

All Saints Parish Church Wokingham **Safeguarding Vulnerable Adults & Children Policy**

All Saints Church is the Church of England congregation serving the parish of Wokingham, All Saints, in the Diocese of Oxford

A) Our Parish Statement of Commitment to Children, Young People and Vulnerable Adults follows the Principles of the Church of England House of Bishops' Policy for Safeguarding Children & Young People and Vulnerable Adults, as below.

NB: Children & Young People and Vulnerable adults will be referred to as “vulnerable persons” on occasion in this document.

Every person has a value and dignity which comes directly from their creation in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

Principles

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children and all adults
- The safeguarding and protection of all children, young people and adults when they are vulnerable
- The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.
- Carefully selecting and training all those with any responsibility within the Church, in line with safer recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.
- Respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed or put at risk of harm, co-operating with the police and local authority in any investigation.
- Working with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.
- Challenge any abuse of power, especially by anyone in a position of trust.
- Offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

In all these principles we will follow legislation, guidance and recognised good practice.

B) Our Parish Safeguarding Team

The Appointing Body

The Rector: The Revd Hannah Higginson
Kathryn Pelling
Judi Arnold
Emilie Ellis

One or more members of this group interviews, and confirms the appointment of, all new recruits, whether paid or unpaid, working with vulnerable persons.

Joint Parish Safeguarding Coordinators/Officers (Representatives)

Kathryn Pelling

Responsible for implementing this Policy and supporting volunteers working with vulnerable persons

Appointing Body Nominees

Kathryn Pelling

Ensure that the formal processes are completed, and act as point of liaisons between the parish and the diocese.

Children's Advocate

Kathryn Pelling

A named independent person that children are encouraged to talk to if they have worries. Available for contact by people who are concerned about a child or young person or about the behaviour of an adult.

Approved Parish Representative (Verifier)

Kathryn Pelling

Responsible for verifying the identity of applicants as part of the Disclosure and Barring Service (DBS) process.

Approved Parish Representative (Recruiter)

The Rector – Revd Hannah Higginson

Retains the Confidential Declarations in a secure place, and has access to the record of DBS disclosures. He / she will also be the Recruiter and to whom all outcomes of DBS checks are referred to in the first instance.

C) Our Safeguarding Children and Vulnerable Adult Policy Statement

1. We are committed to implementing the Church of England House of Bishops' Safeguarding policy and the diocesan procedures as set out in the **Safeguarding e-manual** <https://www.churchofengland.org/safeguarding/safeguarding-e-manual> **Safer Environment and Activities (2019); and Safer Recruitment and People Management Guidance (2021).**

2. We are committed to the safeguarding, care and nurture of the children & vulnerable adults within our church community.
3. We will carefully select and train ordained and lay ministers, volunteers and paid workers with children and young people and vulnerable adults using the Disclosure and Barring Service to check the background of each person.
4. We will respond without delay to every complaint made that a child, young person or vulnerable adult for whom we are responsible may have been harmed or put at risk of harm.
5. We will fully cooperate with statutory agencies during any investigation they make into allegations concerning a member of the church community.
6. We will seek to offer informed pastoral care to any child, young person or adult who has suffered abuse, or signposting to appropriate support and care for any child, young person or adult who has suffered abuse.
7. We will care for and supervise any member of our church community known to have offended against a child or vulnerable adult.
8. We will review this policy annually, and, as part of this, check that all our procedures, including the DBS database and records are up to date (including use of the 'Parish Safeguarding Dashboard and Hub'). We will also ensure all volunteers have received the appropriate training and refresher training within the timescales laid down (every three years)

