



Lightwave Community CIO

Safeguarding Policy

REPORTING CONCERNS

If you have any concerns at any time about safeguarding in our groups or hubs please contact

Lightwave Community Safeguarding Lead

Diane Grano – diane.grano@cofesuffolk.org

Lightwave Community Safeguarding Support

Kirk Matthews – kirk.matthews@cofesuffolk.org

Leader of Lightwave, Archdeacon for Rural Mission, Sally Gaze -
archdeacon.sally@cofesuffolk.org or phone 07446 933129

Diocesan Safeguarding Officer - safeguarding@cofesuffolk.org or phone Karen Galloway on 07785 621319

Karen Galloway Diocesan Safeguarding Officer is available 9am-5pm Monday to Friday.

use the link below to report your concern directly or find additional resources.

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

You can download a form to report concerns linked here

If you are concerned about an immediate risk to a child or adult contact the emergency services on 999

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 summarises the relevant guidance and shows how the guidance is applied specifically to Lightwave. Appendix 2 shows how the application to Lightwave was arrived at.

In 2017, the Church of England published a safeguarding policy statement entitled *Promoting a Safer Church*. This states that all Church bodies should ensure that: "All Church Officers have access to this Policy Statement."

For Lightwave, a Church Officer is anyone appointed/elected by or on behalf of the Lightwave Community to a post or role, whether they are ordained or lay, paid or unpaid. This includes all employees, Hub leaders, Group leaders and Rural Outreach Pioneers and Lightwave Community Council members. They can be given access to *Promoting a Safer Church* in either paper or electronic format.

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 the Lightwave Community Bishop's Mission Order.

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 for the Lightwave Community Bishop's Mission Order |
|--|---|
| Parochial Church Council/PCC | Lightwave Community Council (LCC) |
| Parish | Lightwave Community Bishop's Mission Order (CIO) |
| Parish Safeguarding Officer/PSO | Lightwave Community Lead Safeguarding Officer as regards reporting to a PCC. The Lead Safeguarding Officer will convene meetings of all the Hub Safeguarding Officers for mutual support and to build consistent and excellent practice. |
| | Lightwave Community Hub Safeguarding Officer as regards making sure that good safeguarding procedures are followed in each hub |
| Incumbent | Leader of the Lightwave Community (or Leader of a Lightwave Rural Hub depending on context) |
| Annual Parochial Church Meeting (APCM) | AGM of the Lightwave Community Bishop's Mission Order (CIO) |
| Church Community | Lightwave Community (including members of Lightwave Rural Hubs and Lightwave Groups) |
| Church officers | Anyone appointed/elected by or on behalf of the Lightwave Community to a post or role, whether they are ordained or lay, paid or unpaid. This includes all employees, Hub leaders, Group leaders and Rural Outreach Pioneers and Lightwave Community Council members. |
| Church wardens | No direct equivalent, although Lightwave Group Leaders fulfil some of those functions |
| Paid church officer | Includes employees of the Lightwave Community CIO or DBF employees working for the Lightwave Community or in some cases Rural Outreach Pioneers |
| Church | Could be the Lightwave Community BMO, a Lightwave Rural Hub or a Lightwave Group depending on context |

3 Governance

Lightwave groups can come under the governance of either their local PCC ("Associate Groups") or of the Lightwave Community BMO/CIO. This is specified when enrolling as a Lightwave Group.

Safeguarding is equally important in both cases.

Where a Group is under the Lightwave Community the responsibility is with the Lightwave Community Council and the oversight provision in this document applies.

Where an Associate Lightwave Group is under a PCC the safeguarding responsibility is with the PCC and its Parish Safeguarding Officer (PSO). The Group Safeguarding Lead is entered on the application form for membership of the Lightwave Community. If at any point a group, ceases to be under such safeguarding oversight, it will be required to amend this in order to stay in the community.

