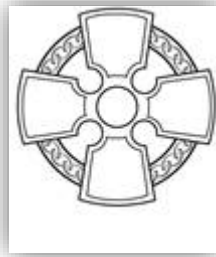

INTRODUCTION TO SAFEGUARDING



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Glossary

Acronym	Description
DBS	Disclosure and Barring Service
EC	European Commission
GP	General Practitioner
ICT	Information and Communications Technology
IICSA	Independent Inquiry into Child Sexual Abuse
IT	Information Technology
MAC	Ministry or Mission Area Council
PCC	Parochial Church Council
PTO	Permission to Officiate

Introduction to Safeguarding Guidance

The Church in Wales promotes and encourages safer practice in the work undertaken with children and adults at risk. The Church aims to create and maintain an organisational culture that reflects the importance of safeguarding children and adults at risk. The welfare of children and adults at risk is at all times paramount and takes precedence over all other considerations. Safeguarding is part of our core faith and an integral feature of Christian life in our churches.

What is safeguarding?

Safeguarding means preventing and protecting children and adults at risk from abuse or neglect and educating those around them to recognise the signs and dangers. Safeguarding includes protecting children and adults at risk from abuse and maltreatment, preventing harm to their health or development, ensuring children grow up with the provision of safe and effective care, and taking action to enable all children and adults at risk to have the best outcomes.

Safeguarding in the Church

Churches open their doors to everyone and can be called upon to help at any time, particularly in a crisis. It is important that all people within the Church are trained to know how to work confidently and effectively with children and adults at risk. Expert guidance is needed, particularly when an allegation of abuse is raised or a concern arises. Although churches are not regulated in the same way as statutory organisations, they are expected to follow the principles and duties laid out within the Wales Safeguarding Procedures. In addition, the Church is accountable to the Charity Commission as part of the voluntary or 'third sector'. The Charity Commission requires every organisation that works with children, to have a safeguarding policy.

The Church in Wales sets a clear expectation that all clergy, staff and volunteers are familiar with and understand the Safeguarding Policy and related guidance. Further, it is expected that they follow the professional advice of the Provincial Safeguarding Officers. Failure to do so may not only create safeguarding-related risk, but it may also call into question a church's insurance arrangements. Where their advice has not been followed, the Provincial Safeguarding Officers will report the matter to the Provincial Safeguarding Panel. Panel may require that the Diocesan Bishop, Incumbent or other employer remove an individual from working with children or adults at risk. Further, the Disciplinary Tribunal of the Church in Wales shall have power to hear and determine a complaint, whensoever it arises, of a failure to comply with advice from the Provincial Safeguarding Panel without reasonable excuse.

Duty of care

Any organisation that has contact or works with children and adults at risk has a duty of care to ensure that these particular groups of people are properly cared for and protected. This duty of care is particularly important for churches because churches welcome everyone and require adults and children to work together in close proximity, such as Sunday school sessions, pastoral care, prayer ministry and holiday clubs.

Safeguarding Governance

Safeguarding in the Church in Wales is governed by the Safeguarding Committee. This Committee reports to the Standing Committee of the Governing Body in relation to the

adoption and implementation of the Safeguarding principles, standards and the Church in Wales Safeguarding Policy [NEW Safeguarding Policy - GB approved Nov 2020.pdf](#). Several workstreams report to the Committee that are led and directed by the Provincial Safeguarding Team (PST). The Provincial Safeguarding Panel provides quality assurance of the work of the Provincial Safeguarding Team, in particular its response to casework. The Panel have access to all casework and process to fulfill this function. It also acts as a source of expert advice to support the PST with complex cases. Further, the Panel are able to provide recommendations to all clergy on safeguarding matters and the required response. A Triage meeting operates on a periodic, usually monthly basis, to provide the forum for discussion of cases where joint-working and information-sharing is required by staff within the Provincial Safeguarding Team, Legal Department and the People Services department. This allows an effective response for cases that require co-ordination across these disciplines.

The PST work closely with colleagues across the dioceses with specific responsibilities laid out for provincial and diocesan safeguarding roles. These responsibilities are detailed at Appendix A – Provincial Safeguarding Team Responsibilities & Appendix B – Diocesan Safeguarding Responsibilities.

