

The Parish of St. John the Evangelist, Northington, Hampshire (The Church)
Safeguarding Children, Young People and Vulnerable Adults
Policy and Procedures

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Safeguarding Policy Statement

The following policy statement was agreed at the Parochial Church Council (PCC) meeting held on.....

This parochial church council has adopted the Church of England Safeguarding Policies and Practice Guidance. In particular our church 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/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

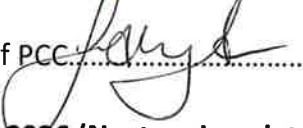
- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Manager (DSM) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Following advice from the Diocesan Safeguarding Manager, support and manage the safe involvement of any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy; the Church of England safeguarding policies and practice guidance; and the procedures/guidelines established by this church.

This church appoints Jane Bryant as the Parish Safeguarding Officer

Incumbent Jennifer Wright

Churchwarden.....  Lord Mark Ashburton (Date:.....)

Signed on behalf of PCC  (Incumbent) Date 05/08/2026

Last updated: July 2026 (Next review date: June 2027)

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Useful diocese resources:

- <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/parish-safeguardingresources>
- <https://www.churchofengland.org/safeguarding/policy-practice-guidance/templates-andresources>
- https://www.churchofengland.org/sites/default/files/2019-11/safer-environment-and-activitiesoct19_0.pdf

The Parish of St. John the Evangelist, Northington, Hampshire

Safeguarding Children, Young People and Vulnerable Adults Policy and Procedures

ANNEX 1: The Code of Safer Working Practice

The Code of Safer Working Practice expresses our commitment to demonstrating God's love by placing the highest priority on the safety of those to whom we minister. It sets out what we expect from anyone who ministers in our church, in both paid or voluntary roles, and is one of the ways we ensure high standards of safeguarding in all we do.

Upholding the Code

All members of staff and volunteers are expected to report any breaches of this code to the Parish Safeguarding Officer. Staff and volunteers who breach this code may be subject to disciplinary procedures or asked to leave their role. Serious breaches may also result in a referral made to the relevant statutory agency.

All those working on behalf of the parish with children, young people and adults must:

- Treat all individuals with respect and dignity;
- Respect people's rights to personal privacy;
- Ensure that their own language, tone of voice and body language are respectful;
- Ensure that children, young people and adults know who they can talk to about a personal concern;
- Record and report any concerns about a child, young person or adult and/or the behaviour of another worker with their activity leader and/or the Parish Safeguarding Officer. All written records should be signed and dated;
- Obtain written consent for any photographs or videos to be taken, shown, displayed or stored.

In addition, those working with children and young people must:

- Always aim to work with or within sight of another adult;
- Ensure another adult is informed if a child needs to be taken to the toilet;
- Respond warmly to a child who needs comforting but make sure there are other adults around;
- Ensure that the child and parents are aware of any activity that requires physical contact and of its nature before the activity takes place.

All those working on behalf of the parish with children, young people and adults must not:

- Use any form of physical punishment;
- Be sexually suggestive about or to an individual;
- Scapegoat, ridicule or reject an individual or group;
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying;

- Show favouritism to any one individual or group;
- Allow an individual to involve them in excessive attention seeking;
- Allow unknown adults access to children, young people and adults who may be vulnerable. Visitors should always be accompanied by an approved person;

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- Allow strangers to give lifts to children, young people and adults who may be vulnerable in the group;
- Befriend children, young people and adults who may be vulnerable on social media;
- Take photographs on personal phones or cameras as this means that images are stored on personal devices.

In addition, for children and young people, must not:

- Give lifts to children you are supervising, on their own or your own (unless there are exceptional circumstances e.g. in an emergency for medical reasons or where parents fail to collect a child and no other arrangements can be made to take a child home. In such situations, the circumstances and your decision must be recorded and shared with an appropriate person at the earliest opportunity);
- Smoke or drink alcohol in the presence of children and young people, except when this is a social situation with family members/carers present, eg a parish party¹
- Arrange social occasions with children and young people (other than events which also include family members/carers) outside organised group occasions.

