

Parish of St Wilfrid Cowplain - Safeguarding Policy

The Parish of St Wilfrid Cowplain 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 at risk of harm 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 Portsmouth Safeguarding Policy and Procedures, and the relevant statutory legislation and guidance for the welfare of children, young people and vulnerable adults who may be at risk of harm.

Parish Safeguarding Policy Statements

Every year the PCC will agree the Parish Safeguarding Children and Vulnerable Adults who may be at Risk of Harm 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 adults who may be at risk of harm. 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 **Val Strutt**.

Our *Adults who may be at Risk of Harm Safeguarding Representative* is **Val Strutt**.

All PCC endorsed events and activities that fall under the Diocesan Safeguarding Procedures shall have a Group Leader¹ who shall work under the authority of the Parish Safeguarding Representative and Incumbent to ensure safeguarding procedures are adhered to correctly.

Paid Workers and/or Volunteers

All authorised Group Leaders, Deputy Leaders² and Assistants³ in a regulated activity⁴ with children and/or adults at risk in the parish on a voluntary or paid basis will be required to follow the appropriate recruitment procedure:

- Complete an application form, by which the applicant agrees to abide by the terms and scope of the role description for the position
- Provide suitable referees
- Complete a Confidential Declaration Form
- Complete the necessary *Disclosure and Baring System* (DBS) vetting application

Helpers are workers who hold no responsibilities but are available to assist where directed across the church's events and activities. These roles do not come under safer recruitment procedures.

¹ *Group Leaders* are authorised by the PCC to be in overall charge of an approved team or group activity. They hold responsibility for safeguarding including supervision of Assistants and Helpers.

² *Deputy Leaders* work with and under the authority of the Group Leader and deputize as appropriate. They have supervisory responsibilities for children and adult workers.

³ *Assistants* are workers not in overall charge who will mostly be supervised by a Group or Deputy Leader but may at times have supervisory roles with children whilst themselves unsupervised.

⁴ For definition of *Regulated Activity* see www.churchofengland.org/media/1524414/info_sheet_no_2_regulated_activity_june_2012.pdf

The Parish of St Wilfrid Cowplain will seek to ensure that a DBS 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 holders of the following parish posts have been identified as requiring a DBS check and completing relevant training:

- Licensed Clergy (including retired) and Readers
- Parish Safeguarding Representative
- Churchwarden/Deputy Warden
- PCC member (Charity Trustee) – from April 2017
- Youth Leader, Deputy Leader, Assistant
- Children’s Leader, Deputy Leader, Assistant
- Messy Church Leader, Deputy Leader, Assistant
- Toddler Group Leader, Deputy Leader, Assistant
- Community Outreach Leader, Deputy Leader, Assistant
- Pastoral Visitor, Home Communion Visitor

All completed application forms, confidential declaration forms, references and results of DBS checks will be held securely by the Safeguarding Representative on church premises under the authorisation of the Incumbent. Declarations and DBS checks must be undertaken every five years unless applicant has signed up to the relevant updating service, 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).

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 required to undertake the appropriate Diocesan Safeguarding training at least every three years. Any person refusing to comply with the recruitment procedure or training requirement will not be allowed to work with or have unsupervised contact with children or adults who may be at risk of harm in the parish.

Role	Safer Recruitment	Training Required
Licensed Clergy	✓	e-learning; leadership; safer recruitment
Reader	✓	e-learning
Parish Safeguarding Representative	✓	e-learning; leadership; safer recruitment
Churchwarden/Deputy	✓	e-learning; leadership;
PCC Member – from April 2017	✓	e-learning
Group Leader	✓	e-learning; safer recruitment
Deputy Leader	✓	e-learning
Assistant	✓	e-learning
Pastoral Visitor	✓	e-learning
Home Communion Visitor	✓	e-learning
Helper	n/a	n/a

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:

- Worship services at St Wilfrid’s Church and Westbrook Hall
- *Messy Church* at St Wilfrid’s Church
- *Messy Cafe* at St Wilfrid’s Church
- *Community Coffee Cup* at Westbrook Hall
- *The Ark* toddler group (under 5s) at Westbrook Hall
- *Little Fishes* toddler group (under 5s) at St Wilfrid’s Church
- *The Friday Group* youth group (age 11-18 years) at St Wilfrid’s Church*
- *Holiday Art Team* summer art club at St Wilfrid’s Church*

* *All children and young people wishing to attend these 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 caring for children with special needs.

Activities, Groups and Events for Adults who may be at risk of harm

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

- Home Communion
- Pastoral Care Visiting Service

A good practice guide is to be held by each Group Leader. Consideration will be given at all times for the health, safety and welfare of adults who may be at risk of harm, including transport, first aid, premises and caring for 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 annually 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	Ian Snares
Churchwardens	Allan Brawn
	Jan Smith
Safeguarding Representative	Val Strutt
Date	