



## Thank you again for all you already do to keep the Diocese of Ely a safer place.....

Welcome to the latest edition of the Safeguarding Newsletter. The Diocesan Safeguarding Team continues to work from home with restricted access to the Diocesan Office.

### Trauma Informed and Responsive Practice with Young People SWAY

The Youth Offending Psychology Service is in the process of rolling out training in Trauma Informed theory and practice, with the aim of enhancing trauma informed knowledge and skills across services working with children and young people.

This [SWAY](#) offers a first step into this area

with an awareness raising, virtual briefing on Trauma Informed and Responsive Practice with Young People.

For further information, please contact Nicky Asplin ([Nicky.Asplin@peterborough.gov.uk](mailto:Nicky.Asplin@peterborough.gov.uk)) or Emma Haworth ([emma.haworth@cambridgeshire.gov.uk](mailto:emma.haworth@cambridgeshire.gov.uk)).



### Cambridgeshire and Peterborough Safeguarding Children and Adult Partnership Board

The Cambridgeshire and Peterborough Safeguarding Partnership Board continues to provide a programme of high quality courses that include basic awareness courses through to in depth courses and specific subject matter (e.g. Criminal Exploitation, Self-Neglect and Hoarding), providing an excellent opportunity to learn together with the overall aim that working together effectively leads to better improved outcomes for children, young people and adults by:

- A shared understanding of the principles, roles and responsibilities outlined in national guidance and local arrangements for safeguarding children, young people and adults.
- More effective and integrated services at both the strategic and individual case level;
- Improved communication and information sharing between professionals, including a common understanding of key terms, definitions and thresholds for action;
- Effective working relationships, including an ability to work in multi-disciplinary groups or teams;
- Learning from both local and national case review processes.

To view and book courses available please click [here](#)

### Overseas Criminal Record Check for Parish Staff/Officers and Volunteers

In the Safer Recruitment and People Management guidance (8.6) it states the following  
If a DBS is required for the role and the applicant has lived, worked or volunteered outside the United Kingdom for a continuous period of six months or more at any point within the previous 10 years, an overseas criminal records check must also be carried out, either via a third party provider or by the applicant requesting a Certificate of Good Character from the relevant embassy(ies).

What it doesn't say is whether this applied to all levels of DBS checks. We have sought clarification and the National Safeguarding Team have confirmed this only applies to Enhanced DBS checks. **It is not a requirement when not working with children or vulnerable adults and only a Basic DBS is required.**

## **New campaign to coincide with Anti-Slavery Day: Make it Slavery Free**

To help galvanise our communities to act against modern slavery, The Clewer Initiative, the Church of England's response to modern slavery, is launching a new campaign - [Make it Slavery Free](#). The hope is that groups and individuals will work towards building slavery-free communities by pledging to carry out three anti-slavery actions this year. This could include setting up a social action project, attending a safeguarding seminar on modern slavery, making a commitment to ethical purchasing or simply using the Safe Car Wash App.

The Clewer Initiative has [lots of anti-slavery ideas](#) online and has designed easily-customisable Make It Slavery Free posters and flyers, available to order from [Christian Publishing & Outreach](#). Please spread the word about [Make it Slavery Free](#) – it is a yearlong campaign and any action, no matter how small, could change or save the life of somebody in desperate circumstances.

## **Free Suicide Awareness Workshops**

Free Suicide Awareness Workshops September 10th is World Suicide Prevention Day. CPSL Mind offer free-to-attend online STOP Suicide Talks and Workshops to equip you with the knowledge to spot warning signs, ask directly about suicide, support someone to stay safe and look after your own wellbeing.

**Details of the events can be found at Training - [Stop Suicide Pledge](#)**

## **“Let’s Talk about Domestic Abuse”**

Library drop in with CWA Cambridge Women’s Aid has launched a “Let’s Talk about Domestic Abuse” programme at **Cambridge Central Library**. This regular drop-in event is open to all and will use examples from literature as a starting point to discuss the issue of domestic abuse. Let’s help change the conversation around domestic abuse and create a more supportive society for victims and survivors. Next meeting is Friday 14th October, 11am-noon.

## **Ely Cathedral and Diocese of Ely to mark Safeguarding Season**

As part of the lead up to Safeguarding Sunday on the 20th November 2022, between Monday 14th and Friday 18th November, Ely Cathedral and the Diocese of Ely, will mark a Safeguarding Season to raise awareness of a number of safeguarding issues that have implications for everyone.

As part of the Season, a ‘LOUDfence’ installation will be present within the Cathedral, where anyone may pause to attach a ribbon, message, or pray, to show solidarity with all victims and survivors of abuse.

The Safeguarding Team will be present at the Cathedral on Monday 14th November from 10am – 4pm for anyone wishing to attend and will be there to provide information, support and advice. This will be followed at 5.30pm with a Safeguarding Evensong and then a Parish Safeguarding Event will be held from 6:30pm in The Lady Chapel.

The agenda for Safeguarding Season is still in the planning stage, but it is hoped that it will include an awareness campaign on social media, a link to a Spiritual Abuse video presented by Dr Lisa Oakley, a link to ‘If I Told You, What Would You do’, which is a joint strategy between Safespaces and Newcastle Diocese and which aims to engage with survivors of faith-based abuse, as well as with those who need to see, hear and respond well to them.

In addition there will be some webinar presentations, which people can register for, which will be delivered by Local and National Safeguarding Agencies around issues such as:

- The Domestic & Sexual Violence Group
- Independent Domestic Violence Advocacy
- Local Safeguarding Partnership Board
- The Clewer Initiative (Modern Slavery & County Lines)
- Mankind (male victims of domestic abuse)
- DBS Workshop
- Drop-in session with the Safeguarding Team

Once the final program of events have been agreed in the next few weeks, we will then advertise this on the Cathedral and Diocesan websites and also provide the links for you to register for the webinar presentations.

We would encourage you all to support Safeguarding Season by spreading the word across your church communities for people to sign up to the events. They are open to staff, volunteers and the general public.

The poem below was written by Don Gee, as part of the preparatory work for the Safeguarding Leadership Training. Don has given permission to share his reflection about safeguarding in the Church.

## **Safeguarding**

Dear Church,  
I don't have it all together. . . but. . .

Where can I find shelter as I stagger from the swagger of the forces that surround and swamp?  
From the pressures of the people who pontificate on plans that promise paradise,  
while I struggle with the lot that I feel I have been dealt –  
and flounder in the feeling of the unfairness of it all?

Will the church be there to help me, or will you turn away?  
Will you come along beside me or let me slip away?  
Will you help lift the load I carry, or have nothing more to say?

I don't have it all together - will you frown and pass me by?  
Or will you stop and help me and hold me as I cry?  
Will I contaminate and spoil your sacred, 'holy place'  
Or will I find an outstretched hand that offers me His grace?

I don't have it all together, and I live with constant fear  
That the one who hurt me some time back, may still be lurking near.  
I don't have it all together, and I've added to my pain  
One look at me and you'll see that this is all too plain.

The choices I have made may not have been the best,  
But before you make a judgement and put me through your test  
If you had been in my shoes, would you have got it right  
Or would you walk and stumble too, while looking for the light?

The good book says we've all fell short and gone our different ways,  
That's why He came to save us and rose up from the grave.  
Safeguarding does sound good to me, so do the best you can  
And perhaps some others, just like me, will come to know His plan.

I don't have it all together. . .  
But church, is that not true of you as well?

Don July 2022

### **Survivor Survey**

The National Safeguarding Team (NST) in the Church of England launched a national anonymous survey on 19 July to listen to all victims and survivors of abuse and how they would like to be involved in the development and implementation of a Church of England survivor engagement framework. The survey was initially planned to run until 18 September. With the great loss of her Majesty, Queen Elizabeth II, the deadline for the survey has been extended to **Sunday 9 October** to enable people to express their pain and pay their tributes. The survey will continue to provide a confidential and open space for many victims and survivors of abuse to share their views on how to have a say and participate in developing

and implementing a survivor engagement framework in the Church.

Please spread the word about the extension and continue to share the survivor engagement webpage with victims and survivors, as well with parishes, religious communities and any partner organisations, services and networks. The survey is open to any person who identifies themselves as being abused or neglected or being at risk of any type of abuse (including but not limited to, domestic, emotional, financial, spiritual or organisational abuse, exploitation, self-harm, neglect/acts of omission, etc). All the details about the survey (including a note about the extension) can be found here: [Survivor engagement | The Church of England](#). If you are active on social media in a professional capacity, please consider sharing the link to the engagement page with a notice about the extension.

### **Safeguarding Training Allowing a 'Pass' to not complete the training**

As mentioned in the June edition of the Newsletter the National Safeguarding Team have created a discreet system of passes such that someone who is willing, wise, and wanting to serve the community but who has been the victim of the matters they are required to take a course on, be allowed a 'pass'. Such individuals should be offered a confidential conversation with the Diocesan Safeguarding Advisor in order that the 'pass' can be granted and recorded as appropriate within training records. The DSA will have a confidential, supportive conversation with the person asking to be excused

### **Evensong and Canapes—Ely Cathedral at 5.30pm on 14 November**

We are looking forward to seeing those who can join us at Ely Cathedral for evensong followed by Canapes in the Lady Chapel. This will be our first real opportunity to see you all face to face since 2019. It is going to be wonderful to see familiar faces again and to meet some of our new Parish Safeguarding Officers for the first time.



### **Safeguarding Team Contact Details**

The Diocesan Safeguarding Team continues to work from home.

#### **Duty Phone: 01353 652747 For safeguarding referrals**

(Please **do not** use this number for queries about DBS checks, training or recruitment issues)

#### **Diocesan Safeguarding Adviser:**

Rebecca Boswell

Hours of work 9am-5pm Monday to Friday

Email: [rebecca.boswell@elydiocese.org](mailto:rebecca.boswell@elydiocese.org)

Tel 01353 652731

Mobile No: 07904 487912

#### **Assistant Diocesan Safeguarding Adviser:**

Lisa Pearson (part-time)

Hours of work 9am-5pm Monday to Thursday

E-mail: [lisa.pearson@elydiocese.org](mailto:lisa.pearson@elydiocese.org)

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#### **Assistant Diocesan Safeguarding Adviser:**

Sharon Gage (part-time)

Hours of work 9.30am-2.30pm Monday to Thursday

E-mail: [sharon.gage@elydiocese.org](mailto:sharon.gage@elydiocese.org)

Tel 01353 652706

Mobile no: 07507 741295

#### **Training, Criminal Record Checks and Parish Safeguarding Officer Support**

#### **Diocesan Safeguarding Officer- Sarah King**

Hours of work 9am-5pm Monday to Friday

E-mail: [sarah.king@elydiocese.org](mailto:sarah.king@elydiocese.org)

Tel 01353 652735

Mobile No: 07776 661798

#### **Safeguarding Administrative Support - DBS checks:**

Jackie Williamson (part-time)

Hours of work 9am-5pm Tuesday and Wednesday

E-mail: [safeguardadmin@elydiocese.org](mailto:safeguardadmin@elydiocese.org)

Tel 01353 652721

#### **Safeguarding Training Administrator –**

Kelly Nott (part-time)

Hours of work 10am-2pm Monday to Friday

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E-mail: [safeguarding.training@elydiocese.org](mailto:safeguarding.training@elydiocese.org)



## Thank you again for all you already do to keep the Diocese of Ely a safer place.....

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### Safeguarding Sunday 20 November 2022

Protecting vulnerable people is at the heart of the Christian message of justice and hope. Safeguarding Sunday is an opportunity for your church to show your community that you take this responsibility seriously.

It's your chance, as a church, to use your regular Sunday service to explore together what safer places look like, and to thank all those working behind the scenes to make our churches safer for all.

Whether you can give just a few minutes or can dedicate your whole service we have everything you need to help plan and run your event.

[The registration page](#) is now live where people can register their churches to take part. You will receive the FREE church resource pack by email as soon as it is ready. In the meantime, you can download and print the poster to put up in your churches.

You can do this at: [thirtyoneeight.org/Safeguarding Sunday](https://thirtyoneeight.org/SafeguardingSunday)



### Cambridgeshire and Peterborough Safeguarding Children and Adult Partnership Board

Places are still available on the following training sessions.

#### Current Safeguarding Adult Messages: 23 June 2022 Workshop 10.30-12.00 via Microsoft Teams

This 90 minutes Microsoft Teams workshop will focus on learning from the most recent local Safeguarding Adult Reviews (SARs). We will discuss key messages from audit activity, new and updated multi-agency safeguarding policies (and where to find them), training and resources available.

#### Introduction to Safeguarding Children Face to Face Training - 5 July 2022 at Hinchingsbrooke Country Park 10.00-12.00

To introduce the knowledge and skills that are necessary for identifying and responding appropriately to concerns about safeguarding children and Young People.

#### Introduction to Safeguarding Adults - Face to Face Training 5 July 2022 at Hinchingsbrooke Country Park—13.00-15.00

This course will introduce participants to key aspects of Safeguarding Adults, as set out in the Care Act (2014), including who is considered an adult at risk, and how multi-agency partners should work together to prevent and protect adults at risk from abuse.

To book any of these courses contact Cambridgeshire and Peterborough Safeguarding Partnership Board by clicking on the following link [www.safeguardingcambspeterborough.org.uk/availabletraining/](https://www.safeguardingcambspeterborough.org.uk/availabletraining/)

## Parish Safeguarding Dashboards.

As from 19 June if you are the owner/editor of more than one parish dashboard you will be able to update multiple dashboards at the same time.

### Updating Multiple Dashboards at the Same Time

An owner of two or more dashboards can sometimes update all of them at the same time. This feature applies to the rights highlighted in yellow below.

