

# St Francis of Assisi West Wickham - Safeguarding Policy

OCTOBER 2018

St Francis Church has adopted the policies and procedures of the Diocese of Southwark as set out in 'A Safe Church'

## Our Safeguarding Officer

Kim Teare ([kim\\_teare@hotmail.com](mailto:kim_teare@hotmail.com))

## Our Church Wardens

Kate Dyer ([katedyer41@hotmail.com](mailto:katedyer41@hotmail.com))

Barry Burford ([barryburford@talktalk.net](mailto:barryburford@talktalk.net))

## Safer Recruitment

Members of St Francis who work with children and young people and vulnerable adults in the Church have a DBS check done before they start this work and then every 5 years.

## Our Safeguarding Documents

Our Safeguarding Documents the Policies and Procedures 'A Safe Church' has been temporarily been removed whilst being updated - this will be replaced in due course. Forms and templates are kept in a green folder at the back of Church.

These include

1. A list of people in St Francis that work with children and vulnerable adults and the date of their latest DBS check
2. Registration forms for Sunday School and other Church activities
3. Photography consent forms
4. Safeguarding Form for Hall Users
5. Risk assessment forms

## We know who to contact if we have a concern about an adult or child.

Diocesan Safeguarding Adviser on 020 7939 9423 (office hours), 07982 279713 (out of hours). Kate Singleton, Diocesan Safeguarding Adviser 020 7939 9423

Steve Short, Assistant Diocesan Safeguarding Adviser  
020 7939 9441

Louise Vernon, Assistant Diocesan Safeguarding  
Adviser 020 7939 9462

Carol Rimmer, Safeguarding Training Administrator  
020 7939 9478

Uzma Osinibi, Safeguarding Administrator  
020 7939 9476

**For enquiries relating to the Disclosure & Barring Service, please contact Uzma Osinibi, who is full time and available in normal office hours: 020 7939 9476**

If you have immediate concerns about the safety of someone, please contact the police and your local authority Children or Adults Services

<p><b>Bromley Social Services Child Safeguarding</b></p>	<p>If you think that a child or young person under the age of 18 years old is being abused or neglected, please telephone Children's Services on <b>020 8461 7373 / 7379 / 7026.</b></p> <p>Outside of office hours and at weekends and public holidays contact us on:</p> <p><b>0300 303 8671.</b></p>
<p><b>Bromley Social Services Adult safeguarding</b></p>	<p>If you need to contact a social worker outside of office hours please telephone <b>0300 303 8671.</b></p> <p><b>During office hours Call 020 8461 7777</b></p>
<p><b>NSPCC</b></p>	<p><u>Help for adults concerned about a child</u> Call us on <u>0808 800 5000</u></p> <p><u>Help for children and young people</u> Call Childline on <u>0800 1111</u></p>
<p><b>Police For concerns about immediate Safety</b></p>	<p><b>999</b></p>

#### Audit

We carry out an annual safeguarding audit.

#### Training

Our safeguarding officer attends safeguarding training as advised by the Diocese

The current Diocesan Policies and Procedures on safeguarding can be found at:

<http://www.southwark.anglican.org/what/diocesan-policies-procedures>

If you are unhappy about how a safeguarding matter has been handled, more information about how to make a complaint is available at: <http://www.southwark.anglican.org/downloads/resources/Complaints re policy and against DSA 230916.docx>