



Diocese of Guildford



## Parish Safeguarding Policy

The Parish of Send (St Mary the Virgin) is committed to the safeguarding, care and nurture of the children within our church community, and also to encouraging an environment where all people and especially those who may be vulnerable are able to worship and pursue their faith journey with encouragement and in safety.

We are also committed to the implementation of the Diocese of Guildford Safeguarding Policy and Procedures, and the relevant statutory legislation and guidance for the welfare of children, young people and vulnerable adults.

### Parish Safeguarding Policy Statements

Every year the PCC will agree the Parish Safeguarding Children and Vulnerable Adults Policy Statements, displaying each copy in the Church and forwarding one copy of each to the Diocesan Safeguarding Office for their records.

### Parish Safeguarding Representatives

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 vulnerable adults. The Parish Safeguarding Representative agrees to undertake the key responsibilities of the role as outlined in the Diocesan Safeguarding Guide.

Our Children's Safeguarding Representative is Ms Helen Sloan

Our Vulnerable Adult's Safeguarding Representative is Ms Helen Sloan

### Paid Workers and/or Volunteers

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

- Complete a Confidential Self Declaration Form
- To complete the necessary vetting application (DBS/ISA)

The Parish of Send (St Mary the Virgin) will seek to ensure that a DBS/CRB/ISA check is only requested after a risk assessment has indicated that one is both proportionate and relevant to the position (paid or voluntary) concerned. Using the appropriate risk assessment procedures the following parish posts have been identified as requiring a CRB check:

- *Sunday Club Leader*
- *Organist and Choir Leader*
- *Licensed Lay Minister (Reader)*
- *Tower Captain*
- *Pastoral Assistant*
- *Pastoral Care Visitor*
- *Home Communion Assistant*

All Confidential Self Declaration Forms, references and results of DBS checks will be held securely by the Incumbent. 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).

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

All those who work with children and/or vulnerable adults on a regular basis will be made aware of and should familiarise themselves with the Diocesan Safeguarding Policy and Procedures, and will be encouraged to attend Diocesan Safeguarding training every three years.

### Children's Activities, Groups and Events

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

- *Sunday Club*
- *Bell Ringing*
- *Mixed age choir*

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 for the health, safety and welfare of each child and young person, including supervision ratios, transport, first aid, premises and children with special needs.

### Vulnerable Adults Activities, Groups and Events

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

- *Pastoral Care Visiting Service*
- *Coffee Shop*
- *Social Events*
- *Bible Study meetings*
- *Home Communion*

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

### Hire of Church Premises

All those who book or use the church hall on a regular basis shall be required to sign a copy of the parish booking agreement and a declaration that they have read and understand the Diocesan Safeguarding Policy and Procedures, or that they agree to abide by their own organisation's safeguarding procedures.

#### SIGNED AND AGREED:

Incumbent: \_\_\_\_\_ Revd Tony Shutt (P-i-c)

Churchwarden/s: \_\_\_\_\_ Helen Sloan

\_\_\_\_\_ Rachel Wilkinson

Safeguarding Representative/s: \_\_\_\_\_ Helen Sloan

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Date: \_\_\_\_\_ 7 July 2014