

*Youth Ministry in Communion SW  
St Mary's Church  
High Street, Putney  
London  
SW15 1SN*



## **SAFEGUARDING BEST PRACTICE GUIDANCE**

The purpose of this document is to provide guidance for best safeguarding practice to partner parishes, give an overview of the reporting process within the Youth Ministry in Communion Southwark (YMIC SW) project, and ensure the centrality of safeguarding within all that we seek to achieve as YMIC SW.

### **Expectations of Parishes**

All participating parishes are expected to adhere to the safeguarding guidelines and policies produced by the Diocese of Southwark and the wider Church of England; this includes the Parish Safeguarding Handbook.

You can find the handbook and other resources at

[www.churchofengland.org/safeguarding/policy-practiceguidance/templates-andresources](http://www.churchofengland.org/safeguarding/policy-practiceguidance/templates-andresources)

### **Volunteers**

Volunteers attending activities run by YMIC SW are expected to have been recruited following the Church of England's Safer Recruitment Guidance. This includes the volunteer having undergone:

- A DBS check
- References
- Basic and Foundation level safeguarding training (CofE)

YMIC SW requires that all parishes provide the details of DBS checks for volunteers attending events, including:

volunteer's full name, DBS reference number and the date of issue. It is the parish's responsibility to keep safeguarding training and DBS checks up to date.

For the purposes of volunteer safety we ask that you provide an emergency/ Next of Kin contact for all Volunteers attending YMIC SW events.

It is hoped that, at each event, partner parishes will offer at least one DBS checked and trained person to assist in the running of the event, to be known as a 'Designated Volunteer'. Others may wish to volunteer in a more general capacity (i.e. no overall responsibility for activities) and will be 'safer recruited' individuals, to be known as 'General Volunteers'.

The church in which the event takes place is expected to provide more than one DBS checked and trained team member. This team to be known as 'Host/Home Church Team' will work alongside the YMIC SW Staff team in delivering the event.

A briefing before the event will be given for all team members and volunteers to ensure the safe and smooth running of the event.

### **General & Youth Events**

At general events & activities of YMIC SW (including the 3 annual big youth events), safeguarding becomes the responsibility of YMIC SW. Therefore, if a young person makes a disclosure at an event or an incident occurs, either the Director or Chair should be informed (contact details below). We will then work with the YMIC Designated Safeguarding Officer (DSO), Parish Safeguarding Officers (PSO) of St Mary's Putney, the PSO of the appropriate parish of the young person (if relevant) and the Diocesan Safeguarding Team to resolve any safeguarding issue. Whilst YMIC SW, based at St Mary's Putney, holds responsibility as the Safeguarding Lead at events, it will be appropriate for the young person's own parish to oversee ongoing pastoral care.

**Director**, Revd Kieron Rowley: 07572 748131 or [Kieron.rowley@parishofputney.co.uk](mailto:Kieron.rowley@parishofputney.co.uk)

**Chair**, Revd John Whittaker: 07906 759326 or [john.whittaker@parishofputney.co.uk](mailto:john.whittaker@parishofputney.co.uk)

**YMIC DSO**, Kumba Ngegba: [kumba@holyltrinityroehampton.org](mailto:kumba@holyltrinityroehampton.org)

At the YMIC SW youth events, it is often necessary to hire or purchase services or equipment from external organisations (e.g. pizza food truck) which means that DBS checks will not be appropriate. Thus, the risks will be identified and mitigated on a case-by-case basis with safeguards in place including such persons not being left alone with young people.

### **Travel to Youth Events**

We would also strongly encourage parishes to follow the best practice guidance on travelling with young people, if you travel as a group to the youth events. For example, ensuring there is a minimum of 2 DBS checked adults or more (depending on the appropriate ratio).

YMIC SW will request, at the point of registration for an event, how the young person is getting home (collected by parent/guardian, going home with church group, going home with friends' parent, making own way home etc) young people will not be signed out to leave the event until we have confirmed this information. Where there is a discrepancy with the registration information on the day, it will be necessary to contact the relevant parent/ guardian to confirm how the young person is to travel home from the event.

## **Residential Events**

Further considerations should be taken for residential youth activities. In addition to the above 'general & youth events' section, each residential trip will have a designated Safeguarding Lead and designated Safeguarding Support all with the appropriate safeguarding leadership training. All disclosures and concerns should be directed to this person unless they are the one about whom a concern is being made, in this case the disclosure can be made to one of the Safeguarding Support officers.

Residentials must also follow guidance set out by the Church of England, which also includes all adult leaders having been recruited safely as above. Although, it is necessary that all leaders have undergone an 'enhanced DBS check' for the child workforce.

Residentials may be conducted in partnership with other YMIC branches such as YMIC London. Where this happens, both branches will work together in outline the safeguarding guidance. It will also be necessary to appoint a member of the YMIC SW safeguarding team to aid in the over safeguarding of the residential. Any disclosures relating to a young person from YMIC SW will be processed by the YMIC SW team in liaison with other YMIC branch(s).

## **Overseas Trips**

In addition to the guidance given above, bespoke guidance will be drawn up for any international trips undertaken by YMIC SW. This will be done in conjunction with the Diocese of Southwark and Church of England guidelines.

All overseas trips will have a Safeguarding Lead and appropriate number of Safeguarding Support. All adult volunteers will be required to undergo 'enhanced DBS check' for the child workforce.

## **Event Review**

Opportunities for feedback and reflection on the event will be given to all involved and will form the basis of the 'Event Review Meeting'. The purpose of this meeting is for the YMIC SW staff team to reflect on the strengths and weakness of the event, its organisational structures, and its safeguarding practices.

*This guidance will be reviewed regularly and not less than once per year, the guidance will always be updated to reflect new best practice as it emerges. (last updated Jan 2026)*

Youth Ministry in Communion Southwark is a project operated by The Parochial Church Council of the Ecclesiastical Parish of St Mary's and All Saints Putney (Registered Charity No. 1138266) In partnership with the Diocese of Southwark.

Promoting

# a safer church

*The care and protection of children, young people and adults involved in Church activities is the responsibility of everyone who participates in the life of the Church*

House of Bishops  
Safeguarding Policy  
for children, young  
people & adults