Diocese Safeguarding Handbook

Version Control and Amendments

Amendments	Details	Date
Version 1.0		December 2023
Version 1.1	Amendments to Section 2	April 2024

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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)](anglican.org) under the "who we are" tab.

Section 1: USEFUL INFORMATION

1.1	FAQs	Common questions about safeguarding and the PVG Scheme	1
1.2	Key Information for Workers and Volunteers	A summary of the definition of harm/abuse, a child and vulnerable adult	7
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	8
1.4	Useful Telephone Numbers	Local, Diocese and National numbers including Police and Local Authority care teams	10
1.5	SEC safeguarding Policy 2020	The SEC protection policy including definitions. To be adopted/customised by each charge	11

Section 2 SAFE RECRUITMENT

2.1	Safer recruitment of staff and volunteers	A guide to the end-to-end process	1
2.2	Application form template	Can be adapted to each charge	7
2.3	Pro-forma reference request for Protection Co-Ordinator	Can be adapted to each charge	11
2.4	Reference request pro-forma - children	Can be adapted to each charge	13
2.5	Reference request pro-forma – vulnerable adults	Can be adapted to each charge	14
2.6	Job Description Template: working/volunteering with children	Can be adapted to each charge	15
2.7	Job Description Template: working/volunteering with adults	Can be adapted to each charge	16
2.8	Shortlisting and interview assessment template	A matrix and scoring system for shortlisting and interview	17
2.9	Policy on the recruitment of ex-offenders	SEC guidance on the process to follow	18
2.10	Review procedure	SEC guidance on the review process for non-appointment	20
2.11	Appeal procedure	SEC process of appeal following the review of non-appointment	23
2.12	Policy on the secure handling, use, storage and retention of Disclosure information	SEC guidance on how to store records	26

Section 3: USE OF CHURCH PREMISES AND SOCIAL MEDIA

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	1
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	4
3.3	Consent Form for Children's Activities	Pro-forma for all children's activities, can be customised for individual charge needs	6
3.4	Guidance on using Photographic Images	SEC Guidance Note on using photographic images and things to take into considerations	7
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	11
3.6	Verbal Consent for Photographs	Pro-forma consent form for verbal consent to the use and taking of photographic material	13

Section 4: QUICK GUIDES TEMPLATES, CHECKLISTS & POSTERS

4.1	Our PVG Co-Ordinator	Noticeboard poster with contact details for your PVG Co-Ordinator – this should be visible within the church	1
4.2	Website links	Organisations that can offer support to children, families, older people and vulnerable adults.	2
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

5.1	Extract from the SEC Advice and Guidance	A cut-down version of the College of Bishops advice and Guidance	1
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	4
5.3	Support Services	A list of organisations that can help care for and counsel survivors of sexual abuse	7