

# St Saviour's High Green Safeguarding Adults and Children in the Church Parish Policy Statement

Policy Item	Responsibility
<p>St Saviour's High Green takes the safety and well-being of all people, but especially children &amp; young people and vulnerable adults, very seriously. It believes that such a concern is deeply rooted in the love of God and it is an essential dimension of its ministry and mission. It seeks to safeguard all members of the church community, of all ages, and those that we engage with in the parish. It is the responsibility of all those who associate with St Saviour's to protect children, young people and adults from physical, emotional, sexual, financial, spiritual abuse, neglect and to report any such abuse that is discovered or suspected. Therefore St Saviour's is fully committed to adopting and fulfilling good policies to ensure that the church's activities are of the highest possible standards.</p>	
<p>The PCC adopts the policy statements and guidelines of the Church of England and the Diocese concerning Safe Church and Child Protection.</p>	Vicar & PCC
<p>The PCC expects all church workers, both paid and volunteers, to follow the Safeguarding Adults and Children Policy.</p>	Safeguarding Officer
<p>The policy will be displayed in a prominent place in all church premises and on the church's website.</p>	PCC Secretary Webmaster
<p><b>Responsibilities of the PCC</b></p>	
<p>All members of the PCC, especially new ones, will be required to accept the policy and guidelines. In doing so they accept the prime duty of care placed upon the incumbent and PCC to ensure the well-being of all in the church community.</p>	PCC Secretary
<p>The PCC will appoint a Safeguarding Children Officer.</p>	Vicar
<p>The PCC will inform the Diocesan Safeguarding Office of the details of the Safeguarding Children Officer.</p>	PCC Secretary
<p>The PCC will appoint a Safeguarding Vulnerable Adults Officer.</p>	Vicar
<p>The PCC will inform the Diocesan Safeguarding Office of the details of the Safeguarding Vulnerable Adults Officer.</p>	PCC Secretary
<p>The PCC will appoint a Parish Safeguarding Group to oversee the Policy, both in its relevance &amp; accuracy and in its application. This group will be the Safeguarding Officer plus the Standing Committee and will convene as part of the June and December Standing Committee meetings.</p>	Vicar & PCC Secretary
<p>Safeguarding will be a standing item on the agenda of all PCC meetings</p>	Vicar & PCC Secretary
<p><b>Review</b></p>	
<p>The Parish Safeguarding Group will monitor and update the parish policy twice annually and report to the PCC, normally at the first PCC meeting after the Annual Church Meeting.</p>	Vicar & Safeguarding Officer
<p>The PCC will record this review in their minutes.</p>	PCC Secretary
<p>The PCC will require all children and young people's workers, and those working on a recognised basis with vulnerable adults, to meet at least annually to review safeguarding issues relating to each group. The outcome of these meetings will</p>	Safeguarding Officer

be reported to the PCC.	
A copy of the current Parish Safeguarding Policy will be sent to the Archdeacon and the Diocesan Safeguarding Office for inclusion in the parish file. Further copies will be sent if there are substantial amendments.	Vicar & PCC Secretary

### ***Scope of the Policy***

#### ***Children & Young People***

##### **Aims and Values**

- To help children and young people in their Christian discipleship through a programme of learning and thereby to deepen their Christian faith.
- To enable children, young people and vulnerable adults to experience the love of God.
- To encourage a strong Christian fellowship.
- To help children, young people and vulnerable adults realise their full potential physically, mentally, emotionally and spiritually.
- To encourage children, young people and vulnerable adults to take a full part in the Church's life and worship
- To provide a safe meeting place for children, young people and vulnerable adults.
- To encourage young people to become responsible adults.
- To provide leisure activities for children, young people and vulnerable adults.
- To promote equality of opportunity for all

##### **Activities**

This policy covers the work of this parish with children and young people, in its services and in the groups meeting throughout the week and any work undertaken outside of the church buildings carried out under the auspices of the PCC.

- Snapshots
- Messy Church
- Ignite
- Angram Kids Church
- Little Angels
- Holiday Club
- Summer Party

and all other activities deemed relevant.

#### ***Vulnerable Adults***

##### **Aims and Values**

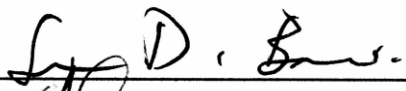

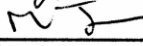
We recognize that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.

As members of this parish we commit ourselves to:

- respectful pastoral care for all adults to whom we minister;
- safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church;
- promoting safe practice by those in positions of trust, and
- promoting the inclusion and empowerment of people who may be vulnerable.

