



Safeguarding For All 2019

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Policy Statement

NB. This Policy should be read in conjunction with the Church's Race Equality Policy, Equal Opportunities Statement and Responding to Domestic Abuse Statement.

St Mary's Parish Church, Eaton Socon is committed to ensuring that children and vulnerable adults attending and participating within church activities are valued and protected from harm. It seeks to follow the guiding principles in the Home Office Code of Practice "Safe from Harm", the House of Bishop's "Protecting all God's Children" child protection policy document and those set out in the Children Act 1989 and the House of Bishops 'Promoting a safe church' safeguarding adults policy document.

The Church wishes to provide an environment that:

- values, nurtures and protects all of its members encompassing children (0 – 18 years) and vulnerable adults;
- promotes, and encourages all people to learn of, and grow in the knowledge and love of Jesus;
- enables all people to participate in worship and the life of the church family;
- equips its members and in particular those working with children and vulnerable adults to support, nurture and safeguard all and to recognise abuse and take action as necessary;
- creates a culture of informed vigilance that takes all people seriously.

Responsibilities

The Parochial Church Council (PCC) agrees to:

- oversee the implementation and monitor the application of this policy and practice;
- ensure that all those working with children and vulnerable adults understand and are working within the scope of this policy and practice;
- make the contents of the policy and practice guidance known to the membership of St Mary's Church congregation and provide copies to all workers within the church;
- ensure that adequate records are maintained in respect to the appointment of, and training of children's and vulnerable adults' workers - to include DBS checks;
- appoint a named person to act as a Safeguarding Officer available to all within the Church to support any action necessary to reduce the possibilities of abuse taking place and to ensure action is taken if it is suspected.
- appoint a Children's Advocate whom the children could talk to about any problems should they so wish;
- ratify the appointment of all children and youth leaders;
- ensure records of essential information and permissions forms as necessary relating to the children are maintained;
- ensure the contact details are kept up to date;
- allocate adequate funds to enable work to be undertaken with the children and vulnerable adults at midweek and Sunday activities;
- ensure Health and Safety and insurance requirements are in place and that rooms provided are safe, suitable and free from unnecessary risks;

- ensure that any external groups or organisations regularly using Church premises for children's activities have their own Safeguarding policies and procedures. Copies of relevant policies will be checked and also that DBS checks for leaders are in place and the date of the checks recorded annually;
- provide clear boundaries for any church attendees whom it knows to be a risk to children and vulnerable adults. This would include ensuring that they were not allowed unsupervised access at any time;
- display the name of the Safeguarding Officer, Children's Advocate and the Child line telephone number;
- ensure that pastoral support is provided to anyone involved in the disclosure of suspected or actual abuse.

It is every Church Member's responsibility to:

- ensure that there is a welcome for all people, including children and those seen as vulnerable
- respect and value children and vulnerable adults and encourage their personal growth in Christ and their participation in worship and church family life;
- prevent the physical, sexual, emotional, spiritual and financial abuse of children and vulnerable adults;
- report any suspected or observed abuse.

In addition to the general responsibilities for church members, people working with children and vulnerable adults should:

- undertake occasional training to ensure they safeguard children and vulnerable adults and understand and respond to any suspected or actual physical, sexual or emotional abuse of children and vulnerable adults.

The appointed St Mary's Safeguarding Officer will be responsible for:

- ensuring that the policy and procedures are implemented;
- reporting concerns and suspected abuse to the statutory agencies and the Diocesan Safeguarding Adviser in line with the Reporting Safeguarding Serious Incidents procedures.

