

Our regular round up of news and forthcoming events from our diocese [View this email in your browser](#)



**Volume 2
November 2022**

Welcome

Welcome to our second issue of the Safeguarding eNews. It's been a busy last few months as we have been concentrating on training and PCR2.

This edition comes to you in the lead up towards Safeguarding Sunday on 20 November 2022. We would like you to encourage your parish to get involved with Safeguarding Sunday as it is an opportunity for your church to show your community that you take this responsibility seriously, explore together what safer places look like, and to thank all those working behind the scenes to make our churches safer for all.

This ecumenical initiative is from specialist safeguarding charity thirtyone:eight and provides bespoke resources including films and animations, prayers, preaching notes, children's activity sheets, hymns and songs and a safeguarding pledge. More information is available: [Safeguarding Sunday | Thirtyone:eight \(thirtyoneeight.org\)](https://thirtyoneeight.org).

This edition also covers:

- Contact information
- DBS checks
- Training
- Safeguarding Dashboard
- PCR2

We would welcome your comments/ideas on how we can improve our communication with you and would like to invite you to meet the team either via Zoom or in person. Our suggestion would be that this is arranged across your deanery, so that you can also meet others who have taken on the safeguarding role. If you are interested in arranging a meeting, then please email safeguarding@cofesuffolk.org.

Contact details

Safeguarding Administrator

Sally Fitch | sally.fitch@cofesuffolk.org

Work mobile | 07485 348887

- I cover DBS checks for Clergy (beneficed and retired), Lay Elders, Readers and anyone with a licence or commission from the Bishop
- Dashboards
- Diocesan Safeguarding Advisory Panel
- Answering your messages and queries
- Working days Mon Tues, Thurs and Friday 9.00am to 5.00pm the rest of the week.



Safeguarding Trainers

Lisa Hicks | lisa.hicks@cofesuffolk.org

Work mobile | 07485 329226

- I work with Mark to co-ordinate and deliver training throughout the diocese.
- You will mainly find me delivering training in the western area which is the Archdeaconry of Sudbury.
- I also work alongside Mark to deliver training in Ipswich.
- I work part-time, 17.5 hours a week. I normally work Mondays plus any other day, evening or weekend that best fits with your training requirements.



Mark Bee | mark.bee@cofesuffolk.org

Work mobile | 07483 006378

- I work with Lisa to co-ordinate and deliver training throughout the diocese.
- I normally work Wednesdays and Thursdays plus any other day, evening, or weekend that best fits with your training requirements.
- I am based in Beccles where I am part of the Ministry Team there as a second-year curate.
- I largely am delivering training in the eastern area which is the Archdeaconry of Suffolk.
- I also work alongside Lisa to deliver training in Ipswich. Much of the time our courses are delivered online, but we are now also arranging more face-to-face sessions as well.



Diocesan Safeguarding Officer

Karen Galloway | safeguarding@cofesuffolk.org

Work mobile | 07785621319

- My job is to help you to assess and take the right action in relation to any safeguarding concerns you have.
- I am happy to talk through situations even if you are not sure that it is a safeguarding concern - it is much better to have a chat about it than worry about what you should or shouldn't do!
- If I can't deal directly with the matter, I often know of an organisation who can help. Please feel free to ring me or email me!
- Other aspects of my role include offering management support to the rest of the safeguarding team and implementing new policies and procedures as they are developed by the National Church.



Assistant Diocesan Safeguarding Officer

Catherine Banthorp | safeguarding@cofesuffolk.org

Work Mobile | 07394 568403

- My role is to work alongside, and support Karen in helping assess and take the right action in relation to any safeguarding concerns you have. Please feel free to ring or email me, and I will follow up your concerns!

- Like Karen, I am happy to talk through a situation even if you are not sure that it is a safeguarding concern and I do believe having a chat is always helpful.
- My working days are usually Monday - Wednesday 9am - 5pm.



DBS: Three-year reminder

We would like to remind you of the changes in the Safer Recruitment and People Management policy relating to the frequency of DBS checks.

- Currently dioceses complete renewal checks once every five years, but this is changing to once every three years.
 - Dioceses have until January 2024 to make sure all DBS certificates are within a three-year period.
 - In this diocese we have decided to make the changes in stages and starting from 1 June 2022
 - Any new DBS applications will be on an automatic three-year renewal cycle.
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Due Diligence Checking

Karen is working with Due Diligence Checking to find a way to identify existing certificates which will need to be renewed by January 2024 to be within the three-year period. You may receive a list of names. If your list includes members of Clergy, Lay Elders, Readers, or anyone with a licence or commission from the Bishop, please let Sally know because she will need to request these checks. This will avoid unnecessary doubling up of applications.

