

## SAFEGUARDING NEWSLETTER – SPRING 2021

### NEW SAFEGUARDING TEAM STRUCTURE

The Safeguarding Team have moved away from a geographical area allocation of work in order to provide better support to parishes and to balance out workloads. A triage system has been set up and a duty team member will deal with all enquiries and issues that arise on a daily rotational basis. The contact details are- Team email: [safeguarding@leeds.anglican.org](mailto:safeguarding@leeds.anglican.org) / Office number: 0113 353 0257

We would also like to take this opportunity to introduce two new members to the safeguarding team. Nikki Rose who is the assistant DSA and Alex Robertshaw-Seery who is our new trainer (see below for contact details).

### TRAINING

All face to face safeguarding training is still cancelled in line with government advice due to Covid-19. Basic (C0) and Foundation (C1) safeguarding training can be completed online at the [safeguarding training portal](#). Up to date information on all our safeguarding training courses and information on how to book a place can be found at <https://www.leeds.anglican.org/safe-training>.

For training enquiries and booking information, please email [safeguardingtraining@leeds.anglican.org](mailto:safeguardingtraining@leeds.anglican.org)

### SAFER RECRUITMENT OF VOLUNTEERS

The Safeguarding Team would like to re-iterate the importance of safe recruitment for all volunteers whether paid or unpaid in parishes. This includes elected roles, which is particularly important at this time of year. We would like to remind you that all volunteers are required to complete a confidential declaration form and recommend they are renewed annually for good safeguarding practice. The full policy and practice guidance can be accessed via this link <https://www.leeds.anglican.org/safe-dbs>

The Safeguarding Team suggests familiarising yourself with this guidance to ensure you are adhering to the House of Bishops Policy.

### PCR2 UPDATE

The second review of safeguarding past cases (PCR2) was commissioned by the Archbishop's Council and began in 2019 when Bishop Nick wrote to every parish in the Diocese to make you aware of the Review and to ask you to check that all safeguarding concerns about the behaviours of any parish officer, lay or clergy, employee or volunteer, towards children or adults, both current and historic, had been notified to the Diocesan Safeguarding Advisers.

We are delighted to report, that over a period of time, every parish has responded to this request and we would like to offer our grateful thanks to incumbents and PCCs and everyone who has responded. All queries

or questions, and all concerns raised by you, have been/are being dealt with according to the practice guidance. This exercise made demands on both parishes and Safeguarding Advisers, who continue to deal with day-to-day casework, but are now dealing with additional historic allegations of abuse.

The PCR2 Reference Group was set up in line with the practice guidance and has met on four occasions. Its role is to ensure robust risk management of the Review Process, and to ensure support for anyone impacted by this work, specifically to ensure that those who have survived abuse are appropriately supported and cared for. Notes of the meetings and details of the Terms of Reference, the Project Plan and the policy for supporting those surviving abuse can be found on the safeguarding pages of the Diocesan website.

Three part-time Independent Reviewers began the work of reviewing files, but the Covid pandemic has caused work to start and stop throughout the year. At the end of 2020, approximately one third of the files in scope had been reviewed.

The Review was expected to conclude by March 2021, but because of the unavoidable delays, is likely to run on through much of 2021. What is important is that the Review continues as thoroughly as it has begun, in order to respond to historic allegations and ensure those who have survived abuse are properly cared for.

## **SAFEGUARDING DASHBOARD**

Safeguarding Dashboard has gone live following a six-week successful trial with 10 churches and a cathedral located throughout the diocese. Due to the positive feedback, the Diocese of Leeds has invested in this new tool, which we are confident will be of great assistance. This is a tool designed specifically to assist Parish Safeguarding Officers with their safeguarding responsibilities. Safeguarding Dashboard is designed to make life simpler. It displays a clear and simple dashboard on a mobile phone, tablet or computer. The home page allows the safeguarding officer, incumbent, churchwardens and other authorised users to see the status of compliance at a glance. Green lights bring reassurance that all is well; amber means that action is needed, and red means it is urgent. The feedback has been overwhelmingly positive with comments such as-

- I have found it a useful tool in helping me in my role as a PSO and I particularly like the fact that it generates an action plan to work from.
- It gives me confidence and reassurance in my role as Safeguarding Officer.
- I think it is a very useful tool and will certainly assist me as PSO, the Vicar and PCC to be satisfied that we are on track and keeping on top of our responsibilities.
- I think this will be a great help to parishes and PSO's, as they can see/check easily what is covered and what needs to be done. It will also be of help when people step down and new people step into the roles, as it will be very easy and clear for them to see what the status is.
- I am pleased with the Dashboard. It's a great tool to make sure you have dotted all the i's and crossed all the t's which are so easily missed. I loved the structured approach and the ability to print off reports.

