

St Peter and St Paul's Church Stainton-in-Cleveland

Safeguarding Vulnerable People & Child Protection Policy

Version 4: March 2017

Reviewed at the PCC meeting held on 28th March 2017

Signed:
(Rev V G Hatton, Incumbent)



Date: 31/4/17

Signed:
(Mr C Mason, Church Warden)



Date: 28/3/17

Signed:
(Mr V Clare, Church Warden)



Date: 28/3/17

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1. INTRODUCTION

This policy is adapted from the Diocese of York template Safeguarding Policy developed by Strensall Parish Church.

<http://dioceseofyork.org.uk/uploads/attachment/2878/strensall-policyredacted-edt-no-st-mary.rtf>
(accessed 1/3/2017)

2. CHURCH DETAILS

Name of Church	St Peter and St Paul
Parish	Stainton-in-Cleveland
Address	Hemlington Road, Stainton Middlesbrough TS8 9AJ

3. PARISH SAFEGUARDING REPRESENTATIVE

The Parochial Church Council (PCC) has appointed the following person to be Parish Safeguarding Representative (PSR) to whom any allegation or concerns about abuse should be directed. The nominated person is not normally one of those directly working with children and young people. They will follow the guidelines and procedures for responding to any allegations of abuse.

Parish Child Protection Representative	Mr Bob Ardley
Address	26 Meldyke Lane, Stainton Middlesbrough TS8 9AU
Telephone numbers	01642-284525

4. CHURCH POLICY STATEMENT

YORK DIOCESE PARISH/BENEFICE CHILD PROTECTION AND VULNERABLE ADULT SAFEGUARDING POLICY STATEMENT 2016

A Child is defined as anyone under the age of 18 years of age who by definition is in need of protection and support.

A Vulnerable Adult is defined as anyone over the age of 18 who is "In need of support or who is at risk of harm".

The Diocese of York and St Peter and St Paul's Parish:

- Are committed to the protection, safeguarding, care and nurture of all children and adults within the church community.
- Will carefully select and train (ordained and lay ministers, as well) as volunteers and paid workers who work with children and young people, using the Disclosure and Barring Service (DBS) and the highest quality safe recruitment practices, to check the background of each person.
- Will expect anyone who holds a position of trust within the church to engage with the relevant National Church of England Modular Safeguarding training relevant to their particular role/position etc (renewal of which should be three-yearly).
- Will respond without delay to every complaint or allegation made that a child or young person is a risk of, or has suffered, harm.

- Following the response and guidance from the House of Bishops and as endorsed by the National Safeguarding Team for the Church of England.
- Will fully cooperate with statutory agencies during any investigation they make into allegations of abuse or neglect concerning a member of the church community.
- Will work to ensure that [each Parish/Benefice] our Parish has an appointed Parish Safeguarding Representative (or equivalent person) in place to co-ordinate safeguarding response.
- Will work to ensure that [each Parish/Benefice] our Parish has an up to date Safeguarding policy in respect to Children and Adults.

Will seek to offer informed pastoral care to any child, young person or adult who has suffered abuse, seeking advice from the Diocesan Safeguarding Advisor as required

- Will care for and supervise any member of our church community known to have offended against a child, working alongside statutory agencies as appropriate.
- Recognises in all its work that the welfare of children is paramount, and that vulnerable adults have a right to be safeguarded and supported.

In addition St Peter and St Paul's Church:

- Will review annually the Parish Safeguarding & Child Protection Policy and all associated documents.
- Will maintain appropriate Third Party Liability insurance for the church work among children and young people.
- Will comply with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishop's guidance on safeguarding children and vulnerable adults).

5. ST PETER AND ST PAUL'S PCC COMMITMENT TO CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS

In accepting the Diocese of York Child Protection and Safeguarding Church Policy Statement, the PCC is also committed to children by:

- Listening to and valuing everyone, including children and young people.
- Relating to children and young people effectively and appropriately.
- Ensuring protection for everyone and minimizing risk of harm by any involvement in any church or related activities, both at the normal meeting place and when away from the normal meeting place.
- Encouraging and supporting children, young people, parents and carers.