4 Who is DBS checked?

This is summarised in the attached table. The Diocese now offering Enhanced and Basic DBS checks also require the completion of a Confidential Declaration Form. More detail can be found in Appendix 2.

| Role | DBS Check required |
|---|--------------------|
| Lightwave Group leaders working with children and/or adults at risk | ✓ [1] Enhanced |
| Leaders of any activity where children and/or adults at risk are involved | ✓ [2] Enhanced |
| Lightwave Community Council Members (Trustees) | ✓ [3] Basic |
| Other Individuals working/volunteering with children/young people | (✓) [4] Enhanced |
| Other Individuals working/volunteering with adults at risk | (✓) [4] Enhanced |
| All Lightwave Employees, if relevant | (✓) [5] Enhanced |

Notes:

- [1] When performing the check, roles should be clearly defined as to whether they were working with children or adults or both
- [2] Each activity will need to be reviewed regarding the eligibility requirements of the DBS criteria. If in doubt, please contact the Lightwave Community Safeguarding Officer
- [3] As trustees of a charity where there are children and adults at risk – an enhanced check is not required
- [4] Most will require an Enhanced DBS with barred list check unless they are supervised or do not fulfil the Frequency Criteria (e.g. they are on a rota). More details in Appendix 2 or consult the Lightwave Community Safeguarding Officer
- [5] See section 9, Safer Recruitment

DBS Checks are initiated either by the PCC/PSO or the Lightwave Community Safeguarding team depending on Governance (see section 3 above) . A number of administrators/managers can facilitate the DBS checking process. Contact your Parish Safeguarding Officer/ Hub Safeguarding Officer in the first instance.

5 Lightwave Group Safeguarding Lead

All Lightwave groups (including associate groups which are under the safeguarding oversight of a PCC rather than the BMO) are required to have a named person responsible for safeguarding.

1. This could be a member or leader of the group or the local PSO 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. Their role is to ensure that good safeguarding practice takes place within the group
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 Safeguarding Training

Training requirements are set out in the [Church of England's Safeguarding Learning and Development Framework](#). There is a handy tick-list giving an overview of current courses offered in the Diocese, and the expectation of who should complete them linked from the Diocesan Safeguarding Training page.

<https://www.cofesuffolk.org/for-parishes/promoting-a-safer-church/safeguarding-training/>

There is a brief summary of the key roles overleaf, if in doubt please confirm with the Diocesan Safeguarding team

| Role | Basic Awareness | Foundation | Leadership | Domestic Abuse [4] | Safer Recruitment |
|---|-----------------|------------|------------|--------------------|---|
| Anyone in the Lightwave Community holding the Bishop's licence, commission, authorisation, or permission including Readers and Clergy and Licensed Lay Ministers and Elders | ✓ | ✓ | ✓ | ✓ | ✓ |
| Lightwave Community Safeguarding Team members and Officers | ✓ | ✓ | ✓ | ✓ | ✓ |
| Lightwave Group Safeguarding Leads | ✓ | ✓ | ✓ | ✓ | ✓ |
| Lightwave Group Leaders | ✓ | ✓ | ✓ [1] | ✓ | ✓ |
| Lightwave Community Council Members | ✓ | ✓ | ✗ | ✓ [3] | ✓ |
| Supervisors of work with children/young people/vulnerable adults. | ✓ | ✓ | ✓ | ✓ | Anyone involved in the recruitment of paid or volunteer personnel must undertake this training before undertaking this duty |
| Assistant/helper working with children/young people/vulnerable adults | ✓ | ✓ | ✗ | ✓ | |
| Individuals working/volunteering with adults at risk (vulnerable adults) | ✓ | ✓ | ✗ | ✗ | |
| Anyone else with a designated role in a Lightwave Group or Hub whether voluntary, paid, licensed or lay. | ✓ | ✗ | ✗ | ✗ | |
| Youth and Children's Ministers | ✓ | ✓ | ✓ | ✗ | |
| Music Group Leaders/Choir Leaders | ✓ | ✓ | ✓ | ✓ | |

Refresher learning should be completed at a three-yearly interval, undertaken at the highest required level for core pathways. Additional pathways (e.g. and Raising Awareness of Domestic Abuse Training) should also be refreshed on a three-yearly cycle.

Notes

- [1] We require all Lightwave Group Leaders to have successfully completed leadership and domestic abuse training within their first year of leadership.
- [2] Any group meeting with children/vulnerable adults must have at least one person with Leadership Training.
- [3] It is recommended that people in this role complete this level of training. This is a recommendation and not a mandatory requirement.
- [4] If anyone requests an exemption from domestic abuse training then the leader responsible for the activity should speak to Diocesan Safeguarding Officer to discuss.

Group Members

The Lightwave Community Council have asked that all Lightwave Group members be encouraged to undertake Basic 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.

