

**ST JOHN THE DIVINE, HORNINGLOW**

**DIOCESE OF LICHFIELD**

**SAFEGUARDING POLICY AND PROCEDURES 2019**

**This statement was adopted by *St John the Divine* at a Parochial Church Council meeting held on 11 March 2019**

**This policy will be reviewed each year.**

**1. The PCC recognizes that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.**

- We recognise that a position of power in relation to another creates a risk of vulnerability. As a consequence we strive to ensure that we consider power when working and leading with people.
- We recognise that children by virtue of legal status and dependency on adults for their emotional and physical needs will always be vulnerable and at a disadvantage. We commit to considering this in our children's activities– undertaking supervision of staff working with them and risk assessing activities.
- We understand that illness, disability, race, mental health and other issues can put adults in a position of vulnerability. We accept that these can be long term (ongoing), or temporary. We commit to considering this in our adults activities and events – undertaking supervision of staff and risk assessing activities.
- We commit to transparency in our actions and accountability for our work.

**2. As members of this parish we commit ourselves to respectful pastoral care for all adults and children to whom we minister.**

- We will use the Disclosure and Barring Online Service for all who work with children, young people and vulnerable adults. The Safeguarding Officer will send the acceptable forms of identification to the Deanery Verifier.
- We will ensure that those who care for people in our parish attend appropriate safeguarding training.
- We commit to discuss safeguarding as a PCC agenda item

**3. We commit ourselves to the safeguarding of young people and people who may be vulnerable, ensuring their well-being in the life of this church. The PCC is directly responsible for the following groups:**

- CLYC (Church Linked Youth Group)
- Junior Church
- Messy Church
- Summer Fun
- Teenage Discussion Groups
- Junior Confirmation Class
- Servers
- Bellringers

The PCC will receive the following information about these groups:

- A list of current leaders
- When and where the group meets and its normal working pattern

Any groups involving children and young people who hire the Parish Room will satisfy the incumbent that they have a Safeguarding Policy, the correct ratio of adults to young people and that leaders hold a current Disclosure and Barring Certificate. If they do not have their own policy the PCC will present their Safeguarding Policy for groups to adopt and implement. The groups must also have public liability insurance

**4. We commit ourselves to promoting safe practice by those in positions of trust.**

- We will ensure that those in positions of trust (such as wardens), and those in leadership of groups involving vulnerable adults and children have appropriate enhanced DBS checks and that these are updated every 5 years.
- We will engage with appropriate training and seek to develop relationships with other agencies and the diocese on safeguarding.
- Safeguarding including revision of policy will be a regular PCC agenda item and agree that whilst we have a named co-ordinator we will accept collective ownership for this important issue.
- Only suitable and responsible people may become key holders. Access and usage of church buildings will be monitored
- Leaders must be aged 18 or over, under 18s may assist with leadership roles but must be supervised at all times
- We will be transparent, open and not have secrets.

**5. The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.**

- We will consider the impact of power, disadvantage, inclusion, disability, age and race on how we provide and plan for our ministry.
- We will actively (but appropriately), challenge each other in our work in order to ensure we consider a wide range of perspectives and views– ensuring that we do not oppressively impose our own values or views to another's detriment.
- Where a person struggles with an activity due to disadvantage, disability or illness we will assist them so they can participate and contribute as a full part of the church.

**6. It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect.**

- We will not collude, keep secrets or make decisions when we have suspicion of abuse. We will seek through discussion the views of others and ensure through use of external agencies and the diocese safeguarding service that we engage and welcome external perspectives in order to promote a healthy accountable culture.
- We will report without being biased to our personal view. We will report and not investigate.
- We will record concerns factually in diocese suggested formats (as per Recording with Care Policy 2017)
- A copy of the Diocesan Safeguarding Flow Chart will be on display in church and the parish room, and all leaders will be given a copy.
- We will not take chances with the welfare of children or vulnerable adults.

- We are open to scrutiny and encourage this in others.
  - We have zero tolerance to abuse and put the welfare of vulnerable children and adults first
- 7. We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable. The parish is committed to supporting, resourcing and training these people.**
- We will engage with appropriate training and seek to develop relationships with other agencies and the diocese on safeguarding.
  - The PCC undertakes to appoint and upskill a dedicated Safeguarding co-ordinator.
  - Safeguarding co-ordination undertakes to maintain a relationship with diocese level safeguarding team and ensure that this policy is followed.
- 8. We undertake to monitor the use of photographs and social media**
- Parental permission must be obtained before photographs can be used in displays in church or on the church website or facebook
  - Pictures used will not contain personal information, and will be respectful and appropriate to the activity promoted
  - Youth workers, children and young people need to be aware of the correct use of emails, social media and texting
  - Youth workers must ensure that their social media accounts have the correct privacy settings applied to prevent access by the young people they work with
  - The young people have the right to decide if they want to share their email address or phone number
  - All messages sent to young people must be in the public domain
  - Youth workers must be vigilant to the use of mobile data in relation to downloading and sharing
  - Photos must not be taken on mobile phones without permission
  - If Internet Access is provided by the group leader then all users must sign an Internet Users Agreement.
- 9. The parish adopts the guidelines of the Church of England and the Diocese.**
- The Parish will report and record in line with Diocese policies and comply with local guidance's for implementing national policies as defined in diocese policies. These include the diocese safeguarding policy, recording with care policy, social media policy and safer recruitment policy.
- 10. Each person who works with vulnerable people will agree to abide by these recommendations and the guidelines established by this church.**