6. PCC COMMITMENT TO WORKERS, VOLUNTEERS AND THE PARISH SAFEGUARDING REPRESENTATIVE

In accepting the Diocese of York Child Protection and Safeguarding Church Policy Statement, the PCC is also committed to the workers, volunteers and the Parish Safeguarding Representative by:

- Giving and enabling appropriate support and training.
- Providing clear systems and procedures for dealing with 'Suspicious or Allegations of Abuse or Inappropriate Behaviours Concerning Children, Young People and Vulnerable Adults in the Parish' (*See St Peter and St Paul's Policy*).
- Providing clear systems and procedures for the recruitment of workers and volunteers. (*See St Peter and St Paul's Safer Recruitment documents*)

- Maintaining good links with Diocesan and statutory childcare authorities as necessary.

7. DEFINITIONS

7.1. Safeguarding

In his first quarterly 'The Safeguarding Bulletin', 2016, Dave Finan, Diocese of York Safeguarding Adviser writes the following:

"Safeguarding applies to all persons no matter what age, gender or race. A safeguarding issue can be with regard to an individual or to a group. Safeguarding relates to physical, sexual and emotional issues, and can also relate to the vulnerability, capacity and capability of a person.

A broad definition of Safeguarding is to "protect someone from harm or damage with an appropriate measure; protection against attack, loss or injury; a precautionary measure; an expected stipulation or contract; an expected conduct; to provide a safe journey whilst engaged in a particular place; to preserve or to guard against, to shield; to provide a safe passage."

7.2. Child

A child is aged 0-13 years.

7.3. Young Person

A young person is aged 13-18 years.

7.4. Vulnerable Adult

A vulnerable adult may be anyone aged 18 and over.

8. KEY STATEMENTS IN SAFEGUARDING

In his first quarterly 'Safeguarding Bulletin', Dave Finan, Diocese of York Safeguarding Adviser writes the following:

"Safeguarding is everybody's business.

If it doesn't look right or it doesn't feel right it probably is not right.

The evident resilience of the person does not indicate that they are not being affected by the issue.

Safeguarding needs to consider:

- both the support and pastoral care to the victim; and
- a positive risk management of, and pastoral response to, the perpetrator."

9. DEFINITIONS OF ABUSE WITHIN THE REMIT OF CHILD PROTECTION

St Peter and St Paul's PCC recognises the following categories of abuse used by every local authority in England and Wales (a child may suffer more than one category of abuse).

Neglect: Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Physical Abuse: Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Sexual Abuse: Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Emotional Abuse: Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Whilst not a recognised abuse, spiritual abuse can be considered on a par with emotional abuse, in that inappropriate expectations may be imposed upon children and young people.

Emotional abuse may also include discrimination including racist, sexist, based on person's age, disability or sexuality and other forms of harassment.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Organised Abuse: Organised abuse is defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

10. DEFINITIONS OF ABUSE OF VULNERABLE ADULTS

This section is taken from page 26 of 'Diocese of York Child Protection & Safeguarding "Making the Policy Work", February 2015'.

Physical: including hitting, shaking, biting, grabbing, withholding food or drink, force-feeding, wrongly administering medicine, unnecessary restraining, failing to provide physical care and aids to living.

Sexual: including sexual assault, rape, inappropriate touching/molesting, pressurising someone into sexual acts they don't understand or feel powerless to refuse.

Emotional or psychological: including verbal abuse, shouting, swearing, threatening abandonment or harm, isolating, taking away privacy or other rights, bullying/intimidation, blaming, controlling or humiliation.

Financial or material: including withholding money or possessions, theft of money or property, fraud, intentionally mismanaging finances, borrowing money and not repaying.

Neglect: including withholding food, drink, heating and clothing, failing to provide access to

health, social and educational services, ignoring physical care needs, exposing a person to unacceptable risk or failing to ensure adequate supervision.

Discriminatory abuse: including slurs, harassment and maltreatment due to a person's race, gender, disability, age, faith, culture or sexual orientation.

Institutional abuse: including the use of systems and routines which neglect the person receiving care in any formal care setting.

Spiritual abuse is of concern within and outside faith communities and can manifest as:

- Harm can be caused by the inappropriate use of religious belief or practice
- Misuse of authority
- Intrusive healing and deliverance ministries
- The denial of the right of faith or the opportunity to grow in the knowledge and love of God

11. HANDLING KNOWN OFFENDERS ATTENDING CHURCH

If there is good reason to believe that someone attending the church may pose a risk to children, either as a result of a criminal conviction or for any other reason, the first concern will be a commitment to the protection of all children, young people and vulnerable adults.