Details of how to access training can be found here:

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

Safeguarding Leadership Training can be done as follows:

1. Attend an existing session – all of which are listed on the diocesan website:
<https://www.cofesuffolk.org/for-parishes/promoting-a-safer-church/safeguarding-training/>
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.). Please contact The Lightwave Safeguarding Officer 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, need to complete 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.

All who are involved in recruitment should undertake Safer Recruitment Training. See the Lightwave Recruitment policy for more information, including the Lightwave policy on the recruitment of ex-offenders.

10 Managing Behaviour

It is Lightwave's Policy not to exclude anyone from joining a group, however, on occasions, due to an individual's past/current behaviour they may be deemed to pose a potential risk of harm to themselves or others. If anyone is aware that an attendee at a group has been charged at any time with an offence(s) or displays behaviour which may be of concern, they should report this to their Safeguarding Officer. A full risk assessment will be completed by the Safeguarding Officer in consultation with the Diocesan Safeguarding Officer and any statutory agencies working with the individual. If appropriate a church Safety Plan will be put in place which will enable the individual to attend activities where they or others are not placed in a situation which may cause harm to themselves or others.

11 Communication

It is a requirement of the House of Bishops' Safeguarding Policy that all Church bodies should ensure that:

- The Policy Statement is promoted and publicised;
- The Church's safeguarding message is communicated as reflected in the policy.

We will ensure that this Lightwave Policy document and the House of Bishops' Safeguarding Policy for children, young people and adults, *Promoting a Safer Church* are displayed clearly on the Safeguarding page of the Lightwave Community website and circulated to all existing and new Church Officers as defined above. It will be part of the role of the Safeguarding Team to ensure that this is done.

Page 2 of the Parish Safeguarding Handbook states that the incumbent and the PCC will:

- *"Display a formal statement of adoption of the House of Bishops' 'Promoting a Safer Church: Safeguarding Policy Statement'. This should be signed on behalf of the PCC."*
- *"Ensure information is displayed about how to contact the Diocesan Safeguarding Officer and Parish Safeguarding Officer."*
- *"Ensure information is displayed about how to get help outside the church with child and adult safeguarding issues."*

Suitable posters and a formal statement of adoption will be available from the Lightwave Community Website and will be circulated to all Lightwave Groups and Hubs with a request that they be prominently displayed at meetings or if not possible (e.g. a walk in the forest) communicated to all members another way for example attached to invitation emails to meetings.

A small, pocket-sized leaflet which explains what to do if you have a safeguarding concern about a child, young person or adult within the Church is available for all group members. the leaflet explains what to do if you have concerns about a child, young person or adult in the Church, Do's and Don'ts for handling a disclosure and how and where to report concerns. It also includes space to add local contact information.

Where hub leaders are meeting with Lightwave Group leaders, safeguarding should be regularly discussed.

Annual General Meeting and Annual Report

Page 3 of the Parish Safeguarding Handbook states that:

"At the APCM the PCC should provide an annual report in relation to safeguarding. In the PCC's annual report will be a statement which reports on progress and a statement as to whether or not the PCC has complied with the duty to have 'due regard' to the House of Bishops' Safeguarding Policy and Practice Guidance."

A Safeguarding section covering the above points will be included in the Lightwave Community Annual Report and on the agenda Annual General Meetings of the Lightwave Community.

12 Further Information

It is the responsibility of the Leader of the Lightwave Community/Chair of Trustees to ensure that the Safeguarding Policy and Lightwave Community Safeguarding Practice is reviewed annually.

If you have any concerns at any time about safeguarding in a Lightwave Group or Lightwave Hub please contact the Leader of the Lightwave Community – lightwave.community@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

13 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 Lead Safeguarding Officer (LCSO) – and they will build a team (the Lightwave Community Safeguarding Team or LCST) of Hub 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 LCSO will be responsible to help establish and develop such a team.

13.1 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 LCLST 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.

13.2 Procedure for dealing with Safeguarding allegations or suspicions of abuse

Page 2 of the Parish Safeguarding Handbook states that the incumbent and the PCC will:

- *Have a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse;*
- *Report all safeguarding concerns or allegations including those against church officers to the Parish Safeguarding Officer/incumbent and the DSO.*

The title page of this document along with our website contains details of how to report concerns. All concerns are then raised immediately with the Lightwave Community Lead Safeguarding Officer and Leader of Lightwave (unless it involves one of them directly) and with Diocesan Safeguarding Officer. The DSO will review the allegation and advise on the most appropriate course of action.

