

Safeguarding Policy

2025

St Mary Magdalene

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Section 1 – About The Church of England

'The Church of England is called to share the good news of God's salvation through Jesus Christ. The life of our communities and institutions is integral to how we address this task. The good news speaks of welcome for all, with a particular regard for those who are most vulnerable, into a community where the value and dignity of every human being is affirmed and those in positions of responsibility and authority are truly trustworthy. Being faithful to our call to share the gospel therefore compels us to take with the utmost seriousness the challenge of preventing abuse from happening and responding well where it has.' From 'Promoting a Safer Church', The Church of England's Safeguarding Policy Statement,

All parts of the Church of England must adopt or take account of the 'Promoting a Safer Church', The Church of England's Safeguarding Policy Statement, Policy Statement within their own safeguarding policy. See Appendix 1

This Policy Statement must actively underpin all safeguarding work within the Church and the drive to improve safeguarding practice. All Church bodies should ensure that:

- All Church Officers have access to this Policy Statement
- The Policy Statement is promoted and publicised;
- The Church's safeguarding message is communicated as reflected in the policy;
- They have a "Promoting a Safer Church" action plan in place that sets out, in line with national and local priorities, how the policy is being put into action and is reviewed regularly

The care and protection of children, young people and vulnerable adults involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a Safer Church for all. The Church will take appropriate steps to maintain a safer environment for all and to practice fully and positively Christ's Ministry towards children, young people and adults; to respond sensitively and compassionately to their needs in order to help keep them safe from harm.

Section 1 – About St. Mary Magdalene Church

St Mary Magdalene Church is a Church of England, charismatic, evangelical church - reliant upon the word of God and the presence of God to teach and empower us, as we proclaim God's magnificent love in our words and actions.

This policy sets out the means by which St Mary Magdalene church will ensure that every precaution is taken to care, nurture and protect all children and vulnerable adults within the church. This policy and associated policy statement will be reviewed annually and the policy statement approved by the PCC St Mary Magdalene Church.

Email: safeguarding@stmarymagdalene.org.uk

Insurance Company: Public and Employee Liability Insurance Ecclesiastical Insurance.

Our Commitment

The PCC is the main decision maker of a parish. Its members are clergy, church wardens and others elected by the Annual Parochial Church Meeting (APCM) of the parish.

As a church the clergy and PCC recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual, financial and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status".

We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child." As a PCC we have therefore adopted the procedures set out in this Safeguarding Policy in accordance with statutory guidance.

The PCC and the incumbent have a duty of care to ensure the protection of the vulnerable in their church community.

Therefore, the Parish Church Council of St Mary Magdalene Church undertake to:

Appoint • An appropriately experienced, named Parish Safeguarding Officer (Currently Sam Hart) and a small Safeguarding team, to work with the incumbent and the Parochial Church to endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above..

See Parish roles and responsibilities for further information.

<https://www.churchofengland.org/sites/default/files/2017-10/roles-and-responsibilities-practice-guidance.pdf>

Adopt and implement •

The House of Bishops' Safeguarding Policy 'Promoting a Safer Church' based on 5 foundations and 6 overarching policy commitments. See appendix 1

<https://www.churchofengland.org/sites/default/files/2017-11/cofe-policy-statement.pdf>

Inline with this they will also:

- Promote a Safer environment and culture
 - Safely recruit 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 PCC must review the church activities list annually.

However, the PCC must have a [hire agreement](#) for any regular activity on church premises which involves children, young people or vulnerable adults.

- provide on-going safeguarding training for all its workers and will regularly review this policy and operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Parish Safeguarding Officer.
- Ensure that this policy does not operate in isolation from the other activities and commitments of St Mary Magdalene Church.
- Promote a safe environment and culture.
- Safely recruit and support all those with any responsibilities related to children, young people and vulnerable adults.

Specific Wardens Responsibilities

- Ensure that in the period of a vacancy (during an interregnum), that the incumbent's safeguarding roles and responsibilities are fulfilled, in consultation with the PCC, parish safeguarding officer and the area dean;
- Pay attention to the specific needs of children and vulnerable adults when undertaking health and safety inspections and risk assessment;
- Ensure that risk assessments are carried out before new activities are undertaken;
- Ensure that all parish activities with children and vulnerable adults are adequately supervised and insured;
- Ensure that the parish has procedures for responding to complaints and grievances;
- Answer questions regarding safeguarding as they arise in the archdeacon's visitations, and respond to any specific safeguarding advice, which may be given from the archdeacon.

Section 2 – Understanding Abuse

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

Detailed definitions of abuse are listed at Appendix 2.

