



# **Woven Safeguarding Children, Young People and Vulnerable Adults**

**Procedures for reporting and implementation  
of the Safeguarding Policy**

## PROCEDURES FOR IMPLEMENTING THE PARISH SAFEGUARDING POLICIES IN WOVEN CHURCHES

A copy of these procedures will be given to all youth and children's workers, volunteers and employees who have the responsibility for children, young people, or vulnerable adults. They should sign a declaration saying that they have read the policy, these procedures and the Parish Safeguarding Handbook, have understood them and will work within them.

### CONTACTS

Our Woven Safeguarding Coordinator is Lyn Kent  
E: [lyn.kent@wearewoven.church](mailto:lyn.kent@wearewoven.church)  
T: 07961 884145

Priest in Charge: Rev Rich Atkinson  
E: [rich.atkinson@wearewoven.church](mailto:rich.atkinson@wearewoven.church)  
T: 0115 929 8899

The Diocesan Safeguarding Advisor is Julian Hodgson  
E: [julian.hodgson@southwell.anglican.org](mailto:julian.hodgson@southwell.anglican.org)  
T: 01636 817983

Details of local parish safeguarding officers "PSO's" can be found on the posters displayed in all church buildings and can be contacted by email using:  
[safeguarding.<churchname>@wearewoven.church](mailto:safeguarding.<churchname>@wearewoven.church).  
e.g. [safeguarding.stmargarets@wearewoven.church](mailto:safeguarding.stmargarets@wearewoven.church) for the St Margaret's officer.  
[Safeguardingofficers@wearewoven.church](mailto:Safeguardingofficers@wearewoven.church) will reach **all** safeguarding officers across woven.

Woven churches adopt in full the Parish Safeguarding Handbook. The latest version can be found on the Diocesan website at: <https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf> and a hardcopy will be available in each church. These set out the ratio of adults to children and best practice with respect to training, recruitment and dealing with a safeguarding concern.

Each PCC should maintain a list of reportable activities and those responsible for leading them and ensure that they are run in accordance with the procedures and guidance set out in the Parish safeguarding handbook.

Woven churches undertake to follow the handbook guidance regarding safer recruitment and Woven churches will each have a policy on the recruitment of ex-offenders which should be read in conjunction with the Children and Adult safeguarding policies.

### Use of Electronic Communication and Social Media

In addition to the provision of Section 12 of the Parish Safeguarding Handbook with respect to the use of social media, Woven has a separate E-Safety policy which is to be used in conjunction with the Children and Adult safeguarding policies.

## **Reporting Procedure for dealing with safeguarding allegations or concerns**

If a child or adult is in immediate danger the police or social services should be contacted immediately. In addition, the PSO and priest in charge should be notified as soon as possible. For all other cases the guidance in section 7 of the Parish Safeguarding Handbook should be followed.

The form at appendix A will be used for recording and reporting safeguarding concerns for children and young people and should be completed for any concern as soon as possible and a copy sent to the activity leader and/or Priest in Charge and the PSO within 24 hours.

For adults the Model Parish Recording Template <https://southwell.anglican.org/wp-content/uploads/2021/11/4.-Model-Parish-Recording-Template.docx> should be used for reporting and a copy sent to the activity leader or Priest in Charge and the PSO within 24 hours.

An incident report should also be made to [operations@wearewoven.church](mailto:operations@wearewoven.church) noting that a safeguarding incident report has been made. This should include the time and date of the occurrence, who it has been made by, who it was made to but **not** the detail of the report. This is for purposes of supporting with the onward reporting of cases in the event of the absence of safeguarding officers or clergy and for monitoring the effectiveness of our safeguarding protocols.

## **Support, supervision and training of children's workers and youth workers**

Children's and youth workers volunteered or paid should work to the ratios stated in the handbook. Unless they are following the mentoring guidelines for one-to-one work.

Children's and youth workers and volunteers should be given the opportunity regularly and no less than annually to review their work with the leader of their group or another named adult. This will enable them to comment on the work they are doing, give suggestions, review and further develop their work, if they so wish, and to discuss training opportunities. Ministry Leaders will have an opportunity to review their work annually with the Local Church Leader or Ministry Lead.

