

THE PARISH OF BROWNHILLS WITH OGLEY HAY

ST JAMES PARISH CHURCH, BROWNHILLS

HOLY TRINITY CHURCH, CLAYHANGER

SAFEGUARDING POLICY

The Parochial Church Council (PCC) has the duty to take reasonable care to ensure the safety of the children and young people for whom it bears responsibility.

The PCC is committed to:

- The care, nurture of, and respectful pastoral ministry with, all children and adults;
- The safeguarding and protection of all children and adults;
- The establishment of safe, caring communities which provide a loving environment where there is a culture of informed vigilance regarding the dangers of abuse.

PROCEDURES

- 1 The approved Safeguarding Officer (SGO) is Revd Dave Bishop. The approved Safeguarding Co-ordinator is Mrs Joy Powell.
- 2 The SGO is the point of contact through whom concerns about safeguarding issues shall be channelled
- 3 The SGO is responsible to the PCC for ensuring the implementation and monitoring of this policy and its procedures and without prejudice to the generality of the foregoing he will report to the PCC annually at its autumn meeting on the management of this policy
- 4 The PCC may appoint one or more persons to be a children's advocate. The advocate will be someone with whom children can talk about any problems. These appointments will be reviewed annually. Names appear in the appendix.
- 5 The PCC is directly responsible for the groups which are run for children and young people and which are listed in appendix one.
- 6 Each of the groups listed in appendix one shall provide the SGO with
 - (a) A list of current leaders outlining their roles
 - (b) Details of the training and support for these leaders
 - (c) Details of when and where the group meets
 - (d) The normal working patterns
 - (e) The age range of those attending
 - (f) Details of any changes within 14 days of such changes
- 7 External groups (including private parties) which involve children and/or young people and which hire St James' Church or any part of it, the St James' Church Hall and similar church related/associated groups which use the School Hall and/or the Church Room at Holy Trinity Church shall have appropriate safeguarding policies and procedures. Such groups shall produce a copy of their policies and procedures or shall read and agree to adhere to PCC policy

SAFE RECRUITMENT

- 8 (a) Only those who have completed the following authorisation procedure shall be permitted to work with children and young people (authorised personnel).

- i. The applicant shall be nominated by the PCC, when he/she has worshipped there weekly for a minimum of one year and is well known to vicar/ministry team and wider congregation.
 - ii. Each applicant will
 - i. Complete an Application Form for voluntary workers which requires the naming of two referees
 - ii. Complete a Confidential Declaration Form
 - iii. Apply for clearance from the Disclosure and Barring Service if necessary
 - iv. Comply with such other disclosure obligations which may from time to time be imposed on the PCC
 - v. Once matters listed in paragraph above have been completed to the satisfaction of the SO the application shall be referred to the PCC for approval
 - iii. DBS application is sought only on Diocesan guidelines which currently only means for those directly responsible for running young people/children's groups or who do four or more sessions in 30 days.
 - (b) All leaders/assistant leaders/supervisors and PCC members shall be provided with a copy of this policy and any guidelines on procedures and good practice
 - (c) The SGO shall ensure that all the above in (b) are provided with all amendments to such documents within 14 days of their adoption by the PCC
 - (d) Every three years the PCC will make available training in safeguarding issues for the above in (b) and for those seeking to become authorised personnel
 - (e) The authorised personnel at the date of the adoption of this policy are listed in appendix two
- 9 Completed documentation and references are confidential and should be passed to and be securely held by the Incumbent or in the event of a vacancy by the Rural Dean or the Archdeacon

THE OBLIGATIONS ON THE PCC ARE

- (a) To carry public liability insurance
- (b) To carry personal accident insurance for leaders and staff
- (c) To publish on the church and church hall notice boards at St James Church and in the Church Room at Holy Trinity Church a copy of the Diocesan Safeguarding Flow Chart
- (d) To provide all authorised personnel with a copy of this chart
- (e) to display on the church and church hall notice boards at St James Church and in the Church Room at Holy Trinity Church the contact details for the SGO and/or the Children's advocate along with the telephone numbers of "Childline" and "Parentline Plus"
- (f) To ensure that the guidance approved by the PCC is always taken into consideration in the work undertaken with children and young people
- (g) To produce a copy of this policy and its procedures, if requested, at the Visitation by the Archdeacon
- (h) To review this policy and its procedures annually at its autumn meeting
- (i) To ensure that in each venue there is an easily accessible properly stocked clearly marked first aid kit

(j) The PCC will respond without delay to every complaint made which suggests that an adult or child may have been harmed, co-operating with the police and local authority in any investigation.

(k) The PCC will seek to offer informed pastoral care with anyone who has suffered abuse, developing, with him or her, an appropriate ministry.

(l) The PCC will seek to offer pastoral care and support, including supervision and referral to proper authorities, of any member of our church community known to have offended against a child or vulnerable adult

(m) In all these principles we will follow legislation, guidance and recognised good practice.