

ISSUE
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JULY 2016

Safeguarding Matters

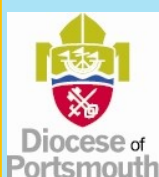
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Welcome to our 2016 Summer newsletter. In this edition we provide you with information on some key matters with regard to DBS and training, as well as an update on the safeguarding projects that we are either currently working on, or are planning over the next twelve months.

The Church of England Safeguarding Conference was held in February with the theme 'Changing Culture', and representatives from Dioceses across the country all met to hear more about the Church of England's long-term vision and strategy to effectively embed safeguarding throughout the church. Our discussions highlighted that whilst all members of the Church have a role to play in promoting a culture of safeguarding, clear leadership is crucial to ensure that safeguarding is both understood and embraced by the whole Church. In this connection, our Leadership training module helps Incumbents, Churchwardens, Safeguarding Representatives and other church leaders gain a deeper understanding of their responsibilities in relation to safeguarding, as well as develop confidence in carrying out their role, and therefore attendance on this course can constitute an important first step in strengthening a parish's approach to safeguarding.



Have a great summer!
From the Diocesan Safeguarding Team

Safeguarding Update

DBS Timescales and Tracking

We are experiencing some significant delays in the DBS process, which has resulted in some applicants not receiving their certificates for up to six months. Consequently, we are also receiving a higher volume of queries from parishes in relation to the status of DBS applications, however individuals can track the progress of their own DBS check through the DBS tracking service. To track a DBS application, you will need the applicant's date of birth and the application reference number, and information is then given about what stage the application is at. We are also advising individuals to join the Update Service to reduce waiting times as we can check applicant's DBS certificate status online and get a result straight away. The tracking service is available at <https://secure.crbonline.gov.uk/enquiry/enquirySearch.do>

Parish Review—Phase One



We have now completed Phase One of our parish review project. In total nine parishes participated in this initiative, and the process has enabled us to test the planning, management and output of the review approach, as well as identify areas that may need specific consideration by the safeguarding team in the future.

Overall, the standard of safeguarding in all of the participating parishes was extremely high, despite variations in how they are organised and the activities and events they carry out. It was also evident in all of the parishes that safeguarding is an integral part of their work, and this is in part due to the commitment and support of their leadership who have made significant inroads into effecting the cultural changes necessary to ensure safeguarding is everyone's responsibility.

The reviews also highlighted that not all parishes store their safeguarding records on church premises, and there is a risk that someone other than the record holder could access the files, and whether the documentation can be accessed easily in the record holder's absence. In view of this, it is recommended that parishes have a written protocol in place about how safeguarding records are managed if they are kept off-site.

Further work also needs to be undertaken to ensure all parishes have a safer recruitment process in place for both paid workers and volunteers, and that all appointees are provided with written guidance on the behaviour expected of these individuals when undertaking their roles.

Safeguarding Update

We are hoping to get underway with Phase Two of our parish review programme very shortly, and we currently have a handful of parishes who are waiting to go through this process. For further information about this project please contact the Diocesan Safeguarding Team on 02392 899677/665

E-mail Accounts

Our records show that a number of our Parish Safeguarding Representatives share their e-mail account with other family members, which could have implications in relation to confidentiality if sensitive information is able to be read or accessed by others outside of the role. Therefore, we recommend that parishes ensure there are appropriate measures put in place to prevent oversight of person identifiable or confidential information by unauthorised parties, such as having adequate password protection on a shared computer, or a specific parish safeguarding e-mail account which can only be accessed by specific individuals. For more information please contact the Safeguarding team.

Planned Policies and Practice Guidance

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|---|--|-----------------------------------|
| Lone Working Policy and Practice Guidance | This policy will outline the process to follow to ensure the risks to lone workers are minimised. | Planned Consultation: Nov 2016 |
| Responding to Survivors of Abuse Policy and Guidance | Issued in 2013, this policy outlines how we respond to those who have been abused within the church community. It is currently under revision. | Planned Consultation: Nov 2016 |
| 'In Safe Hands' | Issued in 2010, this continues to be the current Safeguarding Policy for the Portsmouth Diocese. Section 2A—Safer Recruitment was updated in 2015. Further revision is currently on hold, pending the new policy from the national church, which has now been delayed. | Early 2017 |

TRAINING UPDATE

As outlined in previous newsletters, the proposed national Learning and Development Framework aims to standardise training across the Church of England with the introduction of a modular programme incorporating a number of different safeguarding topics.

As a result we have made some further changes to the Leadership module, which has now been extended to a full day's training to incorporate both safe working practice for leaders and safer recruitment. However, we are aware that some of you have already attended one of these sessions, but not both, and therefore until the end of the year, it may be possible for these individuals to attend this training module on a half day basis. For further information please contact the Safeguarding Team.

