

# Safeguarding Policy

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Holy Trinity Church, Short Heath  
&  
Furzebank Worship Centre

## SAFEGUARDING POLICY AND PROCEDURES 2019-20

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### POLICY

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

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1. Bryn Evans is our approved Safeguarding Co-ordinator for the calendar year and he is the point of contact through which concerns about child protection will be channelled.
2. He 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 for Safeguarding Children *Protecting All God's Children (2010)* and *Promoting a Safe Church (2006)*
4. The PCC will ensure full compliance with Health and Safety Guidelines.
5. The PCC is directly responsible for the following groups which include children and young people or may contain vulnerable adults:

Sunday School (FWC)  
Messy Church FWC  
Mothers' Union (HT)  
Mothers and Toddlers (HT)  
Open Door (HT)  
Singing Group (FWC)

6. The following groups who hire the Church Hall will satisfy the PCC that they have a Safeguarding policy, if they do not have their own policy, the PCC will present their own Safeguarding policy for the group to adopt and implement:-

Scouts  
Line dancing  
Clubercise  
Coltham Gallery

Guides  
Slimmers  
Townswomen's Guild  
Photography

7. Validation: Leaders must be aged 18 or over working with children and young people, under 18s may assist with leadership roles but must 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 appointment or the continuation of any appointment, appointees may need to apply for and supply clearance from the Disclosure & Barring Service.

8. Only suitable and responsible people may become key holders, references will be taken up in accordance with the Safer Recruitment policy and they will be required to complete the Lichfield Diocese Declaration. Access and Usage of Church Buildings will be monitored as far as is reasonably possible.

9. 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. The PCC will use the Disclosure & Barring Service for checking leaders' criminal records where appropriate. This will be done via the Safeguarding Office, St Mary's House, The Close, Lichfield. WS13 7LD

11. The PCC requires groups listed in 5 to provide, in writing, at least the following:

- A list of its current leaders and details of their roles, provision for training and support
- When and where the group meets, its normal working pattern and the age range it covers.

12. The PCC require groups that are working with children, young people or vulnerable adults:

- To 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 leaders and those working in Safeguarding access to guidance and training in the understanding of child/vulnerable adult abuse.

14. The PCC will issue clear guidelines for avoiding situations where children or young people could be in danger.

15. The PCC will publish on the notice boards at the back of the church and in the Church Hall, a copy of the Diocesan Safe Guarding Flow Chart (available on the Diocesan website) In addition, all validated leaders and key holders will be given a copy.

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

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 annually in the month of April