Safeguarding Principles

In meeting its duty to safeguard and protect children and adults at risk, the Church will adopt the following general principles of safeguarding.

Adopt a preventative approach – be alert to the potential or suspected abuse or risk of abuse or harm and seek care and support before a problem escalates.

Listen to the voice of the child or adult at risk – listen to the wishes, needs and well-being of children and adults at risk.

Share information - share appropriate information and have direct access to advice to discuss any safeguarding concerns.

Multi-agency working - work with statutory and voluntary agencies in a co-operative way to safeguard and promote the well-being of children and adults at risk.

Safeguarding standards

The Church in Wales will address the following standards to deliver effective safeguarding.

Safeguarding Policy - adopt a formal, working safeguarding policy.

Developing Safeguarding Awareness and Training – deliver effective safeguarding training.

Safer Recruitment - adopt a safer recruitment policy for paid and voluntary workers.

Management of Workers – appropriately manage, supervise, and support all workers.

Working Safely - adopt safe working practice, carrying out appropriate risk assessments for organised activities.

Communicating effectively - know how to talk with, listen and relate to children and adults at risk with whom they come into contact.

Responding to Concerns - develop awareness of abuse and be able to recognise possible signs and symptoms to respond appropriately.

Pastoral Care - ensure pastoral care and support is available to all those affected by abuse.

Managing those who pose a risk - supervise and manage those who pose a risk to others.

Working in partnership – work collaboratively to ensure appropriate safeguarding procedures,

processes and guidance are in place.

Legislation and Wales Safeguarding Procedures

[The Social Services and Well-being \(Wales\) Act 2014](#) provides the legal framework for improving the well-being of people who need care and support. The Act is made up of 11 Parts with Part 7 relating to Safeguarding specifically. An easy-to-follow guide to the Act is provided by Social Care Wales at <https://socialcare.wales/hub/sswbact>. This legislation provides the framework for Safeguarding in Wales.

Accompanying the Act, the Welsh Government has published statutory safeguarding guidance [Working Together to Safeguard People](#).

The Wales Safeguarding Procedures have been designed to enable the application of the legislative requirements and expectations of the Social Services and Well-being (Wales) Act 2014. The aim is to improve person-centred outcomes for adults at risk of abuse and neglect and children at risk. The Procedures are found at <https://www.safeguarding.wales/>

The procedures also recognise other relevant legislation, guidance and protocols. For example, the [Domestic Abuse \(Violence against Women, Domestic Abuse and Sexual Violence \(Wales\) Act 2015](#).

Safeguarding - Definitions

Children

The Social Services and Well-being (Wales) Act 2014 and accompanying guidance define a 'child' as a person who is aged under 18.

Adults at Risk

The Social Services and Well-being (Wales) Act 2014 defines an adult at risk as being an adult who: - (a) is experiencing or is at risk of abuse or neglect; (b) has needs for care and support (whether or not the local authority is meeting any of those needs); and (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

A child at risk

The Social Services and Well-being (Wales) Act 2014 defines a child at risk as a child who: - is experiencing or is at risk of abuse, neglect or other kinds of harm; or has needs for care and support (whether or not the local authority is meeting any of those needs).

It is important to note: the use of the term 'at risk' means that actual abuse or neglect does not need to occur, rather early interventions to protect a child at risk should be considered to prevent actual harm, abuse and neglect.

Harm is:

- ill treatment this includes physical abuse, sexual abuse, neglect, emotional abuse and psychological abuse, financial abuse.
- the impairment of physical or mental health (including that suffered from seeing or hearing another person suffer ill treatment).
- the impairment of physical intellectual, emotional, social or behavioural development (including that suffered from seeing or hearing another person suffer ill treatment).

Significant harm

Concerns about likely or actual significant harm to a child is the threshold for initiating safeguarding enquiries by the Local Authority [s47 enquiries under the Children Act 1989]

There is no statutory definition of significant harm. Therefore, practitioners must consider:

'Where the question of whether harm is significant turns on the child's health or development, the child's health or development is to be compared with that which could reasonably be expected of a similar child (Section 31(9), Children Act 1989.)'

