

Policy and Procedures

for the

SAFEGUARDING OF CHILDREN

and

VULNERABLE ADULTS

IN OUR CHURCH

The Parish of

St. Giles Church, Balderton.

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Principles of the House of Bishops' Policy for Safeguarding Children and Vulnerable Adults.

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

Principles

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children and all adults.
- The safeguarding and protection of all children, young people and adults when they are vulnerable.
- The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.

We will carefully select and train all those with any responsibilities within the Church, in line with safer recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.

We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation.

We will seek to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust.

We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

In all these principles we will follow legislation, guidance and recognised good practice.

This principle statement will be renewed annually and progress in carrying it out will be monitored by **The Parish Safeguarding Co-ordinator who is:**

Mrs Dilys Carby.....

She may be contacted at: 31 Church Lane, Balderton, Newark, Notts, NG24 3NW Tel: 01636 672155

This statement was agreed by St. Giles Parochial Church Council, Balderton.

Date: 12.06.2018

Signed.....(Incumbent) Signed.....(Church Ward

PROCEDURES FOR IMPLEMENTING THE PARISH POLICY

of St. Giles Church, Balderton.

A copy of these procedures will be given to all youth workers, volunteers and employees who have the responsibility for children or young people. They should sign a declaration afterwards saying that they have read and understood them.

1. CONTACTS

Our Parish Safeguarding Co-ordinator is: Mrs. Dilys Carby

Address: 31 Church Lane, Balderton, Newark, Nottinghamshire, NG24 3NW

Tel: **01636 672155**

2. Contact details for the main leader of each children's/youth group

YOUTH GROUP	LEADER'S NAME	ADDRESS
Sunday Club	Alison Wilson	54 Queen Street, Balderton
Bellringers	John Dodd	23 Alvey Road, Balderton
Choir	Alison Wilson	54 Queen Street, Balderton

3. The following ratio of adults (over 18 years old) to children should be:

Age	Number of Leaders
0 to 2 years	1 leader to every 3 children
2 to 3 years	1 leader to every 4 children
3 to 8 years	1 leader to every 8 children
8 +	1 leader for the first 8 children followed by 1 to 12

Each group is to have at least two adult youth workers present and a gender balance should be maintained in mixed gender groups. Our uniformed organisations follow their own recommendations and rules.

4. Safeguarding principles will be followed – e.g. choirs, bell ringers etc for groups of a mixture of adults and children. Bellringers will follow their National Safeguarding policy.

The Group Leaders takes responsibility for safeguarding in mixed groups and follows good practice guidelines.

5. Safe Recruiting

Those responsible for an appointment should follow the principles outlined on the opposite page when seeking to appoint someone to a post involving direct contact with children and young people. This follows the recommendations given by the Home Office in the Safe from Harm publication.

The forms in the appendices section 12 of the handbook, Children and Young People First will be used..

6. Good Practice Guidelines

Every youth volunteer and paid youth worker should be given a copy of the 'Diocesan Safeguarding Guide', which is available on request from Dunham House. Children and Young People First 2004 and specific good practice guidance is available from Protecting All Gods Children 2010.

7. Procedure to follow in the case of suspicion and disclosure of abuse

'The Diocesan Safeguarding Guide' contains

ACTION TO TAKE IF:

- there is an allegation of abuse
- you are concerned, or it comes to your notice that someone may be committing abuse

Please contact the Parish Safeguarding Co-ordinator if you have any concerns regarding the above.

Children should be given every opportunity to learn that no-one has the right to do anything to them that makes them feel uncomfortable.

8. Activities away from the church premises

- No child can be taken off-site for activities without the consent of their parent/guardian/ carer's permission.
- Details of the event must be given and permission slips with a request for medical details must be filled in.
- Before events take place please see our Parish Safeguarding Co-ordinator to check over all the arrangement details.
- Seek the permission of the Parochial Church Council, following a risk assessment, for approval of the event so that it is covered by parish insurance or because of the nature of the activity additional insurance and safeguarding procedures may be required.
- When taking children off-site, a detailed programme and list of contacts should be left with someone in the parish.

The Parish Safeguarding Coordinator has a sample of a form for such events.

9. Support, supervision and training of children's workers and youth workers.

Everyone should avoid working alone with children and there should always be more than one responsible adult available so that there is mutual supervision. Should one of the adults become ill or get called away, the other adult should call for additional help if possible.

Children's and youth workers are given the opportunity to review their work with the leader of their group or another named adult. This will enable them to comment on the work they are doing, give suggestions, review and further develop their work, if they so wish, and to discuss training opportunities.

Overall supervision rests with the incumbent.

From time to time our church may hold training events on Safeguarding. There will also be other training events held by the diocese which church staff, youth workers, volunteers and safeguarding Named People will be encouraged to attend.

10. The passing on of information to new screeners and/or incumbents.

After a youth worker or volunteer has resigned, information on their children's/youth work will be kept for an indefinite period, in case it is needed for references for a new position at another church or for working with children elsewhere.

Confidential/sensitive information will be passed on only by the incumbent (or a churchwarden during an interregnum).

