

CHRIST CHURCH DOWN STREET (Mayfair) SAFEGUARDING POLICY & PROCEDURES October 2024

Safeguarding Policy and Practice at Christ Church Down Street [CCDS (Mayfair)]

Date: 9 October 2024

Written by: Mary Pfeiffer

Date reviewed by Safeguarding Committee:

Date of next review: July 2025 unless there is a significant change in national/Anglican legislation/policy

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Circulation list & when re-read annually:

<i>Ministry Groups</i>	<i>September</i>
Trustees, Elders and PCC members	July
Staff	September
(S)DG leaders	Annual Training (September)
Little Lambs helpers & International Café leaders	September
Those named in Complaints Procedure	September
Sunday School Leaders	Annual Training (October)

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Policy Statement and Commitment

Christ Church Down Street (Mayfair) commits to following the safeguarding policies and guidance of the Church of England and the Diocese of London as laid out in the House of Bishops' Policy Statements '[Promoting a Safer Church](#)' (2017) and '[Parish Safeguarding Handbook](#)' (2018) and the Diocesan Safeguarding Policy '[Promoting a Safer Diocese](#)' (2023).

We also commit to working within UK legislation and statutory guidance concerning the safeguarding of children, young people and adults at risk.

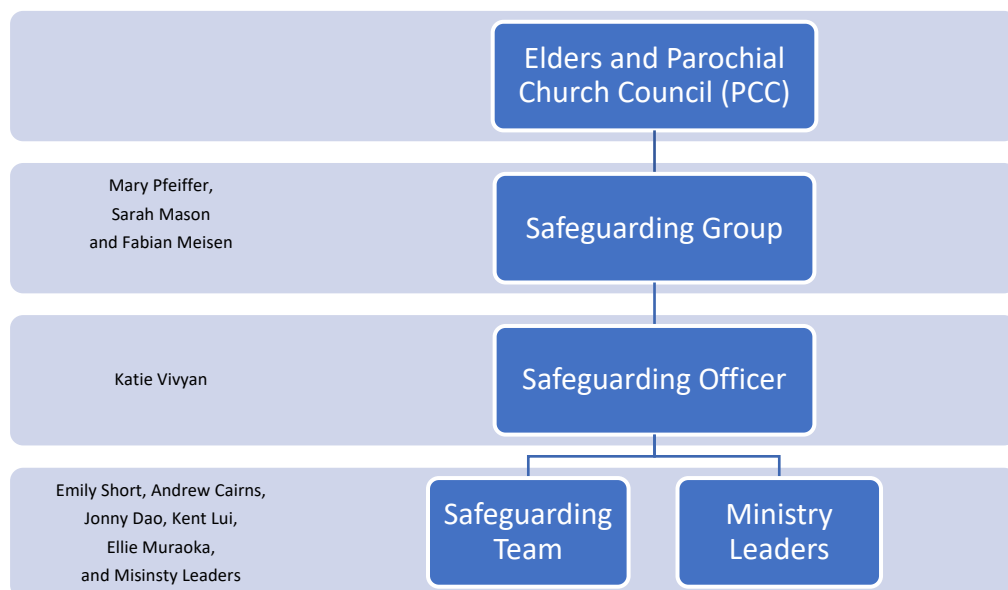
- We commit ourselves to nurture, protect and safeguard all our members, particularly children, young people and adults at risk.
- We recognise that safeguarding is the responsibility of the whole church.
- We undertake to exercise proper care in the selection, appointment, training and support of those working with children, youth or adults at risk.
- We will respond without delay to concerns or allegations, cooperating fully in any investigation. (See Appendix 2)
- We will challenge any abuse of power by anyone in a position of trust.
- We will seek to offer pastoral care to anyone who has suffered abuse.
- We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to members of our church community in need of support.

Responsibilities

Every person has a value and dignity, which comes directly from the creation of people in God's image. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

CCM has set out clear procedures and structures in order to safeguard children, young people and vulnerable adults.