13.3 Record keeping

The Lightwave Community uses the ChurchSuite system to record the following data for each Lightwave Group leader and other members of Lightwave groups 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.

ChurchSuite is also used to:

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

Each Lightwave Hub Safeguarding Officer is responsible to keep this information up to date for their own hub or collection of groups. The Lightwave Community Lead Safeguarding Officer will oversee the whole and support the hub safeguarding officers as needed.

13.4 Safeguarding Dashboard Action Plan

In 2017, the Church of England published a safeguarding policy statement entitled Promoting a Safer Church. This states that all Church bodies should ensure that they:

"...have a 'Promoting a Safer Church' action plan in place that sets out, in line with national and local priorities, how the policy is being put into action and is reviewed."

A Safeguarding Dashboard has been made available which goes through a checklist of requirements according to the latest CofE guidance and automatically generates an Action Plan which will be annually presented to each PCC for discussion and approval. In the case of the Lightwave Community, every hub will have its own dashboard and all the resultant reports are share with the Hub Leader and Hub Leadership Team for action as well as being overseen by the Lightwave

Community Safeguarding Team and reported to the LCC.

14 CONTACTS

The current Lightwave Safeguarding Team is as follows:

| Convenor of the Lightwave Community Safeguarding Team | | | |
|--|---|--|--------------|
| Diane Grano | Lightwave Community Lead Safeguarding Officer | diane.grano@cofesuffolk.org | |
| Lightwave Hub Safeguarding Officers | | | |
| Therese Fenn | Bungay and Beyond | fenn_family@btinternet.com | |
| Emma Morris | Other Groups | emmamorrishillfarm@yahoo.co.uk | |
| Anna Ducker | Emerge | Safeguarding.emerge@lightwave.community | |
| Alison Earl | Forest Heath | alison.earl@cofesuffolk.org | 07962 099926 |
| Sue Carrington | Bridge Communities | safeguarding@bridgecommunities.org.uk | |
| Kathy Wilson | The Place by the Water | www.theplacebythewater.co.uk theplacebythewater@gmail.com | 07884373799 |
| Staff who are part of the team | | | |
| Kirk Matthews | Lightwave Community Operations Lead | kirk.matthews@cofesuffolk.org | 07884 015687 |
| Karen Galloway | Diocesan Safeguarding Officer | karen.galloway@cofesuffolk.org | 07785 621319 |

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 a Lightwave Group or Lightwave Rural Hub please contact the leader of the Lightwave Community, Sally Gaze – archdeacon.sally@cofesuffolk.org or see the title page of this document

15 Document Control Information

| Document Control Information | |
|--|--|
| Document Owner | Diane Grano |
| Date Approved: | 24 th November 2025 |
| Approving Committee: | Lightwave Community Council |
| Version: | V15 |
| Review Committee: | Lightwave Safeguarding Team |
| Review period | 1 year |
| Review Date: | November 2026 |
| 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:

Role Description – Lightwave Community Lead Safeguarding Officer (LCLSO)

1. Purpose

To provide leadership and oversight of safeguarding across the Lightwave Community by:

- Leading the Lightwave Community Safeguarding Team (LCST)
- Acting as the key link between the Diocese and the Lightwave Community on safeguarding matters
- Ensuring safeguarding policy and practice is implemented, maintained, and continually developed across all relevant Lightwave settings

2. Responsibilities

LCLSO will:

- Build, manage and support the team of Hub Safeguarding Officers and specialists known as the Lightwave Community Safeguarding Team, defining scopes of responsibility for each team member
- Ensure full coverage of safeguarding responsibilities across the community
- Ensure safeguarding training opportunities are accessible and utilised
- Ensure appropriate safeguarding records are kept and data protection requirements are met
- Ensure Reporting on Safeguarding to the Lightwave Council
- Liaise as needed with the Diocesan Safeguarding Officer

The LCLSO will do this by leading the Lightwave Community Safeguarding Team to

1. Maintain oversight of activities involving children, young people, and vulnerable adults.
2. Support implementation of diocesan safeguarding policy and national guidance.
3. Liaise with:
 - Lightwave Group and Hub leaders.
 - The Diocesan Safeguarding Team.
 - The Lightwave Council and broader leadership.
4. Provide advice and support to leaders on safeguarding concerns.
5. Ensure all safeguarding concerns and allegations are reported according to protocol.
6. Report regularly to the Lightwave Council.
7. Ensure safeguarding information is accessible online and in relevant physical locations.
8. Keep confidential records and ensuring GDPR-compliant data management.
9. Undertake an annual safeguarding self-assessment for the Lightwave Community.
10. Ensuring compliance with Charity Commission and Church of England safeguarding expectations.

