

WADSLEY PARISH CHURCH

SAFEGUARDING ADULTS AND CHILDREN POLICY

POLICY STATEMENT

Wadsley Church takes the safety and well being of all people, but especially children, young people and vulnerable adults, very seriously. It is the responsibility of all those associated with Wadsley Church to protect children, young people and adults from physical, emotional, sexual, financial, spiritual abuse, neglect and to report any such abuse that is discovered or suspected. Wadsley is fully committed to adopting and fulfilling good policies to ensure that the church's activities are of the highest possible standards.

AIMS AND VALUES

Young People

Wadsley Church aims to be a place where children have fun, learn and thrive, in an environment where they know that they are valued and loved. Where appropriate, they will understand who God is, experience His love through Bible stories, worship and prayer, and becoming life-long disciples, who in turn lead others to Jesus. We intend our church to be a place where children develop their God given potential. It is essential our church is a safe place at all levels for children and that they are treated with respect at all times.

Vulnerable Adults

We recognize that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some point in our lives.

As members of this parish we commit ourselves to:-

Respectful pastoral care for all adults to whom we minister; 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, and promoting the inclusion and empowerment of people who may be vulnerable.

THE VICAR AND PCC

It is the responsibility of the Vicar and PCC to ensure the policy statements and guidelines of the Church of England and the Diocese concerning Safe Church and Child Protection are adopted.

SAFEGUARDING OFFICERS

The safeguarding officers will ensure all church workers, both paid and volunteers, follow the Safeguarding Adults and Children Policy.

PCC SECRETARY

Wadsley Parish Church's policy will be displayed, alongside the Diocese's policy, in a prominent place in all church premises and on the church's website.

RESPONSIBILITIES OF THE PCC

All members of the PCC, especially new ones, will be required to accept the policy and guidelines. In doing so they accept the prime duty of care placed upon the incumbent and PCC to ensure the well-being of all in the church community.

SAFEGUARDING CHILDREN OFFICER

The vicar and PCC will appoint a Safeguarding Children Officer.

INFORM CHURCH HOUSE

The PCC secretary will inform the Church House administrator of the details of the Safeguarding Officer.

SAFEGUARDING VULNERABLE ADULTS

The vicar and PCC will appoint a Safeguarding Vulnerable Adults Officer.

INFORM CHURCH HOUSE

The PCC secretary will inform the Church House administrator of the details of the Safeguarding Officer.

PARISH SAFEGUARDING GROUP

The PCC will appoint a Parish Safeguarding Group to oversee the Policy, both in its relevance and accuracy and in its application. This group will include the vicar, Safeguarding Officers, Community Minister, and a church warden.

REVIEW OF THE PARISH SAFEGUARDING GROUP

The Parish Safeguarding Group will review the parish policy annually and report to the PCC, normally at the first PCC meeting after the Annual General Meeting. It is the responsibility of the vicar and Safeguarding Officer to ensure this happens.

ANNUAL REVIEW OF SAFEGUARDING ISSUES

The PCC will require all children and young people people's workers and those working with vulnerable adults, to meet at least once a year to review safeguarding issues relating to each group. The outcome of these meetings will be reported to the PCC by the community minister who will be responsible for calling the meeting.

ARCHDEACON

The PCC secretary will inform the Archdeacon this has been done. A copy of the current Parish Safeguarding Policy should be sent to the Archdeacon for inclusion in the parish file. A further copy should be sent if there are substantial amendments.

ACTIVITIES

This policy covers the work of this parish with children and young people, in its services and in the groups meeting throughout the week.

1. Sunday Children's groups
2. Youth group
3. Toddlers Praise
4. School assemblies
5. Holiday clubs
6. Detached projects
7. Education project (SALT.ed)
8. Midweek discipleship groups
9. Box of Hope deliveries

ACTIVITIES

Vulnerable adults are likely to be present at any of our gatherings and groups. However, some groups are identified as being particularly likely to be serving vulnerable adults, for example (but not exclusively), Luncheon Club, Oasis, Men's Fellowship and Delighted In.

We will carry out DBS checks on all volunteers or employees to ensure that no unsuitable adults have unsupervised access to children. We will also ensure that there is always more than one adult present, supervising groups of children.

Where more than one activity is taking place at once, we will take measures to avoid members of the different activities do not come into contact, unless appropriately supervised in a pre-arranged activity, to ensure that all young people and vulnerable adults are protected.

APPLICATION OF THE POLICY

All workers, whether paid or voluntary, working for church-based organisations, will be informed of the policy by the vicar, the Safeguarding Officers and group leaders. They will be expected to accept the policy and guidelines and work according to the requirements.

REGISTRATION AND PARENTAL CONSENT

All groups will keep a register of those attending each session. Parental consent forms, including emergency contact details, must be completed for all unaccompanied participants under 18, and must be available to group leaders whenever the group meets. This applies to all groups, whether meeting on church premises or elsewhere.

