

SAFEGUARDING POLICY AND PROCEDURES

September 2018

Policy

The PCC will take all reasonable care to ensure the safety of the children, young people and vulnerable adults for whom it bears responsibility.

Procedures

1. The Parish has appointed a *Parish Safeguarding Coordinator* for the overall coordination of this policy across the parish (Desiree McKenzie Plummer, also *Safeguarding Officer* for St Michael's). Each of the other three churches has appointed their own *Safeguarding Officer* (Alison Wadge for Christ the King, Nicky Sacco for St Paul's and Ruth Smith for Holy Cross). See Appendix 1 for contact details.
2. The Coordinator is the point of contact through which all safeguarding concerns will be channelled.
3. The Coordinator and Officers work together on behalf of the PCC to ensure these procedures are implemented and report regularly to DCCs and the PCC on their activities.
- 4.
5. The PCC is directly responsible for all church activity involving children, young people and vulnerable adults (listed in Appendix 2).
6. All groups or parties who hire any of the Parish buildings will be required to satisfy the PCC that they have a Safeguarding Policy or that they will uphold the Parish policy. (Appendix 3 sets out the wording for the letting agreement).
7. Anyone wishing to work with children, young people or vulnerable adults within the sphere of the churches, must be aged 18 or over and satisfy the following conditions. Anyone under 18 may assist in leadership roles, but must remain supervised at all times.
 - Applicants will be required to complete the Lichfield Diocesan Declaration Form
 - Applicants will be required to provide two references regarding the applicant's character and suitability for the role; one of which may be provided by the a relevant minister.
 - Before appointment or the continuation of any appointment, appointees may need to apply for and supply clearance from the Disclosure & Barring Service.
8. Completed declaration forms and references will be confidential to and securely held by the responsible Team Vicar or, in the event of a vacancy, by the Team Rector, Rural Dean or Archdeacon.
9. The PCC will provide leaders and those working in safeguarding access to guidance and training in the understanding of child/vulnerable adult abuse.
10. The PCC will issue clear guidelines for promoting safer working with children or young people. These are included in Appendix 4.
11. The PCC will publish on the notice boards of each church in the parish and Parish buildings, a copy of the Diocesan Safeguarding flowchart. Additionally, all validated leaders and key holders will be given a copy of the chart and this policy.
12. The PCC will carry public liability insurance and will insure for personal accident, all leaders and staff who work with children, young people and vulnerable adults.
13. This Policy and procedure will be made available, if requested, at the Archdeacon's Visitation.
14. This Policy and these procedures will be monitored by the *Parish Safeguarding Coordinator*, who will report to the PCC annually.
15. The PCC will review this document annually in September.

APPENDIX 1 – CONTACT DETAILS

PARISH CONTACTS

Parish Safeguarding Coordinator

Desiree McKenzie Plummer

07833 730186 | desiree15@blueyonder.co.uk

St. Michael's Safeguarding Officer

Sarah Douglas

07967 189499 | sarah@sadbuttrue.co.uk

Christ the King Safeguarding Officer

Alison Wadge

awadge@palmercrossprimary.co.uk | 07956 868734

St Paul's Safeguarding Officer

Nicky Sacco

njsacco@hotmail.co.uk | 01902 785009

Holy Cross Safeguarding Officer

Ruth Smith

ruth_smith71@hotmail.com | 01952 850683

Team Rector

Rev'd Richard Reeve

richardmreeve@aol.com | 01902 742801

Parish Wardens

Cyril Randles

cyrilrandles@gmail.com | 01902 758797

Mark Cadwallader

markandjo7@hotmail.com | 01902 847720

EXTERNAL CONTACTS

Diocesan Safeguarding Advisor

Neil Spiring

01543 306030 | neil.spiring@lichfield.anglican.org

Diocesan Advisor for the Safeguarding of Children

Kim Hodgkins

01543 306030 | kim.hodgkins@lichfield.anglican.org

Organisation	Office Hours	Out of Hours (Before 9am, after 5pm and at weekends)
Diocesan Safeguarding	01543 306030	0845 1204550
Safeguarding of Children		
Staffordshire	0800 1313126	0345 604 2719
Wolverhampton	01902 555392	01902 552999
Safeguarding of Adults		
Staffordshire	0345 604 2719	0345 604 2719
Wolverhampton	01902 551199	01902 552999

APPENDIX 2

Children and Youth Activities in the Parish

- Sunday School in each church.
- Crèche.
- Messy Church.
- Encounter Group.
- Youth Groups in St. Paul's, St. Michael's and Holy Cross.
- Summer Holiday Club at Holy Cross.
- Pantomime at St Paul's.
- Stay and Play at Christ the King.

From time to time, additional children's activities take place, for example, seasonal activities, such as the Cradle Roll event at Christ the King. This policy will apply to these events in the same way as to other parish activities with children and young people.

APPENDIX 3

The wording of the letting agreement for each of the parish properties should include:

“The PCC takes all reasonable care to ensure the safety of the children and young people and vulnerable adults for whom it bears responsibility.

As users of this facility I/we agree to uphold this policy.”

APPENDIX 4

Guidelines for safer working with children and young people, from *Protecting All God's Children*, 2010, 4th Edn. p68, Appendix A4.

All group leaders will ensure members are clear about their roles and the working arrangements of the group. All groups will adhere to the following staffing ratios:

- There should always be two leaders. On a temporary basis, while awaiting clearance, it will be possible for people to work in pairs, at least one of whom should have been cleared in accordance with these procedures.
- The minimum number of validated leaders over eighteen years of age will be as follows:
 - 0-2 years 1 leader to 3 children
 - 2-3 years 1 leader to 4 children
 - 3-8 years 1 leader to 8 children
 - Over 8 years 1 leader for the first 8 young people, thereafter 1 per additional 12.
- If small groups are in the same room or adjoining rooms with open access between them then it is possible to have only one adult per group, depending on the nature of the activity.
- Young people who are being encouraged to develop their leadership skills through helping should always be overseen by an appointed worker who will be responsible for ensuring that good practice and safeguarding procedures are followed and the work they are doing is appropriate to both their age and understanding.

It is recommended that when transporting children and young people, more than one adult should be present in each vehicle.

Factors which affect ratios for both children and young people include:

- age / ability / special needs
- the possibility of unforeseen events e.g. accidents
- the type of building / venue and the number of separate rooms in use
- the risk level of the activity
- the distance of any trip, complexity of travel, type of transport, weather conditions

Any activity covering children and young people should have clear procedures in place in relation to:

- What to do in the case of fire or emergency
- How to keep track of people on an excursion
- How to record any health issues or medication requirements
- How to get in touch with a parent or guardian

(Sample forms are available from the Safeguarding Coordinator)

A properly stocked, clearly marked First Aid Kit should be accessible at all times, with a list of suitably trained people. There should also be facility to record any such incidents, and their treatment.

Guidance on issues of good practice, including Lone Working, "touching" (p. 64) and under 18 year old leaders (p. 25-6) are available in 'Protecting All God's Children'

<http://www.lichfield.anglican.org/ourdiocese/safeguarding-resources/>

The appropriate Safeguarding Officer will be kept informed, in advance of any outings or events extra to the normal regular meetings of the groups listed at APPENDIX 2 in order to ensure that appropriate risk assessment has been undertaken and an adequate ratio of leaders to young people is provided.