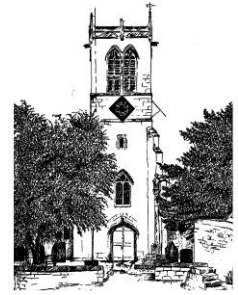


SAFEGUARDING POLICY PROMOTING A SAFER CHURCH



Parish of St Mary the Virgin Sprotbrough

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 9th March 2020.

In accordance with the Church of England Safeguarding Policy,

St. Mary's Sprotbrough is committed to:

- Promoting a welcoming and respectful environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly, openly and consistently to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

St. Mary's Sprotbrough will:

- Create a safe and caring place for all. All trustees of the charity 'St. Mary's Sprotbrough Parochial Church Council' will be required to be DBS checked, as well as completing a Confidential Declaration, and documentation confirming they are 'Fit and proper persons' to act as trustees of the charity.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Liaison with the media in the event of any issues will be in the hands of the Diocesan Safeguarding Advisor.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.
- Provide an annual report on Safeguarding in the PCC's report to the APCM.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

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, and must sign to agree to do so. They should be expected to confirm they have a Safeguarding policy, appropriate DBS checks, and appropriate public liability 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, ensuring all reasonable steps have been taken to prevent injury, illness, loss or damage occurring.

Recruitment

The P.C.C. will follow the recruitment process included in the House of Bishops' Safer Recruitment practice guidance.

This will include the taking of References, the completion of a Confidential Declaration and a DBS disclosure via the Diocesan system. 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 and young people will follow the good practice guidelines in the Diocesan Safeguarding Policy and Guidelines.

Registration and Parental Consent

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

Parental consent to photographs and videos must be obtained, using the consent form and principles in the diocesan guidelines.

Insurance

The P.C.C. will ensure that there is adequate insurance cover for all activities involving children and young people.

Fire Regulations and Security

All group leaders will be aware of fire regulations and the positions of fire extinguishers. 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.

First Aid and Accidents

Each group should 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 should also be informed of any accident.

Providing an Independent Person

Everyone should have the opportunity to raise any concerns about any health and safety or safeguarding 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 Parish Safeguarding Officer, Diocesan Safeguarding Advisor, Childline telephone number and of any other independent person the parish appoints.

Concerns About or Reported by a Child or Vulnerable Adult.

This parish will follow the Diocesan Guidelines and report the concern to the Diocesan Safeguarding Adviser . In an emergency or if the individual is at immediate risk the appropriate statutory agencies will be informed. All such concerns or incidents will be recorded and kept in a confidential place.

Review

All those who work with children and vulnerable adults will meet to review their work on at least an annual basis. This should include a review of safeguarding issues and health and safety issues relating to each group. Notification of this meeting should be reported to the P.C.C. The Parochial Church Council will review the parish policy annually and record this 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 will be sent to the Archdeacon for inclusion in the parish file. A further copy will be sent if there are substantial amendments.

Training

Group leaders will be required to attend the Safeguarding training provided by the Diocese. 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 to arrange a training event for the parish or group of parishes in the Deanery.

Use of Social Media

All those using social media, text messaging and e-mail to communicate with children and young people must follow the diocesan guidelines.

This church appoints Janet Scott as the Parish Safeguarding Officer

Incumbent A Barraclough

Churchwardens A Offord R Lumby

Date: 9th March 2020