

The Parish of South Crawley

Safeguarding Policy and Statement

May 2018

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POLICY COMMITMENT

- The parish of South Crawley (hence forth referred to as “the Parish”) shall ensure compliance with their policy and the Diocesan policies relating to safeguarding using this document.
- This document shall be reviewed on an annual basis by the Parochial Church Council and shall be signed by the chair of the Parochial Church Council to acknowledge its adoption.
- This document shall be published and made available to all worshippers in the Parish
- A copy of this document shall be sent to the Diocese Safeguarding Adviser.

The General Synod document ‘Protecting All God’s Children 2010’ and the Diocesan “Care and Protection of Children” (2009) document (both of which can be accessed on www.safeguarding.chichester.anglican.org/policy) must be referred to as the definitive source of guidance wherever they are applicable. In such circumstances they shall take precedence over this implementation document .

This document covers local issues and specific parish requirements.

The PCC, on behalf of the Parish recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of them. We have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The Safeguarding Policy Statement agreed by the PCC is shown on page 6

The PCC undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures,
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Parish Safeguarding Officer and other Safeguarding Representatives in their work and in any action they may need to take in order to protect children and adults in need of protection.

SECTION 1 KNOWN OFFENDERS AGAINST CHILDREN

If any member of a congregation within the parish is known to have offended against children the Vicar must be informed. The Vicar must then inform the Diocesan Safeguarding Adviser and the Parish Safeguarding Officer.

The Diocesan policy and procedures (see safeguarding.chichester.anglican.org/policy) shall be followed and steps shall be taken to ensure the protection of the young people of the parish. These steps shall also lessen the possibility of the adult being wrongly accused of abuse or being tempted to abuse. A management plan should be drawn up and agreed with the known offender. This will involve informing parish or area wardens, safeguarding officers and the head youth leader. This plan should be reviewed if circumstances change. Confidentiality should be maintained within the group.

SECTION 2 OUTSIDE GROUPS

The Parish shall identify all outside groups using their premises.

This record shall be drawn up by the Vicar or Church Safeguarding Representative and shall be held by the Vicar. A copy of this record shall be forwarded to the Parish Safeguarding Officer.

All outside groups shall be asked to declare if they have a safeguarding policy appropriate to their activities and an agreement with regard to child protection and /or adult safeguarding shall be drawn up.

The agreement must be signed at the time the booking is accepted. The form shall be as described in the diocesan policy and procedure document.

For those groups without their own policy the agreement shall stipulate that the group concerned must follow the policies and procedures adopted by the parish church council. The group shall be required to notify the Parish Safeguarding Officer or Vicar of any concerns or allegations which arise about children in the course of their activities.

For organisations with their own policy the agreement shall require the group to abide by the stated policy. Again the group shall be required to notify the Parish Safeguarding Officer or Vicar of any concerns or allegations which arise about children in the course of their activities.

For one off bookings the organiser shall be given a copy of the simplified Parish Safeguarding Policy. The organisers shall be informed as to the number of helpers that are required for the number of expected children. The booking officer should note that the "one off" group has been given this information.

SECTION 3 IDENTIFICATION AND REGISTERING OF CHURCH GROUPS

The Parish shall clearly identify all groups serving children and young people and groups of mixed age (children and adults) and groups which contain adults with care and support needs for whom they have responsibility.

Each church must clearly display the name of the group and its meeting time.

If a group meets local authority registration criteria the parish requires that the Vicar or Church Safeguarding Representative ensures that the group is registered with the local authority.

SECTION 4 CHURCH GROUP LEADERS

The leaders of all the defined groups shall be identified and steps shall be taken to ensure they comply with the relevant safeguarding procedures. Their names shall be kept by the Vicar and the Parish Safeguarding Officer.

Any adult who in the course of his/her work within the church, has significant access to children must be identified and come under the child protection procedures. The names of these adults will also be kept by the vicar and parish safeguarding officer.

All adults involved with children's work and adults in need of protection shall be supported by the Parish.

The Parish shall provide workers and volunteers appropriate training not only with regard to their work but in safeguarding issues. Diocesan led or CCPAS training shall be offered whenever available.

All adults working with young people and adults with care and support needs shall be expected to attend training on safeguarding matters. Failure to complete such training without good reason will lead to the removal of the worker from the work concerned.

All adults working with young people shall be expected to work within the directives on child protection issued by the Parish and Diocese of Chichester.

