

# **SAFEGUARDING POLICY STATEMENT**

## **PARISH OF WATH WITH BRAMPTON BIERLOW**

### **Applies to all CHILDREN, YOUNG PEOPLE and VULNERABLE ADULTS**

#### **Statement of Aims**

Our aims are:

- To enable everyone to experience the love of God
- To encourage a strong Christian fellowship
- To help people realise their full potential physically, mentally, emotionally and spiritually
- To encourage people to take a full part in the Church's life and worship
- To provide a safe meeting place for all
- To encourage young people to become responsible adults
- To promote equality of opportunity for all

This document covers the work of this parish with children, young people and vulnerable adults, in its services and in the groups meeting throughout the week.

Currently these groups are:

- Tiddlers and Toddlers
- Sunday School
- Music Group
- Choir
- Bellringers
- Messy church

This policy also covers any work undertaken outside of the church buildings carried out under the auspices of the P.C.C.

This policy will also cover any new groups formed by Wath All Saints Church or Brampton.

#### **Policy Statement**

This P.C.C. adopts the policy statement of the Diocese and will display it prominently in all church premises. [cofe-policy-statement-2017.pdf](#) (anglican.org). This is the document entitled 'Promoting a safer church' and is kept with the policy for easy reference.

As members of the Church of England we are concerned with the wholeness of each individual within God's purpose for everyone. We seek to safeguard all members of the church community, of all ages. It is the responsibility of each one of us to protect children and young people from physical, emotional and sexual abuse, and from neglect.

The PCC expects all church members, especially those working with children and young people and vulnerable adults, to pay due regard and adhere to this policy as well as to the

guidelines, practices and procedures defined in the Diocesan Safeguarding file, available from the Vicar's Vestry.

### **Application of the Policy**

All new workers, whether paid or voluntary, working for church-based organisations, will be informed of the policy by the vicar, the safeguarding officer or the group leader. They will be expected to accept the policy and guidelines and work according to their requirements.

All new members of the P.C.C. will be required to accept the policy and guidelines.

Safeguarding will be placed on the Agenda of the P.C.C.

The policy will be reviewed and updated against current advice from the Church of England and the diocese annually and when regulation or guidance changes.

The P.C.C. will appoint a Safeguarding Officer and will inform the Church House administrator of their details.

### **Risk assessment**

The diocese advises that 'For all groups and activities:

- Undertake a health and safety risk assessment (see Model Activity Risk Assessment Template).
- A registration form must be completed for every child or young person who attends groups or activities which should include up-to-date information on parents' contact numbers, medical information (e.g. allergies) and any special needs (see Model Registration Form – Activities and Trips)'.

These links are in the Parish Safeguarding Handbook via Layout 1 ([churchofengland.org](http://churchofengland.org))

### **Church Premises**

Any organisation booking the use of church premises will be informed of the need to observe the policy via a statement on the Booking Form.

They should be expected to confirm they have a Safeguarding policy and appropriate insurance. Individuals booking church premises for private functions will have the policy drawn to their attention and accept their responsibility for protecting children at that function.

### **Recruitment**

The P.C.C. will follow the recruitment process included in the Safeguarding Policy.

A confidential Self-Declaration form and policy acceptance form must be accepted and signed.

A DBS check (Disclosure and barring service) will be obtained, depending upon the role applied for, through the diocesan system.

References will also be required.

**Appointment to any post, paid or voluntary, will not be made until these processes are complete**

All appointments will be made on a conditional basis until the completion of a satisfactory probationary period.

All those working with children, young people and vulnerable adults will follow the good practice guidelines in the Diocesan Safeguarding policy and guidelines file.

**Staffing for children's groups**

There must be at least two adults present in the meeting space of all the groups listed above. If the group is of mixed sex, it is good practice for there to be a male and a female leader present. If the group is all of one gender, it is good practice for one of the leaders to be of that gender.

The PCC adopts the ratios as specified in the Church of England document Safer Environment and Activities, October 2019.

Age (years)	Staff:Children
0 - 2	01:03
2 - 3	01:04
4 - 8	01:06
9 - 12	01:08
13 - 18	01:10

On no account should an adult be alone with any age group.

Staffing ratios should always take account of the needs and nature of the group.

**Registration and Parental Consent for children's groups**

All groups will keep a register of those attending each session including leaders.

Parental consent forms, including emergency contact details, must be completed for all participants, and must be available to group leaders whenever the group meets. This applies to all groups, whether meeting on church premises or elsewhere.

**Insurance**

A risk assessment must be undertaken, and confirmation obtained that the activity is covered by PCC insurance.

The PCC provides insurance, covering public liability and personal accident, for all groups listed above whose activities have been authorized by the PCC according to the requirements of its insurer, the Ecclesiastical Insurance Group.

This section provides a brief overview of the Health and Safety requirements for groups.

Full details are held in the Health and Safety Policy.

### **Fire Regulations and Security**

All group leaders will be aware of fire regulations and the positions of fire exits, call points and fire-fighting equipment. They will be vigilant as to the presence of anyone on the premises during the meetings of the groups. They should know who to contact in an emergency relating to the building.

### **Food and Hygiene**

If any group is involved in the preparation or selling of food, at least one leader should have completed the food hygiene and food safety course to ensure good practice is followed.

The Food Standards agency provides accessible information on the four 'C's of food preparation: Cook, Chill, Clean and Cross-contamination <https://www.food.gov.uk/food-safety>

### **First Aid and Accidents**

Each group will have at least one adult present who has attended a basic course on first aid. There should be a properly stocked first aid kit accessible to each group. In the event of any accident, an incident and accident report form should be completed. This should be kept securely in a marked file. Parents or carers should also be informed of any accident.

### **Providing an Independent Person**

Children, young people and vulnerable adults should have the opportunity to raise any concerns about any health and safety or protection matters. A notice will be placed on the noticeboard and/or entrance to church and to all church premises with the name of the parish Safeguarding Officer, Childline telephone number and of any other independent person the parish appoints to afford this opportunity.

### **The Voice of the Child, Young Person and Vulnerable adult**

These people should have the opportunity to raise any concerns about any health and safety or protection matters. A notice will be placed on the notice board at the entrance to church and to all church premises with the name and contact details of the Safeguarding Officer and the Childline telephone number.

## **Allegations**

If an allegation is received concerning the behaviour of an adult, the Practice Guidance for responding to Safeguarding concerns or allegations relating to children, young adults or Vulnerable adults (November 2018) (a copy of which can be found in the Safeguarding Policy File) will be followed.

## **Concerns About or Reported by a Child**

This parish will follow the Diocesan Guidelines and report the concern to the Diocesan Safeguarding Adviser, or to the appropriate Archdeacon.

To clarify, if the allegation is regarding a member of the clergy or lay member, the matter must be referred to the archdeacon, Venerable Javaid Iqbal, Doncaster 07469 850723.

## **Review**

People working with children, young people and vulnerable adults will meet to review their work on an annual basis. This should include a review of protection issues and health and 5 safety issues relating to each group.

Notification of this meeting should be reported to the P.C.C. The Parish Safeguarding Officer will review the parish policy annually and report to the P.C.C., who will record this review in their minutes.

The P.C.C. will inform the Archdeacon via the visitation that this has been done.

A copy of the current Parish Safeguarding Policy should be sent to the Archdeacon for inclusion in the parish file.

A further copy should be sent if there are substantial amendments.

## **Training**

All adults working in a children, young adult or vulnerable adult's activity group, church officers and members of the PCC will be required to attend the relevant Safeguarding training provided by the Diocese.

Those looking to start a role within the church must attend the training before starting the role.

The parish will consider its training needs at the time it reviews the Safeguarding Policy. If specific needs are identified, the parish will consult with the Diocesan Safeguarding Adviser.

Details of training requirements can be found on pages 13 and 14 of Practice Guidance: Safeguarding and Development July 2019. A link is provided below, or it can be found on the diocesan website.

Signed on behalf of the PCC by Rev Charles Burton

Date:.....

Key Personnel:

- All Saints Safeguarding Officer: John Campbell (07342 497520)
- Brampton Bierlow Safeguarding Officer: Ruth Sutherland (01226 755153)
- Diocesan Safeguarding Advisers: Siân Checkley (07741 013775 or [sian.checkley@sheffield.anglican.org](mailto:sian.checkley@sheffield.anglican.org)) Elina Penttila (07871796682 or [elina.penttila@Sheffield.anglican.org](mailto:elina.penttila@Sheffield.anglican.org))

Urgent out of hours safeguarding service is now provided by Thirtyone:Eight (31:8) Tel no 0303 0031111