# **Guidelines for Safeguarding Children and Adults**

Based on 'Protecting All God's Children,  
The Policy for Safeguarding Children in the Church of England' (written by The Church of  
England)

## **Guidelines for individual workers**

### **You should:**

- treat all children and young people with respect and dignity
- ensure that your own language, tone of voice and body language is respectful
- always aim to work within sight of another adult
- ensure another leader is informed if a child needs to be taken to the toilet. Toilet breaks should be organized for young children.
- ensure that children and young people know who they can talk to if they need to speak to someone about a personal concern
- respond warmly to a child who needs comforting, but make sure there are other adults around
- if any activity requires physical contact, ensure that the child and parents are aware of this and its nature beforehand
- administer any necessary First Aid with others around
- obtain consent for any photographs/videos to be taken, shown or displayed;
- record any concerning incidents and give the information to the diocesan school's adviser. Sign and date the record.
- always share concerns about a child or the behaviour of another worker with your group leader and/or the safeguarding co-ordinator.
- As adults do not put yourself at risk. Make sure there are other adults present.

### **You should not:**

- initiate physical contact. Any necessary contact (e.g. for comfort, see above) should be initiated by the child
- invade a child's privacy while washing or toileting
- play rough physical or sexually provocative games
- use any form of physical punishment
- be sexually suggestive about or to a child even in fun
- touch a child inappropriately or obtrusively
- scapegoat, ridicule or reject a child, group or adult
- permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying
- show favouritism to any one child or group
- allow a child or young person to involve you in excessive attention seeking that is overtly physical or sexual in nature
- give lifts to children or young people on their own or on your own
- smoke tobacco in the presence of children
- drink alcohol when responsible for young people
- share sleeping accommodation with children
- invite a child to your home alone
- arrange social occasions with children (other than family members) outside organized group occasions
- allow unknown adults access to children. Visitors should always be accompanied by a known person
- allow strangers to give children lifts.

## **Touch**

Church-sponsored groups and activities should provide a warm, nurturing environment for children and young people, while avoiding any inappropriate behaviour or the risk of allegations being made. Child abuse is harm of a very serious nature so that it is unlikely that any type of physical contact in the course of children and youth work could be misconstrued as abuse. **All volunteers must work with or within sight of another adult.**

Very occasionally it may be necessary to restrain a child or young person who is harming her/himself or others. Use the least possible force and inform the Safeguarding Co-ordinator or Incumbent as soon as possible. All such incidents should be recorded. You should not restrain or restrict a child if there is no immediate harm to the child or to others.

All physical contact should be an appropriate response to the child's needs not the needs of the adult. Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately.

## **Additional guidelines for group leaders**

In addition to the above the group leader should:

- ensure any health and safety requirements are adhered to
- undertake risk assessments with appropriate action taken and record kept
- ensure register and consent forms are up to date, and kept out of view of the public
- have an awareness, at all times, of what is taking place and who is present
- create space for children and/or adults to talk – either formally or informally
- liaise with the Safeguarding Co-ordinator over good practice for safeguarding
- always inform the Safeguarding Co-ordinator adviser of any specific safeguarding concerns that arise. The Safeguarding Co-ordinator or Incumbent will liaise with the Diocesan Safeguarding Adviser.

## **Responding to child protection concerns**

Do not try to deal with any child protection concern on your own. Always tell the Safeguarding Co-ordinator or Incumbent. Always make **notes** as accurately as possible, as soon as possible. These should **cover**:

- what has happened
- in what context
- anything that seemed particularly significant
- quote the child's words exactly where possible.
- sign the record
- add your name, role, date of incident and date of the recording.

## **Contact numbers**

Margaret Collier: 01283 564074  
07816162482

Burton Area Children's Services: 01283 239666

Diocesan Adviser for Safeguarding of Children:  
Neil Spiring Enquiries & Advice 01543 306030  
Emergencies 08451204550

Police 0300 123 4455

**This church appoints Mrs Margaret Collier to represent the concerns and views of vulnerable people at our meetings and to outside bodies as Parish Safeguarding Co-ordinator.**

Incumbent: Prebendary M. R. Freeman 01283 568613

Churchwarden: Mr. Neville Fowler 01283 567803

Churchwarden: Mrs. Debbie Wood 01283 845700

Date: 11 March 2019

Review date: March 2020

This policy needs to be read in conjunction with St John's:

Risk Assessment Policy  
Health and Safety Policy