ST FAITH'S
DORSTONE
ANCIENT GROUND, LIVING FAITH

St Faith's Church, Dorstone
Herefordshire HR3 6AW
dorstonechurch.org

PAROCHIAL CHURCH COUNCIL · POLICY

Safeguarding policy

This policy's references to the Church of England's national guidance were brought up to date in November 2026, after the Church withdrew its Parish Safeguarding Handbook and moved its guidance to the Safeguarding Gateway, for the PCC to confirm at its next review.

Policy	1. Safeguarding
Applies to	The Parochial Church Council of St Faith's, Dorstone, its members, officers, volunteers and anyone acting on its behalf
Responsible officer	Parish Safeguarding Officer, with the incumbent and churchwardens
Based on	The Church of England's safeguarding policy *Promoting a Safer Church* and the House of Bishops' Codes of Practice and safeguarding guidance, as published on the Church's Safeguarding Gateway; the Safeguarding (Code of Practice) Measure 2021; Diocese of Hereford parish safeguarding checklist
Adopted by the PCC	16 September 2026, minute 5.3
Next review	Before the 2027 annual parochial church meeting (reviewed annually, as part of the safeguarding report to the APCM)

Part A: Statement of adoption

The Parochial Church Council of St Faith's, Dorstone, in the Diocese of Hereford, has adopted the Church of England's House of Bishops' safeguarding policy statement "Promoting a Safer Church" and undertakes to comply with the Safeguarding Codes of Practice issued by the House of Bishops and to have due regard to all other House of Bishops' safeguarding policy and practice guidance.

In line with that policy, the PCC 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 and survivors of abuse and for other affected persons; caring pastorally for those who are the subject of concerns or allegations of abuse and for other affected persons; and responding to those who may pose a present risk to others.

The PCC has appointed Bruce Dowell as Parish Safeguarding Officer. Any safeguarding concern should be raised with the Parish Safeguarding Officer or the incumbent, or directly with the Diocesan Safeguarding Officer. If someone is in immediate danger, call the police on 999.

- **Parish Safeguarding Officer:** Bruce Dowell, safeguarding@dorstonechurch.org

- **Priest-in-charge:** the Revd Vicki Burrows, vicki@abbeydoredeanery.org
- **Diocesan Safeguarding Officer:** Lisa Anderson, 07999 028076, safeguarding@hereford.anglican.org

Part B: Parish safeguarding procedure

B1. Responsibilities

- The PCC as a body is responsible for safeguarding in the parish. It adopts this policy, appoints the Parish Safeguarding Officer, ensures that the requirements below are met, receives a safeguarding report at least twice a year and presents a safeguarding report to the annual parochial church meeting that states whether the PCC has complied with the Safeguarding Codes of Practice and had due regard to the other House of Bishops' guidance.
- The Parish Safeguarding Officer is a lay person, is not the incumbent or the incumbent's partner and is the first point of contact for concerns. The PSO keeps the parish safeguarding records, maintains the Parish Safeguarding Dashboard and action plan, coordinates DBS checks and training and reports to the PCC.
- The incumbent shares responsibility for safeguarding with the PCC, works with the PSO and ensures that concerns are referred to the Diocesan Safeguarding Officer.
- Every church officer (anyone appointed by or on behalf of the church to a role, paid or unpaid, including PCC members, churchwardens, sidespeople, bellringers, flower arrangers, those who visit on behalf of the church and those who help with events) must be aware of this policy, complete the training appropriate to their role and report any concern.

B2. Safer recruitment

Anyone taking on a role that involves work with children, young people or vulnerable adults, whether paid or voluntary, is recruited in accordance with the House of Bishops' Safer Recruitment and People Management Code of Practice: a role description; an application form or equivalent; two references; the Church of England Confidential Declaration form; a conversation with the person; an enhanced DBS check with barred list check where the role is eligible; and a record of the appointment. PCC members complete a Confidential Declaration and a basic DBS check (enhanced where the PCC sponsors work with children or vulnerable adults), together with the Church's Trustee Eligibility and Fit and Proper Persons Declaration. Any disclosed information is risk-assessed by the Diocesan Safeguarding Officer before the person takes up the role. DBS checks are renewed every three years. The diocesan safer recruitment page provides the forms and role description templates.

B3. Training

All church officers, including every PCC member, complete the Church of England Basic Awareness safeguarding course. Churchwardens, PCC members and anyone with safeguarding responsibility or regular contact with children or vulnerable adults also complete the Foundation course. The incumbent, licensed ministers and the PSO complete the Leadership course, and those who recruit complete Safer Recruitment Awareness. Training is refreshed every three years. The PSO keeps a record of who has completed what and when.

B4. Responding to a concern or allegation

1. If someone is in immediate danger or needs urgent medical attention, call 999. Do not delay emergency action while seeking advice from the church.
2. Listen carefully and take the person seriously. Do not promise confidentiality; explain that the concern must be passed on. Do not investigate, do not question the person beyond what is needed to understand the concern and do not contact the person the concern is about.
3. Report the concern to the Parish Safeguarding Officer or the incumbent without delay, and in any event within 24 hours. If neither can be reached, contact the Diocesan Safeguarding Officer directly, Herefordshire Council's children's or adults' safeguarding team or the police.
4. The PSO or incumbent informs the Diocesan Safeguarding Officer within 24 hours. The DSO decides, in accordance with the Codes of Practice, whether and how to refer the matter to statutory agencies and manages any allegation against a church officer.
5. Make a written record as soon as possible: what was said, in the person's own words where possible; the date, time, place and who was present; what action was taken; sign and date it. Records are kept securely by the PSO and shared only with those who need to know.

Concerns about the behaviour of the incumbent, the PSO or a churchwarden are reported directly to the Diocesan Safeguarding Officer. Anyone who reports a concern in good faith will be supported and will not be treated less favourably for having done so.

B5. Managing risk

Any person known to present a risk to children or vulnerable adults who wishes to worship in the parish is managed under a safeguarding agreement drawn up with the Diocesan Safeguarding Officer. Every activity involving children or vulnerable adults has a written risk assessment, kept by the PSO. Where the church is hired to outside groups whose activities involve children or vulnerable adults, the hiring agreement includes the diocesan safeguarding clause requiring the hirer to have its own safeguarding policy.

B6. Information and display

The signed statement of adoption, the diocesan regional safeguarding contacts poster and the contact details of the PSO and Diocesan Safeguarding Officer are displayed in the church porch. The same information, with a link to the Church of England's safeguarding policy, is published on the front page of the parish website and the A Church Near You page. Safeguarding records are kept in accordance with the Church's data protection guidance and are handed to the archdeacon or DSO for safe keeping during a vacancy.

B7. Review

The PSO reports to the PCC at least twice a year. The PCC reviews this policy, the Parish Safeguarding Dashboard action plan and the record of DBS checks and training each year before the APCM, and reports to the APCM each year, as the Church of England's safeguarding guidance asks.

This is the policy the PCC adopted on 16 September 2026, with the contact details published on the website. It is also at dorstonechurch.org/policies, where any later revision will appear first.