



SAFEGUARDING POLICY STATEMENT

Applies to all

CHILDREN, YOUNG PEOPLE and VULNERABLE ADULTS

Parish of All Saints, Wath upon Dearne

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
- Bell-ringers
- 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

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 John Parker

Date:.....

Key Personnel

All Saints Safeguarding Officer:

Christine Druett (01709 590899)

Diocesan Safeguarding Advisers:

Siân Checkley (07741 013775 or sian.checkley@sheffield.anglican.org)

Elina Penttila (07871796682 or elina.penttila@Sheffield.anglican.org)

Urgent out of hours safeguarding service is now provided by Thirtyone:Eight (31:8)

Tel no 0303 0031111

Useful links

Link to Diocesan policy 2017 'Promoting a safer church'
[cofe-policy-statement-2017.pdf \(anglican.org\)](#)

Link to the Safeguarding and development Document, July 2019
[SAFEGUARDING RISK ASSESSMENT PRACTICE GUIDANCE \(anglican.org\)](#)

Link to the Parish Safeguarding Handbook, August 2019
[Layout 1 \(churchofengland.org\)](#)

Link to risk assessment template recommended by the diocese.
[Serving the Church Resources \(stpeterscollege.org.uk\)](#)

Link to Safeguarding children, young people and vulnerable adults e-manual Dec 2021
[Foreword | The Church of England](#)

Link to Safer Working Practice July 2021
[Code of Safer Working Practice 02.07.2021.pdf \(churchofengland.org\)](#)

Link to Safer Environment and Activities September 2019
[Safer Environment and Activities Oct19_0.pdf \(churchofengland.org\)](#)

Practice Guidance: Responding to, assessing and managing safeguarding concerns or allegations against church officers This Practice Guidance also includes the 'Risk assessment and management of those that may pose a known risk to children, young people or vulnerable adults within a Christian Congregation or Community' (2017)
[Responding PG V2.pdf \(churchofengland.org\)](#)

Responding to safeguarding concerns or allegations that relate to children, young people and vulnerable adults” (2018). [Responding to Safeguarding Concerns or Allegations that relate to Children, Young People and Vulnerable Adults.pdf \(churchofengland.org\)](#)

Responding Well to Victims and Survivors of Abuse (November 2021)

[Responding Well to Victims and Survivors of Abuse | The Church of England](#)

[Safeguarding e-manual | The Church of England 2021](#)

This e-manual constitutes the House of Bishops Safeguarding guidance. Each specific piece of guidance comprises a Chapter of the e-manual. As of June 2021, the e-manual contains the following Chapters, the [remaining guidance can be found on our website](#) and will transfer to the e-manual in due course:

- Safer Recruitment and People Management
- Safeguarding in Religious Communities
- Safeguarding Learning and Development Framework
- Responding Well to Victims and Survivors of Abuse
- Declaration of Conflict of Interest Policy
- Safeguarding Children, Young People and Vulnerable Adults added Dec 2021

Reviewed by Rachel Lewis (Churchwarden) and Safeguarding officer Christine Druett
February 2022 against current Church of England and Diocesan policies and guidance.
New guidance added

Next review and Renewal Date: Feb 2023 or in line with new information.