D) Our Policy Statement on Recruitment and DBS Disclosures

1. This Parish is committed to the recognition of each person's skills, experience and qualifications. We shall attempt to ensure that these are fully considered in the recruitment and appointment of paid staff and volunteers.
2. We shall assess all positions (whether for paid staff or volunteers) in order to determine whether a Disclosure is required from the Disclosure and Barring Service and, if so, at what level. For those positions requiring a Disclosure, we shall indicate in any advertisement (or other information about the position) the level of Disclosure and make clear that any offer of position will be subject to the receipt of satisfactory Disclosure information.
3. Where a position involves a Disclosure, we shall encourage all applicants invited to an interview to provide details of any criminal record before the interview.
4. We shall obtain Disclosures through the diocesan-recommended Umbrella Body, Access Personal Checking Service Ltd (APCS) or Thirtyone:Eight.
5. If APCS or Thirtyone:Eight advises that a Disclosure contains information relevant to the position, we shall notify and work with the Diocesan Safeguarding Adviser (Charlotte Wilmshurst) to assess the risks and agree a course of action.
6. We shall follow Diocesan guidance on the re-submission of applications for Disclosure.
7. We shall ensure that Disclosure information is passed only to those entitled to receive it.
8. We are committed to the fair and sensitive use of Disclosure information. We shall refer to the Diocese any complaints about the Disclosure process or the accuracy of Disclosure information so that appropriate action can be taken; this may involve the use of the formal complaints procedure.
9. In dealing with all matters relating to Disclosure, we shall comply with the Disclosure and Barring Service Code of Practice (including guidance relating to the 'Rehabilitation of Offenders Act 1974). We shall also comply with Diocesan policies and follow Diocesan procedures and guidance.

E) Parish Agreement with the Access Personal Checking Services Ltd (APCS) and Thirtyone:Eight

DBS disclosures are obtained through APCS, an Umbrella Body recommended by the Diocese. As an interim process from October 2025 DBS disclosures are obtained via the Oxford Diocese and Thirtyone:Eight.

F) Our policy Statement on Safeguarding Training

1. This parish is committed to the Church of England's [Safeguarding Learning and Development Framework 2021](#),
2. The Church of England have developed Core (C) issue based and Toolkit pathways which are mandatory for particular church officer positions.

3. Our parish will designate one person to ensure all church officers appointed by the parish attend the required safeguarding training modules appropriate to their roles. This person shall be the Safeguarding Officer, Kathryn Pelling.
4. This designated person will keep a record of all safeguarding training completed.

G) Procedure for Appointing of Workers with Children, Young People and Vulnerable Adults, Paid and Voluntary

1. We will follow the Safer Recruitment and People Management Guidance (2021)
2. All prospective worker, paid or voluntary are asked to complete a Volunteer Application form, a Volunteer Agreement form and are given a role description.
3. They will be given a copy of the Summary Safeguarding Policy (by email or in hard copy) and asked to read it and abide by it. They will be referred to the Diocesan website for the complete policy, procedures, and requirements for good practice. www.oxford.anglican.org
4. DBS disclosure application at enhanced level will be required for all workers with children, young people and vulnerable adults, and for volunteers in some mixed groups of children and adults where activities are conducted together and in line with Oxford Diocese guidance.
5. All prospective workers, paid or voluntary, will be interviewed at an appropriate level.
6. References will be taken up.
7. The appointment of a prospective worker, paid or voluntary, will be approved by the Parochial Church Council and recorded in its minutes.
8. Children and Vulnerable Adult's workers will be required to complete safeguarding training within six months of their appointment. They will be given opportunities to meet together with a leader to discuss work programmes and areas of concern including issues relating to discipline. This must be renewed every three years.

H) Managing and Monitoring our Safeguarding Vulnerable Adults and Children Policy

1. The PCC appoints a member to monitor our compliance in practice with our policies and procedures who will report to the PCC at least annually. (Parish Safeguarding Officer)
2. The PCC appoints a sub-committee to oversee the appointing process for workers with vulnerable people, both paid and voluntary ("the Appointing Body") and a member of it to act as the Appointing Body Nominee.
3. The PCC comprehensively reviews its Safeguarding Policy annually.
4. The PCC annually adopts and publishes its Safeguarding Children Policy Statement. Publishing will include posting a signed Summary on the church website and on notice-

boards in all its properties including the church porch, bell-tower, choir vestry, clergy vestry, Cornerstone front foyer, Cornerstone Hall, Cornerstone rear foyer, De Vitre Room.

