



Trinity Churches Safeguarding Policy

January 2024

The Parochial Church Council (PCC) reserves the right to review this policy as appropriate.

**Trinity Churches Parish Safeguarding Officers
(as appointed by PCC on 15th January 2024):**

Name: James Boak
Name: Rachel Woods

**Administrative support and DBS verifier
Shannon Commins**

Tel: 01743 362399 or Email: safeguarding@trinitychurches.org

**Safeguarding is God's agenda and everyone's responsibility.
At the heart of this is the fundamental expectation that
every child, young person and adult has the right
to be safe when engaging with God's church.**

Safeguarding Mission Statement

Every person has a value and dignity which comes directly from the creation of humanity in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

Therefore we are committed to:

- The care, nurture of, and respectful pastoral ministry with all vulnerable people
- The safeguarding and protection of all children and vulnerable adults
- The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.

We will carefully select and train all those with any responsibility within the Church, in line with safer recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.

We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, co-operating with all relevant agencies

We will seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust.

We will seek to offer pastoral care and support (including supervision and referral to the proper authorities), to any member of our church community known to have offended against a child, young person or vulnerable adult.

In all these principles we will follow legislation, guidance and recognised good practice.

Adapted from "Policy for Safeguarding Children (Page 7) and "Promoting a Safe Church: Policy for safeguarding adults in the Church of England (Page 15)

Statement of Good Practice

1. We recognise that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.

- We recognise that a position of power in relation to another creates a risk of vulnerability. As a consequence we strive to ensure that we consider power when working and leading with people.
- We recognise that children by virtue of legal status and dependency on adults for their emotional and physical needs will always be vulnerable and at a disadvantage. We commit to considering this in our children's activities – undertaking supervision of staff working with them and risk assessing activities and groups as a check and balance in our work.
- We understand that illness, disability, race, mental health and other issues can put adults in a position of vulnerability. We accept that these can be long term (ongoing), or temporary. We commit to considering this in our adult activities and events – undertaking supervision of staff and risk assessing activities and groups as a check and balance in our work.
- We commit to transparency in our actions and accountability for our work.

2. As members of this parish we commit ourselves to respectful pastoral care for all adults and children to whom we minister.

- We will consider issues relating to spiritual care in prayer activity, ensuring that members of our prayer team consider power, control and spiritual abuse issues in their ministry through attending training.
- We will ensure that leaders of our Children and Youth Work and Small Groups as well as other ministries that involve working with vulnerable persons have appropriate enhanced Disclosure and Barring Service (DBS) checks.
- We will ensure that those who care for people in our parish attend appropriate safeguarding training.
- We commit to discuss safeguarding and support to of safeguarding as a standing PCC agenda item

3. We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.

At present this is applicable to the following groups, although the list is not exhaustive and may be added to in the future as appropriate:

- Our regular areas of ministry with children, youth and young adults
- Home Communion, whether in a residential setting or one-to-one
- The Windfall Project
- Those who belong to small groups, Alpha, and other midweek gatherings
- Those taking part in our online presence on Sundays or midweek
- Trinity Table
- Holiday at Home
- Trinity Tots, First Steps and Little Buds Toddler church
- Staff, volunteers and customers at Café Connect and Cloisters Café
- Those who use the Trinity Centre and church, including Causeway
- Those overseeing bellringing, eg tower captain

4. We commit ourselves to promoting safe practice by those in positions of trust.

- We commit to discuss safeguarding and support to of safeguarding as a standing PCC agenda item
- We will ensure that those in positions of trust (such as wardens), and those with remits or leadership of groups involving children and vulnerable adults have appropriate enhanced DBS

checks and that these are updated every three years, as well as up-to-date training has been accessed and engaged with.

- We will engage with appropriate safeguarding training and seek to develop relationships with other agencies and the Diocese on safeguarding matters concerning children and vulnerable adults.
- Safeguarding including revision of policy will be a regular PCC agenda item and agree that whilst we have named Parish Safeguarding Co-ordinators we will accept collective ownership for this important issue. (See para 10)
- We will be transparent, open and not have secrets.

