

Safeguarding Policy

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General Info

Policy Statement and Principles

St Nicholas Cole Abbey Centre for Workplace Ministry Limited (the 'SNCA') is a company limited by guarantee with company number 07780681 and a registered charity with charity number 1147429.

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

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

Overview of safeguarding responsibilities

(1) The Directors of the SNCA have overall responsibility for safeguarding within all the various ministries undertaken under the SNCA umbrella. This policy is maintained, reviewed, and sanctioned by the Trustees.

(2) The Church Safeguarding Committee is a source of advice and guidance on safeguarding issues. They will advise the Directors on any matters relating to safeguarding, make recommendations for changes in policy and procedure, and hold Chris Fishlock accountable for policy implementation.

(3) The CSO is the individual member of the Church Safeguarding Committee given responsibility for Safeguarding within the SNCA and all its various ministries.

The CSO will also be included in decisions about whether to permit someone to be involved in ministry with children where their DBS check is blemished or information is provided about them under the DBS scheme.

The CSO is held accountable to his or her safeguarding role by the SNCA Directors.

(4) The ministry leaders are responsible for safeguarding on a day to day basis. This includes:

- ensuring all caregivers within their area are recruited in accordance with this safeguarding policy and,
- acting as safeguarding officer for any disclosures of abuse within the ministry.

The ministry leaders are held accountable to their safeguarding role by the SNCA Directors.

Chris Fishlock is the ministry leader for all the SNCA's ministries, apart from the London Bridge Talks.

Tom Wright is the ministry leader for the London Bridge Talks.

(5) The Children's Champion raises the profile of children within the church and on the Board of Directors.

(6) 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 the person 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.
- They must then read any additional information from **Section B** of that policy that is relevant to the area of ministry they are serving in.
- A list of key contact details can be found on the last two pages of each policy.

The SNCA's ministries

Ministry with provision for children and young people

The only ministry undertaken under the SNCA umbrella that makes formal provision for children and young people is **St Nick's Church** (*including crèche, Sunday school, youth, weekends away, occasional seminars*).

This ministry must comply with the SNCA Safeguarding policies in their entirety.

Ministries with no provision for children and young people

The remaining ministries undertaken under the SNCA umbrella do not make formal provision for children and young people. The parts of the SNCA Safeguarding policies relating to children and youth are not relevant to these ministries.

These ministries are: **City Partnership Groups** (Tuesday morning); **London Bridge Talks** (Tuesday lunchtime); **Fleet Street Talks (Wednesday lunchtime)**; **Small Groups** (Wednesday evening); **St Nick's Talks** (Thursday lunchtime); **occasional events** e.g. Christianity Explored, evangelism training, evening drinks, guest events.

Vulnerable adults – all ministries

None of the ministry areas make formal provision for **vulnerable adults**. However, the vulnerable adults policy outlines considerations relevant to all ministries where vulnerable adults may be in attendance (which is all ministries). This supplement must be read by anyone providing formal care for vulnerable adults. For the purposes of this document, we have opted to use the term 'vulnerable adult' in place of 'adult at risk' due to this being a more familiar term.

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 policy) for vulnerable adults must 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 Co-ordinator, young people who are aged 14+ can assist with children's work. Such volunteers contribute towards the number of children not the number of adults when it comes to required ratios.

2. Assessment

- All caregivers must have a face to face conversation with the ministry leader or Children's Co-ordinator, 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.
- 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 of having read the relevant policy.
- All caregivers must complete 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 when** 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
 - Any additional notes pertaining to the above

5. Training

- All volunteers are encouraged to complete the online Church of England safeguarding training upon recruitment, and additional training is then provided for Sunday School and Youth helpers, and we are working towards implementing regular safeguarding training more widely.

Contact Names and Details

Safeguarding Committee

Edward Crossley (Chair)
Church Safeguarding Officer
safeguarding@snca.co.uk

Mikey Williams
Assistant Minister
mikey@snca.co.uk

SNCA Staff

Chris Fishlock (Ministry Leader for all Ministries save London Bridge Talks)
Minister in Charge
chris@snca.co.uk

Alyssa Williams
Women's Minister
alyssa@snca.co.uk

Tom Wright (Ministry Leader for London Bridge Talks)
Assistant Minister
tom.wright@snca.co.uk

Mikey Williams
Assistant Minister
mikey@snca.co.uk

Tom Barnardo
Assistant Minister
tom.barnardo@snca.co.uk

Suzie Normanton
Church Manager
office@snca.co.uk

National Contacts

Thirtyone:Eight
Helpline: 0303 003 11 11
<https://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