Signs and indicators of abuse are listed at Appendix 3.

How to respond to a disclosure of abuse can be found at Appendix

Section 3 – Safer Recruitment

The Church will select and vet all those with any responsibility related to children, young people and vulnerable adults within the Church, in accordance with the House of Bishops safeguarding policy and practice guidance. It will train and equip Church Officers to have the confidence and skills they need to care and support children, young people and vulnerable adults and to recognise and respond to abuse. This will be done by supporting the roll-out of consistent and accessible safeguarding training in accordance with House of Bishops safeguarding policy and practice guidance.

The PCC will ensure all paid workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment, in line with the St Mary Magdalene's safer recruitment policy and the Church Of England policies which can be accessed below.

[Safer recruitment policy.](#)

More information regarding our Safer Recruitment Practice can be found here

<https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance>

https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer_recruitment_practice_guidance_2016.pdf

Appointments of volunteers and employees to work with children or vulnerable adults

The responsibility for all appointments ultimately rests with the PCC. The recruitment process for all roles that requires work with children or vulnerable adults is overseen by Reverend Sam Leach. In the case of volunteers, a discussion or interview will take place to explain the role with the applicant and their suitability for the role.

All paid employees, Volunteers who are DBS checked and lead any activity with children and/or vulnerable adults, members of the PCC and members of the Safeguarding Team will have read and signed the full Safeguarding policy.

All volunteers will have read a copy of the volunteer's safeguarding policy and the code of conduct.

Section 4 – Safeguarding Training

The Parish Church Council are committed to on-going safeguarding training and development opportunities for all volunteers, developing a culture of awareness of safeguarding issues to help protect everyone. New Parish Church Council members will complete the Church of England Safeguarding Training within three months of taking up their role. Churchwardens will not be admitted at the Archdeacons visitation without evidence of requisite safeguarding training. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The will also ensure that children and adults, with care and support needs, are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Volunteers and employees will receive adequate training and support to enable them to fulfil their responsibilities. We will seek to offer safeguarding training to all those working with children/vulnerable adults every three years or within three months of appointment via the Diocesan online training programme.

[Church of England Safeguarding Learning and Development Framework](#)

Section 5 – Management of Workers

Behaviour Code of Conduct

St Mary Magdalene church is committed to supporting all workers and ensuring they receive support and supervision.

All workers and volunteers are asked to sign to say they have read –

- Volunteer safeguarding policy document, which includes a behaviour code of conduct towards children, young people and adults with care and support needs.
- A role description for their specific employed or volunteer role
- The Risk Assessment relevant to the specific area they are volunteering or are employed in.
- The Online Safety Policy
- Any other documentation or policies that are relevant to the role – for example: The Lone working Policy/Lifts Policy/Data Protection Policy.

Section 6 Practice Guidelines

Promoting a safer environment and culture

All Church Officers will respect all children, young people and vulnerable adults and promote their well-being. The Church will strive to create and maintain environments that are safer for all, that promote well-being, that prevent abuse, and that create nurturing, caring conditions within the Church for children, young people and vulnerable adults. It will work to continue to strengthen and review these environments. This will be done by training, support, communication, learning, governance and quality assurance processes. The Church will strive to support all Church Officers to adhere to safer working good practice and to challenge the abuse of power. It will ensure that processes are in place that listen to and advocate on behalf of children, young people and vulnerable adults within the knowledge that they will be cared for.

Section 7 – Responding to allegations of abuse – What we will do.

