



**Parish of Parkstone St Peter with St Osmund  
and Branksea St Mary  
in the Diocese of Salisbury**

**Parish Safeguarding Policy for Children and Young People and Adults At Risk**

**Ref A: House of Bishops' Policies relating to safer working within the church/parish - various**

**Ref B: The Diocese of Salisbury Safeguarding and Good Practice Guidelines – Working with children, young people and adults. Revised May 2013 - available online and in Parish Office**

**Ref C: Safer Recruitment policy June 2013 for the Church of England and the Methodist Church of Britain**

**Ref D: Safeguarding Training, Learning and Development Policy (from 1 July 2016)**

The Parish is committed to the safeguarding, care and nurture of the children within our church community, and also to encourage an environment where all people, especially those who are vulnerable and at risk, are able to worship and pursue their faith journey with encouragement and in safety.

We are committed to implementing a safeguarding policy and procedure through our acceptance of the House of Bishops' policies, relating to safer working within the Parish (Ref A). In our Parish we will adopt the *Diocese of Salisbury Safeguarding and Good Practice Guidelines* (Ref B and any subsequent revision) which provide clear and comprehensive information. The relevant House of Bishops' documents are listed in Ref B, Para 1.5 and are available on-line through the published links.

**Parish Safeguarding Policy Statement**

At the first PCC meeting following the APCM, the Parochial Church Council (PCC) will review and endorse the policies for children, young people and adults at risk, so that new PCC members are aware of their responsibilities. Summary Statements will also be reviewed and agreed: a copy will be displayed in each Church, one copy retained in the Parish Office and one attached to the PCC meeting minutes.

**Key Definitions**

**An 'Adult At Risk', is a person:**

“who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care or unable to protect him or herself against significant harm or exploitation”. **This definition is from the 1997 Consultation “Who Decides?” written by the Lord Chancellor's Department, and covers all people 18 years of age and over.**

**A 'Child' is anyone up to the age of 18.**

## **Parish Good Practice**

1. The PCC acknowledges its responsibility for all work with children, young people and adults at risk carried out in the name of the church and requires all those engaged in such work to
2. be properly appointed and supported in accordance with the current guidance issued by the Diocese of Salisbury.
3. The PCC undertakes to ensure that people in our church working with children or adults:
  - a. Are clear about their roles and responsibilities regarding children and adults at risk in our care and using our premises.
  - b. Engaged in the roles or activities identified in this document have already undergone the necessary DBS checks if already in post or in the future, will do so before appointment and also complete the Confidential Declaration Form
  - c. Are given the necessary safeguarding training within one year of appointment and refresher training at least every three years
  - d. Are encouraged and supported with other appropriate training where feasible (i.e. food hygiene, first aid, lifting and handling etc.)
  - e. Understand that those acting on behalf of the Church should not be alone with a child or an adult at risk where the activity cannot be seen and should have a second adult present. A pastoral meeting or emergency situation where this is unavoidable should be carefully documented.
  - f. Know when records of meetings and second adult present should be maintained where required (e.g. choir tuition)
  - g. Complete the necessary risk assessments and documentation with regard to activities, premises and equipment
  - h. Ensure that signed permissions and documentation relevant to different activities is maintained in accordance with the Salisbury Diocese Safeguarding and Good Practice Guidelines (May 2013)
  - i. Ensure that if they use their car to transport children or adults at risk, that the car is roadworthy, that comprehensive, valid insurance is held and there are no restrictions on such use. Parental permission should be obtained or a second adult should be present.
  - j. Know what to do and who to go to in the event of a complaint or a concern about safeguarding or welfare issues of a child or an adult at risk or other member of our church community.
3. We will respond without delay to every concern raised that a child, young person or an adult at risk for whom we are responsible for may be at risk or have been harmed, or about the behaviour of an adult or child.
4. The Parish will seek advice from the Diocesan Safeguarding Advisors in the event of a problem or issue, and will co-operate fully with them and statutory agencies as required and not seek to conduct its own investigations.
5. We will ensure appropriate pastoral care is made available to children, young people, adults at risk and their families and to any member of our church community against whom an allegation is made.

## **Parish Safeguarding Representative (PSR)**

The PCC will appoint a minimum of one Safeguarding Representative who will be responsible on behalf of the incumbent and PCC for implementing the Diocesan policy in respect of safeguarding children and adults at risk. The Parish Safeguarding Representative agrees to undertake the responsibilities of the role as outlined in all references at the head of this document. The key responsibilities are:

- a. The implementation and renewal of DBS checks (delegated to Mrs Margaret Jones)
- b. Record maintenance
- c. Support and advice to the incumbent and Churchwardens
- d. A contact and reference to advise on safeguarding issues or take appropriate action
- e. To promote safeguarding best practice within our church community

Our Parish Safeguarding Representative (PSR) for Children, Young People and Adults At Risk is *Mrs Sally Walker, supported by Mrs Margaret Jones.*

### **Paid Workers and/or Volunteers**

All those who undertake work in a regulated activity with children and/or adults at risk in the parish on a voluntary or paid basis will be required to:

- Complete a Confidential Declaration Form
- Complete the necessary vetting application (DBS – Disclosure & Barring Service) through the Parish Safeguarding Representative.

