

# Safeguarding Policy Procedures

ST PETER-UPON-CORNHILL

Revised: January 2026

Date for review: January 2027

## Context

St Peter-Upon-Cornhill (hereafter referred to as “St Peter’s”) does not engage in any regulated activity.

Most activity within the building is conducted by St Helen’s Bishopsgate, who use the building for a range of meetings throughout the week. These are the responsibility of the St Helen’s PCC.

Other than this the regular activity consists of:

- Viewing of the building which is supervised by “Friends of the City Churches” ([The Friends of the City Churches](#))
- A small number of annual services, held by organisations such as the Lime Street Ward Club and the Poulters, who run seasonal services including Ash Wednesday and a Christmas Carol Service
- There are occasionally other services such as weddings, and the building is intermittently used by other external groups.

St Peter’s has its own PCC whose main responsibilities are for the building, and ensuring that all legal, regulatory and procedural requirements are met.

The safer recruitment of St Peter’s officers is conducted through the same systems and structures as the St Helen’s safer recruitment process.

The Rector of St Helen’s Bishopsgate is also the Rector of St Peter’s.

## Policy statement and principles

In accordance with the House of Bishops’ Policy Statements ‘Promoting a Safer Church’ (2017), ‘Protecting All God’s Children’ (2010) and the Diocesan Safeguarding Policy ‘Promoting a Safer Diocese’ (2018), and best practice standards in safeguarding our church is committed to:

- ensuring that safeguarding is prioritised at every level of the church’s structure.
- promoting a safer environment and culture for everyone who interacts with the church in any context.
- ensuring that the church has proportionate safeguarding policies and procedures in place, that they are effectively implemented and regularly reviewed for compliance and effectiveness.
- ensuring that safeguarding provision is adequately resourced and supported.
- safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- ensuring that we set and maintain high standards of care and conduct in our ministries through our policies, procedures and codes of conduct, supported by a culture of safeguarding.
- responding in a timely manner to every safeguarding concern or disclosure of abuse or neglect.
- caring pastorally for victims/survivors of abuse and other affected persons, whether that abuse is current or historic.
- caring for, and ministering to those who may pose a present risk to others, while effectively managing the risk and ensuring the safety of all in the church community

The Parish will:

- seek to create and maintain a safe and caring place for all.

- appoint a named Parish Safeguarding Officer (PSO) to work with the Incumbent and the Parochial Church Council (PCC) to implement policies and procedures.
- safely recruit, train, and support, all those with any responsibility for children, young people and vulnerable adults; seeking to ensure that they have the confidence and skills to recognise and respond to abuse or neglect.
- manage health and safety (including insurance) in accordance with our health and safety policies and procedures.
- display the details of who to contact if there are safeguarding concerns or support needs in church premises and on the parish website.
- listen to, and take seriously all allegations or disclosures of abuse
- take steps to protect children and adults when a safeguarding concern of any kind arises, following the House of Bishops' guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies in a timely manner when the relevant thresholds are met.
- offer support to victims/survivors of abuse regardless of the type of abuse and when or where it occurred.
- care for and monitor any member of the church community who may pose a risk to children and adults while maintaining appropriate confidentiality and the safety of all parties.
- ensure that the health and safety policies and 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.
- ensure each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

## Definition of terms used in this document

**Adult with care and support needs** is defined in the Care Act (2014) as an adult who requires help or support with *essential daily living task* such as personal care (dressing, washing, toileting etc), cooking, shopping, cleaning, and managing their finances, regardless of whether that need is being met by services or agencies.

**Adult at risk of abuse (sometimes referred to as 'adult in need of protection')** is defined in the Care Act (2014) as an adult with care and support needs (as defined above), who is also at risk of abuse, and is unable to protect themselves from the abuse or neglect because their support need prevents them from doing so.

