GROWING DISCIPLES
Wider Younger Deeper

Safeguarding Adults

Policy and Procedures

The Parish of Chilwell

(Christ Church Chilwell and St. Barnabas Inham Nook)

18th March 26

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 18th March 2026. In accordance with the Church of England Safeguarding Policy our church is committed to:

In accordance with the Church of England Safeguarding Policy our church 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 Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the 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 this church.

This church appoints Sally Meadows (Adults) and Laura Ottewell (Children & YP) as the Parish Safeguarding Officers

Incumbent .....

Churchwardens ..... A Will V

Date: 27/04/2026

PROCEDURES FOR IMPLEMENTING THE PARISH POLICY

The Parish of Christ Church Chilwell

A copy of these procedures will be given to all volunteers and employees who have the responsibility for safeguarding adults. They will confirm afterwards saying that they have read and understood them, either by email or signing a declaration.

Our **Safeguarding Coordinator for Adults** is Sally Meadows Email: safeguarding@chilwellparish.org.uk
Our **Acting Safeguarding Coordinator for St Barnabas for Adults** is Sally Meadows Email: safeguarding@chilwellparish.org.uk Our Safeguarding contact at St Barnabas (Nominated Person) is Marion MacDonald marion.stbs@gmail.com

Contact details for the main leader(s) of each adult group showing Diocesan safeguarding requirements			
GROUP	**LEADER'S NAME(s)**	**Regulated or Unregulated Group**	**DBS/TRAINING REQUIRED** **Note New titles: Basic=C0 Foundation =C1 Leadership=C2**
CCC			
Alpha (occasional not permanent group)	Claire Tufnell and Gill Kirkwood.	Unregulated (Meeting the public)	Leaders: Basic DBS. C0 and C1 training required for leaders. 2 DBS checked people present at each event. All other volunteers to have C0 training, but not DBS checked.
Bethany	Claire Shenton	Unregulated (not meeting the public)	Not eligible for DBS C0 training for group leaders
Bible Study for Second Language Speakers	Mike Payne (also involved Mike NG Angel Kwok)	Unregulated	2 Leaders present at every event Basic DBS, C0, C1
Church Services	Andy Tufnell	Adult Music Group, Reading, Prayers, Welcoming, Tea/ Coffee, Eucharist Assistants	Not eligible for DBS C0
DCC St B's	Ryan Mellor	Unregulated (not meeting the public)	Not eligible for DBS C0
Friday prayer group	Chris Roseblade	Unregulated (not meeting the public)	Not eligible for DBS C0 training for group leaders

Home Communion and Pastoral Visiting[1]	Andy Tufnell	Regulated	DBS Enhanced + both barring checks C0, C1, Domestic Abuse Awareness Training required for all authorised to undertake this activity who visit homes in twos. Leader(s) of Activity need Leadership (C2) training
Keyholder (Church)	Church Offce	Unregulated	Not eligible for DBS C0, C1 training
Life Group Coordination	Claire Tufnell	Unregulated	Basic DBS C0, C1 training
Life Group Leaders		Unregulated	Basic DBS C0, C1 training for group leaders
Love Chilwell	Matt Smith	Unregulated (public facing)	Enhanced DBS (child) C0, C1, Safer Recruitment **Love Chilwell Project Lead** – not eligible for DBS, C0 training **Love Chilwell Volunteer/Safeguarding Co-ordinator – Laura Ottewell enhanced check children and adults, C0, C1 , Safer Recruitment**
Men's Group	Tony Smith	Unregulated (not meeting the public)	Not eligible for DBS C0 training for group leaders
Pastoral Team	Bridget Scott	Regulated	DBS Enhanced + both barring checks C0, C1, Domestic Abuse Awareness Training required for all authorised to undertake this activity who visit homes in twos. Leader(s) of Activity need Leadership (C2) training
PCC	Andy Tufnell	Unregulated	DBS Enhanced with Child and adult Barring All PCC members to have C0, C1
Prayer for persecuted Church prayer mtg	Adeline Robinson	Unregulated (not meeting the public)	Not eligible for DBS C0 training for group leaders
Prayer Ministry	Claire Tufnell	Unregulated (meeting the public)	Not eligible for DBS C0, C1 training
Occasional Preachers	Andy Tufnell	Unregulated (meeting the public)	Basic DBS, C0, C1 (technically this is someone who preaches up to 6x per year)
Renew Wellbeing Leader	Mayble Mvula Ryan Mellor	Regulated	Enhanced with children and adults barring C0, C1
Renew Wellbeing Helper	Mayble Mvula Ryan Mellor	Regulated	Enhanced DBS with children's barring C0

[1] Please see Lists of Volunteer doc for a list of who is currently involved in these ministries.