Part of the CCM Safeguarding Structure:



Accountability and Scrutiny

As safeguarding is deemed to be everyone's responsibility, the Safeguarding Group oversee the Safeguarding Officer. The Safeguarding Group has responsibility and oversight of safeguarding procedures and policies for CCDS. The Safeguarding Group are eager to be as transparent as possible with the church family about the safeguarding policy and practice at CCM. A Complaints policy link is in Timeout each week, and on the website. The Safeguarding Committee reports to the Elders and Parochial Church Council (PCC).

Appendix 1 of this document gives a summary of how all those in positions of leadership within the church are accountable and section 4 of this document gives more information on the Safer Recruitment and appointment of volunteers and paid staff.

Further detail is below:

Parish Safeguarding Officer

- The Safeguarding Officer will take the lead in drafting and reviewing the safeguarding policies and reports (in accordance with best practice provided by the Church of England) for implementation and promotion by the Committee.
- Arrange quarterly meetings (via zoom) with the Safeguarding Team; Have an overview of all church activities involving children and vulnerable adults and keep a record of these activities.
- Liaise with the Vicar over safeguarding issues.
- Liaise, as necessary, with the Diocesan Safeguarding Advisers.
- Report all concerns or allegations against church officers to the Diocesan Safeguarding Advisers.
- Attend diocesan safeguarding training offered for Parish

Clergy

All clergy are subject to the Guidelines for the Professional Conduct of the Clergy and if any complaint is made against them, they will come under a Clergy Disciplinary Measure (meaning suspension and investigation). They are answerable to Church of England authorities.

Staff

all staff have a contract of employment which makes them accountable to the Directors of the CCM Charitable Company. There is a Disciplinary procedure and Staff Protocol in the Staff Handbook (a legal document appended to contracts). A central log of all staff 1-1s is maintained.

Interns

Interns are asked to sign up to the Statement of Faith and an agreement that states that any misconduct which is clearly in contravention of the Statement of Faith will lead to their internship ending.

Sunday School leaders

All those working with children are expected to be a regular member of a Discipleship Group (Bible Study Group). Leaders are told each year which of their group members is helping with Sunday School, and are asked to let the Children's Minister or Parish Safeguarding Officer (PSO) know if any concerns arise (e.g., group member stops attending or confesses something to the Bible Study leader which raises concerns).

Ministry Leaders

These include Bible Study (DG and Homegroups), Music Ministry, Welcoming and Serving Ministry, International Café, SLOB, and Mercy Meals. All leaders are accountable to a staff member or Elder who will meet with them through the year and give ongoing training/advice. Leaders are encouraged to report any concerns about fellow leaders to staff members. Mentoring and 1-1s with church family members, follows our Mentoring Safeguarding Guidelines, and are recorded. Furthermore, staff should periodically check with their supervisor to ensure no unhealthy behaviours or patterns are developing. (See Appendix 5: Mentoring Safeguarding Guidelines)

General:

Reports are given by the PSO and/or Incumbent at each meeting of the Elders and PCC on Safeguarding. An annual audit approved by the PCC is submitted to the Diocese and a longer report given to the PCC/Elders annually.

Every three years the church should be subject to an Archdeacon's 'visitation' where all of our record-keeping and policies are scrutinised, including Safeguarding.

The Safeguarding Team

This team has taken on the role of scrutinizing the response to the Thirtyone:eight report and current practice.

Reporting concerns

All concerns relating to children, young persons or adults at risk should be shared at the earliest opportunity (or within 24 hours) with the Parish Safeguarding Officer Katie Vivyan or the Incumbent, Matt Fuller. Their contact details are safeguarding@christchurchmayfair.org or matt.fuller@christchurchmayfair.org Tel: 020 76295885

For reasons of confidentiality, we ask that concerns not be discussed, unless with those individuals mentioned above who can also offer safeguarding support as needed. In addition, Appendix 3 and the [CCM website](#) gives details of other organisations that can be contacted.