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

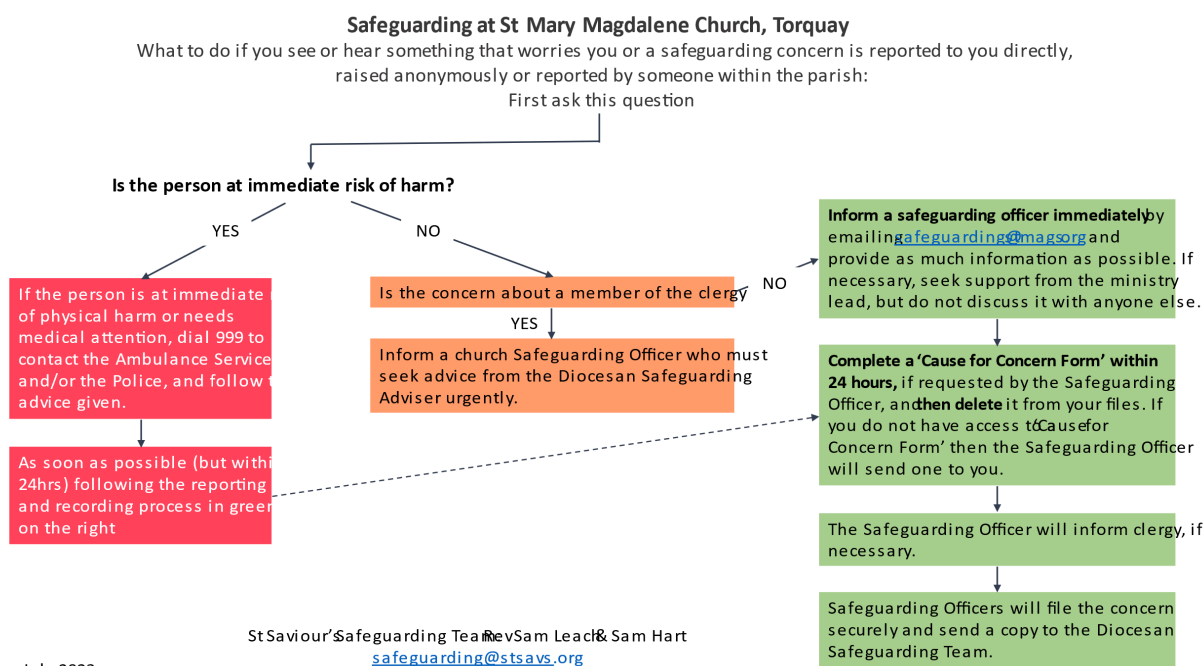
that church officers are aware of how to respond properly in their local context when they become aware of a safeguarding concern.

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.

Anyone who brings any safeguarding suspicion, concern, knowledge or allegation of current or non-current abuse to the notice of the Church will be responded to respectfully and in a timely manner, in line with statutory child and adult safeguarding procedures and the House of Bishops safeguarding policy and practice guidance. All safeguarding work will be recorded in line with the House of Bishops safeguarding practice guidance. All suspicions, concerns, knowledge or allegations, that reach the threshold for reporting to the statutory authorities, will be reported via the diocesan safeguarding adviser body to the appropriate statutory authorities. This will be done irrespective of the status of the person. All Church Officers will cooperate with the statutory authorities in all cases. In responding to concerns or allegations of abuse relating to Church Officers, the Church will act in accordance with the requirements of criminal, civil and ecclesiastical law, and so will respect the rights and uphold the safeguards afforded in these, both to the victim/survivor and the subject of concerns or allegations.



[Our responding to a concern document](#)

Under no circumstances should a member of the PCC, volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

Documenting a Concern – How we will do it.

The worker or volunteer should make a report of the concern in the following way:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Name: Rev Sam Leach (incumbent) Mrs Sam Hart (PSO)

Tel: 01803 916224

Email: vicar@stmags.org.uk

safeguarding@stmargmagdalene.org.uk

The above is nominated by the Parish Church Council to act on their behalf in dealing with the allegation or suspicion of neglect or abuse.

If the suspicions implicate both named parties above, then the report should be made in the first instance to:

Diocese of Exeter, Safeguarding Team, phone 01392 294929 or email safeguardingenquiry@exeter.anglican.org

Alternatively contact Social Services or the police.

- The Safeguarding Lead/Deputy should contact the appropriate agency or they may first ring the diocese helpline for advice. They should then contact social services in the area the child or adult lives.

IMMEDIATE RISK OF HARM?

If you believe somebody is at immediate risk of harm or that a crime has been committed, dial **999**

If you have serious concerns about an individual's well-being, you should contact the relevant agencies:

Concerns about children

Torbay Multi-Agency
Safeguarding Hub (MASH):
01803 208100

Concerns about adults

Torbay Safeguarding Adults
Team:
01803 219700

Domestic Abuse

Torbay Domestic Abuse Service:
0800 916 1474

Rape Crisis

National: **0808 802 9999**
Devon & Torbay: **01392 204174**

The Safeguarding Lead/Deputy may need to inform others depending on the circumstances and/or nature of the concern.

- o Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
- o Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.

