

Safeguarding & Inclusion: Core Responsibilities

This brief summary is intended to set out in a very clear and accessible way the core safeguarding responsibilities of which everyone in the Church, lay and clergy, should be aware.

Detailed safeguarding guidance is available in the various Diocesan safeguarding manuals and policy documents, the national Church of England guidelines and in the Diocesan handbook (see Resources below).

Core Responsibilities

- *You must immediately notify the Diocesan Safeguarding Adviser (DSA) as soon as you become aware of a potential safeguarding concern.*
 - Do not rely on someone else to call the DSA – make the call yourself.
 - The DSA will advise and guide you through the rest of the process.
 - Call 01962 737317 (24 hours / day, 7 days / week)

In addition, you must:

- Attend safeguarding training sessions provided by the Diocese. Normally this will be expected:
 - at the commencement of ministry within the Diocese, and,
 - at least every five years thereafter,or as otherwise advised by the Diocesan Safeguarding Adviser. It is your responsibility to ensure you have received regular and appropriate training.
- Familiarise yourself with the 4 Rs of safeguarding good practice:
 - **R**ecognise concerns;
 - **R**espond appropriately;
 - **R**ecord relevant information;
 - **R**efer on.

Remember that allegations of abuse in the past should be responded to in exactly the same way as allegations of current abuse – even if the alleged perpetrator has since died. An “aide memoire” concerning the 4 Rs and other key advice can be downloaded from the Diocesan website (link below).

- Always take advice from the DSA as soon as possible. Do not attempt to investigate or make inquiries into an allegation yourself.
 - Never arrange to see anyone about making a potential complaint without having someone else who is independent present.
- Ensure that your Disclosure and Barring Service (DBS – formerly CRB) check is up to date.
 - Respond to requests to complete or renew a DBS check promptly.

- Persistent failure to complete a DBS check despite reminders may be considered a wilful refusal and could lead to disciplinary action.
- Only allow ministry by those with appropriate authorisation.
 - This ensures that proper safeguarding checks can be done on all active ministers.
 - No one may minister regularly unless they have the bishop's authorisation.¹
 - No one may minister on an occasional basis unless they have a bishop's authorisation in another Diocese, or they have completed a DBS and safeguarding check through the bishop's office. If in doubt, contact the bishop's office at Wolvesey for advice: 01962 854050.
- Co-operate with all reasonable requests made by the DSA and provide any information requested.
 - Remember, the DSA may not be able to explain to you the significance of the inquiries being made.
- Engage with any Independent Risk Assessment² being carried out on behalf of the bishop and provide any information reasonably requested.
 - Both those who are the subject of such an assessment and those asked to provide information to the process are expected to co-operate with it to allow the circumstances to be properly understood and assessed.

These Core Responsibilities are designed both to safeguard those at risk of being abused and those dealing with the victims and perpetrators of abuse. They are essential to the safe and orderly running of the Church in this Diocese. *Failing to comply with any of these Core Responsibilities may lead to disciplinary action.*

Remember: *You must immediately notify the Diocesan Safeguarding Adviser (DSA) as soon as you become aware of a potential safeguarding concern. Call 01962 737317 (24 hours / day, 7 days / week).*

Resources

- <http://www.winchester.anglican.org/diocesan-life/documents/>
- <http://www.churchofengland.org/clergy-office-holders/child-protection-safeguarding.aspx>

¹ 'Ministering' includes preaching, presiding at Holy Communion, and conducting weddings, baptisms or funerals. Clergy are authorised if they have been admitted to a benefice, they hold the bishop's licence or they hold the bishop's permission to officiate (PTO). See 'Clergy who are visiting, who minister only occasionally, or on a one-off occasion: Guidelines from the Bishop of Winchester about clergy who do not have the Bishop's authorisation to minister,' available on the Diocesan website.

² The DSA and the Diocesan Safeguarding Panel may from time to time recommend that the bishop commissions an Independent Risk Assessment to assess the level of risk present in a particular situation and how it might be managed.