

Lightwave Community CIO (“Lightwave”)

Safeguarding Policy

1 Introduction

The care and protection of children, young people and vulnerable adults involved in church activities is the responsibility of the whole church. Everyone who participates in the life of the church has a role to play in promoting a Safer Church for all.

Safeguarding is an integral part of the mission and ministry of the church in the Diocese of St Edmundsbury and Ipswich of which Lightwave is a part and is in line with our Growing in God strategy. Safeguarding is everyone’s responsibility.

It is our policy to:

- Promote a safe environment and culture;
- Safely recruit and support all those with any responsibility relating those groups who are at increased risk of harm or abuse within the church;
- Respond promptly to every safeguarding concern or allegation
- Care pastorally for victims/survivors of abuse and other affected persons;
- Care pastorally for those who are the subject of concerns or allegations of abuse and other affected persons;
- Respond to those who may pose a present risk to others.

In order to fulfil the above policy we will work with the Diocese to ensure that facilities are available to complete online DBS applications and to provide appropriate levels of safeguarding training in order to raise awareness and create an atmosphere of ‘informed vigilance’.

Lightwave follows the Church of England and Diocesan Guidelines for safeguarding from the Diocese of St Edmundsbury and Ipswich as outlined here:

<https://www.cofesuffolk.org/promoting-a-safer-church>

Latest versions of the safeguarding documents referenced can be found here:

<https://www.cofesuffolk.org/safeguarding-resources/> or
www.churchofengland.org/safeguarding

Lightwave has adopted the Church of England’s House of Bishops’ Safeguarding Policy for children, young people and adults, [Promoting a Safer Church](#) (“the policy”) with more details to be found in the [Parish Safeguarding Handbook](#) (“the Handbook”) and the [Roles and Responsibilities Practice Guidance](#) (“the Guidance”). Collectively these are referred to below as “the Church of England documents” or “the CofE documents”

To avoid duplication, and conflicting information, this document does not in general repeat that guidance, but shows how the guidance is applied specifically to Lightwave.

2 Definitions

The Church of England documents have been developed primarily for Parish Churches. The following definitions help to explain how they can be applied to Lightwave.

Where the specific terms are used in the policy, the handbook and the guidance, they should be understood to mean the following

Terms in CofE documents	Equivalent in Lightwave
Parochial Church Council/PCC	Lightwave Community Council (LCC)
Parish	The Lightwave Bishop's Mission Order/Lightwave Community CIO
Parish Safeguarding Officer/PSO	Lightwave Community Safeguarding Team Leader
Incumbent	Leader of Lightwave, or Leader of a Lightwave Rural Hub depending on context
Annual Parochial Church Meeting (APCM)	AGM of the Lightwave Bishop's Mission Order/Lightwave Community CIO
Church Community	Lightwave Community (including Lightwave Rural Hubs and Lightwave Groups)
Church officers	Officers of the Lightwave Bishop's Mission Order/Lightwave Community CIO and Lightwave Group Leaders.
Church wardens	Appropriate officers as appointed by the LCC
Paid church officer	Includes employees of the Lightwave Community CIO or DBF employees working on the Lightwave Project
Church	Could be Lightwave as a whole, a Lightwave Rural Hub or a Lightwave Group depending on context

3 Who is DBS checked?

All Lightwave Group leaders who are working with children and/or vulnerable adults are required to be DBS checked with roles clearly defined as to whether they were working with children or adults or both. All DBS checks carried out through the Diocese are at the Enhanced level.

In addition, leaders of any activity the group is running should have a DBS check. Depending on the nature and who is attending the activity, there are rules as to whether or not we can/need to do a DBS check and so each activity will need to be reviewed regarding the eligibility requirements of the DBS criteria. If in doubt, please contact the Lightwave Community Safeguarding Team Leader or the Lightwave Project Manager (see contacts section below).

IMPORTANT NOTE: Lightwave groups associated with their PCC will need to be checked through the normal Parish Church process by contacting their Parish Safeguarding Officer (PSO). Training can still be provided through Lightwave – see below.

