

St Mark's Englefield
Safeguarding procedures
 Revised 28th March 2022

- **The Diocese of Oxford is working towards creating a church which is safer for everyone.** Active engagement with safeguarding training supports all those who have a role within the Church to effectively recognise and respond to possible abuse and implement best safeguarding practice. Safeguarding is everybody's responsibility.
- The Diocesan safeguarding website is easy to access. Search *safeguarding in the Diocese of Oxford* <https://www.oxford.anglican.org/support-services/safeguarding/safeguarding-training/> where you will find the handbook and all details of training necessary. Please note that in order to access the online training modules mentioned there you will need to register with the National Safeguarding Training courses portal, safeguardingtraining.cofeportal.org
- **POLICY** All parishes are required to have a policy and for members to undergo training, so that all those involved in leadership and with children and vulnerable adults know the importance of “informed vigilance” and how to respond to concerns and to follow safer recruitment procedures. The PCC reviews this policy every year and it can be obtained from the PCC Safeguarding Lead.
- **DBS CHECKS.** In our church any person who is involved with Sunday Club or taking Extended Communion or visiting in an official capacity must apply to the Disclosure and Barring Service (DBS) for clearance as having no criminal record. Our Verifier checks that all relevant people have been checked and keeps the records, reports to the PCC and advises the diocese if there is a negative disclosure.
- **SAFEGUARDING TRAINING.** A range of safeguarding training modules are a mandatory requirement by the Diocese for particular Church roles.

B= Basic Awareness
 F = Foundation Module
 L= Leadership Module
 S =Safer Recruitment Module
 D = Domestic Abuse Module
 P = Parish Safeguarding Induction

These categories replace the previous ones C0-C5 and S. Check with website if you are unsure which to take in case of 3 year renewal. The guide below might help.

Role	Essential Modules
All members undertaking any role.	B,
PCC members, Administrators, secretaries	B, F, D
Church Wardens	B, F, L
PCC Safeguarding Lead	B, F, L, S, D
Safeguarding Officer	B, F, L, S, D, P
Leaders of Activities with Children / Vulnerable Adults	B, F, L
Home Visitors	B, F
Director of Music / Music Group Leader	B, I, F, L
Choir Leader	B, I, F, L

Bell Tower Captains in direct contact with Children / Vulnerable Adults	B, I, F, L
DBS Recruiter/ Verifier	B I, F, L, S
Rector	B, I, F, L, S,

B,F,S and D are completed online at the national portal and the others are on Zoom booked online via Diocesan website. The online courses take about an hour and half involve basic information, a test and a certificate.

Safeguarding training should be refreshed every 3 years.

How to go about it :

Go to the Oxford Diocese Safeguarding website and open the section on training

- Look for the Online Courses & the Module that you need to complete according to your role
- Create an account at the National Safeguarding Training portal.

<https://safeguardingtraining.cofeportal.org/login>

If you logged in before and have forgotten your password you can request a new one

- Please detail which parish you attend.

For Training Institution please select 'Not part of a Training Institution.' It can take 24 hours to receive your log-in information to enable you to start using the module. If you do not receive email confirmation then please also check your junk mail and notifications folders.

Help is available in the parish to complete the online training from the PCC Lead on Safeguarding.

- **REPORTING CONCERNS.** Any concerns should be reported to the Parish Safeguarding Officer as soon as practicable. The person reporting should make an accurate record of what was said or happened (writing the exact words said) and noting the date, time and context of the event. This should be passed to the incumbent who will take advice from the Diocesan Safeguarding Team. In the case of historic concerns, or those involving the incumbent, a direct approach should be made to the Diocesan Safeguarding Team.
- **IN THE CASE OF A CONVICTION** the police inform any interested parties at the time. This is decided in consultation with social services and other agencies based on the severity and pattern of offending. The Police would be likely to contact the Rector of the Benefice and probably the school.
- **IMPORTANT CONTACTS**
 - **The Diocesan Head of Safeguarding, Louise Whitehead** 07391 868 478
 - **Safeguarding Casework Officer for Berkshire Rebecca Kilpatrick** 07443 700 159
 - **The Diocesan Safeguarding Team** can be contacted on 01865 208295 or e-mail safeguarding@oxford.anglican.org.
 - **Safeguarding, Training and Policy Adviser Rebecca Bullpit-Norris** 01865 587 041

Our Rector is Revd Nick Wynne-Jones, St Mark's House, Englefield, RG7 5EP.
Telephone: 0118 93033595

Our Safeguarding Officer is [Lucy Roper, 11 Burghfield Mill, Dewe Lane, Burghfield, Reading RG30 3ST. Telephone 07970 768528](#)

Our Verifier is Liz Marillier, 4 St Mark's Close, Englefield, RG7 5ES. Telephone: 0118 930 5152

Our PCC Safeguarding Lead is Carol Boulter, 47, High Street, Theale, RG7 5AH.
Telephone 0118 9303182

Churchwardens are Torquil Montague-Johnstone 0118 971 4536. Paula Fenwick 07850 603508