5. The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.

- We will consider the impact of power, disadvantage, inclusion, disability, age, sexuality/gender identity and race on how we provide and plan for our ministry.
- We will actively (but appropriately) challenge each other in our work in order to ensure we consider a wide range of perspectives and views – ensuring that we do not oppressively impose our own values or views to another's detriment.
- Where a person struggles with an activity due to disadvantage, disability or illness we will do all that we can to assist them so they can participate and contribute as a full part of the church.

6. It is the responsibility of each of us to prevent the physical, emotional, sexual, financial, psychological, cultural, social, intellectual and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect.

- We will not collude, keep secrets or make decisions when we have suspicion of abuse. We will seek through discussion the views of others and ensure through use of external agencies and the Diocese Safeguarding Service that we engage and welcome external perspectives in order to promote a healthy accountable culture.
- We will report without being bias to our personal view. We will report and not investigate.
- We will record concerns factually in Diocesan suggested formats (as per Recording with Care Policy (2017))
- We will not take chances with the welfare of children or vulnerable adults.
- We are open to scrutiny and encourage this in others.
- We have zero tolerance to abuse and put the welfare of children and vulnerable adults first.
- We will keep a log book in a secure place to share concerns, however small, about children and vulnerable adults.
- We take seriously training and activities relating to the safeguarding of children and vulnerable adults and seek to engrain this in our congregational culture.

7. We undertake to exercise proper care to ensure safe use of social media and mobile phones following the Lichfield Diocese Policy. The PCC will ensure there is a named person to whom all workers are accountable

- We will ensure transparency on social media accounts with clear boundaries to keep personal social media accounts distinct from church roles and responsibilities
- Church groups will use clearly labelled forums to facilitate communication and key people will have login and password details for full access at any time to monitor activity. Secret groups will not be permitted at any time or in any circumstance.
- Written consent must be obtained from parents/carers before using any form of communication with young people and children.
- Being online is an extension of church life and the expectations of those using social media will be high in all areas demonstrating Christian attitudes and values at all times.
- Images and videos must not be posted online unless written permission has been given from all those identifiable in the photograph or video or the parents/carers of children if appropriate.

8. We undertake to exercise proper care in the appointment and selection of those who will work with and are committed to, supporting, resourcing, training, and regularly reviewing those who undertake work amongst people who may be vulnerable.

- We will practice safer recruitment by ensuring that those in positions of trust (such as wardens), and those with remits or leadership of groups involving children and vulnerable adults, have appropriate enhanced DBS checks and that these are updated every three years, as well as up-to-date training has been accessed and engaged with.
- Our incumbent undertakes to ensure that to the best of his or her knowledge all PCC members, wardens and ministry leaders are of good standing.
- The PCC undertakes to appoint and upskill a dedicated Parish Safeguarding Co-ordinator.
- The Parish Safeguarding Co-ordinator undertakes to maintain a relationship with Diocesan Safeguarding team and ensure that this policy is followed.

9. The parish adopts the guidelines of the Church of England and the Diocese.

- The Parish will report and record in line with Diocese policies and comply with local guidance for implementing national policies as defined in Diocese policies. These include the *Diocese Safeguarding Policy (2017)*, *Recording With Care Policy*, *Social Media Policy* and *Safer Recruitment and Training Policy*.

10. Each person who works with vulnerable people will agree to abide by these recommendations and the guidelines established by this church.

- Those working with vulnerable adults or children will sign a declaration annually to state that they have read and agree to abide by the points outlined in this policy.

11. This church appoints Rachel Woods and James Boak to represent the concerns and views of children and vulnerable people at our meetings and to outside bodies as Parish Safeguarding Co-ordinators.