Further information can be found in the "St Peter and St Paul's Working with Known Offenders Policy".

12. RESPONDING TO SUSPICIONS OR ALLEGATIONS OF ABUSE OR INAPPROPRIATE BEHAVIOURS (COMPLAINTS)

Further information can be found in the "St Peter and St Paul's Responding to Suspicions or Allegations of Abuse or Inappropriate Behaviours Concerning Children, Young People and Vulnerable Adults in the Parish Policy (Complaints)".

All concerns must be reported using the "St Peter and St Paul's Logging a Concern about a Child, Young Person or Vulnerable Adult's Safety or Welfare" Form.

13. RESPONDING TO CONCERNS, INCIDENTS OR ALLEGATIONS REGARDING A VOLUNTEER OR PAID WORKER WITHIN THE CHURCH COMMUNITY POLICY (WHISTLEBLOWING)

Further information can be found in the "St Peter and St Paul's Responding to Concerns, Incidents or Allegations regarding a Volunteer or Paid Worker within the Church Community Policy (Whistleblowing)".

14. SAFEGUARDING & MIXED-AGE GROUPS

At St Peter and St Paul's we do not currently run groups where children and young people would attend without a responsible adult (eg a parent/carer comes with a child to *Coffee and Kids* toddler drop-in). Mixed-age groups would include the Junior Church meeting in the parish Room during a Sunday service.

Where it becomes apparent that a child or young person is regularly attending one of these groups then the appropriate procedures would be followed in line with the Diocese of York Safeguarding and Child Protection Policy. (*See page 54 of 'Diocese of York Child Protection & Safeguarding "Making the Policy Work", February 2015.*)

15. SAFER RECRUITMENT- RECRUITING VOLUNTEERS TO WORK WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

Great care will be exercised in the appointment of suitable workers and volunteers to the church's work with children, young people and vulnerable adults. St Peter and St Paul's PCC Stainton Safeguarding Policy: Version 4: March 2017

has adopted the use of the Diocese of York's safer recruitment guidance. (See page 23 of 'Diocese of York Child Protection & Safeguarding "Making the Policy Work", February 2015.)

Each new volunteer will receive a comprehensive welcome letter giving details about their role and the importance of protecting and safeguarding the people in their care. They will be asked to read all of St Peter and St Paul's Safeguarding documents. This includes policies, procedures, protocols and forms as appropriate.

Each new volunteer will also be asked to complete up to four forms. These completed forms will be kept in a locked filing cabinet in the Vestry under the terms of the Data Protection Act 1998.

The forms are;

- Volunteer Agreement
- Confidential Declaration Form
- Safeguarding Documents Familiarisation Form
- Disclosure & Barring Service (DBS) Application Form

Further information is found in "St Peter and St Paul's Safer Recruitment Process" and "St Peter and St Paul's Safer Recruitment Procedure" which are available from the Parish Safeguarding Representative.

16. EXISTING VOLUNTEERS

All those who have volunteered at the church, and who continue to volunteer, in whatever capacity, will be asked to complete three forms. These are:

- Volunteer Agreement (completed once only at the start of the voluntary role)
- Confidential Declaration Form (completed every 3 years)
- Safeguarding Documents Familiarisation Form (completed annually)

Volunteers will be asked to read all relevant documents before completing the Safeguarding Documents Familiarisation Form.

Where appropriate volunteers will also be invited to complete the National Church of England Level C0 online safeguarding training (see Section 20). They must confirm with the Parish Safeguarding Representative when this has been done.

Further information is found in the "St Peter and St Paul's Safer Recruitment Procedure".

A comprehensive database of all those involved with safeguarding is kept in a locked filing cabinet in the Vestry. It is kept in accordance with Data Protection Policy 1998 and St Peter and St Paul's Data Protection Policy. The database is managed jointly by the Vicar and Parish Safeguarding Representative.

17. VOLUNTEER DRIVERS

17.1. Transporting Children and Young People

Following Diocese of York guidelines, St Peter and St Paul's has guidance for volunteer drivers who would transport children and young people. Any volunteer who undertakes this role would be asked to complete a Volunteer Driver Agreement Form as well as following all other Safer Recruitment Procedures.

