



Safeguarding Policy

St James' Church

2026

St James Church
St James' Street
Clitheroe
Lancashire
BB7 1HH

St James' Clitheroe Safeguarding Policy

St James' Clitheroe is committed to the safeguarding, care and nurture of everyone including all our members, visitors, staff, volunteers and their families and households.

We will ensure that we have robust policies, procedures and practices in place to ensure safeguarding is given a high priority and that everyone is offered appropriate support and protection from harm or the risk of harm.

Our policy has been completed in line with Church of England and Blackburn Diocese advice.

General statement of policy

- In accordance with the Church of England Safeguarding Policy 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 Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor 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.
- Appoint a liaison or 'link' person for any member of staff who is accused of an offence.
- Ensure that health and safety policy, 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.

On behalf of the Parochial Church Council as agreed at a meeting on Monday 27th April 2026.

Organisation and Responsibilities

1. The member of the PCC with overall responsibility for implementing our policy is the Rector. They will ensure that:

- a) The standards set out in this policy are implemented and maintained.
- b) All safeguarding concerns are dealt with in line with this policy.
- c) Safeguarding concerns are reported to the Diocesan Safeguarding Advisor when appropriate.
- d) There is a Parish Safeguarding Officer in place at all times.
- e) That the Parish Safeguarding Officer is suitably experienced and trained.
- f) They respond to safeguarding concerns if the Parish Safeguarding Officer is not available.

2. The Parish Safeguarding Officer has day to day responsibility for implementing our policy. They will ensure that they:

- a) Make their contact details available.
- b) Respond to all safeguarding concerns.
- c) Liaise with the Diocesan Safeguarding Advisor as appropriate.
- d) Attend any training as deemed appropriate.
- e) Keep accurate safeguarding records.
- f) Work with the Operations Manager to ensure appropriate DBS Checks are obtained and recorded.
- g) Report to the Rector and PCC as required

3. All employees and volunteers have a responsibility to cooperate in the implementation of this policy. They will ensure that they:

- a) Read and adhere to this policy and the accompanying procedures.
- b) Report any safeguarding concerns to the Parish Safeguarding Officer.
- c) If a child or adult is in immediate danger, call emergency services (999) and then inform the PSO/DSA.
- d) Apply for a DBS Check if one is required.
- e) Attend safeguarding training as requested.

Arrangements

The following section outlines our commitment to safeguarding in more detail.

Recognising safeguarding and the need to protect

St James' Clitheroe recognises that all children and adults are at risk of abuse or harm. We recognise that those who suffer or are at risk of suffering abuse or harm require protection from this and that they may require direct support from St James' Clitheroe in accessing such protection. St James' Clitheroe is committed to ensuring that our organisation, staff and volunteers are equipped to recognise safeguarding concerns and respond appropriately to them.

Definitions of Abuse

Abuse is a form of maltreatment of a child or adult at risk. It may involve inflicting harm or failing to act to prevent harm. Abuse can occur in any setting and may be carried out by anyone, including family members, friends, those in positions of trust, or strangers.

St James' Clitheroe recognises the following main categories of abuse:

Physical abuse

Physical abuse involves causing physical harm. This may include hitting, shaking, throwing, poisoning, burning, scalding, drowning, or otherwise causing physical harm. It may also be caused when a parent or carer fabricates or induces illness.

Emotional (or psychological) abuse

Emotional abuse is the persistent emotional maltreatment of a person such that it causes severe and persistent adverse effects on their emotional development or wellbeing. It may include conveying that a person is worthless or unloved, silencing them, or placing inappropriate expectations on them. It can also include bullying, including online (cyberbullying).

Sexual abuse

Sexual abuse involves forcing or enticing a person to take part in sexual activities, whether or not they are aware of what is happening. This may include physical contact (e.g. assault) or non-contact activities such as involving someone in looking at sexual images, grooming, or encouraging inappropriate behaviour.

Neglect

Neglect is the persistent failure to meet a person's basic physical and/or psychological needs. This may include failure to provide adequate food, shelter, supervision, medical care, or access to appropriate support.

Financial or material abuse

This includes theft, fraud, exploitation, or the misuse of a person's money, property, or resources.

Spiritual abuse

Spiritual abuse is the misuse of spiritual authority or religious belief to control, coerce, manipulate, or harm an individual. This can include inappropriate use of scripture, coercion in spiritual practices, or preventing someone from making their own decisions.

Domestic abuse

Domestic abuse includes any incident or pattern of incidents of controlling, coercive, threatening, degrading, or violent behaviour between those aged 16 or over who are, or have been, intimate partners or family members.

Discriminatory abuse

This includes abuse or harassment based on a person's race, gender, disability, faith, sexual orientation, or other protected characteristics.

Organisational abuse

This refers to neglect or poor practice within an institution or specific care setting, including within churches, where systems, culture, or leadership fail to protect individuals.

Commitment to safeguarding policies and practices

St James' Clitheroe has produced this Safeguarding Policy which outlines our ethos and commitment towards safeguarding. This policy will be reviewed annually by the Parish Safeguarding Officer and presented to the PCC for approval.