If you cannot reach your Parish Safeguarding Representative, please contact your parish clergy or the Diocesan Safeguarding Team:

Costa Nassaris—Diocesan Safeguarding Adviser

t: 01392 294969 / 07809 339501 or email: costa.nassaris@exeter.anglican.org

Rebecca Lane—Assistant Diocesan Safeguarding Adviser

t: 01392 294975 / 07889542640 or email: rebecca.lane@exeter.anglican.org

James May—Assistant Diocesan Safeguarding Adviser

t: 01392 345910 / 07889 542646 or email: james.may@exeter.anglican.org

Ruth Putnam—Safeguarding Administrator and DBS Coordinator

t: 01392 294929 or email: safeguardingenquiry@exeter.anglican.org

- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place. Relevant people
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Lead/Deputy, the absence of the Safeguarding Lead/Deputy should not delay referral to Social Services, the Police or taking advice from the parish S
- The Leadership will support the Safeguarding Lead/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Exeter diocese Safeguarding Team, although the Trustees hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Lead/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Lead/Deputy as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that the Trustees demonstrate their commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Lead/Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Concern About a Child - Detailed Procedures:

Allegations of Physical Injury, Neglect or Emotional Abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Lead/Deputy will:

- Contact Children's Social Services for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g., poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice from the Diocese Safeguarding Team (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Lead/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will **NOT** speak to the parent/carer or anyone else.
- Seek and follow the advice given by Diocesan Safeguarding Team if for any reason they are unsure whether or not to contact Children's Social Services/Police. Diocesan Safeguarding Team will confirm its advice in writing for future reference.

Concern About an Adult - Detailed Procedures:

Suspicions or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, the Safeguarding Lead/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively, the Diocese Safeguarding Team can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, the Safeguarding Lead/Deputy will:

- Identify support services for the victim i.e., counselling or other pastoral support
- Contact The Diocese Safeguarding Team and in discussion with them will consider appropriate action with regards to the scale of the concern.

Allegations of Abuse Against a Worker with Children

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Lead, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regards to the suspension of the worker

- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

Allegations of Abuse Against a Worker with Adults

The Safeguarding Lead/Deputy will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the Disclosure and Barring Service following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the organisation.

Section 8 – Pastoral Care

The Church will endeavour to offer care and support to all those that have been abused, regardless of the type of abuse, when or where it occurred.

The Church is committed to continuing to learn how to respond in a supportive and healing way to the needs of those who have suffered abuse. Those who have suffered abuse within the Church will receive a compassionate response, be listened to and be taken seriously.

The Church will respond to any disclosure of abuse in accordance with House of Bishops policy and practice guidance. This will be done in collaboration with the relevant statutory agencies in accordance with criminal, civil and ecclesiastical law. They will be offered appropriate pastoral care, counselling and support – according to the agreed need. An appropriate pastoral response to the family, parish, congregation or order will be considered, with due regard to the right of privacy of those directly involved, and to the administration of justice.

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

The Church in exercising its responsibilities to suspicions, concerns, knowledge or allegations of abuse will endeavour to respect the rights under criminal, civil and ecclesiastical law of an accused Church Officer including the clergy.

A legal presumption of innocence will be maintained during the statutory and Church inquiry processes.

As the process progresses additional assessment, therapy and support services may be offered. The Church will take responsibility for ensuring that steps are taken to protect others when any Church Officer is considered a risk to children, young people and vulnerable adults. This will be done by working to mitigate any identified risks according to a safeguarding agreement.

Church Officers who are the subject of concerns or allegations of abuse belong to families, congregations and church communities. The Church will be mindful of the need to provide support to members of families, parishes and congregations affected by the Church Officers in such situations

Working with Offenders and Those Who May Pose a Risk

The Church, based on the message of the gospel, opens its doors to all. It will therefore endeavour to offer pastoral care and support to any member of the church community whom may present a known risk. The Church will ensure that any risk has been assessed and is being managed in a safeguarding agreement in accordance with House of Bishops policy and practice guidance. This will be done in collaboration with the relevant statutory agencies in accordance with criminal, civil and ecclesiastical law

When appropriate, an individual will be expected to abide by clear boundaries set out in a contract between themselves and St Mary Magdalene Church, Torquay,

The rehabilitation of offenders policy outlines the actions being taken by St. Mary Magdalene Church in relation to our staff, volunteers and visitors who are ex offenders, wanting to work in an employed or volunteer role, within our church.

When someone attending the organisation is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the PCC will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with

care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

The individual will be expected to abide by clear boundaries set out in the **rehabilitation of offenders policy** and the **Contract for a Sex Offender document**. (see Appendix)

Adoption of the Policy

The Parish Church council of St Mary Magdalene's Church Torquay, agree to adopt this policy and undertake to review our policy every 12 months.

Signed

Date:

St Mary Magdalene

Appendix 1 – The 5 foundations and 6 overarching policy commitments from The House of Bishops' Safeguarding Policy 'Promoting a Safer Church'.

Foundations

In developing and implementing the Safeguarding Policy, the Church of England, is guided by the following foundations.