**Vulnerable adults:** as used in this policy refers to both of the above categories, but also to adults who do not meet the Care Act criteria for statutory support, but who, nonetheless have additional care and support needs in one or more areas of their life.

**Vulnerable person:** refers to children, young people, and vulnerable adults (as defined above).

**Adult with vulnerabilities:** refers to an adult who do not meet the criteria for an "adult with care and support needs" (i.e. an adult who does not require help with essential day-to-day tasks such as personal care, ensuring that they are adequately fed, maintaining a safe and hygienic environment, or managing finances etc) , but who has specific vulnerabilities, support needs, or other vulnerabilities. E.g. Poor mental health, trauma, past abuse, domestic abuse etc, but where the person is still able to live independently and without needing support with say-to-Day tasks.

**Caregiver:** refers to anyone serving in any role within church which involves any oversight of children or young people. They are recruited according to the Safer Recruitment and People Management Policy (SRPM). This

category could include adults with care and support needs. At present St Peter's does not engage in any such ministry.

**Safeguarding concern:** refers to a situation where someone has reason to believe that a child, young person or adult with care and support needs may be experiencing, or at risk of, abuse or neglect.

**Disclosure** (of abuse) refers to a situation where a child, young person, or adult with care and support needs reveals to us that they have been abused or that they are fearful that they may be abused.

***In this policy, the term "allegation" is used in a specific technical sense as defined below. For example, a situation where a young person claims that they have been abused by a parent would be classed as a disclosure. However, if the claim is that someone in a "position of trust" such as a teacher or youth worker had abused them, this would be an allegation. The term "allegation" is used specifically in relation to those in a "position of trust".***

**Allegation:** refers to a claim or suspicion that a person in a position that gives them access to vulnerable people has or may have:

- Harmed or placed at risk of harm, a person for whose care they are responsible
- Committed a criminal offence against a vulnerable person for whose care they are responsible, or involved such a person in a criminal act
- Behaved in a way that may indicate that they are unsuitable to work with vulnerable people

## Overview of safeguarding responsibilities

1. The PCC has overall responsibility for safeguarding within St Peter's. This policy is maintained, reviewed, and sanctioned by the PCC.
2. The Parish Safeguarding Officer (PSO) is appointed by the PCC and given the responsibility for leading safeguarding within the church and its various ministries.
3. There is minimal activity overseen by the St Peter's PCC however, in recognition that St Helen, Bishopsgate conduct various activities within St Peter's safeguarding the St Peter's Church Safeguarding Officer (PSO) is an ex-officio member of the St Helen's Safeguarding Committee sub-committee. This committee acts as a source of advice and guidance to the PCC on any matters relating to safeguarding, makes recommendations for changes in policy and procedure, ensures provision of appropriate safeguarding training and support.
4. The Parish Safeguarding Officer of St Peter-upon-Cornhill is separate from the Parish Safeguarding Officer of St Helen, Bishopsgate. These parish safeguarding officers have identical responsibilities in relation to the separate parishes.
5. Due to the nature of the activities conducted by St Peter's, the PCC has not appointed a specific Children's Champion; the responsibilities being covered by the Parish Safeguarding Officer. In addition, The St Helen's Children's Champion is an ex-officio member of the Safeguarding Committee, which supports both the St Helen's and the St Peter's PCCs.
6. When a separate organisation uses St Peter's, we require them to confirm that they have a safeguarding policy and procedures and that activity risk assessments have been completed. This will be required of any external organisation which hires or uses parish premises. In addition, the organisation is required to notify the PSO of

any safeguarding incidents that could carry reputational risk for St Peter's, whether or not the incident took place in the building.

## Responding Well to A Disclosure or Concern of Abuse

This guidance has been abbreviated from the Church of England Safeguarding e-manual. The full version can be found here: [Responding Well to Victims and Survivors of Abuse | The Church of England](#). This guidance relates to any disclosure or concern of abuse whether this is recent or in the past. Historical abuse must be treated as seriously as recent abuse, and each individual must be treated with pastoral sensitivity.

