/files/2018-11/Responding%20to%20Safeguarding%20Concerns%20or%20Allegations%20that%20relate%20to%20Children%2C%20Young%20People%20and%20Vulnerable%20Adults.pdf>

* Responding to, assessing, and managing concerns or allegations against church officers practice guidance (2017)

<https://www.churchofengland.org/sites/default/files/2017-12/Responding%20PG%20V2.pdf>

* Responding well to domestic abuse practice guidance (2017)

<https://www.churchofengland.org/sites/default/files/2017-12/RespondingWellWeb.pdf>

* Responding well to those who have been sexually abused practice guidance (2011)

<https://www.churchofengland.org/sites/default/files/2017-11/Responding%20well%20to%20those%20who%20have%20been%20sexually%20abused%20%282011%29.pdf>

* For further policies and procedures please follow this link. <https://www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance>

**The SCIE overview report** (Please do look for your Diocese)

<https://www.churchofengland.org/sites/default/files/2019-04/SCIE%20Final%20overview%20report%20of%20the%20independent%20diocesan%20safeguarding%20audits%20and%20additional%20work%20on%20improving%20responses%20to%20survivors%20of%20abuse.pdf>

**Safeguarding: Helpful information/resources and websites**

|  |  |  |  |
| --- | --- | --- | --- |
| Parish Safeguarding Handbook |  | | A                 close up of a logo Description automatically generated |
| [Layout 1 (churchofengland.org)](https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf) | [Policy and practice guidance | The Church of England](https://www.churchofengland.org/safeguarding/policy-and-practice-guidance) | [Templates and resources | The Church of England](https://www.churchofengland.org/safeguarding/policy-and-practice-guidance/templates-and-resources) | [Safeguarding - Bath and Wells Diocese](https://www.bathandwells.org.uk/safeguarding) |
| **Parish Safeguarding Handbook** | **CofE Safeguarding Policies** | **CofE Templates and Resources** | **Bath & Wells Safeguarding Support** |

**SUPPORTING CHILDREN**

* **NSPCC** (national Society for the prevention of cruelty to children)for adults concerned about a child – **0808 800 5000** [www.nspcc.org.uk](http://www.nspcc.org.uk)
* **Childline** for children and young people – **0800 1111**
* **Stop It Now** (child safeguarding organization) helps prevent child sexual abuse – **0808 1000 900**
* **Barnardos** [www.barnardos.org.uk](http://www.barnardos.org.uk) (child protection charity)
* **CEOP** (child exploitation and online protection command) [www.ceop.police.uk](http://www.ceop.police.uk)

**SUPPORTING MEN AND WOMEN**

* **WomensAid** (Female domestic abuse charity) [www.womensaid.org.uk](http://www.womensaid.org.uk)
* **ManKind Initiative** (Male domestic abuse charity) - 01823 334244 [www.mankind.org.uk](http://www.mankind.org.uk)
* **Men’s Advice Line**: **0808 801 0327**  [www.mankkind.org.uk](http://www.mankkind.org.uk)
* **24-hour National Domestic Violence** helpline – **0808 2000 247** [www.nationaldahelpline.org.uk](http://www.nationaldahelpline.org.uk)
* **NAPAC** (National Association for People Abused in Childhood) offers support and advice to adult survivors of childhood abuse – **0808 801 0331** [www.napac.org.uk](http://www.napac.org.uk)
* **Restored** (Christian domestic abuse charity for women) [www.restoredrelationships.org](http://www.restoredrelationships.org)
* **Clewer Initiative** (supporting victims of modern slavery) [www.theclewerinitiative.org](http://www.theclewerinitiative.org)
* **Reporting modern slavery** – helpline **0800 0121 700** [www.modernslavery.co.uk](http://www.modernslavery.co.uk)
* **Suzy Lamplugh Trust** - a national helpline **0808 802 0300** providing advice for victims who have been affected by harassment or stalking <https://www.suzylamplugh.org/>