1. Gospel

The Church is called to share the good news of God's salvation through Jesus Christ. The life of our communities and institutions is integral to how we address this task. The good news speaks of welcome for all, with a particular regard for those who are most vulnerable, into a community where the value and dignity of every human being is affirmed and those in positions of responsibility and authority are truly trustworthy. Being faithful to our call to share the gospel therefore compels us to take with the utmost seriousness the challenge of preventing abuse from happening and responding well where it has.

2. Human Rights and the Law

The Church recognises the personal dignity and rights of all children, young people and adults, as enshrined in the Human Rights Act 1998 and the 1989 United Nations Convention on the Rights of the Child. Safeguarding work is undertaken within a legislative framework supported by government guidance which sets out a range of safeguarding duties, responsibilities and best practice.

3. Core Principles

The following key principles underpin the Church's approach to safeguarding practice:

- The welfare of the child, young person and vulnerable adult is paramount;
- Integrity, respect and listening to all;
- Transparency and openness;
- Accountability;
- Collaboration with key statutory authorities and other partners;
- Use of professional safeguarding advice and support both inside and outside the Church;
- A commitment to the prevention of abuse;
- The active management of risk;
- Promoting a culture of informed vigilance;
- Regular evaluation to ensure best practice.

 **The Church of England
National Safeguarding Standards**

Our Diocese...

Prevention

- Follows "Safer Recruitment and People Management" House of Bishops' guidance.
- Discusses safeguarding understanding in individual reviews and/or supervision meetings.
- Provides a range of good materials and methods to promote safeguarding to all audiences (e.g., children and young people).
- Regularly discusses safeguarding at leadership, staff and volunteer meetings.
- Develops, adopts and shares good safeguarding practice.
- Considers the needs, experiences and voices of children, vulnerable adults, and survivors in prevention planning.
- Raises awareness of different kinds of abuse (e.g., domestic and spiritual abuse) and contemporary safeguarding issues (e.g., modern slavery, county lines).
- Has an oversight of how well risk is managed for all church activities across the diocese.
- Avoids lone working (appropriate precautions are taken to keep everyone safe when it is necessary and unavoidable).
- Understands appropriate boundaries (e.g., touch, in respect of passing the peace and hugs by the Welcome Team).
- Has an oversight of the safeguarding risks that are associated with the layout of church buildings within the diocese (e.g., access to toilets and potential blind spots).

Recognising, Assessing and Managing Risk

- Identifies, reports and responds to concerns that constitute a safeguarding matter, in accordance with House of Bishops' guidance/Code and statutory guidelines.
- Has collaborative conversations to identify safeguarding cases, and directs cases that are best dealt with elsewhere to other teams.
- Records all concerns in a clear and concise manner and provides a narrative of actions and rationale for decision-making.
- Stores and shares all personal information in ways which are compliant with data protection legislation and the GDPR.
- Shares safeguarding information through work-provided (non-personal) forms of communication.
- Ensures that risk assessments are effective in preventing further harm and are informed by national training and tools.
- Undertakes risk assessments of respondents in respect of their own wellbeing and risk of harm, and offers a trained Link Person, who ensures that their support needs are met.
- Offers support to others who are affected by safeguarding concerns and allegations (e.g., including family and friends of both victim and respondent, the cathedral community).
- Puts Church Safety Plans in place when they are needed in order to manage risk, with agreed review points that reflect the assessed risk level.
- Has the quality of dialogue within Core Groups that is effective in identifying and managing risk.
- Is regularly in contact with all relevant statutory agencies, relevant Church bodies, and any other safeguarding partnerships in their locality, which enables risk to be appropriately assessed and managed.

Culture, Leadership and Capacity

- Fosters and promotes a safe and healthy culture.
- Has effective collaboration between those in the safeguarding team and other internal departments.
- Has a functional DSAP to provide effective safeguarding oversight and challenge.
- Explores the competence in safeguarding understanding and behaviour of candidates applying for the 'Diocesan Secretary' (or equivalent) role.
- Has leaders that:
 - Promote the welfare and voice of children, vulnerable adults, victims and survivors of abuse, as well as those who are the subject of concerns or allegations of abuse.
 - Improve their own knowledge of current safeguarding matters and promote continuous professional development in this area for those whom they are responsible.
 - Seek and respond to feedback.
 - Seek, listen, and respect the views of those with professional safeguarding expertise.
- Explores safeguarding issues in a meaningful way when undertaking cathedral and parish visitations, reviews, audits etc.
- Reviews its safeguarding needs adequately to ensure that those in safeguarding roles do not work more than their contracted hours to fulfil their safeguarding responsibilities.