In 2020, the National Safeguarding Team (NST) commissioned [Survivors Voices](#) to contribute to the development of national standards in responding well to victims and survivors. Through a survey and focus groups with victims and survivors, they identified the following as “what good looks like” in responding well to victims and survivors:

- Survivors know that they are heard, understood, taken seriously and will be supported.
- The response by Church Bodies and Church Officers to disclosures is victim and survivor-centred and seeks to avoid causing further trauma to the person disclosing.
- People with safeguarding responsibilities understand the impact of trauma and how to respond to it.
- Churches create a culture of listening, transparency and respect that makes it safe to disclose.
- Victims and survivors and Church workers know what process will be followed if someone reports abuse.
- Survivors are helped to receive the support they need, both from the Church and other people and organisations.
- Safeguarding concerns are acted upon appropriately, transparently, with accountability, and in a timely fashion.

### Principles for responding well

#### Clarifying early that information might be shared

A relational approach involves honesty and transparency by those receiving disclosures. This will involve clarifying that the information disclosed might be shared on a confidential basis with others (such as the PSO, DSA and statutory authorities) for safeguarding purposes.

#### Providing a safe space for disclosure

Those acting for the church should listen to disclosures in privacy, where interruptions can be avoided. Some victims and survivors may want a quiet place while others may need suitably public places which are visible to others because this makes them feel safe. If the conversation is planned, then it is preferable to allow victims and survivors to choose the location and time. Care should be exercised to avoid locations which might trigger negative emotions for the victim or survivor. If the disclosure is spontaneous, the person disclosing abuse should be asked if they would like to relocate to a space where confidence can be maintained (this does not override code of conduct standards).

#### Making a record of the disclosure

Those receiving a disclosure should make an accurate record of what the victim or survivor discloses. To ensure accuracy, it may help for them to show the notes they have made to the victim and survivor and ask them to confirm that it is an accurate record of the conversation.

#### Reflective listening

Research suggests that victims and survivors “*want to be actively listened to when they tell their story...*” Listeners can show “active listening” by reflecting back what the speaker says and what they hear, not in parrot-fashion, but by

clarifying points and checking the meaning of phrases, words, or even events. This will enable the listener to understand what the disclosure means to the victim or survivor, while also showing empathy, humanity and care about recovery and healing.

### **Understanding the victim's or survivor's position**

Survivors disclosing abuse may feel as if they are reliving, rather than just remembering, some truly awful events. Victims disclosing recent or ongoing abuse may still be fearful of their abuser. How they are responded to at the point of disclosure can have a profound effect on whether they trust the church to protect and/or support them. The person receiving the disclosure can assure victims or survivors of their safety by explaining that they will immediately inform the Church Safeguarding Officer who will determine and take the required safeguarding measures. For some victims and survivors, a response that recognises their humanity, their right to care, safety and the support of the church can be powerful first steps to their healing.

### **Going at the victim's and survivor's pace**

Victims and survivors should be allowed the space to disclose at their own pace and discretion. Church staff and volunteers listening to disclosures should avoid pressing for information and provide the required time for the conversation to unfold without either participant feeling rushed. They should also not ask leading questions. The extent of disclosure should rest with the victim or survivor, who should feel in control of their story – within the boundaries of good safeguarding practice – and what is going to happen with it.

### **Checking on well-being**

While disclosing abuse is difficult for victims and survivors, they may feel more cared for if the church staff member or volunteer regularly checks on their wellbeing during the disclosure. Also, with the victim's agreement, make arrangements to check on their wellbeing afterwards.

### **Remaining non-judgmental and being self-reflexive**

Listeners should be aware of their own emotions during disclosure. They should demonstrate appropriate empathy and avoid overt displays of shock and upset. The focus should be on the survivor's emotions, not the listener's, who should express deep concern for the victim or survivor whilst remaining calm themselves. If the listener is struggling to manage their emotions in the course of a disclosure, they should inform the victim or survivor disclosing to them and connect them with another person who is able to hear the disclosure – for example, the PSO.