Safer Foundations	Policies and Action Plan	<ul style="list-style-type: none"> <li>Safeguarding Policy Approval</li> <li>Safeguarding Policy Promotion</li> <li>Safeguarding Action Plan</li> </ul>
	Safeguarding Procedures	<ul style="list-style-type: none"> <li>Responding to Concerns or Allegations</li> <li>Use of Social Media</li> </ul>
	Safeguarding Roles	<ul style="list-style-type: none"> <li>Parish Safeguarding Officer</li> <li>Churchwardens</li> <li>DBS Administrator</li> </ul>
	Training for Key Roles	<ul style="list-style-type: none"> <li>Parish Safeguarding Officer</li> <li>Churchwardens</li> <li>DBS Administrator</li> <li>PCC Members</li> </ul>
	Displayed Information	<ul style="list-style-type: none"> <li>Safeguarding Policy Notice</li> <li>Safeguarding Who's Who</li> <li>Safeguarding Poster</li> <li>Parish Website</li> </ul>
	Reviews and Reports	<ul style="list-style-type: none"> <li>PCC Agendas</li> <li>Reports to the PCC</li> <li>Reports to the APCM</li> </ul>
Safer Activities	Policies and Action Plan	<ul style="list-style-type: none"> <li>Recruitment of Ex-Offenders</li> </ul>
	Reviews and Reports	<ul style="list-style-type: none"> <li>Review List of Church Activities</li> </ul>
	Church Activities	<ul style="list-style-type: none"> <li>PCC Authorization</li> <li>Risk Assessment</li> <li>Insurance Cover</li> <li>Safer Recruitment</li> <li>DBS Checks</li> <li>Safeguarding Training</li> </ul>
Safer Practices	Policies and Action Plan	<ul style="list-style-type: none"> <li>Local Ecumenical Partnership</li> </ul>
	Safeguarding Procedures	<ul style="list-style-type: none"> <li>Known Offenders</li> <li>Data Protection and Retention</li> <li>Clergy Vacancy</li> </ul>
	Reviews and Reports	<ul style="list-style-type: none"> <li>Review List of Non-Church Activities</li> </ul>
	Church Activities	<ul style="list-style-type: none"> <li>Safer Environment</li> </ul>
Non-Church Activities	<ul style="list-style-type: none"> <li>PCC Authorization</li> <li>Hire Agreement</li> </ul>	Each activity has a mini-dashboard

These are the default rights used by Safeguarding Dashboards. The dashboards in your diocese might be slightly different.

June 2022

Clearly Simpler Limited

The image below shows how this feature will appear on a dashboard

Blutcher
Safeguarding Dashboard - Level 1

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### Safeguarding Policy Notice

Each church building must display a notice about its safeguarding policy.

**Is each church building displaying a notice about its safeguarding policy?**

Yes  
 No  
 Not sure

Page 2 of the [Parish Safeguarding Handbook](#) states that the incumbent and the PCC will:

*"Display a formal statement of adoption of the House of Bishops' 'Promoting a Safer Church: Safeguarding Policy Statement'. This should be signed on behalf of the PCC."*

**Action Plan note (but please do not enter any personal data)**

This optional note will be printed on the Action Plan

**Which dashboards do you want to update?**

Blutcher  
 Great Wallbottle  
 Little Wallbottle  
 Thrickley

When you press the 'Submit' button, the answers on this page (including the Action Plan Note) will be applied to every dashboard that you have selected. [Read more](#)

## County Lines

What is County Lines? County Lines is where illegal drugs are transported from one area to another, often across police and local authority boundaries, usually by children or vulnerable people who are coerced into it by gangs. The 'County Line' is the mobile phone line used to take the orders of drugs. A common feature in county lines drug supply is the exploitation of young and vulnerable people with the dealers frequently targeting children and adults, often with mental health or addiction problems. In some cases the dealers will take over a local property, normally belonging to a vulnerable person, and use it to operate their criminal activity from. This is known as cuckooing. People exploited in this way will quite often be exposed to physical, mental and sexual abuse. Children often don't see themselves as victims or realise they have been groomed to get involved in criminality, so it's important that we all play our part to understand county lines and speak out if we have concerns. The best advice is to trust your instincts. Even if someone isn't involved in county lines drug dealing, they may be being exploited in some other way, so it's always worth speaking out and contacting the safeguarding team if you have any concerns.

A number of organisations can provide further information, including signs to look out for, so please visit the following websites

The Clewer Initiative

<https://theclewerinitiative.org/modern-slavery/forms-of-modern-slavery/county-lines>

National Crime Agency

<https://www.nationalcrimeagency.gov.uk/what-we-do/crime-threats/drug-trafficking/county-lines>

Cambridgeshire police

<https://www.cambs.police.uk/advice/advice-and-information/cl/county-lines/>

Fearless

<https://www.fearless.org/en/campaigns/county-lines>

Crime Stoppers -

<https://crimestoppers-uk.org/keeping-safe/community-family/county-lines>



## Survivor Engagement

We have been informed by survivors involved with the NST about a new resource. The House of Survivors was produced by two members of Survivor's Reference Group, providing a useful platform of knowledge on church-related abuse. You can access it in this link: [House of Survivors - Stronger Informed, Stronger Together](#).

Another survivor, who wants to remain anonymous, shared with us their thoughts on the question 'what would be the one thing to change in order to make the Church a safer place for all?'

*All victims need the opportunity to seek help, to be recognised and to rediscover freedom. When we think of abuse we are encouraged to think toxic masculinity, forgetting that sinful female behaviour is equally harmful. Since March the "Promoting a Safer Church" safeguarding poster has listed Men's Advice Line, offering potential freedom to almost 50% more domestic abuse victims, men and their children. When the new posters are displayed on every church noticeboard and on websites, this can impact everyone.*

The Diocese has ordered a print run of the updated posters and will be sending out 2 copies to

## **Safeguarding Training Allowing a 'Pass' to not complete the training**

The National Safeguarding Team have created a discreet system of passes such that someone who is willing, wise, and wanting to serve the community but who has been the victim of the matters they are required to take a course on, be allowed a 'pass'. Such individuals should be offered a confidential conversation with the Diocesan Safeguarding Advisor in order that the 'pass' can be granted and recorded as appropriate within training records. The DSA will have a confidential, supportive conversation with the person asking to be excused

### **Evensong and Bishop's Garden Party – 18 July 2022**

We are looking forward to seeing those who can join us at the first Bishop's Garden party for Parish Safeguarding Officers since 2019. It is going to be wonderful to see familiar faces again and to meet some of our new Parish Safeguarding Officers for the first time.



### **Safeguarding Team Contact Details**

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(Please **do not** use this number for queries about DBS checks, training or recruitment issues)

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Hours of work 9am-5pm Monday to Friday

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Tel 01353 652731

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Lisa Pearson (part-time)

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#### **Training, Criminal Record Checks and Parish Safeguarding Officer Support**

**Diocesan Safeguarding Officer- Sarah King**

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### Safe Spaces Update

The Safe Spaces service for victims and survivors of church-related abuse was launched in September 2020, and to date has supported over 200 victims and survivors of abuse. All parishes, dioceses, cathedrals and other church bodies with a website are requested to include details of Safe Spaces, to ensure all those who may need this service are aware of it. A sample text for you to use is provided below but please adapt for your situation, the key is the first sentence and the contact details. The suggested text is opposite.

Thank you for your support.



### **Safe Spaces – A service for victims and survivors of church-related abuse**

*Safe Spaces is a free and independent support service for anyone who has experienced abuse in relation to the Church of England, the Church in Wales, or the Catholic Church of England and Wales. This could be abuse by someone who holds any role in the church or is linked to participating in a church-led activity or group.*

*If you have been affected, however long ago, Safe Spaces can provide you with support. You do not have need to have told the police or the church authorities, and you do not have to still be involved with the church. Your information will not be shared without your consent, unless you or someone else is in immediate danger. Safe Spaces can provide a range of help, including advocating with authorities and other agencies, giving emotional support, providing information (including information on church and police procedures), understanding your needs and working together on individual support plans.*

*Tel: 0300 303 1056 (answerphone available outside of opening times)*

*Email: [safespaces@victimsupport.org.uk](mailto:safespaces@victimsupport.org.uk)*

*LiveChat - via the Safe Spaces [website](#)*

### Independent Safeguarding Board

A [General Synod safeguarding paper](#) has been published and circulated to all members. This is the first time that Maggie Atkinson, Chair of the Independent Safeguarding Board, ISB, has addressed Synod.

### Safeguarding (Code of Practice) Measure 2021

[The Commencement Order for the Safeguarding \(Code of Practice\) Measure 2021 is now available here: The Safeguarding \(Code of Practice\) Measure 2021 \(Commencement and Transitional Provision\) Order 2022 \(legislation.gov.uk\).](#)

The substantive provisions of the Measure came into force on 1 March, but the transitional provisions in the Order mean that existing statutory guidance will continue to be subject to the old “have due regard” requirement until it is replaced by Code provision.

A Factsheet to support implementation is available from the [Safeguarding pages of the Diocesan website](#)

## **Learning and Development Update**

The National Safeguarding Team for the Church of England has advised there are some Church Officers and particularly PCC members who are refusing to engage in required safeguarding learning. They have provided the information below:

Ensuring that Safeguarding Learning is up to date helps embed a culture where people feel safe and abuse can be spotted and dealt with in an appropriate and timely fashion. People should be encouraged to engage with the required safeguarding learning for their roles. However, where this encouragement fails it is important to remind people that all current safeguarding policy and practice guidance has been approved by the House of Bishops and must, where relevant, be followed by all Church Bodies\* and Church Officers\*\*.

Please note under section 5 of the Safeguarding and Clergy Discipline Measure 2016\*\*\* all authorised clergy, bishops, archdeacons, licensed readers and lay workers, churchwardens and PCCs must have 'due regard' to safeguarding guidance issued by the House of Bishops (this will include both policy and practice guidance). A duty to have 'due regard' to guidance means that the person under the duty is not free to disregard it but is required to follow it unless there are cogent reasons for not doing so. ('Cogent' for this purpose means clear, logical and convincing.)

### ***What is meant by 'cogent reasons'?***

'Cogent reasons' are reasons that are clear, logical and convincing. It will be very rare indeed for there to be cogent reasons for not following House of Bishops guidance on safeguarding. Cogent reasons are likely to arise only where the guidance does not contemplate a particular, unusual situation arising so that it becomes necessary to take a different approach from that set out in the guidance in order to meet the particular circumstances of the case.

### ***When would 'cogent reasons' be applied?***

A person who is required to have due regard to the guidance should not simply take it on him- or her-self to decide that there are cogent reasons for departing from the guidance. Such a decision should be taken – if at all – only after case-specific advice has been obtained from both the diocesan safeguarding adviser and the diocesan registrar.

### ***What are the sanctions for clergy who do not follow 'due regard' guidance?***

A failure by a member of the clergy to comply with the duty to have due regard to House of Bishops safeguarding guidance is misconduct under the Clergy Discipline Measure 2003 ('CDM'). Were proceedings under the CDM to involve an allegation of failing to have due regard to the guidance, the onus would be on the member of clergy concerned to establish that he or she had cogent rea-

sons for not following the guidance. A disciplinary tribunal would be likely to scrutinise the reasons given with great care to test whether they were in fact clear, logical and convincing.

### ***What are the sanctions for readers and lay workers, churchwardens and parochial church councils who do not follow 'due regard' guidance?***

A failure by a reader or lay worker to have due regard to House of Bishops safeguarding guidance would be grounds for the revocation of the reader's or lay worker's licence by the bishop. A failure by a churchwarden or parochial church council to have due regard to House of Bishops safeguarding could result in an investigation being carried out by the Charity Commission and the churchwarden or PCC members being disqualified as charity trustees.

### ***What are the sanctions for volunteers who do not follow guidance relating to safeguarding learning?***

If a volunteer is in a role that requires them to undertake safeguarding learning, they should not be allowed continue in that role if they refuse to complete the required learning.

\*Church Bodies includes PCCs, diocesan bodies, cathedrals, religious communities, theological training institutions and the National Church Institutions. This policy will apply to the whole of the provinces of Canterbury and York (including the Diocese in Europe subject to local variations/modifications). There is also an expectation that the policy will apply to the Channel Islands and Sodor and Man unless there is specific local legislation in a jurisdiction that would prevent adoption.

\*\*A "Church Officer" is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.

\*\*\*The Safeguarding and Clergy Discipline Measure 2016 applies to the whole of the provinces of Canterbury and York (including the Diocese in Europe subject to local variations/modifications), with the exception of the Channel Islands and Sodor and Man. In order to extend the 2016 Measure to the Channel Islands or Sodor and Man legislation will need to be passed by the relevant island jurisdictions in accordance with section 12 of that Measure.

The Safeguarding Learning and Development Framework sets out the required attendees for each of the safeguarding learning pathways and the Safer Recruitment and People Management Guidance states that Safeguarding learning is mandatory for all posts that fall within the scope of that guidance. It also highlights that learning requirements will vary according to role and responsibility as set out in the Safeguarding Learning and Development Framework.

### Clarification regarding the Leadership Pathway and Bell Tower Captains

The National Safeguarding Team have received a number of enquiries regarding Tower Captains and whether they are required participants for the Leadership Pathway. The key section of the Safeguarding Learning and Development Framework is section 3.3 on p22, under Required Attendees:

*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 Bishops' Mission Order, locally appointed leaders of new worshipping communities, focal ministers, and Churchwardens\*.*

*The requirements for attendance for people in local leadership roles will be determined by agreement between the Bishop/Dean and their respective safeguarding adviser. Where there is a determination that someone must undertake this pathway, that person then becomes a required attendee.*

All ringers are required to do Basic Awareness, many will also need to do Foundation depending on local circumstances. For Leadership, a conversation needs to happen between Dioceses and diocesan associations of bell ringers around their level of "culture setting".

Training for bell ringers and Tower Captains may therefore look something like the below:

Role	Basic Awareness	Foundation	Leadership
Bell Ringer	✓		
Tower captains and those teaching children	✓	✓	
Tower captains at prominent towers (including Cathedrals, towers with frequent visitors or people learning), District chair / district safeguarding lead	✓	✓	✓

**The Safeguarding Team accept the suggested guidance above. Please contact the team if you are unsure about your particular situation.**

### Safeguarding Children, Young People and Vulnerable adults

This Guidance was approved at the House of Bishops on Monday 13<sup>th</sup> December, is available on the [e-manual](#). This Guidance goes live on 4<sup>th</sup> July 2022.



### House of Bishops Safer Recruitment and People Management Guidance Safer Recruitment video



A helpful video can be found on the [e-manual](#) in the section for Safer Recruitment and People Management.

It features a very special appearance by a Parish Safeguarding Officer from Ely Diocese!

### DBS checks

Please remember we now need to carry out ID and current address checks face to face. You will also need to see the original document, presented in scanned version, for DBS checks carried out whilst Covid 19 restrictions were in place.