Acceptable Touch

Sympathetic attention, encouragement and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, can be wholly appropriate. However, abusers can use touch that appears safe to 'normalise' physical contact which then becomes abusive. As a general rule, the use of touch between adults in positions of responsibility and those with whom they are working or volunteering should be initiated by the person themselves, and kept to the minimum. In addition to this, always follow the guidelines below:

- Ask permission before you touch someone;
- Allow the other person to determine the degree of touch except in exceptional circumstances (e.g. when they need medical attention);
- Avoid any physical contact that is or could be construed as sexual, abusive or offensive;
- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors;
- Touch should be in response to a person's needs and not related to the worker's needs. Touch should be age appropriate, welcome and generally initiated by the child, not the worker.

The Church also recognizes that safeguarding issues can trigger memories of historic abuse for adults. The helpline for the National Association of People Abused in Childhood is 0808 801

¹ For the avoidance of doubt this document does not apply to church services, including Holy Communion.

0331 and their website is <http://napac.org.uk/>. Statutory guidance on safeguarding can be found here: <https://www.gov.uk/government/publications/working-together-to-safeguard-children>



THE CHURCH
OF ENGLAND

Church of St John the Evangelist, Northington (the Church) Safeguarding Children, Young People and Adults at Risk Policy and Procedures

Annex 2: Handling of Disclosure and Barring Service (DBS) certificate information

1. General principles

As an organisation using the DBS checking service to help assess the suitability of applicants for positions of trust, the Church will comply fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

Also it will comply fully with its obligations under the Data Protection Act 1998/2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information.

2. Storage and access

Certificate information will be kept securely, in lockable containers with access strictly controlled and limited to those who are entitled to see it as part of their duties. The Vestry safe is the nominated secure place.

3. Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorized to receive it in the course of their duties. We will maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

4. Usage

Certificate information will be used only for the specific purpose for which it was requested and for which the applicant's full consent has been given.

5. Retention

Once a recruitment (or other relevant) decision has been made, we will not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

6. Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was granted, the unique reference number of the certificates and the details of the recruitment decision taken.

Church of St John the Evangelist, Northington (the Church) Safeguarding Children, Young People and Adults at Risk Policy and Procedures

ANNEX 3: Photograph policy & permission form

Introduction

The Church may use images of children and young people to illustrate church activities. No images will be used which could be considered to put any child or young person at risk. At a private event such as a wedding this policy will be transmitted to the organizers. Through this policy we aim to respect children and young people, and their parents' rights of privacy and minimize the risks to which children and young people can be exposed through the misuse of images. The policy takes account of both data protection and safeguarding issues.

Data Protection

Photographs and video images of children and young people are classed as personal data under the terms of the Data Protection Act 2018. We will not use images of identifiable individuals for publicity purposes without the consent of a parent, guardian or carer. In seeking consent we will ensure that parents are clear why we are using a young person's image, what we are using it for, and who might want to look at the pictures. All images will be stored securely and used only by those who are authorized to do so.

Safeguarding

We will only use images of children and young people in suitable dress. Individual children and young people will not be named in conjunction with their image.

Website

We will adopt the same principles as outlined above when publishing images on the internet as we would for any other kind of publication or publicity material. However, we recognise that there is no control over who may access images, and consequently there is a greater risk of misuse of images via the internet. We will therefore give specific consideration to the suitability of images for use on the website and in social media.

- Where children and young people can be identified from photographs used, their names will not be given
- Children and young people will only be photographed in appropriate clothing
- Most images will show children and young people in groups rather than individually

External photographers and events

If the Church invites or permits an external photographer to take photographs within the church, we will:

- Provide a clear brief for the photographer about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification which must be worn at all times.
- Let children, young people and parents know that a photographer will be in attendance at an event and ensure they have signed the consent form.
- Not allow unsupervised access to children and young people or one-to-one photo sessions at events. At private events these actions become the responsibility of the organizing individuals.

The same conditions apply to filming or video-recording of events. Please note that photographs taken by journalists are currently exempt from the Data Protection Act.

Photography and Recording During Services and Public Events

The Church recognises that photographs and video recordings may often be taken during services and church events in order to reflect and promote the life and ministry of the Church community.