Staff Team	Andy Tufnell	Regulated	Training for ordinands, clergy, lay readers overseen by diocese. Enhanced DBS checks plus both barrings done by Diocese for ordained people and lay readers Childrens and Youth Workers Enhanced DBS plus children's barring C0 & C1 once, C2, Domestic Abuse, Safer Recruitment every 3 years Office staff, Operations and AV – C0, C1, Basic DBS Cleaner – C0, C1 because keyholder and Basic DBS
The Shelter[1]	Claire Tufnell	Unregulated (meeting the public)	Thurs Leaders: Enhanced DBS. C0 and C1 training required for leaders. 2 DBS checked people present at each event. Wednesday All other volunteers to have C0 training, but not DBS checked.
Welcome Team (occasional commitment)	Claire Tufnell	Unregulated (meeting the public)	Leaders: Basic DBS. C0 and C1 training required for leaders. 2 DBS checked people present at each service. All other volunteers to have C0 training, but not DBS checked.
WOW Leaders	Colin Bourne Chris Bourne Mark Hampton Keith Stevenson	Unregulated (meeting the public)	Leaders: Basic DBS. C0 and C1 training required for leaders. 2 DBS checked people present at each event. All other volunteers to have C0 training, but not DBS checked.
WOW Helpers		Unregulated (meeting the public)	C0
St Barnabas			
Home visiting/ Home communion	June MacDougal Marion MacDonald Linda Sadler	Regulated	DBS Enhanced + both barring checks C0, C1, Domestic Abuse Awareness Training required for all authorised to undertake this activity who visit homes in twos. Leader(s) of Activity need Leadership (C2) training
DCC	Ryan Mellor	Unregulated (not meeting the public)	C0 Basic DBS
Community Café (Monday)	Jonathan Strickland	Unregulated (meeting the public)	Leaders: Enhanced DBS (Child). C0 and C1 training required for leaders. 2 DBS checked people present at each event. All other volunteers to have C0 training, but not DBS checked.
Food Bank Hope takes the lead (Tuesday)	Rob Dixon Carol Pentelow	Unregulated (meeting the public)	As for any group letting, Hope is responsible for staff DBS and training. It is up to Hope to decide whether to accept Chilwell Parish DBS checks and C of E training.

After School (Hot Dogs) (Tuesday)	Jonathan Strickland	Unregulated (meeting the public)	Leaders: Enhanced (Child) DBS. C0 and C1 training required for leaders. 2 DBS checked people present at each event. All other volunteers to have C0 training, but not DBS checked.
Coffee club (Wednesday)	Jonathan Strickland	Unregulated (meeting the public)	Leaders: Enhanced (Child) DBS. C0 and C1 training required for leaders. 2 DBS checked people present at each event. All other volunteers to have C0 training, but not DBS checked.
Food Club (Monday)	Ryan Mellor	Unregulated (meeting the public)	Leaders: Enhanced (Child) DBS. C0 and C1 training required for leaders. 2 DBS checked people present at each event. All other volunteers to have C0 training, but not DBS checked.
Prayer Breakfast (twice a month)	Marion MacDonald	Unregulated (not meeting the public)	Not eligible for DBS C0 training for group leaders
The Orchard New Worshipping Community	Ryan Mellor	Unregulated (meeting the public)	Enhanced DBS both barrings, C0, C1 and C2 Dom Ab training required for key leader(s)_. Other leaders DBS(enhanced children without barring) present at each event plus C0, C1 Dom Ab. All volunteers to have at least C0 training

1. Introduction:

This document outlines the diocesan procedures for safeguarding adults at risk and dealing with allegations of abuse. These procedures aim to be in line with national policy, guidance from within the Anglican Church (The Parish Safeguarding Handbook – see 2), and Local Authority multi-agency policies.
The overall policy of the Anglican Church for safeguarding children, young people and adults is set out in Promoting a Safer Church.
https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf
https://www.churchofengland.org/sites/default/files/2017-11/promotingasafechurch.pdf

2. Our commitment:

It is the right of everyone to live their lives free from abuse of any kind, as independently as possible, and with opportunities to contribute to their Church and wider community. The Church will not tolerate abuse or neglect within our organisation.
In particular, the Church will work towards creating a safe and non-discriminatory environment by being aware of some of the particular situations that create vulnerability.
We are committed to actively work within the framework of good practice set out in the Church of England Parish Safeguarding Handbook.
https://www.churchofengland.org/safeguarding/safeguarding-e-manual

3. Identifying Abuse and Neglect of Adults

The Care Act 2014 Section 42 now identifies a vulnerable adult as 'an adult at risk.' An adult at risk of abuse or neglect is defined as someone who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and as a result of their care needs is unable to protect themselves.