Please also make sure you are working to the latest ID checking guidance circulated during last summer. A copy can be accessed by clicking [here](#)

## DBS – Eligibility

Please remember we (at diocesan and parish level) are only eligible to access DBS check for Basic, Enhanced and Enhanced with Barred list checks. **We are not eligible to access a Standard check.** Only roles such as justices' clerks, certain specific officers for magistrates' courts, justices of the peace, licensing authorities, etc are eligible for a Standard DBS check.

## Charges for DBS checks

Currently the Diocesan Board of Finance are not charging parishes for DBS checks undertaken for volunteers and are covering the administrative fee charged by Access Personal Checking Service for each application they processed on the behalf of the diocese. However the Diocesan Board of Finance will invoice parishes for applications processed for paid workers in the parish. We are aware that a number of parishes have received invoices and have queried this as the applicant is a volunteer. It appears the box ,on the application form, asking for confirmation that the applicant is a volunteer has been unchecked indicating to APCS that the person is a paid worker. Please check the application forms carefully to ensure the correct boxes are checked or unchecked. Prior to submission. To avoid unnecessary costs occurring.

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**The Cambridgeshire and Peterborough Clinical Commissioning Group** are working alongside the Institute for Apprenticeships in leading a trailblazer group to develop an apprenticeship standard for the role of a 'Safeguarding Officer'.

'Safeguarding Officers' may have different titles within employing organisations, but their key function is to work alongside designated safeguarding leads to support and enable their employing organisation to meet statutory responsibilities in safeguarding the vulnerable populations they work with as per The Children Act 2004, The Care Act 2014, The Child and Social Work Act 2017 and Working Together to Safeguard Children 2018.

The trailblazer group are seeking evidence to support the development of this Apprenticeship Standard And we have been asked if our Safeguarding Officers would complete the survey accessed via the following link. [Survey](#)

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**Homes for Ukraine Scheme.** The Diocese of Ely have produced the following guidance [Diocese of Ely | Homes for Ukraine Scheme \(elydiocese.org\)](#) and the Church of England have produced additional information which you will find by clicking on the following link [Ukraine Refugees](#)



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## Safeguarding Team Contact Details

The Diocesan Safeguarding Team continues to work from home.

### Duty Phone: 01353 652747 For safeguarding referrals

(Please **do not** use this number for queries about DBS checks, training or recruitment issues)

#### Diocesan Safeguarding Adviser:

Rebecca Boswell

Hours of work 9am-5pm Monday to Friday

Email: [rebecca.boswell@elydiocese.org](mailto:rebecca.boswell@elydiocese.org)

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Safeguarding News and Update



Welcome to the latest edition of the Safeguarding Newsletter. We want to take this opportunity to wish you all a very **Merry Christmas and a**



**Happy New Year** and to thank you again for all you already do to keep the Diocese of Ely a safer place....

## Safeguarding Training Update

We are pleased to announce the National Safeguarding Team have released the **Raising Awareness of Domestic Abuse** course as an online training module.

This means those volunteers required to complete the **Basic Awareness, Foundation, Safer Recruitment and People Management** and/or **Raising Awareness of Domestic Abuse** modules can do so at a time that suits them via the [Church of England Safeguarding Training Portal](#).

Please also note that **all PCC Members** are required to complete the Raising Awareness of Domestic Abuse Course.

The Diocesan Safeguarding Team continue to deliver the Parish Safeguarding Officers Induction Training, Leadership course and DBS workshops. Dates for 2022 have been published on the Diocesan [Website](#).

**Leadership** course.

In 2022 there will also be a change in the way the Diocesan Safeguarding Team deliver the Leadership Module via Zoom.

Currently this module is delivered in a 3 hour session. From January 2022 we will be delivering this module in 2 x 1.5 hour sessions to ensure fidelity to the learning pathways set out in the Safeguarding Learning and Development Framework 2021.

To book your place please click on the link [Safeguarding Training](#).

**(Please note you will need to commit to the dates for both Session 1 and Session 2 when making your booking.)**

## DASHBOARD REMINDER

Those Parishes that are signed up please could any outstanding actions on your dashboards be reviewed as soon as possible.

The **Cambridgeshire & Peterborough Safeguarding Partnership Board** continue to offer excellent free online courses on a wide range of subjects relating to both children and adults at risk of harm. Please do visit their [website](#) to see what courses are available.



## Date for your Diary, July 18 2022

We are so grateful for all the work you do and in recognition of this Bishop Stephen has very kindly offered to host a Garden Party at the Bishop's House in Ely following Evensong at Ely Cathedral for the Parish Safeguarding Officers on the 18 July 2022. We have missed this event over the last 2 years and very much look forward to seeing you there. Further details will be sent in January.

We want to make sure we invite all the Parish Safeguarding Officers and therefore if there has been a change in personnel recently in your parish, please make sure you contact us so we can update our records.

## Safer Recruitment and People Management

The Church of England's Safeguarding Policy Statement 'Promoting a Safer Church' outlines the Church's commitment to promoting a safe environment and culture across all Church bodies for children and vulnerable adults. One way in which the Church aims to fulfil this commitment is by setting out safer recruitment/appointment processes and ensuring continued vigilance once someone is in role. "Safer Recruitment and People Management" goes beyond simply obtaining a Disclosure & Barring Service (DBS) Certificate. Even where roles are not identified as having "substantial" contact with children, young people or vulnerable adults, bodies may still wish to implement aspects of safer recruitment practices where an element of safeguarding risk is identified or if individuals hold a position that shapes and influences the culture of a body.

The guidance has been published as an e-manual. The [Safer Recruitment and People Management Practice Guidance](#) document is structured to highlight what are **Requirements** (must do) and **Good Practice Advice**. The document also provides 'Toolkit' resources as links within the document. The templates provided can be adapted for use according to the Church body's needs. External resources are also signposted where appropriate.

The training module is accessed via the Church of England Safeguarding Training Portal <https://safeguardingtraining.cofeportal.org/>

To bring all Parish Safeguarding Officers, Clergy and those required to complete the Safer Recruitment and People Management training up to date with the new guidance the Diocesan Safeguarding Team would encourage you to:

- **Complete the new [SRPM training module](#)** (regardless of when you last completed the Safer Recruitment training)
- **Read the [E-Manual](#)**
- **Complete the SRPM Parish Self - Assessment Tool and share with your PCC**

Reinforcing the safeguarding and wellbeing of children and vulnerable adults throughout the recruitment process and beyond will help create and maintain a safe and positive environment that inspires trust, enabling them to thrive and grow and have the very best experience of Christian living through the work of the Church.

Please note parishes should be planning now for full implementation of the guidance by **04 January 2022**

### DBS checks

Please remember we will be moving over from a 5 year to a 3 year renewal cycle from the implementation date

## Safeguarding Team Contact Details

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# Thank you again for all you already do to keep the Diocese of Ely a safer place.....

Welcome to the latest edition of the Safeguarding Newsletter. The Diocesan Safeguarding Team continues to work from home as the Diocesan Office remains closed. We are very pleased to welcome Kelly Nott back after having been on furlough for a large proportion of 2020.

## Training and Development Framework 2021

The new National Learning and Development Practice Guidance was published on 23 April 2021 <https://d3hgqlq6yacptf.cloudfront.net/5f0f7281dadce/content/pages/documents/safeguardinglearninganddevelopmentframework2021.pdf>

There are several changes to note including changes to the Leadership Module (formerly C2) and who needs to complete it. The requirements are being scaled back considerably so far **FEWER** church officers will need to complete it. Please see the extract below:

The Leadership Pathway is not intended for everyone who is in some way a “leader” but is designed for those people who play a lead role in shaping the culture of the Church body concerned. Therefore, the pathway no longer has an extensive list of roles listed as mandatory participants. The Basic Awareness and Foundation pathways have undergone significant revision and now cover the necessary safeguarding learning outcomes for those roles no longer mandated to attend the Leadership Pathway.

### Leadership training will always include:

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 and emeriti Readers where exemption has not been given).

Non-executive members of Chapter (unless their role in the diocese requires a higher level of training)  
Safeguarding Officers in all Church bodies  
Teaching staff at Theological Education Institutions who are delivering the Leadership Pathway  
Safeguarding Lead in TEIs

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, focal ministers and Churchwardens (*Whilst in many contexts the level of influence of Churchwardens may well not reach the threshold, it should be noted that this can increase significantly during vacancies.*)

### SPECIAL NOTE – Churchwardens

**Following discussion, we have reached a local decision that the Leadership Module is NOT a requirement for Churchwardens UNLESS their parish is in vacancy. We will be delivering a bespoke safeguarding briefing to Churchwardens as part of the Archdeacons Visitations each year. The Leadership training of course remains open to any Churchwarden who wishes to complete it.**

### PSO Induction Training

The National Safeguarding Team have created a new module for Parish Safeguarding Officers. This module will equip learners with an understanding of the role of the Parish Safeguarding Officer and induct them into key working practices and relationships. The Safeguarding Team will start delivering this module from September 2021. Initially we target and prioritise the Parish Safeguarding Officers appointed since the beginning of 2020. However, we will also open the training up to existing Parish Safeguarding Officers if they would like to attend. Dates are available on our website <https://elydatabase.org/events/safeguarding>

### DBS temporary ID checking guidance.

To ensure that the necessary DBS checks could still be carried out during lock down and social distancing restrictions, the DBS ID checking guidance was temporarily changed.

The changes enabled scanned images to be used in advance of the DBS check being submitted

Please remember the applicant must present the original versions of these documents when they first attend their employment or volunteering role.

**Charity Commission** - The Charity Commission has produced a number of videos guides for Charity Trustees including a set of titled Essential Trustees (CC3) - What you need to know, What you need to do . These videos vary in length from 6 to 10 minutes <https://www.youtube.com/thecharitycommission>

## Cambridgeshire and Peterborough Safeguarding Partnership Boards

As you might be aware, the Cambridgeshire and Peterborough Safeguarding Partnership Boards have created some virtual briefings/training, which can be accessed via their website <http://www.safeguardingcambspeterborough.org.uk/home/covid-19/e-learning-during-covid-19/>

Topics include:

- Introduction to Safeguarding Children (Part 1)
- Introduction to Safeguarding Children (Part 2)
- Introduction to Child Criminal Exploitation
- Recognising Adults at Risk (Part1)
- Safeguarding Adults (Part 2)
- Making Safeguarding Personal
- Safeguarding Adults from Online Abuse
- Safeguarding Children from Online Abuse (Part 1)
- Safeguarding for Volunteers
- Domestic Abuse, Safeguarding and Covid-19
- Sexual Violence and Safeguarding
- Safeguarding Children from Online Abuse (Part 2) – CSA and Grooming

### Safeguarding Dashboard

Safeguarding in the Church of England has changed considerably in recent years. New policies and procedures are making churches safer, but they have also brought a significant increase in the amount of administration for Parish Safeguarding Officers. The **Safeguarding Dashboard** is addressing this challenge by making safeguarding administration simpler for everyone. It is available **free of charge** to parishes in Ely Diocese. The Safeguarding Dashboard has been designed to display a clear and simple dashboard on a mobile phone, tablet or computer.

The home page allows the Parish Safeguarding Officer, incumbent, churchwardens and other authorised users to see the current status of compliance with House of Bishop's Safeguarding Policy and Practice Guidance at a glance. Green lights bring reassurance that all is well; Amber means that action is needed, and Red means it's urgent. If you have not already signed to the Safeguarding Dashboard or if you would like further information, please contact Sarah King at [sarah.king@elydiocese.org](mailto:sarah.king@elydiocese.org)

### Parish Safeguarding Officers—Training and Networking virtual meeting 6 October 2021

As we currently do not know when we will all be able to meet in large groups, we are planning to hold the Parish Safeguarding Officers Training and Networking again via Zoom on Wednesday 6 October, 10am to 11am.

If you are able to attend, please book your place via the website as normal.

<https://elydatabase.org/events/safeguarding>

If there are any specific areas of Safeguarding you would like us to cover please let Sarah King know via e-mail [sarah.king@elydiocese.org](mailto:sarah.king@elydiocese.org)



### Safeguarding Team Contact Details

**Duty Phone: 01353 652747** (Please **do not** use this number for queries about DBS checks, training OR recruitment issues)

#### Diocesan Safeguarding Adviser:

Rebecca Boswell

Hours of work 9am-5pm Monday to Friday

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Safeguarding News and Update



## Thank you again for all you already do to keep the Diocese of Ely a safer place.....

### Safeguarding Duty Phone

**01353 654747**

The Safeguarding Team have been running a duty phone for over a year now. It was set up so people, with a safeguarding concern, could speak to a Safeguarding Adviser and receive advice and guidance as to what action may need to be taken.

Please do not use this phone number for issues relating to training, DBS checks or for general advice relating to policy or procedures.

### Safeguarding Team

Our contact details can be found on the back page of this news letter and also on the website <https://www.elydiocese.org/safeguarding.php>

Please note Kelly Nott (Training Admin Support) has been furloughed. We look forward to her return in the near future.

Please be assured the rest of us are working regular hours and are here to support you.

### Confidential Declaration forms

With effect from 28th November 2020, the DBS filtering rules have been amended. In summary, these are as follows:

- warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate (i.e. they will be filtered); and
- the “multiple conviction rule” has been removed. This means that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed.

The Confidential Declaration Form has been updated to reflect these changes and can be found on the website [here](#) under safeguarding forms and information .

### Safeguarding Training

The Safeguarding Team continue to deliver training via Zoom covering the Leadership module (C2), Safer Recruitment (S1) and Responding Well to Domestic Abuse (S3). The Church of England safeguarding training portal is also still offering the Basic Awareness (C0) and Foundation modules (C1). This is an ideal time for your volunteers and staff to get up to date with their training.

To access training via the Church of England Safeguarding Training portal please use this link <https://safeguardingtraining.cofeportal.org/login/index.php>

Information and booking details for Diocesan Safeguarding training can be found by clicking on this link <https://www.elydiocese.org/safeguarding/safeguarding-training-and-development/>

## Parish Safeguarding Officers

### Training and Networking virtual meeting 10 March 2021

After the success of the virtual meeting held in October we are planning to hold a similar Zoom meeting on Wednesday **10 March**, 10am to 11am.

If you are able to attend please book your place via the website as normal. <https://elydatabase.org/events/safeguarding>

If there are specific areas of Safeguarding you would like us to cover please let Sarah King know via e-mail [sarah.king@elydiocese.org](mailto:sarah.king@elydiocese.org)

### Parish Safeguarding Review

Although being in Lockdown is very hard for everyone what it does provide is an opportunity to ensure our policies, procedures and records are up to date.

