

Safeguarding Policy

Each person who works within this church community as a member of staff, trustee, or volunteer, will agree to abide by this policy and the guidelines established by this church.

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 adults at risk 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.

St James' practices, procedures, and responsibilities conform to those outlined in the Church of England's Safeguarding e-manual.¹

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. Posters are displayed in the church lounge and toilets.
- Listen to and take seriously all those who disclose abuse or safeguarding concerns.
- 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 and statutory agencies immediately (including Local Authority Social Services where appropriate). A flowchart outlining our practices in responding to any safeguarding concern is attached to this policy, and displayed clearly in the church lounge and toilets.
- 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.
- 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. This is done after the appointment of the PSO after the APCM.

¹ <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/parish-resources>

Our Safeguarding Team

Sarah West was appointed as the Parish Safeguarding Officer (PSO) on 18th June 2025.

The responsibility of the PSO is to:

- Ensure that the Safeguarding policy of this church is being implemented, helping to facilitate discussions about what the parish sees as a safe culture, what the current barriers may be and how they might be resolved.
- Contribute to relevant reports and meetings with a safeguarding perspective, to support the vicar and the PCC in the delivery of their safeguarding responsibilities.
- Refer all safeguarding concerns to the Diocesan Safeguarding Advisor.
- Have an awareness of all activities involving children and adults at risk, keep a record of them and assist with the safeguarding risk assessment of these activities.

Dr Janet Penny was appointed as the Deputy Parish Safeguarding Officer on 18th June 2025.

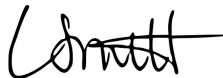
The responsibility of the Deputy PSO is to:

- Assist staff and volunteers with the Safer Recruitment process, and to inform volunteers of their responsibility to respond to the PSOs in good time during this process.
- Ensure that all volunteers are up to date with their relevant safeguarding training, and providing assistance where needed.
- Keep a current record of DBS applications and certificate holders within the parish, and encourage all volunteers to register with the Update Service. Holders will be notified when they are due for renewal.

The above policy was agreed and signed at the Parochial Church Council meeting held on:

15th July 2025

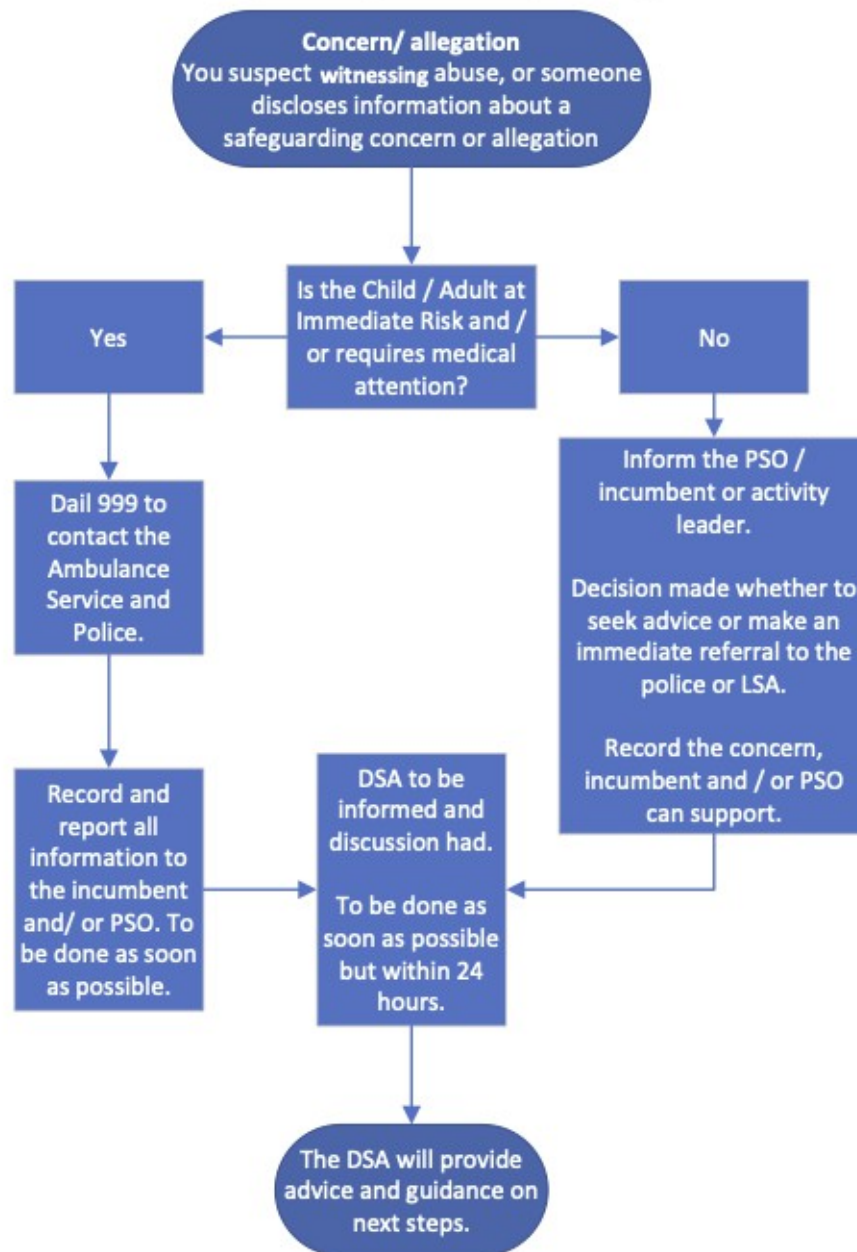
Incumbent: Reverend Laurence Smith


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Churchwarden(s): Chris Clarke


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Flowchart: Responding to a Safeguarding Concern



Key and contact details:

DSA – Diocese Safeguarding Adviser
Charlotte Wilmshurt
0186 520 8284
charlotte.wilmshurst@oxford.anglican.org

PSO -Parish Safeguarding Officer
Sarah West
safeguarding@stjameswoodley.org

Incumbent – Rev. Laurence Smith
0742 123 3951
laurence.smith@stjameswoodley.org

LSA - Local Authority Social Services (Wokingham Borough
Council):
0118 908 8002
triage@wokingham.gov.uk

Out of hours (after 5pm):
01344 351 999

Other contact details for Diocese of Oxford:

During office hours (Mon-Thurs 09.00-17.00, Fri 09.00-16.30):
01865 208 295
safeguardingreferrals@oxford.anglican.org

Outside of office hours:
Call partner Thirtyone:eight on
0303 003 1111