Signs of Abuse

Child Abuse - The Wales Safeguarding Procedures give many examples of the signs of different forms of child abuse. The guidance can be found here - <https://www.safeguarding.wales/chi/cp/c1p.p2.html>

Some common signs that there may be something concerning happening in a child's life include:

- unexplained changes in behaviour or personality
- becoming withdrawn
- seeming anxious
- becoming uncharacteristically aggressive
- lacks social skills and has few friends if any
- poor bond or relationship with a parent
- knowledge of adult issues inappropriate for their age
- running away or going missing
- always choosing to wear clothes which cover their body.

These signs don't necessarily mean that a child is being abused, there could be other things happening in their life which are affecting their behaviour. You may also notice some concerning behaviour from adults who you know have children in their care, which makes you concerned for the child/children's safety and wellbeing.

Adult Abuse - The Wales Safeguarding Procedures give many examples of the signs of different forms of abuse of adults. The guidance can be found here - <https://www.safeguarding.wales/adu/ap/a1p.p2.html>

Roles of statutory organisations (Local Authority and Police)

Children - The Social Services and Wellbeing Act (Wales) 2014 sets out at section 130(4)

the definition of a child at risk (as outlined above). It further sets out that when a child has been reported under section 130 of the 2014 Act, the local authority must consider whether there are grounds for carrying out an investigation under section 47 of the Children Act 1989. Section 47 requires that where a local authority has reasonable cause to suspect that a child "is suffering, or is likely to suffer, significant harm" the local authority shall make or cause to be made such enquires as it considers necessary to enable it to decide whether it should take any action to safeguard or promote the child's welfare.

Adults at Risk – The Social Services and Wellbeing Act (Wales) 2014 sets out at Section 126 (2):- "If a local authority has reasonable cause to suspect that a person within its area (whether or not ordinarily resident there) is an adult at risk, it must:- (a) make (or cause to be made) whatever enquiries it thinks necessary to enable it to decide whether any action should be taken (whether under this Act or otherwise) and, if so, what and by whom; and (b) decide whether any such action should be taken."

When to report a safeguarding concern to Police:

The Wales Safeguarding Procedures explains- If a member of the public or practitioner has reasonable cause to suspect that a child, including an unborn child, is at risk the report must be made as soon as possible to the local authority. However, if there are immediate concerns about a child's safety or a criminal offence against a child, they must contact the emergency services without delay to protect the child/children from the risk of serious harm.

Appendix A

Provincial Safeguarding Team responsibilities

Director of Safeguarding – key responsibilities:

- Provide leadership for the work of the Provincial Safeguarding Team;
- Ensure that appropriate arrangements are made to support and listen to survivors of abuse;
- Ensure that the safeguarding policy, procedures and operating protocols are comprehensive and regularly reviewed and updated to reflect lessons learned from casework and formal reviews in the Church in Wales and other faith organisations;
- Be an ambassador for excellence in safeguarding practice and culture;
- Ensure that the safeguarding training team design and deliver a comprehensive suite of regularly updated and refreshed, peer-reviewed, casework-informed training modules;
- Ensure that the Church in Wales learns from and makes changes as a result of externally produced reports, including IICSA;
- Build strong working relationships across the Church in Wales and other organisations;
- Work closely with the Director of HR to ensure that policies are in place to ensure that safer recruitment practices are implemented for all;
- Work with the Director of HR to ensure that, when managing allegations against employees and office holders, best practice is observed in the application of policies and processes;
- Be the principal officer supporting the work of the safeguarding governance committees including the Provincial Safeguarding Panel and advocating that safeguarding features on all governance agendas;
- Make arrangements for regular and robust external audit of safeguarding casework practice, policies and procedures.

Safeguarding Manager – key responsibilities:

- Lead the team of provincial safeguarding officers ensuring:
that the advice they give, the casework they undertake, the reports they write and the interactions they have with statutory agencies and other faith-based organisations is of high quality and conforms with best practice and, in the case of written reports, conform with the standards expected for admission of evidence in court;
that work is carried out in compliance with the Wales Safeguarding Procedures;
- Ensure that professional supervision arrangements are in place for all those carrying out casework;