4 How are DBS checks carried out?

A number of administrators/managers can facilitate the DBS checking process. Please contact your most appropriate person to initiate the check.

- Diane Grano (diane.grano@cofesuffolk.org) for Lightwave groups associated with the Red Lodge Lightwave Rural Hub Church
- Lightwave Project Manager, Andrew Gosden for all other areas, andrew.gosden@cofesuffolk.org

5 Lightwave Group Safeguarding Lead

All Lightwave groups are required to have a named person responsible for safeguarding.

1. This could be a member or leader of the group or the local Parish Safeguarding officer from the PCC (if the group is coming under that Parish's governance) or from the local Lightwave Rural Hub (if the group is

strongly associated with that hub and the hub is involved in the day to day life of the group).

2. If not one of the leaders, it should be someone well known in the group who is able to put their training into practice in ensuring the safeguarding is embedded in the culture of the group.
3. That person must have completed leadership level safeguarding training.
4. The name and signature of the nominated safeguarding lead for the group must be on any application for a group to become part of the Lightwave Community.

6 What training is required for Groups and Group Leaders and Group Safeguarding Leads?

After changes to Church of England requirements of who in a parish context would need to do which level of safeguarding training we have modified our training requirements as follows:

Group Leaders

Anyone involved in running any registered Lightwave group, whether it comes under their local Church PCC (Parochial Church Council), or the Diocesan wide BMO (Bishop's Mission Order) will need to do **Basic and Foundation** Safeguarding Training, and forward the completion certificates to either their Parish Safeguarding Officer, or if they are under the BMO for their governance, then to Lightwave Project Manager, Andrew Gosden.

Group Safeguarding Lead

See above

Group Members

Lightwave (BMO) Council have asked that all Lightwave Group members be encouraged to undertake Basic (C0) safeguarding training appropriate for the group context. This could be done online, but the preference would be for training to be undertaken as part of a group meeting. The Lightwave (Safeguarding) team can facilitate this. Anyone who misses face to face group training is encouraged to complete the training online.

All training information can be found here:

<https://www.cofesuffolk.org/safeguarding-training>

Safeguarding Basic and Foundation Training (formerly known as C0 and C1 training) can be completed online via the following link:

<https://safeguardingtraining.cofeportal.org/>

Safeguarding Leadership Training (C2 and C3) can be done as follows:

1. Attend an existing session – all of which are listed on the diocesan Eventbrite training page: <https://www.eventbrite.co.uk/o/diocese-of-st-edmundsbury-and-ipswich-11874263047>
2. Arrange a specific training event in the area of the group, facilitated by Lightwave Group leaders (who would book premises, sort local logistics etc.). These events can be Lightwave specific (e.g. have an introduction from the Lightwave team) but otherwise can use standard materials and be delivered by the safeguarding team and will be open to all via eventbrite in the normal way – i.e. not exclusive to Lightwave leaders – but have reserved places for Lightwave Group leaders. Please contact The Lightwave Project Manager if this is of interest.
3. Leadership Training can also be offered as part of the one of the Lightwave Community Gathering Workshop Days if time is available. Please contact The Lightwave Project Manager if this is of interest.

7 Safeguarding Risk Assessments

In line with the Parish Safeguarding Handbook (see for example page 3 and page 44), all activity leaders whether in a Lightwave Rural Hub, Lightwave Group or elsewhere, must ensure an 'activity risk assessment' is completed and reviewed regularly for each activity which is associated with either children or vulnerable adults and run in the name of Lightwave (see the [Lightwave Risk Assessment Template](#) which should also be used for all other risks associated with any activity).

8 Confidential Declaration

All volunteers within the group once they assume a role they need to do a confidential declaration. Volunteers should only be asked to do this when they have been asked to take on a role concerning adults at risk or children and young people.

