

St. Augustine's and St. Clement's Churches Bradford BD3 Safeguarding Policy Statement and Procedures: July 2025

St. Augustine's and St. Clement's Churches, Bradford, as parishes within a Joint Benefice within the Diocese of Leeds, uphold the Diocesan Mission Statement that 'Safeguarding is everyone's responsibility.'

Our Values: Dignity - Generosity - Relationship - Inclusion - Flourishing and Growth.

We acknowledge the inherent, indisputable value of each person and our hope is for individuals and communities to flourish within a safe environment and culture in the life of both churches.

Paramount to our values is that the flourishing of children, young people and vulnerable adults is vital; we recognise that it is the responsibility of all. We are committed to promoting safe practice and to protecting children, young people and vulnerable adults from harm and ensuring their wellbeing.

Safeguarding Statement

St. Augustine's and St. Clement's will take all reasonable care to ensure the safety of the children, young people and vulnerable adults for whom it bears responsibility. We will:

- Follow the Church of England and the Diocese of Leeds policies and guidance relating to Safeguarding which are informed by the Government's legislative framework, setting out a range of safeguarding duties, responsibilities and best practice.
- Work in accordance with the recommendations of the House of Bishops as published in the Policy for Promoting a Safer Church (2017), Safeguarding Children Protecting All God's Children (2010) and Promoting a Safe Church (2006).
- Implement the requirements of all relevant legislation including but not limited to: Working Together to Safeguard Children 2023, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014.
- Ensure full compliance with Health and Safety Guidelines and procedures including Risk Assessments.
- Appoint a Parish Safeguarding Officer (PSO) who is the point of contact for Safeguarding concerns and is responsible for passing concerns to the relevant agency. They are also responsible to the Trustees (PCC) for ensuring that these procedures are implemented. The PSO will advise the Chair of the Trustees (The Vicar) who, in liaison with the Youth and Children's worker, will maintain a register of all groups which include children, young people, and vulnerable adults for whom the PCC has direct responsibility.
- Recruit staff and trustees in line with safer recruitment principles and practice including the use of disclosures and clearance with the Disclosure and Barring service (DBS).
- Provide access to guidance and safeguarding training provided by the Diocesan Safeguarding Team and The Church of England. Regularly review training requirements for those who undertake work with children, young people and adults so that all staff and volunteers know about and follow policies and procedures confidently and competently; Provide clear guidelines for avoiding situations where children, young people and vulnerable adults could be in danger.
- Promote a culture of 'informed vigilance' as to the dangers of abuse, recognising that it is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of

children, young people and adults and to report any such abuse we discover or suspect. Also to support victims or survivors of abuse. **Remember - Safeguarding is everyone's responsibility.**

- Respond to any disclosures made which suggest that a child, young person or adult may have been harmed or is in danger, within 24 hours, people reporting any concerns to the PSO, the Diocese of Leeds Safeguarding Team or Children's services. Where an allegation suggests that a criminal offence may have been committed or a child is at immediate risk of harm, then the police are to be contacted as a matter of urgency.
- Work in partnership with churches and partner organisations to ensure the welfare of children, young people and vulnerable adults.
- Display in Church premises and on the Parish websites the details of who to contact if there are Safeguarding concerns.
- Record, store and use information professionally and securely in line with data protection legislation and guidance.
- Endeavour to keep up to date with national developments relating to the welfare of children, young people and adults.

The PCCs will review the implementation of this policy and its procedures annually.

This policy and its procedures will be also monitored by the PSO who will provide a report to the APCM each year.

The PCCs will carry Public Liability insurance and will insure all staff for personal accidents.

St. Augustine's appoints Margaret Bromley as Parish Safeguarding Officer (PSO).

Tel: 07866327498

St. Clement's appoints Tim Elcock as Parish Safeguarding Officer (PSO).