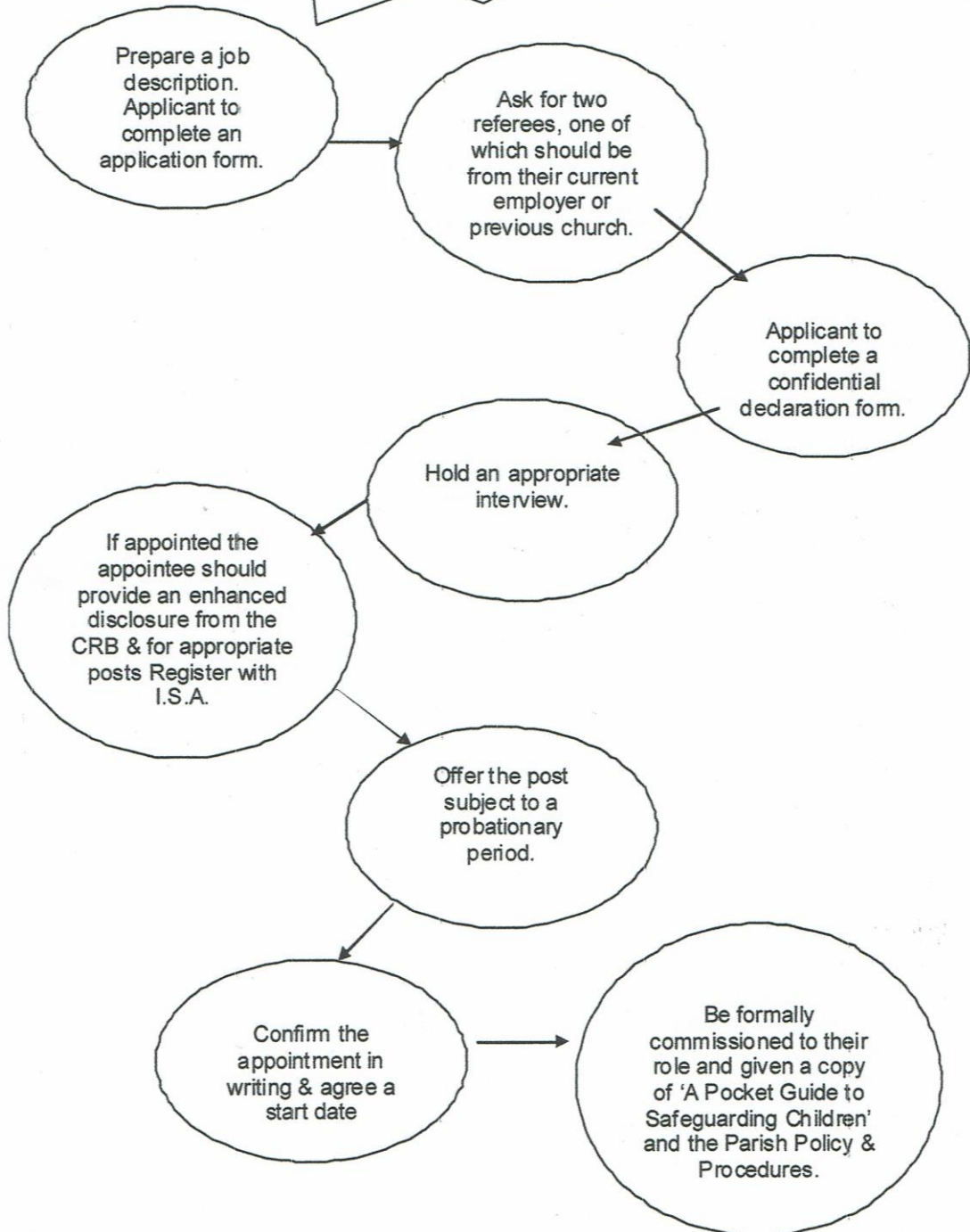
Passing on Concerns

If the PCC or church organisation has to remove someone from work with children and young people it is likely to have a **legal duty** to refer information to the Disclosure and Barring Service and consult the Local Authority. The Diocesan Safeguarding Adviser Officer (Martin Hollingworth Tel 0115 9603010) must be consulted first if this situation appears to be arising.

11. Implementation of the Policy.

The Parish Safeguarding Co-ordinator will be responsible for monitoring the policy to see that it is being practiced. This includes:- ensuring that all helpers are aware of good practice guidance and making sure new work is properly risk assessed and all other tasks in the job description in CYPF 2004.

**PROCEDURE TO FOLLOW
WHEN APPOINTING
VOLUNTEERS AND EMPLOYEES**



12. Procedure for regular reporting to the Parochial Church Council

The Parish Safeguarding Coordinator will report annually to the Parochial Church Council on safeguarding matters, new groups, new workers and training needs.

The procedures and guidelines were last reviewed and agreed by the Parochial Church

Council on: ...12..06.2018

Signed by the incumbent:

Signed by the Lay Chair of the Church Council or a Churchwarden:

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Date for policy review

The youth leaders and the Parochial Church Council will review this Safeguarding Policy and how it is to be implemented annually.

Date: ...April 2019.....