St James' Clitheroe has also produced Safeguarding Procedures which detail the practices and procedures to be followed by St James' Clitheroe staff and volunteers in response to safeguarding concerns or incidents. The Safeguarding Procedures will be reviewed annually by the Parish Safeguarding Officer.

Commitment to safeguarding representation

St James' Clitheroe has a nominated Parish Safeguarding Officer who is responsible for coordinating the church's safeguarding commitments. Contact details of the Parish Safeguarding Officer will be made available to all staff, volunteers, members and visitors.

The Parish Safeguarding Officer will be contacted by anyone who has safeguarding concerns. They will then consult with the DSA on whether to refer these to statutory safeguarding agencies and not make decisions in isolation.

The Parish Safeguarding Officer will ensure that safeguarding records are held and stored confidentially. The Parish Safeguarding Officer will report confidentially on safeguarding issues to the PCC at least annually. The Rector or Diocesan Safeguarding Advisor should be contacted if there are concerns about the actions of the Parish Safeguarding Officer or if the Parish Safeguarding Officer is not available.

Commitment to safeguarding training and development

St James' Clitheroe will ensure all required safeguarding training is provided for all staff and volunteers in line with guidance from the diocese. All volunteer and employed roles have role descriptions which identify the level of safeguarding training required.

Safeguarding training must be refreshed/repeated by all staff and volunteers at least every three years. St James' Clitheroe will keep a record of which staff and volunteers have completed the basic safeguarding training and the dates that this was completed. The Parish Safeguarding Officer will complete Leadership safeguarding training and renew this every two years to ensure they are up to date with safeguarding developments.

Recording and record keeping

St James' Clitheroe understands the importance of recording safeguarding incidents and concerns clearly and confidentially and this forms part of all staff and volunteers' safeguarding training. We will ensure that accurate records are kept of any safeguarding concerns raised and the actions taken. These will be stored confidentially with access only to the Parish Safeguarding Officer.

Safer Recruitment

St James' Clitheroe has a commitment to ensuring that unsuitable applicants are deterred from applying for posts, whether paid or voluntary, within the church and its associated groups. St James' Clitheroe operates a safer recruitment practice that includes monitoring of application forms, checking qualifications where appropriate, taking up references and requesting disclosure (DBS) certificates at the correct level where needed.

Support for members, visitors and their families

St James' Clitheroe is committed to providing appropriate support for all members, visitors and their families. Safeguarding training for all staff and volunteers, access to the Safeguarding Procedures and advice/support from the Parish Safeguarding Officer ensures that our staff and volunteers are equipped to do this. We understand the importance of people who have suffered abuse or are at risk of this receiving the best support and advice possible. We recognise that there are a range of statutory and voluntary agencies who specialise in supporting people with different issues. We aim to support people in accessing these services in order to meet their needs.

St James' Clitheroe recognises its statutory safeguarding duties and the priority that must be given to safeguarding concerns. We will always seek to work with clients, members and their families sensitively and respectfully whilst ensuring that these statutory duties are met and that all adults and children who have suffered or are at risk of abuse are protected.

St James' Clitheroe recognises that it has a duty to respond to people who may pose a risk to children and/or adults at risk. St James' Clitheroe will always work professionally and sensitively with people who may pose a risk whilst ensuring that safeguarding policies and procedures are followed. We will liaise and work with statutory authorities in addressing risks that are identified in these situations.

Supporting policies and procedures

Additional Policies are available and will help inform practice:

Antibullying and harassment policy

Disciplinary and appeal policy

Equality and diversity policy

Volunteer policy

Whistleblowing Policy

Additional Guidance

Specific Additional Guidance for people working with St James Kids or St James Youth, as far as is reasonably practical:

Toilets

We aim to avoid having children's events and adults' events running at the same time.

However, if there is unavoidable overlap time, adults should be asked to use the Disabled Toilet.

Babies and children in nappies should only be changed by their parent/carer. If necessary, parents should be collected from the service.

Toddlers can be taken to the toilet by a DBS Checked, adult leader.

Check in and check out

We use ChurchSuite to check children in to an activity. They are collected by a named adult.

Lifts in cars

Lifts should be given only in an emergency, and only with an escort, in line with C of E Safeguarding advice.

SEND information

SEND information should be discussed with the child/young person and their parent/carer.

Strategies should be shared with other leaders.

This should be reviewed every 6 months.

Off Site Visits

Visits need to be risk assessed and approved by the PCC.

Any activities will adhere to the principles of this policy, but will need to be worked out beforehand.

Summary of safeguarding actions

St James' Clitheroe will:-

- Appoint a Parish Safeguarding Officer
- Ensure the contact details of the Parish Safeguarding Officer are made available to all staff, volunteers, members and visitors.
- Ensure the Parish Safeguarding Officer has completed required safeguarding training
- Provide safeguarding training in line with the requirements on role descriptions
- Maintain accurate records of staff and volunteers
- Ensure records are maintained regarding the completion of safeguarding training
- Provide all staff and volunteers with our safeguarding procedures
- Ensure a confidential safeguarding recording system is maintained