It is the responsibility of the Lightwave Group Leaders or Group Safeguarding Lead to:

1. ensure that this is done where necessary
2. inform the central safeguarding team, and
3. hold the records securely.

9 Safer Recruitment

Lightwave follows the Church of England policy on Safer Recruitment - see section 5 of the Safeguarding Handbook and also the [Practice Guidance: Safer Recruitment](#) document which should be consulted for further details. All Lightwave Employees will have a DBS check before their appointment is confirmed if this is appropriate for the role, and will be required to undertake the level of safeguarding training appropriate to their role.

See the Lightwave Recruitment policy for more information, including the Lightwave policy on the recruitment of ex-offenders.

10 Further Information

We review the Safeguarding Policy and our safeguarding practice each year.

If you have any concerns at any time about safeguarding in the Lightwave Group or Rural Resourcing Church please contact the Archdeacon for Rural Mission, Sally Gaze – archdeacon.sally@cofesuffolk.org or use the link below to report your concern directly.

<https://www.cofesuffolk.org/report-a-safeguarding-concern/>

Further useful information can also be found at the link below

<https://www.churchofengland.org/safeguarding/promoting-safer-church>

For any questions about DBS checking or training please feel free to contact Lightwave Project Manager, Andrew Gosden at andrew.gosden@cofesuffolk.org

11 Management of Safeguarding in Lightwave

As part of the Lightwave Community the Bishop's Mission Order states (para 5.4) "The BMO Council shall appoint a dedicated officer for safeguarding in the Mission Initiative to ensure the safeguarding of children and adults at risk and that the necessary Disclosure and Barring Service checks are made."

Due to the distributed nature of the Community, the dedicated officer role is a team leadership role - the Lightwave Community Safeguarding Team Leader (LCSTL), and they will build a team (the Lightwave Community Safeguarding Team or LCST) of Safeguarding Officers to oversee each Lightwave Rural Hub Church and oversee Lightwave Groups overall, with in most cases a Lightwave group member responsible for safeguarding in each Lightwave Group. The LCSTL will be responsible (with the help of the central Lightwave project team) to help establish and develop such a team.



11.1 Specific Role of the Diocesan Safeguarding Officer w.r.t. Lightwave

The Diocesan Safeguarding Officer is to support the diocese in the development of its safeguarding arrangements, good practice, policy and training. To ensure that allegations of abuse are appropriately referred to the statutory authorities ensuring the provision of appropriate advice and support to survivors and victims of abuse. To make sure that those that pose a risk are appropriately supported and managed. To advise the diocese on all safeguarding matters ensuring that all advice is in line with the law, government guidance and national policy and guidance from the House of Bishops. To work collaboratively with the National Safeguarding Team.

The DSO acts as an escalation point for all Safeguarding issues across the diocese, as well as providing help and support where necessary. In the case of Lightwave, the DSO serves on the Growing in God in the Countryside Project Board and therefore has visibility of any issues but serves no additional formal role in supporting the LCST to that provided to any Parish Safeguarding Officer or team in the diocese. The DSO will put other monitoring processes in place as necessary.

The DSO will ensure that incidents reported in a Lightwave Group are flagged to any other local Parishes as appropriate, and that any Parish reported incidents are flagged to any associated Lightwave Groups. It is therefore really important that the DSO is aware of ALL such incidents.

11.2 Record keeping

Lightwave uses the ChurchSuite system to record the following data for each Lightwave Group leader and other members of Lightwave as necessary

- Date of DBS check and DBS number
- Date of training
- Expiry of both

This is done using the "key date" feature of ChurchSuite and custom fields to record the DBS number.

Further work is underway to use ChurchSuite to manage:

1. Ensuring all relevant roles have a DBS check and flagging gaps
2. The process of DBS renewals
3. Flagging when training has expired and needs to be renewed.

