



## Safeguarding responsibilities

Safeguarding is a shared responsibility. Within the Diocese of London, with safeguarding responsibilities being held by the Diocese, in the Episcopal Areas and by Parochial Church Councils (PCCs).

*Please see section 1 of the policy for full details.*

The PCC's responsibilities are to:

- formally adopt and implement the Diocesan joint policy 'Safeguarding in the Diocese of London' and the associated procedures provided by the Diocese. PCC's are strongly advised not to amend the suggested PCC Safeguarding Policy Statement provided;
- appoint at least one Church Safeguarding Officer to work with the parish priest and the PCC to implement the policy and procedures;
- appoint a person, who should be different from the Church Safeguarding Officer, to be a Children's Champion;
- display in church premises where children's activities take place, the contact details of the Church Safeguarding Officer and other relevant numbers;
- ensure that all those authorised to work with children are appropriately recruited, trained and supported;
- ensure that there is appropriate insurance cover for all activities which involve children undertaken in the name of the parish;
- ensure all those hiring church premises undertake to fulfil their safeguarding responsibilities;
- review the implementation in the parish of the safeguarding policy, procedures and good practice, at least annually;
- where working within Local Ecumenical Partnerships (LEPs), please see the full policy.

## Diocesan Safeguarding Team

The Diocesan Safeguarding Team (DST) co-ordinates the management of all areas of safeguarding throughout the Diocese and consists of:

- » The Archdeacon of Charing Cross
- » Colette Black  
Director of Human Resources
- » Sam Donoghue  
Head of Children & Youth Ministry
- » Sheryl Kent  
Diocesan Safeguarding Adviser

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

Telephone: 0207 932 1224

CCPAS 24 hour helpline:  
0845 120 4550

**Please don't hesitate to contact us if you have any queries regarding safeguarding.**



[www.london.anglican.org](http://www.london.anglican.org)

# — DIOCESE OF — LONDON

## SAFEGUARDING IN THE DIOCESE OF LONDON

2015 | KEY POINTS



Further safeguarding information can be found on our website:  
[www.london.anglican.org/support/safeguarding](http://www.london.anglican.org/support/safeguarding)

*This information is no way intended to replace the full safeguarding policy which must be referred to for further detail.*



## Guiding principles

The principles below will guide all elements of safeguarding within the diocese:

- Pastoral care which is respectful and informed.
- Timely safeguarding action—advice to be sought/ action to be taken within 24 hours.
- The involvement of others on a need to know basis only.
- The early identification and management of actual or potential risks.
- The discharging of duties to the highest level of Christian behaviour.
- The active commitment of all in promoting and keeping our community safe.

(See policy p6)

## Code of safer working practice

- Treat all children, young people and adults with respect and dignity, keeping your own language, attitude and body language respectful.
- Actively communicate with children, young people and vulnerable adults and involve them in planning and running activities where possible.
- Avoid being alone with a child, there should always be two properly recruited adults with each group of children.
- Develop a culture where workers, children and vulnerable adults feel comfortable to point out inappropriate attitudes and behaviour in each other.
- Make it plain who someone can speak to about a personal concern, and be proactive in addressing concerns and allegations.

Never use illicit drugs, abuse prescription medication or alcohol when responsible for a child or vulnerable.

- Keep physical contact specific to the needs of the activity and always seek permission first.
- Obtain consent for any photographs/videos to be taken, shown or displayed.
- Never use rough play, sexually provocative words and games or any forms of physical punishment.
- Never scapegoat, ridicule or reject a child, group or adult or allow others to do so.
- Avoid showing favouritism to any one child, adult or group or doing anything to reinforce their possible infatuations towards you.
- Never give lifts to children or young people on their own or on your own or allow unknown adults' access to children.
- Never share sleeping accommodation with children or invite them to your home alone.
- Always operate within the Diocesan principles, procedures and guidelines, clarifying these when unsure.

(See policy p7)

## Safeguarding concerns?

Concerns about a child/young person or vulnerable adult may present themselves in a number of ways. The steps on page 3 will guide the response in specific situations. The core actions that should always be taken are:

- Take any emergency action needed to alleviate any immediate risk to life or limb.
- Make a brief factual note of what you have seen, heard or become concerned about.
- Discuss your concerns with your Church Safeguarding Officer.
- Listen, don't ask any leading questions and treat all information confidentially.
- Ensure safeguarding action is taken (in the case of an adult, supporting them to make a referral if they have the capacity to do so).
- Ensure that the safety/feelings of the child/vulnerable adult are considered throughout the process.

## Steps to take when you have a concern

These steps are taken from the 'Diocesan Flow Diagram' which is available at: [www.london.anglican.org/support/safeguarding](http://www.london.anglican.org/support/safeguarding) and in our policy (p8).

### If the child/adult is not at immediate risk:

- » Inform the parish priest and Church Safeguarding Officer who can seek advice from the Diocesan Safeguarding Adviser.

### Record the concern within 24 hours.

- » Who, what, when, where, why, how?
- » File it securely in the parish and send a copy of the report to the Diocesan Safeguarding Adviser.

### If the child/adult is at immediate risk of harm:

- » Contact the emergency services.

If the concern relates to a member of the clergy's actions, you should contact your Church Safeguarding Officer who must seek immediate advice from the DST who will be able to advise on the next steps.

