

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 on the church website <https://www.stgilesparish.com>

1. Contacts Parish Safeguarding Officer(PSO) is **Mrs Dizzy Prentice**
tel: 07951 538670 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	Chris Ebborn	07792 089104	Chris_ebborn@yahoo.co.uk
Junior Church, Tiddlers; Church on Friday	Ellen Dann	07910 927427	families@stgilesparish.com
Music Group	Will & Lisa Bancroft	via church website: www.stgilesparish.com	
Sunbeams	Ellen Dann	07910 927427	families@stgilesparish.com
Youth groups	Ellen Dann	07910 927427	families@stgilesparish.com
Safe Space	Daphne Carter	0115 974 3749	daphne.rcarter@gmail.com
Seniors	Doreen Ottway	0115 981 3689	ottways@aol.com
Warm Space	Claire Sheard	07948 834 250	admin@stgilesparish.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, where possible, in mixed gender groups. Our uniformed organisations follow their own regulations.

For all groups and activities:

- Undertake a health and safety risk assessment;
- Registration 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 (e.g. 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 (e.g. 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 and other mixed groups are required to sign agreement to a 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 to the Parish Policy, Procedures and our Code of Safer Working Practice on the church website
- Be made aware of the Parish Safeguarding Handbook, available on the CoE website.

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

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**, i.e. '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

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

You must never tell a young person that you will keep what they say secret; it is compulsory to pass on this information.

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 consent of their parent/guardian/carer. 'Local' activities can be covered by general annual consent.
- Non-local off-site events need approval from the Parochial Church Council, via the PSO, following a risk assessment, so that they are covered by parish insurance or, because of the nature of the activity, additional insurance and safeguarding procedures may be required. Notification must include details of venue, date, time, number of children involved and staffing.
- When taking children off-site, a detailed programme and list of contacts should be left with someone in the parish.

8 Unaccompanied children

Young people under the age of 18 are the responsibility of group leaders and helpers, from the time they join an activity/group until the time they leave, in the company of a parent/carer or as arranged with them.

Primary aged children

- No unaccompanied **primary aged** child can be accepted for a church activity/group, unless delivered and collected by a parent/carer.
- While unaccompanied primary aged children are in church, they must be closely supervised by the activity/group leaders or helpers

Secondary aged young people

- Where a secondary aged young person attends unaccompanied, then contact should be made with a parent/carer as soon as possible, to obtain relevant details and contact information.
- It is essential to establish that the parent/carer considers it appropriate for the young person to attend unaccompanied and to return home alone, taking into consideration the age/maturity of the young person.
- Unaccompanied young people should be encouraged to sit with other young people in church.
- A member of the Youth Team or a DBS checked member of the congregation should be made aware of an unaccompanied young person attending a service.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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 March 2024.

The Parochial Church Council will review the Safeguarding Policy and how it is to be implemented by April 2025.