Victims and Survivors

- Engages with victims and survivors.
- Hears, respects, believes and genuinely cares for those who are reporting abuse.
- Responds to safeguarding disclosures in a victim-centred and trauma-informed way.
- Is aware of the routes to disclosure and the processes that follows and can communicate that to those who report abuse.
- Acts on safeguarding concerns appropriately, transparently and in a timely manner.
- Fulfills the support requirements set out in the "Responding Well to Victims and Survivors of Abuse" House of Bishops' Guidance.
- Also supports victims and survivors of non-Church based abuse, abuse within churches other than the Church of England, and those with broader safeguarding issues (e.g., mental health, homelessness) in accessing relevant support services.
- Uses the Bible and Christian theology sensitively with victims and survivors, with their consent, only to provide care and support.

Learning, Supervision and Support

- Delivers safeguarding learning following the models described in the Safeguarding Learning and Development Framework and evaluates its impact on behaviour.
- Has oversight over which staff and volunteers are up to date with their safeguarding learning and development requirements, in line with their roles and responsibilities.
- Enables those who deliver safeguarding training to deliver effectively by allowing them to seek support and feedback.
- Provides the type and quantity of support to its clergy that will meet their emotional and psychological needs arising from the traumatic impact of their work.
- Ensures that those in the safeguarding team, and those in safeguarding roles across the diocese, attend induction programmes, and are well supported, both within their setting and with others in safeguarding roles.
- Has OSOs that receive supervision from an appropriately experienced and trained supervisor, using a nationally agreed supervision model.
- Has OSOs that develop their expertise and application of the latest developments in safeguarding.

4. Good Safeguarding Practice

The following key features will help Church bodies promote and maintain a safer culture that protects and promotes the welfare of children, young people and vulnerable adults.

These features are :

- A leadership commitment, at all levels, to the importance of safeguarding and promoting the welfare of children, young people and vulnerable adults;
- A safeguarding policy available to Church Officers ;
- A clear line of accountability within the Church for work on safeguarding;
- Clear reporting procedures to deal with safeguarding concerns and allegations; Clear roles for Church Officers;
- Practice and services informed by on- going learning, review and by the views of children, young people, families and vulnerable adults;
- Safer recruitment procedures in place;
- Clear arrangements for support and/or supervision;

- Safeguarding training for all Church Officers working with or in contact with children, young people and/or vulnerable adults ;
- Effective working with statutory and voluntary sector partners;
- Publicly advertised arrangements for children, young people and vulnerable adults to be able to speak to an independent person, as required;
- Complaints and whistleblowing procedures that are well publicised;
- Effective information sharing;
- Good record keeping.

5. Learning from the past

In the July Synod 2013 Archbishop Justin Welby stated: “The reality is that there will always be people who are dangerous and are part of the life of the Church. They may be members of the congregation; we hope and pray that they will not be in positions of responsibility, but the odds are from time-to-time people will somehow conceal sufficiently well. And many here, have been deeply affected, as well as the survivors who have so rightly brought us to this place. Many other people here have been deeply affected and badly treated. Dictate in

<https://exeter.anglican.org/wp-content/uploads/2024/06/Diocesan-Safeguarding-Policy-Statement-Children-young-people-and-adults.pdf>

Appendix 2 – Detailed Definitions of Abuse

Statutory Definitions of Abuse – Children

Statutory definitions of abuse are found in the NSPCC document, What Is child abuse? – Last accessed – 17/06/2023

Link: <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

Definitions of Abuse – Adults

Definitions of abuse towards adults are found in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000)

Link: The Care Act 2014
<http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Link: Care and Support Statutory Guidance under the Care Act 2014
<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

Appendix 3 – Signs and Indicators of Possible Abuse

Signs of Abuse (Children)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*
- Cuts/scratches/substance abuse*

Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia*

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food,
- Untreated illnesses, Inadequate care, etc

Signs of Abuse (Adults)

Physical abuse

- History of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or over use of medication and/or medical problems left unattended.
- Any injuries not consistent with the explanation given for them

- Bruising and discolouration – particularly if there is a lot of bruising of different ages and in places not normally exposed to falls, rough games etc.
- Recurring injuries without plausible explanation
- Loss of hair, loss of weight and change of appetite
- Person flinches at physical contact &/or keeps fully covered, even in hot weather;
- Person appears frightened or subdued in the presence of a particular person or people