The Parish Safeguarding Handbook says:
"All adults, including vulnerable adults, have a fundamental human right to choose how and with whom they live, even if this appears to involve a degree of risk. They should be supported to make those choices, to live as independently as possible and treated with respect and dignity."

Definitions of Adult Abuse

The UK central government document 'Care and Support Statutory Guidance' categorises and defines adult abuse in terms of:

1) Physical abuse including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.
2) Sexual abuse including rape and sexual assault or sexual acts to which the vulnerable adult has not consented or could not consent or was pressurised into consenting.
3) Psychological abuse including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
4) Financial (now called Economic) or material abuse including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
5) Neglect or acts of omission including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

   Self-Neglect – also falls within The Care Act 2014 definition as a category of abuse. This covers a wide range of behaviour; neglecting to care for one's personal hygiene, health or surrounding and includes behaviour such as hoarding. It is important to consider capacity when self-neglect is suspected. Also consider how it may impact on other family members and whether this gives rise to a safeguarding concern.
6) Discriminatory abuse including racist, sexist, based on a person's disability, and other forms of harassment, slurs or similar treatment.
7) Domestic abuse that is usually a systematic, repeated and escalating pattern of behaviour, by which the abuser seeks to control, limit and humiliate, often behind closed doors.
8) Organisational abuse including neglect and poor care practice within an institution or specific care setting such as a hospital or care home. This may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
9) Modern slavery including human trafficking; forced labour and domestic servitude; and traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

   In addition to these categories of abuse, Spiritual Abuse was first defined in ***Protecting All God's Children***, the last edition being in 2010. The House of Bishop's approved new wording in 2022. It will come into force in due course.

Institutions All people living in institutions are more likely to have a degree of vulnerability. The Care Quality Commission in England has responsibility for inspecting and regulating the quality of care in institutions such as residential care homes, domiciliary care services and hospitals. In addition, the Local Government Ombudsman deals with complaints that relate to adult social care. HM Inspectorate of Prisons in England inspects prisons. Some members of the parish may be visiting adults in institutions – hospitals, prisons and residential homes. If, as part of these responsibilities, they have concerns about the care being given and/or the way that someone is being treated, the Diocesan Safeguarding Adviser (DSA) should be contacted. You can also refer directly to the institution or raise concerns with the appropriate inspection and/or complaints body

Relatives who are main carers

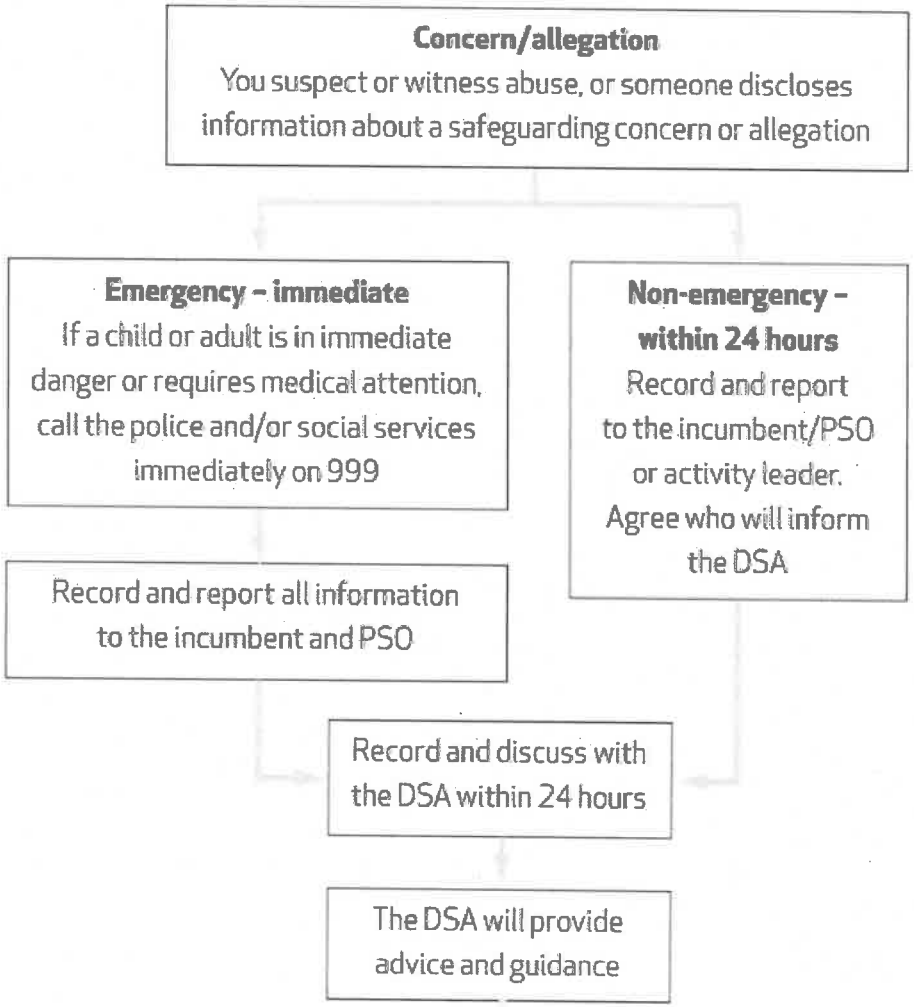
Carers can experience considerable stress, exhaustion and frustration without respite or support. This can lead to unintended poor care or abuse. Relatives who are the main carers may also be subject to abuse by those for whom they are caring. This abuse is often endured for long periods and unreported.

