

Procedures for Implementing the Parish Safeguarding Policy

The parish of St Giles' West Bridgford

A copy of these procedures will be available to all volunteers and employees who work with children, young people or vulnerable adults. They may be asked to sign a declaration afterwards saying that they have read and understood them.

1. Contacts Parish Safeguarding Officer(PSO) is Mrs Dizzy Prentice

Tel: 0795 153 8670 e-mail: dizzy.prentice@btinternet.com

2. Contact details for the leader of each children/youth/vulnerable adults group

Group	Leader	Phone	Email
Bellringers	Gary Harden	0115 969 6062	g-harden@sky.com
Choir	Dizzy Prentice	0795 `153 8670	dizzy.prentice@btinternet.com
Junior Church, Tiddlers	Ellen Dann	0791 092 7427	families@stgilesparish.com
Music Group	Will & Lisa Bancroft	0775 811 7233	thethirdteam@hotmail.com
Sunbeams	Kirsty Thomas	0778 639 7761	kirst.1321@gmail.com
Youth groups	Ellen Dann	0791 092 7427	families@stgilesparish.com
Safe Space	Daphne Carter	0115 974 3749	daphne.rcarter@ntlworld.com
Seniors	Doreen Ottway	0115 981 3689	ottways@aol.com

3. Children's activities

The following ratio of adults (over 18 years old) to children should be:

Age	Number of Leaders
0 to 2 years	1 leader to 3 children
2 to 3 years	1 leader to 4 children
4 to 8 years	1 leader to 6 children
9 to 12 years	1 leader to 8 children
13-18 years	1 leader to 10 children

Each group must have at least 2 adult workers present at all times and a gender balance should be maintained in mixed gender groups. Our uniformed organisations follow their own regulations.

For all groups and activities:

- Undertake a health and safety risk assessment;
- 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 parent/carer's contact numbers, medical information (eg allergies) and any special needs;
- An attendance register must be kept and be available at all group meetings;
- A First Aid kit must be available on any premises that are used by children. An accident and incident logbook must be available, and all accidents recorded. The logbook should be stored in a secure place. Any significant incidents must be recorded (eg a fight between children).
- There should be access to a telephone;
- In premises where children's groups meet, the Childline and Family Lives telephone numbers should be displayed;
- Parents must sign a consent form before children are transported in a private car, and before any photography or images are taken.

4. Mixed groups of adults and children

Members of the **Church Choir** are required to sign agreement to the choir's code of conduct when there are members who are under 18.

5. Safe Recruiting

Those responsible for an appointment must follow the principles outlined below when seeking to appoint someone to a post involving direct contact with children and young people.

- Ensure there is a job description.
- Ask the applicant to complete a confidential declaration form and an application form, including two referees, one of which should ideally be from their current employer or previous church.
- Hold an appropriate interview.
- When satisfactory references have been received, the appointee should provide an enhanced disclosure from the DBS for appropriate posts
- Be formally commissioned to their role and given a copy of 'A Pocket Guide to Safeguarding Children' and the Parish Policy & Procedures.
- Be made aware of the Parish Safeguarding Handbook

6. Procedure to follow in the case of suspicion and disclosure of abuse

Pocket Cards are a useful reminder of actions to take if:

- there is an allegation of abuse
- you are concerned about a young person
- you are concerned about the behaviour of an adult
- it comes to your notice that someone may be committing abuse

The Parish uses the **A to B to C process**, ie 'A' gives information to 'B' who contacts 'C'

Person having concern/taking disclosure	= A
Parish Safeguarding Officer (PSO)/clergy	= B
Diocesan Safeguarding Advisor (DSA)	= C

Remember

Please **record** what you have heard, what your concerns are and what action taken.

Children should be given every opportunity to learn that no-one has the right to do anything to them that makes them feel uncomfortable.

7. Activities away from the church premises

- No child or young person can be taken off-site for activities without the written consent of their parent/guardian/carer.
- Details of the event must be given and permission slips with a request for medical details must be filled in.
- Before events take place please contact the PSO to check over all the arrangement details.
- Seek the permission of the Parochial Church Council, following a risk assessment, for approval of the event so that it is covered by parish insurance or, because of the nature of the activity, additional insurance and safeguarding procedures may be required.
- When taking children off-site, a detailed programme and list of contacts should be left with someone in the parish.

The PSO has a sample form for such events.

8. Visiting Adults

To ensure that visitors are as safe as they can be, and that there is accountability and transparency in the manner in which they engage in lone working or visits to homes and to assure the person being visited of their safety;

- In appropriate cases, visitors will be asked to provide DBS clearance.
- If possible, a risk assessment is undertaken before an initial visit, especially if the visitor does not know the person.

- If there are any concerns or risks known before a visit is made, a risk assessment **must** be undertaken; In these circumstances, there will be consideration as to whether the visit is necessary, or whether visiting in pairs is more appropriate, especially if the adult is perceived to be vulnerable.
- Visits are arranged with the prior agreement of the individual or with family members being made aware of the visits.
- The support which can be offered is made clear, as is the purpose and limitations of any pastoral care/support that is available.
- Confidentiality is critical to protect the privacy of the person and the integrity of pastoral work; it ensures that information revealed to the visitor is not disclosed to anyone else, without the person's knowledge and consent.
- **No referrals to any agency that could provide help will be made without the adult's permission;** ideally they will be encouraged to set up the contact themselves, unless there are safeguarding concerns.
- No 'over the counter' remedies will be offered to people on visits nor will prescribed medicines be administered, even if asked to do so.
- No gifts will be accepted from adults other than token items, to avoid misunderstandings or subsequent accusations from the person or their family. If someone wants to make a donation to the church, it will be put in an envelope, marked on the outside as a donation and a receipt obtained from the Treasurer.
- A note will be made of the date when a visit is made, and a report made about the visit to the Pastoral Coordinator to say what is concerning or going well. Any safeguarding concerns will be reported to the PSO and/or incumbent or directly to the DSA if they are not available.

9. Support, supervision and training of children's/vulnerable adult workers.

Everyone should avoid working alone with children and there should always be more than one responsible adult available so that there is mutual supervision. Should one of the adults become ill or get called away, the other adult should call for additional help. Children's/vulnerable adults workers are given the opportunity to review their work with the leader of their group or another named adult. This will enable them to comment on the work they are doing, give suggestions, review and further develop their work, if they so wish, and to discuss training opportunities.

All volunteers are required to undertake relevant training modules run by the Diocese on behalf of the Church of England. Information about forthcoming training events will be made available by the PSO.

10. The passing on of information to others.

After a children's/youth worker or volunteer has resigned, information on their work will be kept for an indefinite period, in case it is needed for references for a new position at another church or for working with children/vulnerable adults elsewhere. Confidential and/or sensitive information will be passed on only by the incumbent (or a churchwarden during an interregnum).

Passing on Concerns - If the PCC or church organisation has to remove someone from work with children/vulnerable adults it **must** consult the DSA (Tel 07803 431068) first.

11. Implementation of the Policy.

The PSO will be responsible for monitoring the policy to see that it is being implemented, ensuring that all workers are aware of good practice guidance and making sure new work is properly risk assessed.

12. Procedure for regular reporting to the Parochial Church Council

The PSO will report twice annually to the Parochial Church Council on safeguarding matters, new groups, new workers and training needs. The procedures and guidelines were last reviewed and agreed by the Parochial Church Council in May 2022

The Parochial Church Council will review the Safeguarding Policy and how it is to be implemented by April 2023