



**RECENT UPDATES**  
July 2022

## Welcome to our new Safeguarding eNews!

You are receiving this as one of the many hard-working Safeguarding Officers and members of clergy in parishes and benefices across the diocese who are helping to ensure churches are safe and inviting for everyone.

We have been looking for new ways to communicate with you and thought we would trial a quarterly Safeguarding eNews to see if it would be helpful. We would greatly appreciate your feedback on how we can improve our communication with you.

In this first issue we will introduce the team, outline training and include up-to-date policy news for Safeguarding with a few reminders.

To make sure the right people get this eNews we are relying on our database being up to date. If you don't think you should be receiving this or if you work with other Safeguarding Officers and they didn't get a copy, please let us know so we can keep our distribution lists up to date. Your help is gratefully received.

Don't forget - if you are a diocesan post-holder you can log in to access the online database here: [CMS Portal](#) to edit your own data entry.

### **Safeguarding Sunday:**

Protecting vulnerable people is at the heart of the Christian message of justice and hope. If you are wondering how to raise the profile of safeguarding in your parish, why not join in with Safeguarding Sunday on 20 November 2022. Safeguarding Sunday is an opportunity for your church to show your community that you take this responsibility seriously. It's your chance, as a church, to use your regular Sunday service to explore

together what safer places look like, and to thank all those working behind the scenes to make our churches safer for all. The registration page is now live where you can register your churches to take part. You will receive a free church resource pack by email as soon as it is ready. Please visit: [thirtyoneeight.org/SafeguardingSunday](http://thirtyoneeight.org/SafeguardingSunday).

## Thank you all!



We acknowledge and sincerely appreciate all your hard work in supporting the diocesan team in implementing the House of Bishops' Policy on Promoting a Safer Church - our thanks.

We would also like to extend a warm and hearty welcome to all new Safeguarding Officers who have recently taken on the role – we look forward to working with you in the near future.

We would also like to take the opportunity to say thank you to the Safeguarding Officers who have recently stepped down from the role. Many had been in the role for several years and felt that it was a good time to hand over the reins. We acknowledge and appreciate all their hard work – thank you.

## Meet the team...

### Safeguarding Administrator



**Sally Fitch** | [sally.fitch@cofesuffolk.org](mailto:sally.fitch@cofesuffolk.org) | 07485 348887

*I am responsible for DBS checks for Clergy (beneficed and retired), Lay Elders, Readers and anyone else with a licence or commission from the Bishop. I also help the trainers with training administration, I oversee the Dashboards and I attend and minute Safeguarding meetings including the Diocesan Safeguarding Advisory Panel. Other than that, I answer phone queries and try to help whenever I can. I do not work on a Wednesday but am available from 9.00am to 5.00pm the rest of the week.*

### Safeguarding Trainers



**Lisa Hicks** | [lisa.hicks@cofesuffolk.org](mailto:lisa.hicks@cofesuffolk.org) | 07485 329226

*Mark and I work to co-ordinate and deliver training throughout the diocese. Although some of our courses are delivered online, we are increasingly getting back into churches and church halls to deliver face-to-face training. As I am based in the west of the county, you will mainly find me delivering training in the Archdeaconry of Sudbury. I work part-time, normally working Mondays plus any other day, evening or weekend that best fits with your training*

requirements. I look forward to meeting you all.



**Mark Bee** | [mark.bee@cofesuffolk.org](mailto:mark.bee@cofesuffolk.org) | 07483 006378

*I work with Lisa to co-ordinate and deliver training throughout the diocese. I am also part-time and I normally work Wednesdays and Thursdays plus any other day, evening, or weekend that best fits with your training requirements. I am based in Beccles where I am part of the Ministry Team in my second-year as a curate. I largely deliver training in the eastern area which is the Archdeaconry of Suffolk. Much of the time our courses are delivered online, but I am also arranging more face-to-face sessions as well.*

### **Diocesan Safeguarding Officer**



**Karen Galloway** | [safeguarding@cofesuffolk.org](mailto:safeguarding@cofesuffolk.org) | 07785 621319

*My job is to help you to assess and take the right action in relation to any safeguarding concerns you have. I am happy to talk through situations even if you are not sure that it is a safeguarding concern - it is much better to have a chat about it than worry about what you should or shouldn't do! If I can't deal directly with the matter, I often know of an organisation who can help. Please feel free to ring me or email me. Other aspects of my role include offering management support to the rest of the Safeguarding team and implementing new policies and procedures as they are developed by the National Church.*

### **Assistant Diocesan Safeguarding Officer**



**Catherine Banthorp** | [safeguarding@cofesuffolk.org](mailto:safeguarding@cofesuffolk.org) | 07394 568403

*Hello, I am new in post as of June 2022 and my role is to work alongside and support Karen in helping assess and take the right action in relation to any safeguarding concerns you have. Like Karen, I am happy to talk through a situation even if you are not sure that it is a safeguarding concern and I do believe having a chat is always helpful. My working days are usually Monday - Wednesday 9.00am - 5.00pm.*

## **Training**

We began implementing the new national Learning and Development policy in January 2022. The national training team has reviewed the three core training levels - Basic Awareness, Foundation and Leadership and has changed the criteria for who needs to do which level of training. Both Basic Awareness and Foundation courses can be completed online, and the Leadership course is via Zoom.