- To ensure that information held by the safeguarding team is stored securely and that appropriate systems are in place for casework management and that information is held in a form where it may easily be accessed and cross referenced;
- Ensure that survivors of abuse are signposted to available support;
- Be responsible for the development of the content, and effective communication of the Provincial Safeguarding policy and supporting guidance, ensuring that it is updated regularly to include new legislative and best practice requirements as well as new advice developed in response to new situations or unanticipated questions;
- Contribute to the audit of casework practice and the implementation of safeguarding policies and procedures within Dioceses;
- Working with the Director of Safeguarding and safeguarding trainers, contribute to the development of a suite of safeguarding training material to be delivered within the Church in Wales. This would include the embedding of learning from casework, audit, review and recommendations into a continuous learning culture to improve the response to safeguarding;
- Work with other members of the Provincial Office team to ensure the effective management of adverse Disclosure and Barring checks;
- Undertake specific projects in relation to changes in recommended practice or in connection with national enquiries;

Provincial Safeguarding Officer – key responsibilities:

This role is undertaken by a team of three members of staff who though working provincially, primarily fulfil the responsibilities for a pair of dioceses each, these being – Brecon and St Asaph; Llandaff and Monmouth; St Davids and Swansea & Brecon.

- Deal with all safeguarding concerns and allegations within the Province;
- Receive reports and keep appropriate records of safeguarding concerns/ allegations regarding the abuse of children, young people and vulnerable adults;
- Assess information and determine, in conjunction with the Safeguarding Manager, whether there is a risk to children, young people and vulnerable adults;
- Be responsible in consultation with the Safeguarding Manager for referral to, and liaison with, the appropriate authorities and be able to write and present reports on sensitive case material;
- Ensure that all aspects of the Church in Wales' Safeguarding Policies and Procedures are communicated and implemented;
- Assist in the provision of appropriate support, continuous improvement and safeguarding knowledge for all Church in Wales staff;
- Attend all appropriate Provincial meetings and, if required, prepare and present reports;
- Liaise with Bishops and Senior Clergy on a range of safeguarding matters and, provide support, advice and information in relation to specific casework issues that may arise;
- Assist the Director of Safeguarding in future development of the service;
- Assist and contribute to the regular review and updating of policies and procedures as necessary.

Safeguarding Engagement and Assurance Officer – key responsibilities:

In order to effectively implement the structure of diocesan safeguarding key responsibilities and gain assurance that they are being undertaken, there is a need for a continuous process of education, guidance, support and audit activity. This role would be performed by employed staff of the Provincial Safeguarding Team. They would be line-managed by the Director of Safeguarding, however, they would work closely with the dioceses to undertake their key responsibilities. The results of the engagement and audit activity would be communicated to Bishops' Offices, Archdeacons, Ministry Area Leaders and Councils to assist their role of providing leadership and direction in promoting a safe church within their geographical areas.

- engage with clergy, lay people and employed staff throughout the Church in Wales to promote safeguarding best practice, understanding of policies and procedures, information and education for safeguarding roles, responsibilities and requirements;
- co-ordinate regular safeguarding audit activity within the province, diocese and ministry areas in liaison with the Director of Safeguarding. This would include
 - that records of clergy, licenced lay ministers, lay people and employees are maintained at the relevant provincial, diocesan or ministry area level to enable a prompt response to enquiries and enable tracking of safer recruitment compliance, and safeguarding training;
 - that personnel files, including clergy files, are maintained to record information in relation to blemished criminal records checks and/or safeguarding concerns, on the advice of a provincial safeguarding officer;
 - implementation of safeguarding agreements to monitor and contribute to managing risk, including a comprehensive handover of risk management and safeguarding for new clergy;
 - that an “activity risk assessment” is completed and reviewed regularly for each activity, which is associated with either children or adults at risk, and run in the name of the Church;
 - any hire agreement with any person/body wishing to hire church premises must contain a provision whereby the person/body hiring the premises agrees to comply with the relevant safeguarding guidance.
- consider information and themes from quality assurance processes e.g. lessons learnt reviews, independent audits and file audits to make recommendations to improve safeguarding arrangements.

Lead Safeguarding Trainer – key responsibilities:

- To deliver excellent safeguarding training across the Church in Wales:
 - Appropriate for learners' context and needs;
 - Sensitive to personal issues which training may bring up for those being trained; responding appropriately to any disclosures or distress;
 - Differentiating between the levels of responsibility the learners have for safeguarding in practice;
 - Respecting prior learning and experience;
 - Working with volunteers, employees and clergy as appropriate, encouraging a collaborative approach;
 - In diverse venues and contexts across the Wales;
 - Relating the training to the wider mission and life of the Church.