Whilst activities have been halted we can use this time to carry out a safeguarding audit/review .  
When was your safeguarding policies last reviewed?

This is an ideal time to ensure all personnel files contain all the required documents and to check the training and DBS information is up to date. A personnel file checklist is available on our website - listed under Recruitment <https://www.elydiocese.org/safeguarding/safeguarding-templates-resources/>

Of course the **Parish Safeguarding Dashboard** will help with this process.

### Parish Safeguarding Dashboard

Some parishes are yet to sign up to the Parish Safeguarding Dashboard. Please could you ensure you do this as soon as possible. New policies and procedures are making churches safer, but they have also brought a significant increase in the amount of administration for safeguarding officers. Safeguarding Dashboards is addressing this challenge by making safeguarding administration simpler for everyone. It is available free of charge to Church of England churches in participating dioceses. You can watch a short video explaining the Safeguarding Dashboard in more detail by clicking [here](#)

To sign up for the Safeguarding Dashboard or for further information please e-mail Sarah King [sarah.king@elydiocese.org](mailto:sarah.king@elydiocese.org)

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Safeguarding News and Update



## Thank you again for all you already do to keep the Diocese of Ely a safer place.....

### COVID-19: Changes to DBS ID checking guidelines

The DBS have made temporary changes to ID checking guidelines as a result of the coronavirus outbreak. This means we can continue to process checks and renewals ready for when we are able to restart activities in our parishes. Full guidance is available on the Safeguarding pages of the Diocesan website

<https://www.elydiocese.org/safeguarding.php>

### Safeguarding Training

Members of the Safeguarding Team are delivering training via Zoom covering the Leadership module (C2) and Safer Recruitment (S1). The Church of England safeguarding training portal is also still offering the Basic Awareness and Foundation modules. This is an ideal time for your volunteers and staff to get up to date with their training.

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<http://www.safeguardingcambspeterborough.org.uk/home/covid-19/e-learning-during-covid-19/>

The courses include

1. Introduction to Safeguarding Children (Part 1)
2. Recognising Adults at Risk (Part1)
3. Safeguarding Adults from Online Abuse
4. Safeguarding Children from Online Abuse
5. Safeguarding for Volunteers

Additional courses are being developed over the coming weeks and will be added to the website.

### Safeguarding Team

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Please note that Sharon Gage (Assistant DSA) and Kelly Nott (Training Admin Support) have been furloughed. We look forward to their return in the near future.

Please be assured the rest of us are working regular hours and are here to support you.

### Bishop's Garden Party for Parish Safeguarding Officers

We are all very disappointed the annual Bishop's garden party will not be going ahead this year but we will be very much looking forward to hosting an event in 2021 and will circulate details in due course.



### Parish Safeguarding Officers Training and Networking meeting 26 September 2020 9.30am— 12.30pm at The Annex (Cambourne Church)

We very much hope we will be able to go ahead with this event. The morning will be made up with diocesan & national updates and a chance to network with colleagues. We are also hoping to have our guest speaker, Elizabeth Locke, Safeguarding Children & Adults Partnership Board Trainer, with us again. To book your place please click on the following link <https://elydatabase.org/events/safeguarding> If we do need to cancel the event we will of course let you know ahead of time.

## SAFEGUARDING IS EVERYONE'S BUSINESS

All of us have a role to play in safeguarding, never more so than during COVID-19. Lockdown increases the risks that victims of abuse face on a daily basis, in particular domestic abuse, with isolation, financial difficulties and increasing anxiety all placing additional pressures on people, with the most serious cases having tragic consequences. You have a major role to play in protecting children and adults at risk of harm and abuse – now more than ever. All forms of abuse are unacceptable in any situation, no matter what stresses people are under. Whilst supporting others during the COVID-19 outbreak, you may well come into contact with children and adults who are at risk of harm or abuse. In these situations, recognising the potential signs of harm or abuse, and know-

ing what to do if you have a concern, can make a real difference. You should not ignore your concerns or assume that someone else will report the abuse.

If anyone feels that they or someone else is at risk of harm or abuse, it is important to remember that there is help and support available including a police response, online support, helplines, refuges and other services. Even if you are not sure but are worried that someone may be at risk of harm or abuse, you should speak to the Parish Safeguarding Officer and/or the Diocesan Safeguarding Adviser (Safeguarding Duty Phone – 01353 652747)

You can also contact the relevant Children & Adult Social Care Teams within Cambridgeshire, Peterborough and Norfolk and make a referral if you have a concern that a child, young person or adult is at risk or is being abused.

If you are concerned that someone is at risk of domestic abuse, you can find more information and support services here:

[www.gov.uk/domestic-abuse](http://www.gov.uk/domestic-abuse) and/or [www.cambsdasv.org.uk](http://www.cambsdasv.org.uk).

The National Domestic Abuse Helpline continues to operate 24/7 on 0808 2000 247. The Home Office have launched a campaign to remind victims of domestic abuse that #YouAreNotAlone and that leaving home to flee or seek support for domestic abuse is allowed under the current lockdown restrictions.

For further information, guidance and contact details for relevant support agencies, please refer to the Ely Diocesan Safeguarding Website. <https://www.elydiocese.org/safeguarding.php>

**In a safeguarding emergency always use 999 to contact emergency services**

The Home Office, in collaboration with a number of other Government departments, have produced information for those who are still operating in communities and may not be trained to recognise the signs of abuse or neglect. A poster (Children's Society NCPP – Know, Look, Act) and leaflet (Safeguarding is Everyone's Business) can be found and downloaded from the Ely Diocesan Safeguarding Website. <https://www.elydiocese.org/safeguarding.php>

### Safeguarding Team Contact Details

**Duty Phone: 01353 652747** (Please **do not** use this number for queries about DBS checks, training or recruitment issues)

Diocesan Safeguarding Adviser: Rebecca Boswell  
Hours of work 9am-5pm Monday to Friday  
Email: [rebecca.boswell@elydiocese.org](mailto:rebecca.boswell@elydiocese.org)  
Mobile No: 07904 487912

Assistant Diocesan Safeguarding Adviser:  
Lisa Pearson (part-time)  
Hours of work 9am-5pm Monday to Thursday  
E-mail: [lisa.pearson@elydiocese.org](mailto:lisa.pearson@elydiocese.org)  
Mobile No: 07990 581267

#### Training, Criminal Record Checks and Parish Safeguarding Officer Support

Diocesan Safeguarding Officer- Sarah King  
Hours of work 9am-5pm Monday to Friday  
E-mail: [sarah.king@elydiocese.org](mailto:sarah.king@elydiocese.org) and [safeguarding.training@elydiocese.org](mailto:safeguarding.training@elydiocese.org)  
Mobile No: 07776 661798

Safeguarding Administrative Support - DBS checks:  
Jackie Cox (part-time)  
Hours of work 9am-5pm Tuesday and Wednesday  
E-mail: [safeguardadmin@elydiocese.org](mailto:safeguardadmin@elydiocese.org)



# The Church of England Diocese of Ely

Happy New Year and welcome to the latest edition of the Safeguarding Newsletter. We have some exciting news, lots of training information and some updates for you. We will start with a few reminders.

## Safeguarding Duty Phone

The Duty Phone number is **01353 652747**  
**Please do not use this number for queries about DBS checks, training or recruitment issues.**

## Diocesan Website

The Diocese has recently updated its website which has provided the Safeguarding Team with the opportunity to update its pages. The new website has a much improved search function, now returning document results as well as webpage results, which we hope helps you find what you're looking for more quickly.

We have worked with the website IT provider to ensure all old weblinks are redirected to the new site, however on occasion this might not work as you had wished. Therefore, if you have set up a link from your website to our old site please advise your website editor to review any links to ensure they work correctly.

It is better not to create website links to a specific document on a third party site. Instead, link to the webpage on which the document is saved in order to minimise the risk of the link breaking in the future.

If you do notice any general website anomalies on our new site, please do mention them to our Communications Team at [communications@elydiocese.org](mailto:communications@elydiocese.org) who will be pleased to try to resolve them for you. If there are areas in the safeguarding pages you wish to see improved, please let Sarah King know on [sarah.king@elydiocese.org](mailto:sarah.king@elydiocese.org).

## Parish Personnel Files - Check List

We have devised a check list showing the documents that should be contained within a

## SAFEGUARDING NEWS January 2020



volunteer/paid worker's personnel file. Please click on the link <https://www.elydiocese.org/safeguarding/safeguarding-templates-resources/> and look under **Recruitment**

## Confidential Declaration Form

There have been significant changes to the Confidential Declaration form. The new form must be used from now onwards. There are a number of areas where you will be required to edit this document. These have been highlighted in yellow so they can be easily identified. If you have downloaded a copy of the older version of this form please now delete it. The new form can be found on the website under Safeguarding Forms/Information. Please click on the following link <https://www.elydiocese.org/safeguarding/safeguarding-templates-resources/>. Please also remember if a person is required to complete a DBS application they must also complete a Confidential Declaration Form. If references have not previously been taken up for an employee or volunteer then these must be obtained. It is sometimes hard for people to find appropriate people to act as a referee. If finding suitable references is not possible another option would be to undertake a formal performance review to be recorded and held on their personnel file.

## DBS Update Service

Please remember when a volunteer or paid worker has subscribed to make their DBS portable via the DBS Update Service there are a number of checks we still need to carry out. For example, the original check needs to have been carried out for the same

work force and at the same level as required for the work they wish to undertake in your parish. There will also be a need for the original certificate to be viewed and an ID and current address check carried out. A form will need to be completed and returned to this office so we can check the status of the certificate. This form can be obtained by clicking on the following link and is listed under ID and Criminal Record Checking Forms/Templates/Guides <https://www.elydiocese.org/safeguarding/safeguarding-templates-resources/>

## DBS and Safer Recruitment Workshop for Parish Safeguarding Officers

We are offering two workshops during 2020.  
**DBS checks for Parish Safeguarding Officers**

Dates for this workshop are:

**5 February** 10am—12.30pm

**16 March** 10am—12.30pm

**Safer Recruitment for Parish Safeguarding Officers.** Dates for this workshop are:

**17 February** 10am—1pm

**5 March** 10am—1pm

Both workshops will be held at the Diocesan Offices, Bishop Woodford House, Barton Road in Ely. To book a place on either of these Workshops please click on the following link. <https://elydatabase.org/events/safeguarding> or contact [safeguardtraining@elydiocese.org](mailto:safeguardtraining@elydiocese.org)

## Parish Focussed Support

The Safeguarding Team launched a project called “Parish Focused Support” in 2018. The purpose of the project is to ensure House of Bishop’s Policy and Practice Guidance relating to safeguarding is being appropriately followed by all parishes

When a parish is identified either by themselves or the Safeguarding Team as not being able to consistently evidence they are giving ‘due regard’ to the policy, they will be offered Focussed Support. We will support parish representatives to agree a realistic and

achievable safeguarding action plan and will contribute to the completion of tasks, which can vary dependent on the needs of each individual Parish.

If you would like further information please contact either Sarah King (DSO) [sarah.king@elydiocese.org](mailto:sarah.king@elydiocese.org) or Sharon Gage (Asst DSA) [sharon.gage@elydiocese.org](mailto:sharon.gage@elydiocese.org)

## Parish Safeguarding Officers Networking Mornings



**7 March 2020**

9.30am—12.30pm at St Barnabas Church, Huntingdon  
**Or**

**26 September 2020**

9.30am—12.30pm at The Annex (Cambourne Church)

The morning will be made up with diocesan & national updates and a chance to network with colleagues. We are also hoping to have a guest speaker and we will confirm this in due course.

To book your place please click on the following link <https://elydatabase.org/events/safeguarding>

## Safeguarding Dashboard

If you have not yet signed up to the Dashboard we would ask parishes to do so as soon as possible.

The **Safeguarding Dashboard** is available **free of charge** to parishes in Ely Diocese.

If you would like further information you can click on the following link and watch a short video showing the benefits to using the Dashboard.

<https://vimeo.com/315725141> To signed up to use the Safeguarding Dashboard please contact Sarah King at [sarah.king@elydiocese.org](mailto:sarah.king@elydiocese.org)

## Basic Disclosures

There are a very limited number of roles, within the church, that only require a Basic level DBS check. We are aware that there is some confusion as to how to access a check at a Basic level rather than Enhanced. To enable access to a Basic level check the DBS administrator will allocate a USERID number in the normal way but needs to add a b at the end of the numbers for example **2345678001b**.

The application form and the ID checking procedure remains the same.

**Please firstly ensure a Basic level check is appropriate for the role applied for.**

## Training

We have almost completed the first round of training in the Deaneries and will start the second round in 2020. There has been some updating of the training modules which we have incorporated into our materials. Another change to the training programme is that there will not be a specific refresher for the Core (C) modules. Anyone required to refresh their core (C) training will only have to repeat the highest level of training previously completed. For example, if in your role you are required to complete C0, C1 and C2 you will only need to refresh (in the 3 year cycle) the C2 module.

All Specialist (S) modules need to be repeated every 3 years .

### C0 Basic Awareness

Please note this module **must** be completed before completing C1 foundation and C2 Leadership modules. If you have parish staff or volunteers who have completed C1 and/or C2 but have not yet completed C0 they still will be required to complete the C0 module. To access this module please click on this link <https://safeguardingtraining.cofeportal.org/> C1 can also be completed on line.

If you have staff or volunteers needing to attend safeguarding training, please click on the link <https://elydatabase.org/events/safeguarding> to find the list of courses available.

## Evensong and Bishop's Garden Party for Parish Safeguarding Officers—Wednesday 24 June 2020

The Bishop has very kindly offered to host a Garden Party which will be held after Evensong at the Cathedral on 24 June 2020. Evensong starts at 5.30pm and we will move to the Bishop's garden once this has finished for canapés and wine (or soft drinks).

We hope all our parish Safeguarding Officers will be able to attend as we celebrate the huge contribution they make within our parishes.

An invitation will be sent to the Parish Safeguarding Officers.



