



# Safeguarding Policies

*for the*

## Holyford Mission Community

Comprising the Parishes of Colyton with Colyford,  
Branscombe, Southleigh, Musbury and Northleigh

These polices were adopted by the Parochial Church Councils of the Parishes of Colyton with Colyford, Branscombe, Musbury, Southleigh and Northleigh at their first or second PCC meetings in 2023. They will be reviewed annually at the first PCC meeting of the year.

A handwritten signature in black ink, appearing to read 'Granti' or 'Martin', written in a cursive style.

*The Reverend Dr Steven Martin, Rector and Chairman of Colyton, Branscombe, Southleigh, Musbury and Northleigh PCCs. 21<sup>st</sup> March 2023.*

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# Policy Statement: Introduction

## Safeguarding Children, Young People and Adults

The Parishes of the Holyford Mission Community (hereafter referred to as ‘the churches’ in the Policy Statement) are committed to:

- The care, nurture of, and respectful pastoral ministry with all adults and children.
- This includes paying due regard to the beliefs and wishes of adults and children both when a safeguarding concern arises and in the development and delivery of church led activities including worship.
- The safeguarding and protection of all children, young people and adults when they are at risk, and the establishment 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 churches, in line with safer recruitment principles, including the use of references, and Disclosure and Barring Service record checks.
- We will respond without delay to every concern raised which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation.
- We will seek to work with anyone who has suffered abuse, developing with him or her 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 or whose behaviour indicates that they pose a risk to against a child, young person or vulnerable adult.
- In all these principles we will follow legislation, guidance and recognised good practice. Consequently this policy and all following procedures and guidance will be regularly updated in order to reflect current legislation, guidance and best practice.

### Policy and procedures

- A copy of this policy statement will be displayed permanently within the churches and be available on the Holyford Mission Community website.
- Each worker with children and young people whether paid or voluntary will be given access to a full copy of the policy and associated Good Practice Guidance and will be expected to follow them.
- A full copy of the policy and procedures will be made available on request to any member of the churches, the parents or carers of any child or young person from the churches or any other person associated with the churches or Mission Community as a whole.
- The policy and procedures will be monitored and reviewed annually by the PCC.
- The Parishes of the Holyford Mission Community have adopted the House of Bishops’ document *Promoting a Safer Church: Safeguarding Policy Statement*.

This policy must be read alongside the Good Practice Guidance relevant to the group a worker is involved with and with the Code of Conduct for church members.

# Policy Statement

## Safeguarding Children, Young People and Adults

The Parochial Church Councils of Colyton with Colyford, Branscombe, Southleigh, Musbury and Northleigh fully recognize and accept the House of Bishops' Safeguarding Policy Statement "Promoting a Safer Church 2017", and commits to complying with the current Church of England and Diocesan safeguarding policies and practice guidance. In so doing we will comply with the secular multi-agency safeguarding procedures relating to children and young people and adults experiencing or at risk of harm, abuse or neglect.

### **We are committed to:**

- Promoting a Safer environment and culture within our Parish and in our Parish activities by adhering to safe working practices and acknowledge the principle that safeguarding is everyone's business.

In addition we will ensure that any individual organization renting/using our premises for activities involving children, young people or vulnerable adults is aware of this, our Safeguarding Policy, and aware of their own individual responsibilities to have appropriate safeguarding policies and processes in place, including safer recruitment.

- Safely recruiting and supporting all those with any responsibilities related to children, young people and vulnerable adults within the Church in accordance with the House of Bishops' Safer Recruitment: Practice Guidance 2016.

We will ensure those appointed are aware of the Diocesan and Parish Safeguarding Policies and are aware of their roles and responsibilities. We will support them by ensuring they receive Diocesan safeguarding training commensurate with their role and that they are fully aware of and have access to the practice guidance.

- Responding promptly to every safeguarding concern or allegation in accordance with the statutory child and adult safeguarding procedures and the House of Bishops' safeguarding practice guidance.

We will ensure that any complaint made regarding a vulnerable person, who may have been harmed or is in significant danger, will be reported immediately and we will fully cooperate with statutory agencies during any investigation into allegations concerning a member of the church community or any other person.

- Caring pastorally for victims/survivors of abuse and other affected persons.

We will seek to offer informed pastoral care and support to anyone who has suffered abuse, developing with them an appropriate ministry that recognises the importance of understanding the needs of those who have been abused, including their feelings of alienation and/or isolation and provide them with details of local and national support agencies.

- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.

