

We will promote the wellbeing of children, young people and vulnerable adults.

We will do this by:

- Creating a culture of informed vigilance where all members of the Benefice of Witney, including staff and volunteers, take responsibility for creating a welcoming, safe and caring environment for all.
- Providing appropriate training, supervision and support for church members, volunteers and staff so that they feel able to promote the welfare of children, young people and vulnerable adults, raise concerns and feel supported in their safeguarding role.
- Using safer recruitment procedures for all staff employed by the church.
- Ensuring that the mandatory induction for staff includes familiarisation with safeguarding procedures and a requirement to sign that they have read the safeguarding policy.
- Including the safeguarding policy and procedures in the staff handbook.
- Ensuring that health and safety policy, procedures and risk assessments are in place and that these are reviewed at least annually.
- Ensuring that where we hire out our premises or contract with others to provide services that the same or equivalent policy and procedures apply.
- Providing clear guidance about safeguarding in relation to school visits and tower tours.

We will seek to prevent inappropriate behaviour including abuse.

We will do this by:

- Appointing a named Parish Safeguarding Officer (PSO) and deputy to work with the incumbent and PCC to implement policy and procedures.
- Appointing a named member of the PCC - 'PCC Safeguarding Lead' - to take leadership responsibility for the organisation's safeguarding arrangements.
- Displaying in church premises and on the benefice website the details of who to contact if there are safeguarding concerns or support needs, together with the safeguarding policy.
- Having procedures in place for all activities with children, young people and vulnerable adults including an action plan, risk assessments, ratios of leaders to children / vulnerable adults and record keeping.
- Ensuring that designated staff take responsibility for the implementation of the action plan and ensure that risk assessments are used to guide operations and events.
- Having a structure to manage safeguarding within the Benefice of Witney with clear lines of accountability.
- Responding to those who may pose a present risk to others, caring for and monitoring 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.
- Safely recruiting, training and supporting all those with any responsibility for children, young people and vulnerable adults so that they have the confidence and skills to recognise and respond to abuse.

We will seek to protect and support those who are suffering or who have suffered abuse.

We will do this by:

- Creating an environment where concerns can be raised and they are responded to promptly and consistently.
- Listening to and taking seriously all those who disclose abuse.
- Ensuring that staff and volunteers understand that any information about abuse is taken seriously and referred to the Parish Safeguarding Officer (PSO) and Diocesan Safeguarding Advisor (DSA).
- Taking steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Advisor and statutory agencies immediately.
- Offering support to victims / survivors of abuse regardless of the type of abuse, when or where it occurred.
- Caring for and monitoring 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.
- Ensuring that the Parish Safeguarding Officer maintains a log of all safeguarding matters, reports the matters raised and the response provided to the incumbent, the PCC Safeguarding Lead and the Diocesan Safeguarding Advisor (DSA).
- Ensuring that the Parish Safeguarding Officer (PSO) shares information with any relevant Diocesan or Church of England Safeguarding Adviser in the event of serious safeguarding incidents or allegations of abuse.
- Ensuring that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Ensuring that any Serious Incident is reported to the Charity Commission in a timely manner, and while we delegate the responsibility for submitting this report to the Diocesan Secretary of the Diocese of Oxford, all members of the Parochial Church Council will ensure that they are informed about any Serious Incidents being reported.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church. This policy, including all related procedures and practices, will be reviewed at least annually. In formulating and revising this policy, we will pay due regard to the Church of England's guidance in [Promoting a Safer Church](#).

## The Parish Safeguarding Officer is:

Name Alison Spicer  
Telephone 07884 074812  
Email [safeguarding@witneyparish.org.uk](mailto:safeguarding@witneyparish.org.uk)

## The PCC Safeguarding Lead is:

Name Hester Jones  
Telephone 01993 779492 (Parish Office)  
Email [Hester@witneyparish.org.uk](mailto:Hester@witneyparish.org.uk)

## The Diocesan Safeguarding Team is:

Name Diocesan Safeguarding Team  
Telephone 01865 208295  
Email [safeguardingreferrals@oxford.anglican.org](mailto:safeguardingreferrals@oxford.anglican.org)

For enquiries outside of operational hours of an urgent safeguarding nature, please call our partners [Thirtyone:eight](https://www.thirtyoneeight.org) (formerly Churches Child Protection Advisory service (CCPAS)) on 0303 003 1111. You will be able to get confidential advice, guidance, and support.

## Helplines

NSPCC: 0808 800 5000  
Childline 0800 1111  
Stop It Now: 0808 1000 900  
NAPAC: 0808 801 0331  
Samaritans: 116 123  
Family Lives: 0808 800 2222  
National Domestic Violence Helpline: 0808 2000 247  
Action on Elder Abuse: 0808 808 8141  
MACSAS: 0808 801 0340  
Thirtyone:eight: 0303 003 1111

Adopted by Witney PCC 28 January 2025

Adopted by Minster Lovell PCC 20 February 2024

Signed *Hester Jones*

Counter-signed *Kate Banks* Witney PCC

Counter-signed *Judith Warwick* Minster Lovell PCC

Review date: 1 year from date of adoption