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| **Diocese Safeguarding Handbook** |

**Version Control and Amendments**

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**Diocese Safeguarding Handbook**

**Safeguarding in the Scottish Episcopal Church**

**Introduction**

Safeguarding underpins the theological imperative to care for the most vulnerable people that we engage within our life and work. It is a permanent part of Church life. Everyone has a right to feel safe and cared for as part of our congregations and in our Churches. Safeguarding is not a bolt-on to our everyday activities as church members, it is what we do in our everyday interactions.

Safeguarding within the SEC is the responsibility of each individual charge and, each charge should have a named PVG/Safeguarding Co-ordinator who’s contact details are displayed within the church.

**The SEC website tells us that:**

***The witness of Scripture recognises and affirms God’s love for all members of the human family and the priority given in Jesus’ ministry to children and the vulnerable of society. His ministry was one of welcome for all.***

*To be free to worship and participate in the life of the Church, people need to feel safe and included. Good safeguarding practice helps to ensure that everyone is welcome in a church community. Good safeguarding practice is part of how we value people and treat them with respect.*

*We therefore commit ourselves to take all steps within our power to keep vulnerable people in our Church communities safe from harm and from abuse of trust.*

**Purpose of this Handbook**

The purpose of this handbook is to provide you with a quick and easy reference to the key safeguarding documents the SEC publishes on its website. It is not intended to replace any of the guidance issued by the SEC and will be up-dated as and when necessary.

A brief explanation of each document is included in the contents section and for those using the web based version, a link to each document on the SEC website is included in the different sections of the handbook.

All SEC documentation and guidance can be found at [The Scottish Episcopal Church (anglican.org)](https://www.scotland.anglican.org/) under the “who we are” tab.

**Section 1: USEFUL INFORMATION**

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| --- | --- | --- | --- |
| 1.1 | FAQs | Common questions about safeguarding and the PVG Scheme | 2 |
| 1.2 | Key Information for Workers and Volunteers | A summary of the definition of harm/abuse, a child and vulnerable adult | 8 |
| 1.3 | What to do if someone makes a disclosure | A guide of what someone needs to do if a disclosure is made to them | 9 |
| 1.4 | Useful Telephone Numbers | Local, Diocese and National numbers including Police and Local Authority care teams | 11 |
| 1.5 | SEC safeguarding Policy 2020 | The SEC protection policy including definitions. To be adopted/customised by each charge | 12 |

**Section 2 SAFE RECRUITMENT**

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| 2.1 | Safer Recruitment Process | Step-by-step guide to the safer recruitment of staff and volunteers | 2 |
| 2.2 | Application Form | Model Application Form for use/customising by charges | 7 |
| 2.3 | Reference Request for PVG Co-Ordinator | Pro-forma reference template for appointment to PVG Co-ordinator role | 11 |
| 2.4 | Reference Request for working with Children | Pro-forma reference template for appointment of workers/volunteers with children | 13 |
| 2.5 | Reference Request for working with Adults | Pro-forma reference template for appointment of workers/volunteers with vulnerable adults | 14 |
| 2.6 | Pro-forma Job Description for working with children | Pro-forma template to be adapted to individual charge needs for workers/volunteers with children | 15 |
| 2.7 | Pro-forma Job Description for working with adults | Pro-forma template to be adapted to individual charge needs for workers/volunteers with vulnerable adults | 16 |
| 2.8 | Policy on the recruitment of ex-offenders | SEC policy on the recruitment of ex-offenders to roles within the charge | 17 |
| 2.9 | Process for Review or Appeal against recruitment decision | Guidance from the SEC regarding the review and appeal process against a decision not to recruit a person to a role following criminal records checks | 18 |
| 2.10 | Policy on the handling, use, storage and disposal of disclosure information | SEC wide guidance on how to handle, retain and safely dispose of Disclosure information, for adoption by charges | 23 |

**Section 3: USE OF CHURCH PREMISES AND SOCIAL MEDIA**

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| 3.1 | SEC Advice on use of Church Premises | Guidance note from the Province on what to consider when letting 3rd Party organisations use church premises including Pro-forma Consent Forms | 2 |
| 3.2 | Use of Social Media | Guidance on thing to consider before using social media as a communication tool for children and/or vulnerable adults | 5 |
| 3.3 | Consent Form for Children’s Activities | Pro-forma for all children’s activities, can be customised for individual charge needs | 7 |
| 3.4 | Guidance on using Photographic Images | SEC Guidance Note on using photographic images and things to take into considerations | 8 |
| 3.5 | Use of Photographic Images for Under 16’s | Pro-forma consent form for taking and using photographs of young people under the age of 16. Can be customised as necessary | 12 |
| 3.6 | Verbal Consent for Photographs | Pro-forma consent form for verbal consent to the use and taking of photographic material | 14 |

**Section 4: QUICK GUIDES TEMPLATES, CHECKLISTS & POSTERS**

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| 4.1 | Our PVG Co-Ordinator | Noticeboard poster with contact details for your PVG Co-Ordinator – this should be visible within the church | 2 |
| 4.2 | Website links | Organisations that can offer support to children, families, older people and vulnerable adults. | 3 |
| 4.3 | Safeguarding checklist | A quick tick-list to assess the level of safeguarding information in a charge | 4 |
| 4.4 | Safer Recruitment checklist | A quick tick-list to ensure that all aspects of the safer recruitment process have been followed. | 5 |
| 4.5 | PVG ID Requirements | A list of suitable documents to establish ID for a PVG application. | 6 |
| 4.6 | Induction Checklist | To be completed for all new employees/volunteers. | 7 |
| 4.7 | Codes of Good Practice | A pro-forma code of good practice for safeguarding vulnerable adults, children and young people in our congregation. | 8 |

**Section 5: CARING FOR SURVIVORS OF SEXUAL ABUSE**

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| 5.1 | Extract from the SEC Advice and Guidance | A cut-down version of the College of Bishops advice and Guidance | 2 |
| 5.2 | Advice for Clergy | How to support survivors of sexual abuse – taken from the SEC Guidance on the Pastoral Care for Survivors of Sexual Abuse | 5 |
| 5.3 | Support Services | A list of organisations that can help care for and counsel survivors of sexual abuse | 7 |