We do understand that technology isn't for everyone, so Mark and Lisa have started to deliver face-to-face training. Please contact either Lisa or Mark to discuss arranging a session.



The national team has also developed an online course for Domestic Abuse awareness. We are aware that Domestic Abuse can be a very sensitive subject, and if you have anyone who is required to do the training but has concerns or someone who is upset by the materials then please contact Karen, who will be happy to offer support and advice.

Details of all the training and how to access the online and Zoom courses can be found on our

website here: [www.cofesuffolk.org/for-parishes/promoting-a-safer-church/safeguarding-training/](http://www.cofesuffolk.org/for-parishes/promoting-a-safer-church/safeguarding-training/)

## New Policies



Several national policies have been updated and are in the process of being implemented across dioceses.

The main policy which will impact on your parish/benefice is the **Safer Recruitment and People Management Policy**. This policy applies to both voluntary and paid roles. The national team does acknowledge that in small parishes there may not be a large pool of people from which to recruit and that the parish is dependent on willing volunteers. However, the policy does advise that job descriptions are

important to help establish if someone has the right skills/knowledge for the role.

An online course has been developed by the national training team to assist anyone who is involved in recruitment. This course can be accessed via the same national portal as the Basic Awareness and Foundation courses.

Mark and Lisa are working with the diocesan HR department to develop a workshop which will supplement the national training. As a diocese we are also working on job descriptions to assist parishes and it is hoped that this will help to reduce your workload.

## DBS Checks (Disclosure and Barring Service)

A fundamental change in the Safer Recruitment and People Management policy is the frequency of DBS checks. Currently, dioceses complete renewal checks once every five years, but **this is changing to once every three years**. Dioceses have until **January 2024** to make sure all DBS certificates are within a three-year period. In this diocese we have decided to make the changes in stages and **starting from 1 September 2022** any new DBS applications will be on an automatic three-year renewal cycle.



Karen is working with Due Diligence Checking to find a way to identify existing certificates which will need to be renewed by January 2024 to be within the three-year period. Please do not worry if you suddenly receive a long list of names because Sally and Karen will be on hand to advise what you need to do.

**Who is responsible for which DBS checks?** Until September 2019 the Safeguarding Administrator was responsible for all DBS applications, but this changed in 2019 when the diocese moved to a new DBS

provider.

- The Safeguarding Administrator, Sally, now completes the checks for any role which requires a licence or commission from the bishop, such as Clergy, Lay Elders or Licensed Lay Ministers. She also completes checks for Parish and Benefice Safeguarding Officers.
- Any lay role which requires the person to have a DBS check must be completed by the Parish/Benefice Safeguarding Officer using their online Due Diligence Checking account. If you are not sure whether you have an account, please contact [Sally](#).

## Safeguarding Dashboard



It isn't too late for parishes to sign up for a Safeguarding Dashboard. This is an electronic database designed to guide parishes through what they need to do in relation to safeguarding policies and procedures.

Across the whole of the diocese we have 218 active accounts, and feedback from parishes using the Dashboard is positive. Safeguarding Officers report that a particularly useful aspect of the Dashboard is being able to generate and print off action plans, which they can then take to PCC meetings. If you would like more information about the Safeguarding Dashboard and how to sign up, please contact [Sally](#).

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## Serious Further Incidents

This is just a reminder that should you have any situations in your church which meet the criteria of a Serious Further Incident, then please let Karen know as she is required to report these to the Church Commissioners. This [link](#) takes you to the policy.

## Past Case Review 2 (PCR2)



All 42 dioceses are completing the Church of England's PCR2. Here in Suffolk our team of independent reviewers has worked hard to overcome the obstacles which Covid-19 presented to complete our report. Thank you for sending in your returns for the recent Safeguarding Independent Review, subsequently our team has reviewed a total of 1,237 files.

Our report has been submitted to the National Safeguarding Team and a national report will be published in the next few months.

### Reporting a concern:

If you have information about a safeguarding situation where a child or adult is in immediate danger or requires immediate medical attention, call the emergency services on 999. Do not delay.

If you have a concern, suspicion or allegation of abuse by observation, victim disclosure, abuser disclosure, report by another person or anonymous communication and if it does not delay referral, please contact:

- Karen Galloway, Diocesan Safeguarding Officer on 07785 621319, available 9.00am to 5.00pm. After 5.00pm and at weekends please contact the out of hours service **thirtyone:eight** on their helpline 0303 003 1111. Thirtyone:eight will be happy to offer advice.
- Email address, [safeguarding@cofesuffolk.org](mailto:safeguarding@cofesuffolk.org)

or call the Bishop's Office: 01473 252829.

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