Tel: 07579965145

Approved by:

St. Augustine's PCC Board of Trustees on:

Date of Review by Trustees:

Approved by:

St. Clement's PCC Board of Trustees on:

Date of Review by Trustees:

Signed: 

(Incumbent)

Date: 22.10.25

Signed: 

(Churchwardens)

Date: 22-10-2025

Notes:

1. Any concerns about safeguarding children, young people, and vulnerable adults, can be raised with the Safeguarding Leads (PSO's) above or the Leeds Diocesan Safeguarding Team, email safeguarding@leeds.anglican.org or tel: 0113 353 0257.
2. For local concerns contact Bradford Children's Services 01274 433999 or after 5pm 01274 431010 and Bradford Adult Services Team 01274 435400 or after 5pm 01274 431010 or in an Emergency, the Police tel: 999.

3. References to the above documentation are available on:

<https://www.leeds.anglican.org/safe-diocesan-policy-guidance> and

<https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children> and

<https://www.churchofengland.org/safeguarding>

Appendix

St. Augustine's and St. Clement's Joint Benefice - Safeguarding Procedures

If a child, young person or adult is at immediate risk of significant harm, you should always contact the local Police (call 999) or your local Children's or Adult Social Care team. You must then inform the relevant Parish Safeguarding Officer (PSO) of the church.

1.0. Employment and Volunteering

1. 1. Safer Recruitment

St. Augustine's and St. Clement's have a clear process for recruiting staff and volunteers which must be adhered to:

- All new members of staff (paid and unpaid) should be clear about their roles and responsibilities and work to an agreed job description. This includes volunteers.
- Staff working with children, young people, and vulnerable adults must be aged 18 or over; under 18s may assist with leadership roles but must be always supervised by a suitably qualified adult.
- Applicants (paid and unpaid) for posts must complete a Confidential Diocese of Leeds Safeguarding Declaration (Self Declaration form) which asks whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children.
- Applicants for posts will be required to provide two references.
- The candidate's identity must provide photographic ID which will be checked at interview. The candidate's relevant qualifications are also checked.
- Before appointment, or continuation of employment, appointees will need to apply for and supply clearance from the Disclosure & Barring Service where this is a requirement of their role.
- All appointments to work with children and/or vulnerable adults are subject to a probationary period.
- Everyone working with children and/or vulnerable adults must be committed to Safeguarding and must attend Basic and Foundation Safeguarding training as part of an induction process and thereafter every three years.
- A copy of the organisation's Safeguarding procedures and a job description are provided on appointment.
- Completed Self Declaration forms will be held by the PSO and references will be confidential to and securely held by the Vicar as Chair of Trustees (PCC)

1.2. Disclosure and Barring Service (DBS)

Where needed DBS checks will be carried out prior to appointment by the PSO and every three years thereafter. The Diocese uses thirtyoneeight.org for DBS checks. The PSO's for both churches are responsible

for DBS checks for staff and volunteers.

1.3. Safeguarding Training

All staff and volunteers will complete Safeguarding training as part of our induction process and refresher training thereafter. Training will be repeated every three years. All staff, trustees and volunteers must be familiar with our Safeguarding Policy and Procedures and will be required to confirm that they have read and understood these.

2.0. Named Safeguarding Person

2.1. The Safeguarding Lead is **the Parish Safeguarding Officer (PSO)** and they are responsible for acting as a channel for any child protection or safeguarding concerns. The role and responsibilities of the PSO include:

- To provide advice and support to staff and volunteers who have concerns about a child or vulnerable adult at risk of or suffering from abuse.
- To ensure all staff are aware of what they should do and who they should go to if they are concerned a child/young person is subject to abuse or neglect.
- To ensure any concerns about a child/young person are acted on immediately and clearly recorded.
- To inform the Diocesan Safeguarding Lead (DSL) and the Vicar about any concerns.
- To record any reported incidents or breach of Safeguarding policies and procedures. These will be stored in the Safeguarding file and its contents will be kept confidential and secure.
- To refer any concerns, allegations or cases to the Diocesan DSL or Children's or Adult's Social Care or the Police (where there is an immediate risk of harm)
- To refer persons dismissed/leaving due to risk or harm to a child or vulnerable adult to the Disclosure and Barring Service.
- To ensure Safeguarding policies are known, understood and used appropriately by staff and volunteers, reviewed annually with the Board of Trustees and are available publicly.