Photography, filming and livestreaming may take place during:

- regular acts of worship
- baptisms, weddings and funerals
- concerts and community events
- festivals and special services
- church social activities

Where photography or recording is taking place, St John's will take reasonable steps to ensure that all attendees are aware. This may include:

- notices displayed at church entrances
- notices in service sheets or event programmes
- verbal announcements before or during the event
- information on the Church website or social media

St John's will seek to use images respectfully and appropriately and will avoid:

- naming children in photographs
- using close-up or individual images of children without specific parental consent
- images which may place children, young people or adults at risk
- intrusive or inappropriate photography

Most published images will show groups of people participating in church activities rather than individuals. Any person who does not wish to appear in photographs or recordings will be invited to inform a Churchwarden, the Parish Safeguarding Officer, or the event organiser wherever possible. The Church will make reasonable efforts to respect such requests, including:

- identifying seating areas outside camera range where practical
- avoiding focused images of those individuals
- editing or removing images where appropriate and feasible

Special consideration will always be given to:

- children
- young people
- adults at risk
- fostered or adopted children
- individuals subject to safeguarding concerns

Where children are featured prominently or are the main subject of an image, parental or guardian consent will normally be obtained in advance. Livestreaming and online publication will be undertaken in a manner that minimises safeguarding risks. Cameras will, where possible, focus primarily on clergy, readers, musicians and those leading worship rather than the congregation.

CHURCH OF ST JOHN THE EVANGELIST, NORTHINGTON (the Church)
PHOTOGRAPH PERMISSION FORM

a) For use with parents/carers of individual children/young people

SUBJECT'S NAME:

ADDRESS:

This permission document will cover the full period that your child is engaged with the Church.

If you wish to amend your permission in future please inform the Church in writing.

I give permission for my child individually or within a group to be photographed or videoed at the Church events and activities and for these images to be used in publicity material and other promotional documents. My child is happy to be included in photographs.

Signed Parent/Carer

Name

Date:

b) For use with parents/carers of children in school time

Occasionally, we take photographs/film of the pupils in our Church Schools for use on our Diocesan websites, e-newsletters or in other publications that we produce. To comply with the Data Protection Act 1998, we need the permission of parents/guardians/carers in order to use any photograph or film of children for promotional purposes. You are receiving this form as we would like to use an image/film of your child

If you are happy for us to use the photograph/film for the purposes outlined below please answer questions 1 and 2 below, and sign and date the form where shown.

Name of child..... School.....Year Group.....

(Please circle your answer)

- May we use a photograph or film for Diocesan websites, e-newsletters and other printed publications or short film that we produce for promotional purposes (this may include publication by parishes and the wider Diocese)? **Yes/No**
- Are you happy for your child to also appear in the media? **Yes / No** ○ Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. ○ Please note that terms and conditions are on the back of this form. This agreement will apply for 3 years from the date of signature.
- I have read and understood the conditions of use on the reverse of this form.

• Signed: Parent /Guardian Date:

Name of Signatory:

* The word image is used here to include photographs, digital photographs, webcam, film and video recordings.

Church of St John the Evangelist, Northington (the Church)
Safeguarding Children, Young People and Adults at Risk
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Annex 4: Social Media Policy Statement

Social media is a collective term for websites and applications that enable users to create and share content and participate in social networking. The best-known platforms are Facebook, Instagram, Twitter, TikTok and YouTube, but the term also covers online forums and blogs, as well as less wellknown applications. When used well, social media is an effective means of connecting with people and offers a number of opportunities for the church. These opportunities are not without risks, but working within the following guidelines and using the same common sense, kindness and sound judgement that we would use in a face-to-face encounter, will help us to engage well with our church and communities.

- The Church of St John's Northington will endeavour to work in ways which make the digital world safer, kinder, honest, respectful and accountable, respecting confidentiality, copyright, data protection and legal frameworks.
 - The Church of St John's Northington will adhere to the Church of England's guidelines and Winchester Diocese's guidelines in our use of social media and the best practice guidelines.
 - The Church of St John's Northington will also adhere to the guidelines set out in the House of Bishops' Parish Safeguarding Handbook, section 12 and the Safer Environments and Activities Guidance, section 4.4, and will adhere to the Diocese of Winchester's Safeguarding Policy, which includes not publishing images of young people online without written parental permission. Any safeguarding concerns that arise will be reported to the Parish Safeguarding Officer and Diocesan Safeguarding Manager. Please contact the Diocesan Safeguarding Team at safeguarding@winchesterdiocese.org if you have any questions.
 - All church officers¹ are made aware of the best practice guidance on the use of social media, as above.
 - When discussing topics relating to the Church of England or the Diocese of Winchester, all church officers must be clear about who they are and use their real name, and adhere to the guidelines above.
 - The incumbent is ultimately responsible for the views and content shared on the parish's social media account. Any posts that could be considered controversial must therefore be approved by the incumbent or the PCC before publishing.