**SUPPORTING SURVIVORS OF SEXUAL ABUSE**

* **The Survivors Trust** – **0808 801 0818** (Mon-Wed 10-7.30pm, Thu 10-6pm, Fri 10-2pm) <http://thesurvivorstrust.org>
* **Safeline** – support for those affected by or at risk of sexual violence **01926 402498** <https://safeline.org.uk>
* **SupportLine** – support for those who are isolated, at risk, vulnerable and victims of any form of abuse, helpline **01708 765200** [www.supportline.org.uk](http://www.supportline.org.uk)
* **Victim Support** – for those suffering from childhood abuse, **0808 168 9111; (Avon & Somerset 0300 303 1972** Lines open 9.30am-5.30pm Mon, Wed and Fri, and 11am-7pm on Tue and Thu) [www.victimsupport.org.uk/crime-info/types-crime/childhood-abuse](http://www.victimsupport.org.uk/crime-info/types-crime/childhood-abuse)
* **National Rape Crisis Helpline**:**0808 802 9999** (every day 12-2.30pm and 7-9.30pm)
* **MACSAS** (Minister and Clergy Sexual Abuse Survivors) for people who have been abused by church officers – **0808 801 0340** [www.macsas.org.uk](http://www.macsas.org.uk)
* **Safe Spaces** – supporting survivors of church related sexual violence - **0300 303 1056**

[Safe Spaces - Victim Support](https://www.victimsupport.org.uk/more-us/why-choose-us/specialist-services/safe-spaces/#:~:text=Safe%20Spaces%20provides%20a%20confidential%2C%20personal%20and%20safe,new%20service%20provider%20in%20place%20from%20early%202023.) Live chat: [Live chat - Victim Support](https://www.victimsupport.org.uk/help-and-support/get-help/support-near-you/live-chat/) **(Mon, Tue, Wed, Fri, Sat: 10am-6pm** and **Thu: 12pm-8pm)**

**SUPPORTING THE ELDERLY**

* **Hourglass** (Action on Elder Abuse) helpline – **0808 808 8141** [www.elderabuse.org.uk](http://www.elderabuse.org.uk)
* **AgeUK** helpline 0800 678 1602 (8am-7pm daily) [www.ageuk.org.uk](http://www.ageuk.org.uk)

**OTHER SUPPORT**

* **Action Fraud** – 0300 123 2040 [www.actionfraud.police.uk/contact-us](http://www.actionfraud.police.uk/contact-us)
* **Cruse** bereavement helpline – **0808 808 1677**
* **Family Lives** provides support and advice on family issues – **0808 800 222**
* **SCIE** (Social Care Institute for Excellence) safeguarding adults at risk of abuse or neglect [**www.scie.org.uk**](http://www.scie.org.uk)
* **Carers Trust -** search with postcode to find local support services. NHS Carers Direct helpline **0300 123 1053**  <https://carers.org>
* **NACR** (National Association for Christian Recovery including spiritual abuse) [Spiritual Abuse (nacr.org)](https://www.nacr.org/nacr-institute/pastoral-care-and-abuse/spiritual-abuse)
* **GALOP - LGBT+ Domestic Abuse Helpline**: **0800 999 5428** <https://galop.org.uk>
* **Samaritans** - for people struggling to cope and needing someone to talk to – **116 123** (24 hours)<https://www.samaritans.org>
* **Mind** - (Somerset Mind line) **0800 138 1692** (freephone) **01823 276892** <https://www.mind.org.uk/information-support/local-minds/>
* **Rethink Mental Illness** - search with postcode to find local space for people suffering mental illness to talk about their experience and get peer support <https://www.rethink.org/help-in-your-area/groups-in-your-area/>
* **Mental Health Matters** - support services including helplines, therapy, advocacy and crisis support <https://www.mhm.org.uk/Pages/Category/find-a-service?Take=24>
* Text "**SHOUT**" to [85258](sms:85258) for free from all major UK mobile networks. You'll then be connected to a volunteer for an anonymous conversation by text message.

**URGENT SUPPORT**

For crisis Domestic Abuse situation

* **Call 999**
* If children are at risk, contact:
* Somerset Children’s Social Care on **0300 123 2224 or** [childrens@somerset.gov.uk](mailto:childrens@somerset.gov.uk) **OR**
* Bath & NE Somerset Council on **01225 396111** (weekdays); 01454 615165 (out of hours)

<https://bcssp.bathnes.gov.uk/form/report-a-concern>

For crisis Mental Health situation

* **Call 999**
* Go straight to [A&E](https://uat-admin.mind.org.uk/information-support/guides-to-support-and-services/crisis-services/accident-emergency-a-e/)
* Urgent mental health support <https://www.nhs.uk/mental-health/>

1. A ‘Church officer’ is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid. [↑](#footnote-ref-1)
2. For the purpose of Church policy and guidance the definition of ‘vulnerable adult’ is contained in the Safeguarding and Clergy Discipline Measure 2016, which definesa ‘vulnerable adult’ as ‘a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired’. Please note that the Care and Support Statutory Guidance issued under the Care Act 2014 (14.2) by the Department of Health uses the term ‘adults experiencing, or at risk of abuse or neglect’ to assess eligibility to statutory social care services. [↑](#footnote-ref-2)