Incumbent: _____ Revd Phil Cansdale

Associate Vicar: _____ Revd Fiona Iddon

Churchwarden: _____ Jenny Surl

Churchwarden: _____ Anne Hasnip

Churchwarden: _____ Erica Staples

Parish Safeguarding Co-ordinator: _____ Rachel Woods

Parish Safeguarding Co-ordinator: _____ James Boak

This statement was adopted by Holy Trinity Church, Meole Brace at a Parochial Church Council meeting held on 17th July 2023

This Parish Policy is based upon guidance from National Church Policy. This policy will be reviewed each year to monitor the progress which has been achieved. Date of next review: **July 2024**

<u>Date of Revision</u>	<u>Core Areas of update</u>
July 2022	Safeguarding mission statement updated to reflect current core principles Appendix "DBS Processes" – new, in line with updated national policy Appendix Two "Training opportunities" – new, in line with updated national policy Appendix Four – "Livestreaming and keeping safe online" – new, in line with updated national policy Appendix Five – new, in line with changed personnel overseeing safeguarding
July 2023	Appendix order changed. "Definitions of abuse" form Appendix one.
October 2023	Church Warden's Updated
January 2024	Andrew Prichard stepped down as PSO. James Boak appointed as PSO.

APPENDIX ONE: Definitions of Abuse

Abuse has many forms, this is not a definitive list of all types of abuse nor should it be taken as a legal framework document. Children and vulnerable adults may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger, for example via the internet. They may be abused by another adult or adults, or another child or children.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to another. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in, a child. Any injuries not consistent with the explanation given which occur to the body sometimes in places which are not normally exposed to falls, etc or injuries which have not received medical attention.

Neglect is the persistent failure to meet a basic physical and/or psychological need, likely to result in the serious impairment of health or development.

Emotional Abuse is the persistent emotional maltreatment such as to cause severe and persistent adverse effects on their emotions. It may involve conveying that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

Spiritual Abuse. Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves.

Domestic Abuse. The cross-government definition of domestic violence and abuse is:

“any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to psychological, physical, sexual, financial, or emotional abuse” (www.gov.uk updated 31 May 2018)

Domestic abuse includes acts perpetrated by extended family members as well as intimate partners. Acts such as forced marriage and other so-called ‘honour crimes’, which can include abduction and homicide, now come under the definition of domestic abuse.

Sexual Exploitation. The sexual exploitation of children or vulnerable adults is described in the government guidance document as "involving exploitative situations, contexts and relationships where vulnerable people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of their performing, and/or another or others performing on them, sexual activities.

Sexual abuse. Sexual Abuse involves forcing or enticing a person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the person is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

Financial Abuse. Economic abuse is a form of abuse when one intimate partner has control over the other partner’s access to economic resources, which diminishes the others capacity to support him/herself and forces them to depend on the other financially. Financial abuse applies to both elder abuse and domestic abuse.

Psychological Abuse. This type of abuse may also be referred to as mental abuse or psychological violence. This is a form of abuse characterised by a person subjecting, or exposing, another person to behaviour that may result in psychological trauma including anxiety, chronic depression or post-traumatic stress disorder.

Cultural abuse. This form of abuse is linked to spiritual abuse. It is the means by which another can exercise dominance, control or coercion over a person who is especially vulnerable due to their spirituality or cultural identity. Examples of cultural abuse - forcing someone to participate in practises that are not their own; or manipulating readings and practises to justify abuse (i.e. FGM); or denouncing prayers as having no purpose or value.

Intellectual Abuse. This form of abuse includes disrespecting others learning styles, way of thinking or intellectual interests. This can involve ridiculing a child's carefully thought out ideas or devaluing a person's opinions. Calling a child 'stupid' or 'slow' is a form of intellectual abuse. This form of abuse can be so common place that it is often overlooked.

Social Abuse. Social abuse is preventing a person from having contact with relatives, friends, service providers and other people or restricting the persons contact with those outside of their relationship.

Social Media & Technology Abuse . (Also referred to as Digital Abuse) is defined by the National Domestic Violence Hotline as the use of technologies such as texting and social networking to bully, harass, stalk or intimidate a partner/another. Often this behaviour is a form of verbal and emotional abuse perpetrated online.

