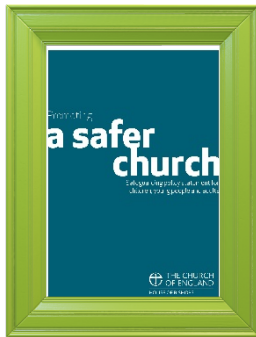


PSO



Parish Safeguarding Officer Induction Participant Workbook

1. Introduction

- The national safeguarding training and development practice guidance sets out the framework for safeguarding training to ensure that all Church officers¹ are trained in aspects of safeguarding.
- They must develop and maintain the necessary knowledge, attitude, and skills to safeguard and protect children, young people, and vulnerable adults².
- It is essential that churches understand safeguarding as a theological imperative, rooted in the nature and love of God, and outworking in basic commitments to giving equal worth to all.
- Parish life is the heart of the Diocese and is the most important context to get our safeguarding right. The Parish Safeguarding Officer role is a vital one – the ‘champion’ of safeguarding in the parish.

¹ 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.

² For the purpose of Church policy and guidance the definition of ‘vulnerable adult’ is contained in the Safeguarding and Clergy Discipline Measure 2016, which defines a ‘vulnerable adult’ as ‘a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired’. Please note that the Care and Support Statutory Guidance issued under the Care Act 2014 (14.2) by the Department of Health uses the term ‘adults experiencing, or at risk of abuse or neglect’ to assess eligibility to statutory social care services.

2. Learning Outcomes of this pathway

By the end of this pathway participants will be able to:

- **Understand** the role, responsibilities, and key working relationships of the Parish Safeguarding Officer, including the Local Authority, Diocesan Safeguarding Officer (DSO) and Parochial Church Council (PCC).
- **Identify** a variety of approaches to raising awareness and improving safeguarding practice.
- **Evaluate** safeguarding information reported by members of the church or community and determining an appropriate response.
- **Create** a development plan for safeguarding practice in their context.

3. Structure of this course

- **This is an induction session.** The purpose of an induction session is to introduce people to the PSO role making sure that they have all the tools required to carry out the job successfully.
- A PSO will have completed the Basic, Foundation and Leadership safeguarding learning pathways before or soon after attending this induction session.

- **The focus of the session** is to equip participants with an understanding of the role of the Parish Safeguarding Officer and induct them into key working practices and relationships.

Preparation for the Session by participants

The session although an induction session, should still be a facilitated dialogue about the role and its requirements.

In order that you get the most from the session, it is important that you have read this workbook and completed the preparatory tasks as listed below. This will be key for you to be able to ask any questions or concerns you may have about the role during the session.

You are asked to complete the following tasks before attending your induction session:

1. Pre-reading:

- Parish Safeguarding Handbook

<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

- PSO Check list

Included at the end of this booklet

- Safer environments

https://www.churchofengland.org/sites/default/files/2019-11/Safer%20Environment%20and%20Activities%20Oct19_0.pdf

- Code of Safer Working Practice

<https://www.churchofengland.org/sites/default/files/2019-10/Code%20of%20Safer%20Working%20Practice.pdf>

[Policy and practice guidance | The Church of England](#)

2. Think about your journey to becoming a Parish Safeguarding Officer; What previous safeguarding experience do you have? How did you come to the role? What is your motivation for undertaking the role? What personal qualities do you bring? What ambitions do you have for the role going forward?
3. Read the case study below in preparation for discussion during the session:

Case Study

You have recently attended a PCC meeting to give a safeguarding update on the agenda and learned that several the PCC are very unhappy about the fact that they need to undertake safeguarding training. They say that it is ridiculous and that they simply will not do it. One lady (who is considered a stalwart of the church and commands a lot of respect) has just said “if she has to do any form of safeguarding training then she will simply leave her role and the church will die without volunteers“. The lady goes on to say to the other members of the PCC “I have been at this

church for over 20 years and there have never been any safeguarding things happen !! And what is more, there are unlikely to be any safeguarding things happen because the only time we get children is Easter and Christmas”.

How would you respond to these concerns raised by some PCC members and how would you address this?

Questions

Please make a note of any specific questions you have that you will be hoping to find answer for in the session. At the end of the session, if they have not been answered there will be plenty of time to ask questions.

Evaluation

The history and experience of evaluation in “safeguarding training” – across all sectors, not just the Church - is that it tends to focus on the immediate self-reported capturing of people’s experience of the session itself. The limitation of this is that we just do not know if such learning experiences are having any impact – do people just “attend” a training event, tick that box, and carry on as before?