The PCC has reviewed and approved the use of social media by The Church of St John's Northington

Approved by PCC meeting of: [15th July 2026]

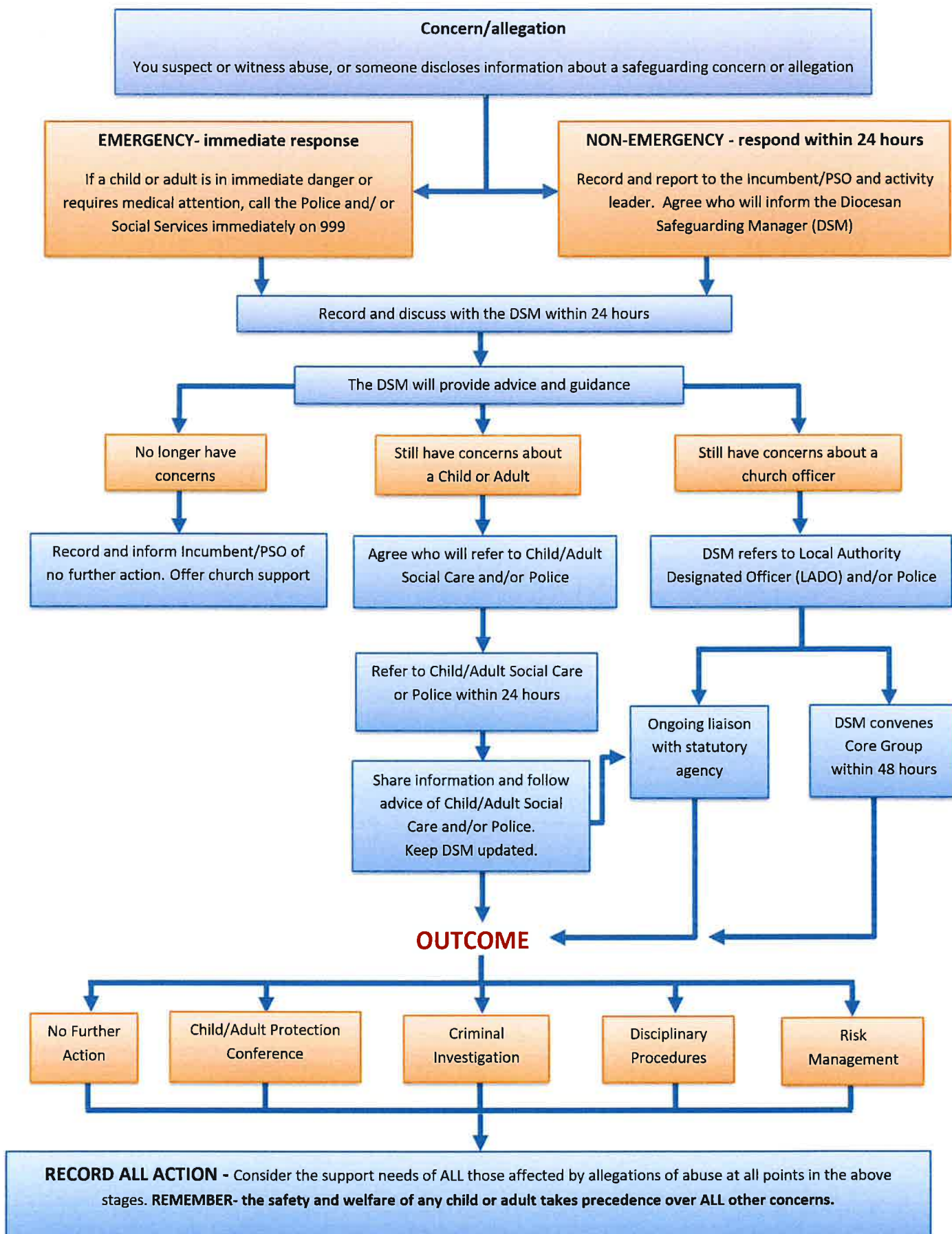
Signed by PCC Chair:

Name:

Date

¹ A "Church Officer" is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.

