Parish of Effingham and Fetcham – Safeguarding Guidelines

1. Diocesan Commitment. The Diocese of Arundel and Brighton is committed to safeguarding as an integral part of the life and ministry of the Church. Supported by and in compliance with the policies and procedures of the Catholic Safeguarding Advisory Service of England and Wales, we are striving towards a culture of safeguarding where all are safe from harm and abuse and where everyone is encouraged and enabled to enjoy the fullness of life in Jesus Christ through the Community, both individually and collectively.

2. The Diocese will ensure that any allegations of a safeguarding matter are responded to promptly and liaise openly with statutory authorities to support investigations, responding sensitively and compassionately to those in need, and ensuring perpetrators are held to account.

3. The Parish will follow the Diocesan Policy on safeguarding, set out on the Diocesan website at https://www.abdiocese.org.uk/safeguarding/home

4. Safeguarding of children and vulnerable adults is the responsibility of everyone in the parish. Everyone who comes in contact with them has a role to play in their safeguarding and in particular (but not limited to) those involved with:

a. Altar Servers
b. Youth Group
c. Children's Liturgy of the Word
d. First Holy Communion programme
e. Confirmation programme
f. Visiting and taking Holy Communion to the sick and housebound.

5. When organising or supporting parish activities involving children or vulnerable adults all volunteers should maintain the attitude that "it could happen here" and whilst in their care children and vulnerable adults have the right to feel safe, secure and protected from harm or abuse.

6. The Parish Safeguarding Representative is responsible for making sure the parish is aware of the importance of safeguarding children and vulnerable adults; promoting good and safe practice, including what is appropriate and inappropriate behaviour; they decide how to administer the National Safeguarding Policies and Procedures within the parish together with the Parish Priest, and the Diocesan Safeguarding Co-ordinator.

7. Volunteers. The parish relies on volunteers to organise and run the many activities that take place within our parish community. To meet national Safeguarding rules all parishioners involved in such activities are expected to undergo Safeguarding checks and periodic training. The Diocesan procedure is at: https://www.abdiocese.org.uk/safeguarding/resources. The Parish Safeguarding Representative will help with the completion of all the documentation and will arrange to take copies of the required documents for the Disclosure and Barring Service (DBS) checks (formerly CRB check). We appreciate that many Volunteer parishioners will already have been checked for other organisations or work however the law is clear and a further check is required when seeking to volunteer in the parish.

8. Reporting Incidents, Allegations and Concerns. Volunteers are in a privileged and responsible position when working with children and vulnerable adults and, in discussions with them, may come across areas of concern. In such circumstances the volunteer has the responsibility to take appropriate action as set out in their training. They must record the issue and report it promptly to the Parish Priest, the Parish Safeguarding Representative and/or the Diocesan Safeguarding Office (see list of contacts below). If the concern relates to the Parish Priest advice should be sought direct from the Diocesan Safeguarding Officer.

9. Contacts.

Parish Safeguarding Representatives: Ben & Melitta Kopieczek
Tel: (Ben) 07850 388973
Email: (Ben) SG1.effingham@abdiocese.org.uk
(Melitta) SG2.effingham@abdiocese.org.uk

The Parish Office
Tel: 01372 458263
Email: effingham@abdiocese.org.uk

Diocesan Safeguarding Office:
The St Philip Howard Centre, 4 Southgate Drive, Crawley, West Sussex, RH10 6RP
Email: safeguarding@abdiocese.org.uk

Diocesan Safeguarding Office Manager: Bethany Arthur
Tel: 01293 651148 | Mobile: 07391 415362
Email: bethany.arthur@abdiocese.org.uk

Diocesan Safeguarding Co-ordinator: Angela McGrory
Tel: 01293 651148 | Mobile: 07585 657090
Email: angela.mcgrory@abdiocese.org.uk

Diocesan DBS Administrator: Tracey Murphy
Email: dbs@abdiocese.org.uk

Diocesan Safeguarding Case Worker: Mark Branah
Tel: 01293 651148
Email: safeguarding@abdiocese.org.uk

Diocesan Assistant Safeguarding Coordinator: Pierre Serra
Tel: 01293 651148 | Mobile: 07442 092161
Email: pierre.serra@abdiocese.org.uk

The Parish Priest
Parish of Effingham and Fetcham
September 2026