

Contacts

Safeguarding Children's Representative: Mrs Margaret Hollingsworth - 01709 324 955

Safe Church Representative (vulnerable adults): Mrs Margaret Hollingsworth - 01709 324 955

Priest-in-Charge: The Revd Canon Lyn Wortley – 01709 279 192

Diocesan Safeguarding Adviser: Ms Linda Langthorne, phone 309149 (for out-of-hours urgent advice 07871 796682)

The Church Council will inform the Diocesan Safeguarding Officer of any changes in the representatives.

The Policy

This Policy covers the work of this parish with children and young people and with vulnerable adults, in:

- its worship services
- the groups meeting throughout the week
- all activities and contacts under the auspices of the Church Council in other places.

It should be read alongside:

- the guidelines of the Church of England – see <https://www.churchofengland.org/clergy-office-holders/safeguarding-children-vulnerable-adults.aspx>
- the related policies of the Diocese of Sheffield – see <http://www.sheffield.anglican.org/safeguarding>:
 - Safeguarding Children Policy – see http://www.sheffield.anglican.org/UserFiles/File/Safeguarding/Safeguarding_Children_Policy.pdf
 - Safeguarding Vulnerable Adults Policy – see http://www.sheffield.anglican.org/UserFiles/File/Safeguarding/Vulnerable_Adults_Policy.pdf

The Church Council adopts these policies and guidelines in relation to this parish and expects church workers to abide by them as well as the Parish Safeguarding Policy

Our Aims

Our aims in providing for children, young people and adults alike are to:

- help them in their Christian discipleship and to deepen their Christian faith
- enable them to experience the love of God
- encourage a strong Christian fellowship

- help them realise their full potential physically, mentally, emotionally and spiritually
- encourage them to take a full part in the Church's life and worship
- provide a safe meeting place for all
- encourage people in embracing responsibility
- promote equality of opportunity for all.

Current activities

- Craft Group, for adults, meeting weekly on Monday afternoons
- Toddler Group for pre-school children and their parents/carers meeting weekly on Tuesday morning during term time
- Children's groups meeting Sunday weekly
- Youth Group meeting for discipleship and social events, occasionally
- 4MEN fellowship group for male adults meeting ad hoc
- Ladies fellowship group meeting ad hoc
- Home groups meeting ad hoc
- Games and social evenings meeting ad hoc
- Personal pastoral support for individual adults with particular needs
- Occasional home visits under the auspices of the Church Council

Application of the Policy

Application of the Policy will be overseen by the **Safeguarding Representatives**, who will:

- be members of the Church Council
- report on implementation of the policy at each of its PCC meetings
- participate in an annual review of the Policy.

All new **Church Council** members and all workers with children, young people or vulnerable adults, whether paid or voluntary, working for the church or church-based organisations, will be:

- informed of the policy by one of the Safeguarding Representatives or appropriate group leader
- expected to sign to indicate that they accept the Policy and will abide by its requirements and guidelines.

Informing and appointing workers

We undertake to exercise proper care in the appointment and selection of those who will work with children, young people or adults who may be vulnerable.

Where **new volunteer workers** would require a DBS disclosure for lead roles working with children, young people or vulnerable adults we will obtain this through the diocesan system. In these instances **role descriptions** will be prepared and we will obtain a **Confidential Declaration** and **references**.

Appointment to such posts, paid or voluntary, will be made only:

- when these processes are complete
- on a conditional basis until the completion of a satisfactory probationary period
- if no significant 'blemish' has been identified in the DBS process (any 'blemish' will be discussed with the Diocesan Safeguarding Officer).

We are committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst children, young people or adults who may be vulnerable. We will:

- remind all our workers of the need to **be aware** of this Policy and good practice in the diocesan guidelines and to put this into practice
- encourage lead workers to attend the Safeguarding **training** provided by the Diocese
- if **specific needs** are identified, arrange or support an event tailored to the needs of the parish or wider area after consultation with the Diocesan Safeguarding Adviser.

Any individual or organisation **booking the use of church or church hall premises** will be:

- informed of the need to observe the Policy via a statement on the Booking Form, and organisations using the premises should also have their own safeguarding policy
- expected to accept responsibility for protecting children, young people or vulnerable adults at that function, and in the case of organisations they should be covered by their own insurance cover.

Numbers of workers supervising children

Every effort should be made to achieve the best level of supervision of children at all times.

Wherever possible we will adhere to the guidelines recommended by the NSPCC for voluntary organisations:

- Aged 0 - 2 years: 1 adult to 3 children
- Aged 2 - 3 years: 1 adult to 4 children
- Aged 4 - 8 years: 1 adult to 6 children
- Aged 9 - 12 years: 1 adult to 8 children
- Aged 13 - 18 years: 1 adult to 10 children.

If the group is mixed-gender, those supervising should also include both male and female workers wherever possible, and, in any case, we will always aim to have a minimum of two adults.

We will provide for a larger number of adults when there are specific support needs or a risk that behaviour was a potential issue for the group or event.

Communication, Registration and Parental Consent

Leaders of groups of children and young people, whether meeting on church premises or elsewhere, should:

- keep a register of those attending each session
- obtain parental consent forms, including emergency contact details, for all participants, which must be available to group leaders whenever the group meets
- agree what would be acceptable should children need intimate care (e.g. nappy changing in a crèche) or other physical contact (e.g. in event of a disability) from workers
- obtain parental consent to any photographs and videos, using the consent form and principles in the diocesan guidelines
- follow the diocesan guidelines whenever using social media, text messaging and e-mail to communicate with children and young people – see http://www.sheffield.anglican.org/UserFiles/File/Safeguarding/140326_Social_Media_Guidelines_DOS.pdf.

Principles for Provision for Vulnerable People of All Ages

A person is considered vulnerable who, because of age, illness, mental or other disability or other situation, is permanently or for the time being unable to take care of him or herself against significant harm or exploitation. Recognising that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives, we commit ourselves to:

- respectful pastoral care for all people to whom we minister including confidentiality
- the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church
- promoting safe practice by those in positions of trust
- promoting the inclusion and empowerment of people who may be vulnerable
- challenging any abuse of power by anyone in a position of trust
- caring for and supervising any member of our church community known to have offended against a vulnerable person
- communicating these principles to the whole congregation

Health and Safety

The Church Council will ensure that there is adequate **insurance cover** for all activities involving children, young people and vulnerable adults.

All group leaders should:

- be aware of procedures in event of a **fire** and the positions of fire extinguishers
- be **vigilant as to the presence** of anyone on the premises during the meetings of the groups
- know whom to **contact in an emergency** relating to the church building/ church hall.

Each group should have at least one adult present who has:

- attended a basic course on **first aid**
- completed the **food** hygiene and food safety course if the activity involves preparation or selling of food.

In the event of any **accident**:

- a properly stocked first aid kit should be accessible to each group in a location known by group leaders.
- an incident and accident report form should be completed and kept securely in a marked file
- in the case of children and young people, parents should be informed.

Where concerns arise

Children, young people and vulnerable adults should have the opportunity to raise any concerns about any health and safety or safeguarding matters. A **notice** or notices will be placed on an appropriate noticeboard in the church with:

- the names of the parish Safeguarding Representatives
- the names of any other independent person the Church Council appoints
- Childline and other relevant external telephone.

We accept the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people, and to report any such abuse that we discover or suspect. If an **allegation** is received concerning the behaviour of an adult, the diocesan Allegations Policy (which can be found in its Safeguarding Children Policy) will be followed. The parish will then:

- report the concern to the Diocesan Safeguarding Adviser, or to the appropriate Archdeacon
- inform the appropriate statutory agencies in the event of an emergency or if a child, young person or vulnerable adult is at immediate risk
- co-operate with the police and local authority in the event of any further investigation
- record the concerns or incidents and keep the record in a confidential place
- seek to offer or signpost informed pastoral care to anyone who has suffered abuse.

Review of Policy

Children and young people's lead workers and church pastoral visitors should:

- meet at least annually with the relevant Safeguarding Representative to review safeguarding and health and safety issues relating to each group
- report their conclusions to the Church Council
- identify needs for further training of workers
- identify whose DBS clearance would need renewing in the following year.

The Church Council will then:

- review the Policy in the light of the report and agree any changes
- record the review in its minutes

- inform the Archdeacon via the visitation that the review has happened
- send the Archdeacon a copy of any substantial changes to be included in the parish file.

This policy was approved by St Mary’s Church, Greasbrough PCC on 2 September 2019 (PCC Meeting No 54), and is subject to revision and annual renewal.

Priest-in-Charge: Revd Canon Lyn Wortley

Church Wardens: Mrs Margaret Hollingsworth and Miss Patricia Brown

REVIEW DATE: September 2020

Appendix A

**Diocese of Sheffield
Parish Policy Statement on Safeguarding Persons with Disabilities
for St Mary’s Church, Greasbrough**

This statement was adopted by St Mary’s Church, Greasbrough at a Parochial Church Council meeting on 26 March 2019. This policy will be reviewed each year to monitor progress achieved.

- 1) We recognize that everyone has different levels of vulnerability or disability and that each of us may be regarded as vulnerable at some time in our lives.
- 2) As members of this parish we commit ourselves to respectful pastoral care for all persons to whom we minister.
- 3) We commit ourselves to the safeguarding of people who may be disabled, ensuring their well-being in the life of this church.
- 4) We commit ourselves to promoting safe practice by those in positions of trust.
- 5) The parish commits itself to promoting the inclusion and empowerment of people who may be disabled.
- 6) It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of people with disabilities, and to report any such abuse that we discover or suspect.
- 7) We undertake to exercise proper care in the appointment and selection of those who will work with people who may be disabled.
- 8) The parish is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be disabled.
- 9) The parish adopts the guidelines of the Church of England and the Diocese.
- 10) Each person who works with people with disabilities will agree to abide by these recommendations and the guidelines established by this church.

This church appoints the Parish Safeguarding Officer to represent the concerns and views of vulnerable people at our meetings and to outside bodies.

Incumbent: Revd Canon Lyn Wortley
Churchwarden: Miss Pat Brown
Churchwarden: Mrs Margaret Hollingsworth
Safeguarding Officer: Mrs Margaret Hollingsworth

Date:

Appendix B

Church of St Mary, Greasbrough Delegation by the PCC Members: Reporting of Serious Incidents to the Charity Commission Date: Tuesday, 26 March 2019

1. Background

- 1.1 The members of the St Mary's, Greasbrough Parochial Church Council (PCC), as charity trustees, are responsible for reporting ALL Serious Incidents to the Charity Commission in a timely manner. The trustees delegate the reporting of Serious Incidents in accordance with these Resolutions.
- 1.2 The Charity Commission has approved specific Church of England guidance and templates for PCCs to use when reporting Serious Incidents to it ("PCC Guidance"). The PCC Guidance separates Serious Incidents into two types: safeguarding Serious Incidents and all other Serious Incidents. Safeguarding Serious Incidents are reported in a different way from how all other Serious Incidents are reported and so there are separate delegations for reporting safeguarding and non-safeguarding Serious Incidents.
- 1.3 If a safeguarding incident occurs within the St Mary's, Greasbrough PCC, the Safeguarding Officer (PCCSO) must inform the Diocesan Safeguarding Adviser (DSA) and respond to and manage the incident in accordance with the relevant House of Bishops' Safeguarding Policy and Guidance.
- 1.4 Where a non-safeguarding incident is identified, The Revd Canon Lyn Wortley, Priest in Charge or Mrs Margaret Hollingsworth, PCCSO should be informed immediately. The Revd Canon Lyn Wortley, Priest in Charge or Mrs Margaret Hollingsworth, PCCSO is responsible for taking such immediate steps or actions as may be required to secure and protect the St Mary's, Greasbrough PCC's property, assets and reputation, in accordance with any internal policies or procedures.
- 1.5 Below are two example template resolutions for the St Mary's, Greasbrough PCC to complete and adopt.
 - 1.5.1 Section 2 is a resolution to delegate responsibility for reporting safeguarding Serious Incidents to the Charity Commission and the National Safeguarding Team.
 - 1.5.2 Section 3 is a resolution to delegate responsibility for reporting non-safeguarding Serious Incidents to the Charity Commission.

2. **DELEGATION** of responsibility to report SAFEGUARDING Serious Incidents to the Charity Commission in accordance with the PCC Guidance

- 2.1 In order to facilitate the confidential and timely reporting of any safeguarding Serious Incidents to the Charity Commission, the responsibility for any decisions relating to the reporting of safeguarding Serious Incidents is delegated to The Revd Canon Lyn Wortley, Priest in Charge and Mrs Margaret Hollingsworth, PCCSO. [All references to the Trustee Group in this delegation are references to this smaller group of trustees.]
 - Responsibility for contacting the DSA, if they consider a safeguarding Serious Incident may have occurred and providing the DSA with any information required.
 - Responsibility for liaising with the DSA and reporting back to the Trustee Group on the management and reporting of the safeguarding Serious Incident by the DSA and the Diocesan Secretary (DS), including:
 - o if the DSA and DS consider that the incident does NOT need to be reported to the Charity Commission, why this is the case;
 - o whether the incident will be individually reported or included in the next bulk report;
 - o approval of a draft report for a high-risk incident (i.e. one which will be individually reported);
 - o providing the St Mary's Church, Greasbrough PCC's trustees with a copy of any safeguarding Serious Incident reports submitted to the Charity Commission by the Diocesan Secretary (DS) on behalf of the St Mary's Church, Greasbrough PCC.

- 2.2 The following responsibilities are delegated to the Diocesan Safeguarding Adviser and the Diocesan Secretary:
- The DSA is responsible for deciding, in consultation with the DS, whether a safeguarding incident is sufficiently “Serious” to be reported to the Charity Commission and, if so, whether it should be reported individually or included in the next bulk report.
 - The DSA is responsible for reporting back to the PCCSO on whether the incident is sufficiently “Serious” to be reported to the Charity Commission and, if so, whether the incident is to be individually reported or included in the next bulk report. If an incident does NOT need to be reported to the Charity Commission, the DSA should provide the PCCSO with an explanation of this decision, so the PCCSO can report back to the Trustee Group.
 - The DSA is responsible for preparing the safeguarding Serious Incident Report. Where the report relates to a high-risk incident (i.e. one which is to be individually reported), the DSA is responsible for providing the draft report to the PCCSO for approval by the Trustee Group.
 - The DS is responsible for submitting safeguarding Serious Incident reports to the Charity Commission, on behalf of the St Mary’s Church, Greasbrough PCC trustees.
 - The DS is responsible for sending copies of any Serious Incident reports submitted to the Charity Commission to the National Safeguarding Team and the PCCSO.
3. **DELEGATION** of responsibility to report all OTHER Serious Incidents to the Charity Commission in accordance with the PCC Guidance
- 3.1 In order to facilitate the confidential and timely reporting of any Serious Incidents, the responsibility for the reporting of Serious Incidents is delegated to The Revd Canon Lyn Wortley, Priest in Charge and Mrs Margaret Hollingsworth, Parish Safeguarding Officer. All references to the Trustee Group in this delegation are references to this smaller group of trustees.
- 3.2 The Revd Canon Lyn Wortley, Priest in Charge or Mrs Margaret Hollingsworth, Parish Safeguarding Officer is responsible for deciding whether, in accordance with the PCC Guidance, the incident is sufficiently Serious to require reporting to the Charity Commission. If a decision was taken that an incident does NOT need to be reported to the Charity Commission, the reasons for this decision should be agreed with the Trustee Group and recorded in writing by The Revd Canon Lyn Wortley, Priest in Charge and Mrs Margaret Hollingsworth, Parish Safeguarding Officer.
- 3.3 The Revd Canon Lyn Wortley, Priest in Charge or Mrs Margaret Hollingsworth, Parish Safeguarding Officer is responsible for preparing and submitting the Serious Incident Report to the Charity Commission. Where the report relates to a high-risk incident, the draft report should be provided to the Trustee Group for approval.
- 3.4 The Revd Canon Lyn Wortley, Priest in Charge or Mrs Margaret Hollingsworth, Parish Safeguarding Officer is responsible for providing the St Mary’s Church, Greasbrough trustees with a copy of any Serious Incident report submitted to the Charity Commission.

Appendix C

Church of St Mary, Greasbrough Policy Statement on the Recruitment of Ex-Offenders

As an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), St Mary’s Church, Greasbrough PCC complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly.

St Mary’s Church, Greasbrough undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

- St Mary's Church, Greasbrough PCC can only ask an individual to provide details of convictions and cautions that St Mary's Church, Greasbrough are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), St Mary's Church, Greasbrough PCC can only ask an individual about convictions and cautions that are not protected.
- St Mary's Church, Greasbrough PCC is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- St Mary's Church, Greasbrough PCC has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.
- St Mary's Church, Greasbrough PCC actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. St Mary's Church, Greasbrough PCC select all candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- St Mary's Church, Greasbrough PCC ensures that all those in St Mary's Church, Greasbrough who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. St Mary's Church, Greasbrough PCC also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, St Mary's Church, Greasbrough PCC ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- St Mary's Church, Greasbrough PCC makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and makes a copy available on request.
- St Mary's Church, Greasbrough PCC undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Agreed by the PCC of St Mary's Church, Greasbrough on 2 September 2019.

Appendix D

Church of St Mary, Greasbrough Parish Policy for Responding to Domestic Abuse

All forms of domestic abuse are wrong and must stop. We are committed to promoting and supporting environments which:

- ensure that all people feel welcomed, respected and safe from abuse;
- protect those vulnerable to domestic abuse from actual or potential harm;
- recognise equality amongst people and within relationships;
- enable and encourage concerns to be raised and responded to appropriately and consistently.

We recognise that:

- all forms of domestic abuse cause damage to the survivor and express an imbalance of power in the relationship;
- all survivors (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse;
- domestic abuse can occur in all communities;
- domestic abuse may be a single incident, but is usually a systematic, repeated pattern which escalates in severity and frequency;
- domestic abuse, if witnessed or overheard by a child, is a form of abuse by the perpetrator of the abusive behaviour;
- working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

We will endeavour to respond to domestic abuse by:

In all our activities –

- valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse.

In our publicity –

- raising awareness about other agencies, support services, resources and expertise, through providing information in public and women-only areas of relevance to survivors, children and alleged or known perpetrators of domestic abuse.

When concerns are raised –

- ensuring that those who have experienced abuse can find safety and informed help;
- working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community.

In our care –

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse;
- identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse.

If you have any concerns or need to talk to any one please contact:

- **Clergy:** The Revd Canon Lyn Wortley –
 - ☎ 01709 279 192
 - ✉ st.mary.vicar@gmail.com

- **Parish Safeguarding Officer:** Mrs Margaret Hollingsworth
 - ☎ 01709 324 955
 - ✉ st.mary.getintouch@gmail.com

- **Diocesan Safeguarding Advisor -** Mrs Linda Langthorpe
 - ☎ 01709 309149 (out of hours urgent advice 07871 796682)

- ✉ linda.langthorne@sheffield.anglican.org
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- **Rotherham MBC Domestic Abuse Co-ordinator**

- ☎ 01709 255 011
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- **South Yorkshire Police**

- ☎ In an emergency call 999
 - ☎ When it's a non-emergency call 101
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