<b>Activities</b>	
<p>Vulnerable adults are likely to be present at any of our gatherings and groups. However some groups are identified as being particularly likely to be serving vulnerable adults:</p> <ol style="list-style-type: none"> <li>Snapshots</li> <li>Mothers Union</li> <li>Community Project Shop</li> <li>Community Project Friday Feast</li> <li>Community Project Allotment</li> </ol> <p>and all other activities deemed relevant.</p>	
<b>Application of the Policy</b>	
All workers, whether paid or voluntary, working for church-based organisations, will be informed of the policy by the Vicar, the Safeguarding Officers and group leaders. They will be expected to accept the policy and guidelines and work according to their requirements.	Vicar Safeguarding Officer Group leaders
<b>Registration and Parental Consent</b>	
All groups will keep a register of those attending each session. Parental consent forms, including emergency contact details, must be completed for all unaccompanied participants under 18, and must be available to group leaders whenever the group meets. This applies to all groups, whether meeting on church premises or elsewhere.	Group leaders
Parental consent to photographs and videos must be obtained, using the consent form and principles in the Diocesan Guidelines.	Group leaders
<b>Insurance</b>	
The PCC will ensure that there is adequate insurance cover for all activities for children and young people.	Treasurer and Group leaders
<b>Recruitment</b>	
The PCC will follow the recruitment process included in the Safeguarding Children Policy. References, the Confidential Declaration and a DBS via the Diocesan system will be obtained. Appointment to any post, paid or voluntary, will not be made until these processes are complete. All appointments will be made on a conditional basis until the completion of a satisfactory probationary period. All those working with children and vulnerable adults will follow the good practice guidelines in the Diocesan Safeguarding Policy and Guidelines.	Group leaders and Safeguarding Officer
<b>Training and Review</b>	
All those working with children, young people or vulnerable adults will be required to attend the Safeguarding training provided by the Diocese or by the Local Authority.	Safeguarding Officer
The parish will consider its training needs at the time it reviews the Safeguarding Policy. If specific further needs are identified the parish will consult with the Diocesan Safeguarding Adviser.	Safeguarding Officer
All children and young people's workers, and those working with vulnerable adults, will meet at least annually to review safeguarding issues relating to each	Group leaders & Safeguarding Officer

group.	
<b>Allegations</b>	
If an allegation is received concerning the behaviour of an adult, the Diocesan Allegations Policy, a copy of which can be found in the Safe Church/Safeguarding Children Policy, will be followed.	Safeguarding Officer
<b>Concerns About, or Reported by, a Child or Vulnerable Adult</b>	
This parish will follow the Diocesan Guidelines and report the concern to the Diocesan Safeguarding Adviser, or to the appropriate Archdeacon.	Safeguarding Officer
<b>Fire Regulations and Security</b>	
All group leaders will be aware of fire regulations and the positions of fire extinguishers. They will be vigilant as to the presence of anyone on the premises during the meetings of the groups. They should know who to contact in an emergency relating to the building.	Group leaders
<b>Food and Hygiene</b>	
If any group is involved in the preparation or selling of food, at least one leader should have completed a basic food hygiene and safety course to ensure good practice is followed.	Group leaders
<b>First Aid and Accidents</b>	
Each group for children will have at least one adult present who has a valid first aid certificate. Groups and services for adults should make appropriate provision.	Group leaders
There should be a properly stocked first aid kit accessible to each group.	Fabric Committee
In the event of any accident, an incident and accident report form should be completed. This should be kept securely in a marked file.	Group leaders
Parents should also be informed of any accident occurring to children and young people.	Group leaders
<b>Church Premises Usage</b>	
Any organisation working with children & young people or vulnerable adults seeking to book the church or the church hall will have it drawn to their attention that they are responsible for Safeguarding. They will be expected to confirm they have a Safeguarding policy and appropriate insurance and sign to this effect on the booking form. A copy of the Safeguarding policy and insurance document will be kept with the booking form.	Church booking – Vicar Hall booking - Warden
Individuals booking the church or the church hall for private functions will have Safeguarding drawn to their attention and sign on the booking form to accept that it is their responsibility for protecting children at that function.	Church booking – Vicar Hall booking – Warden
Individuals booking the church or the church hall for private functions will have insurance liability drawn to their attention and sign to accept that they are responsible for safety issues beyond that of the building and fittings.	Church booking – Vicar Hall booking - Warden

Policy Agreement	Responsibility
<p>This statement was adopted by St Saviour's Church, High Green at a Parochial Church Council meeting held on 8<sup>th</sup> May 2017</p> <p>This adoption was minuted.</p>	<p>PCC Secretary</p>
<p>This policy, and its implementation in practice, will be reviewed each year (at the first PCC after the Annual Church Meeting) to monitor progress achieved.</p>	<p>Vicar &amp; PCC Secretary</p>
<p>The appointed Safeguarding Children Officer is:</p>	<p>Pat Webster</p>
<p>The appointed Safeguarding Vulnerable Adults Officer is:</p>	<p>Pat Webster</p>
<p><b>Signed by</b></p> <p>Vicar _____ </p> <p>Churchwarden _____ </p> <p>Churchwarden _____ </p> <p>Date <u>08/05/2017</u></p>	