APPENDIX TWO. DBS PROCESSES AND SAFER RECRUITMENT

National legislation sets down the need for organisations working with children and adults who may be at risk of abuse (or made vulnerable by circumstance) to perform checks with the Disclosure and Barring service. (DBS) The circumstances relating to who must be checked are outlined and codified and a local Diocesan level interpretation applied.

- The DBS system replaces older and separate barring lists and criminal record Bureau checks. When applying for an enhanced DBS check with regulated activity a person will be checked against national barring lists that prohibit a person from working with a particular group (following previous disciplinary action or incident). In addition the process will check an individual for criminal conviction against assorted national databases. The offence will be considered against the risk to children and adults (ie- a historic caution at the age of 16 for shop lifting need not exclude a person from working with children later in life).
- If employed in a position where you will be working with vulnerable adults or children you will be required to undertake an enhanced DBS check. This is regardless of your position being full or part time, permanent or sessional. If you come into contact in a leadership role with adults who are vulnerable (for example the sick, those with dementia), or children, you will require an enhanced DBS check as you will be undertaking regulated activity.
- If you serve in a leadership role on a PCC or have a PCC post with portfolio for children and vulnerable adults – you will be required to undertake an enhanced DBS check.
- DBS checks are undertaken against a particular group of vulnerabilities. If working only with Children or young persons you will not need a check against working with adults. If working only with Adults you will not need a check for working with children. If you are in a role where you will work in an eligible role that brings you into contact with children and adults you will need to be checked against both. When applying you will need to indicate how this applies to you based upon your circumstances and role.
- You may be in receipt of a DBS check from another organisation – for example if you are a teacher you will likely have had one from your employer. However as a general rule **these are not transferable** and if undertaking an eligible role within the church you will require a check be undertaken via the church.
- Under some circumstances you may have a transferable DBS check if you have paid for this addition as a result of professional need (for example an agency teacher or carer who moves between different schools and employers), this is undertaken through the DBS Update Service. Under such circumstances this may be accepted by the church – but only if the checks relate to the correct vulnerability grouping (see 4.4).

Who will require a DBS check?

Readers of this policy should be aware of the concept of 'regulated activity'; Meaning that if an activity (for example a Sunday school or transporting adults in cars or mini busses), comes under legislation requiring statutory regulations that legally govern how an activity is undertaken – you will require a check. As an overriding rationale, if an activity falls into this category then a DBS check will always be required.

Examples would include (but are not limited to):

- Personal care with adults or children

- Shopping, social support in the community
- Assistance with tasks around house
- Regulated activities (such as learning – for example Sunday school leaders)
- If an activity involves offering advice or guidance
- Assisting a person with needs or nutrition or hydration
- Moderation of an online group or activity involving children, young persons or a vulnerable adult group (for example those with dementia).
- Any transportation of a vulnerable person involving a motor vehicle.

This is not exhaustive and should be considered in relation to the above and below sections of this policy and if need be in discussion with the Diocese.

- Anyone sanctioned by the church to undertake a ministry (ordained or licenced reader or other variant), will require a DBS check. This includes youth ministry, PTO's and other forms of work involving the leadership or lone working with vulnerable adults and children.
- Licenced ministers, readers and those with Permission to Officiate (PTO's), must maintain current DBS certificates. Failure to do so will invalidate them from practice until this is rectified. Deaneries and the Bishops office where licences or PTO's are issued from need to be informed when renewing DBS certificates.
- You will need a DBS check if working in a leadership or unsupervised role with children, young persons or adults with vulnerabilities. You may be in a role where you are working under supervision with these groups – under such circumstances you may not require checks and this will be determined by your safeguarding officer, minister in consultation with the Diocese DBS administrator.