Responding Promptly to Every Safeguarding Concern or Allegation



The Parish of St. John the Evangelist, Northington, Hampshire (The Church)
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ANNEX 6: Safeguarding Referral Form

Your Name: Parish Role if any :

Your knowledge of and relationship to the child/adult:

Child/Adult's Name:

Date and Place of Birth

Child/Adult's contact details:

Address:

Email:

Home Telephone:

Mobile:

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If Child, details of parents/carers (including contact details)

If Child, are they a Young Carer? Yes No If yes, give details below:

Nature of the incident/concern:

Date, time and location of incident(s):

Observations made by you or to you (e.g. description of visible bruising, other injuries, child/adult's emotional state etc): *NB: Make a clear distinction between what is fact, opinion or hearsa*

Exactly what the child/adult said and what you said (Remember do not lead them-record actual details. Continue on a separate sheet if necessary):

Details of external agencies contacted

Police: **Yes** **No**

Date and Time

Name and Contact Number

Advice Received

Childrens Services: **Yes** **No**

Date and Time

Name and Contact Number

Advice received

Adult Safeguarding: **Yes** **No**

Date and Time

Name and Contact Number

Advice Received

Local Authority: **Yes** **No**

Date and Time

Name and Contact Number

Advice received

Other eg NSPCC /School

Date and Time

Name and Contact number

Advice received

If concern is about a person under 18; has consent to share been obtained from parent/guardian (unless implicated) Yes No

If child 16 or 17; has consent to share also been obtained from them Yes No If

concern is about an adult has adult concerned given consent to share Yes No If

consent has not been sought please detail why?

Details of Witnesses

Details of Referrer:

Print name date and sign **Parish**

Remember to maintain confidentiality and only share with those who need to know

Telephone Diocesan Safeguarding Office: 01962 737317 07921 865374

Out of Hours Safeguarding Referrals: 0300 5551373

Email completed form to: safeguarding@winchester.anglican.org

Safeguarding Children, Young People and Vulnerable Adults Policy and Procedures

ANNEX 7: Hire of Church Premises Agreement Model Safeguarding Provision (that can be attached or included in any Hire of Church Premises Agreement)

The Parochial Church Council of St John's Parish Church Northington, has adopted the Safeguarding Policy Statement of the National Church: [Promoting a Safer Church 2017](#), which contains six overarching policy commitments:

- 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/survivors of abuse and other affected persons
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
- Responding to those that may pose a present risk to others

Your booking agreement is conditional upon you having an equivalent Safeguarding Policy of your own, which is up to date, regularly reviewed and adequate for purpose. You are responsible for complying with all legislative requirements, managing any child or adult safeguarding concerns or allegations and making referrals direct to the police and/or local authority as required.

You are responsible for ensuring compliance with your Safeguarding Policy; no liability for assessing adequacy for purpose, monitoring compliance or breaches of your policy can be accepted by the PCC.

You will immediately (within 24 hours) inform the **Parish Safeguarding Officer**,

Jane Bryant [email]: safeguardingsjohn@outlook.com [telephone number]: 07740 871341

of the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation that occur within the hirer's premises, and contact details for the person in your organisation who is dealing with it.

If you are aware of any known offenders against children or adults seeking to join your membership or any information of a safeguarding nature, which could have an impact on any aspect of public protection, you should disclose this to the **Diocesan Safeguarding Manager (telephone: 01962 737317, email safeguarding@winchester.anglican.org)** and in addition, manage any safeguarding allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

Please complete the Declaration overleaf /

Declaration

We confirm that our organisation has public liability insurance cover for our activities, whilst the church premises are being hired. We understand that we are primarily liable for any accident or

injury which arises out of our activities whilst using the premises and ensure that all reasonable steps are taken to prevent injury, illness, loss or damage occurring.