We will work with others to ensure the appropriate support for them and those affected. Where that person is considered to pose a risk to others, we will work with the Diocesan Safeguarding Advisor to mitigate any identified risk.

- Responding to those that may pose a present risk to others.

We will endeavour to offer pastoral care and support whilst ensuring any risk has been assessed and is being managed in accordance with House of Bishops' policy and guidance and in collaboration with the statutory agencies and the Diocesan Safeguarding Advisor.

### **Safeguarding representative**

We will ensure that there is an identified person/s to be the Parish Safeguarding Representative/s who will be suitably recruited and trained, and is aware of their role and responsibilities, and who will be the point of contact for any concerns.

**A list of those whom we have appointed as our Parish Safeguarding Representatives and officers can be found at Appendix 1**

### **Review**

This policy has been adopted by each PCC and will be formally reviewed annually and a copy shared with the Archdeacon at the time of the Visitation.

The Mission Community Council and PCCs shall review this policy annually. The next review will take place at the first PCC meeting of 2025 for each respective PCC within the Holyford Mission Community.

### Template Revision History

<b>Version No.</b>	<b>Revision Date</b>	<b>Summary of Changes</b>	<b>Author</b>
1.0	18/08/2017	Initial version.	Charlie Pitman
1.1	06/08/2020	Added revision history and renamed.	Phill Parker
1.2	02/10/2021	Names and parish details added for Holyford Mission Community	Steven Martin
1.3	04/10/2022	Names and details of local representatives added	Steven Martin
1.4	17/10/2024	Updated details of Appendix 1 contacts	Caroline Jefferies
1.5	07/01/2025	Revision of Appendix 1 contacts	Caroline Jefferies

# Code of Conduct for Church Members

This code of behaviour should not only be seen as an important safeguarding measure but should also be about modelling positive patterns of Christian behaviour.

The following guidelines should be followed at all times, irrespective of circumstance:

- Follow the Church Safeguarding Policy and Procedures and associated Good Practice Guidelines at all times.
- Treat all children, young people and adults with respect and dignity. Acts of aggression, bullying or harassment are not acceptable.
- Physical Contact: Remember that not all children and adults will receive or express friendship in the same way. Encourage handshaking rather than hugging as a greeting with children. Any contact with children should be child led. Be careful about what physical contact you have with adults and check whether they are happy with the contact.
- All control and discipline of children should only be given by parents and carers and without the use of physical punishment or any form of aggression. Speak to the Churchwarden if you are concerned about a child's behaviour. The Churchwarden, and/or member of the Ministry Team or Parish Safeguarding Officer will speak with a parent to agree how a child can be supported with their behaviour if needed.
- A child's own parent or carer should undertake any personal care that a child needs.
- Do not respond to or encourage excessive attention seeking from children, but do inform your Parish Safeguarding Officer if you are concerned about a child's behaviour towards you.
- Children and young people are expected to be accompanied to church by their parents and carers, the exception being designated youth activities.
- Where children and young people attend church or church events without a parent or carer, they will need to be made known to the relevant children and young people's workers who will follow the Good Practice guidance for working with children and young people and also follow the Policy for Unaccompanied Children.
- Adults who have not been authorised to work with children and young people should not approach lone children except in the case of emergency, instead going to find a children's or young people's worker.
- We do not engage in any of the following:
  - Invading the privacy of children, young people or adults when they are using the toilet.
  - Rough games involving physical contact between an adult and a child.
  - Discriminatory activities or games focused on sexual behaviour, body image or sexuality.
  - Making any comment which could be sexually suggestive about or to another person.
  - Scapegoating, belittling, ridiculing or rejecting a child or adult.
  - Giving personal gifts directly to children or young people.
  - Inappropriate use of social media, text or mobile devices. Please do not contact children and young people using these methods unless their parents/ carers are aware of this and the reason for it. This includes becoming 'friends' with children on Facebook or other social media sites.
  - Taking photographs of children or young people at church events unless you have been authorised to do so and have parental/carer consent or the picture is of your own child only.
  - Drink alcohol (other than communion wine) or otherwise be under the influence of drugs or alcohol when responsible for children or young people on church premises.
  - Arrange to see a child outside of church unless this is with their parents'/carers' express permission and, if you are a church volunteer, officer, staff member or minister, where this is in line with the Good Practice guidance.
  - Enter the space in which a children's or youth group is happening. Only authorised staff and volunteers should be involved.