Health & Safety

The basic aim is to make the locations where children meet as safe as possible, principally:

- heating appliances, sockets, windows and doors must be made as safe as possible. Children must not be left unsupervised with stacked furniture;
- each group must have access to a telephone in the event of an emergency. All leaders must know the location of the nearest telephone;
- each group must have access to an accident book, record accidents and inform parents / guardians;
- there must be agreed procedures for fire drills drawn up by a PCC designated person, in consultation with the fire service. Leaders must be aware of the procedures;

- children will not be allowed to leave the premises unsupervised. Each group will be responsible for ensuring arrangements are in place for the safety of children as they arrive and leave;
- there will be a first aid kit available within the group. A designated person will maintain it and familiarise leaders with its use. A list containing these designated people and trained first aiders will be kept in the church office;
- each group should have a designated and trained first aider. First aid should be administered by trained first aiders, except in emergencies (i.e. where leaders/helpers consider the safety of the child is at risk);
- groups will maintain medical consent forms, which include consent for the application of first aid. No medication will be given to a person under the age of 18 years without the written consent of a parent / guardian;
- a risk assessment form for all premises where children's groups meet will be completed annually and presented to the churchwardens.

Scope of Policy and Procedures

Scope

This Policy applies to all church related activities involving children and vulnerable adults and in particular to:

- Little Stars – Wednesday babies and toddler group;
- Light Factory – Sunday teaching and worship time;
- Crèche;
- Friday Clubs;
- Fusion Groups;
- Who Let the Dads Out - Saturday babies and toddler group;
- Wednesday Welcome
- Prayer Team
- Pastoral Care Team
- Bell ringing
- Café-on-the-green
- Relax with Art
- Craft Group
- Holiday Lunch Club
- Women's Ministry
- Men's Ministry

Appointment of workers

All those who work regularly with children or vulnerable adults should have gone through the following appointment process.

Prospective workers will:

- have an informal interview with the relevant group leader;
- be provided with a job outline;
- be provided with a copy of and should read and understand the Safeguarding for All Policy and procedures;

- be provided with a DBS Applicant's pack by the Safeguarding Officer and complete the vetting process;
- attend training, as a minimum, in Safeguarding issues;

An up-to-date register of leaders is to be kept by the Safeguarding Officer. The list is to be revised and approved annually. The PCC has the right to withdraw or withhold authority for any adult to be given access to children or vulnerable adults via the church's groups.

Those working with children or vulnerable adults will be provided with ongoing support and occasional training opportunities.

Note:

- DBS checks from previous or other situations may be accepted;
- People who have not gone through the DBS process will not be allowed to work with children or vulnerable adults on their own;
- Parents of children may support their own child if they feel this is necessary but not with other children;
- Some posts can only be filled by Christians – please refer to the Equal Opportunities Statement.

Summary of the DBS Process:

1. Volunteer requests and is given – by the Lead Recruiter (Safeguarding Officer) - the *thirtyone:eight* Applicant's pack, together with relevant access codes for on-line registration;
2. Applicant completes their application on-line on the *thirtyone:eight* web site;
3. Volunteer provides three forms of identification as specified, to the Lead Recruiter or the ID checker (Additional Recruiter), or in their absence to the vicar Tim Robb;
4. The Lead Recruiter, Additional Recruiter (or Vicar) then confirms sight of the identification documents on-line, allowing *thirtyone:eight* to countersign and send the application off to DBS;
5. Once DBS has completed the DBS checks, the Applicant and Lead Recruiter receive confirmation;
6. Once the Certificate is received, the Applicant shows this to the Lead Recruiter, who then records the certificate number and nature of clearance on the Church Safeguarding Database, thus completing the process;
7. The Applicant is then free to take up post.

Review

The PCC, led by the Safeguarding Officer, agrees to review this policy and check if it is being implemented at least once a year.-

Protection Guideline & Contacts

This section is not intended to provide complete and full guidance as to what to do in cases of suspected abuse or neglect. It cannot be a replacement for training. It does however summarise some of the key aspects of the recognition of and response to suspected abuse or neglect.

If any worker or Church member has any doubts they should discuss their concerns with the Safeguarding Officer or if they are not available with a Churchwarden.