2.2 Staff working in partner organisation settings will operate under the organisation's own policy and procedures for Safeguarding. Staff must know who the designated person is within that organisation.

3. What to do in the event of disclosures or concerns

Note: St. Augustine's and St. Clement's staff and volunteers work in a variety of situations where a disclosure or concern might occur.

3.1 Disclosure by a child or adult

It is important that any allegations are treated extremely seriously. Never think that someone else may be dealing with it. If a member of staff, volunteer or trustee receives information that a child or vulnerable adult may be at risk of, or experiencing harm, the following processes must be followed:

- Listen carefully, without interrupting, to what the young person or adult has to say and take it seriously. Stay calm, acknowledge you have heard them.
- Provide reassurance and comfort. Reassure them that it is right to tell someone.

- Do not agree to keep secrets but do reassure the young person or adult that information will only be shared with the appropriate person – be specific about whom and why.
- Immediately afterwards record the facts and sign and date. Use actual words given, date and time, any names mentioned.
- Has the person (child or adult) made an allegation/ disclosure of abuse? If so, inform the church PSO or the Diocesan Safeguarding Lead (DSL) as soon as possible who will decide on the action to be taken. If the child or anyone is at immediate risk of harm ring 999.
- Pass on your notes to the church PSO within 24 hours.
- Please respect confidentiality and ensure that the notes are held securely until they can be passed on appropriately.
- In the event that you make a report to Children's or Adult Social Care, request a contact name so that the PSO can follow up. Request also that they inform you of what they have done within 48 hours.
- Debrief and seek support.

Note: Social Care and the Police have the powers to investigate allegations of abuse. It is part of their function to decide when to investigate. It is not the role of the person who hears the disclosure.

3.2. Managing allegations against a member of staff or volunteer at St. Augustine's or St. Clement's

- Both churches will ensure any allegations made against a member of staff or volunteer will be dealt with swiftly and in accordance with these procedures: The church PSO should be informed immediately. In the case of an allegation involving the Safeguarding Lead, the matter should be referred to the Chair of Trustees (The Vicar of the PCC).
- The PSO should contact the Diocesan Safeguarding Lead (DSL) who will contact the Local Authority Designated Officer (LADO) and Police.
- The PSO should seek advice from the DSL as appropriate about how much information should be disclosed to the accused person.
- Subject to restrictions on the information that can be shared, (i.e., follow the instructions of Police or LADO), the employer should, as soon as possible, inform the person accused about the nature of the allegation; how enquiries will be conducted and the possible outcome (e.g. disciplinary action, and dismissal or referral to the DBS and/or regulatory body where required).
- The individual who first received/witnessed the allegation should make a full written record of what was seen, heard and/or told, as soon as possible after observing the incident/receiving the report. It is important the report is an accurate description and is signed and dated. This report must be made available on request from the statutory authorities.
- Duty of Care to child/young person: the PSO should follow up what happens to any referral made by the organisation.
- For concerns relating to adults, Adult Social Care will be contacted.
- Regardless of whether the statutory authorities investigate, each church will ensure an internal investigation of any case involving them takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal, dependent on the nature of the incident.
- Key personnel at St. Augustine's and St. Clement's have a legal duty to make a referral to the DBS in cases when an employer has dismissed or removed a person from working with children or vulnerable adults (or would or may have done so if the person had not left or resigned) because of concerns over their behaviour.
- In such cases, a report will also be made to the Charity Commission, as they deem such a referral to be a 'serious incident' and therefore require notification.

3.3. Concerns about a vulnerable adult

- Safeguarding concerns about a vulnerable adult at a local church should be reported to the local church minister, (with the individual's consent if they have raised the concern) and the church PSO officer, who will gather information and the desired outcomes of the adult. At other times concerns must be reported to the Diocesan DSL.
- If immediate action is required to ensure safety and welfare of the adult, phone 999 for an ambulance or Police as appropriate.
- If a crime needs to be reported, seek the adult's permission - dial 101 if there is no immediate risk or 999 if there is an urgent risk. Ensure key people are informed.

