



St John's Woodbridge

## Safeguarding Policy

### 1. Introduction

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.

Safeguarding is an integral part of the mission and ministry of the church in the Diocese of St Edmundsbury and Ipswich of which St John's is a part and is in line with the Growing in God strategy. It also aligns with St John's Value of being a loving church where every individual is valued. Safeguarding is everyone's responsibility.

It is our policy to promote a safe environment and culture by:

- Safely recruiting and supporting all those with any responsibility relating to those groups who are at increased risk of harm or abuse within the church;
- Responding immediately 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 who may pose a present risk to others in consultation with the Safeguarding Officer and the Vicar and, where appropriate, St John's Pastoral Team.

In order to fulfil the above policy we will work with the Diocese to ensure that facilities are available to complete online DBS applications and to provide appropriate levels of safeguarding training in order to raise awareness and create an atmosphere of 'informed vigilance'.

St John's follows the Church of England and Diocesan Guidelines for safeguarding from the Diocese of St Edmundsbury and Ipswich as outlined here:

<https://www.cofesuffolk.org/promoting-a-safer-church>

Latest versions of the safeguarding documents referenced can be found here:

<https://www.cofesuffolk.org/safeguarding-resources/> or  
[www.churchofengland.org/safeguarding](http://www.churchofengland.org/safeguarding)

St John's has adopted the Church of England's House of Bishops' Safeguarding Policy for children, young people and adults, [Promoting a Safer Church](#) ("the policy") with more details to be found in the [Parish Safeguarding Handbook](#) ("the Handbook") and the [Roles and Responsibilities Practice Guidance](#) ("the Guidance"). Collectively these are referred to below as "the Church of England documents" or "the CofE documents".

To avoid duplication, and conflicting information, this document does not in general repeat that

guidance, but shows how the guidance is applied specifically to St John's.

## 2. Who is DBS checked?

In St John's all who are working with children and/or vulnerable adults are required to be DBS checked with roles clearly defined as to whether they were working with children or adults or both. All DBS checks carried out through the Diocese are at the Enhanced level.

In addition, leaders of any activity the group is running should have a DBS check. Depending on the nature and who is attending the activity, there are rules as to whether or not we can/need to do a DBS check and so each activity will need to be reviewed regarding the eligibility requirements of the DBS criteria. If in doubt, please contact St John's Safeguarding Officer.

## 3. How are DBS checks carried out?

St John's Safeguarding Officer facilitates the DBS checking process. Please contact them to initiate your check.

- Lyn Spall - [lynspall@gmail.com](mailto:lynspall@gmail.com) mob.07748 211037

## 4. St John's Safeguarding Lead

All churches are required to have a named person responsible for Safeguarding. At St John's this is Lyn Spall. She has completed Basic, Foundation and Leadership Safeguarding Training.

St John's has also appointed two Deputy Safeguarding Officers. These are Avril Askew and Janet Kinsman. They have completed Basic and Foundation Safeguarding Training.

## 5. What training is required for PCC members and Leaders of Groups at St John's?

After changes to Church of England requirements of who in a parish context would need to do which level of safeguarding training our training requirements as follows:

### Basic

Anyone on the Coffee Rota, Flower Rota, Music Team, PA/Livestream Rota, Readings and Prayers Rota, Organist, events such as Big Family Day Out, Put Yourself in the Picture.

### Basic and Foundation

PCC Member, Lifegroup Leader, Prayer Ministry Team, Duty Wardens, Welcome Team, Helper with Children or Young People, Helper with Little Gems, Hub Team, Office Staff, Leader of Marriage Course, Leader of Alpha Course, Leader of Walking Group

### Leadership

Children and Youth Pastor, Prayer Ministry Team Leader

All training information can be found here:

<https://www.cofesuffolk.org/safeguarding-training>

Safeguarding Basic and Foundation Training can be completed online via the following link:

<https://safeguardingtraining.cofeportal.org/>

Anyone wanting support to complete Basic or Foundation training please contact the Safeguarding Officer.

Safeguarding Leadership Training can be done as follows:

Attend an existing session – all of which are listed on the diocesan Eventbrite training page: <https://www.eventbrite.co.uk/o/diocese-of-st-edmundsbury-and-ipswich-11874263047>

## 6. Safeguarding Risk Assessments

In line with the [Parish Safeguarding Handbook](#) (see for example page 3 and page 44), all activity leaders must ensure an 'activity risk assessment' is completed and reviewed regularly for each activity which is associated with either children or vulnerable adults and run in the name of St John's (see the Template Appendix 1).

