

Parish of Holy Trinity, Redhill

Safeguarding Policies

March 2018

These policies are based on the advice of the Diocese of Southwark, in *A Safe Church*. A link to this document can be found on the Holy Trinity website. The PCC also has related procedures for Complaints and Grievance, Whistle-blowing and Discipline.

1. Policy for Safeguarding Children

We are committed to promoting and supporting environments which:

- are youth-friendly and child-friendly and nurture their positive development
- enable children and young people to be active contributors to the church community
- protect children and young people from actual or potential harm
- enable and encourage concerns to be raised and responded to openly and consistently.

We recognise that:

- the welfare of the child or young person is paramount
- all children have the right to equal protection from all types of harm or abuse
- abuse of children can occur in all communities and is most likely to occur within families and by people known to the child
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will endeavour to safeguard children and young people by:

In all our activities -

- valuing, listening to and respecting children and young people
- fostering and encouraging best practice by setting standards for working with children and young people, in co-operation with statutory bodies, voluntary agencies and other faith communities

In our recruitment of paid staff and volunteers, following Diocesan procedures in -

- ensuring all necessary checks are made to promote the safe selection and recruitment of ordained and lay ministers, voluntary workers and paid workers with children and young people
- providing supervision, support and training

In our publicity -

- sharing information about good safeguarding practice with children, parents, and all those working with them

When concerns are raised, following Diocesan procedures in -

- responding without delay to every concern raised that a child or young person may have been harmed, or be at risk from harm; or about the behaviour of an adult or child
- working with the diocese and appropriate statutory bodies during an investigation into child abuse, including when allegations are made against a member of the church community

In our care -

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse
- ensuring that appropriate pastoral care is offered to any member of our church community against whom an allegation is made

In our supervision, following Diocesan procedures in -

- ensuring, in partnership with the diocese and other agencies, that care and supervision is provided for any member of our church community known to have offended against a child or young person, or to pose a risk to them.

We are committed to reviewing our policy and procedures annually.

2. Policy for Safeguarding Adults who may be vulnerable

We are committed to promoting and supporting environments which:

- ensure that all people feel welcomed, respected and safe from abuse
- encourage adults who may be vulnerable to lead as independent a life as possible, to choose how to lead their life, and to be active contributors to the church community
- protect adults who may be vulnerable from actual or potential harm
- enable and encourage concerns to be raised and responded to openly and consistently.

We recognise that:

- everyone has different levels of vulnerability, and that each of us may be regarded as vulnerable at some time in our lives

- all adults who may be vulnerable (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse
- abuse of adults who may be vulnerable can occur in all communities and is most likely to occur within families and by people known to them
- working in partnership with adults who may be vulnerable, their carers and other agencies is essential in promoting their welfare.

We will endeavour to safeguard adults who may be vulnerable by:

In all our activities -

- valuing, listening to and respecting adults who may be vulnerable
- fostering and encouraging best practice by setting standards for working with adults who may be vulnerable, and boundaries for acceptable behaviour, in co-operation with statutory bodies, voluntary agencies and other faith communities

In our recruitment of paid staff and volunteers, following Diocesan procedures in -

- ensuring all necessary checks are made to promote the safe selection and recruitment of ordained and lay ministers, voluntary workers and paid workers with adults who may be vulnerable
- providing supervision, support and training

In our publicity -

- sharing information about good safeguarding practice with adults who may be vulnerable, their carers, and all those working with them

When concerns are raised, following Diocesan procedures in -

- responding without delay to every concern raised that a adult who may be vulnerable may have been harmed, or be at risk from harm, through abuse, harassment or bullying; or about the behaviour of an adult or child
- working with the diocese and the appropriate statutory bodies during an investigation into abuse, including when allegations are made against a member of the church community

In our care -

- ensuring that informed and appropriate pastoral care is offered to any vulnerable adult who has suffered abuse, including support to make a complaint if so desired
- ensuring that appropriate pastoral care is offered to any member of our church community against whom an allegation is made

In our supervision, following Diocesan procedures in -

- ensuring, in partnership with the diocese and other agencies, that care and supervision is provided for any member of our church community known to have offended against a vulnerable adult, or to pose a risk to them.

We are committed to reviewing our policy and procedures annually.

3. Safeguarding Code of Practice

Working with children

1. For these purposes the definition of a child is anyone under the age of 18.
2. Always have at least 2 leaders no matter how small the group. (Small groups with single leaders may meet in adjoining rooms with an open door between them. This also applies to an adult talking to a child on their own.)
3. No person under 18 must be left in charge of a group of children. Persons aged 16 and 17 may help with groups but should be supervised by an adult. Persons aged 14 and 15 may help with groups providing they are in year 10 or above, but they must be supervised by a named adult and count as a child for the purpose of deciding the ratio of leaders to children (see 5 below)
4. Be aware of health and safety issues and procedures for fire and first aid.
5. Minimum required staffing levels are:

Age 0 - 2	1 person for every 3 children
Age 2 - 3	1 person for every 4 children
Age 3 - 8	1 person for every 8 children
Over 8	1 person for the first 8 children, and one extra for every successive 12.
6. All accidents/incidents must be recorded in the Accident Book.
7. Children in year 2 and below should be accompanied to the toilet.
8. When taking children off the premises please refer to the relevant section of *A Safe Church*
9. In the event of a children's activity taking place in a home, the relevant guidelines from *A Safe Church* must be followed, although as a general principle home-based activities are discouraged
10. Please be aware of guidelines with respect to physical contact (4.15-4.16); first aid (4.17); alcohol & drugs (4.37-4.39), acceptable behaviour (4.41-4.43), the use of the internet (4.29-4.31); transport (4.25-4.27); taking and publishing photos and videos (4.33-4.35) and refer to the sections indicated of *A Safe Church* as required

11. *Allegations and concerns:* If a child or vulnerable adult alleges or discloses abuse, record conversations and observations carefully in writing, and inform the Vicar and/or the Safeguarding Officer immediately. Complaints or grievances with respect to the safeguarding of children and vulnerable adults should also be referred to the Vicar and the Safeguarding Officers.
12. The PCC cannot accept responsibility for interaction between members of the congregation and children outside of official church activities.