Types and signs of Abuse

Main types of abuse are typically:

- Physical: Injury or hurt;
- Emotional: Frightened, threatened or given responsibilities beyond their years;
- Sexual: Used by others to gratify their sexual desires, this could include verbal or photographic use;
- Neglect: Have experienced a lack of care or failure to protect from danger resulting in serious impairment or poor health;
- Internet: Contact made through social media
- Spiritual: forced religious values or denial of right to faith
- Financial:

There are many different signs of abuse but they include:

Bruising or injury	Nervousness
Fear, cringing	Looking uncared for
Aggression	Withdrawn
Behavioural problems	Acting out of character
Attention seeking	Lingering ill health
Strange drawings	Preoccupation with sexual issues

Clearly some of these circumstances occur with normal, healthy, well cared for and loved children and vulnerable adults so it is important not to overreact but to observe and consider. Training will assist workers with identifying suspected abuse and be key in giving them the confidence in knowing how to respond. See also the churches Responding to Domestic Abuse Statement.

If abuse is suspected or disclosed:

- listen and do not appear shocked;
- accept what the person has told you;
- do not ask leading questions but you might want to gently ask a few open questions to clarify the situation – What sort of ... Who ... When ... If the situation allows (who else is around?);
- do not make the person feel they are being cross-examined;
- don't promise confidentiality;

- record and date what you saw / what the person said / did / draw etc as soon as possible after the event;
- report the incident; seek advice as soon as possible. Do not delay;
- do not contact family members or discuss it with others except the Safeguarding Officer or vicar or Diocesan Safeguarding Adviser.

Contact Details

St Mary's Safeguarding Officer	Jane Gogarty	01480 217433
St Mary's ID checker		
Children's Advocate	Denise Cathrall Iris Slade	01480 352469 01480 382005
Vicar	Timothy Robb	01480 212219
Curate		
Churchwardens	Edward Jarvis David Hesketh	01480 812324 01480 384318
Churches Child Protection Advisory Service	info@thirtyoneeight.org	08451 204550
Local Child Protection Team (Social Services)	ccscommunications@cccs.nhs.org	01480308222
Childline	www.childline.org.uk	080 111
Diocesan Safeguarding Officer	safeguarding@stalbans.anglican.org	01727 818107

Job Roles & Responsibilities

Safeguarding Officer

- Implement the policy and practice guidance;
- Ensure adherence to the DBS vetting process;
- Maintain a record of DBS checks;
- Ensure that after a 5 year period, individuals submit themselves again for DBS checking;
- Ensure that all those working with children and vulnerable adults understand and are working within the scope of this policy and practice;
- Ensure that adequate records are maintained in respect to the appointment of, and training of children's and vulnerable adults workers To include:
 - Workers details;
 - Confirmation of DBS checks;
 - Records of essential information and permissions forms as necessary relating to the children and vulnerable adults are maintained;
- Support any action necessary to reduce the possibilities of abuse taking place and to ensure action is taken if it is suspected;
- Undertake occasional training to ensure they safeguard children and vulnerable adults and understand and respond to any suspected or actual physical, sexual or emotional abuse of children and vulnerable adults;
- Provide general pastoral support to Leaders and alert Church leadership, with permission, to any pastoral issues needing support;
- Liaise with the Diocesan Safeguarding Adviser and arrange training for workers;
- Check annually that any external groups or organisations regularly using Church premises for children's or youth activities have their own safeguarding policies and procedures. Record details. of relevant policies.

Children's Advocate

- Be known to and available to any child should they wish to talk about any problem;
- Undertake occasional training to ensure they safeguard children and understand and respond to any suspected or actual physical, sexual or emotional abuse of children.

