

Document Control Information

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Distribution List	
Name	Title
	PCC
	Website

St Bartholomew's Church Ducklington

St Bartholomew's Safeguarding Policy

1. We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children and all adults
- The safeguarding and protection of all children, young people and adults when they are vulnerable
- The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.

2. We will carefully select and train all those with any responsibility within the Church, in line with safer recruitment principles, including the use of Disclosure and Barring Service criminal records checks.

3. We will provide a simple form (in church and online), which is available to anyone who wishes to log a safeguarding concern.

4. We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation and we will have a clear reporting procedure in place.

5. We will seek to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.

6. We will challenge any abuse of power, especially by anyone in a position of trust.

7. We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

8. In all these principles we will follow statute, guidance and recognised good practice.

9. We will advise the Diocese which Registered Body we use to process applications for Disclosure and Barring Service criminal records checks.

10. We will advise the Diocesan Safeguarding Adviser if we receive a Disclosure which is 'blemished'.

11. We will review this policy annually, check that our policy and practice are up to date, and supply a copy of the updated policy statement to the Diocesan Safeguarding Adviser.

St Bartholomew's Safeguarding Statement

St Bartholomew's Church is committed to promoting a safer church and supports the House of Bishops' Safeguarding Policy for children, young people and adults.

We believe that the care and protection of children, young people and adults involved in Church activities is the responsibility of everyone who participates in the life of the Church.

We are committed to:

- Promoting a safer environment and culture
- Safely recruiting and supporting all those with any responsibility related to children and vulnerable adults
- Responding promptly to every safeguarding concern or allegation
- Caring pastorally for victims/survivors of abuse or other affected persons

- **Caring pastorally for those who are the subject of concerns/allegations of abuse and other affected persons**
- **Responding to those that may pose a present risk. If you are concerned that someone you know is at risk of, or is being abused, or presents a risk to others, please seek advice from a Safeguarding Adviser of if necessary, report the matter to the Local Authority Social Care Services or the Police without delay.**

Our Safeguarding Officer and Recruiter is:

Name: Mrs Sarah Varnom

Telephone: [REDACTED]

Email: safeguarding@ducklingtonchurch.org.uk

Our Safeguarding Verifier is:

Name: Mrs Sarah Varnom

Telephone: [REDACTED]

Email: safeguarding@ducklingtonchurch.org.uk

Deputy:

Name: Gill Long

Email: [REDACTED]

Signed Parish Priest/Incumbent *Andre Gilbert*

Churchwarden *P. Hage*

Churchwarden *Martin Dries*

Date: 16/10/25

Notes:

These roles may be combined by one person or split among several. The PCC should ratify the appointments, review them at least annually, and inform the Diocesan Safeguarding Adviser and Criminal Records Bureau (CRB) Administrator of appointments and changes to the roles of Safeguarding Officer, Recruiter and Verifier.

Churchwardens may take any of the following roles, but it needs to be clearly understood and agreed that this is in addition to their normal duties.

Safeguarding Officer

Each Church Council must appoint one or more safeguarding officers to be responsible under them for implementing the Diocesan policy in the

parish. There could be separate safeguarding officers for children and for vulnerable adults or one person could carry the combined responsibility.

This should be a lay person, preferably with some relevant professional background, e.g. a current or former teacher, nurse, doctor, police officer or social worker. Ideally, the representative should be someone who is not already an office holder or directly involved in children or vulnerable adult work in the parish, so that independence is maintained. The safeguarding officer should either be a member of the PCC or have the right to attend it.

The Safeguarding Officer will be responsible for:

Implementing the Diocesan safeguarding policy in the parish

Possessing a copy of this Safeguarding handbook

Making any extra recommendations required for the circumstances of a parish and having those agreed by the PCC

Maintain oversight of the Safeguarding Action Plan, updating as required

Overseeing the process for new appointments, sending out Confidential Declaration forms and reference letters (unless this is carried out by the Recruiter)

Being a member of the Appointing Body for any new appointments to represent safeguarding concerns

Being the link person between the Diocesan Safeguarding Adviser and the parish

Receiving, with the incumbent, any concerns about children or adults in the parish and making sure that proper advice is sought and proper referrals made; concerns about the incumbent should be raised with the Bishop

Ensuring that any ex-offenders against children or vulnerable adults known to be in the church community are notified to the Diocesan Safeguarding Adviser

Ensuring that any allegations against church workers of misconduct against children are notified to the Diocesan Safeguarding Adviser and as necessary to the Local Authority Designated Officer

Reporting to the PCC at least annually on the implementation of the policy within the parish.

The Safeguarding Officer may also be responsible for:

Being the Children's Advocate

Being the Recruiter

Supporting the workers with children or vulnerable adults through regular meetings and in other ways

Providing or arranging provision of training in safeguarding for all workers (both volunteers and paid staff)

Maintain oversight of the training record and ensure all training is as up to date as possible.

The Safeguarding Officer should work closely with the incumbent and if possible be co-opted on to the PCC.

Recruiter

Selection of people to undertake work with children or vulnerable adults should be confirmed at an interview conducted by an Appointing Body.

This should include at least two people, with the incumbent or a churchwarden and the safeguarding officer being among them. One of them should be designated Recruiter.

This person is responsible for:

Ensuring that safer recruitment processes are completed for all those working with children or vulnerable adults, and acting as a point of liaison between the parish and the diocese

Receiving notifications from the Registered Body of the outcome of CRB checks

Being the contact for the Diocese in the event of a positive or blemished CRB Disclosure

By local arrangement this person may also

provide application forms for CRB checks to volunteers

provide supervision, training and annual reviews to adults working with children or vulnerable adults without taking the role of leader and working directly with the vulnerable group

Neither the key responsibilities nor the additional roles put the Recruiter in a position of trust as defined below.

Verifier

This person is responsible for verifying the identity of applicants as part of the CRB process and dispatching applications to the Registered Body the parish uses for CRB Disclosures.

By local arrangement this person may provide application forms for CRB Disclosures to volunteers. This is seen as a last resort as all applications should be electronic.