

Safeguarding of Adults and Children Policy and Procedures

Codsall PCC

Includes the churches and church halls of
St. Nicholas Church, Codsall and St. Peter's Church, Codsall Wood

This statement was adopted by St Nicholas Church and St Peter's Church
at the Parochial Church Council meeting 26th of November 2019

Version 7

1 This policy will be reviewed each year to monitor the progress which has been achieved. 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.

- 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 and groups as a check and balance in our work.
- 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 and groups as a check and balance in our work.
- 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 consider issues relating to spiritual care in prayer activity, ensure members of our prayer team consider control and spiritual abuse issues in their ministry.
- We will ensure that leaders of our children's and youth work and house groups as well as other ministries that involve working with vulnerable persons have appropriate enhanced DBS checks.
- We will ensure that those who care for people in our parish attend appropriate safeguarding training.
- We commit to discuss safeguarding and support of safeguarding as a standing PCC agenda item.

3 We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.

The PCC is directly responsible for safeguarding for the following groups:

- Tots @ St. Nics
- St. Nics @ St. Nics
- Choir practice and Choir in services
- Bell ringing practice and bell ringing as part of a service (if children or vulnerable adults in attendance)
- Youth @ St. Nics
- St. Nicholas Toddler Group
- Music group practice and in services (if children or vulnerable adults in attendance)

- Confirmation group (if children or vulnerable adults in attendance)
- Church Weekend Away
- One off childrens' activities; e.g. Messy Church, Holiday Club
- Kids @ Communion
- A.S.S.G. (Asylum Seeker Support Group)
- Pastoral care visiting
- Care Home visiting: Hunters Lodge, The Willows, Springfield Care home, Pendrell Court, Abbeyfields and The Shrubbery.
- Coffee, Cake and Chat (if children or vulnerable adults in attendance)
- CITV (church in the village)
- Bus drivers and assistants
- Baptism befrienders
- Hope in Action

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

- We commit to discuss safeguarding and support of safeguarding and support of safeguarding as a standing PCC agenda item.
- We will ensure that those in positions of trust (such as wardens), and those with remits or leadership of groups involving vulnerable children etc have appropriate enhanced DBS checks and these are updated every five 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 whilst we have a named safeguarding co-ordinator we will accept collective ownership for this important issue.
- 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 to ensure we consider a wide range of perspectives and views – ensuring 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 go the extra mile to 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 to ensure thorough use of external agencies and the diocese safeguarding service so that we engage and welcome external perspectives in order to promote a healthy accountable culture.
- We will report without bias 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).
- 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.
- We take seriously training and activities relating to the safeguarding of children and seek to engrain this in our congregational culture.

7 We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.

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- Safeguarding including revision of policy will be a regular PCC agenda item and agree whilst we have a named safeguarding co-ordinator we will accept collective ownership for this important issue.
- We will be transparent, open and not have secrets.
- Our incumbent undertakes to ensure that to the best of her knowledge all PCC members, wardens and ministry leaders are of good standing.
- The PCC undertakes to appoint and upskill a dedicated safeguarding coordinator.
- Safeguarding co-ordination undertakes to maintain and develop a relationship with diocese level safeguarding team and ensure that this policy is followed.

8 The parish is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be vulnerable.

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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 polices. 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.

Those working with vulnerable adults or children will sign a declaration to state that they have read and agree to abide by the points outlined in this policy.