All concerns reported to the PSO or Incumbent are reported to the Safeguarding Team at the Diocese and the PCC have asked them to take responsibility for reporting serious incidents to the Charity Commission (PCC minutes May 2020).

If they cannot be reached or the concern relates to one of them, the Diocesan Safeguarding Advisor (DSA) should be contacted:
Mon-Fri 9-5pm Claire Meaney (Diocesan Safeguarding Advisor),
Claire.Meaney@london.anglican.org Tel: 020 3837 5097

There is also an out of hours service offered by Thirtyone:eight.
In an emergency, 999 should be called immediately and then as soon as possible the Parish Safeguarding Officer should be informed.

Appendix 2 has a flowchart showing how concerns can be reported and the contact information that may be needed.

Safer Recruitment and Training

Only those who have been safely recruited will be permitted to work unsupervised with children, youth and adults at risk. CCDS (Mayfair) is committed to following the Safer Recruitment practice, outlined by the Diocese of London and the Church of England. We are seeking to have diversity and inclusivity at every level of our church.

General Suitability for Volunteers

All leaders must be 18 years of age or older. Young people under 18 are welcome to volunteer with children and youth, subject to the approval of the Children's Minister or Youth Pastor. However, those under 18 will not hold any responsibility and will always be under the supervision of the relevant group leaders or their parents. Children who want to help and are 16+ must go through the Safer Recruitment process and have a DBS check.

Individuals will not normally be considered for a position leading/helping with children's work, until they have attended CCM regularly for at least 6 months. If the individual is known to a staff member, elder or PCC member having joined CCM from another church, an exception may be made if a satisfactory interview takes place or reference is obtained from someone appropriate (e.g. Children's Minister, Youth Pastor) at a previous church where they have been involved in this ministry.

All volunteers are asked to be regular members of a Bible Study (DG or Home Group) for accountability.

Volunteer application & DBS check

The names of all youth, Sunday School, and creche volunteers are known to the PSO and Incumbent. When new volunteers are recruited, names will be sent to the Ministry Lead, PSO and Incumbent, as they will be aware of any concerns around safeguarding.

The Safer Recruitment Procedures for volunteers are as followed:

1. All volunteers will meet face-to-face with the Children's Minister, Youth Pastor or PSO for an initial conversation before filling in an application form,
2. Once the application has been received and reviewed, the volunteer will be requested to attend an interview. If the interview is successful, two references are requested.
3. The two references should show no issues for working with children and young people, and provide positive insight towards the volunteer's capacity to work with children and young people.
4. Pending good references, an enhanced DBS is processed, or if the volunteer already has a current (less than three years) enhanced DBS Child Workforce DBS, a Confidentiality Form is submitted with details of the certificate number and date issued.
5. All volunteers who complete the above stages then undertake the Basic Awareness & Foundation Safeguarding Training.
6. An observation and months trial period provide the volunteer, Children's Minister and Youth Pastor an opportunity to make adequate decisions about the applicant.

All Safer Recruitment Procedures and training should be completed prior to starting in role.

Decision not to appoint

An applicant will not be appointed to any position involving children, young persons or adults at risk if:

- The applicant refuses to a check being made on their past background.
- The applicant refuses to answer questions in interview or application form.
- The applicant refuses to accept the CCM's Safeguarding Policy.

If a decision not to appoint for the above reasons is made, the applicant will be informed by the Children's Minister, Youth Pastor or PSO in an appropriate manner and a record maintained.

If during the process of the recruitment, it becomes known that the applicant has a criminal record, then the church will follow its procedures concerning recruitment of ex-offenders (see Appendix 4).

Records of all safeguarding concerns will be kept by the Parish Safeguarding Officer and the Operations Administrator. They will keep a record of the initial concern and all actions taken, subject to the individual's consent provided on the Self-Declaration and Confidentiality forms. The records will be securely held on their computers in passworded files and/or in a locked filing cabinet in the Incumbent's office.

All those involved with any safeguarding concern must ensure any records related to said case is given to the Parish Safeguarding Officer or Incumbent for secure storage.