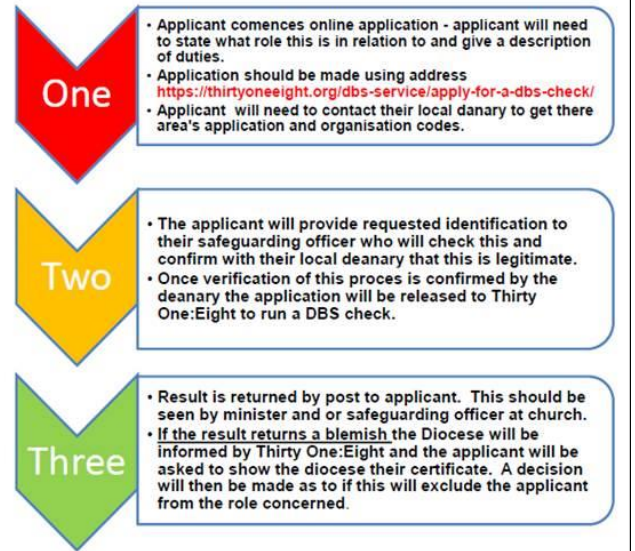
Of particular note within this policy are:

- **Home Communion**; the advice currently provided to the Diocese from national church is that as an activity in itself, home communion does not require the completion of a DBS check. This said if a person undertaking home Communion is also assisting with shopping, giving advice, making drinks, sandwiches or providing some other care related act or assistance – this will require the checking of said person under rules of regulated activity. In such cases this needs to be detailed on the DBS application and the job title of the person concerned needs to reflect these additional tasks. Thirty One:Eight who undertake checks on behalf of the church request that a person delivering home communion involved in such tasks should be given the position title of 'Pastoral Visitor' or 'Pastoral Worker' on application for DBS checks, to reflect additional tasks and roles undertaken.
- **PCC membership**: It is now a requirement for any trustee of a registered charity to undertake an enhanced DBS check. From 2022 all serving PCC members will be required to undertake a DBS check, and these will now last for three years as opposed to five years. Although not related to the safeguarding of adults and children it should also be noted that convictions for fraud and theft will exclude a person under church rules from serving on a PCC. In addition, any convictions under Schedule One of the Children's Act 1933 (and subsequent amendments), will likely exclude an individual from service. Individual churches and congregations should consider this factor when appointing PCC members. The incumbent and PCC leadership should ensure that it is happy those who serve are of 'good character', in line with canon law.
- **Persons serving as Churchwardens**; Due to the nature of this role and its responsibilities all persons serving as Churchwardens or assistant wardens will require DBS checks.

Local DBS arrangements and processes for Diocese of Lichfield.

The diocese has contracted responsibility for DBS checks out to the **Thirty One:Eight who operates an electronic application service for use by the Diocese.** As such the process is now undertaken online. As a result the Diocese is no longer able to undertake paper applications for DBS checks.

- Parishioners who do not have access to the internet at home should speak to their church based safeguarding officer or minister in order to arrange access to a computer via your parish offices.
- The Diocese offers assistance with DBS checks via a DBS administrator who can be contacted at St Mary's House on 01543 306223.
- The Diocese DBS administrator who has access to the appropriate computer database can track and advise on applications throughout the process and will ensure that the Diocese Safeguarding advisors are aware of any applications returning blemish.
- If a blemish is returned under a DBS check, the impact will depend upon the nature of the conviction. For example whilst a conviction for shop lifting many years ago may not result in a person being prevented from undertaking a specific role with children or adults, it is likely that an offence relating to mistreatment or abuse of a child or adults will negate the applicant from working with these groups.
- Any blemished certificate is required to be submitted to a Diocesan Safeguarding Adviser for risk assessment before the applicant undertakes any duties relating to the role applied for.



APPENDIX THREE. TRAINING OPPORTUNITIES

Training in relation to safeguarding has now been centralised across the Church of England (since 2017). As a consequence the training that must be completed, the level of training that must be undertaken and who must undertake it, are now the same across all diocesan areas.

Training is delivered according to Church of England national policy and guidance. The training is compulsory and is delivered via online modules or face to face training using zoom. Candidates are asked to respect that our trainers are delivering national church materials and that in so doing they are complying with national guidance's. Hence any concerns of candidates in relation to the material, its delivery or its status as a requirement for a candidate's role should not be addressed to our trainers but rather addressed to national church authorities. Inevitably any attempt to discuss candidate views and concerns in relation to these issues with trainers during training will delay the delivery of material required and extend the length of the training session for all in attendance.