17.2. Transporting Adults

St Peter and St Paul's does not currently offer to officially transport adults to organised church events and activities; however informal transport arrangements may be made by between Church members.

18. GROUPS ATTENDED BY CHILDREN & YOUNG PEOPLE

The children's and youth work form an integral part of life at St Peter and St Paul's. Currently St Peter and St Paul's runs two groups. These are:

- "Coffee and Kids" Parent/Carer and Toddler drop-in
- Junior Church

Each group is managed within the remit of the church. Where appropriate, Protocols and other relevant documents exist to ensure the smooth running of each activity.

18.1. Registers for *Coffee and Kids* and Junior Church

Registers of attendance are taken during each session. *Coffee and Kids* has specific individual child registration forms that are completed by the responsible adult when the child first attends. These forms are retained by the group leader. They are kept in accordance with the Data Protection Act 1998 and St Peter and St Paul's Data Protection Policy.

Registers from all groups for the previous year are presented at the APCM to be kept with PCC Minutes.

18.2. Parent / Guardian Consent Form

A Consent Form is available for organised St Peter and St Paul's activities where the child or young person would be away from their parent or guardian. This includes a section on Photograph Consent.

Parents of regular Junior Church attendees are asked to complete the Consent Form for their child.

18.3. Register with Local Authority

It is not necessary to register these groups with the Local Authority.

18.4. Adult to Child Ratios

There are no stipulated Adult to Child ratios in the Safer Recruitment section of the "Diocese of York Child Protection & Safeguarding 'Making the Policy Work' ", February 2015 (see page 23).

** St Peter and St Paul's has been informed that these ratios are given as guidance, noting that if parents are on the premises, and are therefore available to their child, the ratio can only be a guide;

Children aged 3-10 years 1 Adult : 3 Children
Children aged 10+ 1 Adult : 5 Children

[** Information source is an email sent from Diocese of York Safeguarding Adviser to St Mary's Strensall Parish Administrator on 21.03.2016]

19. GROUPS ATTENDED BY ADULTS

There are numerous occasions where adults meet together in the context of church life. The Leaders of these groups are required to read St Peter and St Paul's Safeguarding Policies annually. Where vulnerable adults are regularly in attendance the group Leaders must also follow St Peter and St Paul's Safer Recruitment Procedure.

19.1. Monthly Parish Lunch

The Monthly Parish Lunch is open to everyone to attend especially those who feel lonely and/or isolated. This group follows the "St Peter and St Paul's Parish Lunch Protocol". Leaders are recruited following the "St Peter and St Paul's Safer Recruitment Procedure". A database of attendees and monthly register are kept, both in accordance with Data Protection Act 1998 and St Peter and St Paul's Data Protection Policy.

19.2. Prayer Ministry

Prayer Ministry is regularly offered following services at St Peter and St Paul's and at other times as required. During Prayer Ministry, members of St Peter and St Paul's Prayer Ministry team may find themselves with vulnerable adults. St Peter and St Paul's Safeguarding Policy: Version 4: March 2017

Paul's Safeguarding Procedures are followed as well as the Prayer Ministry Guidelines.

20. TRAINING & SUPPORT FOR ALL VOLUNTEERS

In December 2015, the House of Bishops endorsed a new minimum content of safeguarding training for all the Dioceses in England. In practice, this means that several different levels of safeguarding training must be carried out for members of the church in different ordained and lay roles over the next 3 years.

Level C0 – Awareness. This module will be available on-line during 2017 and will provide a basic awareness of Safeguarding. All members of the congregation and helpers/leaders at children/young people's and vulnerable adult activities are encouraged to undertake this training.

Level C1 – Foundation. This module is being delivered by Diocesan approved Safeguarding Training facilitators. This is required for anyone who has safeguarding responsibilities or who have contact with children, young people and/or adults who may be vulnerable. This includes but is not limited to:

Safeguarding Representatives, churchwardens, PCC members, pastoral visitors, helpers at activities, servers, and church administrative staff.