Observation

Someone exploring volunteering within children, young persons or adults at risk groups may attend the relevant group on one occasion to observe the activities and help them decide if they wish to volunteer. They will attend in a supernumerary

capacity without responsibility for the activity. This would take place after the initial discussion and without having been through the full screening procedure. The group leader will record this in the log of attendance. It will be made clear to the children and young persons that the potential volunteer is a visitor and not a leader, and they will not be given any leadership responsibilities.

Renewal

- All eligible staff and volunteers will have a repeat DBS disclosure every 3 years. Any lapsed DBS check will require the post holder to stand down until the renewal has been completed.
- All volunteers will attend safeguarding training as required by the Church of England. Any lapsed safeguarding training will require the post holder to stand down until that training has been refreshed. Safeguarding Certificates expire after three years.

The requirements for staff, Trustees and volunteers are outlined in Appendix 5.

Record Keeping

Records will be maintained of staff and volunteer training and DBS checks. Records will be retained as per Church of England guidance.

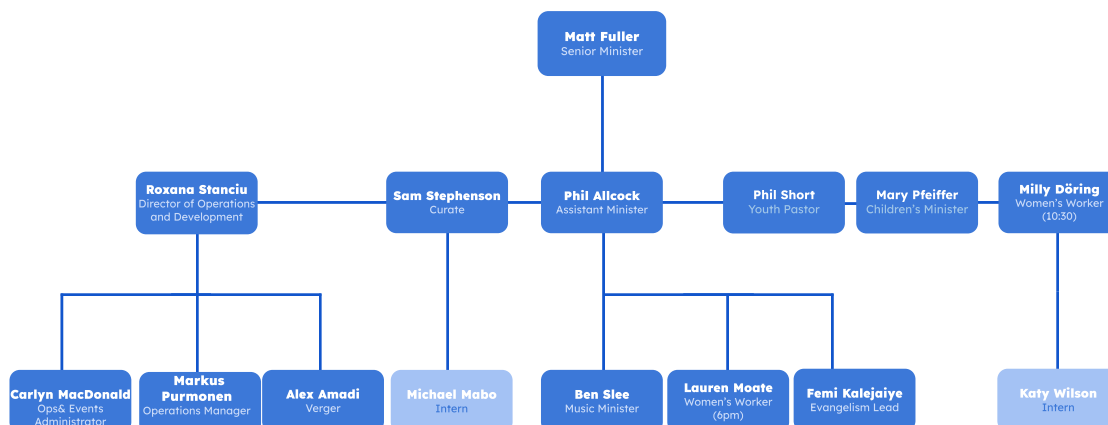
Safeguarding recording and data are processed and kept firstly by Ministry Leaders with support of the Safeguarding Team, and is then reviewed and recorded by the Operations Administrator and PSO.

Safeguarding Team:

Meet quarterly with Safeguarding Officer via Zoom. Support the Safeguarding Officer in drafting safeguarding policies and risk assessments. Ensure that CCM Safeguarding Policy and contact details is displayed in all Church premises, website and publications. Work directly with the Children's Minister, Youth Pastor, Student Minister, Music Pastor, Women's Ministry Coordinator, and Associate Vicar to support and ensure that:

- Safeguarding Action Plan is understood and relevant to their ministries;
- All DBS enhanced checks and required Safeguarding Training are up-to-date and recorded by the Operations Team;
- Necessary Risk Assessments are in place across relevant events and programmes.

Appendix 1: Lines of reporting and accountability Christ Church Down Street (Mayfair)



Directors of CCM Charitable Company are accountable to the Charity Commission and legally responsible for the activities and ministry of Christ Church Mayfair. Much of the day-to-day responsibility for running the church is delegated to the Elders, Churchwardens and CCM Staff. PCC of CCDS is accountable to the Charity Commission and is elected by church members. They are legally responsible for the building of CCM and recognised by the Church of England.

The Elders of CCM are accountable to the Directors. They oversee much of the day-to-day activity and ministry of CCM as well as pastoral care. Elders are nominated by staff and other elders; the church family is consulted before they are confirmed.