12 CONTACTS

The current Lightwave Safeguarding Team is as follows:

Revd Tiffer Robinson	Lightwave Community Safeguarding Team Leader	tifferrobinson@gmail.com	01449 737197 07789 772024
Emma Morris	Rural Outreach Pioneer, South Hartismere	emmamorrishillfarm@yahoo.co.uk	
Claire Marshall	Lightwave Community Council Member	mrsmarshall500@gmail.com	
Revd Jane Held	Senior leader in Safeguarding Adults and Children's Services sector. Blyth Valley Churches Benefice Safeguarding Officer	jane@janeheld.co.uk	
Ben Wale	Lightwave Rural Hub, Otley Area	ben.wale@cofesuffolk.org	
Alison Earl	Lightwave Rural Hub, Red Lodge	Earl.alison@yahoo.co.uk	07962099926
Karen	Diocesan Safeguarding Officer	Karen.Galloway@cofesuffolk.org	07785 621319



Galloway			(available 8am-8pm)
Andrew Gosden	Lightwave Project Manager	andrew.gosden@cofesuffolk.org	07711 753312

Other Diocesan contacts can be found here:

<https://www.cofesuffolk.org/promoting-a-safer-church>

If you have any concerns at any time about safeguarding in the Lightwave Group or Lightwave Rural Hub please contact the Archdeacon for Rural Mission, Sally Gaze – archdeacon.sally@cofesuffolk.org

13 Document Control Information

Document Control Information	
Document Owner	Lightwave Safeguarding Team
Date Approved:	22 June 2021
Approving Committee:	Lightwave Community Council
Version:	V2
Review Committee:	Lightwave Safeguarding Team
Review period	3 years
Review Date:	June 2024
This policy is referenced/required by these other policies or by these organisations	Charities Commission, Contract of Employment, Insurance etc.
Source document(s)	Various as referred to above

Lightwave Community CIO is registered with the Charities Commission of England and Wales, No. 1193242
Registered office: St Nicholas Centre, 4 Cutler Street, Ipswich, IP1 1UQ



Appendix 1

Lightwave Community Safeguarding Team Leader Role Description

This Role Description is based on the Model Parish Safeguarding Officer (PSO) Role issued as part of the document "Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance" version 2 from the House of Bishops dated December 2017.

As part of the Lightwave Community the Bishop's Mission Order states (para 5.4) "The BMO Council shall appoint a dedicated officer for safeguarding in the Mission Initiative to ensure the safeguarding of children and adults at risk and that the necessary Disclosure and Barring Service checks are made."

Key amendments to the standard role description include:

- Replacement of the word Parish with the words Lightwave Community
- Replacement of references to PCC with references to Lightwave Community Council
- Amendments to refer to Lightwave groups and Lightwave rural hub churches (LRHC) rather than to an individual parish church
- A description of the scope of the role
- Changing the nature of the role to a Team Leadership Role
- Other minor amendments to strengthen wording in certain places

Scope

Each LRHC will appoint a Safeguarding Officer for that church activities and those groups associated.

Due to the distributed nature of the Community, the dedicated officer role is a team leadership role - the Lightwave Community Safeguarding Team Leader (LCSTL), and they will build a team (the Lightwave Community Safeguarding Team or LCST) of Safeguarding Officers to oversee each Lightwave Rural Hub Church with in most cases a Lightwave group member responsible for safeguarding in each Lightwave Group. The LCSTL will be responsible (with the help of the central Lightwave project team) to help establish and develop such a team.

The scope of Lightwave Community Safeguarding Team Leader (LCSTL) lead a team (the Lightwave Community Safeguarding Team or LCST) for the following groups

1. All Lightwave Rural Resourcing Hub Churches and any groups planted by them and under their supervision
2. all other Lightwave Groups which are both:
 - a. formally registered as groups with the Lightwave Council through the standard application/registration process
 - b. not under the formal governance/oversight of their local PCC. This is specified as part of the application process

The LCSTL may provide informal advice and help to other groups outside this scope as time allows.

By the end of first phase of the project, end 2024 we expect to have 3 Lightwave Rural Hub Churches and upwards of 60 Lightwave Groups (increasing by c.10 groups each year from 2019).

