

Child and Adult Safeguarding Policy 2017  
St. Giles' Church Whittington  
Diocese of Lichfield

The Parochial Church Council (PCC) 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.

**Parish Safeguarding Officer**

Elizabeth Smith is our approved Safeguarding Co-ordinator for the calendar year 2017. She is the point of contact through which concerns about child protection will be channelled. She is responsible to the PCC for ensuring these procedures are implemented.

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" 4<sup>th</sup> edition (2010)," Promoting a Safer Church" (2006) and the updated guidance "Safer Recruitment" (2015) and "Promoting a Safer Church" Policy guidance (2017)

**Children's groups and the PCC**

The PCC is directly responsible for the following groups that include children and young people

- Sunbeams (pre school age), which meet on alternate Wednesdays in term time in the Church and the Church Hall with parents/guardians present.
- Messy Church, a family orientated children's group where parents are present, monthly on dates arranged through the year.

These groups will provide in writing a list of current leaders and their roles to the PCC.

**Recruitment**

The PCC approves the recruitment of suitable candidates with experience in working with children to work as volunteer leaders and helpers with the children's groups.

- It supports the leaders to access guidance and training about child protection / vulnerable adult issues.
- It supports guidelines for best practice agreed by the leaders of the groups with reference to Diocesan guidelines.
- It requires all volunteers to be given a clearly defined role description with appropriate training and support.

**Children's groups that hire the Church Hall**

An annual record of any children's groups that hire the Church Hall will be provided to the PCC and these groups will satisfy the PCC that they have a child protection policy that meets the standards of the parish safeguarding policy.. In the event of a policy not meeting parish requirements the PCC will present their own Safeguarding policy for the group to adopt and implement.

### **Validation of leaders**

Leaders must be aged 18 or over working with children and young people, under 18's may assist with leadership roles but must be supervised at all times. All volunteers aged 18 or over who work as leaders or regular helpers with the groups that include children and young people groups are required

- To complete a Lichfield Diocesan declaration.
- To apply for and supply clearance from the Disclosure and Barring service, where appropriate. All applications are via an online application process. Information is available on the Lichfield Diocesan website with a link to the application process. Further information is available from the DBS administrator, St Mary's House, The Close, Lichfield, WS13 7LD. TEL 01543 622320
- To provide two referees using the Diocesan Safeguarding Policy form.
- 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.

A copy of this Child Protection Policy for St Giles' Church will be available to all volunteer leaders.

### **Parish Responsibilities of PCC**

- To ensure full compliance with Health and Safety Guidelines.
- To monitor that only suitable and responsible people become key holders for Church premises. If necessary 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 premises will be monitored as far as is reasonably possible.
- To publish on the notice boards at the back of Church and in the Church Hall a copy of the Diocesan Safeguarding Flow Chart. Copies of which will be made available for all validated volunteer leaders and key holders.
- To issue clear guidelines for avoiding situations where children and young people could be in danger.

### **Insurance**

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

### **Monitoring of Procedures**

The Safeguarding Co-ordinator is to review and report annually to the PCC about this policy and is to monitor that the policy and its procedures are being followed .

The PCC is to document issues relating to Child Protection and to review the implementation of this Child Protection Policy annually. The PCC will make available a copy of the most recent Parish Child Protection Policy and procedures, if requested ,at the Archdeacon's visitation.

## Additional Information

### ADVICE ON PROCEDURE FOR DISCLOSURE OF ABUSE

The Parochial Church Council (PCC) guidelines advise any member of its community to whom a disclosure of abuse is made

- Listen to the child and do not ask leading questions.
- Take what the child says seriously.
- Do not promise confidentiality, others will need to be involved if the abuse is to stop.
- Record what the child has said using the child or young person's words. Keep this record secure.
- Note the context, the time and date on your record and sign it.
- Avoid judgements and opinions.
- Inform the Incumbent and Child protection Officer / Safeguarding Officer.
- Ask advice about what to do next.
- Never attempt to investigate the situation yourself.
- Continue to support the child and seek support for yourself.

The Diocesan Flow Chart is to be followed without delay where there is any cause for concern.

The Diocesan Child /Adult Protection Officer will be informed of any complaint of abuse or if any allegation is made against a member of the church community. Any complaint will be reported to the Safeguarding officer and the incumbent, and in a time of interregnum ,the associate minister and/or the Rural Dean.

**STAFFORDSHIRE SOCIAL SERVICES** Staffordshire Social Services are the statutory agency that can investigate such a complaint or concern.

#### **CHILDREN**

##### **First Response Team**

**0800 1313 126** (free from a landline) 8.30-5.00 Mon to Thursday  
8.30 to 4.30 Fri

**mobile 0777372016**

Out of Hours Emergency number

**0845 604 28886 mo. 07815 492613**

#### **ADULTS**

**0345 604 2719**

**Staffordshire Police Child Protection Central Referrals Unit tel 101**

**Ask for M.A.S.H. (multi agency safeguarding hub)**

In an **EMERGENCY 999**

CHILDLINE

0800 1111

FAMILY LIVES / PARENTLINE

0808 800 2222

## Record of Policy Revision Dates

### Latest revision

Elizabeth Smith 27/07/17

Elizabeth Smith 13/07/16

Elizabeth Smith 08/07/2015

Elizabeth Smith 23/04/14

### Complete Revision of policy

Elizabeth Smith 20/01/13

### First Child Protection policy provision in St Giles' Parish

Elizabeth Smith 21-11 2005

Revised 26-03 06

Revised 18-03-07

Revised 11-09-07

Revised 05-03-08

Revised 16-11-09