

PARISH OFFICE: Church Cottage, Church Road, Tettenhall, Wolverhampton, WV6 9AJ

Telephone 01902 751622 | E-mail tettenhallregis@gmail.com

SAFEGUARDING POLICY AND PROCEDURES

October 2023

Policy

The PCC follows the House of Bishops Safeguarding Policy and Practice Guidance.

The PCC will take all reasonable care to ensure the safety of the children, young people and vulnerable adults for whom it bears responsibility.

Procedures

1. The Parish currently has a vacancy for *Parish Safeguarding Coordinator*, for the overall coordination of this policy across the parish. Each of the four churches should appoint their own Safeguarding Officer (Iggy Peters for Christ the King, Bridget Campbell for St Paul's, Jill Spragg for Holy Cross, Chris Muirhead for St Michael's). See Appendix 1 for contact details.
2. The Coordinator (or the Team Rector or relevant Team Vicar) is the point of contact through which all safeguarding concerns will be channelled.
3. The Coordinator and Officers work together on behalf of the PCC to ensure these procedures are implemented and report regularly to DCCs and the PCC on their activities.
4. The PCC is directly responsible for all church activity involving children, young people and vulnerable adults (listed in Appendix 2).
5. All groups or parties who hire any of the Parish buildings will be required to satisfy the PCC that they have a Safeguarding Policy or that they will uphold the Parish policy. (Appendix 3 sets out the wording for the letting agreement).
6. Anyone wishing to work with children, young people or vulnerable adults within the sphere of the churches, must be aged 18 or over and satisfy the following conditions. Anyone under 18 may assist in leadership roles, but must remain supervised at all times.
 - Applicants will be required to provide two references regarding the applicant's character and suitability for the role; one of which may be provided by the relevant minister. A pro-forma is provided for use by referees
 - Before appointment or the continuation of any appointment, appointees need to apply for and supply clearance from the Disclosure & Barring Service.

Once the certificate is issued, the diocese will inform the parish if the application contained blemishes. The clergy and safeguarding officer will need to investigate the nature of the issues raised and complete a risk assessment, as appropriate.

7. Completed declaration forms and references will be confidential to and securely held by the responsible Team Vicar or, in the event of a vacancy, by the Team Rector, Rural Dean or Archdeacon.

8. The PCC will ensure that all those working with children or vulnerable adults and those with responsibility for safeguarding (including Church Wardens and PCC members) complete the Church of England Training. Online training is available at <https://www.churchofengland.org/safeguarding/promoting-safer-church/safeguarding-training>
9. The PCC will issue clear guidelines for promoting safer working with children or young people. These are included in Appendix 4.
10. The PCC will publish on the notice boards of each church in the parish and Parish buildings, a copy of the Diocesan Safeguarding flowchart. Additionally, all validated leaders and key holders will be given a copy of the chart and this policy.
11. The PCC will ensure that our websites, include safeguarding information, including how to report concerns and a statement that we follow the House of Bishops Safeguarding Policy and Practice.
12. The PCC will carry public liability insurance and will insure for personal accident, all leaders and staff who work with children, young people and vulnerable adults.
13. This Policy and procedure will be made available, if requested, at the Archdeacon's Visitation.
14. This Policy and these procedures will be monitored by the *Parish Safeguarding Coordinator*, who will report to the PCC annually. Safeguarding will be a standing item on the agenda of church meetings (eg PCC, DCC, Sunday School leaders, Pastoral Teams)
15. The PCC will review this document each year following the annual meetings.

APPENDIX 1 – CONTACT DETAILS

PARISH CONTACTS

Parish Safeguarding Coordinator
Team Rector (see below)

St. Michael's Safeguarding Officers
Chris Muirhead

07958 661904 | christophermuirhead82@gmail.com

Christ the King Safeguarding Officer
Iggy Peters

07731 655045 | itsmeiggyhere@gmail.com

St Paul's Safeguarding Officer
Bridget Campbell

07936 939804 | bridget.day@hotmail.co.uk

Holy Cross Safeguarding Officer
Safeguarding concerns should be addressed to the Parish Safeguarding Coordinator.

