

Adult and Child Safeguarding Policy

St Giles' Church, Whittington

2016

DIOCESE OF LICHFIELD SAFEGUARDING POLICY AND PROCEDURES

POLICY

The Parochial Church Council of St Giles' Church will take all reasonable care to ensure the safety of the children, young people and vulnerable adults for whom it bears responsibility.

IDENTIFICATION OF THE SAFEGUARDING CO-ORDINATOR

1. Elizabeth Smith is our approved Safeguarding Coordinator for the calendar year 2016 and she is the point of contact through which concerns about child protection will be channeled
2. She is responsible to the PCC for ensuring that these procedures are implemented

PROCEDURES

3. The PCC will work towards adopting the recommendations of the House of Bishops as published in the Policy for Safeguarding Children Protecting All God's Children (2010) and Promoting a Safe Church (2006)

4. The PCC will ensure full compliance with Health and Safety Guidelines

5. The PCC is directly responsible for the following groups which include children and young people:

Sunbeams: a baby and pre school group with a parent or guardian present. Fortnightly on Wednesdays in term time in the church hall

Messy Church: a family orientated children's group where parents/guardians are present. Monthly on a Saturday in the church hall

6. A list of children's groups that hire the church hall will be provided to the PCC annually. The groups who hire the Church Hall will satisfy the PCC that they have a Safeguarding policy, if they do not have their own policy, the PCC will present their own Safeguarding policy for group to adopt and implement

7. Validation: Leaders must be aged 18 or over working with children and young people, under 18s may assist with leadership roles but must be supervised at all times

- Applicants will be required to complete the Lichfield Diocesan declaration

- Applicants will be required to provide two references using the Diocesan Safeguarding Policy form

- Before appointment or the continuation of any appointment, appointees may need to apply for and supply clearance from the Disclosure & Barring Service

8. Only suitable and responsible people may become key holders, references will be taken up in accordance with the Safer Recruitment policy and they will be required to complete the Lichfield Diocese Declaration. Access and Usage of Church Buildings will be monitored as far as is reasonably possible

9. Completed declaration forms and references will be confidential to and securely held by the Incumbent or, in the event of a vacancy, by the Rural Dean or Archdeacon

10. The PCC will use the Disclosure & Barring Service for checking leaders' criminal records where appropriate. This will be done via the Safeguarding Office, St Mary's House, The Close, Lichfield. WS13 7LD

11. The PCC requires groups listed in 5 to provide, in writing, at least the following:

- A list of its current leaders and details of their roles, provision for training and support, when and where the group meets, its normal working pattern and the age range it covers

12. The PCC require groups that are working with children and young people:

- 1 To agree clear roles for leaders
- 2 Set up structures to train and support their leaders in their roles
- 3 Agree statements of working practice
- 4

13. The PCC will provide leaders and those working in Safeguarding access to guidance and training in the understanding of child/vulnerable adult abuse

14. The PCC will issue clear guidelines for avoiding situations where children or young people could be in danger

15. The PCC will publish on the notice boards at the back of the church and in the Church Hall, a copy of the Diocesan Safe Guarding Flow Chart (available on the Diocesan website) In addition, all validated leaders and key holders will be given a copy

16. The PCC will carry public liability insurance and will insure all leaders and staff for personal accident

17. The PCC will implement a plan to monitor annually that the procedures are being followed

18. The PCC will make a copy of this policy and its procedures available, if requested, at The Archdeacon's visitation

19. This Policy and its procedures will be monitored by the Safeguarding Coordinator who will report to the PCC annually

20. The PCC will review the policy and its procedures annually in the month of.....