Role Description

The LCSTL is the key link between the diocese and the Lightwave Community/s, concerning safeguarding matters and will lead a team jointly responsible for all aspects of Safeguarding in the Lightwave Community. The team leader will lead the team to ensure that the team has an overview of all church activities involving children, young people and vulnerable adults and will seek to ensure the implementation of safeguarding policy.

The key tasks of the Lightwave Community Safeguarding Team overall are as follows. The scope of each team member will be clearly defined up front and may be one or more of the following:

1. For a specific Lightwave Group or Groups
2. For a specific Lightwave Rural Hub Church
3. For a particular area of Safeguarding as a subject matter expert, e.g. children, young people, adults at risk etc., as is most useful to support to the work of the team as a whole.

Within that defined scope, each team member should:

1. Have an overview of the Groups/Church activities involving children and vulnerable adults and keep a record of these activities.
2. Be fully familiar with diocesan safeguarding guidance and ensure that leaders of activities are fully aware of, and are implementing, this guidance.
3. Proactively liaise with other members of the team, leader of Lightwave, the leaders of Lightwave Groups and of the Rural Hub Churches over safeguarding issues.
4. Maintain regular contact with the leaders of all activities and offer them advice and support over safeguarding matters.
5. Liaise as necessary with the Diocesan Safeguarding Officer. Report all concerns or allegations against church officers to the DSO according to the defined processes for Lightwave Safeguarding
6. Successfully complete all relevant diocesan safeguarding training offered for Parish Safeguarding Officers or their equivalents.
7. Assist with safeguarding training in the Lightwave Community as appropriate.
8. Report to every Lightwave Council meeting on safeguarding issues and at least one member of the team (probably the LCSTL) to attend a meeting of the Lightwave Council at least annually to ensure safeguarding issues are discussed and that the Lightwave Community leadership adopt the annual Lightwave Community Safeguarding Policy.
9. Ensure that the Lightwave Community Safeguarding Policy and contact details is displayed on the Lightwave Website, any Lightwave Group or Lightwave Rural Hub websites and on any premises where Lightwave has a permanent presence and from which it operates
10. Keep good confidential records of any safeguarding concerns that may arise, and ensure that team members do the same and that are stored according to data protection
11. Keep the Lightwave Community leadership informed of good safeguarding practice as required by the Charity Commission and the CoFE National Safeguarding Office/ Team.
12. Undertake a regular Lightwave Community safeguarding self-assessment in the format offered by the diocese and ensure that the Lightwave community is compliant with all safeguarding standards as required by the Charity Commission.

Additional tasks for the Lightwave Community Safeguarding Team Leader

Build and maintain and manage a team of safeguarding officers for Lightwave and ensure the team undertakes the activities and takes on the responsibilities as above

In conjunction with others in the Lightwave team, develop and keep up to date a more detailed safeguarding policy, developed from the standard policy, which pays special attention to safeguarding in the context of small groups and fresh expressions.

Person Specification for the team leader and team members

ESSENTIAL	DESIRABLE
Commitment to safeguarding and understanding of the crucial importance of safeguarding to the project	Experience of safeguarding in a church, parish or other equivalent context
Willingness to undergo training and keep up to date on latest safeguarding practice and issues	Experience of training others in a small group or church context
Ability to keep good up-to-date, confidential records	
Enthusiastic about evangelism and mission in the countryside	
Good communication skills	
Person of prayer	Experience of fresh expressions of church and/or small groups in a church context

Additional Person Specification for the team leader

ESSENTIAL	DESIRABLE
Experience of team leadership and building a team	Experience of team leadership in a church and preferably in a distributed geographical context
Commitment to managing a team of volunteers and understand	Demonstrable experience of managing a team of volunteers
Ability to gather and lead a team	
Ability to develop appropriate policies and implement them pragmatically	

Appointment is subject to all relevant DBS checks and undertaking safeguarding as required.