



## **St Chad's Church, Rubery** **Safeguarding Policy and Procedures**

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### **Policy Statement**

This policy statement on safeguarding children and adults in the Church was adopted by **St Chad's Church, Rubery** at a Parochial Church Council meeting held on **20<sup>th</sup> January 2026**

The Parish Church Council of **St Chad's, Rubery** recognises the need to safeguard the children, young people and adults in our care and guard against the possibility of any form of abuse of children, young people and adults by persons who may be acting in the name of our parish. We aim to create a safe environment for the nurture and development of children, young people and adults, in order for them to feel valued and confident to ask for support and help. We will create policies and procedures that uphold the importance of our responsibility to protect and safeguard the welfare of children, young people and adults entrusted to our care. A Parish Safeguarding Co-ordinator will be appointed to ensure the implementation of this policy.

- We commit to providing a safe physical environment for work with children, young people and adults
- We recognize that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
- As members of this parish we commit ourselves to respectful pastoral care for all adults to whom we minister.
- We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.
- We commit ourselves to promoting safe practice by those in positions of trust.
- The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.
- We commit to informing the whole church community about our safeguarding policy and procedures and recognise that it is the responsibility of each of us to prevent and report abuse that we discover or suspect
- We will ensure the children, young people and adults in our care know who they can talk to if they have any concerns
- We recognise our responsibility to always respond to and report abuse in whatever context, inside or outside the church environment and will always listen to and take seriously any child, young person or adult who reports that they have been abused
- We will always report allegations of abuse and concerns about a child, young person or an adult who is experiencing or at risk of abuse due to their, illness or disability in accordance with our procedures
- We will always report all allegations of abuse against Church Officers<sup>1</sup> to the appropriate statutory agency and to the Bishop's Safeguarding Officer and co-operate with any investigation

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<sup>1</sup> A 'Church Officer' is anyone appointed by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.

- We will keep all records in relation to safeguarding concerns, allegations and the recruitment of volunteers and paid workers securely
- We commit to the safe recruitment of all new and current Church Officers who have contact with children, young people and adults experiencing or at risk of abuse due to their, illness or disability.
- We will assess all new and current Church Officer roles and, in every case where the role is deemed to be eligible, apply for an appropriate level criminal record check every five years
- We commit to providing every Church Officer with clear instructions and information in respect of their role, adequate resources and support and regular opportunities for review
- We will ensure that all Church Officers working with children, young people and adults experiencing or at risk of abuse due to their age illness disability or are in a trusted role attend Church of England safeguarding training every three years
- We will inform the Bishop's Safeguarding Officer, and ensure appropriate supervision, of anyone who is known to have offended against a child, young person or an adult at risk of abuse due to their age, illness or disability who attends activities organised by the Parish Church Council of **St Chad's, Rubery** and will follow all recommendations of the Bishop's Safeguarding Officer in this regard
- We adopt the specific policy for responding to Domestic Abuse as outlined in Appendix 3
- We require all hirers of our premises to have their own safeguarding policy and procedures, to provide us with an assurance that these are implemented and to provide us with a copy
- The parish adopts the policy and practice guidance of The Church of England and The Church of England – Birmingham
- The policy will be reviewed each year to monitor the progress which has been achieved
- We will review our safeguarding policy annually to ensure that it meets all current legislation, House of Bishop's and The Church of England – Birmingham policies and practice guidance
- Each person who works with vulnerable people will agree to abide by these recommendations and the guidelines established by this church.

This church appoints **Joe Ipe** to represent the concerns and views of vulnerable people at our meetings and to outside bodies as the parish safeguarding co-ordinator.

This church appoints **Rev'd Claire Turner** as a lead parish identity verifier to process online Disclosure and Barring Service applications