Administrative queries to

Jill Spragg
01902 845222 | jill@spragg.co.uk

Team Rector
Rev'd Richard Reeve
01902 742801 | richardmreeve@aol.com

Parish Wardens
Andrew Graham
01902 762021 | andgra@blueyonder.co.uk

Cyril Randles
07973 314964 | cyrilrandles@gmail.com

EXTERNAL CONTACTS

Diocesan Safeguarding Advisor
Neil Spiring

01543 306030 | neil.spiring@lichfield.anglican.org

Diocesan Advisor for the Safeguarding of Children
Kim Hodgkins

01543 306030 | kim.hodgkins@lichfield.anglican.org

Disclosure & Barring Queries
Sue Hathaway

01543 622320 | sue.hathaway@lichfield.anglican.org

Organisation	Office Hours	Out of Hours (Before 9am, after 5pm and at weekends)
Diocesan	01543 306030	0303 003 1111
Safeguarding		(opt 2)
Safeguarding of Children		
Staffordshire	0800 131 3126	0345 604 2719
Wolverhampton	01902 555392	01902 552999
Safeguarding of Adults		
Staffordshire	0345 604 2719	0345 604 2719
Wolverhampton	01902 551199	01902 552999

APPENDIX 2

Children and Youth Activities in the Parish

- Sunday School in each church.
- Encounter Group, including online activities.
- Pantomime at St Paul's.
- Servers.
- Choir and Music Activities.

From time to time, additional children's activities take place, for example, seasonal activities, such as the Cradle Roll event at Christ the King, Crib Service rehearsals, Good Friday activities. This policy will apply to these events in the same way as to other parish activities with children and young people. Users of church premises have their own safeguarding policies which we check periodically.

Vulnerable Adults

- Pastoral care groups • Home Visiting
- Visits to Care Homes
- Dementia Friendly Activities
- Blakeley Green House

APPENDIX 3

The wording of the letting agreement for each of the parish properties should include:

“The PCC takes all reasonable care to ensure the safety of the children and young people and vulnerable adults for whom it bears responsibility.

As users of this facility I/we agree to uphold this policy.”

APPENDIX 4

Guidelines for safer working with children and young people, from *Protecting All God's Children*, 2010, 4th Edn. p68, Appendix A4.

All group leaders will ensure members are clear about their roles and the working arrangements of the group. All groups will adhere to the following staffing ratios:

- There should always be two leaders. On a temporary basis, while awaiting clearance, it will be possible for people to work in pairs, at least one of whom should have been cleared in accordance with these procedures.
- The minimum number of validated leaders over eighteen years of age will be as follows:
 - 0-2 years 1 leader to 3 children
 - 2-3 years 1 leader to 4 children
 - 3-8 years 1 leader to 8 children
 - Over 8 years 1 leader for the first 8 young people, thereafter 1 per additional 12.
- If small groups are in the same room or adjoining rooms with open access between them then it is possible to have only one adult per group, depending on the nature of the activity.
- Young people who are being encouraged to develop their leadership skills through helping should always be overseen by an appointed worker who will be responsible for ensuring that good practice and safeguarding procedures are followed and the work they are doing is appropriate to both their age and understanding.

It is recommended that when transporting children and young people, more than one adult should be present in each vehicle.

Factors which affect ratios for both children and young people include:

- age / ability / special needs
- the possibility of unforeseen events e.g. accidents
- the type of building / venue and the number of separate rooms in use
- the risk level of the activity
- the distance of any trip, complexity of travel, type of transport, weather conditions

Any activity covering children and young people should have clear procedures in place in relation to:

- What to do in the case of fire or emergency
- How to keep track of people on an excursion
- How to record any health issues or medication requirements
- How to get in touch with a parent or guardian

(Sample forms are available from the Safeguarding Coordinator)

A properly stocked, clearly marked First Aid Kit should be accessible at all times, with a list of suitably trained people. There should also be facility to record any such incidents, and their treatment.

Guidance on issues of good practice, including Lone Working, "touching" (p. 64) and under 18 year old leaders (p. 25-6) are available in 'Protecting All God's Children' <http://www.lichfield.anglican.org/ourdiocese/safeguarding-resources/>

The appropriate Safeguarding Officer will be kept informed, in advance of any outings or events extra to the normal regular meetings of the groups listed at APPENDIX 2 in order to ensure that appropriate risk assessment has been undertaken and an adequate ratio of leaders to young people is provided.

APPENDICES TO BE ADDED:

Reference Pro forma

Confidential Declaration

Online youth activities –

Zoom & Young people <https://www.churchofengland.org/sites/default/files/2020-04/Being%20connected%20with%20ZOOM%20safely.pdf>