



## Safeguarding Team member changes.

Since our last newsletter there has been a change within our team. Jane Moore our Training Administrator has left the team. We are currently advertising this post on the Diocesan [here](#).

## Parish Safeguarding Handbook

The National Safeguarding Team have published the initial version of this document which is available on the Diocese of Ely website [here](#). This is currently being revised and updated and hopefully the final version will be available in September 2018. The National Safeguarding Team will bulk buy them in hard copy and send them out to Dioceses.

## Parish Safeguarding Resources

These are available on the Church of England website online [here](#) and will contain all the model templates and good practice reference material, identified in the Handbook. The Ely Diocese branded versions of these are available on the Diocesan Website [here](#)

## The Safer Church Policy Poster

This is available on the Diocese of Ely Website [here](#).

The Safeguarding Team has a stock of these professionally printed which are available at all training events they can also be posted out upon request from the Safeguarding Team.



## Data Protection and GDPR

The National Safeguarding Team will be issuing a revised Confidential Declaration form shortly. In the coming months they also plan to issue draft templates for privacy notices to support case work, children and adult activities and training. It is currently planned that the implementation of an internal information sharing agreement will be in Autumn 2018

## Parish Representatives for the Diocesan Safeguarding Liaison Group (DSLGL)

The DSLGL are looking to recruit a Parish Safeguarding Officer and a member of Licenced Clergy to join the group. The DSLGL meets on a quarterly basis at the Diocesan Office in Ely. The Terms of Reference for the group are available [here](#) Please contact Rebecca Boswell if you are interested in joining this forum.

## Member of Diocesan Safeguarding Liaison Group (DSLGL) Model Role Description and Person Specification Background

## Role Description

1. To assist in ensuring the DSLG discharges its role and functions in line with the terms of reference.
2. To work assist in ensuring the group has a strategic overview of safeguarding practice across the diocese in line House of Bishops' policy and practice guidance, together with appropriate quality assurance and risk management processes.
3. To ensure that the group considers the needs of victims/survivors and those affected by abuse together with relevant advice.
4. To provide appropriate and effective challenge to the Diocesan Safeguarding arrangements.
5. To enhance the network of the Safeguarding Liaison Group and provide external partner perspective.

## Person Specification

Appointees should demonstrate the following skills, knowledge and experience;

- Recent professional safeguarding experience and expertise within their organisation
- Experience of being part of a strategic group and being able to provide challenge and support.
- A confident and empowering style with the ability to help strategically plan and build confidence in safeguarding practice;
- Up to date knowledge of multi-agency safeguarding practice and processes, legislation and current developments

## Safeguarding Liturgy Published

Survivors of abuse have informed a new guide to safeguarding liturgy, published by the Liturgical Commission. These can be found [here](#).

The document suggests Bible readings, prayers, hymns, and set liturgy for a "variety of pastoral circumstances" for survivors and safeguarding, including services of commissioning for safeguarding representatives.

Most of the texts are already in general use but have been supplemented by new material, including prayers suggested by survivors. They range from a safeguarding prayer that could be posted on a church noticeboard, or be used to conclude a day of safeguarding training, to a litany of penitence for past failures. Collectively, they are neither the first word nor the last word on this subject, but they are offered in the hope that by God's grace the Church may become a safer place where everyone is valued.

*Lord God,  
hear our prayer for all in pain and vulnerability:  
dispel their darkness and loneliness with your  
everlasting light,  
so that they can recover their self-confidence  
and through your grace and mercy find their true  
selves again,  
healed and strengthened by your unconditional  
love  
in Jesus Christ our Lord.  
God our strength and our redeemer:  
you do not leave us in this life  
nor abandon us in death.  
Hear our prayer for those in despair,  
when days are full of darkness  
and the future empty of hope.  
Renew in them your sustaining strength  
for we believe that there is nothing in all creation  
that can separate us from your love  
in Christ Jesus our Lord.*

## DBS Checks and Confidential Declaration Forms which contain information relevant to safeguarding

If a criminal record disclosure is not clear, the Safeguarding Team will contact the parish to request that the applicant is asked to present their original disclosure (**not a copy**) to the relevant person within the parish. A form will be sent to the

parish which must be completed and returned to the Safeguarding Team.