Appointment of New Workers and Volunteers

All new workers and volunteers must fill out an application form and a confidential declaration form. These forms shall be as recommended in the Diocese guidelines.

New workers and volunteers shall have an informal interview with the Vicar and another appropriate person prior to their appointment. This may be the Parish Safeguarding Officer, Church Safeguarding Representative, head youth worker or church warden as appropriate.

The progress chart in Appendix 3 should be followed.

Volunteers should be regular worshippers in the Parish for a minimum of 6 months prior to appointment.

Following Appointment

Appointments shall be made subject to acceptable references and confidential declaration.

The new appointee shall then be asked to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS, formerly CRB). The appointment shall be subject to an acceptable disclosure.

The application to the DBS shall be processed through the CCPAS Disclosure service. Application should be made via the designated 'lead recruiter' for each church. If a past conviction or caution is revealed, CCPAS will inform the Diocesan Safeguarding Adviser, who will liaise with the lead recruiter.

A person should not take up the duties of the work concerned, unsupervised, whether paid or voluntary, until the DBS check has been satisfactorily cleared.

SECTION 5 PARISH SAFEGUARDING OFFICER

The Parish Safeguarding Officer (SO) has been appointed by the Parochial Church Council to be responsible under them for implementing Diocesan policy in the parish.

The SO shall be responsible for reporting safeguarding issues to the Parochial Church Council.

The Safeguarding Officer for the parish is:- **Angela Chamunda**

Within the Parish the Safeguarding Officer is supported by other persons with safeguarding responsibilities who may from time to time act on the Safeguarding Officer's behalf. They are:

Nigel Boxall	Holy Trinity
Clare Hiley	St Mary's
Neil Stewart	Christ the Lord

If a member of the parish or worker has concerns about a child, young person or adult in need of protection or is concerned about the behaviour of an adult they should contact the relevant vicar or church Safeguarding Representative and Parish Safeguarding Officer.

The Safeguarding Officer shall keep a record of any reported concerns and liaise with the Vicar and the Diocesan Safeguarding Representative as to possible action.

This information shall be held as confidential and shared only in accordance with Diocesan policy.

SECTION 6 DRINK AND DRUGS POLICY

Alcohol, except for communion wine, shall not be given to any young person under the age of 18 during the course of church activities.

Adults or young children suspected to be adversely under the influence of alcohol shall not be allowed to take part in children's/young peoples activities.

Non therapeutic drugs shall not be tolerated on church premises.

Adults or young children suspected to be adversely under the influence of drugs shall not be allowed to take part in children's/young peoples activities.

Any incidents should be reported to the Vicar.

SECTION 7 SPECIFIC PARISH REQUIREMENTS

REQUIREMENTS RELATING TO CHILDREN AND YOUNG PEOPLE

All groups for children and young people shall only be led by adults over 18 years of age.

All groups for children and young people shall have at least two leaders, with an appropriate gender balance.

The diocesan policy and procedures shall be followed with regard to the numbers of leaders to children/young people.

All groups shall have a register of attendance.

All groups must have up to date registration forms as described in the Diocesan policy and procedures document.

All groups who use drivers must use the Parish form for drivers.

No driver with more than 6 points on their licence shall be permitted to drive children or young people.

Some points worth noting include:

- If a group including children under 8 meets for more than two hours in one day but for less than 14 days in a year (e.g. our holiday clubs) we should request an exemption from Ofsted.
- Registration forms are needed for groups meeting outside of church service times.
- Registers should be kept at all groups.

- Adult – Child ratios are:

0-2 years – 1 adult / 3 children

2-3 years – 1 adult / 4 children

3-8 years – 1 adult / 8 children

Over 8 yrs – 1 adult for the first 8 children then 1 per 12

Each group should have at least 2 adults and a gender balance is recommended.

If groups are in the same room / adjoining rooms with open doors the ratio can be for the total numbers in the groups combined.

- Best practice requires that when a group is led by a married couple there should be at least one other person involved in the leadership.
- **Electronic communication, including the use of social media, between adults and children should only be 'need to know' e.g. a change in the time of a meeting.**
- Permission is needed from the parent or guardian before taking pictures of children. This needs to be in writing if the pictures are to be published (e.g. internet, notice sheet). No pictures of children taken on Church premises should be published without the permission of the Parish Safeguarding Officer, who may require to review the material concerned.
- Transporting children by car needs permission of parents and there are many other criteria – see the full policy for more details.