The person receiving the disclosure should remain non-judgmental during the disclosure. They must take what they are being told seriously, respond empathetically and then act by speaking with those with safeguarding responsibility in the Church Body. It is not their role to judge whether disclosures are "true" or "credible". The response must therefore not be one of disbelief.

## **Safeguarding procedures**

### **Receiving disclosures or identifying concerns**

#### **1. Respond**

- a. In the event of a direct disclosure, respond to the victim/survivor according to the guidance outlined above. If any immediate action is required to ensure the person's safety, this should be taken. Advice can be sought from the PSO, but this should not prevent or unnecessarily delay responding to ensure safety. (See point 3 below).

- b. Explain what will happen next - that you will seek advice from PSO who will determine the required safeguarding measures.
- c. If there is any current risk to children or adults, they should be informed that their identity and the identity of the respondent will be shared with the PSO and may be shared with relevant statutory agencies or the Diocesan Safeguarding Advisor. Assure the victim that you will let them know the outcome of that discussion.

## 2. Record

Make an accurate record of the disclosure or concern, (preferably within one hour, but always within 24 hours). The record should include all necessary information including dates and times of these events and when you made the record. Record what was said and when, what you said in reply, the context in which the disclosure was made and any other relevant information. All handwritten notes should be passed to the PSO. All records will be kept securely and retained in line with the Church of England data retention guidelines.

## 3. Report

**Emergency:** If you believe a child or adult is in immediate danger of significant or serious harm, or if they require urgent medical attention, contact the emergency services by phoning 999.

**Non-emergency:** Contact the PSO as soon as possible, but always within 24 hours of the disclosure.

The person receiving the disclosure can report serious matters directly to Social Services or the police, however, they must also contact PSO. All concerns should be reported to the PSO; including concerns that fall below the thresholds for reporting to Social Care or the police, so that St Peters can comply with record keeping requirements. All information passed to the PSO is treated as confidential, however, the person receiving disclosure can initially seek advice from the PSO without divulging the details of the person disclosing so that an assessment can be made of whether the person disclosing needs to be identified.

Apart from communicating with the PSO, the information must be treated as confidential and not shared with other church members without specific agreement from the PSO. Information will only be shared on a “need to know” basis.

Do not investigate the concerns of abuse yourself. Do not contact anyone who may be implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure, until advice has been sought from the DSA or statutory agencies.

Consider your own feelings and ask your ministry area leader for pastoral support if needed.

Ensure that you follow up with the person once you have received advice on how to respond.