- To develop, a suite of training packages tailored to the different roles within the Church in Wales:
 - Working closely with the safeguarding team;
 - Drawing on best practice within safeguarding training and adult education promoting a 'culture of attentiveness';
 - Using to best effect online and distance learning technologies;
 - Gathering and evaluating feedback in order to ensure continued improvement in the delivery and content of the packages;
 - Supporting and disseminating the Church in Wales safeguarding policy, helping people understand how to apply it in their context.
- To act as a supportive member of the Safeguarding Training Team contributing to an ethos of collaboration and continual improvement;
- To keep up to date with developments:
 - in the Church in Wales' Safeguarding Policy, safeguarding good practice and relevant legislation, and ensure that these are reflected in training;
 - in teaching, adult education, and ICT.

Safeguarding Trainer – key responsibilities:

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 - Appropriate for learners' context and needs;
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 - Differentiating between the levels of responsibility the learners have for safeguarding in practice;
 - Respecting prior learning and experience;
 - Working with volunteers, employees and clergy as appropriate, encouraging a collaborative approach;
 - In diverse venues and contexts across the Wales;
 - Relating the training to the wider mission and life of the Church.
- To contribute to the development, in collaboration with the Director of Safeguarding and Lead Safeguarding Trainer, a suite of training packages tailored to the different roles within the Church in Wales:
- To assist in the continuous improvement culture within the Church in Wales to provide an effective link between training, safeguarding policies, guidance, and casework.
- To keep up to date with developments:
 - in the Church in Wales Safeguarding Policy, safeguarding good practice and relevant legislation, and ensure that these are reflected in training
 - in teaching, adult education, and ICT.
- To develop and maintain good relationships with appropriate staff in the six dioceses.

Safeguarding Administrator – key responsibilities:

- Providing general administrative support to the Provincial Safeguarding Team including:

- Undertaking administrative tasks relating to the monitoring of implementation and updating of safeguarding policy and procedures.
 - Ensuring that casework and training databases remain accurate and up-to-date, interrogating those databases and compiling relevant reports, and liaising with the Communications & Technology Team on developing and populating appropriate new databases.
 - Assisting internal and external auditors with access to relevant records.
 - contributing to content management of safeguarding pages on the Church in Wales website.
 - participating in and taking minutes of department and project meetings.
- Providing efficient administration to facilitate the full range of delivery of safeguarding training including by:
 - Responding to training enquiries, managing the booking process for training and issuing invitations
 - Ensuring that events and resources are promoted in a timely manner and working with others to raise awareness of the importance of safeguarding training.
 - Ensuring that all records are kept up-to-date, and suitably stored and shared.
 - Sourcing and booking appropriate venues for face-to-face training delivery.
 - Providing administrative support for web-based training and resources, including administration of online meetings via *Zoom/Microsoft Teams*.
 - Collecting, collating and reporting on feedback from all training events and contributing to analysis of ongoing training needs across the Church.
 - Contributing to production of high-quality materials and resources to support online and face-to-face learning.
- Participating in meetings of relevant safeguarding committees and groups (including the Safeguarding Panel, Safeguarding Committee and staff 'triage' group) by:
 - Preparing and distributing agendas and papers.
 - Sourcing and booking venues for face-to-face meetings and coordinating meetings by videoconference.
 - Managing and supporting attendance and participation in face-to-face and virtual meetings.
 - Taking and distributing minutes of meetings in consultation with the meeting chair.
 - Liaising with colleagues to ensure that actions arising from these meetings are followed up.

Appendix B

Diocesan responsibilities

Lead Bishop for Safeguarding - Key Responsibilities:

- provide provincial leadership and direction in promoting a safe church;
- communicate and promote key safeguarding messages both inside and outside the Church in Wales, in consultation with the Provincial Safeguarding Team and Safeguarding Committee;
- engage the Bench of Bishops, Governing Body and Safeguarding Committee in supporting safeguarding strategy, policy, guidance and training;
- participate as ex officio member of the Safeguarding Committee;
- engage with the Director of Safeguarding in key policy and practice developments;
- represent the Church in Wales in relevant ecumenical safeguarding activity;
- support Church in Wales participation in The Anglican Communion Safe Church Commission.

