



*St Helen's, Selston
and
St Mary's, Westwood*



**Policy and Procedures
for the Safeguarding of
Children and Vulnerable Adults
in our churches**

The Parish of SELSTON with WESTWOOD

Principles of the House of Bishop's Policy for Safeguarding Children

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

Principles

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children and all adults.
- The safeguarding and protection of all children, young people and adults when they are vulnerable.
- The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.

We will carefully select and train all those with any responsibilities within the Church, in line with safer recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.

We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation.

We will seek to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust.

We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

In all these principles we will follow legislation, guidance and recognised good practice.

This principle statement will be renewed annually and progress in carrying it out will be monitored by **The Safeguarding Coordinators who are:**

<p>Position currently vacant (St. Helen's) and Mrs Mandy Mangold (St. Mary's)</p>
--

They may be contacted at

Mrs Mandy Mangold: Winslow House, Main St. Brinsley NG16 5BG

For St. Helen's please contact Revd. Mina Munns, 7 Pippin Close, Selston, NG16 6JE

This statement was agreed by the Parochial Church Councils of both churches.

Date.....

Signed.....(Incumbent)

Signed (Churchwarden St. Helen's)

Signed (Churchwarden St.Mary's)

PROCEDURES FOR IMPLEMENTING THE PARISH POLICY of SELSTON with WESTWOOD

A copy of these procedures will be given to all youth workers, volunteers and employees who have the responsibility for childre young people . They should sign a declaration afterwards saying that they have read and understood them.

1. CONTACTS

Our Safeguarding Coordinators are

**Mandy Mangold, Winslow House, Main St, Brinsley, NG16
5BG, 01773 778663**

And

**Mina Munns, 7 Pippin Close, Selston, NG16 6JE, 07960
250497, minamunns90@googlemail.com**

**2. Contact details for the main leader of each
children's/youth group**

YOUTH GROUP	LEADER'S NAME	ADDRESS	TEL. NO.
Good Friday Club	Darren Cox	fridayfunclubcrew@yahoo.co.uk	
Kids' Fun Church	Paula Daley	20 Lilley Close, Selston, NG16 6DZ	07502 375182
Bellringers	Ray Tew	39, Church Lane, Selston NG16 6EX	01773 777107
Toddler Group	Julia Greenwood	3, Green Farm Road, Selston NG16 6DW	01773 861879

3. The following ratio of adults (over 18 years old) to children should be:

Age of children	Number of Leaders
0 to 2 years	1 leader to every 3 children
2 to 3 years	1 leader to every 4 children
3 to 8 years	1 leader to every 8 children
8 + years	1 leader for the first 8 children followed by 1 to 12

Each group is to have at least 2 adult youth workers present and, where possible, a gender balance should be maintained in mixed gender groups.

4. Named leaders are responsible for ensuring all steps are taken to safeguard children and young people in their care and that new leaders are made aware of this policy and have appropriate training. Any concerns must be raised in the first instance with the safeguarding co-ordinator.

5. Safe Recruiting

Those responsible for an appointment should follow the principles outlined on the opposite page when seeking to appoint someone to a post involving direct contact with children and young people. This follows the recommendations given by the Home Office in the Safe from Harm publication ¹

The forms in the appendices section 12 of the handbook, Children and Young People First is the resource for this.

The Vicar and Safeguarding Coordinators have copies of this.

Safe Recruiting will normally take the following format:

- **Application form**
- **2 references**
- **A Confidential Declaration**
- **DBS check where eligible**
- **Interview**
- **The volunteer will be given a volunteer job description**

6. Good Practice Guidelines

Every youth volunteer and paid youth worker should be given a copy of the 'Pocket Guide to Safeguarding Children', which is available on the diocesan website. Children and Young People First 2004 and specific good practice guidance is available from Protecting All God's Children 2010.

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

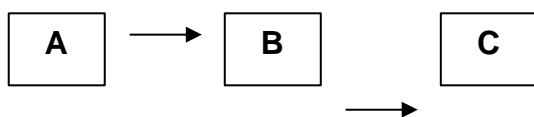
ACTION TO TAKE IF:

- there is an allegation of abuse
- you are concerned, or it comes to your notice that someone may be committing abuse

The A to B to C process as follows

'A' gives information to 'B' who contacts 'C'

Person having concern/taking disclosure = A
Parish Safeguarding Coordinator/clergy/Paid Lay staff = B
Safeguarding Advisor for Diocese = C



- 1) Reassure child that they have done the right thing in telling – DO NOT promise to keep the secret
- 2) DO NOT ASK LEADING QUESTIONS, which may make later evidence not allowable
- 3) Please record what you have heard, what your concerns are and what action taken.
- 4) Contact the safeguarding coordinator or vicar asap
- 5) They will then contact Diocesan Advisor (or call statutory agencies if they believe child or YP is in imminent danger)

Children should be given every opportunity to learn that no-one has the right to do anything to them that makes them feel uncomfortable.

8. Activities away from the church premises

- No child can be taken off-site for activities without the consent of their parent/guardian/ carer's permission.
- Details of the event must be given and permission slips with a request for medical details must be filled in.
- Before events take place please see our parish Safeguarding Coordinator to check over all the arrangement details.
- Seek the permission of the Parochial Church Council, following a risk assessment, for approval of the event so that it is covered by parish insurance or because of the nature of the activity additional insurance and safeguarding procedures may be required.
- When taking children off-site, a detailed programme and list of contacts should be left with someone in the parish.

The parish Safeguarding Coordinator has a sample of a form for such events.

9. Support, supervision and training of children's workers and youth 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 and youth 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.

In this parish the vicar (or curate) will act as line manager / supervisor to the group leaders. (Helpers will be supervised by their leaders).

Safeguarding training is provided by the diocese on a termly basis. This is a required part of being a volunteer in children's/ pastoral ministry and must also be undertaken by members of the PCC, readers, RLMs, Clergy and church wardens. The safeguarding co-ordinator holds a list of all those who have participated in training and training must be reviewed every 3 years.

Training is required as follows:

C1: Children's work leaders, youth club leaders, PCC members

C1 and C2: RLMs and Church wardens

C3: Clergy and readers

Information about forthcoming training events is available from Family Care or speak to the Diocesan Safeguarding Adviser about your training needs.

10. The passing on of information to new screeners and/or incumbents.

After a youth worker or volunteer has resigned, information on their children's/youth 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 elsewhere.

Confidential/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 and young people it is likely to have a **legal duty** to refer information to the Independent Safeguarding Authority

(ISA) and consult the Local Authority. You **must** consult the Diocesan Safeguarding Adviser Officer first if this situation appears to be arising.

11. Implementation of the Policy.

The parish Safeguarding Coordinator will be responsible for monitoring the policy to see that it is being practiced. This includes:- ensuring that all helpers are aware of good practice guidance and making sure new work is properly risk assessed and all other tasks in the job description in CYPF 2004.

12. Procedure for regular reporting to the Parochial Church Council

The Safeguarding Coordinator will report 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

Date.....

Signed.....(Incumbent)

Signed (Churchwarden St. Helen's)

Signed (Churchwarden St.Mary's)

Date for policy review

The Parochial Church Council will review this Safeguarding Policy and how it is to be implemented

Date: November 2018

Please keep a copy for your parish records, give a copy to each of your youth workers/volunteers and send one to– Diocesan Safeguarding Adviser at:

Family Care, 28 Magdala Road, Nottingham NG3 5DF