Working with Vulnerable Adults

1. Everyone who works with vulnerable adults to receive and read a copy of *A Safe Church* sections 4:11 - 4:13
2. Leaders of all official activities at which vulnerable adults may be present must follow the policy set out in *A Safe Church* 4:11 - 4:13.
3. Please be aware of guidelines with respect to physical contact (4.15-4.16); first aid (4.17); alcohol & drugs (4.37-4.39), acceptable behaviour (4.41-4.43), the use of the internet (4.29-4.31); transport (4.25-4.27); taking and publishing photos and videos (4.33-4.35) and refer to the sections indicated of *A Safe Church* as required.
4. *Allegations and concerns:* If a child or vulnerable adult alleges or discloses abuse, record conversations and observations carefully in writing, and inform the Vicar and/or the Safeguarding Officer immediately. Complaints or grievances with respect to the safeguarding of children and vulnerable adults should also be referred to the Vicar and the Safeguarding Officers.
5. The PCC cannot accept responsibility for interaction between members of the congregation and vulnerable adults outside of official church activities.

A copy of *A Safe Church* is available in the church office and can be accessed via the church website at: www.htredhill.com

4. Policy for Responding to Domestic Abuse

We are committed to promoting and supporting environments which:

- ensure that all people feel welcomed, respected and safe from abuse
- protect those vulnerable to domestic abuse from actual or potential harm
- recognise equality amongst people and within relationships
- enable and encourage concerns to be raised and responded to openly and consistently.

We recognise that:

- all forms of domestic abuse cause damage to the survivor and express an imbalance of power in the relationship
- all survivors (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse
- domestic abuse can occur in all communities
- domestic abuse may be a single incident, but is usually a systematic, repeated pattern which escalates in severity and frequency
- domestic abuse, if witnessed or overheard by a child, is a form of child abuse by the perpetrator of the abusive behaviour
- working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

We will endeavour to respond to domestic abuse by:

In all our activities -

- valuing, listening to and respecting both survivors and perpetrators of domestic abuse

In our publicity -

- raising awareness about other agencies, support services, resources and expertise, through providing information in public areas of relevance to survivors, children and perpetrators of domestic abuse

When concerns are raised -

- ensuring that those who have experienced abuse can find safety and informed help
- working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community

In our care -

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse
- identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and perpetrators of domestic abuse.

We are committed to reviewing our policy and procedures annually.

5. Safe Recruitment Procedure

Introduction

Working with children, young people and vulnerable adults can be exciting and rewarding. It also demands that everyone working within groups in our church does so safely and keeps them safe from harm.

This Procedure for Safe Recruitment should be read alongside the PCC's Safeguarding Policies.

The PCC is committed to safe practice in recruiting paid staff, and also in filling the many voluntary posts involved with children, young people and vulnerable adults. Both procedures follow the same pattern, including information, application, references, DBS check and induction. The level of detail is greater for a paid post. The procedures are as follows:

	Volunteer	Paid Post
1. ADVERTISE THE POST	If the post (whether paid or voluntary) requires a DBS check, this must be made clear at the time you advertise it.	If the post (whether paid or voluntary) requires a DBS check, this must be made clear at the time you advertise it.
2. ROLE DESCRIPTION Regard all potential workers as job applicants so give them a defined role.	For volunteer roles, each group should be clear what the person is being asked to do.	The role description should include the following as a minimum (Job title, Summary of main purpose of the job, main duties of the job)
3. APPLICATION FORM	New volunteer can visit group under leader's supervision to explore the suitability of the role. Leader provides role description.	Send out Information pack Have a prepared candidate information pack containing all the required information about the church, the role, the recruitment timetable, a safeguarding statement and an application form
4. APPLICATION SUBMISSION	Application form is submitted to leader of team, who passes it to Church Manager for adding to spreadsheet, who passes form to Anne Smith (PSO)	Shortlist and give appropriate candidates an interview

5. INTERVIEW	Leader thanks volunteer for their application, and asks / answers any questions which may have arisen during the application process.	<p>Set a balanced recruitment panel who will both shortlist and interview</p> <p>Obtain professional and personal references for each candidate</p> <p>Agree interview questions in advance and ask all candidates the same questions</p> <p>Interview all candidates on same day if possible</p>
6. REFERENCE CHECKS	Anne follows up references and requests DBS check, and updates spreadsheet accordingly	Check references before the interview
7.	Anne notifies volunteer & Team leader of checks after which volunteer begins work with team, inducted by leader	Check right to work in the UK
8. TRAINING	Volunteer attends next available 6-monthly training session in basic safeguarding by invitation from Church manager	Staff member attends next available 6-monthly training session in basic safeguarding by invitation from Church manager
9. ONGOING DBS SPREADSHEET CHECKS	Termly check (Dec, March & August) Church manager circulates list to all group leaders at start of each new term to check completeness and accuracy.	
10. POLICY REVIEW	All Safeguarding policies to be reviewed annually by PCC	