Leadership Module

- For:** All serving clergy, churchwardens and parish safeguarding representatives. Other church leaders and those in leadership ministry will also be required to attend depending upon their parish responsibilities.
- When:** Within three months of commencement of role and thereafter every three years. IME - During Year 6.
- Content:** Creating a Safer Church through Accountability, Response and Recording and Safer Working Practices including Safer Recruitment.
- Duration:** 9.30am—4.30pm with lunch provided
- Trainer:** Mary Daisy, Diocesan Safeguarding Adviser—Policy and Training
- Dates:** Wednesday, 27th July, 2016, Peninsular House, Portsmouth
Friday, 16th September, 2016, Portsmouth Cathedral
Thursday, 6th October, 2016, Isle of Wight, Quay Arts Centre, Newport
Thursday, 3rd November, 2016, Peninsular House, Portsmouth

A booking form can be found at the back of this newsletter or online at www.portsmouth.anglican.org/safeguarding

TRAINING UPDATE

Managing Offenders

- For:** All clergy and parish workers/volunteers who are members of a church support group for high risk offenders who worship in church under Multi-Agency Public Protection Arrangements (MAPPA).
- Content:** How members of support groups can support high risk offenders pastorally, Safe Supervision, Risk Assessment and Written Contracts.
- Duration:** 3 hours
- Trainers:** Jackie Rowlands, Multi-Agency Public Protection Co-ordinator, Hampshire Police and Ian Berry, Diocesan Safeguarding Adviser
- Date:** Monday, 5th September 2016 9.30 am-12.30pm OR 1.30pm-4.30pm
Peninsular House, Portsmouth

COMING SOON!!



Face-to-Face Basic Awareness Safeguarding Training (Children and Adults)

Currently we only offer our basic awareness safeguarding training through e-learning which can be accessed on the Portsmouth Diocesan website. However, we have now increased our training team in order that we can deliver

these modules as face-to-face training workshops across each deanery. We will be communicating details to all safeguarding representatives as to when this training will be available soon.

Responding to Domestic Abuse/Violence

A number of people registered their interest in this course, and we will be piloting a workshop on this topic very shortly. Details will be distributed to all parishes and will also be available on the website.



Pastoral Care

This training workshop aims to explore the practical and other implications of pastoral care, confidentiality and confession on safeguarding policy and practice. We aim to pilot a workshop about this toward the end of 2016, with the aim of embedding this module into the safeguarding training programme in 2017.

WHY ARE BOUNDARIES IMPORTANT ...?



Our churches are open communities that encourage people to belong, to befriend and to care for one another. It is therefore of primary importance that church leaders create and maintain a safe environment so that every person within the church is taken care of in the right way.

Having good boundaries in place helps everyone to understand what is expected of them in terms of their behaviour and communication with others, whilst also discouraging inappropriate conduct. Clear boundaries also help workers to establish standards in their relationships with others, especially children and those who are vulnerable, which protects them whilst also giving them the confidence to challenge behaviour from other workers who may be overstepping the line.

Having clear, written guidelines in place, such as a code of conduct, which set out the responsibilities and expectations of paid and voluntary workers is a visible sign of a church's ongoing commitment to protecting all of its church members. A code of conduct can act as a guide for the individual's decision making and behaviour, as long as it is specific to the aims and needs of the activity or event, and clarifies the systems and standards of practice required.

Inappropriate behaviour, either unwittingly or by design, can arise when individuals are not aware of what the boundaries are, and in circumstances where there are no written protocols, the process for making judgements about the way in which a person undertakes their role can be far more difficult to manage. Therefore, in order to prevent problems from occurring or developing into more serious concerns, churches should make clear from the outset their expectations of behaviour in a written code of conduct or similar guidance which all workers are made aware of, and expected to adhere to.

Further details about safer working practices can be found in Section 2 of the Diocesan Safeguarding Handbook 'In Safe Hands'. Guidance on creating clear boundaries within the church context is also discussed in our Leadership training module.



SAFEGUARDING TRAINING PROGRAMME BOOKING FORM 2016

Name: _____

Address: _____

Post code: _____ Contact Telephone No: _____

Email: _____

Parish: _____ Role: _____

Please tick the training module/s you wish to attend below.

Leadership Module (All day 9.30am-4.30pm including lunch)Wednesday 27th July, Peninsular House Friday 16th September, Portsmouth Cathedral Thursday 6th October, IOW (Venue to be confirmed) Thursday 3rd November, Peninsular House **Managing Offenders**Monday 5th September, Peninsular House, 8.30am-12.30pm OR 1.30pm – 4.30pm

You will receive confirmation of your booking within 7 working days. If you have not heard from us within this timescale please contact the Safeguarding Office on 02392 899665/677. You must try to give at least 7 days notice to cancel a place so that we can offer it to someone else. Those who fail to attend may be subject to a £5 charge.

Data Protection Act 1998

This information will be used for the registration process and will be destroyed within 12 months with the exception of name, role and parish which will be retained for our training records.