3. Person Specification

| ESSENTIAL | DESIRABLE |
|--|---|
| Strong commitment to safeguarding and its importance in ministry | 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 |
| Record keeping skills, including handling of confidential information | |
| Good communication skills | Enthusiastic about evangelism and mission in the countryside |
| Person of prayer, committed to the mission purpose of the Lightwave community | Experience of fresh expressions of church and/or small groups in a church context |
| Experience leading teams, preferably in a church or geographically dispersed setting | Previous safeguarding leadership in a multi-site or networked church context |
| Commitment to managing a team of volunteers and understanding of team dynamics | Demonstrable experience of managing a team of volunteers |
| Ability to manage and motivate volunteers | |
| Ability to develop and implement safeguarding policies | |

4. Recruitment

The recruitment process for this volunteer role will follow Church of England national safeguarding policy and guidance for safer recruitment

Appointment is subject to enhanced DBS checks and completion of diocesan safeguarding training for Parish Safeguarding Officers

Appendix 2

Role Description – Lightwave Hub Safeguarding Officer (HSO) (Member of the Lightwave Community Safeguarding Team)¹

1. Purpose

To ensure safeguarding practices are effectively implemented in their defined area of responsibility—either a specific rural hub or a set of groups.

2. Responsibilities

Each HSO will operate within a clearly defined scope and is expected to:

1. Maintain an overview of all church/group activities involving children, young people, and vulnerable adults within their scope.
2. Be familiar with diocesan safeguarding guidance and ensure group leaders are trained and compliant.
3. Proactively liaise with:
 - The LLSO
 - Other LCS team members (including attending the termly meetings on zoom)
 - Lightwave group and hub leaders
4. Offer advice and support to leaders on safeguarding issues.
5. Report all concerns or allegations to the Diocesan Safeguarding Officer via the LLSO or as directed.
6. Complete relevant safeguarding training as offered by the diocese.
7. Assist with delivering safeguarding training in the Lightwave Community as appropriate.
8. Support reporting to the Lightwave Council via the LLSO.
9. Ensure the relevant safeguarding information is publicly available on websites or premises relevant to their scope. (see list in footnote to LCST)
10. Maintain confidential safeguarding records in compliance with GDPR.
11. Support completion of regular safeguarding assessments and audits within their area.

¹ 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
- Involvement in the Lightwave Community Safeguarding Team
- Other minor amendments to strengthen wording in certain places

4. Person Specification

| ESSENTIAL | DESIRABLE |
|--|--|
| Strong commitment to safeguarding and its importance in ministry | Experience of safeguarding oversight or training in a church, parish or other equivalent context |
| Commitment to train and remain updated in safeguarding matters in a ministry context | Involvement in fresh expressions of church or small group ministries |
| Record keeping skills, including handling of confidential information | Understanding of safeguarding in a rural or networked context |
| Good communication and interpersonal skills | |
| Person of prayer, committed to the mission purpose of the Lightwave community | Enthusiastic about evangelism and mission in the countryside |

5. Recruitment

The recruitment process for this volunteer role will follow Church of England national safeguarding policy and guidance for safer recruitment

Appointment is subject to enhanced DBS checks and completion of diocesan safeguarding training for Parish Safeguarding Officers

Ongoing supervision will be by the Lightwave Community Lead Safeguarding Officer

Appendix 3

Terms of Reference – Lightwave Community Safeguarding Team (LCST)

1. Purpose

The Lightwave Community Safeguarding Team (LCST) exists to support the LCLSO and LCHSOs to ensure robust safeguarding practices are implemented and upheld across the Lightwave Community. This includes Lightwave Rural Hub Churches and formally registered Lightwave Groups under the governance of the Lightwave Community (BMO) Council.

2. Scope

The LCST is responsible for safeguarding procedures in:

- All Lightwave Rural Resourcing Hub Churches and their groups.
- All Lightwave Groups that:
 - Are formally registered through the Lightwave Council's standard application process.
 - Fall under the governance of the Lightwave Community (BMO) Council, rather than a PCC.