Little Stars

Leaders

- Oversee the work of the Little Stars groups arranging rotas, as relevant;
- Recruit helpers to assist with the smooth running of the groups seeking references where appropriate;
- In conjunction with the Safeguarding Officer ensure DBS checks are undertaken;
- Ensure adequate helpers are available on all sessions;
- Ensure that Helpers learn children's names, preferences and needs in the relevant Little Stars groups;

- Ensure the rooms are in a safe condition, and the security of the Church is maintained;
- Keep fire exits free from obstruction (store buggies in Church);
- Maintain records of essential information - Little Stars helpers details (for rota purposes only);
- Provide general pastoral support to workers and alert Church leadership, with permission, of any pastoral issues needing support;
- Provide receipts to the Church Office when using funds and keep within the budget;
- Undertake occasional training to ensure they safeguard children and understand and respond to any suspected or actual physical, sexual or emotional abuse of children.

Helpers

- Assist the Little Stars Leader with activities as relevant;
- Prepare material for the sessions and clear up after the sessions;
- Learn children's names, preferences and needs in the relevant Little Stars groups;
- Ensure the safety of the children in their care;
- Undertake occasional training to ensure they safeguard children and understand and respond to any suspected or actual physical, sexual or emotional abuse of children.

Light Factory (LF) Co-ordinator/Leaders

Co-ordinator

- Oversee the work of the Sunday Light Factory groups arranging rotas/meetings as relevant ;
- Recruit and interview leaders and helpers seeking references where appropriate;
- In conjunction with the Safeguarding Officer ensure DBS checks are undertaken; .
- Maintain records of essential information;
 - LF leaders, helpers and children's details;
 - Records of essential information and permission forms.
- Ensure adequate workers/helpers are available on all sessions;
- Support workers and assist with the smooth running of the groups;
- Provide receipts to the Church Office when using funds and keep within the budget;
- Ensure that when children are taken off-site for special events e.g. Light Factory Camp, they are in a safe environment and a risk assessment has taken place in respect of Health & Safety;
- Undertake occasional training to ensure they safeguard children and understand and respond to any suspected or actual physical, sexual or emotional abuse of children.

Leaders

- Ensure the safety of the children in their care;
- Ensure the rooms are in a safe condition and carryout risk assessments as required – particularly with regard to off-site locations such as the Jubilee Hall;
- Obtain materials and co-ordinate the preparation of and presentation of material for the Light Factory sessions;

- Ensure that Helpers learn children's names, preferences and needs in the relevant LF group;
- Provide general pastoral support to helpers and alert Church leadership, with permission to any pastoral issues needing support;
- Undertake occasional training to ensure they safeguard children and understand and respond to any suspected or actual physical, sexual or emotional abuse of children.

Helpers

- Assist the Co-ordinator and Leaders with activities as relevant;
- Prepare and present the material for the light factory sessions and clear up afterwards;
- Learn children's names, preferences and needs in the relevant Light Factory group;
- Ensure the safety of the children in their care;
- Undertake occasional training to ensure they safeguard children and understand and respond to any suspected or actual physical, sexual or emotional abuse of children.

Crèche

Helpers

- Ensure the safety of the children in their care;
- Ensure the room/crèche area is in a safe condition;
- Undertake occasional training to ensure they safeguard children and understand and respond to any suspected or actual physical, sexual or emotional abuse of children.

Friday Clubs Co-ordinator/Leaders

Co-ordinator

- Oversee the work of the Friday Clubs;
- Recruit and interview leaders/helpers seeking references where appropriate;
- In conjunction with the Safeguarding Officer ensure DBS checks are undertaken;
- Maintain records of essential information;
 - Leaders, helpers and children's details;
 - Records of essential information and permission forms.
- Ensure adequate leaders/helpers are available on all sessions;
- Support leaders and helpers and assist with the smooth running of the groups;
- Provide receipts to the Church Office when using funds and keep within the budget;
- Undertake occasional training to ensure they safeguard children and understand and respond to any suspected or actual physical, sexual or emotional abuse of children.

Leaders

- Assist the Co-ordinator with activities as relevant;
- Ensure the safety of the children in their care;
- Ensure the rooms are in a safe condition;
- Undertake occasional training to ensure they safeguard children and understand and respond to any suspected or actual physical, sexual or emotional abuse of children.