5. The PCC adopts as its Policy on good safeguarding practice the Bishop of Oxford's Good Practice Guides for Church Workers with Children and Young People & Vulnerable Adults and ensures that all children, young people's and vulnerable adult workers are familiar with its contents on appointment and subsequent revisions.
6. The PCC requires every group which provides activities for children, young people, or including children and young people as part of mixed age activities, to appoint a leader or leading member to be responsible for ensuring the group complies with this policy; who will liaise with the Parish Safeguarding Officer
7. The PCC provides for every children and vulnerable peoples' worker a full electronic or printed copy of this Policy and the Bishop of Oxford's Good Practice Guides for Church Workers with Children and Young People and Vulnerable Adults; and for every church group which works with or includes children and vulnerable people access to online versions or full printed copy of this Policy, the Bishop of Oxford's Good Practice Guides_ and access to an online or printed copy of the Diocese of Oxford 's Safeguarding Handbook for the Protection of Children and Vulnerable Adults.
8. The PCC provides for every church group which works with or includes children, young people and vulnerable adults a checklist of documents required to implement our Safeguarding Policy.

l) Key contacts

If you have information about a safeguarding situation where a child or adult is in immediate danger, or requires immediate medical attention, call emergency services on 999. Thames Valley Police 0845 8505 505

Wokingham Borough Council

Concern about a Child (9 - 5 Mon to Fri) **0118 908 8002**

Concern about an Adult **0300 365 1234**

Either Adult or Child at other times (including weekends and Bank holidays) **01344 786543**

All Saints Parish Safeguarding Coordinators, and Verifiers

Kathryn Pelling: Tel: 07800 595174 Email: kathrynpelling@allsaintswokingham.org.uk

All Saints Children's Advocate

Kathryn Pelling: Email: kathrynpelling@allsaintswokingham.org.uk

**Diocese of Oxford Safeguarding Adviser
Berkshire Area
Charlotte Wilmshurst
Tel: 07443 700159
Email: Charlotte.Wilmshurst@oxford.anglican.org
Web: www.oxford.anglican.org/safeguarding**

**Diocese of Oxford Safeguarding Referrals
Email: safeguardingreferrals@oxford.anglican.org
In working hours:
Tel: 01865 208295
Out of Hours: Thirtyone:eight (partner organisation)
Tel: 03030 031111**

**Diocese of Oxford Safeguarding Training Officer
Rebecca Norris-Bulpitt
Tel: 01865 587041
Email: rebecca.norris-bulpitt@oxford.anglican.org**

**Diocese of Oxford Safeguarding Administrator
Linda Carpenter
Tel: 01865 208267
Email: linda.carpenter@oxford.anglican.org**

**The Rector of All Saints Wokingham
Revd Hannah Higginson Email: hannah@allsaintswokingham.org.uk**

**Approved Parish Representative (Verifier)
Kathryn Pelling Tel: 07800 595174, Email: kathrynpelling@allsaintswokingham.org.uk)**

**Parish Appointing Body Members
The Rector: The Revd Hannah Higginson (Recruiter)
Parish Safeguarding Officer: Kathryn Pelling - contact details above
Judi Arnold
Emilie Ellis**

I) Church reference details

Name of the church: All Saints Parish Church, Wokingham, Berkshire (hereafter, "All Saints")
Location: Wiltshire Road, Wokingham. Postcode of location for emergency services: RG40 1TN
Postal address: Parish Office, The Cornerstone, Norreys Avenue, Wokingham, RG40 1UE
Telephone contact: 0118 9792797 (Parish Administrator)
Denominational details: Church of England, Diocese of Oxford (Reading Episcopal Area)
Email: parishoffice@allsaintswokingham.org.uk Website: www.allsaintswokingham.org.uk
Incumbent priest (Rector): Revd Hannah Higginson

Approved Date: 3rd December 2025
All Saints Parochial Church Council Wokingham

**DIOCESAN CONTACTS
FOR URGENT AND
CONFIDENTIAL
SAFEGUARDING
MATTERS**