

**ST. MATTHEW'S, WESTMINSTER**  
**Safeguarding update for the PCC meeting**  
**12<sup>th</sup> September 2017**

1. Claire has provided me with all the documents connected with Safeguarding. The Diocesan Policy had not been reviewed at the first meeting after the APCM as was required but I believe that this was because we didn't have a safeguarding officer at the time.  
I suggest that I continue with any outstanding work or incidents and then we have a more detailed review at the first meeting after the APCM in 2018.
2. I have started to revise the Safeguarding Procedures. People are always welcome to speak to me, but I plan to include advice on how to record something that has happened to you or to listen to someone who is troubled about a matter.  
I am required to forward any matters to the diocesan safeguarding team to seek their advice and not to discuss them further.
3. At the meeting on 17<sup>th</sup> July, I mentioned opening an incident file as a less daunting way of recording any matters or concerns. I forwarded some items to the safeguarding team on 15<sup>th</sup> August. No further action was required.  
Another matter had already been dealt with appropriately in-house.
4. Following Miriam Cooke moving to Durham with her family, we no longer have a Children's Champion. I suggest that we review the duties required with a view to indentifying possible people or even finding a volunteer at the next meeting.  
NB It is strongly recommended that this post is not combined with that of the Safeguarding Officer!

**Margaret Withers**  
**5<sup>th</sup> September 2017**