## Contact Information and Numbers

### **Cambridgeshire & Peterborough Children's Services**

Cambridgeshire Tel: **0345 045 5203** - Peterborough Tel: **01733 864180**

Out of hours (Cambridgeshire & Peterborough): **01733 234724**

### **Cambridgeshire & Peterborough Adult Services** Tel: **0345 045 5202**

Out of hours: 01733 234724

**Norfolk Children's Services** Tel: 0344 800 8020 - **Norfolk Adult Services** Tel: 0344 800 8020

## Ely Diocesan Safeguarding Team

**NEW Safeguarding Duty Phone - 01353 652747** (for serious safeguarding concerns only)

**Safeguarding Officer** - Sarah King Tel: 01353 652735 Email: [sarah.king@elydiocese.org](mailto:sarah.king@elydiocese.org)

**Safeguarding Advisor** - Rebecca Boswell Email: [rebecca.boswell@elydiocese.org](mailto:rebecca.boswell@elydiocese.org)

**Assistant Safeguarding Advisor** - Sharon Gage E-mail [sharon.gage@elydiocese.org](mailto:sharon.gage@elydiocese.org)

**Assistant Safeguarding Advisor** - Lisa Pearson E-mail [lisa.pearson@elydiocese.org](mailto:lisa.pearson@elydiocese.org)

**Safeguarding DBS Administrator** - Jackie Cox Tel: 01353 652721

E-mail: [safeguardadmin@elydiocese.org](mailto:safeguardadmin@elydiocese.org)

**Safeguarding Training Administrator** - Kelly Nott Tel: 01353 6527321

E-mail: [safeguarding.training@elydiocese.org](mailto:safeguarding.training@elydiocese.org)





Welcome to the latest edition of the Safeguarding Newsletter we have some exciting news, lots of training information and some updates for you.

## Safeguarding Duty Phone

As our team has expanded we now have a designated telephone number for accessing support when you have a safeguarding concern, allegation or are concerned about a person who may be at risk or may pose a risk.

The Duty Phone number is **01353 652747**

**Please do not use this number for queries about DBS checks, training or recruitment issues.**

## Parish Safeguarding Officers Networking Morning

28 September 2019

9.30am—12.30pm at Cambourne Church

We are delighted to again welcome Elizabeth Locke, Safeguarding Adults Board Trainer, from the Cambridgeshire and Peterborough Safeguarding Adults Board as our key speaker at the above event. Elizabeth's presentation topic will be ***If Safeguarding Adults is Everyone's Responsibility, What's Expected of Me?***

The rest of the morning will be made up with diocesan & national updates and a chance to network with colleagues.



To book your place please click on the following link

<https://www.elydiocese.org//train?course=1796>

## DBS Workshop for Parish Safeguarding Officers

We are offering a further 2 workshops covering DBS checks, eligibility, roles requiring a DBS check, the different levels of checks and the application process. Dates offered are:

**2 October 10am—1pm**

**19 November 2pm—4.30pm.**

Both workshops will be held at the Diocesan Office Bishop Woodford House in Ely. You can book [online](#) or contact [safeguardtraining@elydiocese.org](mailto:safeguardtraining@elydiocese.org)

## Parish Focussed Support

The Safeguarding Team launched a project called "Parish Focused Support" in 2018. The purpose of the project is to ensure House of Bishop's Policy and Practice Guidance relating to safeguarding is being appropriately followed by all parishes

When a parish is identified either by themselves or the Safeguarding Team as not being able to consistently evidence they are giving 'due regard' to the policy, they will be offered Focussed Support. We will support parish representatives to

agree a realistic and achievable safeguarding action plan and will contribute to the completion of tasks, which can vary dependent on the needs of each individual Parish.

## Safeguarding Dashboard

If you have not yet signed up to the Dashboard and would like further information you can click on the following link and watch a short video showing the benefits to using the Dashboard.

<https://vimeo.com/315725141>

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## Training

We have almost completed the first round of training in the Deaneries and will start the second round in 2020. We are currently waiting to receive updated training materials but in the meantime will continue with those we have.

If you have staff or volunteers still needing to attend safeguarding training, please click [here](#) to go to the training pages of the Safeguarding webpages. This will show the courses, dates and locations we already have in the diary.

## Cathedral Evensong and Refreshments

We enjoyed a moving and special evening with Parish Safeguarding Officers (PSOs) from across the diocese. Listening to the chorister and organ music was a wonderful way to relax after a busy day. It was a time also for us to reflect on and celebrate the work carried out by our PSOs.

## DBS Update Service

The DBS introduce a subscription service for making DBS check portable. When this was launched the DBS Update Service appeared to be the answer to some peoples prayers as they had previously had to complete a DBS application for different roles they held across different organisations. However, it is not as user friendly as it might at first appeared. When someone comes to you stating they have subscribed to the DBS Update Service the following checks will need to be completed:

- The applicant's original certificate needs to be viewed .
- The DBS certificate must only contain the exact workforce that you are entitled to know about, for the role you are recruiting for—e.g. a check run for working in a care home will not be usable for someone wishing to work with children.
- Is the certificate for the same level of check you require for the role to be undertaken?
- The applicant's ID and current address needs to be verified
- A status check will need to be carried out by a member of the Diocesan Safeguarding team.

If an applicant who informs you they have subscribed to the DBS Update Service please contact either Sarah King or Jackie Cox who will be able to provide you with guidance and a form to complete and return to them.

## Confidential Declaration Forms

Updated June 2019

The Confidential Declaration form has recently been updated to show the following information in relation to references. Referees contact details should be provided and references applied for when a person first applies for a position in the parish. Although completion of the

confidential declaration form is repeated every 5 years the references do not need to be – **Unless there has been a break in service.**

**Please make sure you are using the most up to date forms from the website as we are continuously updating information. Please do not use saved downloaded copies.**

## **New Risk assessment templates**

We have put together a number of example risk assessments for you to use as a starting point ready for you to adapt to suit your activity. You can find these on our website <https://www.elydiocese.org/safeguarding/parish-forms-and-templates>

## **Retention of Records**

Please note personnel records relating to lay workers whose role involves contact with children and vulnerable adults including applications, references, disciplinary matters, job descriptions, training and termination documentation should be kept for 75 years after employment. The files should also include all documentation concerning allegations, investigations and risk assessments regardless of the findings. Full guidance can be found by clicking [here](#).

## **Independent Inquiry into Child Sexual Abuse (IICSA) and the Church of England - Parish Q&A**

### **Background**

IICSA (Independent Inquiry into Child Sexual Abuse) was set up in 2015 because of serious concerns that some organisations in England and Wales had failed and were continuing to fail to protect children. Being independent means the Inquiry is not part of government and being statutory, means it has the power to compel witnesses to give evidence. It will make practical recommendations to ensure better protection for children in the future.

### **How does the Church fit in?**

The 'Anglican Church' in England and Wales is one of the 14 areas being investigated and its main focus will be the Church of England. The Inquiry is assessing the appropriateness of its safeguarding and child protection policies and practice. There have already been two public hearings with Chichester Diocese and Bishop Peter Ball as case studies. The overall hearing into the Church begins on 1 July 2019. Read IICSA's report on the two case studies published May 2019

### **How does the Inquiry work?**

The Archbishops' Council of the Church of England is a core participant in the Inquiry. There are other core participants including survivors who have been abused by clergy and other church officers. The National Safeguarding Team, (NST) is leading, on behalf of the Church, to IICSA's requests for information and witness statements. Preliminary hearings are held before each public hearing to set out lines of inquiry and final details. Read more about the wider Church hearing in July.

### **How has the Church responded?**

IICSA welcomed the invitation of the Archbishop of Canterbury for the Inquiry to investigate, as a matter of priority, the sexual abuse of children within the Church. The NST, working closely with dioceses, cathedrals and religious communities, has been responding in a constructive and transparent way to IICSA's request for information and statements and we have provided thousands of documents. The Inquiry has acknowledged our cooperative approach.

## Will the Inquiry affect my church?

On a day-to-day basis safeguarding within our churches will continue to follow the policy and guidance approved by the House of Bishops so that our churches, services and activities are as safe places as possible. There will quite rightly be scrutiny and coverage of where we got it wrong and lessons we can learn and there are always improvements to be made. In 2018 the Church appointed Meg Munn as the independent chair of the National Safeguarding Panel and in 2019 appointed its first permanent national director of safeguarding, Melissa Caslake.

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 your parish safeguarding officer or in an emergency your Diocesan Safeguarding Advisor. If necessary, report the matter to the local authority social care services or to the police without delay.

If you have general questions about the IICSA process and your parish that have not been answered here, please email: [safeguarding@churchofengland.org](mailto:safeguarding@churchofengland.org)

## Office hours over the summer months

We will maintain the same working pattern over the summer period. The office will be open 9am—5pm, Monday through to Friday.

We hope you all have a wonderful summer whether at home or away.



## Contact Information and Numbers

### Cambridgeshire & Peterborough Children's Services

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Out of hours (Cambridgeshire & Peterborough): **01733 234724**

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**Safeguarding Training Administrator**—Kelly Nott Tel: 01353 6527321 E-mail: [safeguarding.training@elydiocese.org](mailto:safeguarding.training@elydiocese.org)



Welcome to the latest edition of the Safeguarding Newsletter we have some exciting news, lots of training information and some updates for you.

## Safeguarding Duty Phone

As our team has expanded we now have a designated telephone number for accessing support when you have a safeguarding concern, allegation or are concerned about a person who may be at risk or may pose a risk.

This number is **01353 652747**

**Do not use this number for queries about DBS checks, training or recruitment issues.**

## Safeguarding Dashboard

Safeguarding in the Church of England has changed considerably in recent years.

New policies and procedures are making churches safer, but they have also brought a significant increase in the amount of administration for Parish Safeguarding Officers.

The **Safeguarding Dashboard** is addressing this challenge by making safeguarding administration simpler for everyone. It is available **free of charge** to parishes in Ely Diocese

The Safeguarding Dashboard has been designed to display a clear and simple dashboard on a mobile phone, tablet or computer.

The home page allows the Parish Safeguarding Officer, incumbent, churchwardens and other authorised users to see the current status of compliance with House of Bishop's Safeguarding Policy and Practice Guidance at a glance. Green lights bring reassurance that all is well; Amber means that action is needed, and Red means it's urgent. A number of our parishes have already started using the Safeguarding Dashboard. If you would like further information or to sign up for the Safeguarding Dashboard please contact Sarah King at [sarah.king@elydiocese.org](mailto:sarah.king@elydiocese.org)

## Parish Handbook

The Parish Handbook aims to further strengthen the Church's approach to safeguarding by bringing into one place the safeguarding responsibilities for parishes as outlined in the House of Bishop's Safeguarding Policy and Practice Guidance. It has been



designed to support the day to day work of all parishes in relation to safeguarding and those that have a key role to play with children, young people and adults who may be vulnerable. Copies have already been sent to all Parish Safeguarding Officers but can also be downloaded by clicking on the following link. [https://www.elydiocese.org/application/files/3415/3987/5186/Parish\\_Safeguarding\\_Handbook\\_V2\\_October\\_2018.pdf](https://www.elydiocese.org/application/files/3415/3987/5186/Parish_Safeguarding_Handbook_V2_October_2018.pdf)

## Workshops for Parish Safeguarding Officers

We would like to offer workshops on topics that you want further support with. The first of these workshops will cover DBS checks, eligibility, who needs a DBS check and at what level. Dates offered are:

**13 May 10am—1pm**

**5 June 10am—1pm.**

Both to be held at the Diocesan Office Bishop Woodford House in Ely. You can book online or contact [safeguardtraining@elydiocese.org](mailto:safeguardtraining@elydiocese.org)

## Safeguarding Information on Parish Websites

We have had a number of queries about what information parishes need to display about safeguarding.

It has been the House of Bishop's policy position that parishes need to display information about their safeguarding arrangements. *Roles and Responsibilities 2017*, Section 3, issued in October 2017, states that the parish will display:

*A formal statement of adoption of the House of Bishops' 'Promoting a Safer Church; safeguarding policy*

statement'. This should be signed on behalf of the PCC;  
Contact details of the PSO, churchwarden and any other local leaders;

Information about where to get help with child and adult safeguarding issues e.g. local authority contact details, domestic abuse and key helplines e.g. ChildLine (see [Appendix 5](#) for Model 'safeguarding in parishes-who's who');

## Modern Slavery—Training

The Clewer Initiative, the Church of England's response to modern slavery, recently created two online safeguarding courses specifically focussed on modern slavery. They are now available from the Church of England's safeguarding training portal.

The first course 'Modern Slavery and Human Trafficking 1' is a general introduction to modern slavery, containing case studies which are relevant to congregations. The second 'Modern Slavery and Human Trafficking 2' is a guide to good practice when dealing with vulnerable groups within churches and church social action projects which might be affected by modern slavery or exploitation. It explores the connections between established safeguarding practice and modern slavery to enable churches to apply their existing knowledge to situations they may encounter. Case studies within the resource have been taken from 'real life' situations. The courses have been designed to complement existing Church of England safeguarding practice.

The courses are hosted on the [Church of England safeguarding training portal](#). They are free to access and can be used as online training or adapted for a face to face training session. The courses are called 'Safeguarding & Modern Slavery' and can be found under 'Additional Resources'.

## Deanery Training

During 2018 and thus far in 2019 we have completed training in 12 of the 15 Deaneries. By the end of May 2019 we should have covered all the Deaneries and will start the cycle again. If you have anyone needing to attend any of the courses we deliver in the Deaneries (C1 Foundation and C2 Leadership) please make sure they book their place via the Safeguarding Training pages of the Diocese of Ely's Website.

Please also check the other courses we offer for those with additional responsibilities which will require them to complete the *S1 Safer Recruitment* and *S3 Responding Well to Domestic Abuse* modules.

## On-line Safeguarding Training for those who do not have e-mail addresses.

Some members of my church / PCC do not have their own email address, or share an email address with my partner or spouse. How can they register on the site?

**Solution 1:** Create temporary email accounts for the relevant individuals.

**Solution 2:** If you are a **Googlemail** user, you can adapt your email address using +1,+2,+3. For example, if your email address is myname@gmail.com, then you can also use myname+1@gmail.com, myname+2@gmail.com and so on. All emails will come in to your usual gmail account.

## Parish Safeguarding Officers Networking Morning 28 September 2019

9.30am—12.30pm at Cambourne Church

We are delighted to again welcome Elizabeth Locke, Safeguarding Adults Board Trainer, from the Cambridgeshire and Peterborough Safeguarding Adults Board as our key speaker at the above event. Below is a brief description of Elizabeth's presentation.

***If Safeguarding Adults is Everyone's Responsibility, What's Expected of Me?***

The rest of the morning will be made up with diocesan & national updates and a chance to network with colleagues.