The completed form will be passed to the Safeguarding Team for a risk assessment. Please note that the appointment **must not** go ahead until the risk assessment is completed and a recommendation is made to the parish concerning the suitability of the applicant.

**If a Confidential Declaration form given to the parish by an applicant contains information relevant to safeguarding** the parish **must** notify the Safeguarding Team who will risk assess that information and make a recommendation to the parish concerning the suitability of the applicant. The appointment **must not** go ahead until this is completed.

The Risk Assessment in the above circumstances is **always** the responsibility of the Safeguarding Team

Should the applicant not wish the confidential declaration and / or the criminal record disclosure to be seen, which is entirely his / her choice, the application must **not** proceed further and must be terminated.

## Past Cases Review

Thank you to all of those who have already responded to Bishop Stephen's letter requesting that any safeguarding information relating to staff and volunteers which may not have been shared previously be referred to the Diocesan Safeguarding Team.

If you have yet to respond please can we encourage you to do this as soon as possible.

Can we also remind you of the importance of procedures, record keeping and referrals to avoid the diocese having to repeat this process in the future.

## Training modules.

There has been a little bit of confusion over training requirements specifically with the Core (C) modules.

**C0** Basic Awareness (on-line course) is for anyone with a role in the church and is a pre-requisite for attendance at any other Core training module. Congregation members are also welcome to complete this course. **C0 must be completed prior to attending any other C modules.**

**C1** Foundation is for anyone working with children or adults at risk whether as a leader or as a helper either occasionally or on a regular basis.

**C2** Leadership is the follow on course (after C1) for leaders of children or adult groups and those with a position of trust, for example; as Directors of Music, Tower Captains or Home Visitors.

**C3** is a combination of and therefore equivalent to C1 and C2. This modules is for Clergy (Licensed and with the Bishop's Permission to Officiate) and Lay Ministers. If a person completes C1 and C2 they do not need to also complete C3 and vice versa.

**C4** is for the Senior staff such as the Bishops, the Archdeacons and other senior diocesan staff.

Further details relating the courses available, locations and dates can be found [here](#)

## Parish Safeguarding Record Form

We have received a number of requests for a parish safeguarding record form. This is now available on the website and can be found by clicking [here](#).

The form shows the information you need to be keeping for all those volunteering/working in your parish.

The spreadsheet contains formulae for calculating renewal dates and these cells have been locked so they can not be altered.

## DBS checks and PCC Members

Please note the level of check required for PCC members will depend on the work carried out in a parish. If your parish does not carry out any work at all with children or adults, then only a Basic DBS check is required.

If your parish provides any activities for children and adults (including home visits for adults) then an enhanced DBS check is the minimum level of check required for PCC members.

However, if your PCC member has any other role in the parish working with children or adults at risk, in addition to being a member of the PCC, this may increase the level of check to an Enhanced with Barred list check. See the guidance relating to Regulated Activity which can be found on page 25-28 (Appendix 7) of the [Church of England Safer Recruitment Practice Guidance 2016](#).

## PSO Training and Network Morning

22 September 9.30am—12.30pm at The Hub Cambourne.

Includes a tasty brunch and the opportunity to meet and network with Parish Safeguarding colleagues. The focus of the day will be an update in relation to safeguarding in the Church and Diocese, the new website and a surgery to discuss issues affecting your parish. If you haven't already booked to attend, you can do so [here](#).

## Parish Safeguarding Officer's Garden Party at the Bishop of Ely's House

We spent a lovely evening together in the Bishop's Garden on 19 June. The Bishop thanked the Parish Safeguarding Officers for their dedication and hard work in a role that can be challenging, stressful and is often unrecognised.

The evening was a wonderful opportunity to meet other Safeguarding Officers, the diocesan team and members of the diocesan Safeguarding Liaison Group. It was lovely to see everyone there and to meet new Parish Safeguarding Officers too.



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