Level C2 – Leadership. This module is being delivered by Diocesan approved Safeguarding Training facilitators. This is required for anyone who has safeguarding leadership responsibilities or responsibility for leading activities involving children, young people, and or adults that may be vulnerable. This includes but is not limited to:

Safeguarding Representatives, churchwardens, children and young people's pastoral visitors, and home visitors.

21. PHOTOGRAPHY & VIDEO RECORDING OF CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS

The use of images is governed by the requirements of the Data Protection Act 1998. This states that a person must have given explicit permission before any personal details can be published. Where the person is a child or young person, the permission, otherwise known as consent, must be given by their parent or guardian.

The Diocese of York requires that an assessment is made about whether publishing a photograph or video recording in any format might pose a risk to the child, young person or vulnerable adult.

Further information is found in the 'Diocese of York Policy for use of photographs and video recordings of children, young people and vulnerable adults'.

21.1. Local Photography & Video Recording Consent

Consent may be verbal or written. Written consent may be given as part of a Consent Form. Where verbal consent is given, this will be logged in the Consent Log Book.

Written consent is kept in the locked filing cabinet in the Vestry in accordance with the 'Data Protection Act 1998' and 'St Peter and St Paul's Data Protection Policy'.

There may be occasions as part of a church service where verbal consent may be sought from the congregation. This will be logged in the Consent Log Book.

Everyone is requested to be vigilant when it comes to taking photographs and video recordings during a church service or at a St Peter and St Paul's organised event.

Under no circumstances must any image or video be uploaded onto Social Media without prior, documented consent from the person in the photograph or, in the case of a child or young person, from their parent or guardian.

21.2. Parent / Guardian Consent Form

This is available for anyone to complete at any time. Copies are in the Policy file at the back of church or from the Parish Administrator / Safeguarding Representative.

21.3. Photography Notice

A notice is displayed at the back of church giving information relating to the use of photography during church services and at organised events.

22. SOCIAL MEDIA & SAFEGUARDING

St Peter and St Paul's uses its website (www.staintonwithhilton.org.uk) as a means to communicate and share information; it will also consider the use of Social Media for similar purposes in due course. All of those involved with the management and administration of St Peter and St Paul's social media must follow the 'Diocese of York Social Media Guidelines'.

It is advised that everyone reads the 'Diocese of York Social Media Guidelines' as they offer an insight into the role social media plays within the church community.

23. SAFEGUARDING AND CHILD PROTECTION POSTER

The Child Protection and Safeguarding Poster is always displayed at the following locations;

- Church notice board, inside the Church porch
- Parish Room

The poster may be displayed at other locations as appropriate.

24. PUBLICITY FOR THE SAFEGUARDING AND CHILD PROTECTION PROCEDURES

In addition to the Safeguarding & Child Protection Poster, it is intended that Safeguarding Vulnerable People and Child Protection and will feature regularly in the weekly Church Notices (Pew Sheet) and in the Plurality magazine (*The Messenger*).

25. ST PETER AND ST PAUL'S PCC & SAFEGUARDING

St Peter and St Paul's PCC Members are all responsible for safeguarding at St Peter and St Paul's under the guidance of the Parish Safeguarding Representative.

Safeguarding is a Standing Item at all St Peter and St Paul's Standing Committee Meetings. The Parish Safeguarding Representative is a member of the PCC Standing Committee.

At the present time the Parish Safeguarding Representative is a PCC member but being a PCC member is not a requirement for the PSR role.

26. PARISH INSURANCE

The Parish Insurance Policy covers all activities on and off the church premises. This includes the Parish Room for Junior Church and for *Coffee and Kids*. One-off events away from the usual meeting places, such as a *Coffee and Kids* party off Church premises, will only be covered by the insurance if they have had prior agreement from the PCC. This must also be included in the PCC Meeting Minutes.

27. HEALTH & SAFETY

Health & Safety is a concern when considering safeguarding vulnerable people and child protection. We must also protect them from the physical environment.

27.1. Risk Assessments

Risk Assessments of all locations must be completed at least annually between January-March. The inspections will be carried out by members of St Peter and St Paul's Standing Committee.

Following Diocese of York guidance, it is required that the Parish Safeguarding Representative is involved with the Risk Assessments. The Standing Committee and Parish Safeguarding Representative should liaise to ensure that the Risk Assessments are carried out. Locations that must be inspected include:

- Church
- Parish Room
- Any other location used by children, young people and/or vulnerable adults

The Risk Assessment Form is available from the Standing Committee and the Plurality Administrator. Hard Copies will also be kept in the Policy File at the back of church. All issues must be addressed and resolved expediently.