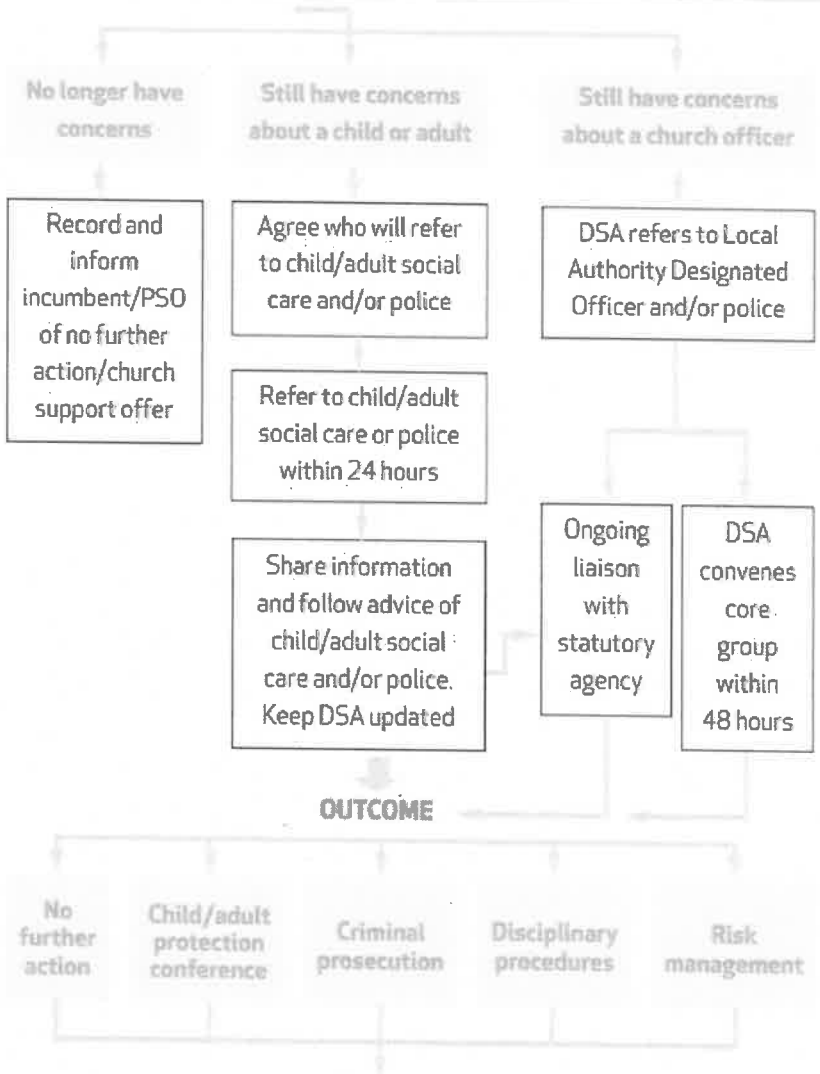
Domestic Abuse

Locally Juno Women's Aid provide a free 24hour helpline for Nottingham and Nottinghamshire women:
Help and support for people experiencing domestic and sexual violence.
For Women 0808 800 0340 Please only call the helpline if it is urgent.
General enquiries 0115 947 5257
https://junowomensaid.org.uk/
Email helpline@junowomensaid.org.uk Or Nottinghamshire Women's Aid – www.nottswa.org

