



ST JAMES' CHURCH WEST END

Church Hill, West End, Southampton, SO30 3AT

Web: www.stjameswestend.org.uk

Facebook page: [stjameschurchwestend](https://www.facebook.com/stjameschurchwestend)

Please find our Safeguarding Policies in this document in the following order:

2024 - Parish Policy Safeguarding Statement

2024 - Parish Domestic Abuse statement

2024 - Policy Statement on the recruitment of ex-offenders

Vicar: Revd Vicky Maunder stjameswe.vicar@gmail.com 07762 673350 / 023 8114 1192

Associate Priest: Revd Linda Galvin rev.lindagalvin@gmail.com 07934 419302

Parish Office: stjameswe.office@gmail.com

Registered Charity Number: 1132863

The Parish of St James' Church West End Safeguarding Policy Statement



27th November 2024

The following policy statement was agreed at the Parochial Church Council (PCC) meeting held on.....

This parochial church council has adopted the Church of England Safeguarding Policies and Practice Guidance. In particular our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Manager (DSM) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Following advice from the Diocesan Safeguarding Manager, support and manage the safe involvement of any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy; the Church of England safeguarding policies and practice guidance; and the procedures/guidelines established by this church.

This church has appointed Carol Kidd as the Parish Safeguarding Officer [PSO] & Scott Langridge as Assistant PSO

Incumbent *V. Maunder* Reverend Vicky Maunder

Churchwardens *David Forster* *Janet Barrett*
David Forster Janet Barrett

Signed on behalf of PCC *V. Maunder* (Incumbent) Date 18/11/25

Policy Statement for Responding to Domestic Abuse

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 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;
- 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 child 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 can find safety and informed help;
- 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;
- identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse
- appointing the Parish Safeguarding Officer [PSO] as a point of contact for concerns

- At interview, or in a separate discussion, the Incumbent or whoever is acting on the behalf of the Incumbent and PCC 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 or voluntary position.
- The Parish Safeguarding Officer [PSO], acting on behalf of the PCC of St James' West End, 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.
- The Incumbent, or the PSO acting on behalf of the PCC, undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position, and the Diocesan Safeguarding Adviser [DSA] before withdrawing a conditional offer of employment or voluntary position.

Approved by PCC meeting of: 27th November 2024 (Date)

Signed by: Incumbent /PCC Chair V. Mauder (Signature)

Reverend Vicky Mauder (Name) 18/1/25 (Date)

Parish Safeguarding Officer or Asst PSO [Signature] (Signature)

CARR KIDD (Name) 2/2/25 (Date)

Church Wardens David Forster (Signature 1) [Signature] (Name)

Janet Barrett (Signature 2) [Signature] (Name)

20/1/25 (Date)

Notes see below

Policy Statement on the Recruitment of Ex-Offenders

- 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), the PCC of St James' West End complies fully with the [DBS code of practice](#) and undertakes to treat all applicants for positions fairly.
- The PCC of St James' West End undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- The PCC can only ask an individual to provide details of convictions and cautions that The Benefice of St James' West End 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).
- The Incumbent and those recruiting on behalf of the PCC of St James' West End can only ask an individual about convictions and cautions that are not protected.
- Is committed to the fair treatment of all St James' Church West End staff and volunteers, potential staff and volunteers, or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
- The PCC has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
- The Incumbent and all recruiting on behalf of the PCC actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records.
- The Incumbent and all recruiting on behalf of the PCC 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.
- The PCC ensures that all those within the Benefice of St James' West End who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The PCC 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 least one member of any recruitment interview panel must have completed diocesan Safer Recruitment Training within the previous 3 years.



- At interview, or in a separate discussion, the Incumbent or whoever is acting on the behalf of the Incumbent and PCC 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 or voluntary position.
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Notes see below

The DBS [code of practice](#) published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed.

The code also obliges registered bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to DBS applicants at the outset of the recruitment process. This sample policy statement can be used or adapted for this purpose.

This policy statement can also be included within your organisation's equal opportunities policy.

Those who use the WDBF Safeguarding Registry as an umbrella body must provide the Registry with their own policy on the Recruitment of Ex-Offenders.

Further information about conviction information

On the 29 May 2013, legislation came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure.

- in addition, employers will no longer be able to take an individual's old and minor cautions and convictions into account when making decisions
- all cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded
- you can direct applicants to the guidance and criteria which explains the [filtering of old and minor cautions and convictions](#) which are now 'protected' so not subject to disclosure to employers

It is the policy of the WDBF that anyone who has been convicted or has accepted a caution for offences against a child and / or vulnerable adult, will not be permitted to work in a paid or voluntary position, which brings them into direct contact with children or vulnerable adults.

A person for whom there are unresolved allegations outstanding will be referred to the Diocesan Safeguarding Casework Panel and only allowed to work with children / vulnerable adults following a recommendation from the Panel and with the express permission of the Bishop.