27.2. Accident & Incident Reporting

All accidents and incidents must be reported on the Accident & Incident Form.

Copies of this form are available from the Standing Committee and Plurality Administrator and at the back of church.

All forms must be forwarded to the Standing Committee, c/o The Vicarage immediately following the accident or incident to ensure that any actions are carried out expediently.

All accident and incident forms are collated for the previous year and presented at the APCM to be kept with PCC Minutes.

28. POLICY ADOPTION AND IMPLEMENTATION

This policy is adopted by all groups and will be reviewed annually by the Parish Safeguarding Representative and considered by a PCC prior to presentation at the APCM.

Should any outside groups use church premises they would be invited to use this policy and its related documents if they do not have their own.

29. DISPLAYING THIS POLICY

A copy of the policy will always be kept in the Policy File at the back of church and on the church website.

30. SENDING A COPY OF THIS POLICY TO DIOCESAN SAFEGUARDING ADVISER

A signed and dated copy of this policy must be sent annually after its regular review to the York Diocesan Secretary, Diocese of York, Amy Johnson Way, Clifton Moor, York, YO30 4XT.

31. USEFUL TELEPHONE NUMBERS

- Archdeacon of Cleveland, Ven Samantha Rushton: 01642 - 706095
- Diocesan Safeguarding Advisor, (Vacancy): 07551 – 124951
- Diocesan Secretary, Canon Peter Warry: 01904 - 699503
- Churches Child Protection Advisory Service Help line: 0845 – 1204450
- Childline (24 hours) 0800 - 1111
- Middlesbrough Council, Social Services: 01642 - 245432
(Customer Services – ask for Child Protection)
- Local Police: 01642 – 326326, or

- Ecclesiastical Insurance Group (NB: Contact with the EIG should only be undertaken following discussion with the Archdeacon or Diocesan Secretary if it is with regard to a confidential child protection related complaint or concern)

Write to:

The Managing Director
Ecclesiastical Insurance Group
Beaufort House
Brunswick Road
Gloucester
GL1 1JZ

and marked "Strictly Private and Confidential"
If it is an emergency then telephone.

01452 528533

32. RELATED DOCUMENTS

32.1. Local Documents

Policies, Procedures, Protocols

- Responding to Suspicions or Allegations of Abuse or Inappropriate Behaviours Concerning Children and Young People in the Parish Policy (Complaints)
- Responding to Concerns, Incidents or Allegations regarding a Volunteer or Paid Worker within the Church Community Policy (Whistleblowing)
- Safer Recruitment Procedure
- Working with Known Offenders Attending Church Policy
- Safer Recruitment - New Volunteer Process
- *Coffee and Kids* Protocol
- Junior Church Protocol
- Parish Lunch Protocol
- Prayer Ministry Guidelines
- Data Protection Policy

Agreements, Forms, Letters

- Logging a Concern about a Child, Young Person or Vulnerable Adult's Safety or Welfare Form
- Safeguarding Volunteer Agreement
- Volunteer Driver Guidelines & Agreement
- Confidential Declaration Form
- Safeguarding Documents Familiarisation Form (SDFF)
- Parent/Guardian Consent Form
- Letter to welcome new volunteer
- Letter to existing volunteers to be sent each January
- Letter to referee with reference questionnaire

Posters

- Safeguarding & Child Protection Poster
- Photography Poster

Health & Safety

- Risk Assessment Form
- Accident & Incident Report Form
- Insurance Certificate

Other

- Database of all volunteers and when their relevant paperwork expires

32.2. **Central Documents**

All central Diocesan documents are found on the York Diocese Website at the following locations:

Child Protection & Safeguarding Documents

<http://dioceseofyork.org.uk/safeguarding>

- Diocese of York Child Protection & Safeguarding Policy, March 2014
- Diocese of York Child Protection & Safeguarding Policy - 'Making the Policy Work', February 2015
- Policy for use of photographs and video recordings of children, young people and vulnerable adults
- Staying Safe in Your Church Community- poster
- Parish Child Protection Poster
- Social Media Guidelines