

Adult and Child Safeguarding Policy

St Giles' Church , Whittington.

2018

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 Co-ordinator for the calendar year 2018 and she is the point of contact through which concerns about child protection will be channelled.

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) , the updated guidance Safer Recruitment (2015) and Promoting a Safer Church policy guidance (2017).

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, young people and vulnerable adults:

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.

Coffee Stop : A weekly coffee morning on Thursdays in the church hall. Transport is provided for elderly and housebound adults if needed.

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 a 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 confidential 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 confidential 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 criminal records where appropriate. All DBS applications are now made online. There is information for applicants and a link to the application process on the Lichfield Diocesan website. Further information is available from the DBS Administrator, 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 Agree on clear roles for leaders and helpers.
- 2 Hold regular planning meetings to train and support their leaders in their roles
- 3 Agree on statements of working practice relevant to each group.

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 on request.

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.

18. This Policy and its procedures will be monitored by the Safeguarding co-ordinator who will report to the PCC annually.

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

Elizabeth Smith revision July 2018