The learning pathway for supporting someone who is the respondent to a safeguarding allegation cannot in any way be a tick box exercise. You may be working with people who are shocked and distressed and who may be facing up to some problematic behaviour and therefore there needs to be real consideration given to why someone wants to take on this role.

The evaluation that really matters is whether the “learning experience” has affected someone’s beliefs, values and understanding at a deep level so that there is a change in the person’s behaviours. They now do things not because they must do something, but because they really want to exhibit those behaviours. This is called “second order” change – when people do things because there is an inner motivation.

So, if this “learning experience” has been effective, a participant will, in some respects, be a different person from the one that started the experience.

The purpose of the evaluation, then, is to try to find out if any difference has indeed been achieved.

At the beginning of this workbook, we set out the learning outcomes the programme is designed to deliver and they are repeated here. Participants will:

- **Understand** the role, responsibilities, and key working relationships of the Parish Safeguarding Officer, including the Local Authority, Diocesan Safeguarding Officer (DSO) and Parochial Church Council (PCC).
- **Identify** a variety of approaches to raising awareness and improving safeguarding practice.
- **Evaluate** safeguarding information reported by members of the church or community and determining an appropriate response.
- **Create** a development plan for safeguarding practice in their context.

The evaluation task

If this learning pathway has been successful, participants will be equipped with an understanding of the role of the Parish Safeguarding Officer and how to fulfill the role effectively. The evaluation task, therefore, is:

- Within four weeks of attending the induction session participants should create a development plan for safeguarding practice in their context. Participants should do this having taken the time to familiarise themselves with how safeguarding is being managed within their parish using the parish safeguarding checklist and parish audit questions from the induction session and recognising areas where there is potential for improvements or developments. Their development plan should be sent to the DSA and the DSA should then discuss it with them.

Further information/resources and websites.

The CoE's safeguarding policies and where to find them.

- Parish Safeguarding Handbook. <https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>
- Safer Environment and Activities. https://www.churchofengland.org/sites/default/files/2019-11/Safer%20Environment%20and%20Activities%20Oct19_0.pdf
- Templates and further resources for Diocese and Cathedrals. <https://www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance/templates-resources>
- Responding to Safeguarding Concerns or Allegations that relate to Children, Young People and Vulnerable Adults practice guidance (2018)
<https://www.churchofengland.org/sites/default/files/2018-11/Responding%20to%20Safeguarding%20Concerns%20or%20Allegations%20that%20relate%20to%20Children%2C%20Young%20People%20and%20Vulnerable%20Adults.pdf>
- Responding to, assessing, and managing concerns or allegations against church officers practice guidance (2017)
<https://www.churchofengland.org/sites/default/files/2017-12/Responding%20PG%20V2.pdf>
- Responding well to domestic abuse practice guidance (2017)
<https://www.churchofengland.org/sites/default/files/2017-12/RespondingWellWeb.pdf>

- Responding well to those who have been sexually abused practice guidance (2011)

<https://www.churchofengland.org/sites/default/files/2017-11/Responding%20well%20to%20those%20who%20have%20been%20sexually%20abused%20%282011%29.pdf>

- For further policies and procedures please follow this link. <https://www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance>

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The SCIE overview report (Please do look for your Diocese)

<https://www.churchofengland.org/sites/default/files/2019-04/SCIE%20Final%20overview%20report%20of%20the%20independent%20diocesan%20safeguarding%20audits%20and%20additional%20work%20on%20improving%20responses%20to%20survivors%20of%20abuse.pdf>

Websites

www.nspcc.org.uk (national Society for the prevention of cruelty to children)

www.womensaid.org.uk (Female domestic abuse charity)

www.restoredrelationships.org (Christian domestic abuse charity)

www.mankind.org.uk (Male domestic abuse charity)

www.stopitnow.org.uk (child safeguarding organization)

www.scie.org.uk (Social Care Institute for Excellence)

www.ceop.police.uk (child exploitation and online protection command)

www.elderabuse.org.uk (adult safeguarding charity)

www.ageuk.org.uk (adult safeguarding charity)

www.barnardos.org.uk (child protection charity)

www.theclewerinitiative.org (modern slavery charity)

www.modernslavery.co.uk (modern slavery charity)

www.macsas.org.uk (survivor advocacy charity)

Helplines for further support

- **NSPCC** - For adults concerned about a child **0808 800 5000**
- **ChildLine** - For children and young people on **0800 1111**
- Action on **Elder Abuse** helpline **0808 808 8141**
- 24-hour National **Domestic Violence** Helpline **0808 2000 247**
- **NAPAC** – Offer support and advice to adult survivors of childhood abuse **0808 801 0331**
- **Stop It Now** – preventing child sexual abuse **0808 1000 900**
- **Cruse** – bereavement helpline **0808 808 1677**



THE CHURCH
OF ENGLAND



The National Safeguarding Team
Promoting a Safer Church

Model Parish Safeguarding Checklist

At **insert Parish name** we recognise that the few who are determined to harm children or adults, deliberately seek out groups or organisations where they can meet children or other vulnerable people. The Church is particularly vulnerable to these people. Creating and maintaining a safeguarding culture will discourage them from becoming involved for the wrong reasons and make it difficult for them to harm or abuse children or adults if they do.