For Men who are experiencing domestic abuse contact Equation (Men) – www.equation.org.uk
Helpline for Men call 0115 9623 237

4. Procedure to follow in the case of suspicion and disclosure of abuse





RECORD ALL ACTION – Consider the support needs of all those affected by allegations of abuse at all points in the above stages. Remember the safety and welfare of any child or adult takes precedence over all other concerns

For more detailed information refer to the Parish Safeguarding Handbook
https://www.churchofengland.org/safeguarding/safeguarding-e-manual

See also https://tools.parishdashboards.org.uk/storage/app/media/Resources/parish-safeguarding-handbook.pdf

Respond well to the victim/survivor, if it is a direct disclosure, to ensure they feel listened to and taken seriously. Explain what will happen next and check out support requirements. They should be informed that their identity and the identity of the respondent will be shared with key church officers, and may be shared with the statutory agencies, if there is any current risk to children or adults. The concern or allegation should not be shared with anyone other than those who need to know (e.g. the statutory agencies and appropriate church officers). Check your wallet card for details if you work in a regulated activity in church.

The following 4 R's are helpful to remember when thinking about raising safeguarding concerns:

Recognise

- Accept and take seriously what is being said, without displaying shock or disbelief.
- Let the person tell their story and don't push for information or ask leading questions.
- Do not interrogate or decide if they are telling the truth.
- Be alert to signs and symptoms of abuse.

Respond

- Reassure the individual that they have taken the right step in sharing this information and they are not to blame.
- Be honest; never make promises to keep what you are being told confidential. If abuse is involved, you will need to tell someone.
- Tell them what you will do with the information they have shared, and that they will be kept informed.
- Do not introduce personal information from either your own experience or that of others.
- Do not investigate the matter any further for yourself, or approach the person about whom allegations may have been made.

Record

- Write down, concisely, exactly what is seen, said or heard and make clear where you have added your views or interpretation. Remember that this is your information, and that you are responsible for passing it on to the person with safeguarding responsibility. Be mindful that your written comments may be needed in the event that further legal or disciplinary action is taken.

You may find it helpful to use the 4 W's, as follows:

- WHO was involved? Name the key people.
- WHAT happened? Facts not opinions.
- WHEN did it happen? Date and time.
- WHO have you referred the issue on to?

Only pass the information on verbally if it is an emergency situation. Even so, you must also find time as soon as possible to write it down and send it on to the relevant person.

Refer

- Pass the information to the Safeguarding Lead or Diocesan Safeguarding Advisor in your setting within 24 hours.
- In case of an emergency call the Police or dial 999.

FYI: Nottinghamshire Multi-Agency Safeguarding Hub (MASH) is the single point of contact for all professionals to report safeguarding concerns. Passing information and concerns to the MASH is best done by the Diocesan Safeguarding Adviser by telephone: 0300 5008090.
Members of the public can contact them on 0300 5008080. Or out of hours phone 0300 4564546.
https://www.nottinghamshire.gov.uk/care/safeguarding/mash

5. Safer Recruitment

Those responsible for an appointment should follow the principles outlined in the Parish Safeguarding e-manual. see also https://tools.parishdashboards.org.uk/storage/app/media/Resources/parish-safeguarding-handbook.pdf
And the Flowcharts approved by the PCC,

1. FLOWCHART C of E safer-recruitment process
2. Flowchart Regulated Unregulated Decisions from Diocese V10
3. SAFEGUARDING - KW - Safer recruitment flow chart reg and unreg activities Chilwell Parish Flowchart V4
4. SAFEGUARDING - KW Handout 4 -Regulated Activity Decision Making Flowchart Options 1 and 2

In outline the following steps must be followed:

- Job description for paid roles/Role description and Volunteer Agreements for volunteers.
- Advertise for volunteers in notices/church services. Permanent paid roles advertise more widely.
- Applicants complete application form (separate volunteer and paid role application forms) and provide contact details for two referees. Best practice is for one reference to be from outside the church.
- Appropriate interviews/conversations held as appropriate to the role.
- References followed up.
- Before appointment, the appointee should have the appropriate level of DBS check undertaken by the parish, part of this is completing a Confidential Declaration Form, these checks are carried out by our DBS co-ordinator. These checks need to be satisfactory. Where applicants have spent time overseas ask the applicant to obtain criminality information from the country where he/she was resident, where this is not possible, defer to the DSA.
- For volunteer roles, confirm volunteer is happy to and is suited to the role. Give volunteer the Volunteer Agreement
- For paid roles confirm the appointment in writing.
- Induct new paid workers. This should include expectations in relation to behaviour (Code of Safer Working Practice, see below). Ensure supervision/support is in place and arrange for attendance on the Church of England safeguarding training. For volunteers arrange introductory sessions to the activity/group (preferably 2/3) Check in with volunteers that they are happy in the role.
- Volunteers need different levels of training, see PSO for advice if you role is not in the training matrix.

6. Code of safer working practice (from Section 11 of Parish Safeguarding Handbook)

All those working on behalf of the parish with children, young people and adults at risk must:

- Treat all individuals with respect and dignity.
- Ensure that their own language, tone of voice and body language are respectful.
- Ensure that children, young people and adults know who they can talk to about a personal concern.
- Record and report any concerns about a child, young person or adult and/or the behaviour of another worker with their activity leader and/or Parish Safeguarding Officer. Sign and date the record.

- Obtain written consent for any photographs/videos to be taken, shown, displayed or stored (see model consent form – photographs – images)
- Administer any First Aid with others around.

In addition, for children and young people must:

- Always aim to work with or within sight of another adult.
- Ensure another adult is informed if a child needs to be taken to the toilet. Toilet breaks should be organised for young children.
- Respond warmly to a child who needs comforting but make sure there are other adults around.
- Ensure that the child and parents are aware of any activity that requires physical contact and its nature before the activity takes place.

All those working on behalf of the parish with children, young people and adults MUST:

- Record and report any concerns about a child, young person or adult and/or the behaviour of another worker with their activity leader and/or Parish Safeguarding Officer. Sign and date the record.
- Treat all individuals with respect and dignity.
- Ensure that their own language, tone of voice and body language are respectful.
- Ensure that children, young people and adults know who they can talk to about a personal concern.
- Obtain written consent for any photographs/videos to be taken, shown, displayed or stored.
- Administer any First Aid with others around.

In addition, workers for children, young people and vulnerable adults **MUST:**

- Always aim to work with or within sight of another adult.
- Ensure another adult is informed if a child needs to be taken to the toilet. Toilet breaks should be organised for young children. **(see Toileting Policy for further information)**
- Respond warmly to a child who needs comforting but make sure there are other adults around.
- Ensure that the child and parents are aware of any activity that requires physical contact and its nature before the activity takes place.

All those working on behalf of the parish with children, young people and adults must NOT:

- Invade an individual's privacy whilst washing and toileting.
- Use any form of physical punishment.
- Be sexually suggestive about or to an individual.
- Scapegoat, ridicule or reject an individual or group.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying.
- Show favouritism to any one individual or group.
- Allow an individual to involve you in excessive attention seeking
- Allow unknown adults access to children, young people and adults who may be vulnerable. Visitors should always be accompanied by an approved person.
- Allow strangers to give children, young people and adults who may be vulnerable in the group, lifts.
- Befriend children, young people and adults who may be vulnerable on social media.
- Take photographs on personal phones or cameras as this means that images are stored on personal devices. **(See Social Media Policy for further information)**

In addition, workers for children, young people and vulnerable adults **MUST NOT:**

- Give lifts to children/YP/vulnerable adults you are supervising, on their own or your own (unless there are exceptional circumstances e.g. in an emergency for medical reasons or where parents fail to collect a child and no other arrangements can be made to take a child home. In such situations, the circumstances and your decision must be recorded and shared with an appropriate person at the earliest opportunity).
- Smoke or drink alcohol in the presence of children and young people.
- Arrange social occasions with children and young people (other than events which also include adult family members/carers) outside organised group occasions.

Acceptable Touch

- Ask permission before you touch someone;
- Allow the other person to determine the degree of touch except in exceptional circumstances (e.g. when they need medical attention)
- Touch should be in response to a person's needs and not related to the worker's needs.

- Touch should be age appropriate and should always be in the presence of another adult leader/helper.
- Let the child initiate any physical contact.
- For older children side to side hugging may be appropriate, but not front to front, or front to back.
- Keep everything public. A hug in the context of a group is different from a hug behind closed door.

NOTE: for the avoidance of doubt this document does not apply to church services, including Holy Communion.

Visiting adults at risk

Visiting vulnerable adults in their homes is an essential element of many church officers' roles. Many parishioners will be well known to the church officer and where there have been no previous concerns, the level of risk to the church officer or parishioner during visits will usually be low.
However, unexpected circumstances can be encountered, some of which may place a church officer at risk. For example, the unexpected presence in the home of a relative or friend with a history of violence or threatening behaviour. Unfortunately, case histories also show that a parishioner may be at risk from a church officer. For these reasons it is very important for parishes to ensure their church officers and parishioners are as safe as they can be, and that there is accountability and transparency in the manner in which church officers engage in lone working or visits to homes.