# Procedure for Responding to Safeguarding Allegations or Concerns

Under House of Bishops guidance, every PCC must have a procedure in place to deal promptly with safeguarding allegations or concerns. This procedure localises the national and diocesan guidance so that church officers are aware of how to respond properly in their local context when they become aware of a safeguarding concern.

All church officers should be up to date on safeguarding training at the appropriate level for their role. From their training they should understand the principles of:

*Recognise – Respond – Record – Refer*

*Safeguarding is everyone's responsibility – concerns must always be shared*

As well as being up to date on training, all church officers should have read section 7 of the Parish Safeguarding Handbook and retain a (hard or electronic) copy for reference. Church Officers should always follow the guidance in section 7 in their response to a concern.

Church officers should know who to contact. Appendix 1 of this procedure is a list of the relevant persons a church officer may need to contact in this parish when responding to a safeguarding concern. All church officers should have a copy of this list and up-to-date lists be made available to them regularly, as role changes and address or number changes necessitate.

Relevant Local Authority contact details should be on display in the church buildings and can be accessed on the Safeguarding Contacts page of the Diocese of Exeter website. Church officers are encouraged to note these contact details as well as those of other support services available so as to be able to respond promptly in the event of a concern.

If a church officer is in any doubt as to how to respond to a safeguarding concern they should consult with the Parish Safeguarding Representative or the Diocesan Safeguarding Team. Outside of office hours, the statutory services will be able to guide the appropriate response to an urgent concern.

This procedure was approved by the PCCs of Colyton with Colyford, Branscombe, Northleigh, Southleigh and Musbury in December 2021.

**Details of relevant Parish Safeguarding Contacts can be found at Appendix 1.**



# Policy for Responding to Domestic Abuse

**All forms of domestic abuse are wrong and must stop. We are committed to promoting and supporting environments which:**

- ensure that all people feel welcomed, respected and safe from harm or abuse;
- protect those vulnerable to domestic abuse from actual or potential harm;
- recognise equality amongst people and within relationships;
- enable and encourage concerns to be raised and responded to appropriately and consistently.

**We recognise that:**

- all forms of domestic abuse cause damage to the survivor and express an imbalance of power in the relationship;
- all survivors (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse;
- domestic abuse can occur in all communities;
- domestic abuse may be a single incident, but is usually a systematic, repeated pattern which escalates in severity and frequency;
- domestic abuse, if witnessed or overheard by a child, is a form of abuse by the perpetrator of the abusive behaviour;
- working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.
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**We will endeavour to respond to domestic abuse by:**

**In all our activities –**

- valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse.

**In our publicity –**

- raising awareness about other agencies, support services, resources and expertise, through providing information in public and women-only areas of relevance to survivors, children and alleged or known perpetrators of domestic abuse.

**When concerns are raised –**

- ensuring that those who have experienced abuse can find safety and informed help;
- working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community.

**In our care –**

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse;
- identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse.

**If you have any concerns or need to talk to any one please contact the Safeguarding Officers. Their details can be found in Appendix 1 below, or displayed on safeguarding notice in church.**

# Safer Recruitment Policy

All recruitment of any staff or volunteers to any post in the Parishes of the Holyford Mission Community (Colyton with Colyford, Branscombe, Southleigh, Musbury and Northleigh) must comply with the Church of England's *Safer Recruitment Practice Guidance*<sup>1</sup> as well as follow the procedures highlighted in the Diocese of Exeter's *Safer Recruitment Process* flowchart.<sup>2</sup>

Failure to follow this policy in full may invalidate insurance cover, put children and adults at risk of harm and constitute a reportable breach to the Charity Commission.

The PCCs are responsible for all appointments within their respective parishes, whether to paid or unpaid roles.

At least two persons must be responsible for the recruitment. Those individuals must be capable and competent and have had training in safer recruitment.

There must be a clear and accurate job description and personal specification in place. For voluntary roles, there must be a role outline of the task, responsibilities and skills required to undertake the job. This will include what level of Disclosure and Barring Service (DBS) check and training is required.

Voluntary posts will be advertised within the parishes/Mission Community. Paid roles will be advertised to the wider community.

The applicant will be expected to complete an application form and two references will be required. The applicant must complete the Confidential Declaration Form.

Once a suitable applicant has been shortlisted, a face-to-face interview will be arranged, to assess the applicant's suitability for the role. For voluntary positions, an informal discussion can take place, but records of this must be kept on file.

Once the decision to offer the role is made, it must be made clear that the post cannot commence until all necessary checks are carried out and satisfactory. This includes references and DBS.