**To book your place please click on the following link**  
<https://www.elydiocese.org//train?course=1796>



# Parish Safeguarding Officers Summer Event

All Parish Safeguarding Officers, and partners, are invited to attend the Evensong service in the cathedral on the 11 June. The service starts at 5.30pm. This will be followed by refreshments served in the Lady Chapel at approximately 6.15pm. If you are unable to attend evensong please join us for refreshments. [Please let Kelly know if you are able to attend.](#)



## Records Retention Guidance

We have had a number of queries recently about records retention. As a refresher please note this document and check your parishes' compliance with it [https://www.elydiocese.org/application/files/3915/1696/4843/Safeguarding\\_Records\\_Retention\\_Toolkit\\_2016.pdf](https://www.elydiocese.org/application/files/3915/1696/4843/Safeguarding_Records_Retention_Toolkit_2016.pdf)

## Reporting Serious Incidents

As you know, all PCCs are charities (whether or not their annual income is at the threshold to require them to register with the Charity Commission). Therefore, they are already required to report any Serious Incidents (both safeguarding and non-safeguarding) to the Charity Commission.

Following recent high-profile safeguarding-related incidents in the charity sector, the Charity Commission updated its guidance in October 2018, with a particular focus on the reporting of safeguarding Serious Incidents. The Church has worked with the Charity Commission to agree bespoke guidance for DBFs, PCCs and Religious Communities on how to identify and report a Serious Incident. From now on, when PCCs report any Serious Incident to the Charity Commission, they should do so in accordance with the new CoFE Guidance.

The purpose of this Guidance is to assist those responsible within PCCs to ascertain:

whether an incident is a Serious Incident (whether safeguarding related or otherwise) and so must be reported to the Charity Commission; and how to report the incident.

Please note that the safeguarding related guidance and templates are available on the safeguarding pages of the Church of England website.

<https://www.parishresources.org.uk/wp-content/uploads/Safeguarding-SIR-Guidance-FINAL-1-Jan-2019.pdf>

<https://www.parishresources.org.uk/wp-content/uploads/SIR-Safeguarding-Practical-Guidance-FINAL-1-Jan-2019.pdf>

<https://www.churchofengland.org/media/17281>

All safeguarding Serious Incidents should be reported to the Safeguarding Team at Ely Diocese so that we can offer you as much support as possible.

## Contact information and Numbers

### Children & Adult Services

There have been a recent change in telephone numbers so please note the numbers below in case the changes apply to your county area.

### Cambridgeshire & Peterborough

#### Children's Services

Cambridgeshire Tel: **0345 045 5203**

Peterborough Tel: **01733 864180**

Out of hours (Cambridgeshire & Peterborough):  
**01733 234724**

#### Adult Services

Tel: **0345 045 5202** Out of hours: 01733 234724

### Norfolk

Children's Services Tel: 0344 800 8020

Adult Services Tel: 0344 800 8020

## Ely Diocesan Safeguarding Team

### NEW Safeguarding Duty Phone

**01353 652747** (for safeguarding concerns only)

#### Safeguarding Officer—Sarah King

Tel: 01353 652735 Email: [sarah.king@elydiocese.org](mailto:sarah.king@elydiocese.org)

#### Safeguarding Adviser - Rebecca Boswell

Email: [rebecca.boswell@elydiocese.org](mailto:rebecca.boswell@elydiocese.org)

#### Asst Safeguarding Adviser - Sharon Gage

E-mail [Sharon.gage@elydiocese.org](mailto:Sharon.gage@elydiocese.org)

#### Asst Safeguarding Adviser - Lisa Pearson

E-mail [Lisa.pearson@elydiocese.org](mailto:Lisa.pearson@elydiocese.org)

#### Safeguarding DBS Administrator—Jackie Cox

Tel: 01353 652721

E-mail: [safeguardadmin@elydiocese.org](mailto:safeguardadmin@elydiocese.org)

#### Safeguarding Training Administrator—Kelly Nott

Tel: 01353 6527321

E-mail: [safeguarding.training@elydiocese.org](mailto:safeguarding.training@elydiocese.org)



## Safeguarding Team

We are happy to welcome Kelly Nott to the Team as the Safeguarding Training Administrator. Kelly joined us in October and works from 10am to 2pm five days a week. Before taking a few years out to have children, Kelly spent 10 years working for Childrens Social Care in Cambridgeshire

We are also happy to welcome Lisa Pearson to the team as Assistant Diocesan Safeguarding Adviser. Lisa will work four days a week (Monday to Thursday inclusive). She says *“I am really pleased to have joined the Ely Diocese Safeguarding Team and I look forward to working with them as Assistant Diocesan Safeguarding Adviser and trainer. After 30 years of service, I retired from Cambridgeshire Police in October 2018. For the majority of my police career I worked within the safeguarding arena and have a wealth of experience investigating cases of abuse and working alongside partner agencies, victims and offenders. As a Detective Sergeant within the Public Protection Unit, I monitored and managed Registered Sex Offenders and Violent Offenders within the community and worked closely with the Diocesan Safeguarding Team, not only as a member of the Diocese Safeguarding Liaison Group, but also when we worked together on specific safeguarding cases. I have always received a warm welcome from the team and I have been very impressed with their knowledge and dedication towards safeguarding, particularly in relation to children and vulnerable adults. I feel privileged and honoured that I am now working with them and I look forward to meeting and working within the church community and being able to share my knowledge and experience, as well as learning new skills and promoting a safer church for all.”*

## Working Together July 2018

Working Together 2018 outlines the responsibilities for all agencies in child protection and includes guidance for the voluntary sector and faith communities which must be adhered to – in 2018 it now highlights that for Voluntary, charity, social enterprise, faith based organisations and private



sectors. “all practitioners working in these organisations and agencies who are working with children and their families are subject to the same safeguarding responsibilities whether paid or a volunteer” it also highlights that “charity trustees are responsible for ensuring that those benefiting from or working with the charity, are not harmed in any way through contact with it”

## Freedom to speak up

### **Have you got concerns about people’s safety?**

Office Holders, lay staff and volunteers are encouraged to raise concerns in cases where:

- the law may have been broken
- Diocesan policies and procedures may have been breached
- there are concerns of a safeguarding nature

Office holders, lay staff and volunteers should raise concerns initially with their vicar, line manager, volunteer co-ordinator or Parish Safeguarding Officer, Archdeacon or Bishop.

Alternatively, clergy, staff and volunteers may approach the following:



Paul Evans - Diocesan Secretary - 01353 652702

[paul.evans@elydiocese.org](mailto:paul.evans@elydiocese.org)

Rebecca Boswell - Diocesan Safeguarding Adviser  
01353 652731

[Rebecca.boswell@elydiocese.org](mailto:Rebecca.boswell@elydiocese.org)

See the Diocese of Ely's **Whistleblowing Policy**

<http://www.elydiocese.org/safeguarding/policy-and-practice-guidance>

Independent, free, expert help and advice in relation to whistleblowing is also

available from **Public Concern at Work**

0207 404 6609 <http://www.pcaaw.co.uk/>

## **What is the Cambridgeshire Local Safeguarding Children Board (LSCB)**

The purpose of the LSCB is to ensure children and young people feel safe and cared for in Cambridgeshire, by ensuring organisations work together to safeguard children and promote their welfare. In Cambridgeshire this includes Social Care Services, Education, Health, Police, Probation, Sports and Leisure Services, the Voluntary Sector, Youth Offending Team and Localities, Early Years Services.

## **What is the Cambridgeshire and Peterborough Safeguarding Adults Board?**

The [Care Act 2014](#) requires every local authority by law to have a [Safeguarding Adults Board \("SAB"\)](#). The objective of the SAB is to help and protect adults who [meet the criteria as described in the Act](#). The SAB must seek to co-ordinate agencies and ensure the effectiveness of what each of its members does. An SAB may do anything which appears to it to be necessary or desirable for the purpose of achieving its objective.

The LSCB & SAB have website's that can be accessed by anyone: children and young people, families, adults and communities as well as professionals working with children. The websites hold a wealth of resources including policies and procedures, good practise guidance, latest research and news and free training on a variety of topics.

## **Ely Independent Safeguarding Chair**

I was delighted to be successful in being selected for the role of Independent Safeguarding Chair for the Diocese of Ely in March of this year.

I succeeded Katharine Jeary who had been very effective in working with the Diocesan Safeguarding Team to ensure that safeguarding in Ely was high on the agenda and I hope to be able to continue that good work.

I come to the Diocese with independence, which of



course is critical for the role but I hope the necessary experience.

Most of my Safeguarding experience comes from a 30-year policing career in Hertfordshire, where towards the end of my service I was lead for all

aspects of Children and Adult Safeguarding.

On retirement, nearly 7 years ago I worked with various Local Safeguarding Boards, Charities and health organisations as a Safeguarding advisor. I perform the role as a reviewer for Children, Adult and Domestic Abuse cases.

Since my arrival in the Diocese I have been impressed on several levels, I have received the warmest welcome for which I am very grateful.

I have met with the Diocesan Safeguarding Liaison Group (DSLGL), which is the group that oversees and develops Safeguarding in the Diocese. We are fortunate to be very well supported by external safeguarding partners. The independence and experience of this group are critical in assisting me to provide the Diocese with the necessary support and challenge.

I have, likewise, been very welcomed and supported by Bishop Stephen, Paul Evans and the senior leadership team. The team have been unequivocal and robust in their support to ensure that Ely is strong and effective in it's safeguarding of all people, but in particular children and the vulnerable.

This work is tirelessly undertaken, on a day to day basis, by the very experienced safeguarding team, headed by Rebecca Boswell. We are fortunate to be able to welcome Lisa Pearson to join the team, Lisa brings a wealth of experience from a previous career in policing.

On a National and Local level we are currently having to be reflect on safeguarding processes and cases from the past, this is necessary for us to be able to move forward. In the DSLG we have already started to discuss how we are able to be more proactive in safeguarding and identify and support the areas who need it most.

I look forward to meeting as many of you as I can.

Kindest regards,

Jon Chapman

## **GPDR & CONFIDENTIALITY**

Whilst we recognise it is not always practicable to send out individual emails to Parishes regarding DBS's checks, please remember we should not put copies of the emails onto individual files, as they contain other peoples details.

## **Children & Adult Services**

There have been a recent change in telephone numbers so please note the numbers below in case the changes apply to your county area.

### **Cambridgeshire & Peterborough**

#### **Children's Services**

Cambridgeshire Tel: **0345 045 5203**

Peterborough Tel: **01733 864180**

Out of hours (Cambridge & Peterborough): **01733 234724**

#### **Adult Services**

Tel: **0345 045 5202** Out of hours: 01733 234724

### **Norfolk**

#### **Children's Services**

Tel: 0344 800 8020

#### **Adult Services**

Tel: 0344 800 8020

## **New Guidance Released**

### **House of Bishops Responding to Safeguarding Concerns or Allegations that relate to Children, Young People and Vulnerable Adults Guidance**

This guidance has been agreed by the National Safeguarding Steering Group, under its delegated powers from the House of Bishops. It is

underpinned by the Church of England's Safeguarding Policy Statement 'Promoting a Safer Church 2017' and its commitment to :

- *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 or designated safeguarding adviser/officer in another church body to the appropriate statutory authorities. This will be done irrespective of the status of the person.*

It is also underpinned by Ecclesiastical law, UK law and Government Guidance such as Working Together 2018 and the Care Act 2014. **It replaces section 5 of Protecting All God's Children 2010, including Annex A5 and Guidance Practice 2, and Appendix 3 of Promoting a Safe Church 2006. It replaces section 6 of Protecting All God's Children and Promoting a Safe Church.**

### **Who is the guidance for?**

1. This guidance is for use by all those who have a role with children, young people and vulnerable adults. This includes diocesan, cathedral and provincial safeguarding advisers, members of the national safeguarding team, archbishops, bishops, deans and their senior staff.
2. It includes information that applies to parishes but, for ease of reference, this can also be found in the 'Parish Safeguarding Handbook' Section 7.

### **It applies to all church bodies and church officers.**

Under section 5 of the Safeguarding and Clergy Discipline Measure 2016, all authorised clergy, bishops, archdeacons, licensed readers and lay workers, church wardens and PCCs must have 'due regard' to safeguarding guidance issued by the House of Bishops. A duty to have 'due regard' to safeguarding guidance means that the person under the duty is not free to disregard it but is required to follow it unless there are cogent

reasons for not doing so ('cogent' for this purpose means clear, logical and convincing). Failure by clergy to comply with the duty imposed by the 2016 Measure may result in disciplinary action. All decisions not to pay 'due regard' must be recorded and the reasons clearly stated. *This duty applies to this guidance and the reporting procedures.*

**When must this guidance be used?**

5. This guidance must be used when there are concerns about the welfare and safeguarding of children, young people and/or adults that do not relate to church officers.

Please see 'Responding to, Assessing and Managing Safeguarding Concerns or Allegations Against Church Officers' for the procedure for dealing with concerns or allegations that relate to church officers.

**What does this guidance aim to do?**

6. This guidance aims to offer the Church procedures for dealing with concerns or allegations against children, young people and adults. It aims to reinforce the importance of timely reporting to nominated safeguarding professionals in the church and to the statutory agencies.

7. It offers guidance on:

- How to identify potential or actual harm to children, young people and adults;
- How to respond to a disclosure of abuse;
- Reporting procedures;
- What to expect of the church's safeguarding professionals e.g. Diocesan safeguarding Adviser;
- What to expect from statutory agencies;
- Church based issues e.g. Confession, Healing and Deliverance ministry.

**Dates for your diary.**

**PSO Training and Network Mornings**

**9 March 2019**—St Barnabas Church Huntingdon 9.30am—12.30pm

**28 September 2019**—Cambourne Church, Cambourne 9.30am—12.30pm

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](#).