To assure the person you are visiting of their safety, and for your own as a church officer:
• If possible undertake a risk assessment before an initial visit, especially if you do not know the person. If there are any concerns or risks known before a visit is made, you are advised always to undertake a risk assessment (see Model Risk Assessment Checklist for Home Visiting). In these circumstances, consider whether the visit is necessary, or whether you should be accompanied by another church officer. In addition, visiting in pairs may be advisable, especially if the adult is perceived to be vulnerable.
• Do not call unannounced; call by appointment, if appropriate telephoning the person just before visiting.
• Be clear about what support you can offer and the purpose and limitations of any pastoral care/support that is available.
• Do not make referrals to any agency that could provide help without the adult's permission, and ideally encourage them to set up the contact, unless there are safeguarding concerns.
• Never offer 'over-the-counter' remedies to people on visits or administer prescribed medicines, even if asked to do so.
• Do not accept any gifts from adults other than token items, to avoid misunderstandings or subsequent accusations from the person or their family. If someone wants to make a donation to the church, put it in an envelope, mark it on the outside as a donation and obtain a receipt from the Treasurer.
• Make a note of the date when you visit people, report back about the visit to the agreed named person and say what is concerning or going well. They will report safeguarding concerns to the Parish Safeguarding Officer and/or incumbent or directly to the DSA if they are not available.

Online Contact with adults at risk

When meeting with 'adults at risk' (vulnerable adults) using video conferencing platforms (such as Zoom) there should always be more than one responsible adult present so that there is mutual supervision. It is good practice for the session leader to insert 'Leader' after their name so that it is clear to everyone who is in charge of the meeting. The following CofE National Safeguarding Team guidelines should be followed, together with Christ Church Chilwell and St Barnabas 'Guidelines for using Zoom for online meeting' and 'Policy on Use of Zoom for online meetings'

- See also Use of Social Media Policy

Confidentiality:

In dealing with allegations of abuse we work within a framework of confidentiality.
Key principles relating to the sharing of information are:

(i) Information should not be shared any more widely than is necessary to secure protection of vulnerable adults from abuse.

(ii) Information disclosed belongs to the agency not the individual. Any suspicion or allegation of abuse must be shared.

Sharing without consent

Information can be shared legally without consent, if a person is unable to or cannot reasonably be expected to gain consent from the individual concerned, or if to gain consent could place somebody at risk. Relevant personal data can be shared lawfully without consent if it is to keep a child or vulnerable adult safe from neglect or physical, emotional or mental harm, or if it is protecting their physical, mental or emotional well-being. Never make these decisions on your own. If you are going to share personal data, this should always be discussed with the DSA. Of course, you may be able to share data, at least initially, without identifying the individual concerned both within the church and with the statutory services. Ultimately, the most important consideration is whether the sharing of information is likely to support the safeguarding of a child, young person or vulnerable adult.

7. Safeguarding training of children's workers and youth workers

Safeguarding training is provided by the Diocese. Basic and Foundation training can be delivered by Laura Ottewell on behalf of the diocese, dates can be arranged with her directly. Training dates and venues can be obtained from the diocese safeguarding training manager
at safeguardingtraining@southwell.anglican.org
or Tel: 01636 817200. You can now register for the Southwell and Nottingham Learning Hub, which provides direct access to safeguarding training
Safeguarding Training - Diocese of Southwell & Nottingham Learning Hub (anglican.org)
Online training via https://safeguardingtraining.cofeportal.org/course/

Everyone who is working with children, young people or vulnerable adults will need to attend a Church of England safeguarding training course, with refreshers every 3 years, in order to continue in the role.

The Basic awareness (C0) course is the introductory online course which is the basis for the other courses. The Foundation (C1) course is the module for anyone working in a Lay capacity with children, young people or adults who might be vulnerable, or at risk, and also for anyone in a leadership role or with governance responsibility (ie PCC members). The Leadership course (C2) is to be completed after C1 and is for the person in overall charge of children's work, Pastoral teams and Church Wardens. Domestic Abuse Awareness to be completed as per the Safeguarding training matrix.