Document Checkers

There is some confusion around document checkers and the accounts for which they can check documents. Sally has her own document checkers, registered on her account, who can check the documents for the applications she puts through, such as checks for Lay Elders and Readers. People registered as document checkers on local accounts are not automatically registered on Sally's account. Sally's applicants can only choose document checkers registered on Sally's account. They will find the list of names on the drop-down list as they fill in the details on their application.

Verification of Documents

The rules have also changed regarding verification of documents. Covid restrictions permitted this, via video link, but at the end of September 2022 this permission was withdrawn. Going forward all document checks must be completed in person with sight of hard copies of all documents.

Santa

At this time of year, we are often asked "*does our Christmas Fair Santa need a DBS check?*" The answer is **no**. A visit to Santa does not meet the criteria for a regulated activity as it is a one-off event. Parents are also usually in attendance. The completion of a Confidential Declaration Form can be requested, but not an Enhanced DBS check.

Please remember if you plan to take any photos of Christmas events you will need written permission. Click [here](#) to visit the diocesan Church of England Suffolk website page where you can find the relevant templates.

Training

We have reviewed our process for booking training. Going forward, the following Zoom and in person training courses will need to be booked via Eventbrite:

- Basic Awareness
- Foundation
- Leadership

Booking for courses starting in January 2023 will be open in December.



The following courses will continue to be available to complete online, via the National Training Portal.

- Basic Awareness
- Foundation
- Domestic Abuse
- Safer Recruitment

The link to these courses can be found on the Safeguarding Training page on the Diocesan Website [here](#).

Please can we ask you to remind people that the Leadership Course takes several weeks to complete as currently we have people booking onto a course just days before they need their certificate. This course involves:

- pre-work
- two group discussion sessions (that are usually a week apart)
- two to six weeks of reflection

Only after all these stages have been completed are certificates issued, so please do encourage those who need to complete this training not to leave it until the last minute.

We understand that there are last minute unavoidable circumstances which prevent people attending a training event. Recently we have had several people pull out of events at the last minute for reasons they have been aware of for some time. We would ask that people give as much notice as possible if they are not able to attend. This enables us to offer the place to someone else and make full use of our training resources.

Safeguarding Dashboard



We are still encouraging people who have not used the Safeguarding Dashboard to try it! Currently 50% of parishes are actively using the tool and feedback received has been positive. There are three levels to work through and you can do so at your own pace. For more details, please email safeguarding.support@cofesuffolk.org

Past Case Review 2 (PCR2)



Following the publication of the National Church's report on 5 October 2022, we issued a redacted version of the diocesan findings onto the diocesan [website](#). The redactions have been made to prevent identification of individuals. The diocese has accepted all the recommendations made by our Independent Reviewers and has already started to address them. The Diocesan Safeguarding Team will also be working with the National Safeguarding Team to address the recommendations in the national report.

If you or anyone you are in contact with are affected by the publication of these reports and want to talk to someone independently, please call the Safe Spaces helpline on 0300 303 1056 or visit www.safespacesenglandandwales.org.uk. Alternatively, you may wish to contact the Diocesan Safeguarding Team by emailing [Karen Galloway](#) or [Catherine Banthorp](#).

Thank you

Last but by no means least, we would like to thank you for all your hard work and dedication in meeting the challenges of Promoting a Safer Church in this diocese. We wish you all every blessing at Christmas and in the New Year.

Loving God, we pray that this church may be a place of welcome, security and compassion. Keep us watchful yet caring, trusting yet ready to question, that all who worship here may do so in safety and in the knowledge of your love; through Jesus Christ our Lord.



Important Information

Safeguarding contacts:

Name and email	Role	Contact details
Karen Galloway	Diocesan Safeguarding Officer	07785 621319 (9.00am – 5.00pm) safeguarding@cofesuffolk
Sally Fitch	Safeguarding Administrator	07485 348887
Catherine Banthorp	Assistant Diocesan Safeguarding Officer	07394 568403
Mark Bee	Safeguarding Trainer	07483 006378 safeguardingtraining@cofesuffolk.org
Lisa Hicks	Safeguarding Trainer	07485 329226 safeguardingtraining@cofesuffolk.org

Reporting a concern:

If you have information about a safeguarding situation where a child or adult is in immediate danger or requires immediate medical attention call the emergency services on 999. Do not delay.

If you have a concern, suspicion or allegation of abuse by observation, victim disclosure, abuser disclosure, report by another person or anonymous communication please:

If it does not delay referral, please contact:

- Our email address, safeguarding@cofesuffolk.org
- [Karen Galloway](#), Diocesan Safeguarding Adviser on 07785 621319 (available 9.00am to 5.00pm)
- Bishop's Office: 01473 252829.

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