**Wishing you all a very Merry Christmas and Happy New year from the Ely Diocese Safeguarding Team**



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<b>Safeguarding Adviser</b>	Rebecca Boswell Tel: 01353 652731 Mobile: 07904 487912 Email: <a href="mailto:rebecca.boswell@elydiocese.org">rebecca.boswell@elydiocese.org</a>
<b>Assistant Safeguarding Adviser</b>	Sharon Gage 01353 652706 Mobile: 07507741295 E-mail <a href="mailto:Sharon.gage@elydiocese.org">Sharon.gage@elydiocese.org</a>
<b>Assistant Safeguarding Adviser</b>	Lisa Pearson 01353 652738 Mobile 07990581267 E-mail <a href="mailto:Lisa.pearson@elydiocese.org">Lisa.pearson@elydiocese.org</a>
<b>Safeguarding DBS Administrator</b>	Jackie Cox Tel: 01353 652721 E-mail: <a href="mailto:safeguardadmin@elydiocese.org">safeguardadmin@elydiocese.org</a>
<b>Safeguarding Training Administrator</b>	Kelly Nott Tel: 01353 6527321 E-mail: <a href="mailto:safeguarding.training@elydiocese.org">safeguarding.training@elydiocese.org</a>



## 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.



**Safeguarding Officer** Sarah King Tel: 01353 652735 Email: [sarah.king@elydiocese.org](mailto:sarah.king@elydiocese.org)

**Safeguarding Adviser** Rebecca Boswell Tel: 01353 652731 Mobile: 07904 487912

Email: [rebecca.boswell@elydiocese.org](mailto:rebecca.boswell@elydiocese.org)

**Assistant Safeguarding Adviser** Sharon Gage 01353 652706 Mobile: 07507741295

E-mail [Sharon.gage@elydiocese.org](mailto:Sharon.gage@elydiocese.org)

**Safeguarding DBS Administrator** Jackie Cox Tel: 01353 652721 E-mail: [safeguardadmin@elydiocese.org](mailto:safeguardadmin@elydiocese.org)

**Safeguarding Training Administrator** Vacant Tel: 01353 652738

E-mail: [safeguarding.training@elydiocese.org](mailto:safeguarding.training@elydiocese.org)

# SAFEGUARDING NEWS

## March 2018



The Church of England  
**Diocese of Ely**

### Safeguarding Team launch on-line booking for training

We are delighted to be able to tell you we have created and launched an online booking system for all our training courses.

To access information about the courses please click on the following link.

<http://www.elydiocese.org/safeguarding/safeguarding-training-diocese-ely>

This will take you to Screenshot 1 (on Page 2 of this newsletter).

This screen lists the type of courses we offer and who the course are for.

#### Online Safeguarding Training

**C0 Basic Awareness** and **C1 Foundation** are available to complete online. You will see there is a link to the Church of England Portal where you can complete both these courses online from your home computer.

#### Face to Face Safeguarding Training

**C3 for Clergy and Lay ministers**, **S1 Safer Recruitment** and **S2 Responding Well to Domestic Abuse** are courses held centrally at the Diocesan Office in Ely.

**C1 Foundation** and **C2 Leadership** courses are offered individually as two separate evening sessions per month. They are also available as a **C1 and C2 Combined Module** which will be delivered on one Saturday morning per month. The above face to face modules are being delivered in each Deanery to enable candidates to attend a location which is convenient to them.

When you have identified the course you would like to attend you will need to click on the **Training Booking** link (in the grey box in the top left of the screen). This will take you to all the courses and dates we currently can offer. (see Screenshot 2 on Page 3 of this newsletter)



You will see a green button to the right of the course details. When you click on this button it will provide you with further information and this is where you can input your details to book a place on this particular course. (see Screenshot on Page 4 of this newsletter). Enter your details and click **Reserve**. You will see a message confirming your reservation. We will then contact you to confirm the booking (or if the session is fully booked we will contact you and ask you to select an alternative date.)

As with any new system there are bound to be initial glitches. If you experience any problems booking a place on training please do contact us so we can assist, address and correct the problem.

While we anticipate most bookings will now be made Online, you can still contact the Safeguarding Team by email or telephone to book training places directly.

**Jane Moore**, Training Administrator, on 01353 652738 or [safeguarding.training@elydiocese.org](mailto:safeguarding.training@elydiocese.org).

**Sarah King**, Diocesan Safeguarding Officer, on 01353 652735 or [sarah.king@elydiocese.org](mailto:sarah.king@elydiocese.org)



# Safeguarding Training

Home / Safeguarding / Safeguarding Training

## Safeguarding Training and Development Modules

The Church of England has introduced a new modular safeguarding training and development programme for use by Dioceses, Cathedrals and Theological Education Institutions.

The programme builds core, generic safeguarding training according to role, and through a person's ministry path.

Please look at each module to see whether it is recommended or required for you to attend.

A more detailed summary of each of the following courses can be viewed [here](#).

## Core Training Modules

### C0 - BASIC AWARENESS

- Recommended for anyone who needs a basic level of awareness of safeguarding.
- This course is available to everyone and is accessed online.
- Visit the website and view the instructions to help you in signing up.

### C1 - FOUNDATION

- Required for anyone who has safeguarding responsibilities or who have contact with children, young people and / or adults who may be vulnerable.
- This course is available to everyone and is accessed online. Visit the website and view the instructions to help you in signing up.

### C2 - LEADERSHIP

- Required for anyone who has safeguarding leadership responsibilities or responsibility for leading activities involving children, young people and/or adults who may be vulnerable.

### C1 - FOUNDATION & C2 LEADERSHIP COMBINED COURSE

This course combines the C1 and C2 modules into one Saturday morning session

- Required for anyone who has safeguarding responsibilities or who have contact with children, young people and / or adults who may be vulnerable. As this is a combined course it is also required for anyone who has safeguarding leadership responsibilities or responsibility for leading activities involving children, young people and/or adults who may be vulnerable.

### C3 - FOUNDATION / LEADERSHIP CLERGY AND LAY MINISTERS

- Required for those holding a license, commission, authorisation, permission to officiate from a Bishop - Ordained and Lay

## Specialist Modules

### S1 - SAFER RECRUITMENT

- Required for those with responsibility for administering DBS, Clergy and those with recruitment responsibilities (for example designated members of PCCs or members of staff who regularly sit on interview panels), Senior staff where they are involved in recruitment, Diocesan/Parish/Cathedral Safeguarding Officers, Safeguarding Leads on PCC/within Religious Communities/within TELs

### S3 - RESPONDING TO DOMESTIC ABUSE

- Required for anyone holding the Bishop's Licence or Permission to Officiate, Spiritual Directors, Bishops Visitors, Pastoral Visitors, Leaders of children/adults activities, Diocesan/Parish/Cathedral Safeguarding Officers

# Training Booking

Home / Safeguarding / Safeguarding Training / Training Booking

Please select the course you wish to book on to from the list below by clicking 'view'.

This will take you to the next page where you will be asked to fill in some basic contact details.

Once your online booking application has been reviewed (which might take a few days), you will receive email confirmation of your booking.

Show  entries

Search:

Course	Date	Location	
C1 Safeguarding Foundation & C2 Safeguarding Leadership Combined course	29/09/2018	St George's Church Hall Ely	<a href="#">View</a>
C1 Safeguarding Foundation & C2 Safeguarding Leadership Combined course	05/05/2018	St Peter's Church	<a href="#">View</a>
C1 Safeguarding Foundation & C2 Safeguarding Leadership Combined course	21/07/2018	Histon St Andrew's Centre Cambridge	<a href="#">View</a>
C1 Safeguarding Foundation & C2 Safeguarding Leadership Combined course	04/08/2018	St Edmunds Church Hall Downham Market	<a href="#">View</a>
C2 Leadership	14/08/2018	St Edmunds Church Hall Downham Market	<a href="#">View</a>
C2 Leadership	23/07/2018	Histon St Andrew's Centre Cambridge	<a href="#">View</a>
C2 Leadership	26/06/2018	March St Mary's Church March	<a href="#">View</a>
C2 Leadership	22/05/2018	St George's Church Hall Ely	<a href="#">View</a>
C2 Leadership	25/09/2018	Little Paxton Church	<a href="#">View</a>
C3 Clergy and Lay Ministers	06/03/2018	Ely Diocesan Office	<a href="#">View</a>
C3 Clergy and Lay Ministers	03/07/2018	The Diocesan Office Bishop Woodford House	<a href="#">View</a>
C3 Clergy and Lay Ministers	19/04/2018	The Diocesan Office Bishop Woodford House Ely	<a href="#">View</a>
C3 Clergy and Lay Ministers	05/06/2018	The Diocesan Office Bishop Woodford House Ely	<a href="#">View</a>

# Training Programme: C1 Safeguarding Foundation & C2 Safeguarding Leadership Combined course

**Start Date:** 29/09/2018

Start Time:

9.30am

End Time: 1.30pm

30 Church Lane

Littleport

Postcode:CB6 1PS

## Summary

### C1 - FOUNDATION

- Required for anyone who has safeguarding responsibilities or who have contact with children, young people and / or adults who may be vulnerable.
- This course is available to everyone.

### C2 - LEADERSHIP

- Required for anyone who has safeguarding leadership responsibilities or responsibility for leading activities involving children, young people and/or adults who may be vulnerable.

## Request space

First Name \*

Surname \*

Please select the Parish you are most closely associated with \*

Main role you hold within your parish \*

Email \*

Telephone

Notes

\*Fields marked with an \* are mandatory.

To book your place on this course, please tick the boxes below before clicking 'Reserve'.

I understand that this course may contain content that some participants will find upsetting.

I agree to the [Diocesan Terms and Conditions](#)

Reserve

## Just a quick reminder for all Parish Safeguarding Officers please do not forget to RSVP

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

As a huge thank you for all your valuable contributions to the safeguarding work of the Diocese, Parish Safeguarding Officers and their spouse or guest are warmly invited to a relaxed summer's evening in the beautiful setting of Bishop of Ely's Garden in the shadow of Ely Cathedral. Wine, soft drinks and canapes will be served and the Right Reverend Bishop Stephen, other Senior Clergy, Diocesan staff and the Safeguarding Team will be there.

**19th June 2018 6.30—21.30**

**R.S.V.P.**

E-mail Jane Moore at [safeguarding.training@elydiocese.org](mailto:safeguarding.training@elydiocese.org) to RSVP



**Safeguarding Officer** Sarah King Tel: 01353 652735 Email: [sarah.king@elydiocese.org](mailto:sarah.king@elydiocese.org)

**Safeguarding Adviser** Rebecca Boswell Tel: 01353 652731 Out of Hours: 07904 487912 Email: [rebecca.boswell@elydiocese.org](mailto:rebecca.boswell@elydiocese.org)

**Assistant Safeguarding Adviser** Sharon Gage 01353 652706 E-mail [Sharon.gage@elydiocese.org](mailto:Sharon.gage@elydiocese.org)

**Safeguarding DBS Administrator** Jackie Cox Tel: 01353 652721 E-mail: [safeguardadmin@elydiocese.org](mailto:safeguardadmin@elydiocese.org)

**Safeguarding Training Administrator** Jane Moore Tel: 01353 652738 E-mail: [safeguarding.training@elydiocese.org](mailto:safeguarding.training@elydiocese.org)

# SAFEGUARDING NEWS

## February 2018



The Church of England  
**Diocese of Ely**

### Safeguarding Team Update

We are delighted to welcome two new team members.

**Jane Moore** is our Training Administrator to deal with all aspects of preparation and follow up administration for safeguarding training across the Diocese. Jane's working days are Mondays, Tuesdays and Thursdays and she is contactable on 01353 652738 or [safeguarding.training@elydiocese.org](mailto:safeguarding.training@elydiocese.org).

**Sharon Gage** is our new Assistant Diocesan Safeguarding Adviser who is available to offer advice and support in relation to safeguarding issues in parishes. Sharon's working days are Mondays, Tuesdays and Wednesdays and she is contactable on 01353 652706 or [sharon.gage@elydiocese.org](mailto:sharon.gage@elydiocese.org)



### New House of Bishops Practice Guidance

#### 'Responding to, assessing and managing safeguarding concerns or allegations against church officers' was released in October 2017

This updates and replaces the following:

- 'Responding to Serious Safeguarding Situations relating to Church Officers' Practice Guidance (June 2015)
- 'Risk Assessment for Individuals who may Pose Risk to Children and Adults' Practice Guidance (June 2015).
- 'Protecting All God's Children 2010' - Chapter 7 'Managing Allegations against Church Officers', Chapter 8 'Suspected abusers and known offenders' and 'the model agreement with offender'
- 'Promoting a Safe Church 2006' (that relates to concerns or allegations against church officers).

The guidance offers the Church an integrated approach and procedure to respond to, assess and manage safeguarding concerns or allegations against church officers who have a role with children, young people and/or vulnerable adults. As part of this it aims to use (and adapt for the Church context) established models of risk assessment from statutory and specialist agencies. It also includes the risk assessment and management of those that may pose a known risk to children, young people and/or vulnerable adults within our Church congregations and communities.

Further House of Bishops Practice Guidance, also published in October includes:

**Glossary reference document (2017)**

**Key roles and responsibilities of church office holders and bodies practice guidance (2017)**

The Anglican church in England and Wales is one of 13 investigations being looked at by IICSA, the [Independent Inquiry into Child Sexual Abuse](#), chaired by Professor Jay.

The Inquiry's main objective is to consider the extent of any institutional failures to protect children from sexual abuse within the Anglican Church but only really looking at the Church of England and the Church in Wales

The Inquiry has set out more information about the timescales for the investigation:

- there will be another preliminary hearing in January which should give more details about the process and further hearing dates;
- the hearings for the case study in to the Diocese of Chichester will start on 5<sup>th</sup> March 2018 for a period of 3 weeks;
- the hearings for the Peter Ball case study will start on 23 July for 5 days.

We are expecting another set of hearings addressing some of the broader organisational issues to be announced and heard during 2019.

Parish Q & A Independent Inquiry into Child Sexual Abuse (IICSA) and the Church of England

<https://www.churchofengland.org/sites/default/files/2018-02/Parish%20QA%20Feb%201.pdf>

## **Criminal Record checks and training requirements for PCC members** **A message from Bishop Stephen**

[Criminal records checks and safeguarding training requirements for churchwardens and PCC members - a note from Bishop Stephen - December 2017](#)



## **C1 Training Online Launch**

Along with CO the C1 safeguarding training module is now available online – let your parish know. To complete the training please copy the link below into a browser address bar: <https://safeguardingtraining.cofeportal.org/> Once on this page click on the 'online courses' option, create a new account and follow the instructions.



## **Policies, Procedures and Parish Safeguarding Resources on the Diocese of Ely Website**

The Safeguarding Pages on the Diocese of Ely website have been comprehensively updated. Please take a look.

<http://www.elydiocese.org//safeguarding>

There are a range of Parish Forms and Templates available to be downloaded for parish use.