If there are concerns from the DBS, this must be referred to the Diocesan Safeguarding Advisor.

The person recruited must be given an induction, support and supervision for the role. It is the responsibility of the PCC to ensure that any ongoing training required is completed.

Policy adopted by the PCCs of Colyton, Branscombe, Southleigh, Musbury and Northleigh on 12<sup>th</sup> December 2022 and due to be reviewed annually at the first PCC meeting of the year.

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<sup>1</sup> <https://www.churchofengland.org/sites/default/files/2020-12/Original%20Safer%20Recruitment%20Practice%20Guidance%202016.pdf>

<sup>2</sup> [https://exeter.anglican.org/wp-content/uploads/2020/07/SaferRecruitment\\_Flowchart\\_DioceseOfExeter\\_Sept2018.pdf](https://exeter.anglican.org/wp-content/uploads/2020/07/SaferRecruitment_Flowchart_DioceseOfExeter_Sept2018.pdf)

# Policy on the recruitment of ex-offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), The Parishes of the Holyford Mission Community comply fully with the DBS Code of Practice produced by the Home Office<sup>3</sup> and undertakes to treat all applicants for positions fairly

- The Parishes of the Holyford Mission Community undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- The Parishes of the Holyford Mission Community can only ask an individual to provide details of convictions and cautions that the Parishes of the Holyford Mission Community is legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- The Parishes of the Holyford Mission Community can only ask an individual about convictions and cautions that are not protected
- The Parishes of the Holyford Mission Community is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- The Parishes of the Holyford Mission Community has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- The Parishes of the Holyford Mission Community actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records
- The Parishes of the Holyford Mission Community selects all candidates for interview based on their skills, qualifications and experience
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position
- The Parishes of the Holyford Mission Community ensures that all those in the Parishes of the Holyford Mission Community who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- The Parishes of the Holyford Mission Community also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
- at interview, or in a separate discussion, the Parishes of the Holyford Mission Community ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment

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<sup>3</sup> <https://www.gov.uk/government/publications/dbs-code-of-practice>

- This written policy on the recruitment of ex-offenders is made available to all DBS applicants at the start of the recruitment process.
- The Parishes of the Holyford Mission Community undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

# Relevant Parish Safeguarding Contacts

# Appendix 1

## Rector

The Rev Dr Steven Martin 01297 553180

## Parish Safeguarding Representatives

Mrs Sue Irving (Musbury) 01297 552440

Dr Phillip Ambler (Colyton, Colyford & Northleigh) 01297 552818

Dr Charles Hill (Southleigh & Branscombe) 07709 980640

Ms Juliana Slobodian (DBS Evidence Checker) 01297 553452

## PCC Designated Safeguarding Lead (if PSR is not on PCC)

Jane Dauncey (Colyton) 01297 552514

Mrs Barbara Faraday (Northleigh) 01404 831476

## Churchwardens

Mr Ross Willmington (Branscombe) 01297 680 264

Miss Mary-Gay Bremridge (Colyford) 01297 552499

Mr Tim Stone (Colyton with Colyford) 07443 510059

Mrs Christine Sansom (Colyton with Colyford) 01297 552065

Mr John Platt (Northleigh) 01297 552416

Mr Robin Hartnell (Southleigh) 01297 552433

Mr Michael Williams (Southleigh) 01404 871219

Mrs Sue Irving (Musbury) 01297 552440

Mrs Caddie Doulton (Musbury) 01297 552558

## Other Licensed Ministers operating in this benefice

The Reverend Nigel Freathy 01297 22303

The Reverend Canon Colin Preece 01297 552154

The Reverend Canon Karen Curnock 07460 244475

The Reverend Ann Stuckey 07473 664328

Dr Charles Hill 07709 980640

Mrs Sue McCoulough 01297 552446

Mrs Jan Lees 01297 551351

The Right Reverend Dr Oliver Simon 01297 552860

The Reverend Ghislaine Shortland 07715102634

## Children and Families Worker

Vacant

## Pastoral Visiting Team Coordinator

Mrs Hilary Smith 01297 551577

## Mission Community Administrator

Mrs Caroline Jefferies 01297 552307

**Diocesan Safeguarding Team:** 01392 294969/345910/294975/294929

**Diocesan DBS Coordinator and Safeguarding Training Administrator:** 01392 294929

**Diocesan Safeguarding Email (Non-Urgent Contact):** [SafeguardingEnquiry@exeter.anglican.org](mailto:SafeguardingEnquiry@exeter.anglican.org)