## Responding to disclosures or identified concerns: the role of the PSO

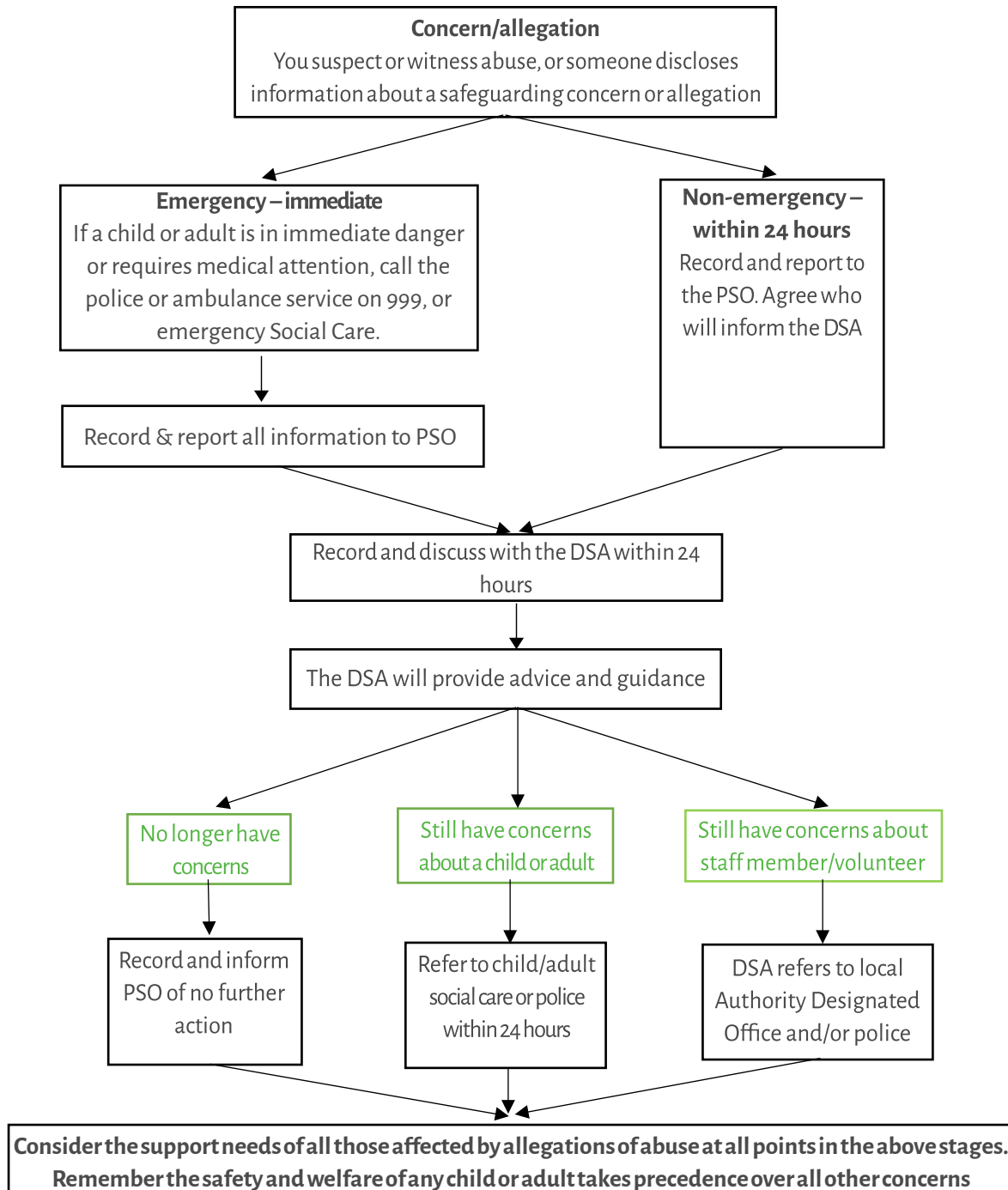
Upon receipt of a safeguarding concern, the PSO will review the report and any urgent actions taken. If any further urgent action needs to be taken, this will be actioned.

The PSO will record the details of the concern and decide upon the required course of action. Records of the concern and any actions taken or other relevant records will be held in accordance with diocesan and national procedures.

The PSO will seek advice from the Diocesan Safeguarding Advisor (DSA) if required within 24 hours. The PSO will act upon all directions given by the Diocese in the timescale given. They will also consider whether any additional action is required.

## Allegations against an officer of St Peters

Allegations against St Peter’s officers should be reported to the PSO. In accordance with the Diocesan procedures, the PSO will refer the allegation to the Diocesan Safeguarding Advisor within 24 hours.