It is a work in progress and we would be grateful for any feedback you have or if you notice any snags. If there is information or resources that you would like to see on there, please let us know.

**The website resources will replace the parish officers pack. Part of the focus on the Parish Safeguarding Officers training days in March and September will be on introducing the resources available on the new webpages.**

An interactive Overview of safeguarding is now available for download as part of the launch of the new Church of England website. The document provides perspectives from various individuals about their role in promoting a safer church for all. To download it go to: <https://cms.churchofengland.org/sites/default/files/2017-11/Church%20of%20England%20Safeguarding%20Review.pdf>



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

The [Charity Commission's new safeguarding strategy](#) says that safeguarding is a key governance priority for all charities, not just those working with groups traditionally considered at risk. The strategy explains that trustees should ensure their charity provides a safe environment for staff, volunteers, and anyone who comes into contact with it. It also makes clear that safeguarding goes beyond preventing physical abuse, and includes protecting people from harm generally, including neglect, emotional abuse, exploitation, radicalisation, and the consequences of the misuse of personal data.

## DATES FOR YOUR DIARY

### PSO Training and Network Mornings

**Includes a tasty brunch and the opportunity to meet and network with Parish Safeguarding colleagues.**

**The focus of the days 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.** There is a choice of two dates for 2018:

**10 March 09.30—12.30 at St Barnabas Church, Huntingdon**

**or**

**22 September 9.30—12.30 at The Hub Cambourne.**

E-mail Jane Moore at [safeguarding.training@elydiocese.org](mailto:safeguarding.training@elydiocese.org) to book

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

As a huge thank you for all your valuable contributions to the safeguarding work of the Diocese, Parish Safeguarding Officers and their spouse or guest are warmly invited to a relaxed summer's evening in the beautiful setting of Bishop of Ely's Garden in the shadow of Ely Cathedral. Wine, soft drinks and canapes will be served and the Right Reverend Bishop Stephen, other Senior Clergy, Diocesan staff and the Safeguarding Team will be there.

**19th June 2018 6.30—9.30pm**

**R.S.V.P.**

E-mail Jane Moore at [safeguarding.training@elydiocese.org](mailto:safeguarding.training@elydiocese.org) to RSVP



## Who can I talk to?

**Safeguarding Officer for the Diocese of Ely** Sarah King Tel: 01353 652735 Email: sarah.king@elydiocese.org

**Safeguarding Adviser for the Diocese of Ely** Rebecca Boswell Tel: 01353 652731 Out of Hours: 07904 487912 Email: rebecca.boswell@elydiocese.org

**Assistant Safeguarding Adviser for the Diocese of Ely** Sharon Gage 01353 652706 E-mail Sharon.gage@elydiocese.org

**Safeguarding DBS Administrator** Jackie Cox Tel: 01353 652721 E-mail: safeguardadmin@elydiocese.org

**Safeguarding Training Administrator** Jane Moore Tel: 01353 652738 E-mail: safeguarding.training@elydiocese.org

**Cambridgeshire Children's Social Care** : Telephone: 0345 045 1362 Out of Hours: 01733 234724

**Cambridgeshire Adult Services** : Telephone: 0345 045 5202 Out of Hours: 01733 234724

**Cambridgeshire Constabulary** Telephone: 101 (in an emergency call **999**)

**Norfolk Children's Services** : Telephone: 0344 800 8020

**Norfolk Adult Services:** Telephone: 0344 800 8020

### Diocesan Website (Safeguarding)

<http://www.elydiocese.org/safeguarding/>

### Church of England Website (Safeguarding)

<http://www.churchofengland.org/clergy-office-holders/safeguarding-children-vulnerable-adults.aspx>

*We pray to be generous and visible people of Jesus Christ.*



WELCOME to the eleventh issue of the newsletter which brings the latest news in relation to policy, procedures and training from the Safeguarding Team to all churches in the Diocese of Ely .

This month we would like to draw your attention to two new Church of England documents;

- Promoting a Safer Church 2017
- Policy and Practice Guidance for Responding Well to Domestic Abuse 2017

### **Promoting a Safer Church 2017**

#### **Safeguarding Policy Statement of the Church of England**

Every Parish should currently have a Policy in relation to Safeguarding Children and Adults at Risk of Harm

The Church of England's National Safeguarding Team has published a new policy statement, "Promoting a Safer Church", which sets out the Church's commitment for making the church a safer place for all. This is a standalone policy statement, which was previously part of a wider document. Uploaded practical guidance to support this will be published later this year.

The document can be found on the following link:  
<https://www.churchofengland.org/media/3896819/cofe-policy-statement.pdf>

All parts of the Church of England must adopt or take account of this Policy Statement within their own safeguarding policy. The Policy Statement must actively underpin all safeguarding work within the Church and the drive to improve safeguarding practice.

All Church bodies (this term includes PCCs as well as others) 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. (We have no further guidance on this action plan at present and will update you when we know more)





# Responding Well to Domestic Abuse: Policy and Practice Guidance 2017

The revised Domestic Abuse Policy and Practice Guidance replaces the 'Responding to Domestic Abuse Guidelines for those with pastoral responsibilities 2006'

The document can be found on the following link:

<https://www.churchofengland.org/media/3896806/responding-well-to-domestic-abuse-2017.pdf>

Page 10 relates specifically to Parishes, under the heading 'What do you need to do in a Parish?' This section gives guidance and recommended good practice.

Also, on page 46, Appendix 5 is a parish template for a Policy for Responding to Domestic Abuse which should be adopted by all Parishes.

## What you need to do :

- Please read and adopt the Promoting a Safer Church Policy Statement of the Church of England. I advise that you replace your current policy statements with this new document.
- As a PCC, please pay due regard to the Policy and Practice Guidance 'Responding Well to Domestic Abuse 2017', and adopt and implement the available parish template as a Parish Policy.

## PCC Members and DBS checks

You will have seen in the Church of England Practice Guidance—Safer Recruitment July 2016 (Appendix 8 section C) if states the following :

***“C. Charity Trustees of children’s or vulnerable adult’s charities<sup>36</sup>. The Charity Commission recommends that trustees always obtain a criminal record check when eligible to do so as it an important tool in ensuring that the person is suitable to act***

*If a governing body is registered as a charity and provided it sponsors and approves, in its own name, children’s work or work with adults experiencing, or at risk of abuse or neglect then the members of the governing body will be eligible for an enhanced criminal record check without barring information. This may relate to PCCs, Cathedrals Chapters, Religious Communities, NCI Pension Board etc. **In such cases all members of the governing body will be eligible.”***

We have received a number of queries relating to this but Ely Diocese aims to achieve best practice and robustly recommend this guidance is followed. When processing DBS checks please take into account any other roles the PCC member may have within the church as this may change the level of check required to enhanced with barred list check, for example a PCC member, who is also a licensed lay minister.

**Overseas Criminal Record Checks for military personnel and their families.** Unfortunately we are still waiting to receive a final directive on this particular matter.

# New Church of England Safeguarding Training Framework

The Church of England has now developed a new safeguarding training framework which is currently being rolled out across the whole church. The new training is standardised across diocese, parishes and cathedrals and will be tailored to the role that any church volunteer or employee is undertaking.

Safeguarding Training needs to be renewed every three years (*or when someone is taking on a new role which requires a different level of training*). In Ely Cathedral this will happen as part of a rolling program as people take up a position or when existing staff and volunteers are due for updates. Every new member of staff and every volunteer will be required to complete C0, a basic Safeguarding awareness course which can be done online.

Thereafter, depending on their role or job description further training may be required if they have responsibility or contact with children, young people or adults who may be vulnerable or at risk.

## TRAINING FRAMEWORK - Core training materials

### C0 Basic Awareness

For anyone who needs basic level of safeguarding awareness. All staff and volunteers. Available online.

<https://safeguardingtraining.cofeportal.org/login/index.php>

### C1 Foundation Level

For anyone who has safeguarding responsibilities or who has contact with children, young people and/or adults who may be vulnerable.

### C2 Leadership

Required for anyone who has safeguarding leadership responsibilities or responsibility for leading activities involving children, young people, and/or adults who may be vulnerable.

### C3 Clergy & Lay Ministers

Required for those holding a licence, commission, authorisation, or permission to officiate from a Bishop- Ordained and Lay.

### C4 Senior Staff

Required for Senior Staff/Clergy who have key roles in safeguard-

ing policy, strategy and practice

In addition to these core training materials the Church of England has produced specialist module **S1—Safer Recruitment** and **S3 — Raising Awareness and Responding Well to Domestic Abuse** .

S1 training is essential (required) for

- those with responsibility for administering DBS
- Clergy and those with recruitment responsibilities (for example designated members of PCCs or members of staff who regularly sit on interview panels)
- Senior staff where they are involved in recruitment
- Diocesan/Parish/Cathedral Safeguarding Officers
- Safeguarding Leads on PCC/within Religious Communities/within TEIs

S3 training is essential (required) for

- Anyone holding the Bishop's Licence or Permission to Officiate
- Spiritual Directors
- Bishops Visitors
- Pastoral Visitors
- Leaders of children/adults activities
- Diocesan/Parish/Cathedral Safeguarding Officers

## Who can I talk to?

**Safeguarding Officer for the Diocese of Ely** Sarah King, Tel: 01353 652735 Email: sarah.king@elydiocese.org

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**Cambridgeshire Children's Social Care** Telephone: 0345 045 5203

**Cambridgeshire Adult Services : 0345 045 5202**

**Cambridgeshire Constabulary** Telephone: 111 (in an emergency call 999)

*We pray to be generous and visible people of Jesus Christ.*



## DSA Update

Dear Safeguarding Co-ordinators,

It was good to meet so many of you at the 'Coffee Camp' on 12 March 2016. For those of you who were unable to attend, I will briefly introduce myself. I started to work for the Diocese of Ely in December 2015. I have taken over the role from Yvonne Quirk - a hard act to follow! I am part time, working Mondays, Tuesdays and Wednesdays, and am 'on-call' to respond to queries outside of those days. My professional background is in Social Work with children and families with Cambridgeshire County Council where I worked for almost 20 years. My last 8 years were in the LADO Team, which manages allegations against adults who work or volunteer with children. I had previously worked with the Diocese of Ely on individual cases and

represented the LADO Team on the Diocesan Safeguarding Management Group.

This is a time of huge change in the Church of England's response to safeguarding and we will do our best to update you with developments as they arise. Below are some of the key areas of development.

A heartfelt thank you to you all for your time and commitment in this important area of work for the Diocese. I hope you are able to attend the Bishop's Garden Party for Safeguarding Co-ordinators on 27 June and look forward to seeing those who are able to attend.

Rebecca

## National Updates

### Goddard Inquiry

The Diocese of Ely is continuing to respond to information requests from the Independent Inquiry into Child Sexual Abuse. The Inquiry will investigate whether public bodies and other non-state institutions have taken seriously their duty of care to protect children from sexual abuse in England and Wales. The Church of England is one of the key institutions responding to the Enquiry. All Dioceses are required to respond to information requests which are ongoing. For further information visit <https://www.iicsa.org.uk> Please be mindful that all Safeguarding Records which may be relevant to the Enquiry **MUST NOT BE DESTROYED**

### National Policy & Practice Guidance

The 'Towards a 'Safer' Church' Programme is rolling out updates and revisions of national Church of England Safeguarding policies. It is planned that a combined policy replacing 'Protecting All God's Children (2010) and Promoting a Safe Church (2006)

will be presented House of Bishops for approval by December 2016. Once these policies are in place the Diocese of Ely will need to revise its Safeguarding Policy accordingly this will then lead to a need for Parish Safeguarding Policies to be updated.

### Independent Audit

Along with all Dioceses across the UK the Diocese of Ely will be independently audited in relation to safeguarding by the Social Care Institute for Excellence. Our audit is in July 2016. We welcome the opportunity to receive feedback and constructive advice in relation to our practice. The report will be published on our web page, any recommendations arising from the Audit which are relevant to Safeguarding Co-ordinators will be communicated. Be aware that the Auditors may require information from Safeguarding Co-ordinators in respect of individual cases or other relevant matters. Many thanks to those Co-Ordinators who volunteered to meet with the Auditors.

**Bishop’s Garden Party Invitation**

The Bishop will again host a Garden Party for Safeguarding co-ordinators on the 27 June 2016— 6.30pm at the Bishop’s House. If you have not yet replied to this invitation please could you do so as soon as possible for catering purposes.

**Training—** We have a number of available spaces on the training courses below. If you have not attended any safeguarding training in the last 3 years please contact Sarah.King (sarah.king@elydiocese.org) to book your places.

Day	Month	Year	Location	Course
18	6	2016	Downham Market	Day 1
16	7	2016	Downham Market	Day 2
11	10	2016	Diocesan Office, Ely	Day 1
19	10	2016	Diocesan Office, Ely	Day 2
8	11	2016	Diocesan Office, Ely	Day 1
16	11	2016	Diocesan Office, Ely	Day 1
22	11	2016	Diocesan Office, Ely	Day 2
6	12	2016	Diocesan Office, Ely	Day 2

**Gentle reminders...**

**DBS—**These should be renewed every 5 years so please check who in your parishes may need to complete a new application. If your parish has not

registered with the on-line application service please contact Sarah (sarah.king@elydiocese.org) as soon as possible.

**Safeguarding Policy—**Does your parish have a safeguarding policy? Is it on display on the church notice board? Policies should be reviewed annually to take in to account any local or procedural changes.

**Training—**Ely diocese is lucky to have a pool of safeguarding trainers who can come out to your parish and deliver the 2 1/2 hour basic awareness training . Again please contact Sarah (sarah.king@elydiocese.org) if you would like to organise a training session in your parish.

**Registering as a safeguarding co-ordinator—**if you are the safeguarding co-ordinator or your parish has just appointed a new safeguarding co-ordinator please remember to register with this office to ensure receipt of information relevant to the role is received.

**Paper applications with outstanding issues.** These applications are now not valid and a new on-line application will need to be completed.

**Contact details**

**Rebecca Boswell—**Diocesan Safeguarding Adviser tel no 01353 652731 e-mail rebecca.boswell@elydiocese.org

**Sarah King—**Diocesan Safeguarding Officer tel no 01353 652735 e-mail sarah.king@elydiocese.org

For general DBS enquiries contact **Jackie Cox** (Tues & Weds) tel no 01353 652721 jackie.cox@elydiocese.org