Fusion Co-ordinators/Leaders

Co-ordinator

- Oversee the work of the Fusion;
- Recruit and interview leaders/helpers seeking references where appropriate;
- In conjunction with the Safeguarding Officer ensure DBS checks are undertaken;
- Maintain records of essential information;
 - Leaders, helpers and children's details;
 - Records of essential information and permission forms.
- Ensure adequate leaders/helpers are available on all sessions;
- Support workers and assist with the smooth running of the group;
- Provide receipts to the Church Office when using funds and keep within the budget;
- Undertake occasional training to ensure they safeguard children and understand and respond to any suspected or actual physical, sexual or emotional abuse of children.

Leaders

- Assist the Co-ordinator with activities as relevant;
- Ensure the safety of the children in their care;
- Ensure the rooms are in a safe condition;
- Undertake occasional training to ensure they safeguard children and understand and respond to any suspected or actual physical, sexual or emotional abuse of children.

Who Let the Dads Out (WLTDO)

Leaders

- Oversee the work of Who Let The Dads Out;
- Recruit and interview leaders/helpers seeking references where appropriate;
- In conjunction with the Safeguarding Officer ensure DBS checks are undertaken;
- Ensure adequate leaders/helpers are available for the session;
- Support workers and assist with the smooth running of the group;
- Provide receipts to the Church Office when using funds and keep within the budget;
- Undertake occasional training to ensure they safeguard children and understand and respond to any suspected or actual physical, sexual or emotional abuse of children.

Wednesday Welcome

Leaders

- Oversee the work of Wednesday Welcome;
- Recruit and interview leaders/helpers seeking references where appropriate;
- In conjunction with the Safeguarding Officer ensure DBS checks are undertaken;
- Ensure adequate leaders/helpers are available for the session;
- Support workers and assist with the smooth running of the group;
- Provide receipts to the Church Office when using funds and keep within the budget;

- Undertake occasional training to ensure they safeguard vulnerable adults and understand and respond to any suspected or actual physical, sexual or emotional abuse of vulnerable adults.

Prayer Team

Leaders

- Oversee the work of the Prayer Team;
- Provide receipts to the Church Office when using funds and keep within the budget;
- Undertake occasional training to ensure they safeguard children and vulnerable adults and understand and respond to any suspected or actual physical, sexual or emotional abuse of children and vulnerable adults.

Pastoral Care Team

Co-ordinators

- Oversee the work of the Pastoral Care Team including those offering Home Communion;
- Recruit and interview leaders/helpers seeking references where appropriate;
- In conjunction with the Safeguarding Officer ensure DBS checks are undertaken;
- Support workers and assist with the smooth running of the team;
- Provide receipts to the Church Office when using funds and keep within the budget;
- Undertake occasional training to ensure they safeguard vulnerable adults and understand and respond to any suspected or actual physical, sexual, emotional spiritual or financial abuse of vulnerable adults.

Bell Ringing Captain

- Be aware of the Policy and practice guidance;
- In conjunction with the Safeguarding Officer ensure DBS checks are undertaken;
- Ensure the safety of the children in their care;
- Ensure the rooms are in a safe condition;
- Adhere to the Diocesan Bell Ringing guidance;
- Ensure that children and are not left alone with another lone group participant;
- Undertake occasional training to ensure they safeguard children and understand and respond to any suspected or actual physical, sexual or emotional abuse of children.

Café-on-the-green, Relax with Art, Craft Group, Holiday Lunch Club

- Be aware of the Policy and practice guidance;
- Ensure the rooms are in a safe condition;
- Ensure the safety of any children in their care;
- Ensure that children and vulnerable adults are not left alone with another lone group participant;
- Undertake occasional training to ensure they safeguard children and vulnerable adults and understand and respond to any suspected or actual physical, sexual or emotional abuse of children and vulnerable adults.