3.4. Inappropriate behaviour by children towards adults

Children or young people can sometimes make suggestive approaches to an adult or act inappropriately because of previous experiences. The behaviour may be a "cry for help". If an adult feels uncomfortable about a child or young person's behaviour he or she must –

- Make it clear to the child or young person, with sensitivity, that their language or behaviour is inappropriate.
- Speak with the church PSO. Agree what measures should be taken to prevent a recurrence.
- Record the incident in case accusations are made in the future. Sign and date the record and ensure it is placed with other confidential records.

4. Recording and Managing Confidential Information

- In all matters relating to Safeguarding the highest degree of confidentiality must be maintained. However, this must be balanced against the need to protect from abuse.
- Those who disclose abuse need to know that the information will be passed on to the PSO, the DSL and the appropriate Statutory agency, either Social Care or the Police so that it can be investigated and necessary help obtained.
- Information must not be passed on to any other individual or organisations.
- If there is a conflict of interest between the needs of a child, who is suspected of suffering abuse, and the needs of an adult, the welfare of the child is paramount.

You must never promise confidentiality to a child before they tell you something. If they ask for confidentiality you must make it clear that if they tell you something that puts them or someone else at risk, then you will have to pass that information onto somebody else.

We are committed to manage all confidential information safely, following our Data Protection policy.

5. Health and Safety

The physical environment in which we care for people is extremely important. Risk assessments will therefore be completed for all sessions which St. Augustine's and St. Clement's church run, for example Sunday Worship, Holiday Clubs, Youth events, and events outside the local church setting eg. Unite. Within the church setting we will adhere to the local church Health and Safety policy, for example at Sunday Club

and weekly Coffee mornings.

6. Safe working practices

6.1. Work with children, young people and vulnerable adults should be organised so as to minimize situations where abuse may occur. This not only protects children/young people but also reduces the likelihood of false allegations being made against leaders.

St. Augustine's and St. Clement's Churches are expected to have good working practices in place and these must include:

- Group leaders must work as a team and there should be at least two leaders at any group activity. Always aim to work within sight of another adult.
- All single gender groups must have at least one leader of the same gender.
- A register of young people with name, address and telephone number should be maintained for all children's and young people's groups.
- Parents should be informed of start and finishing times. These should be adhered to.
- Leaders should always promote good practice and safety. Leaders should not arrange to meet children away from the usual group meeting place without another adult or parent being present.
- The premises used should be safe and secure so that strangers cannot gain access without leaders being aware. The suitability of the premises and equipment used should be assessed according to guidelines in the church Health and Safety policy.
- Key telephone numbers including the PSO for Safeguarding should be clearly displayed within church buildings or any premises where sessions take place regularly.
- Concerns about possible abuse should always be reported in accordance with the guidelines.
- Appropriately recommended adult / child ratios should be observed at all times. With groups of mixed gender there should be both male and female workers where possible, and it is recommended that wherever possible one of the leaders should be female.

Age Group	Staff	Children
0-2 years	1 for every	3
2-3 years	1 for every	4
3-5 years	1 for every	6
5-8 years	1 for every	8
Over 8 years	1 for the first 8 children and then 1 adult for every additional 4 children.	

However, on no account should an adult ever be by themselves. Staffing ratios with all age groups should always take account of the need and nature of the group.

6.2. Use of the internet, mobile phones and cameras

- If photographs are used on a website, staff will need to check whether parents have signed a consent form for the relevant event/activity. 16-18 year olds should give consent for photos to be taken or used of them. Young people's names will not be displayed with these images. Consent for use should be sought for adults too.

- Images that staff may have taken during sessions on personal camera phones need to be uploaded to the server and deleted from their device at the earliest opportunity – preferably within 3 days.
- Staff should not use e-mail or text messages to communicate with children and young people. Messages to young people from the Youth and Children's worker will be communicated via a family WhatsApp so parents are aware of the content.

6.3. Social media

6.3.1 General points to be observed regarding all social media:

- Staff should not post photos of young people on their personal social media accounts e.g. Instagram / Facebook / Twitter etc.
- Staff should not use personal phones to take images of children. If circumstances occur where an image is taken it should be uploaded or forwarded appropriately then deleted within three days.
- Staff should never comment on a young person or their family through their social media account.
- Appointed members of staff and volunteers will promote and oversee safe and responsible use of social media and networking with children and young people who are attending church sponsored activities.
- We advise all staff and volunteers to be vigilant about what they communicate through any social media account.