Sexual abuse

- Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosures or hints of sexual abuse:
- Self-harming
- Emotional distress
- Mood changes
- Disturbed sleep patterns
- Psychological abuse
- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of a carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia
- Changes in mood, attitude and behaviour, excessive fear or anxiety
- Changes in sleep pattern or persistent tiredness
- Loss of appetite
- Helplessness or passivity
- Confusion or disorientation
- Implausible stories and attention seeking behaviour
- Low self-esteem

Financial or material abuse

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents or loss of money
- Sudden inability to pay bills, getting into debt
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property
- Missing personal belongings
- Inappropriate granting and / or use of Power of Attorney

Modern slavery

- Physical appearance; unkempt, inappropriate clothing, malnourished
- Movement monitored, rarely alone, travel early or late at night to facilitate working hours.
- Few personal possessions or ID documents.
- Fear of seeking help or trusting people.

Discriminatory abuse

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance care
- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality

- Abuse may be observed in conversations or reports by the person of how they perceive themselves

Institutional Abuse

- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves
- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.

Neglect and acts of omission

- Deteriorating despite apparent care
- Poor home conditions, clothing or care and support.
- Lack of medication or medical intervention

Self-neglect

- Hoarding inside or outside a property
- Neglecting personal hygiene or medical needs
- Person looking unkempt or dirty and has poor personal hygiene
- Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food
- Person is dressed inappropriately for the weather conditions
- Dirt, urine or faecal smells in a person's environment
- Home environment does not meet basic needs (for example not heating or lighting)
- Depression

Domestic violence and Abuse

- Unexplained injuries or 'excuses' for marks or scars
- Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and Female Genital Mutilation.

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 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.

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.

Appendix 4 - How to Respond to a Disclosure of Abuse.

If there is a concern that a child, young person or adult with care and support needs may have been abused or a direct allegation of abuse has been made, it is important the person receiving this information does the following:

- If possible, use the St Mary Magdalene “Cause for Concern” form.
- Make notes as soon as possible (preferably within one hour of the person talking) including a description of any injury, its size, and if possible, a drawing of its location and shape on the child's body.
- Write down exactly what has been said, when it was said, what was said in reply and what was happening immediately beforehand (e.g., a description of an activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all handwritten notes even if subsequently typed up.

These notes should be passed on to the Safeguarding Lead/Deputy to assist them should the matter need to be referred to the statutory agencies such as Adult or Children's Social Services or the police.

Workers need to share concerns with the Safeguarding Lead/Deputy as well as clear allegations made by, or about, children, young people and adults at risk. Sharing ‘gut feelings’ at an early stage, may assist in helping those who need it.

If the matter is urgent e.g., there is a need for medical intervention, it is unsafe for a child to return to their parent/carer or there is an allegation of sexual abuse, take immediate action by

Effective Listening

Ensure the physical environment is welcoming, giving opportunity for the child or adult with care and support needs to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different

- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

Helpful responses

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

Don't say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

St Mary Magdalene

Appendix 5 – Behaviour Code of Conduct

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers). The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The Role of Workers (staff and volunteers)

When working with children and young people or adults at risk of harm, in any of the following areas of the church:

- Youth Room
- Voyagers
- Living Room
- Play Room
- Store Room
- Prayer Room
- Recovery Room (Inc Celebrate recovery and Surf to Recovery)
- Life Groups
- Parsley and Time
- Church Outreach

you are acting in a position of trust for St Mary Magdalene Church, Torquay. You will be seen as a role model and must act appropriately. You should also familiarise yourself with the detailed Good practice guidelines below and the [lone working policy](#).

Good Practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the Safeguarding Lead/Deputy
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

Unacceptable Behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way,
- Developing inappropriate relationships
- Consuming alcohol or illegal substances on church premises (other than communion wine)
- Passing on others personal or social media contact details.
- Passing on your own personal or social media contact details to a child or young person under the age of 18 without seeking written parental permission.
- Favouritism/exclusion – all people should be equally supported and encouraged.
- You should never pray with a child or young person under 16 in an unsupervised situation.

Breaching the Behaviour Code of Conduct

If you have behaved inappropriately, you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the Safeguarding Lead/Deputy as appropriate). Depending on the seriousness of the situation, you may be asked to leave. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or Disclosure and Barring Service. If you become aware of a breach of this code, you should escalate your concerns to the Safeguarding Lead/Deputy or line manager in the case of a paid staff member.

Further information on specifically working with young people can be found here.

<https://www.churchofengland.org/sites/default/files/2024-04/working-and-volunteering-safely-with-children-and-young-people-220424.pdf>

Appendix 6 – Detailed Good Practice Guidelines.