Note: The LCST may provide informal good practice guidance to associate Lightwave groups (who are under PCC rather than BMO governance) and their PCCs but the responsibility for implantation lies with the PSO of the parish.

3. Governance and Accountability

- The team is accountable to the Lightwave Community Council and works in liaison with the Diocesan Safeguarding Officer (DSO).
- The team is convened and led by the Lightwave Community Lead Safeguarding Officer (LCLSO).
- Members of the LCST include Hub Safeguarding Officers, each responsible for a geographical, organisational, or thematic safeguarding area.

4. Membership

Lead: Lightwave Community Lead Safeguarding Officer (LCLSO)

Members:

- Hub Safeguarding Officers (HSOs)
- Staff with safeguarding-related responsibilities
- A representative of the Diocesan Safeguarding Team
- People with Specialist Knowledge of particular areas of safeguarding (eg schools work, vulnerable adults)

5. Key Tasks

As a team, under the leadership of the LCLSO, the LCST will

1. Maintain oversight of activities involving children, young people, and vulnerable adults.
2. Support implementation of diocesan safeguarding policy and national guidance.
3. Liaise with:
 - a. Lightwave Group and Hub leaders.
 - b. The Diocesan Safeguarding Team.
 - c. The Lightwave Council and broader leadership.
3. Provide advice and support to leaders on safeguarding concerns.
4. Ensure all safeguarding concerns and allegations are reported according to protocol.
5. Report regularly to the Lightwave Council.
6. Ensure relevant safeguarding information is accessible online and in relevant physical locations.²
7. Keep confidential records and ensuring GDPR-compliant data management.
8. Undertake an annual safeguarding self-assessment for the Lightwave Community.
9. Ensuring compliance with Charity Commission and Church of England safeguarding expectations.

Particular members may have responsibility for

- Participating in or deliver safeguarding training
- Safeguarding oversight of a specific Lightwave Hub or a specific collection of Lightwave Groups
- Acting as a subject matter expert (e.g., safeguarding of children or vulnerable adults)
- Communications/dissemination of Safeguarding information

6. Meetings and Reporting

- Termly team meetings to review safeguarding matters and update on activities.
- Annual safeguarding report presented to the Lightwave Council.
- Attendance by at least one LCST member (typically the LCLSO) at each Lightwave Council meeting.

² This includes ensuring that the Lightwave Policy document and the House of Bishops' Safeguarding Policy for children, young people and adults, *Promoting a Safer Church* are displayed clearly on the Safeguarding page of the Lightwave Community website and circulated to all existing and new Church Officers. *And ensure that the following information is sent to all group/hub leaders with a reminder to display it in appropriate places:*

- *a formal statement of adoption of the House of Bishops' 'Promoting a Safer Church: Safeguarding Policy Statement'. This should be signed on behalf of the LCC."*
- *how to contact the Diocesan Safeguarding Officer and Parish Safeguarding Officer.*
- *how to get help outside the church with child and adult safeguarding issues.*

7. Policies and Documentation

- Maintain and regularly update the Lightwave Community Safeguarding Policy, adapting from the diocesan model to suit small group and fresh expression contexts.
- Ensure visibility and accessibility of safeguarding contacts and policy documents.

Appendix 4

Detailed Notes and Explanations to support the policy

DBS Checks for Other Individuals working/volunteering with children/young people

Most will require an Enhanced DBS with barred list check unless they are supervised or do not fulfil the Frequency Criteria (e.g. they are on a rota).

- “Supervised” activity is defined by the Church of England as activity where the supervisor (themselves safely recruited) is always able to see the supervised worker’s actions during their work – if this level of monitoring cannot be maintained continuously then the role is not a supervised position.
- “Frequency Criteria” is defined as once a week or more; 4 days or more in any 30-day period or overnight between the hours of 2am and 6am.

If an individual is working with children but does not satisfy the frequency test or period condition and/or are supervised, so he/she is not in regulated activity in relation to children, then he/she may still be eligible for an enhanced DBS check (without barring information) but this will depend on careful analysis of the work involved. If you are unsure consult the Lightwave Safeguarding Officer

DBS Checks Individuals working/volunteering with vulnerable adults

Most will require an Enhanced DBS without barred list check, provided they satisfy the Frequency Criteria.

Some may require an Enhanced DBS with barred list check if, for example, they provide, personal care, assistance with cash, bills or shopping, conveying someone to or from healthcare, personal care or social care (but not to Church/Lightwave activities).

[End of Document]