Appointed by the Directors and Elders:

- The Churchwardens is accountable to the Elders and Incumben. The Safeguarding Committee (Group) is accountable to the PCC and Elders.
- The Parish Safeguarding Officer (PSO) is accountable to the Safeguarding Committee, Churchwardens and Incumbent.
- The Safeguarding Team is accountable to the PSO.

CCM Staff:

Matt Fuller is 'employed' by the Diocese of London. Other staff are appointed following standard recruitment procedures and employed by the charitable company. Matt Fuller and Phil Allcock constitute the 'leadership' looking at bigger picture, strategy and taking some decisions that do not need to go to the wider staff team. They both attend PCC and Elders' meetings.

All staff have an annual review with 360o feedback (and in some cases other church members are invited to provide input); Matt and Phil's reviews usually include an external reviewer. Staff are given an exit interview when they leave. Clergy are also given an annual review with external clergy or Diocesan staff.

Interns:

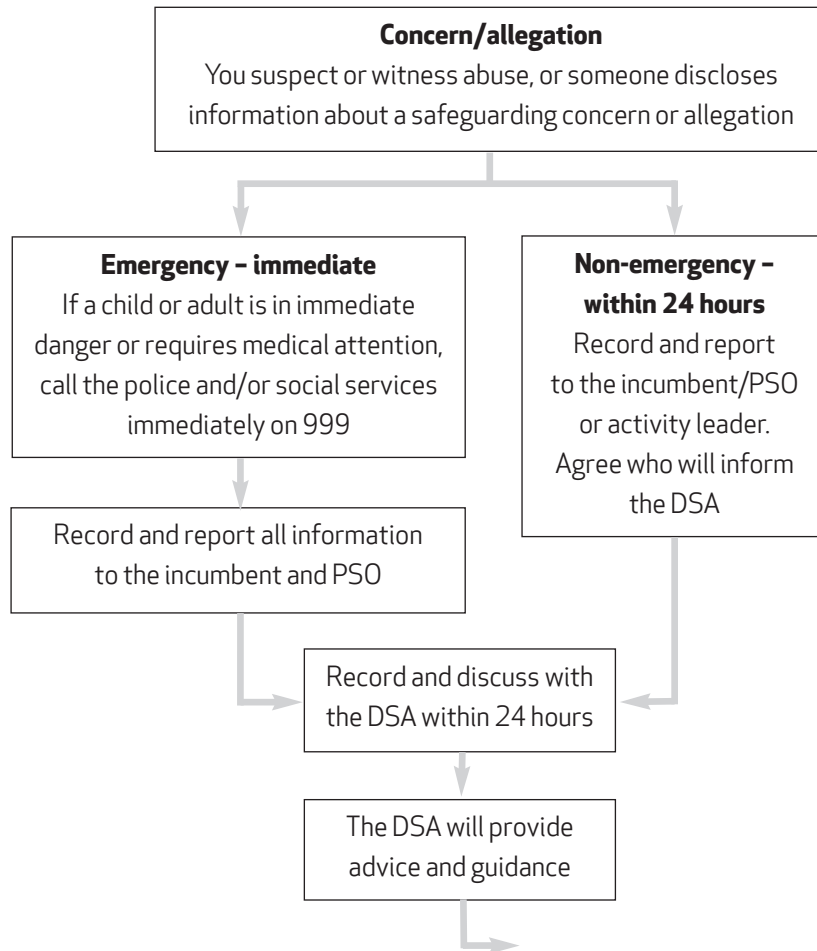
Each intern has a Ministry Supervisor and some also have a separate Mentor. Phil Allcock oversees the intern programme, Ministry Supervisors and/or mentors check in with interns approximately every month.

