



The Parish of Christ Church, Creekmoor SAFEGUARDING POLICY – PROMOTING A SAFER CHURCH



'The House of Bishops requests that all dioceses, cathedrals and parishes adopt the following policy to ensure consistency across the country. The following policy was agreed at the Parochial Church Council (PCC) meeting held in September 2025. It replaces all previous versions.

In accordance with the Church of England Safeguarding Policy Christ Church, Creekmoor 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 Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor 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 health and safety policy, 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. Please see list of Safeguarding Documentation at Christ Church in Appendix 1.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

Christ Church, Creekmoor appoints **Mrs Sharon Keen** as the Parish Safeguarding Officer

Incumbent: Reverend Rachel Hawkins

Churchwardens Mrs Margaret Bossom and Mr Nigel Pouton

Date: 24th September 2025

Contacts	
Parish Safeguarding Officer	Mrs Sharon Keen - 07941 816 319
Mrs Suzy Futcher Diocesan Safeguarding Adviser 01722 411922, 07500 664800 safeguarding@salisbury.anglican.org	9am-5pm, Monday-Thursday, the first point of contact for urgent safeguarding advice.
Mr Jem (Jeremy) Carter Safeguarding Adviser 01722 411922, 07469 857888 jem.carter@salisbury.anglican.org	9am-5pm Tuesday-Friday, the first point of contact for urgent safeguarding advice.
Service provider 'thirtyone:eight'	provides cover from 5pm on Friday until 8am the following Monday – Tel 0303 0031111.

Dated	Signed	Role	Note
August 2020 PCC		Chair of PCC	as directed by House of Bishops
20 September 2020 APCM		Chair of PCC	Change of Churchwarden delete Keith Shelton add Lisa Stuart
1 February 2021 PCC		Chair of PCC	Change of DSA - Mrs Suzy Futcher replaces Mrs Heather Bland (retired)
25 March 2021 PCC		Chair of PCC	Addition of Appendix with Safeguarding Documentation
PCC approved at the meeting held on 29 September 2022		Chair of PCC	Change of Churchwardens Reviewed under updated schedule to bring in line with other Church policies
PCC approval at the meeting held on 18 th May, 2023		Chair of PCC	Change of Parish Safeguarding Officer and change of churchwardens.
PCC approval at the meeting held on 11 th July 2024		Chair of PCC in Vacancy	Change to in Vacancy and review of Supporting Docs
PCC approval at the meeting held on 21 st November 2024		Chair of PCC	Addition of Incumbent and location of paper copies of 1f and 1g
PCC approval at the meeting held on 24 th September 2025		Chair of PCC	

Appendix 1 – List of Safeguarding documentation at Christ Church

	Section	Document
0	Checklist	This list of documentation
1	Policy Statement	1 CofE Safeguarding Policy - Promoting a Safer Church 1a CCC Safeguarding Policy 1b(1) Promoting a Safer Church poster displayed at entrance to church 1b(2) Children friendly Safeguarding poster displayed in toilets 1c Church of England Parish Safeguarding Handbook – a copy of which is available on the website 1d Parish Safeguarding Checklist 1e(1) Safeguarding Event Planning Check List, filed under General/Forms/Risk Assessments, which refers to:- 1e(2) Activity Risk Assessment Template filed under General/Forms/Risk Assessments 1f Safeguarding Concern form 1g Pastoral Meeting Notes form NB paper copies of 1f and 1g are available in red folder in Café area in bookcase nearest the office
2	Recruitment & Selection	2 Safer Recruitment and People Management Guidance found at Churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance 2a The Diocese of Salisbury Safeguarding Training Matrix and DBS Matrix showing the requirements for individual roles are found at https://www.salisbury.anglican.org/workingforjustice/safeguarding/safeguarding-training/ 2b(1) Cafe Volunteers Safer Recruitment Process 2b(2) Paid Staff Safer Recruitment Process 2b(3) Volunteers needing enhanced DBS Safer Recruitment Process 2c Employee Application form 2d(1) Cafe Volunteer Application form 2d(2) Volunteers needing Enhanced DBS Application form 2e Employee Reference form 2e(1) Employee Reference form 2f(1) Café Volunteer Reference form 2f(2) Volunteers needing Enhanced DBS Reference form 2g(1) Employee Induction Training Checklist 2g(2) Volunteer Induction Training Checklist 2h(1) Church of England Confidential Declaration 2h(2) Church of England Confidential Declaration Form Privacy Notice NB For each recruitment at least one member of the panel is required to have attended Safer Recruitment and People Management Training within the last 3 years. 2i DBS Process for PCC members and churchwarden 2j Trustee Eligibility and Fit and Proper Persons Declaration -Jan 2019-1
3	Training & Induction	3 CofE Safeguarding Training Development Safeguarding Training is undertaken according to role. The Church of England offers Basic Awareness and Foundation Course, both of which may be done online. Progression from Basic to Foundation is recommended. The Leadership Course in safeguarding is a 3-hour safeguarding module for people who carry leadership responsibilities in parishes. It will help participants understand

		how to respond to serious safeguarding concerns, the importance of proper recording and working in partnership with others. Safeguarding Training must be updated every 3 years. DBS checks are redone every 3 years or on change of role.
4	Staff Responsibilities	Trustees (PCC) must do a minimum Safeguarding Basic Awareness and Foundation The Minister meets regularly with Churchwardens, Lay Pastoral Assistants, and the Parish Safeguarding Officer to review any pastoral concerns or safeguarding issues. PSO and Minister are first point of contact. We have access to Diocesan Safeguarding Adviser for further support.
5	Reporting Procedures	5 DoS Safeguarding flowchart describes procedures (Diocese of Salisbury) All staff, Lay Pastoral Assistants and Volunteer workers are briefed
6	Useful Contacts See...	1 CofE Safeguarding Policy 1b(1) Promoting Safer Church poster – displayed at entrance to church
7	Other points to note	Policies are reviewed on an annual basis unless major updates are issued from Church of England or for example changes to Employment Law. A statement says when the policy was adopted and a table at the end of the policy annotates updates signed off by the Chair of the PCC