8. Recording, data protection and information sharing

Follow the procedures in The Parish Safeguarding Handbook 7.7 page 26

9. Running a group and activities away from the church premises

At the moment we do not undertake activities away from the church premises with adults at risk, nor do we run groups specifically for Adults at Risk.
Should we do so the good practice for running a group is as follows for all groups and activities:

- Undertake a health and safety risk assessment (see Model Activity Risk Assessment Template).
- A registration form must be completed for every child or young person or adult at risk who attends groups or activities which should include up-to- date information on parents' contact numbers, medical information (e.g. allergies) and any special needs (see Model Registration Form – Activities and Trips).
- An attendance register must be kept and be available at all group meetings.
- A First Aid kit must be available on any premises that are used by children / yp / adults at risk.

• An accident and incident logbook must be available, and all accidents recorded. The logbook should be stored in a secure place. Any significant incidents must be recorded (e.g. a fight between children).
• There should be access to a telephone, if possible.
• In premises where children's groups meet, the Childline and Family Lives telephone numbers should be displayed (see section 13).
• Parents / family carers must sign a consent form before children / adults at risk are transported in a private car, and before any photography or images are taken (see Model Consent Form – Transport).
In addition, when taking children / adults at risk offsite:
• The church leadership must be informed and agree to the activity.
• Details of the activity and any itinerary must be given in advance to parent/s / family carers and consent forms received in advance of the activity taking place.
• Details of the activity and a list of contacts must be left with someone in the church.
• Details of the activity and arrangements must be given to the incumbent and/or PSO.
• A risk assessment must be undertaken, and confirmation obtained that the activity is covered by PCC insurance.
• A leader must be designated to take responsibility for First Aid

10. Photograph Best Practice

Any photographs where vulnerable adults can be identified, taken by or on behalf of the church, may not be published in any form without written agreement from the person, or written 'best interests' agreement. As general guidance, any such photographs should be group photos and not close-ups of individuals.

Please note that this guidance relates to how photographs are published – this is a different matter from whether or not photographs are taken in the first place.

There is no guidance to state that individuals should not take photographs at events where there are vulnerable adults present, where those photos are for individual/family collection. However, as a matter of courtesy people should be encouraged to ask informal permission before taking photos of other vulnerable adults.

Photographs of vulnerable adults should not be put on Facebook or other social media sites without specific written agreement from the person, or a written 'best interests' agreement.

- See also Use of Social Media Policy

11. Implementation of the Policy.

The Parish Safeguarding Officer will be responsible for monitoring the policy to see that it is being practiced.

12. Procedure for regular reporting to the Parochial Church Council

The Parish Safeguarding Officer will report to each PCC meeting on safeguarding matters and training needs. They will also write an annual report for the APCM.

The procedures and guidelines were last reviewed and agreed by the Parochial Church Council on 18th March 2026.

Signed by the incumbent:

Andy Tufnell .....

Signed by the church wardens:

Anne Willmot .....

John Gibbon .....

Date for policy review: March 2027

Policies and Resources

(a) Nottinghamshire County Council: Multi-Agency Safeguarding Hub (MASH)
https://www.nottinghamshire.gov.uk/care/safeguarding/policies

(b) Department of Health: "No Secrets", Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse.
https://www.gov.uk/government/publications/no-secrets-guidance-on-protecting-vulnerable-adults-in-care

(c) "Disclosure and Barring Service: "Safer recruitment protecting the vulnerable",
https://www.gov.uk/government/organisations/disclosure-and-barring-service/about

(d) Practice Guidance: Safer Recruitment
safeguarding safer_recruitment_practice_guidance_2016.pdf (churchofengland.org)

(e) The Care Act 2014
https://www.gov.uk/government/publications/care-act-2014-part-1-factsheets/care-act-factsheets

(f) Through the Roof 'Be a Roofbreaker'

(g) The Parish Safeguarding Handbook
https://tools.parishdashboards.org.uk/storage/app/media/Resources/parish-safeguarding-handbook.pdf

(h) Policies and Templates on the Diocesan Website
See
https://southwell.anglican.org/resources/resources-safeguarding/parish-safeguarding-resources/

For the Following Useful Templates and Forms:

Safer Environments and Activities – this contains guidance for filming and photography
Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance
Code for Safer Working Practice
Promoting a Safer Church A3 poster for parishes (with logo space)
Promoting a Safer Church A3 poster for parishes (without logo space)
Model Parish Safeguarding Policy
Model Consent Form – Transport
Model Activity Risk Assessment Template
Model Parish Recording Template
Model Parish Safeguarding Checklist
Model Personal Risk Assessment tool
Model Registration Form – Activities and Trips

Model Risk Assessment Checklist for Home Visiting
Model Volunteer Driver Agreement
Model Parish Safeguarding Checklist
Parish – Who's Who
Application form template
Model interview template
Volunteer Role Description Template
PSO Job Description
PSO New Recruiter Form Jan 22