## 7. Safer Recruitment

St John's follows the Church of England practice guidance on Safer Recruitment which is currently under review.

All St John's Employees will have a DBS check before their appointment is confirmed **if this is appropriate for the role?**, and will be required to undertake the level of safeguarding training appropriate to their role.

See the St John's Recruitment policy for more information, including the Diocesan policy on the recruitment of ex-offenders.

## 4. Further Information

We review the Safeguarding Policy and our safeguarding practice each year.

If you have any concerns at any time about safeguarding St John's please contact St John's Parish Safeguarding Officer Lyn Spall [lynspall@gmail.com](mailto:lynspall@gmail.com)

Further useful information can also be found at the link below  
<https://www.churchofengland.org/safeguarding/promoting-safer-church>

## 5. Management of Safeguarding in the Diocese of St Edmundsbury and Ipswich

The Diocesan Safeguarding Officer is available to support St John's in the development of its safeguarding arrangements, good practice, policy and training. To ensure that allegations of abuse are appropriately referred to the statutory authorities ensuring the provision of appropriate advice and support to survivors and victims of abuse. To make sure that those that pose a risk are appropriately supported and managed. To advise St John's on all safeguarding matters ensuring that all advice is in line with the law, government guidance and national policy and guidance from the House of Bishops. To work collaboratively with the National Safeguarding Team.

The DSO acts as an escalation point for all Safeguarding issues across the diocese, as well as providing help and support where necessary. The DSO will put other monitoring processes in place as necessary.

## 1. Record keeping

St John's keeps records of:

Date of DBS check and DBS number  
Date of training  
Expiry of both

These records are only accessible to the Parish Safeguarding Officer, Lyn Spall

## 6. Contacts

The current St John's Safeguarding team is:

Safeguarding Officer, Lyn Spall	<a href="mailto:lynspall@gmail.com">lynspall@gmail.com</a>	07748 211037
Deputy Safeguarding Officer, Avril Askew 453139	<a href="mailto:avrilaskew88@gmail.com">avrilaskew88@gmail.com</a>	07443
Deputy Safeguarding Officer, Janet Kinsman 263454	<a href="mailto:janetkinsman@hotmail.com">janetkinsman@hotmail.com</a>	07818
Diocesan Safeguarding Officer, Karen Galloway, 621319 (available 8am till 8pm)	<a href="mailto:karen.galloway@cofesuffolk.org">karen.galloway@cofesuffolk.org</a>	07785

## 7. Links and Information

[Parish Safeguarding Handbook](#) | Link  
[Parish Safeguarding Handbook Addendum](#) | PDF  
[Recording Form for Safeguarding Concerns](#) | Word  
[Promoting a Safer Church policy document](#) | PDF  
[Promoting a Safer Church Poster](#) | PDF  
[Roles and Responsibilities Practice Guidance](#) | PDF  
[Safeguarding Privacy Policy](#) | PDF

There is a Safeguarding Link on the front page of St John's website

<https://stjohnswoodbridge.org.uk>

Posters are displayed around St John's Church, St John's Old Vicarage, St John's Church Hall with contact details

Safeguarding is on the agenda of every PCC meeting at St John's

## 8. FAQ's

Where do I go if I have a Safeguarding concern at St John's?

If you have a concern, suspicion or allegation of abuse by observation, victim disclosure, abuser disclosure, report by another person or anonymous communication, please, if it does not delay referral, speak to:

Parish Safeguarding Officer (if they are not implicated), Lyn Spall 07748 211037  
Diocesan Safeguarding Officer, Karen Galloway, 07785 621319 (available 8am-8pm)  
Bishop's Office, 01473 252829

To make a referral to Suffolk County Council, Customer First, 0808 800 4005 and/or the Police 101  
Please

- write up a written copy of your verbal referral - if you have had no response within 7 days telephoning, phone again
- be prepared to provide further information as requested and commit to assisting as required until the conclusion of the investigation

## 9. Policy Review

This Safeguarding policy will be reviewed annually and updated every 3 years.

Lyn Spall, Avril Askew and Janet Kinsman 23/06/2023

Accepted by St John's PCC on 15 July 2021

Revised and approved by St John's PCC on 17 July 2023