An introductory email explaining this new system has been sent out to all PSO's and all those who will be added as viewers such as Churchwardens and Incumbents. We believe this to be an extremely easy to use tool and would encourage all PSO's to accept their invitation and to start using this system. It will help you!

The attached video link clearly demonstrate how Dashboards work. <https://vimeo.com/315725141>

In each deanery area, we will be looking to set up a Safeguarding Dashboard Champion to assist and encourage the use of this system with other PSO's in your area. If you feel that you have grasped the system quickly and are an advocate of it, we would be grateful if you could contact the safeguarding team, so we can highlight whom the Dashboard Champions are to go to for each Could we ask that all incumbents to advise Nicola Thurlow ([nicola.thurlow@leeds.anglican.org](mailto:nicola.thurlow@leeds.anglican.org)) of any changes of roles, supplying up-to-date names and email addresses to ensure that all of our databases are kept up-to-date, this is particularly important as Dashboard is rolled out.

## POCKET SAFEGUARDING GUIDE

At the end of this newsletter, there is a tear off slip for those who wish to keep a safeguarding pocket guide with them for useful contacts. We are unable to provide the cards that we hand out in training due to covid and the cancellation of face-to-face contact. We hope to have the contact cards available once again when we are in a position to have face-to-face training.

### CHILD OR ADULT IS AT IMMEDIATE RISK – WHAT TO DO

If a child or adult is at *immediate* risk of significant harm, in the first instance you should always contact [your local social services team](#) or local police (call 999). You must then inform the Safeguarding Team

### OUT OF HOURS ADVICE

A DSA will usually be available between 09.00 and 17.00, Monday to Friday. Please see below for contact details of the DSAs. If you require URGENT safeguarding advice outside these hours, or if you are unable to speak to a DSA, then please contact your Archdeacon. If they are unavailable then you must contact any of the Archdeacons in the Diocese of Leeds.

### ALL SAFEGUARDING ENQUIRIES

Please note the change of contact numbers for the Diocesan Safeguarding Team. This should be your first point of contact for reporting issues or making enquiries.

Team email: [safeguarding@leeds.anglican.org](mailto:safeguarding@leeds.anglican.org)

**Office number: 0113 353 0257**



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[Alex Robertshaw-Seery](#)

Safeguarding Training Officer  
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**Please tear off to keep**

# Pocket Safeguarding Guide

If a child or adult is at immediate risk of significant harm, in the first instance you should contact your local social services team or police. You must then inform your Diocesan Safeguarding Adviser.

**FOR GENERAL SAFEGUARDING ENQUIRIES PLEASE CALL 0113 353 0257**

Team email: [safeguarding@leeds.anglican.org](mailto:safeguarding@leeds.anglican.org)

Your Local Council (Children and Adults): see the Safeguarding page of the [diocesan website](#) for a full list of in and out of hours contact numbers.

Contact details of the person who YOU NEED TO CONTACT IN AN EMERGENCY

Name:  
Tel:  
Mobile  
Email

Police: 999 if emergency

Police: 101 non emergency

## What to do if...

**You have concerns about possible abuse (including allegations):**

1. in an emergency, call emergency services 999
2. otherwise, consult the person to whom you are responsible
3. decide whether to seek advice or to make an immediate referral to police or social care
4. always contact the Diocesan Safeguarding Adviser
5. **keep a record of what happened, your concerns and your actions**
6. tell your parish priest
7. only tell others who need to know

**A child, young person or adult wishes to disclose they have been abused:**

1. listen, keep listening, do not question or investigate
2. do not promise confidentiality; tell them we need to share this
3. assure them they are not to blame
4. tell them what you are going to do and that they will be told what happens
5. make careful notes of what is said, record dates, times, events and when you are told

6. report it to the person to whom you are responsible and your priest or Diocesan Safeguarding Adviser
7. only tell those who need to know

#### **Things to remember:**

1. treat everyone with respect, setting a positive example for others
2. respect personal space and privacy
3. ensure any actions cannot be misrepresented by someone else
4. challenge unacceptable behaviour
5. do not put anyone, including yourself, in a vulnerable or compromising situation and ensure that you are never alone with a child or a group of children
6. do not have inappropriate physical or verbal contact with others
7. you must not keep allegations or suspected abuse secret
8. safeguarding good practice applies when using social media – don't send offensive messages and be careful what you download
9. it is inappropriate to contact a child directly through personal messaging and/or social media