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

Incumbent

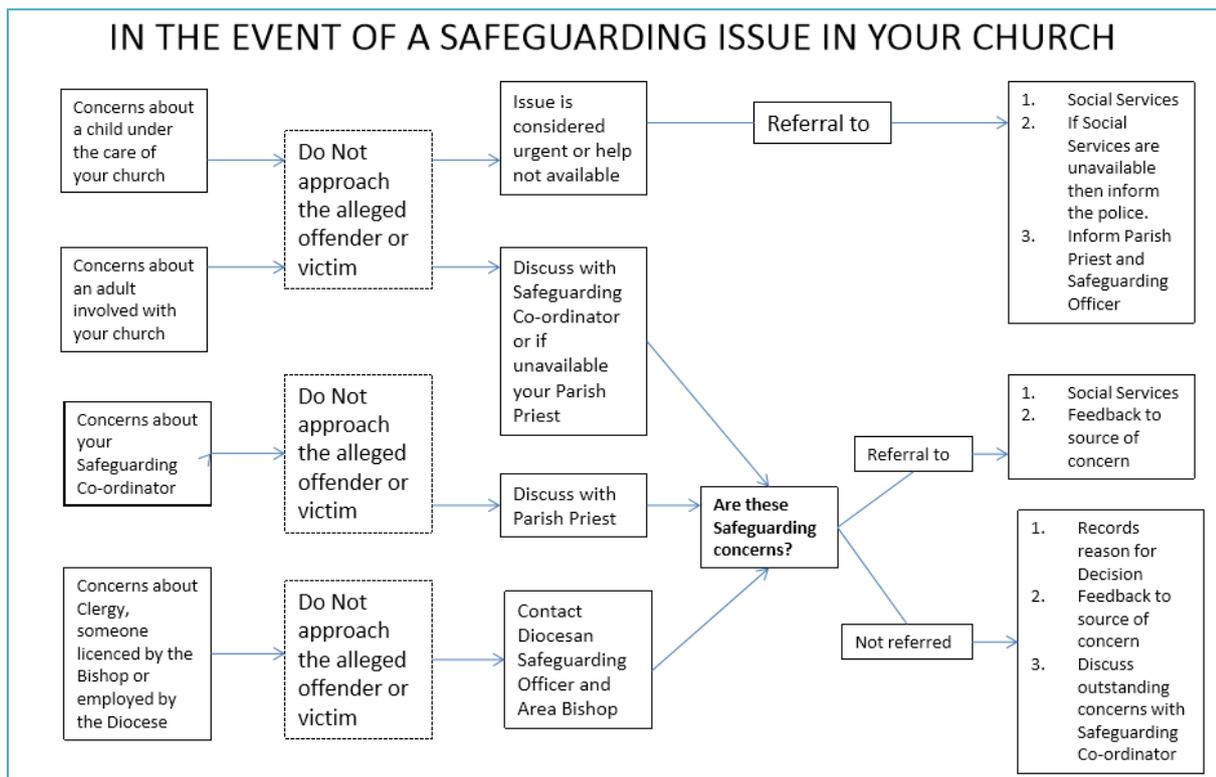
Churchwarden

Churchwarden

DATE ____/____/2019

APPENDIX A

	NAME	CONTACT NUMBER
Safeguarding Co-ordinator	Helen Walker	01902 847717
Parish Priest	Rev. Marg Mattocks	01902 842168
Rural Dean	Rev. Greg Yerbury	01785714344
24 Hour Diocesan Safeguarding Helpline		0845 120 4550
Diocesan Advisor for the Safeguarding of Children	Kim Hodgkins	01543 306030
Diocesan Safeguarding Advisor	Neil Spiring	01543 306030
Staffordshire Social Services (office hours)		0800 131 3126
Staffordshire Social Services (out of hours)		0345 604 2719
Non Urgent Police		0345 113 5000
Area Bishop – Wolverhampton Episcopal	Rt. Rev. Clive Gregory	01902 834 503



APPENDIX B

Safe Recruitment Process for working with children and / or vulnerable adults

- 1 **Be clear about who is responsible for appointments.** The responsibility rests with the PCC but is usually delegated to either:
 - Vicar - Revd. Marg Mattocks
 - Church warden
 - Youth and Families Minister - Caroline Seaton
- 2 **Have a clear job description or role** which sets out what tasks the applicant will do.
- 3 **Send the applicant a current recruitment pack available from Helen Walker Safeguarding Officer which contains:**
 - **Application form to complete including providing referees**
 - **Confidential Declaration to complete**
 - **Information about how to request a DBS form**
 - **Information about good working practice**
 - **Information about how to report safeguarding concerns**
 - **Information about training**
- 3 **Application Form / References** Always ask for and take up references. Ask referees specifically about an individual's suitability to work with vulnerable people. Ensure that you carefully examine application forms and references and make sure that the information that has been provided is consistent and the organisation has a satisfactory explanation from the applicant in relation to any discrepancies and any gaps in the applicant's personal history and/or career.
- 4 **Confidential Declaration** Ask if there is any reason why an applicant should not be working with children and adults experiencing, or at risk of abuse or neglect. The Diocesan Safeguarding Adviser is there to give advice and must be contacted if an applicant discloses any information in his / her Confidential Declaration.
- 5 **Interview / Discussion** Have a face-to-face interview or discussion with pre-planned and clear questions to assess a person's suitability for a role. Check the Confidential Declaration and the references. Questions must assess the values, motives, behaviours and attitudes of those applying for roles, which work with vulnerable groups.
- 6 **Disclosure Barring Service (DBS) criminal record check** If the person / chair of the interview panel conducting the interview / discussion is minded to recommend

approval then the applicant must be asked to complete an appropriate criminal record check if working with children or vulnerable adults.