Parish Handbook Supervision Ratios –

Ratio of Adults to Children.

Under 2 years	1:3
2-3 years	1:4
4-8 years	1:6
9-12 years	1:8
Over 12	1:10

Always ensure that a worker is not alone with a child, young person or adult with care and support needs. Normally, activities, whether on or off the premises, must be managed by at least 1 safely recruited and DBS checked workers or a checked worker and an unchecked worker assistant.

[Lifts policy](#)

[Loneworking policy](#)

No person under the age of 16 years of age should be left in charge of any children of any age. Nor should children or young people attending a group be left alone once in the church's care, i.e., once they have been signed in.

A register of children or young people should be kept as well as a register of workers. This should include time of arrival and departure. Children must be signed in by parent(s)/carer(s) and signed out in the same way by the same parent(s)/carer(s). This sign-in policy will be visible to parents/carers at the time of signing in.

Reporting incidents and accidents across all church activity.

Staff and volunteers should record unusual events, recording what they have witnessed on an **Incident or Accident Form**. This can be very helpful if leaders have to deal with a person who may subsequently make accusations of assault.

Records of previous behaviour will enable any allegations to be seen in context. Logbooks protect everyone. For serious incidents and accidents always inform Rev Sam Leach (incumbent) or Sam Hart (PSO). The incumbent and the PSO must check the registers and forms regularly and initial them to ensure they are up-to-date and challenge workers when necessary.

Photography and Images.

The updated General Data Protection Regulation 2018 maintains that organisations must be careful if they want to take photographs or film footage of people, and how images are used. This does not mean that photographs should not be taken or filming prohibited but there are certain protocols that must be followed to comply with data protection legislation as well as to safeguard children, young people and

adults with care and support needs. Photographic images count as sensitive data since they may reveal information about the subject's race and as such are covered by GDPR 2018.

Appendix 8 - Events and trips off – site (not on church premises)

All events including children and adults with care needs should be overseen in accordance with the St Mary Magdalene Church Safeguarding Policy and by named adults who have been selected in accordance with St Mary Magdalene's recruitment procedures for staff and volunteers. They should also have the backing of the PCC.

Before setting up an external event or trip the following should be taken into consideration:

- The appropriateness of the venue for the activity
- Any medical issues, dietary needs and allergies will be appropriately managed.
- Emergency contact numbers are to hand for all members under the age of 18 years.
- If the provision of food is part of the activity, leaders must ensure that food is prepared in accordance with Basic Food Hygiene standards.

Risk Assessment

St Mary Magdalene has a responsibility to assess the risk involved in the activities that are provided. This can include an informal check before the start of an activity that the building is safe and that the planned activities have been assessed for any risks.

A formal risk assessment has been carried out for all of the main areas of regular church activity but a separate risk assessment should be undertaken for more hazardous events, using a [Risk Assessment form](#)

Relevant Parish Safeguarding Contacts

Incumbent/Priest in Charge

Name: Rev. Sam Leach

Contact No: 01803 916224

Parish Safeguarding Representative

Name: Sam Hart

Contact No:

PCC Designated Safeguarding Lead

Name: Emma Hammond

Contact No: 07474443003

Churchwardens

Name: Tony Hughes

Contact No:

Name: Jim Corderoy

Contact No:

Other Licensed Ministers operating in this parish/benefice

Names :

Rev Charles Doidge, Rev John Garner, Rev Susie Greenslade, Rev Jules Johnson, Rev Joe Lannon,
Rev Stephen Yates

Youth Club Leader

Name: Jude and Jamie Fortune

Contact No:

Pastoral Visiting Team Coordinator

Name: Edwina Corderoy

Contact No:

DBS Verifiers - as well as Parish Safeguarding Lead

Name: Emma Hammond

Sarah Parsons

Contact No: 07474443003

Contact No: 01803 211868

Hall Manager/Bookings Secretary

Name: Sarah Parsons

Contact No: 01803 211868

Diocesan Safeguarding Team: 01392 294975/345910/294969

Diocesan DBS Coordinator and Safeguarding Training Administrator: 01392 294929

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

St Mary Magdalene

Declaration

Individual's Copy

I have read the St Mary Magdalene Safeguarding Policy and agree to abide by it. If I do not understand any of its contents, I will contact the Safeguarding Lead/Deputy for clarification before signing this declaration.

Signed:

Print Name:

Date:



Office Copy

I have read the St Mary Magdalene's Church Safeguarding Policy and agree to abide by it. If I do not understand any of its contents, I will contact the Safeguarding Lead/Deputy for clarification before signing this declaration.

Signed:

Print Name:

Date: