St Michael and All Angels, Chetwynd, Diocese of Lichfield

Safe Guarding Policy and Procedures.

POLICY

The Parochial Church Council of St Michael and All Angels, Chetwynd will take all reasonable care to ensure the safety of the children, young people and vulnerable adults for whom it bears responsibility.

Name of Safe Guarding Co-ordinator..............Mrs Susan Edwina Askin

1.*Mrs Susan Edwina Askin* is our approved Safe Guarding Co-ordinator for the calendar year 2018 and she is the point of contact through which concerns about child protection will be channelled

2. She is responsible to the PCC for ensuring that these procedures are implemented.

3. The PCC will work towards adopting the recommendations of the House of Bishops as published in the policy *Protecting All God’s Children (2010) and Promoting a Safe Church (2006)* or in any subsequent publication which will be looked at accordingly.

4. The PCC will ensure full compliance with Health and Safety Guidelines.

5. Although the PCC would be responsible for groups involving young children we advise the Diocese that at the present moment there are no such groups.

*Any young child within the church would be accompanied by an adult eg. Sunday Worship, Baptisms and Weddings.*

*When required by a wedding couple a team of bell ringers are asked to ring bells at Chetwynd. The PCC liaise to assure safeguarding standards are in place.*

*Similarly if a team of ringers are visiting Chetwynd the PCC.*

6.Chetwynd Church does not have a Church Hall and at present the PCC does not hire the church for any youth groups.

7. In any future instance of any such group working with children there will be a leader aged 18 or over. Anyone under 18 wishing to assist with leadership roles will be supervised at all times.

* Applicants will be required to complete the Lichfield Diocesan Declaration.
* Applicants will be required to provide two references using the Diocesan Safeguarding Policy form.
* Before any appointment or the continuation of any appointment, appointees may need to apply for a supply and clearance from the Disclosure and Barring Service.

8. Only suitable and responsible people are or will become key holders.

*Key holders at present are the incumbent, churchwardens, treasurer and 2 nearby residents ( one member of PCC) who assist in opening and locking the church to conform with ‘Church Open’. There is one separate key for ladies on flower rota duty. The bell ringers possess one key for access to bell tower but not to church building.*

Access and usage of Church Building will be monitored as far as is reasonably possible.

9. Any completed declaration forms and references will be confidential to and securely held by the incumbent or, in the event of a vacancy, by the Rural Dean or Archdeacon.

10. In the event of a ‘leader’ working within the church the PCC will use the Disclosure and Barring Service for checking leader’s criminal records where appropriate. This will be done via the Safe Guarding Office, St Mary’s House, The Close Lichfield. WS13 7LD.

11. The only organisation at present using the church building, i.e. the tower, are bell ringers. Any other organisation would be at the request of the PCC for the social/ monetary benefit of the church. Any such event would involve members of the PCC and any necessary checks will be made.

12 Although at present there are no groups with children or young people, the PCC appreciate that should circumstances change it must

* Agree clear roles for leaders
* Set up structures to train and support their leaders in their roles
* Agree statements of working practice.

13. The PCC will provide any leaders and those working in Safeguarding access to guidance and training in the understanding of child/vulnerable adult issues.

14. The PCC will issue clear guide lines for avoiding situations where children or young people and vulnerable adults could be in danger.

*The PCC will be aware of the age profile of congregation and be ready to offer assistance to the elderly or infirmed when in the building or churchyard.*

15. The PCC will publish on the notice boards at the back of the church and in church yard a copy of the Diocesan Safe Guarding Flow Chart. Where appropriate all validated leaders and key holders will be given a copy.

16. The PCC will carry public liability insurance and will insure where appropriate all leaders and staff for personal accident.

Any incidents will be recorded and acted upon immediately according to guidelines published by Diocese.

17. The PCC will implement a plan to monitor annually that the procedures are being followed.

18 The PCC will make a copy of this policy and its procedures available, if requested, at The Archdeacon’s visitation.

19 This Policy and its procedures will be monitored by the Safeguarding Co-ordinator who will report to the PCC annually.

20. The PCC will review the policy and its procedures in the month of ...................