Incumbent: **Rev'd Claire Turner**

Churchwardens: **Paul Thompson and Joanna Dervisoglu**

## Procedures

1. The PCC will work towards adopting the recommendations of the House of Bishops as published in its policy *Promoting a Safer Church 2017* and accompanying guidance documents and will ensure full compliance with Health and Safety Guidelines.
2. St Chad's Rubery will appoint a Safeguarding Officer (see Policy Statement) who, with the Vicar, will be responsible for the implementation of these procedures. This officer will report directly to the Vicar on matters relating to Safeguarding and Child Protection.
3. The Safeguarding Officer is the point of contact through which concerns about child protection and the care of vulnerable adults will be channelled and are responsible to the PCC for ensuring these procedures are implemented.
4. The PCC retains responsibility for all children and young people involved with the churches' life (see Appendix one)
5. The parish commits to reporting all safeguarding Serious Incidents in line with the House of Bishops' 2019 guidance on reporting safeguarding Serious Incidents to the Charity Commission
6. All groups or parties who hire any part of the Church will be required to sign the safeguarding statement (appendix two) in the hirers agreement. Potential hirers who are struggling with compliance will be advised to access the resources available on <http://www.nspcc.org.uk/preventing-abuse/safeguarding/>.
7. Applicants applying for paid roles that involve *substantial contact* or *regulated activity*<sup>2</sup> with children and young people or vulnerable adults within the work of the church must be aged 18 or over. The recruitment procedure will follow the House of Bishop's Practice Guidance: Safer Recruitment 2016.
8. Volunteers wishing to undertake *substantial contact* or *regulated activity* with children and young people or vulnerable adults within the work of the churches, must be aged 18 or over, complete the Diocesan Confidential Declaration Form, Personal Details Form, supply the names and addresses of two referees and must apply for a DBS certificate in line with Diocesan Guidelines. This information will be confidential to and securely held by the Vicar at the vicarage.
9. DBS certificates of paid staff and unpaid volunteers will be renewed every five years.
10. It is the responsibility of the volunteer / employee to inform the Vicar of any event / circumstances that change the information as disclosed on their Diocesan Confidential Declaration Form.
11. Following an application for a criminal record check using the online CCPAS system, the Disclosure and Barring Service will send a single copy of the certificate to the applicant. If the certificate contains content, the Bishop's Safeguarding Officer will receive an electronic notification and contact the applicant directly. In such circumstances, the Bishop's Safeguarding Officer will assess risk and inform the Vicar as appropriate.
12. All group leaders will ensure members are clear about their roles and the working arrangements of the group. Where parents / carers are not present, all groups will adhere to the following staffing ratios:
  - There should always be two leaders. On a temporary basis, while awaiting clearance, it will be possible for people to work in pairs, at least one of whom should have been cleared in accordance with these procedures.

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<sup>2</sup> The term 'Regulated Activity' has been introduced under the Protection of Freedoms Act 2012, as outlined in the *Safer Recruitment Policy (June 2013) for the Church of England and the Methodist Church of Britain*.

- Where parents / carers are not present, the minimum number of validated leaders over eighteen years of age will be as follows-
  - 0-2 years - 1 leader to 3 children
  - 2-3 years - 1 leader to 4 children
  - 3-8 years - 1 leader to 8 children
  - 8+ years - 1 leader for the first 8, thereafter 1 per additional 12

13. Any activity covering children and young people should have clear procedures in place in relation to:
  - a. What to do in the case of fire or emergency
  - b. How to keep track of people on an excursion
  - c. How to record any health issues or medication requirements
  - d. How to get in touch with a parent or guardian
14. A properly stocked, clearly marked First Aid Kit will be accessible at all times.
15. Every third year the Safeguarding Officer, on behalf of the PCC, will make appropriate training available for all those involved with young people through church activities. This is offered through the Diocesan Safeguarding Training & Development Officer. The Safeguarding Officer will also ensure that new volunteers working with young people or vulnerable adults are signposted to any interim training opportunities that are available.
16. The PCC will publish on the church notice board a copy of the Diocesan Child Protection flowchart (appendix four) and the Need to Talk? poster. All validated leaders and key holders will be given a copy of the chart and this Policy.
17. The PCC will carry Public Liability Insurance and will insure for personal accident all leaders and staff of children's and young people's groups.
18. This Policy and procedure will be made available, if requested, at the Archdeacon's Visitation.
19. With the support of the Vicar, this Policy and these procedures will be monitored by the Safeguarding Officer, who will report to the PCC annually.
20. The PCC will review this document annually in January.

### ***Appendix 1 – Children and young people's activities and those activities which specifically involve engagement with those who are known to be vulnerable in the Parish***

- Sunday Club which meets in church during the 10am Sunday Service
- Pastoral Visiting Team, the members of which visit those who are housebound, bereaved, ill or whose circumstances suggest additional pastoral care is needed
- Messy Church which engages families (parents/carers always present) once a month
- Stay and Play which meets weekly during term time (parents / carers always present)
- Café Church which meets weekly at Deelands Hall – this is a family-friendly event that attracts a significant number of children and vulnerable adults. Children are always accompanied by an adult.
- Warm Welcome which happens twice weekly at St Chad's and attracts vulnerable adults.