- 7 **Approval** The decision to appoint to voluntary or paid work must be made by those who have the responsibility for appointments. Send a letter of appointment.
- 8 **Training** The applicant should complete the relevant training.
- | | |
|---------------|--|
| C0 awareness | Choir or music group member
This module is a prerequisite for other core training modules. |
| C1 foundation | All who need complete C2 and
Any worker with children or vulnerable adults, choir or music group leader, bus driver and assistants |
| C2 leadership | Church wardens, readers, Parish Safeguarding Officer, leaders of work with children or vulnerable adults, Bell Tower captains or teachers, home visitors and house group leaders |
- C0 and 1 can be completed on line <https://www.lichfield.anglican.org/safeguarding>. C2 is face to face training. Available dates are on diocese website for the candidate to book.
- 9 It is good practice to **induct** a new volunteer, ensure supervision and support is in place and conduct a **review regularly** as the role requires.

APPENDIX C

Maintaining a Safe Church - current guidance from the Diocese

All those working for the church, whether as paid workers or volunteers:

- Are sent a letter reminding them of their job roles and responsibility to maintain a safe church.
- Complete the appropriate level of training delivered by the Church of England or Diocese every three years. Training for another organisation is not sufficient.
- Apply for a new DBS check every five years. A DBS for another organisation is not sufficient.

Every year the parish safeguarding officer will compile and update a list of paid and voluntary workers and ensure that:

- Full recruitment procedures have been followed for each of them
- Record the training undertaken by each worker and produce a training needs analysis

Before new activities are undertaken, perform a risk assessment (regular and one - off).

The church wardens will ensure that:

- Parish activities are adequately insured.
- Safeguarding requirements are included in all booking arrangements with organisations and individuals

Every year the parish safeguarding officer will send a copy of this policy to the Diocesan Safeguarding Adviser.

APPENDIX D

Photographs

It is good practice to inform people if we are taking photographs, and give them a chance to request that they are not included or any photos taken of them are deleted afterwards. This information should be in our service sheets and reinforced verbally

- In a service open to the general public, no consent is required.
- In a closed setting, e.g. a youth or children's group written consent is required.
- If a photograph is to be used on line, and is a clearly identifiable image of an individual, we should obtain their consent to use that image, verbally or in writing. This might be a picture of one or two people reading in a service, for example. If the image is of a whole congregation no consent is required but an individual can state they do not want that image stored or used on line and that wish must be respected.

APPENDIX E

Good Working Practice

You should:

- Treat everyone with dignity and respect.
- Keep all activities in public. Avoid being alone with an individual child or vulnerable adult.
- Lone working (one-to-one working) should only occur with the agreement of the Pastoral Care Committee or Clergy. Keep a record of the person visited, times and venue.
- A single adult should not provide a lift to a child or children. Ensure another adult is present.
- So not arrange to see a child or vulnerable adult in your home or away from the church activity alone
- Be available, but do not intrude on personal space and privacy.
- Touch should be related to the child's or vulnerable adult's needs, not the helper's. Touch should be age appropriate and generally initiated by the child or vulnerable adult not the helper.
- Respond warmly to a child who needs comforting, but make sure there are other adults around. Any necessary contact should be initiated by the child.
- Develop awareness of individual needs, likes and dislikes.
- Avoid questionable activity e.g. rough or sexually provocative games and inappropriate language.
- 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
- Ensure another leader is informed if a child needs to be taken to the toilet.
- Do not allow unknown adult access to children or to give a lift to a child.
- Obtain consent for any photographs/videos to be taken, shown or displayed
- Challenge unacceptable behaviour.
- Be prepared to refer to someone with greater experience or expertise.
- Follow the parish Safeguarding of Children Policy and report all allegations or suspicions of abuse.

APPENDIX F

Responding to a Child or Vulnerable Adult

What to do if...

You have concerns about possible abuse (including allegations):

- In an emergency, call emergency services 999.
- If you have concerns always consult with children's or adult care services
Staffordshire Social Services – 0800 131 3126 (office hours) or 0345 604 2719 (out of hours).
- Always inform the Diocesan Safeguarding Adviser.
24 hour Diocesan Safeguarding Helpline 0845 1204550
- Keep a record of what happened, your concerns and your actions.

A child, young person or adult wishes to disclose they have been abused:

- Listen. Keep listening. Do not question or investigate.
- Do not promise confidentiality; tell them we need to share this.
- Assure them they are not to blame.
- Tell them what you are going to do and that they will be told what happens.
- Make careful notes of what is said, record dates, times, events and when you are told.
- Report it to the person to whom you are responsible and the vicar **Revd. Marg Mattocks 01902 842168 or safeguarding officer Helen Walker 01902 847717.**
- Only tell those who need to know.

Things to remember:

- Treat everyone with respect, setting a positive example for others.
- Respect personal space and privacy.
- Ensure any actions cannot be misrepresented by someone else.
- Challenge unacceptable behaviour.
- Do not put anyone, including yourself, in a vulnerable or compromising situation.
- Do not have inappropriate physical or verbal contact with others.
- You must not keep allegations or suspected abuse secret.