The Woven Safeguarding Co-ordinator is responsible for monitoring of child protection training for children and youth workers in conjunction with the relevant Parish Safeguarding Officer.

## **The passing on of information to new screeners and/or Priest in Charges**

After a children's/youth worker or volunteer has resigned, information on their children's/youth work will be kept for the lifetime of the worker in case it is needed for references for a new position at another church or for working with children elsewhere.

Confidential/sensitive information will be passed on only by the Priest in Charge (or a churchwarden during an interregnum) subject to General Data Protection Regulations. For advice please contact the Diocesan Safeguarding Adviser.

### ***Passing on Concerns***

If the PCC or church organisation has to remove someone from working with children and young people you **must** consult the Diocesan Safeguarding Adviser. We have a **legal duty** to refer certain information to the Disclosure and Barring Service (DBS) and consult the Local Authority.

## **Implementation of the Policy**

The Woven Safeguarding Co-ordinator will work with the local safeguarding officers to be responsible for monitoring the policy to see that it is being practised. This includes ensuring that all helpers are aware of good practice guidance and making sure new work is properly risk assessed and all other tasks completed as set out in the Parish Safeguarding Handbook 2019. A Woven safeguarding conference will be held termly in order to support officers, share concerns and check on the effective implementation of this policy.

## **Procedure for regular reporting to the Parochial Church Council**

The Woven Safeguarding Co-ordinator will report from the Safeguarding Conference to the Parochial Church Council on safeguarding matters.

### **These procedures were last reviewed on**

26<sup>th</sup> June 2023

### **Date for review**

The Parochial Church Council will review this Safeguarding Policy and how it is to be implemented by: September 2024



Details of the disclosure. Please state the facts and avoid opinions. (Please continue onto a separate sheet if necessary)

Was there anyone else present at the time of disclosure?

Please provide details of the witnesses to the disclosure:

*Name:*

*Date of birth (if child):*

*Address:*

*Postcode:*

*Mobile:*

*Email address:*

*Name:*

*Date of birth (if child):*

*Address:*

*Postcode:*

*Mobile:*

*Email address:*

*Thank you for completing the form.*

*Please return this to relevant ministry head as soon as possible.*

*Signed:*

*Print Name:*

*Date:*

**SAFEGUARDING report form – Kids & Youth**  
**For completion by relevant ministry head**

|  |  |  |  |
|--|--|--|--|
| <i>Named Person to complete this form:</i>   |  |  |  |
| Level of concern:  |  |  |  |
| <b>High</b><br>Ring Police/Social Care   | <b>Medium</b><br>Ring Safeguarding Officer or Priest in Charge as soon as possible | <b>Low</b><br>Complete form and email copy to Priest in Charge and safeguarding officer. | <b>Monitor</b><br>Keep a record of disclosure as no immediate risk |
| <i>Is this the first concern?</i><br>YES                      NO<br>(please check other concerns raised)   |  |  |  |
| Have outcomes of the previous concerns been met  |  | YES/NO   |  |
| Does this increase your concerns   |  | YES/NO   |  |
| Please provide details of action taken:  |  |  |  |
| Rung Social Care/Police<br>Date:                      Time:  |  | Keep on record:  |  |
| Spoken to/emailed Safeguarding Officer<br>Date:                      Time:   |  |  |  |
| Spoken to/emailed Priest in Charge<br>Date:                      Time:   |  |  |  |
| Spoken to parent<br>Date:                      Time:   |  |  |  |
| If you reported the disclosure to social care or the police please provide the details of the people you spoke to or reported to any external agencies?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |  |  |  |
| If YES please provide further details:   |  |  |  |
| <i>Name of organisation / agency:</i>  |  |  |  |
| <i>Contact person:</i>   |  |  |  |
| <i>Telephone numbers:</i>  |  |  |  |
| <i>Email address:</i>  |  |  |  |
| <i>Agreed action or advice given:</i>  |  |  |  |

|                        |  |                    |  |
|------------------------|--|--------------------|--|
| <b>Your Signature:</b> |  | <b>Print name:</b> |  |
| <b>Date:</b>           |  |                    |  |