

# **Safeguarding at the Prayer Book Society**

Simple Guidance for Branch Officers and Volunteers

## **Purpose of this Guidance**

The Prayer Book Society (PBS) is committed to ensuring that everyone taking part in our activities is safe and treated with care and respect. Most PBS branch events are adult-focused, but sometimes children or adults with care and support needs are present. Our safeguarding approach is therefore tiered, so that measures are always appropriate and practical for the activity involved.

This guide is for all branch officers and volunteers. It explains what's expected of you and who to contact if a safeguarding issue arises. You are not expected to handle complex safeguarding matters yourself — the national team will support you at every stage.

## **Our Key Principles**

### 1. Supportive

Branches are not expected to carry out complex safeguarding procedures. Your role is to stay alert, act responsibly, and let the national safeguarding team take the lead if concerns arise. The National Safeguarding Lead or Deputy will manage any concern and, where needed, liaise with professional agencies such as the Police or Social Services.

### 2. Best Practice

Whenever an event involves children, young people or adults with care and support needs, PBS will apply best practice and make sure everyone knows who the safeguarding contacts are.

### 3. Shared Responsibility

Safeguarding is everyone's responsibility. If something doesn't seem right, ask advice and report it — even if the concern seems small or unrelated to PBS.

## **Practical Safeguarding Framework**

### **Tier 1 – Most Branch Meetings and Events**

Adult-only or low-risk activities:

- No children or young people expected to attend.
- Branch notes safeguarding in its annual review.
- All volunteers should know how to contact the National Safeguarding Lead and Deputy.
- If a concern arises (including a 'secondary disclosure' during conversation), pass it on promptly.
- Be aware of the host church's safeguarding procedures.

## **Tier 2 – Events Where Children or Adults with Care and Support Needs May Be Present**

- Notify the PBS national office before the event.
- National team will advise on simple, proportionate precautions (e.g. supervision, consent forms).
- No detailed risk assessment required by branches.
- Remind all volunteers of safeguarding contacts before the event.
- Report any concerns or disclosures immediately.

## **Tier 3 – Events Directly Involving Children or Adults with Care and Support Needs**

For example, the Cranmer Awards:

- National PBS leads on safeguarding arrangements.
- Local branches ensure every child or young person is accompanied by a responsible adult (parent, guardian, or teacher) at all times.
- The National Safeguarding Lead or Deputy is on site or on call and is the point of escalation.

## **If You Have a Concern**

1. Ensure immediate safety — call 999 in an emergency.
2. Report concerns as soon as possible to:
  - The National Safeguarding Lead, Interim CEO David Harvey, [david.harvey@pbs.org.uk](mailto:david.harvey@pbs.org.uk) or
  - The Deputy Safeguarding Lead, Claire Baker, [Claire.baker@pbs.org.uk](mailto:Claire.baker@pbs.org.uk) or
  - The police or social services if the situation is urgent and you cannot reach the PBS team.

Do not investigate the matter yourself. Simply record what was said, the date and time, and pass this information to the safeguarding contact.

## **Annual Branch Responsibilities**

- Review safeguarding at least once each year as part of the branch committee agenda.
- Confirm to the national office that all officers and volunteers have read this guidance and know how to reach the national safeguarding team.
- Note any safeguarding themes or learning points from the year and share them with the national office.

## **Summary**

PBS safeguarding is designed to be simple, supportive and effective.

- For most branch activities, requirements are light-touch and proportionate.
- For higher-risk events, the national team provides direct support.
- Across all activities, PBS treats safeguarding as a serious priority and part of our Christian duty of care.

Together, we aim to ensure every PBS event is safe, respectful and welcoming for all.