Our trainers are volunteers or staff to give up time outside their normative working pattern. As such we rely upon their good will and commitment in undertaking this role. As a consequence we must request that all those attending training commit to maintain a polite and respectful attitude to fellow candidates and trainers at all times.

It should be noted that some of the material covered may be distressing to some people. Should this be the case please make our trainers aware and we will facilitate a discussion privately away from the training.

- **Safeguarding training provided by a candidates employer or other voluntary/charitable organisation is not accepted by the church** - all persons working with vulnerable adults or children must complete the relevant church training modules relating to their role
- **Training undertaken within the Church prior to January 2017 will not meet new national church training requirements** and you will need to complete the new relevant training.

Training is broken down across specific modules.

Course	Medium	Who for?	Duration?	Description
Basic Awareness Module	Online E-Learning	All Church Officers. Anyone going on to complete any other safeguarding learning modules	1.5hrs online, at own pace and at convenient time	<ul style="list-style-type: none"> • Connect the core principles and practices of safeguarding to the Christian faith. • Recognise issues of power and abuse as they present themselves in a range of contexts, including the Church. • Identify the barriers (emotional, psychological & theological) that can prevent the promotion of healthy Church communities. • Apply a clear process in the handling of concerns / safeguarding information whilst recognising the boundaries of their own role.
Foundations Module	Candidates need to have undertaken Basic Awareness Module	Anyone holding the Bishop's licence, commission, authorisation, or permission (clergy, PtO, Readers, LLMs). <ul style="list-style-type: none"> • Anyone in a role which involves work with children, young people, or vulnerable adults. • Churchwardens. • Anyone going on to complete any other safeguarding learning pathway. 	Approx. 1.5 hours online eLearning module which can be taken at own pace and at a convenient time.	<ul style="list-style-type: none"> • Connect an understanding of good safeguarding practice to their own role and responsibilities. • Recognise commonalities and differences arising from the age or circumstances of those affected, and how this informs appropriate action. • Identify wider support, accountability, and governance arrangements relevant for safeguarding in their context. • Analyse and respond appropriately to variety of safeguarding scenarios whilst recognising the boundaries of their own role.

		<ul style="list-style-type: none"> • Pre-ordination or license students, prior to BAP or selection Panel. • Vergers. • PCC Members / Lay Chapter Members. 		
Leadership Module	Candidates will need to have undertaken Basic Awareness and Foundations Modules	<p>This is designed for those people who play a lead role in shaping the culture of the Church body concerned. This will always include:</p> <ul style="list-style-type: none"> • All clergy holding the Bishop's licence, commission, authorisation, or permission (including PtO where exemption has not been given) including Honorary/Assistant Bishops and Chaplains. • All Readers and Licensed Lay Ministers holding the Bishop's licence (under Canons E6 & E8), together with all others who hold the Bishop's commission, authorisation, or permission to carry out similar ministerial functions (including PtO where exemption has not been given). <i>(Ordinands need to have completed the Leadership Pathway before their diaconal ordination and lay ministers in training before they are licensed.)</i> • Non-executive members of Chapter (unless their role in the diocese requires a higher level). • Safeguarding Officers / Leads in all Church bodies. • Churchwardens leading a church in interregnum. 	Two 1.5 hour face to face sessions delivered via zoom, with additional reflective work to complete outside of the sessions.	<ul style="list-style-type: none"> • Connect the Church's mission and theological foundations with what good leadership behaviour looks like in a safeguarding context. • Evaluate aspects of their own leadership practice and identify changes required which they then take forward with confidence. • Analyse what healthy Christian communities look like, how healthy communities keep people safe, and their role as leaders in shaping Christian communities that are healthy and safe. • Reflect on the impact that abuse and trauma have on individuals' lives, relationships, and interaction in a community setting. • Integrate their own faith, beliefs, and values with those underpinning good safeguarding behaviours.
Safeguarding Coordinator Induction Module		Those new to the Safeguarding Coordinator Role	3 hour face to face session delivered via Zoom.	This is an Induction module aimed to give those new to the role of Safeguarding Coordinator an overview of the role and the resources available.
Senior Leadership Training		senior clergy by invitation from National Church Safeguarding Team.		