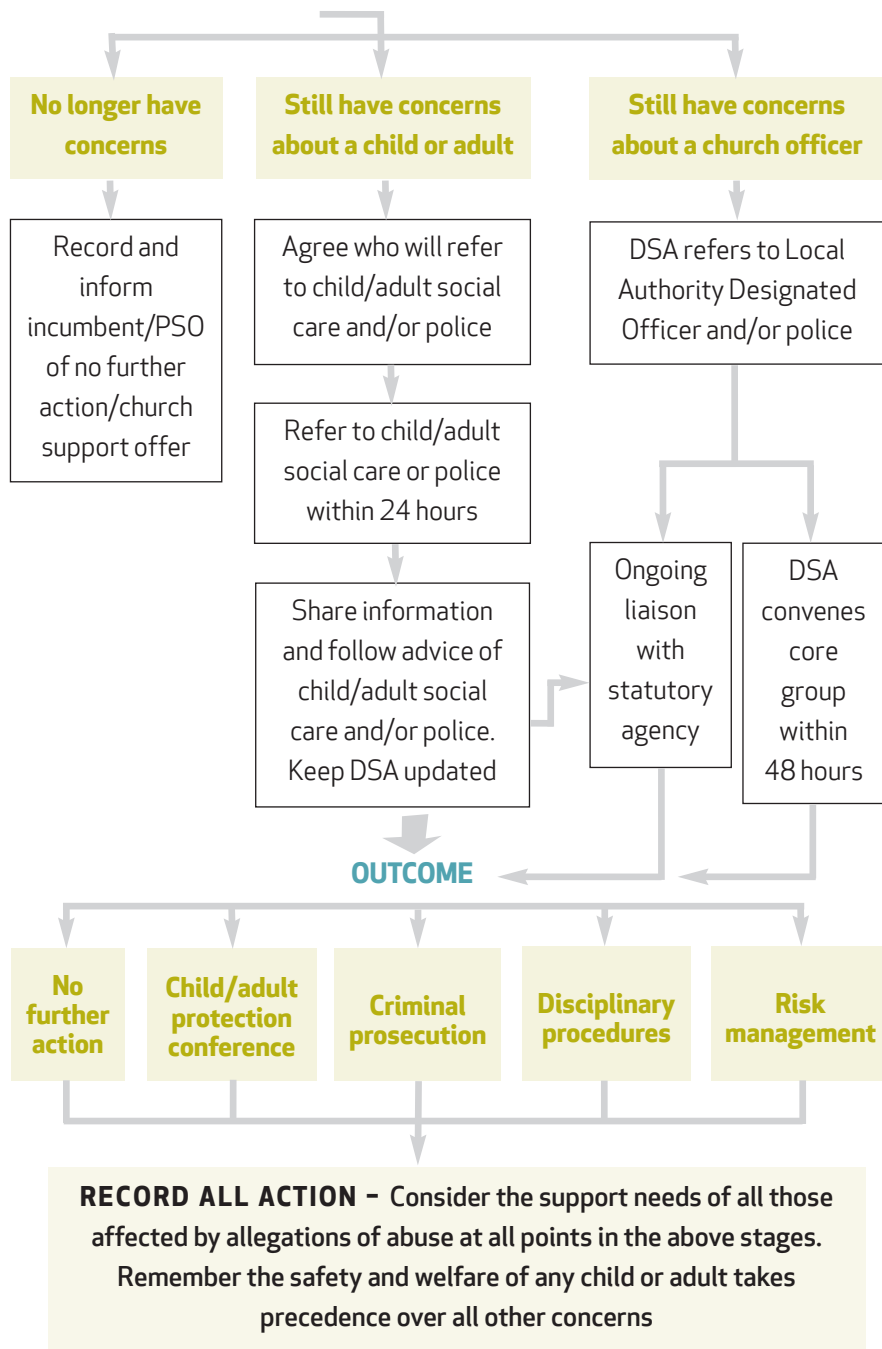
Volunteers:

All volunteers are overseen by a staff member, and are accountable to them in line with CCM Safeguarding Policy and Procedures.