We confirm that our organisation has an adequate, up to date safeguarding policy, which is regularly reviewed and its implementation/compliance monitored. We confirm that our organisation uses the Disclosure and Barring Service (where the role is eligible). We understand that our booking agreement may be terminated in the event of failing to comply with our organisation's safeguarding procedures.

Signed 

Print name MARK ASHBURTON Role

Of behalf of: (Organisation Name)

Date

Please sign two copies; one to be retained by the church, and one by the organisation



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ANNEX 8: Sample Parish/Group Policy Statement on the Recruitment of Ex-Offenders

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), St John's Northington complies fully with the [DBS code of practice](#) and undertakes to treat all applicants for positions fairly.
- St John's Northington undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- St John's Northington can only ask an individual to provide details of convictions and cautions that St John's Northington are legally entitled to know about. A DBS certificate at enhanced level can legally be requested where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and in the appropriate Police Act Regulations as amended.
- St John's Northington can only ask an individual about convictions and cautions that are not protected.
- St John's Northington is committed to the fair treatment of its staff and volunteers, potential staff and volunteers, or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
- This policy statement on the recruitment of ex-offenders is made available to all DBS applicants at the start of the recruitment process.
- St John's Northington actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records.
- St John's Northington select all candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- St John's Northington ensures that all those in St John's Northington who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. St John's Northington also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, St John's Northington ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or voluntary position.
- St John's Northington makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.
- St John's Northington undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment or voluntary position.

Approved by PCC meeting of: 15th July 2026

(Date)

Signed by: PCC Chair

.....

(Signature)

.....

(Name)

(Date)

Parish Safeguarding Officer

G. V. Bryant

(Jane Versteeg Bryant)

15th July 2026**Notes**

The DBS [code of practice](#) published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed. The code also obliges registered bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to DBS applicants at the outset of the recruitment process. This sample policy statement can be used or adapted for this purpose.

This policy statement can also be included within your organisation's equal opportunities policy. Those who use the Winchester Diocesan Board of Finance (WDBF) Safeguarding Registry as an umbrella body must provide the Registry with their own policy on the Recruitment of Ex-Offenders.

Further information about conviction information

On the 29 May 2013, legislation came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure.

- in addition, employers will no longer be able to take an individual's old and minor cautions and convictions into account when making decisions
- all cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded
- you can direct applicants to the guidance and criteria which explains the [filtering of old and minor cautions and convictions](#) which are now 'protected' so not subject to disclosure to employers

It is the policy of the Winchester Diocesan Board of Finance (WDBF) that anyone who has been convicted or has accepted a caution for offences against a child and / or vulnerable adult, will not be permitted to work in a paid or voluntary position, which brings them into direct contact with children or vulnerable adults. A person for whom there are unresolved allegations outstanding will be referred to the Diocesan Safeguarding Casework Panel and only allowed to work with children / vulnerable adults following a recommendation from

the Panel and with the express permission of the Bishop.



The Parish of St. John the Evangelist, Northington, Hampshire

**Safeguarding Children, Young People and Vulnerable Adults
Policy and Procedures**

ANNEX 9: Lone Working - PCC Considerations

Within the parish, clergy, staff and volunteers may from time to time be involved in travel, meetings and, within their roles and responsibilities, a wide range of tasks that see them in paces with which they are unfamiliar or a working alone. It is acknowledged by the Church nationally and by the parish that all of these may present some risk.

The location of the churches and the local demographics (taking into account transient populations and economic deprivation) present additional issues for lone working.

The PCC accepts the broad duties set out by legislation to provide a safe working environment, safe equipment and safe systems of working for all employees and volunteers.

To do this the PCC must identify issues, risks and steps to control and manage risk as it arises. A baseline risk assessment of all parish activities has been conducted as a prerequisite of the PCC's agreement of this policy and the attached guidelines.

The PCC is therefore responsible for providing clear guidelines which offer support and practical advice. This policy is not meant to be restrictive or provide definitive guidance for every individual situation or set of circumstances which may arise.