REQUIREMENTS RELATING TO ADULTS WITH CARE AND SUPPORT NEEDS

All safeguarding work with adults should be based on the following principles:

- The empowerment of adults underpins all safeguarding adults work.
- The focus of safeguarding adults should always be to identify and endeavour to meet the desired outcomes of the adult.
- Every person has a right to live a life free from abuse, neglect and fear.
- Safeguarding adults is everyone's business and responsibility.
- There is zero tolerance to the abuse of adults.
- All reports of abuse will be treated seriously.
- Every person should be able to access information about how to gain safety from abuse and violence and neglect.
- All adult safeguarding work aims to prevent abuse from taking place, and to make enquiries quickly and effectively and take appropriate action where abuse is taking place or is suspected.

The Parish shall formally identify those who are authorised to visit vulnerable adults in their own homes as representatives of the church and should give expression to such recognition.

Parish Safeguarding Policy Statement

Parish of South Crawley

The following policy was agreed by the PCC of the Parish of South Crawley at the meeting held on 25th April 2018

As members of this PCC we recognise the importance of the Parish' ministry /work with children and young people and adults in need of protection and our responsibility to protect everyone entrusted to our care. We are committed to the safeguarding, care and nurture of all our members, particularly the children and young people, and adults with care and support needs.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve, in which case our policies relating to known offenders will be applied.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.

We recognise that our work with children and young people and adults with care and support needs is the responsibility of the whole church community and, consequently, safeguarding is the responsibility of everyone.

We are committed to implementing the House of Bishops' Child Protection Policy '*Protecting All God's Children, 2010*, and the diocesan procedures, which are based on the Children Act, and Government guidance "*Working together to Safeguard Children*" ,both published in 2013.

We will carefully select and train ordained and lay ministers; volunteers and paid workers with children and young people. Similarly we will select and train all persons given a role by our church(es) to support and provide services to adults with care and support needs. We will use the Disclosure and Barring Service, amongst other tools, to check the background of each person.

We will respond, without delay, to every concern made that a child or young person, or adult in need of protection, for whom we are responsible, may have been harmed.

We will co-operate fully with statutory agencies during any investigation concerning a member of the church community.

We will seek to ensure that any child, young person or adult who has suffered abuse is offered support that meets their needs.

We will care for and supervise any member of our church community known to have offended against a child.

We will review this policy annually and as part of this process will ensure that all our procedures, particularly in relation to the Disclosure and Barring Service, are up to date.

Our Parish Safeguarding Office is:

Name: **Angela Chamunda**
Address: 37 Loveletts, Gossops Green
Crawley RH11 8EG
Telephone number: 01293 536556/0780 667395
Email Address: a.chamunda@btinternet.com



Our CPPAS Lead Recruiter is: Janet Kensey

Name/Signed: Revd Tim WilsonIncumbent Date

Name/signed Mark Hales, Churchwarden

Name/Signed Andrew Dean, Churchwarden

A copy of this statement is to be displayed in the church and a copy sent to the Bishop's Advisor for Safeguarding.

Appendix 1

Off site visits

PCC permission is needed for any group that includes children to make a planned off site visit.

Each application to consist of:

1. A summary of the visit to include dates, approximate number of young people on the trip, times, locations and names of leaders (each leader who is DBS checked to have 'DBS' written after their name.)
2. The risk assessment.
3. A note as to who is the named first aider for this trip and who is responsible for administration (this includes ensuring those on the trip have parental permission in writing and that these forms together with a list of contact details for those on the trip are available for the duration of the visit).

Applications for permission for a group to make an off site visit must be made to the standing committee (via Rector).

Appendix 2

Residential visits

PCC permission is needed for any group that includes children to make a residential visit.

Each application to consist of:

1. The completed checklist (available from the church office) which the group have gone through with the vicar of the church linked to that group.
2. A copy of the risk assessment.
3. A list of all leaders and helpers. This list should note who has a Diocesan DBS check.

The PCC will then decide whether to approve this visit. They reserve the right to invite the organisers of such a visit to attend a PCC meeting before the visit where they would present details of the visit and answer relevant questions.

Parents must sign a residential consent form (sample available at office). As part of this form parents are given an information sheet about the proposed visit. This should contain details of the visit such as times, names of leaders, contact numbers and information about unusual activities (such as canoeing, a long hike or archery)

The parish office or a nominated person is to hold a list of children and leaders on the visit together with their contact details and shall act as an emergency contact for the duration of the visit.

After a visit the PCC may set up a sub committee to do a review of the visit.

