

# Parochial Church Council of the Ecclesiastical Parish of All Saints' Sidmouth

## Responding to Safeguarding Allegations or Concerns Procedure

### 1. Introduction

Under House of Bishops guidance, every PCC must have a procedure in place to deal promptly with safeguarding allegations or concerns. This procedure localises the national and diocesan guidance so that church officers are aware of how to respond properly in their local context when they become aware of a safeguarding concern.

### 2. Training

All church officers should be up to date on safeguarding training at the appropriate level for their role. From their training they should understand the principles of:

*Recognise – Respond – Record – Refer*

*Safeguarding is everyone's responsibility – concerns must always be shared*

### 3. Safeguarding Handbook

As well as being up to date on training, all church officers should have read section 7 of the [Parish Safeguarding Handbook](#) and retain a (hard or electronic) copy for reference. Church Officers should always follow the guidance in section 7 in their response to a concern.

### 4. Contact Details

Church officers should know who to contact. Appendix 1 of this procedure is a list of the relevant persons a church officer may need to contact in this parish when responding to a safeguarding concern. All church officers should have a copy of this list and up-to-date lists be made available to them regularly, as role changes and address or number changes necessitate.

Relevant Local Authority contact details should be on display in the church buildings and can be accessed on the Safeguarding Contacts page of the Diocese of Exeter website. Church officers are encouraged to note these contact details as well as those of other support services available so as to be able to respond promptly in the event of a concern.

## 5. Further information

If a church officer is in any doubt as to how to respond to a safeguarding concern, they should consult with the Parish Safeguarding Representative or the Diocesan Safeguarding Team. Outside of office hours, the statutory services will be able to guide the appropriate response to an urgent concern.

## 6. Approval

This procedure was approved by All Saints' PCC on 9 November 2021 and is to be reviewed annually.

## **Appendix 1 – Relevant Parish Safeguarding Contacts**

### **Incumbent/Priest in Charge**

Rev David Caporn

Contact No: 01395 515 963

### **Parish Safeguarding Representative**

Tony Wiltshire

Contact No: 01395 516 612

### **PCC Designated Safeguarding Lead**

Mary Parkes

Contact No: 01395 576 833

### **Churchwardens**

Susan Gregory

Contact No: 01395 744 027

Malcolm Crabtree

Contact No: 01395 568 750

### **Other Licensed Ministers operating in this parish/benefice**

Rev Nigel Candelent

Contact No: 01395 512524

### **Children/Youth/Families Worker**

Kirsty Hammond

Contact No: 07966 060 350

### **Pastoral Visiting Team Coordinator**

Rev David Caporn

Contact No: 01395 515 963

### **DBS Verifier**

Jane Lee

Contact No: 07815 478 773

### **Hall Manager/Bookings Secretary**

Phil Cranch

Contact No: 01395 515 677

**Diocesan Safeguarding Team:** 01392 345909/345910/294969

**Diocesan DBS Coordinator and Safeguarding Training Administrator:** 01392 294975

**Diocesan Safeguarding Email (Non-Urgent Contact):** [SafeguardingEnquiry@exeter.anglican.org](mailto:SafeguardingEnquiry@exeter.anglican.org)