The PCC will provide training, supervision and equipment which may be needed in any situation where risk is identified. Key to the effectiveness of this policy is the need for staff and volunteers to remain alert at all times to their own security, not to take unnecessary risks and to take responsibility for themselves and others if needed.

Special reference is made to pastoral care. One to one contact with individuals in the context of pastoral care should be properly planned and any risks considered and recorded effectively. It is essential in pastoral care to acknowledge appropriate physical, sexual, emotional and psychological boundaries.

LONE WORKING GUIDANCE FOR STAFF AND VOLUNTEERS

THIS GUIDANCE IS FOR GENERAL PURPOSES AND DOES NOT REPLACE THE DETAILED ARRANGEMENTS CONTAINED IN THE RISK ASSESSMENT FOR ANY PARTICULAR ACTIVITY

1. The PCC and any member of staff or volunteer must work closely together to share the responsibility of identifying concerns, risk and taking steps to minimise risk. Where any new risk is identified, it should be raised as soon as reasonably possible, given the individual circumstances and severity of the risk, with the churchwardens and clergy.
2. Potential risk may occur (but is not limited to) when:
 - Unlocking, working in and closing up church/parish buildings alone during the day, late at night, early in the morning or at weekends;

- Travelling on behalf of the parish in unfamiliar areas;
 - Working on behalf of the parish in unfamiliar areas;
 - Pastoral visiting;
 - Occasional office interviews;
 - Seeing people at the door (clergy)
3. Having identified a potential risk, it should be fully assessed, the assessment should be recorded and kept and the steps to address it should be agreed with the wardens and clergy and safeguarding co-ordinator as appropriate, and implemented in full before the activity is commenced.
 4. Emergency and out of hours contact numbers should be provided to all those who are working alone.
 5. Parking should always be in well-lit and public areas.
 6. No person should be in church alone without the knowledge of at least one other person who has accepted responsibility for the wellbeing of that individual. Anyone in church alone should carry a working mobile telephone.
 7. Anyone responsible for opening and closing a church should know:
 - Where the emergency exits are;
 - What rules for who to contact in an emergency on any given day there are;
 - Where they should place themselves in any emergency.
 - That they must carry a torch and a shriek alarm.
 - Have read and understood the detailed risk assessment for this activity before they undertake the activity
 8. If any individual is working outside office hours, they should ensure that details of their intended activity, contact number and departure and return times are notified to at least one other person who shall be responsible for raising an alarm if the person does not return.
 9. All those working for the church will know where to access a first aid kit and it will be kept fully stocked. An accident book will be kept up to date in both churches.

**The Parish of St. John the Evangelist, Northington, Hampshire
Safeguarding Children, Young People and Vulnerable Adults
Policy and Procedures**

ANNEX 10: Parish statement on domestic abuse and violence: Policy for Responding to Domestic Abuse

All forms of domestic abuse are wrong and must stop. We are committed to promoting and supporting environments which:

- ensure that all people feel welcomed, respected and safe from abuse;
- protect those vulnerable to domestic abuse from actual or potential harm;
- recognise equality amongst people and within relationships;
- enable and encourage concerns to be raised and responded to appropriately and consistently.

We recognise that:

- all forms of domestic abuse cause damage to the survivor and express an imbalance of power in the relationship;
- all survivors (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse;
- domestic abuse can occur in all communities;
- domestic abuse may be a single incident, but is usually a systematic, repeated pattern which escalates in severity and frequency;
- domestic abuse, if witnessed or overheard by a child, is a form of child abuse by the perpetrator of the abusive behaviour;
- working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

We will endeavour to respond to domestic abuse by:

In all our activities: – valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse.

In our publicity: - raising awareness about other agencies, support services, resources and expertise, through providing information in public and women only areas of relevance to survivors, children and alleged or known perpetrators of domestic abuse.

When concerns are raised: –

- ensuring that those who have experienced abuse can find safety and informed help;
- working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community.

In our care:

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse;
- identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse.

If you have any concerns or need to talk to anyone, please contact

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Policy and Annexes: Dated July 2026

Approved by PCC meeting of: 15th July 2026

Signed by PCC Chair

Name.....*Deborah Wilson*.....

Date *05/08/2026*

Signed by Church Warden.....

Name.....*Mark Ashborton*.....

Date