# Key contacts

## Parish and diocesan contacts

### Rector and PCC chair

William Taylor  
[william.taylor@st-helens.org.uk](mailto:william.taylor@st-helens.org.uk)

### Parish Safeguarding Officer

Will Waugh  
[will.waugh@st-helens.org.uk](mailto:will.waugh@st-helens.org.uk)

### Churchwardens

Simon Congdon  
[simonwcongdon@gmail.com](mailto:simonwcongdon@gmail.com)

### Safeguarding administrator

Rachael Adegbemisoye  
[safeguarding.admin@st-helens.org.uk](mailto:safeguarding.admin@st-helens.org.uk)

James Cross  
[jamestlcross@aol.com](mailto:jamestlcross@aol.com)

### Diocesan safeguarding advisor (DSA)

Claire Meaney  
Email: [Claire.Meaney@london.anglican.org](mailto:Claire.Meaney@london.anglican.org)  
Tel: 020 3837 5097  
[Diocesan Safeguarding Team](#), 020 7932 1224  
The Archdeacon of London: [The Ven Luke Miller](#), 020 3837 5204

## National contacts

- [City of London - Worried about a child?](#) Children & Families Team:  
0207 332 3621 / [children.duty@cityoflondon.gov.uk](mailto:children.duty@cityoflondon.gov.uk) or for out of hours (5pm-9am), please contact the Emergency Duty Team: 0208 356 2710
- [City of London - Safeguarding adults](#) Adult Social Care Services:  
020 7332 1224 (Monday to Friday, 9am-5pm) 020 8356 2300 (weekdays after 5pm, weekends and bank holidays)
- [Childline](#) a free 24-hour confidential counselling service for children and young people (up to age 19)  
0800 1111
- [Family Lives](#) (previously Parentline) 0808 800 222 / [support@napac.org.uk](mailto:support@napac.org.uk)
- [NAPAC – Supporting Recovery From Childhood Abuse](#) 0808 801 0331
- [Respect](#) supports men experiencing domestic abuse 0808 8010327 / [info@mensadviceline.org.uk](mailto:info@mensadviceline.org.uk)
- [Safe Spaces](#) a confidential, personal and safe space for anyone who has been abused through their relationship with either the Church of England, the Catholic Church of England and Wales or the Church of Wales 0300 303 1056 / [safespaces@firstlight.org.uk](mailto:safespaces@firstlight.org.uk)
- [Samaritans helpline](#) a free support service if you feel you are struggling to cope and need someone to talk to. 116 123 / [jo@samaritans.org](mailto:jo@samaritans.org)
- [The Silver Line Helpline](#) a free support service for older people suffering abuse, neglect or loneliness  
0800 470 8090
- [Victim Support](#) provides specialist help to support people who have experienced crime and traumatic incidents 08 08 16 89 111
- [Women's Aid](#) work to support women and children who are victims of domestic abuse  
[helpline@womensaid.org.uk](mailto:helpline@womensaid.org.uk) / chat online via their website 0808 2000 247
- [Your GP](#) Speaking to your own doctor is a good way to get support for your well-being and mental health

## FURTHER RESOURCES

- 'The Church of England, House of Bishops, Parish safeguarding handbook' – promoting a safer church, 2019
- 'The Care Act 2014, and the Care and Support Statutory Guidance 2016' (Chapter 14)
- Church of England Responding Well to Domestic Abuse: Policy and Practice Guidance, March 2017
- [Working Together to Safeguard Children 2023](#)
- [Safeguarding e-manual | The Church of England](#)
- [Policy and practice guidance | The Church of England](#)
- [Code of Safer Working Practice 02.07.2021.pdf \(churchofengland.org\)](#)
- [Safer Environment and Activities Oct19\\_o.pdf \(churchofengland.org\)](#)
- [Safeguarding Training Portal \(cofeportal.org\)](#)
- [www.london.anglican.org/support/safeguarding](http://www.london.anglican.org/support/safeguarding)

## GLOSSARY

DBS	Disclosure and Barring Service
DSA	Diocesan Safeguarding Advisor
MAL	Ministry Area Leader
NST	Church of England's National Safeguarding Team
PCC	Parochial Church Council
PSO	Parish Safeguarding Officer
SRPM	Safer Recruitment and People Management Policy