This list was correct as of **January 2026** and will be renewed and updated as appropriate annually.

## **Appendix 2 – Hirers Safeguarding Statement**

### **Hirers of Church Premises**

Name of Parish: **St Chad's, Rubery**

Date & Time of Event:

Type of Event:

Please complete either section 1 or 2

#### **1. Organisations**

Organisations who hire church premises for work with children, young people and/or vulnerable adults should complete the following statement:

The organisation:

confirms that in all its activities with children (aged 0 – 17) and/or vulnerable adults it will comply with all current safeguarding legislation and government guidance.

We confirm that we have our own child and / or vulnerable adults safeguarding policy and procedures, (a copy of which will be given to the parish) and that we will ensure that all those in our care are protected at all times. We confirm that all those who staff our activities on these premises understand and have agreed to follow our safeguarding policies and guidelines and have been safely recruited with a Disclosure & Barring Service check where the role is eligible, and that all reasonable steps will be taken to prevent injury, illness, loss or damage occurring.<sup>3</sup>

We understand that the parish accepts no responsibility for our failure to comply with the above requirements.

Signed: (on behalf of the organisation)

Date:

#### **2. Private Individuals**

Private individuals hiring church premises for the purpose of ad-hoc or personal invitation events at which children and/or vulnerable adults will be present, should complete the following statement:

I: (in block capitals)

agree to take full responsibility for the welfare of the children, young people and/or vulnerable adults who attend the event on the above date and will take all reasonable steps to prevent harm to children, young people and/or vulnerable adults and prevent injury, illness, loss or damage occurring.

Signed:

Date:

***Please be aware that your activity is not covered by the church's insurance.***

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<sup>3</sup> The NSPCC provides helpful advice and guidance for organisations that provide services and activities for children at <https://www.nspcc.org.uk/services-and-resources/research-and-resources/2017/safe-network-standards/>

## **Appendix 3 – Policy for Responding to Domestic Abuse**

### **St Chad's Church, Rubery Policy for Responding to Domestic Abuse**

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#### **All forms of Domestic Abuse are wrong and must stop**

We are committed to promoting and supporting environments which:

- Ensure that all people feel welcomed, respected and safe from abuse;
- Protect those vulnerable to domestic abuse from actual or potential harm;
- Recognise equality amongst people and within relationships;
- Enable and encourage concerns to be raised and responded to appropriately and consistently.

#### **We recognise that:**

- all forms of domestic abuse cause damage to the survivor, regardless of their gender, and express an imbalance of power in the relationship;
- all survivors (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse;
- domestic abuse can occur in all communities and both men and women can be victims;
- domestic abuse may be a single incident, but is usually a systematic, repeated pattern which escalates in severity and frequency;
- domestic abuse, if witnessed or overheard by a child, is a form of abuse by the perpetrator of the abusive behaviour;
- working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

#### **We will endeavour to respond to domestic abuse by:**

**In all our activities** – valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse.

**In our publicity** – raising awareness about other agencies, support services, resources and expertise, through providing information in public and women-only areas of relevance to survivors, children and alleged or known perpetrators of domestic abuse.

**When concerns are raised** – ensuring that those who have experienced abuse, whether male or female, can find safety and informed help and working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community.

**In our care** – ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse and identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse.

If you have any concerns or need to talk to anyone please contact:

**Rev'd Claire Turner – 0121 2383168 / 07748 998227**

## Appendix 5 - Policy on the Recruitment of Ex Offenders

### St Chad's Church, Rubery

#### Policy for Recruitment of Ex Offenders

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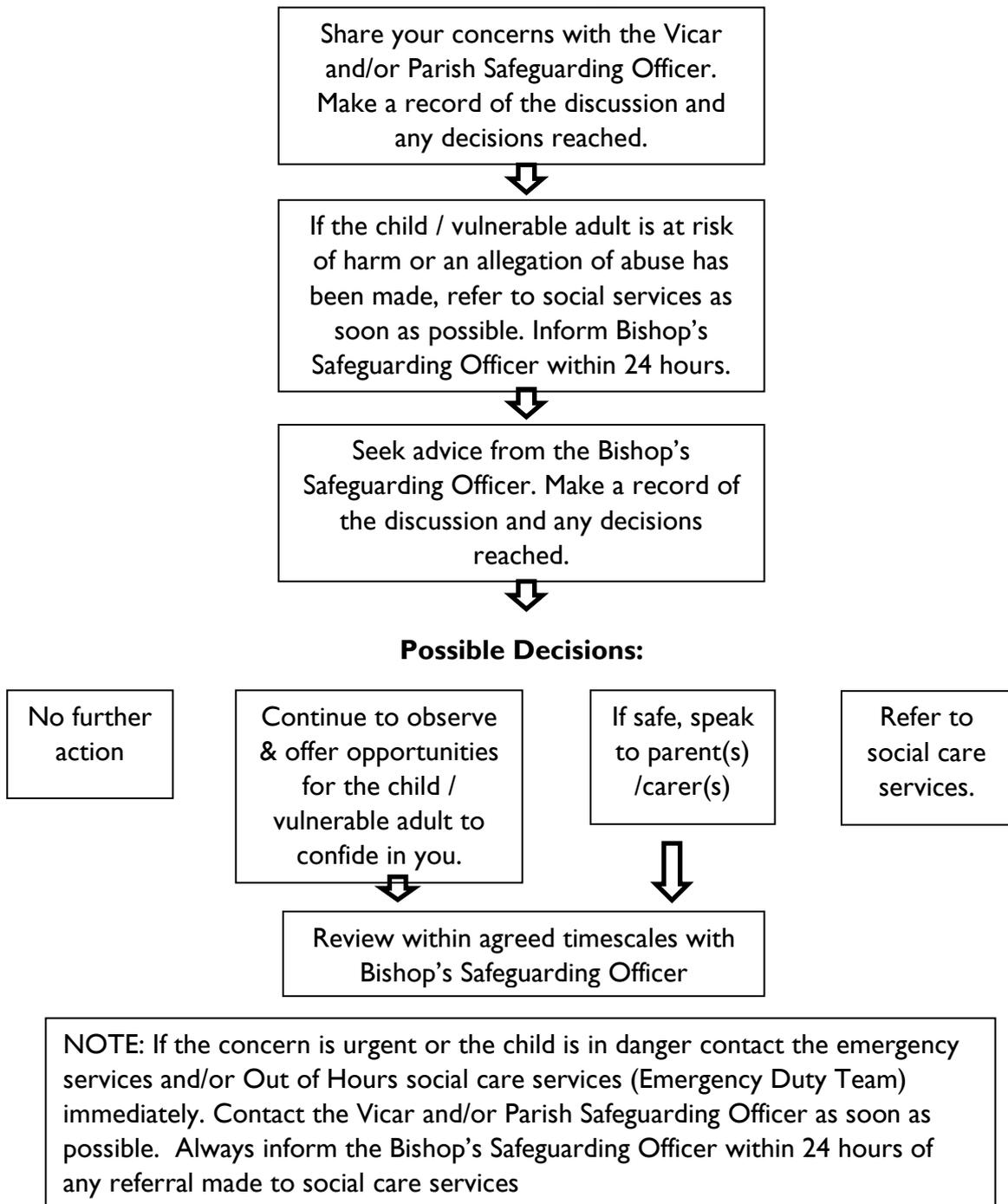
- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), St Chad Rubery complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly
- St Chad Rubery undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- St Chad Rubery can only ask an individual to provide details of convictions and cautions that St Chad Rubery are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- St Chad Rubery can only ask an individual about convictions and cautions that are not protected
- St Chad Rubery is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- St Chad Rubery will share this policy with all DBS applicants at the start of the recruitment process
- St Chad Rubery actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records
- St Chad Rubery select all candidates for interview based on their skills, qualifications and experience
- an application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position
- St Chad Rubery ensures that all those in St Chad Rubery who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- St Chad Rubery also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
- at interview, or in a separate discussion, St Chad Rubery ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
- St Chad Rubery makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request
- St Chad Rubery undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

*Disclosure and Barring Service Sample Policy on the Recruitment of Ex-offenders available at*

<https://www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders/sample-policy-on-the-recruitment-of-ex-offenders>

## Appendix 6

### Taking Action when you have concerns about the welfare of a child or vulnerable adult or when an allegation has been made:



**Safeguarding Officer**

Joe Ipe – 07988 462943

**Vicar:**

Rev'd Claire Turner – 0121 238 3168

**Bishop's Safeguarding Officer:**

**Steph Haynes - 07342 993844**

**Nearest Police Station:**

Rubery (no public service counter) or Redditch - 0300 333 3000

**Worcestershire Emergency Duty Team (Social Services):** 01905 768020

**Birmingham Emergency Duty Team (Social Services):** 0121 675 4806