The Parish will seek to ensure that the above is done in accordance with the practice guidance from Safer Recruitment (Ref C). The following parish posts have been identified as requiring a DBS check:

- *LPA's*
- *St Peter's Visitors*
- *Pastoral outreach workers*
- *Parish volunteer drivers*
- *Parish Safeguarding Representatives*
- *Youth workers or leaders*
- *Children's workers or leaders*
- *Sunday School teachers or leaders*
- *Family workers e.g. crèche workers*
- *Bell ringers in a leadership/teaching position*
- *Music leaders and organists*
- *Head servers*
- *Managers of individuals working with vulnerable groups e.g. flower arrangers and lunch club*
- *Selected members of the PCC*  
*(It is our policy that PCC members should not be checked solely by virtue of their membership of the PCC, but it is our expectation that a number will have had checks for other roles.)*

The leader of a Parish group should ensure the PSR is aware of any proposed recruitment to ensure the required appointment procedures are followed to ensure compliance with the Safer Recruitment guidelines. All Confidential Declaration Forms, references and results of DBS checks will be held securely by the PSR.

Declarations and DBS checks must be undertaken every five years, or sooner if the individual moves to a new post, (unless the application was obtained in the previous six months and the nature of the work is similar). An online update service is now in place and this enables the PSR to have access to DBS information, using the individual update ID.

Any person refusing such checks will not be allowed to work with or have unsupervised contact with children or adults at risk in the parish.

All those who work with children and/or adults at risk on a regular basis will be made aware of and should familiarise themselves with the Salisbury Diocese Safeguarding and Good Practice Guidelines (Ref B) which are available on-line and a copy held in the Parish Office. Workers and volunteers will be required to attend Diocesan Safeguarding Training on appointment and refresher training at least every three years in accordance with the Safeguarding Training, Learning and Development Policy (Ref D).

### **Children's Activities and Mixed Age Groups and Events**

The following children's, young persons' and mixed-age activities have been identified as PCC endorsed events and activities that fall under the Diocesan Safeguarding Guidelines:

- *Mixed-Age choir*
- *Mixed-Age bell-ringers*
- *Mixed-Age servers*
- *Crèche*
- *Foundations*
- *St Peter's Youth - SPY*

All children and young people wishing to attend the above activities will be provided with a Registration Form, which must be completed and signed by their parents/carers before they take part.

Children who wish to take part in additional events such as church outings, holidays or sleepovers will not be allowed to participate in such activities unless the leaders of such event(s) receive a completed consent form from the parents or guardians of the child concerned, even if the parent or guardian accompanies the child on any such trip or activity. A new form must be completed for each separate activity.

Consideration will be given at all times to the health, safety and welfare of each child and young person, including supervision ratios, special needs, transport, first aid and premises.

### **Adults At Risk - Activities, Groups and Events**

The following have been identified as PCC endorsed groups, events and activities that fall under the Diocesan Safeguarding Guidelines:

- *LPA Pastoral Care Visiting Service*
- *Home discussion groups*
- *Flower arranging*
- *Home Communion*
- *Parish lunch club*
- *Parish Retreat/Quiet Days*
- *Parish Day or Evening events*
- *Off-site activities*

Consideration will be given at all times for the health, safety and welfare of the adults at risk, including transport, special needs, first aid and premises.

## Insurance

The PCC undertakes to ensure that the relevant insurance is in place for church buildings and church activities within the terms of our insurance policy, including public liability, and that the policy includes legal protection insurance to cover legal costs resulting from allegations made against its employees or volunteers.

## Hire of Church Premises

All those who book or use either The Church or The Church Centre on a regular or one-off basis shall be required to sign a copy of the Parish Booking Agreement. Furthermore, they should either sign a declaration that they have read, understood and agree to comply with the Salisbury Diocese Safeguarding and Good Practice Guidelines (revised May 2013), or that they agree to abide by their own organisations' safeguarding procedures.

### SIGNED AND AGREED:

Incumbent: \_\_\_\_\_ Name: Revd. Michael Camp

Churchwardens: \_\_\_\_\_ Name:

\_\_\_\_\_ Name:

Parish Safeguarding Representative:

\_\_\_\_\_ Name: Mrs Sally Walker

Date: \_\_\_\_\_  
PCC Meeting