To assist with the creation of a safeguarding culture each PCC (or equivalent charitable body) must:

Appoint:

- At least one appropriately experienced designated Parish Safeguarding Officer (PSO) to work with the incumbent and PCC. This PSO should be a lay person. The PSO may also be the DBS administrator for church officers who work with children or vulnerable adults but if not, the PCC should appoint another individual. The PSO should be supported, trained, and given a copy of the parish safeguarding policy and procedures; (see separate Model PSP role description)

Safer Recruit, Support and Train:

- Ensure that all church officers who work with children, young people and/or vulnerable adults are:
 - recruited following the House of Bishops' Safer Recruitment practice guidance.
 - aware of and work to House of Bishops' safeguarding guidance (includes both policies and practice guidance).

- attend diocesan safeguarding training at least every three years.
- Provide appropriate insurance to cover for all activities undertaken in the name of the PCC which involve children and vulnerable adults.

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.
- Contact details for the Diocesan Safeguarding Team – including phone, email, and website details.
- Information about where to get help with child and adult safeguarding issues, domestic abuse, and key helplines e.g., ChildLine (See separate 'Model Safeguarding in parishes-who's who')
- Provide access to a hard copy Parish Safeguarding Handbook (see separate Handbook)
- Provide access to a hard copy of the Diocese Safeguarding Manual

Respond:

- Create an environment, which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly, and consistently.

- Have a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse in accordance with the relevant policy and practice guidance and in consultation with the Diocesan Safeguarding Adviser.
- Report all safeguarding concerns or allegations against church officers to the Diocesan Safeguarding Adviser.
- To ensure that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the Diocesan Safeguarding Adviser.
- Comply with all data protection legislation especially regarding storing information about the ‘church workforce’, including volunteers and any safeguarding records.
- Ensure that an “activity risk assessment” is completed and reviewed regularly for each activity, which is associated with either children or vulnerable adults, and run in the name of the Church.

Review and Report Progress:

- The PSO should regularly report on safeguarding in the parish. Safeguarding should be a standing agenda item at each PCC meeting. At the APCM the PCC should provide an annual report in relation to safeguarding. In the PCC’s annual report will be a statement which reports on progress and a statement as to whether or not the PCC has complied with the duty to have “due regard” to the House of Bishops’ guidance in relation to safeguarding.

Other points to consider:

Are you working in an LEP?

- If working within Local Ecumenical Partnerships (LEPs), agree which denomination or organisation's safeguarding policy to follow, including where to seek advice in urgent situations in line with the practice guidance. This decision should be ratified both by the bishop and other appropriate church leaders in the partnership and shared with the DSA; in the event of a specific safeguarding concern, ensure that all the LEP partners are notified.

Irrespective of this choice all abuse cases arising in Church of England settings must be notified to the Diocesan Safeguarding Team.

Hire out your church premises?

- Any hire agreement with any person/body wishing to hire church premises must contain a provision whereby the person/body hiring the premises agrees to comply with the relevant safeguarding guidance issued by the House of Bishops and the diocese (see separate Model Safeguarding Provision that can be attached to any Hire of Church Premises Agreement).
- The hire agreement should also contain a provision whereby all those hiring church premises are required to ensure that children and vulnerable adults are always protected, relevant staff have had appropriate DBS checks and that all reasonable steps have been taken to prevent injury, illness, loss, or damage occurring.

- Ensure that all those hiring church premises carry full public liability insurance for this or are covered through the church insurance (for example hire for a children's party).

Do you have a clergy vacancy?

- During an interregnum, the PCC must, working with the churchwardens, ensure that all information about safeguarding matters is securely stored before passing the information on to the new incumbent. The departing incumbent must give the safeguarding information to the Parish Safeguarding Officer who can pass the information on to the new incumbent when he/she takes up his new role.

Support & Compliance

The measures identified in the list above will be checked during parish visitations and the documents referred to can be found on National website or Diocesan Website. If you have questions or need support to complete the steps on the checklist you can contact the DSA for further support and advice:

Diocesan Safeguarding Phone Number: