

ST. GILES' CHURCH, NEWCASTLE-under-LYME, STAFFORDSHIRE

with ST. THOMAS BUTTERTON

SAFEGUARDING POLICY AND PROCEDURES SEPTEMBER 2019

POLICY

The Parochial Church Council (PCC) of St. Giles', Newcastle under Lyme, and church council of St. Thomas, Butterton, will take all reasonable care to ensure the safety of the children, young people and vulnerable adults for whom it bears responsibility.

(Reference: Protecting All God's Children, page vii; chapter 2 page 8)

PROCEDURES

- 1) Penny Richards is the approved Safeguarding Coordinator for the calendar year November 2019 to November 2020 and is the person through whom concerns about safeguarding will be channelled.
- 2) The Safeguarding Coordinator is responsible to the PCC for ensuring that these procedures are implemented.
- 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 Diocesan Safeguarding Flow Chart, showing how to act and who to contact if any safeguarding issue should arise, will be clearly displayed in the church alongside the accompanying poster.
- 4) The PCC will ensure full compliance with Health and Safety Guidelines.
 - a. Location of First Aid Boxes
 - b. Maintenance of First Aid Boxes
 - c. Location of Fire Exits and escape procedure
 - d. Location of Fire Extinguishers
 - e. Safe moving and handling of equipment used by groups
 - f. Accident Book
 - g. Health and Safety Policy
- 5) The PCC is directly responsible for the following groups which include children, young people and vulnerable adults:
 - a. Sunday Club
 - b. Crèche

- 6) The following groups which 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 this policy for groups to adopt and implement:**
- a. Rainbow Toddler Group**
 - b. Mothers' Union**
 - c. Other groups**
- 7) Leaders working with young children must be 18 years of age or over; under 18's may assist with leadership roles but must be supervised at all times;**
- a. Applicants will/may be required to complete the Lichfield Diocesan declaration**
 - b. Applicants will/may be required to provide two references using the diocesan Safeguarding Policy Form**
 - c. Before appointment or the continuation of any appointment, the appointees may need to apply for and supply clearance from the Disclosure and Barring Service (DBS)**
 - d. No leader should be working alone with any child, young person or vulnerable adult, without being in sight of another leader or assistant, or the situation of 1:1 being indirectly monitored through other responsible adults being readily available in the building**
 - e. Ratio of helpers to children/young people need to be agreed**
- 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 to 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 and Barring Service for checking leaders' criminal records, where appropriate, via the Safeguarding Office, St. Mary' House, The Close, Lichfield WS13 7LD.**
- 11) The PCC requires each group listed in 4 to provide in writing, at least:**
- a. A list of its' current leaders, details of their roles, and provision for training and support.**
 - b. When and where the group meets, its normal working pattern and the age range it covers.**

- 12) The PCC requires groups working with children, young people and vulnerable adults to
 - a. Agree clear role for leaders
 - b. Set up structures to train and support their leaders in their roles
 - c. Agree statements of working practice
- 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, young people or vulnerable adults could be in danger.
- 15) The PCC will carry public liability insurance and will insure all leaders and staff for personal accident.
- 16) The PCC will implement a plan to monitor annually that the procedures are being followed.
- 17) 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 Coordinator who will report to the PCC annually.
- 19) The PCC will review the Policy and its Procedures annually in the month of November.