The following responsibilities can be addressed by Safeguarding Committee with the Lead Bishop for safeguarding's participation at committee meetings –

- support the work of the Provincial Discernment Panel in ensuring that the discernment process is consistent with safer recruitment principles;
- support and encourage close working relationships between those responsible for Healing and Deliverance Ministry and the Provincial Safeguarding Team;
- support the role of St Padarn's Institute in promoting safeguarding through the provision of theological education.

Diocesan Bishop - Key responsibilities:

- in consultation with the Lead Bishop for Safeguarding, communicate and promote key safeguarding messages both inside and outside the Church in Wales
- provide diocesan leadership and direction in promoting a safe church. Through leadership and communication, this would include setting an expectation that:
 - the Provincial Safeguarding Policy and associated guidance has been adopted throughout the diocese;
 - the safeguarding responsibilities as detailed in this document are fulfilled within the diocese, including Ministry Area/Mission Areas, cathedrals and churches;
 - the diocese provides arrangements to support survivors of abuse;
 - diocesan arrangements are consistent with safer recruitment principles;
 - all clergy (including those with PTO), licensed lay ministers and other church officers and lay people who have contact with children and/or adults at risk participate in regular safeguarding training;
 - safeguarding is a standing agenda item at Bishop's Senior Staff Meetings and that the provincial safeguarding officers are able to attend meetings, as required;

- encourage and support the safeguarding role of Archdeacons, including their role in the management of serious safeguarding concerns in relation to clergy, church officers and others in positions of trust; and monitoring as part of the Archdeacons' responsibilities and visitations;
- when required, support the resolution of safeguarding matters which might arise through safeguarding casework, lessons learned reviews, audits or investigation of complaints. This would include implementing recommendations from the provincial safeguarding team and safeguarding panel without undue delay;
- discharge his/her legal duties to have regard for safeguarding in the authorisations of ministers and the exercise of discipline. This would include:
 - where satisfied, directing a priest or deacon who has authority to officiate in the diocese to undergo a risk assessment;
 - considering the suspension of any priest or deacon holding any preferment in the diocese if, on the basis of advice provided by a provincial safeguarding officer, the relevant individual presents a safeguarding risk;
 - in cases involving a churchwarden, a MAC member, a secretary or treasurer of a MAC, a member of a church committee, a licensed reader or lay worker, considering suspension where the individual involved has been arrested on suspicion of committing an offence mentioned in Schedule 1 of the Children and Young Persons Act 1933 (or charged without having been arrested) or if the bishop is satisfied that an individual represents a safeguarding risk on advice provided by a provincial safeguarding officer.

Diocesan Safeguarding co-ordination:

These responsibilities are suitable for a member of the Bishop's senior staff team or the Diocesan Secretary's senior staff team and require the support of both Bishop and Diocesan Secretary and the authority to operate across the Diocese.

Key Responsibilities:

- represent the diocese in providing relevant updates at the Safeguarding Committee;
- to advise the Director of Safeguarding if a safeguarding matter is not being dealt with properly by the provincial safeguarding team or other church body;
- maintain a diocesan central record of clergy and licensed lay ministers to enable a prompt response to enquiries and enable tracking of DBS compliance, renewals and safeguarding training.

NB - Diocesan Board of Finance - Provide appropriate insurance to cover for all activities undertaken in the name of the diocese which involve children and adults at risk.

Archdeacon - Key responsibilities:

- in liaison with the diocesan Bishop, communicate and promote key safeguarding messages across the diocese;
- provide leadership and direction in promoting a safe church within Ministry / Mission Areas. Through leadership and communication, this would include:

- adherence to the Provincial Safeguarding Policy and associated guidance by all parts of the diocese;
- compliance with Church in Wales safer recruitment practices and safeguarding training expectations for all paid and volunteer roles within the Diocese;
- safe practice in relation to all activities and events in the Diocese, including through the use of risk assessments;
- effective safeguarding handovers on change of priest in charge, in liaison with the Ministry / Mission Area Council.
- work closely with the provincial safeguarding team in the handling of serious safeguarding situations which relate to allegations against clergy and church officers;
- during their annual visitation ensuring that ministry / mission areas (MACs and clergy) are adhering to good safeguarding practice;

