PARISH SAFEGUARDING POLICY

This amended policy was adopted by the Parochial Church Council of St Cuthbert's Church, Allendale

As members of this Church we commit ourselves to care for one another safely. We recognise that everyone has different levels of vulnerability and that each of us may be regarded as at risk at some time in our lives.

We commit ourselves to:

- ❑ safeguard children, young people and adults who may be at risk, ensuring their well-being in the life of this Church
- ❑ promote safe practice by those in positions of trust
- ❑ promote the inclusion and empowerment of people who may be at risk
- ❑ recruit safely following the recognised procedures
- ❑ support, resource, train and regularly review those who undertake work with children, young people and adults who might be at risk.

It is the responsibility of each of us to prevent physical, emotional, sexual, financial or spiritual abuse. We will report any abuse that we discover or suspect.

We agree to work within the guidelines of the Church of England and the Diocese of Newcastle.

Each person who works within this Church community will be expected to agree to abide by this policy and the guidelines established by the PCC.

The PCC appoints Sylvia Milburn as Parish Safeguarding Officer.

This policy will be reviewed each year by the Parochial Church Council, and re-affirmed at the Annual Parochial Church Meeting.

Signed:
Incumbent/Lay Chair :

Churchwarden :

Churchwarden:

Date :

Readopted at the APCM on
Readopted at the APCM on
Readopted at the APCM on
Readopted at the APCM on

GUIDELINES

CREATING A SAFE SPACE: WHY?

We agree that each person has the right to:

- ❑ live in a safe secure, stable and loving environment
- ❑ be protected from all forms of harm, including abuse and exploitation
- ❑ have a voice, and to be heard
- ❑ be valued and respected
- ❑ be treated as a unique individual with particular needs and particular gifts.

It is the responsibility of the whole Church to work together to create a SAFE SPACE for all.

WHAT DOES A 'SAFE CHURCH' LOOK LIKE ?

A Safe Church will include the following general four areas, properly assessed and monitored. It will also include appropriate awareness of particular issues because of the nature of the work and the context.

People

- ❑ will be recruited only after references have been taken up and/or suitability ascertained
- ❑ will usually work in teams, with support and supervision
- ❑ will have a clear role so they and others know what it is they are doing.

Place

- ❑ a risk assessment to make sure the premises are suitable and safe for the planned activity
- ❑ insurance and safety certificates in place (fire, electrics, etc.)
- ❑ regular review of the suitability for purpose of the building
- ❑ risk assessment for activities;
- ❑ appropriate numbers of leaders and helpers, with suitable training
- ❑ a clear sense of what the task requires from all involved
- ❑ regular meetings to review what is happening, how things are done and to update on training, not least in response to potential emergencies;
- ❑ appropriate, accurate record keeping of attendance and incidents
- ❑ good communication.

Procedures

- ❑ written good practice guidelines if appropriate
- ❑ regular review of policies
- ❑ clear understanding of confidentiality and acceptable behaviour
- ❑ all those working with children or adults at risk must know what to do in case of allegations, disclosure, or suspicions of abuse or neglect of whatever kind.

Leadership Support

- ❑ Ensuring that ministers, lay or ordained, are supported and resourced.

HOW CAN WE CREATE A SAFE SPACE?

The Diocese will:

❑ make available required or appropriate training for clergy, staff and volunteers

❑ provide guidelines to parishes in proper recruitment practices so those who are actively seeking to exploit or abuse vulnerable people are deterred

❑ provide expertise and/or links to expertise for situations when parishes have problems, concerns or difficulties

❑ work to promote a common culture across the diocese in which the well-being of all, the protection of those at risk and good practices which make for safe community are implemented

❑ ensure that where other agencies are involved, proper confidentiality and information-sharing related either to the protection of adults, including those who may be at risk, or concerning the perpetrators of abuse, are maintained through agreed protocols.

❑ provide diocesan safeguarding policies which are in line with national Church of England policies, and which are regularly revised and updated.