Appendix 2: How to report a concern
(Taken from pages 18 & 19 of Parish Safeguarding Handbook)

7.1 Quick guide





Appendix 3 Other sources of help

CHILDREN | City of Westminster website: <https://bit.ly/30EpOp6>
Contact Name | Duty Child Protection Advisor
Telephone 020 7641 7668
E-mail AccesstoChildrensServices@westminster.gov.uk
LADO@westminster.gov.uk
More contacts: <https://bit.ly/2LuitFg>

ADULTS
Emergency / out-of-hours team
Tel: 020 7641 6000

ADULT SOCIAL CARE TEAM
Tel: 020 7641 1444 OR 020 7641 1175 Text messages: 07944 521615
Email: adultsocialcare@westminster.gov.uk
See website <https://bit.ly/2GjReJn>

Domestic Abuse help
Women's Aid 0808 2000 247 www.womensaid.org.uk
Refuge 0808 2000 247 www.refuge.org.uk
National Domestic Violence Helpline Freephone 24 hours 0808 2000 247
National Centre for Domestic Violence Free, fast emergency injunction service. 24
hours: 0800 970 2070 www.ncdv.org.uk

Appendix 4 Policy on the recruitment of ex-offenders

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

Date Policy adopted: 8 July 2019

Appendix 5: Mentoring Safeguarding Guidelines

The Mentoring Safeguarding Guideline is part of each ministry policy within CCM and available for all ministry leads. This document should be read in conjunction the CCDS Safeguarding Policy and Guidelines.

Definition

A helpful secular definition (in the context of personal and professional development) is this:

This document seeks to provide safeguarding guidelines for those mentoring others at Christ Church Down Street (Mayfair) either because they are in church leadership (an Elder, staff member or DG leader) or because they have been asked to mentor others by someone in church leadership.

Mentoring is a system of semi-structured guidance whereby one person shares their knowledge, skills and experience to assist others to progress in their own lives and careers. Mentors need to be readily accessible and prepared to offer help as the need arises - within agreed bounds.

In a church context where an older Christian might be asked to mentor a younger Christian (or small group of them), with the aim of helping them grow in Christ-likeness in every part of their lives. This might happen in the context of a regular meeting, serving in a ministry area together or on a more informal basis.

Appendix 6 Training requirements

1. Basic Awareness

Recommended for anyone wanting or needing a Basic Awareness of safeguarding.

Required for:

- ALL Church Officers, including, but not limited to:
- Safeguarding Officers / Leads (e.g. PSOs)
- Anyone holding a licence, commission, authorisation, permission to officiate or
- permission to carry out similar ministerial functions (including Honorary/Assistant
- Bishops, Chaplains, Reader Emeritus & ALPs)
- Anyone in a role which involves working/volunteering with children (under 18-year-olds) and/or adults at risk (vulnerable adults)
- Bishops Visitors / Pastoral Visitors
- Line managers and/or anyone involved in the recruitment, selection, appointment,
- management of Church Officers (employees, elected members, and volunteers)
- Those with responsibility for administering DBS (Lead and Additional Recruiters)
- Churchwardens
- PCC Members
- Lay Chapter Members
- Vergers
- Non-executive members of Chapter
- Pre-ordination or license students, prior to BAP or selection Panel.
- Anyone going on to complete any other Church of England safeguarding
- course

2. Foundation

Required for:

- Safeguarding Officers / Leads (e.g. PSOs)
- Anyone holding a licence, commission, authorisation, permission to officiate or permission to carry out similar ministerial functions (including Honorary/Assistant
- Bishops, Chaplains, Reader Emeritus & ALPs)
- Anyone in a role which involves working/volunteering with children (under 18-year-olds) and/or adults at risk (vulnerable adults)
- Bishops Visitors / Pastoral Visitors
- Line managers and/or anyone involved in the recruitment, selection, appointment, management of Church Officers (employees, elected members, and volunteers)
- Those with responsibility for administering DBS (Lead and Additional Recruiters)
- Churchwardens
- PCC Members
- Lay Chapter Members
- Vergers
- Non-executive members of Chapter

- Pre-ordination or license students, prior to BAP or selection Panel.
- Anyone going on to complete any other Church of England safeguarding course
- Completion of the Basic Awareness Course is a pre-requisite.