Permission to officiate (PTO), is valid only if you hold a current unblemished DBS certificate that has not expired. Permission to officiate will lapse automatically if DBS expires without renewal. PTO's must maintain a valid DBS check in line with the requirements of this role, seek renewal in such a way as to avoid a lapse in validity and ensure that the Diocese is kept informed of new checks as expiry date approaches. When DBS renewals are required, any new expiry date needs to be given to the Bishop of Lichfield Office. PTO's should ensure that the incumbent at any Parish where they officiate has site of these details and can satisfy themselves of compliance with

these terms. PTO's may be revoked by the bishop or his successor at their discretion at any time **or** lapse automatically without notification if not conforming to this policy.

The minister in a parish where a PTO officiates must now seek confirmation of compliance (or plan and intention to seek compliance in a timely manner) of sections 7.5 and 7.7 of this policy, to satisfy themselves that you are in 'good standing'. As a consequence of the above, the PTO process will require relevant information be shared as appropriate between Parishes and the Diocese. The Diocese will undertake to ensure that information is factually limited to the subject of PTO terms compliance and that disclosure will not involve any information that is not relevant to the terms defined within this policy.

Should a candidate have specific needs relating to disability or long term illness that limit their attendance and present specific needs and access to facilities whilst attending training, they should complete the form below in section 9 and return it to Neil Spiring or Kim Hodgkins at St Marys House. We will attempt to make all reasonable readjustments feasible to permit those with legitimate needs to engage with training. It should be noted that specialist facilities are available at specific venues and travel may be affected.

Basic Awareness and Foundations Modules are available on the National Church eLearning Portal <https://safeguardingtraining.cofeportal.org/> and can be accessed as convenient. Leadership module is delivered on zoom and cohort places are filled by invitation to attend based on the expiration date of current safeguarding training.

APPENDIX FOUR. SAFEGUARDING CONTACTS

Parish Safeguarding Officers

As Parish Safeguarding Officers Andrew Pritchard and Rachel Woods can be contacted via the Church Office on 01743 362399. Or there is a dedicated email safeguarding address of safeguarding@trinitychurches.org. Emails to this address will be auto-forwarded to both safeguarding officers, as well as an original copy being received by Kevin Pilsbury (Operations Manager) who will ensure that any concerns are communicated swiftly, and where necessary immediate action is taken. Their pictures are available to view on the “who’s who” board in church, as well as their contact details on the relevant posters.

Parish DBS Administration

Shannon Commins will work in the Church Office to support the administration of DBS checks, and will also act as one of the Deanery Verifiers in the “Shrewsbury and Wrekin” Deanery. She will be the first port of call for administrative questions and concerns, and will ensure that DBS and training needs are followed up.

The Clergy Team

As vicar Revd Phil Cansdale retains oversight for safeguarding across the parish. Owing to the multi-congregational life of the parish and beyond, he will work very closely alongside Revd Fiona Iddon as Associate Vicar, and she will be included within confidential safeguarding discussions where necessary and appropriate.

They will work alongside the Parish Safeguarding Officers, Shannon Commins as DBS Administrative Support, and the ministry team to ensure best practice and effective organisation. They will also convene an occasional group of practitioners with experience in school and other settings to reflect on current policy and practice.

The Diocese of Lichfield

The Diocese of Lichfield operates a professional Safeguarding Team which operates from St Mary’s House in Lichfield. This is accessible and available to anyone managing, reporting or responsible for safeguarding connected with Church activities in the Diocese. They have significant experience of the church, and are registered Social workers with statutory backgrounds. They may be contacted for advice on Mondays to Fridays 9am to 5pm by phoning 01543 306030. Out of hours please contact Thirty One Eight on 0303 003 1111 for support.