Clergy, staff and volunteers from Churches are expected to:

❑ undergo all training required of their role, not least in the areas of Safeguarding

❑ follow and work by the diocesan policies and guidelines in their area of work

❑ ensure that their actions are not abusive; nor put themselves at unnecessary risk of allegations of misconduct

❑ respond promptly to allegations or disclosures received of abuse or misconduct, by contacting the Police or Social Services in an emergency or the Diocesan Safeguarding Adviser.

PCCs are required to:

❑ adopt, work by and review the Diocesan Parish Policy, updating as required

❑ report annually on their compliance and any issues which have arisen

❑ take the initiative in making the church building and other buildings as accessible as possible and safe for all users

❑ recruit according to the Safer Recruitment Guidelines

❑ provide proper supervision, training and accountability for all working with children and/or adults at risk; not least on what to do in the case of allegations or disclosures of abuse or suspected abuse

❑ ensure other organisations using their premises have similar policies, or will agree to work within the diocesan policies. Allegations of abuse and suspected abuse MUST be reported to the Police or Social Services in an emergency or to the Diocesan Safeguarding Adviser.

PARISH ROLES AND RESPONSIBILITIES

1 PCC

It is the legal responsibility of the PCC to fulfil its duty of care towards all those present during worship and in all Church-sponsored activities.
With the Incumbent, the PCC will:

- ❑ accept its duty of care to create a Safe Space for all in the Church community, and ensure there is a strategy in place to raise awareness of and promote training in Safeguarding matters
- ❑ create an environment which is welcoming, respectful and safe from abuse; and which enables and encourages concerns to be raised and responded to openly, promptly and consistently
- ❑ adopt and implement the Diocesan Guidelines: Towards a Safer Church: Creating a Safe Space
- ❑ support the designated Parish Safeguarding Officer in his or her work with the Incumbent and PCC to implement policy and procedures which include Safer Recruitment
- ❑ provide appropriate insurance cover for all activities undertaken in the name of the Church
- ❑ monitor and support the work of the Incumbent and Parish Safeguarding Officer, and annually review the implementation of the policy and procedures.

2 THE INCUMBENT

The role of the Incumbent is to provide leadership, and to encourage everyone to create a Safe Space. With the PCC, the incumbent will:

- ❑ have an oversight of the activities that are the responsibility of the PCC, particularly those involving children and adults at risk
- ❑ inform and work in co-operation with the Diocesan Safeguarding Adviser in the event of allegations, suspicions or disclosures of abuse; and ensure that those who may pose a risk to children and adults at risk are effectively managed and monitored.
- ❑ ensure that:
  - ❑ appropriate support, supervision and training for the Parish Safeguarding Officer
  - ❑ arrangements are in place for the pastoral care of those affected by abuse
  - ❑ there is provision of a secure cabinet for storage of records
  - ❑ agreements are written in conjunction with Diocesan Safeguarding Adviser
  - ❑ all those appointed to roles, whether voluntary or paid, have been recruited following the Safer Recruitment guidelines.

3 PARISH SAFEGUARDING OFFICER

The Parish Safeguarding Officer will advise within the Church on all matters linked with Towards a Safer Church: Creating a Safe Space, as well as being the link to the Diocesan Safeguarding Adviser. The role requires close working with the incumbent of the Parish, and is usually best undertaken by lay people with experience of working with children or adults at risk, although not always currently involved in such work in the Church.

In conjunction with the Incumbent and the Diocesan Safeguarding Adviser, the Parish Safeguarding Officer is responsible for:

- ❑ promoting good and safe practices in all activities and to make any recommendations required taking into account the particular arrangements of the Church
- ❑ being involved in the recruitment of people who are involved in relevant activities within the Church; and facilitating the DBS process at local level, ensuring that everyone who is required to go through the vetting process does so
- ❑ ensuring that individuals, groups or organisations using Church premises have access to the Diocesan Guidelines: Towards a Safer Church: Creating A Safe Space, as adopted by the PCC
- ❑ managing all matters relating to concerns and allegations of abuse, in liaison with the Incumbent and the Diocesan Safeguarding Adviser.
- ❑ encouraging all who work with children or adults at risk to attend Safeguarding training at least every three years; and maintaining records of this
- ❑ checking the validity of DBS applications. As PCC DBS Administrator, the Safeguarding Officer is responsible for:
- ❑ establishing the true identity of an applicant, through the examination of a range of documents as set out by the Disclosure and Barring Service (DBS)
- ❑ checking and validating the information provided by the applicant on the application form.
- ❑ ensuring the application form is fully completed and the information it contains is accurate.