Ministry / Mission Area Council (MAC) – key responsibilities:

- raise awareness of safeguarding for all in the church community, by promoting safeguarding training, safer recruitment, and safe working practices;
- adopt the Church in Wales Safeguarding Policy and practice guidance. This would include displaying a formal statement of adoption of the Safeguarding policy statement within churches. This should be signed on behalf of the MAC;
- create an environment, which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently;
- appoint appropriately experienced designated Safeguarding Officer(s) to work with the Ministry / Mission Area Leader. This should be a lay person. It cannot be a cleric or anyone related to them. In addition to Safeguarding Officers, the MAC may consider a role to assist with co-ordination or administration support for Ministry / Mission Area Leaders and Safeguarding Officers. This support role could be performed by any person.
- provide leadership in promoting a safe church within their Ministry / Mission Areas. This would include:
 - maintaining ministry area records of lay people that have a role with children and/or adults at risk to enable a prompt response to enquiries and enable tracking of DBS compliance, renewals and safeguarding training;
 - effective handover of safeguarding information on change of chair of MAC, ministry area leader or priests in charge;
 - any hire agreement with any person/body wishing to hire church premises must contain a provision whereby the person/body hiring the premises agrees to comply with the relevant safeguarding guidance.
- comply with all data protection legislation especially in regard to storing information about any paid and unpaid workers and any safeguarding records.

Ministry / Mission Area Leader (supported by other Clerics and Churchwardens within the Ministry / Mission Area) – key responsibilities;

- provide leadership and direction in promoting a safe church within their Ministry / Mission Area. Through leadership and communication, this would include

- that all church officers who work with children, young people and/or adults at risk are: recruited following the Safer Recruitment guidance; aware of and work to safeguarding guidance (includes both policies and practice guidance); attend safeguarding training at least every three years;
- that an “activity risk assessment” is completed and reviewed regularly for each activity, which is associated with either children or adults at risk, and run in the name of the Church;
- that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the provincial safeguarding officer;
- effective handover of safeguarding information on change of cleric / priest in charge or churchwarden.
- deal promptly with safeguarding allegations or suspicions of abuse in accordance with the relevant policy and practice guidance and in consultation with the provincial safeguarding team;
- comply with all data protection legislation especially in regard to storing information about any paid and unpaid workers and any safeguarding record.

Ministry / Mission Area Safeguarding Officer (MASO) – key responsibilities:

This role is suitable for a lay person with good pastoral and organisational skills, an understanding of confidentiality and ideally experience of working with children and/or adults at risk, preferably in the context of safeguarding. The listed role and responsibilities can be carried out by either an individual covering a whole ministry / mission area, or by a team of officers, delegated to a geographical area, individual parishes, or large churches. The list of responsibilities are also those that need to be addressed within cathedrals.

- work closely with the ministry area leader and other clergy to advise and support on safeguarding matters, including safe practices in activities relating to children and adults at risk;
- receive, with the ministry area leader, concerns about children or adults in the area and make sure that proper advice is sought and referrals are made, thereby maintaining contact with the Provincial Safeguarding Officer (PSO) for the diocese;
- report all matters relating to concerns and allegations of abuse against clergy and church officers, in liaison with the ministry area leader, to the provincial safeguarding officer who will liaise with the statutory agencies, as required. Concerns about the ministry area leader should be raised directly with the PSO; NB – Urgent, out of office hours safeguarding referrals should be made directly to statutory authorities, and the PSO informed of the urgent referral;
- contribute to managing persons that may pose a safeguarding risk, including registered sex-offenders, known to be in the church community. This would include the notification of any such persons to the PSO, and effective implementation of Safeguarding Agreements;
- promote compliance with safer recruitment practice. This would include supporting a process within the ministry area for DBS checking, relevant identity checks and validating information provided by applicants;

- assist in the completion of safeguarding self-assessments and audits as required;
- the following responsibility may be performed by the ministry / mission area safeguarding officer –
Someone whom children, young people and adults at risk know they could talk to about any problems, if they so wish.