7.0 Additional guidelines for specific children's activities and groups

- Staff and volunteers at St. Augustine's and St. Clement's will operate under the Church's own policy and procedures for Safeguarding; likewise when liaising with school or partner organisation settings. Staff and volunteers must know who the PSOs are within the church, school or partner organisation they are working in.
 - **Cars:** Staff and volunteers are not required to use their cars to transport young people in the course of their work or activities. They should only do so if no other means of transport is available. In this case a leader must always accompany the young people being transported by the driver. If a taxi is being used a leader should always accompany the young person/group being transported.
 - **Home visits:** Staff and volunteers at St. Augustine's and St. Clement's are not required to make home visits to young people. In cases where this is needed with families who haven't been visited before or whose changed circumstances make it needful, a risk assessment must take place including the option of asking to be accompanied where deemed necessary. There must be two people together for any visit to a 16-18 year old or vulnerable adult living alone.
 - **Residential:** All appropriate Risk Assessments must be in place and appropriate Parental Consent given, Health and Safety and Safeguarding measures advised by the Diocese of Leeds Safeguarding team adhered to.
 - **Children's and youth groups:** There must always be two adults present in a room where a group involving under 18's takes place – with the appropriate ratios of adults to young people. Where single sex groups operate, there must be an adult of that sex present. At mixed sex groups at least one adult of each sex must be present. In specific cases, where groups are small and in rooms or spaces in clear view for other adults in the building, this number and mixture of adults may be relaxed with permission of PSO or Vicar, after a risk assessment.
 - **Schools work:** St. Augustine's and St. Clement's staff working in school settings will operate under the school's own policy and procedures for Safeguarding. Staff must know who the Safeguarding Officer is within the school. Any disclosures and concerns should be referred to the Safeguarding

Officer within school in the first instance. The relevant PSO should also be informed of any incident so that they can be involved in supporting the staff member as needed (without breaching the confidentiality of the young person). Disclosures should be recorded appropriately.

8.0 Information Sharing

Information sharing between organisations is essential to safeguard those at risk of abuse, neglect and exploitation. Decisions about what information is shared and with whom, will be taken on a case-by-case basis. Whether information is shared with or without the adult at risk's consent, the information shared should be:

- necessary and appropriate for the purpose for which it is being shared
- shared only with those who have a need for it
- be accurate and up to date, named and signed
- be shared in a timely fashion, preferably within 24 hours
- be shared securely and kept confidentially.

St. Augustine's and St. Clement's staff and volunteers should always record the reasons for their decision – whether it is to share information or not. Where information or records are passed to others it should be noted and confirmed in writing. Where information is requested by telephone or electronically, care must be taken to ensure that the recipient is entitled to receive the information requested and this will be done in a secure and confidential way. Where there is any doubt, the information may not be provided without the approval of a Parish Safeguarding Officer (PSO) or Diocesan Safeguarding Lead (DSL).

Advice should be sought from local information sharing leads and reference made to local Safeguarding Adults Board Information-Sharing Protocols where they apply.

9.0 Named Person for Safeguarding

The Trustees (PCC) of St. Augustine's and St. Clement's have both appointed an individual who is responsible for dealing with any Safeguarding concerns. If you are concerned that someone might be at risk or is actually suffering abuse, you should tell the Safeguarding Lead (PSO).

St. Augustine's appoints Margaret Bromley as Parish Safeguarding Officer (PSO).

Tel: 07866327498

St. Clement's appoints Tim Elcock as Parish Safeguarding Officer (PSO).

Tel: 07579965145

In their absence, the following people with Safeguarding oversight will be available for Staff and volunteers to consult with.

Rev. Rosy Fairhurst, Vicar of St. Augustine's and St. Clement's. Tel: 07483276505

Other useful contacts

Leeds Diocesan Designated Safeguarding Lead safeguarding@leeds.anglican.org Tel: 0113 353 0257

In an emergency, Police Tel: 999