4 CHURCHWARDEN

The rights and responsibilities of Churchwardens are laid down in Canon Law. In co-operation with the Incumbent, Churchwardens are generally responsible for the day-to-day functioning of the Church. In this capacity, Churchwardens are considered the leading lay members of the congregation. Their responsibilities for Safeguarding include:

- ❑ during a vacancy, ensuring that the incumbent's Safeguarding roles are fulfilled, in co-operation with the PCC, Safeguarding Officer and the Area Dean
- ❑ paying attention to the specific needs of children and adults at risk when undertaking health and safety inspections and risk assessment
- ❑ ensuring that risk assessments are carried out before new activities are undertaken
- ❑ ensuring that all Church activities are adequately insured
- ❑ answering questions regarding Safeguarding as they arise in the Archdeacon's Parish Visitations; and addressing specific advice which may be given.

5 ANNUAL PAROCHIAL CHURCH MEETING

All new PCC members should complete:

- ❑ a PCC Member Nomination form
- ❑ and if appropriate, a Confidential Declaration form.

It should be explained in writing to each PCC member that the Church is committed to Safeguarding; and that if any PCC member sees or hears anything that might be a Safeguarding risk, they should report it immediately to the Parish Safeguarding Officer.
The PCC will ensure that at least three members have had a DBS enhanced check. This might include the Parish Safeguarding Officer and those working with children or adults at risk. A Churchwarden and the Incumbent may be included in the list.

6 TRAINING AND DEVELOPMENT

The Basic Awareness and Foundation courses can be completed by any member of the congregation, to support awareness raising and a culture of support and vigilance in the Church. It can be undertaken online at https://safeguardingtraining.cofeportal.org/login/index.php.

However, it is recommended that those in the following roles are encouraged to complete it: Vergers, Servers, Welcomers, Caretakers, Refreshment Helpers, Shop Staff, Sidespersons, Flower Arrangers, Administrative Staff, Bell-ringers, Choir Members/Music Group Members (including Sound/AV Technicians).

In addition the following training is required every three years.

Role	**Basic Awareness Module**	**Foundation Module**	**Leadership Module**
Incumbent and clergy, including those that hold PtO	Yes	Yes	Yes
Licensed Lay Ministers, e.g. Readers	Yes	Yes	Yes
Parish workers with children/ vulnerable adults (paid or volunteer)	Yes	Yes	No
Leaders/Supervisors of work with children/vulnerable adults (paid or volunteer)	Yes	Yes	Yes
Parish Safeguarding Officer	Yes	Yes	Yes
Churchwardens	Yes	Yes	Yes
PCC Members	Yes	No	No
Music Group Leaders/Choir Leaders	Yes	Yes	Yes
Bell Tower Captains	Yes	Yes	Yes

7 ROLES ELIGIBLE FOR A DBS CHECK

DBS checks to be carried out as follows every five years.

Role	**Enhanced DBS with barring information**	**Enhanced DBS without barring information**	**Basic DBS**
Incumbent and clergy, including those that hold PtO	Yes	No	No
Licensed Lay Ministers, e.g. Readers	No	Yes	No
Parish workers with children/ vulnerable adults (paid or volunteer)	No	Yes	No
Leaders/Supervisors of work with children/vulnerable adults (paid or volunteer)	No	Yes	No
Parish Safeguarding Officer	No	Yes	No
Churchwardens	No	Yes	No
PCC Members	No	No	Yes
Music Group Leaders/Choir Leaders	No	Yes	No
Bell Tower Captains/Bell Ringing Teachers	No	Yes	No
Sidesperson, Verger, Server	No	No	Yes