



SAFEGUARDING NEWSLETTER – SUMMER 2020

NEW SAFEGUARDING TEAM STRUCTURE

The Safeguarding Team has moved away from a geographical area allocation of work to a casework system in order to provide improved 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. Queries will either be answered directly or diverted to the appropriate person. You will only need to call one number and access one email for safeguarding advice. The Safeguarding Advisers welcome this opportunity to get to know all the Episcopal Areas and to develop our relationships across the Diocese.

Team email: safeguarding@leeds.anglican.org

Office number: 0113 353 0257

Please can we ask you to update all your safeguarding paperwork with the new team office number and email. This new contact information should be amended on both notice boards and parish websites. New posters have been sent to you via email.

Carla, Jenny and Narinder can also be contacted on their mobiles and email addresses - (details below). The DSAs remain available between 09.00 and 17.00, Monday to Friday. Advice on what action to take outside these hours is on the safeguarding section of the Diocesan website.

Please note: Gail O'Neill remains responsible for DBS checks and the organisation of training courses. If you have a safeguarding enquiry that does not require the assistance of a Safeguarding Adviser (e.g. DBS - or training) please contact Gail directly on gail.oneill@leeds.anglican.org or call 0113 3530204 to speak to Gail.

We are excited to inform you that the Safeguarding Team has recently recruited two new members of staff: a part-time Assistant DSA who will be working across four days to support the team and a temporary trainer to assist for the next 6 months with the backlog of training. We look forward to welcoming them both to the Team and the Diocese of Leeds. They are due to start work in September so more details will follow.

SAFER RECRUITMENT

The Safeguarding Team would like to re-iterate the importance of safer recruitment for all volunteers whether paid or unpaid in parishes. We would like to remind you that all volunteers are required to complete a confidential declaration form and this should be renewed annually. The full policy and practice guidance can be accessed via this link <https://www.leeds.anglican.org/safe-dbs>. The Safeguarding Team suggests that, if you are not familiar with it, you familiarise yourself with this guidance to ensure you are adhering to the House of Bishops Policy.

It is important that this policy is followed in order to ensure that we are promoting our churches as safe environments for all who visit. We appreciate that parishes are under pressure from all areas at the moment but we cannot stress enough how important it is to follow safeguarding guidance. We need to take all reasonable steps to prevent those who might harm children or adults from taking on positions of respect, responsibility or authority in our Churches. Sadly this does happen and more frequently than anyone would like, which is why we are highlighting this guidance again. Please contact the Team if you need support or guidance.

TRAINING

All face to face safeguarding training is cancelled in line with government advice due to Covid-19. We are aware that this may cause a problem for some clergy, Readers and church officers who need to complete it. Normal arrangements mean that clergy and church officers are required to keep their safeguarding training up to date. However, where a clergy person, a Reader or church officer has not been able to undertake the appropriate safeguarding training because of cancellations due to Covid-19, this will constitute a cogent reason for not doing so under the House of Bishops Guidance. In the interim period, we are asking you to complete the E-Learning basic and foundation courses until training restarts. E-learning can be accessed via the Training section on our website <https://www.leeds.anglican.org/safe-training>

We will shortly be commencing the new Zoom C2 Leadership training and, as mentioned above we have recruited a new trainer to assist us in delivering this. This will enable us to make progress with Leadership training whilst COVID-19 restrictions are in place.

SAFETY GUIDELINES

The Safeguarding Team has received a number of calls from clergy who have been contacted by malicious callers, particularly someone wanting to meet up alone with female clergy. We would like to re-iterate the importance of keeping safe and not putting yourself in harm's way by arranging to meet someone. If you are concerned about a call that you have received, please contact the Safeguarding Team on the generic email or telephone number above and also inform your Archdeacon. Do not agree to meet anyone if you are not happy about the conversation or the call. Always seek advice from the DSA or an Archdeacon.

If you are meeting people in the parish particularly for the first time consider taking someone with you. Consider setting up a buddy system with someone so they know your plans for the day and think about asking your 'buddy' to call you 10 minutes into any meeting to check that you are ok and feel comfortable with them. Have a predetermined code word ready in case you want to summon help.

Lone working out and about

- Know as much as possible about any potential risky situation – avoid putting yourself at risk.
- Consider carrying a personal safety alarm.
- Always carry a mobile phone and ensure it is charged.
- Give some thought before you arrive as to what exit strategies you could use if you felt uncomfortable or threatened.
- Conduct your own risk assessment on the doorstep before you enter unknown places. If you feel at all uncomfortable or unsure, make an excuse and leave. Trust your instincts.
- Be mindful of the fact that if you are entering someone else's territory, your presence there may be unwanted and/or pose a threat.
- As you enter an unknown location, make a note of how the door opens so that you can leave quickly, if necessary.

- Give the person you are meeting an idea of how long the meeting will take and try to adhere to this.
- Let someone else know where you are going and when you will be back i.e. Inform a colleague of your intended movements for that day, keep your calendar up-to-date with your meetings. Arrange a simple system for reporting safe return – i.e., a text or phone call.
- Park safely and as close to the destination as possible.

Further information can be obtained from the Suzy Lamplugh Trust <https://www.suzylamplugh.org/>

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 101). 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

Office number: 0113 353 0257



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