3. Safer Recruitment and People Management

Required for Line managers and anyone involved in the recruitment, selection, appointment, management of Church Officers (employees, elected members, and volunteers). Including, but not limited to:

- Those with responsibility for administering DBS check and/or requesting overseas criminal record checks (Lead/Additional Recruiters)
- Safeguarding Officers in all Church bodies (e.g. PSOs)
- Ordinands during IME 1

Completion of the Basic Awareness Course and then the Foundation Course is a pre-requisite.

4. Raising Awareness of Domestic Abuse

Recommended for persons holding a pastoral role within the Church

Required for:

- Anyone holding a licence, commission, authorisation, permission to officiate or permission to carry out similar ministerial functions (including Honorary/Assistant
- Bishops, Chaplains, Reader Emeritus & ALPs)
- Safeguarding Officers / Leads (e.g., PSOs)
- Bishops' Visitors/Pastoral Visitors
- Churchwardens
- PCC Members/Lay Chapter Members
- Ordinands during IME 1

Completion of the Basic Awareness Course and then the Foundation Course is a pre-requisite

5. Leadership

- Leadership Training is required for people who play a lead role in shaping the culture of their parish. Including, but not limited to:
- All clergy holding the Bishop's licence, commission, authorisation, or permission (including PtO where exemption has not been given) including Honorary/Assistant
- Bishops and Chaplains
- All Readers and Licensed Lay Ministers holding the Bishop's licence (under Canons E6 & E8), together with all others who hold the Bishop's commission, authorisation, or permission to carry out similar ministerial functions (including PtO where exemption has not been given)
- Safeguarding Officers / Leads in all Church bodies (e.g., PSOs)
- Non-executive members of Chapter (unless their role in the diocese requires a higher level).
- Churchwardens at a Parishes currently without an Incumbent
- Ordinands need to have completed the Leadership Pathway before their diaconal ordination and lay ministers in training before they are licensed
It should also, according to the local context, include such other people who significantly influence the culture of that Church body. These may include, for

example, lay ministry staff employed by a PCC or BMO, locally appointed leaders of new worshipping communities and focal ministers.

- Completion of the Basic Awareness Course and then the Foundation Course is a pre-requisite.

6. PSO (Parish Safeguarding Officer) Induction

- Recommended for existing PSOs (Parish Safeguarding Officers)
- Required for persons taking on the role of PSO (Parish Safeguarding Officer)
- Completion of the Basic Awareness Course and then the Foundation Course is a pre-requisite.

PSO (Parish Safeguarding Officer) Induction Courses Lead & Additional Recruiters (DBS Administrators) are required to complete

1. Basic Awareness
2. Foundation
3. Safer Recruitment and People Management

7. Courses PCC members are required to complete

1. Basic Awareness
2. Foundation
3. Raising Awareness of Domestic Abuse
 - PCC members (that are also line managers and/or involved in the recruitment, selection, appointment, management of Church Officers, employees or elected members or volunteers) would also be required to complete the Safer Recruitment and People Management course.
 - Churchwardens at parishes currently without an Incumbent would also be required to complete the Leadership course.

When/how often do I need to complete the Church of England Safeguarding Course(s)?

It is expected that people work to achieve the required level of learning as soon as is practicable upon starting a new role. For example, PCC members often end up standing for election on the day and their appointment takes effect immediately. It is not therefore realistic to say that they must be trained before they start. The required core safeguarding learning pathways should be a priority with Basic Awareness and Foundation being completed as part of an induction process and the remaining core pathways being completed within six months of an individual taking up a post - *Church of England Safeguarding Learning & Development Framework 2021*

Refresher learning should be completed at a three-yearly interval and will keep knowledge and skills up to date. It is expected that everyone will have been trained to the required level within each three-yearly cycle. Refresher learning should be undertaken at the highest required level (as per safeguarding training in the statutory sector) - *Church of England Safeguarding Learning & Development Framework 2021*