Parental consent to photographs and videos must be obtained, using the consent form and principals in the Diocesan Guidelines. This is the responsibility of the Family and Children's Worker.

DATA PROTECTION

Information provided to the Church by young people and parents will be kept confidential, and for no more than two years after a lack of engagement with those involved. It can be requested by the respective parties.

We will uphold the 'right to be forgotten' in line with GDPR regulations at the request of any member of the public involved in any church activity and/or the parents/carers of children and young people.

INSURANCE

The PCC will ensure that there is adequate insurance cover for all activities for children and young people. The Treasurer and Children's Worker are responsible for checking this is the case.

RECRUITMENT

The PCC will follow the recruitment process included in the Safeguarding Children Policy. References, the Confidential Declaration and a DBS via the Diocesan system will be obtained. Appointment to any post, paid or voluntary, will not be made until these processes are complete. All appointments will be made on a conditional basis until the completion of a satisfactory probationary period. All those working with children and adults will follow the good practice guidelines in the Diocesan Safeguarding Policy and Guidelines. This is the responsibility of The Safeguarding Officer and Families and Children's worker.

TRAINING AND REVIEW

All those working with children, young people or vulnerable adults will be encouraged to attend the Safeguarding training provided by the Diocese or by the Local Authority.

The Parish will consider its training needs at the time it reviews the Safeguarding Policy. If specific further needs are identified the parish will consult with the Diocesan Safeguarding Advisor.

All children and young people's workers, and those working with vulnerable adults, will meet at least annually to review safeguarding issues relating to each group.

ACTIVITY REVIEW

Each session will be reviewed and evaluated by the activity leader at the end of the session, with any concerns being noted so that progress can be recorded. This will then be sent to the vicar for accountability purposes.

BULLYING

Wadsley Church recognises its duty of care and responsibility to safeguard all participants from harm and, as such, will not tolerate bullying. The church will ensure that all reported incidents are investigated and responded to, with the involvement of parents or carers where appropriate. It is the responsibility of the PCC to ensure that all employees and volunteers are given access to information, guidance and/or training on the prevention of bullying.

ALLEGATIONS

If an allegation is received concerning the behaviour of an adult, the Diocesan Allegations Policy will be followed. This will be dealt with by the Safeguarding officer and the Vicar.

CONCERNS ABOUT, OR REPORTED BY, A CHILD OR VULNERABLE ADULT

Wadsley Parish church will follow the Diocesan Guidelines and report the concern to the Diocesan Safeguarding Advisor, or to the appropriate Archdeacon. This will be dealt with by Safeguarding Officer and Vicar.

YOUNG PERSON'S AND PARENTS' ADVOCATES

An independent party (one male, and one female) will be on hand if a young person wishes to make a complaint or discuss safeguarding concerns they may have. This person will be available to speak for the young person in such matters. A notice will be displayed in order to inform people about who this is and how to contact them.

FIRE REGULATIONS AND SECURITY

All group leaders will be aware of fire regulations and the position of fire extinguishers. They will be vigilant as to the presence of anyone on the premises during the meetings of the groups. They should know who to contact in an emergency relating to the building. This is the responsibility of the Family and Children's Worker and Wardens.

FOOD AND HYGIENE

If any group is involved in the preparation or selling of food, at least one leader should have completed a basic food hygiene and safety course to ensure good practice is followed.

FIRST AID AND ACCIDENTS

Each group of children will have at least one adult present who has a valid first aid certificate. Groups and services for adults should make appropriate provision.

In the event of an accident, an incident and accident report form should be completed. This should be kept securely in a marked file.

Parents should also be informed of any incident occurring to children and young people.

Family and Children's worker needs to ensure the above happens.

It's the Fabric Committees responsibility to provide a properly stocked first aid kit accessible to each group.

SOCIAL MEDIA

All those using social media, text messaging and e-mail to communicate with children and young people and/or vulnerable adults will adhere to the Diocesan guidelines. See Wadsley Social Media Policy.

CHURCH PREMISES USAGE

Any organisation working with children and young people or vulnerable adults seeking to book church premises will have it drawn to their attention that they are responsible for Safeguarding. They will be expected to confirm they have a Safeguarding policy and appropriate insurance and sign to his effect on the booking form.

Individuals booking church premises for private functions will have Safeguarding drawn to their attention and sign on the booking form to accept that it is their responsibility for protecting children at that function.

Individuals booking private functions will have insurance liability drawn to their attention and sign to accept that they are responsible for safety issues beyond that of the building and fittings. This is the responsibility of the Treasurer and Bookings officer.

APPENDIX - SALTED

Designated Safeguarding Lead: Emma Fenn

Designated Safeguarding Deputy: Abigail O'Brien

SPECIFIC SAFEGUARDING RESPONSIBILITIES

ATTENDANCE

Salted staff will be responsible for keeping a register of those attending sessions and for reporting this daily to the relevant school and/or Sheffield Council. Where students do not attend, reasonable efforts should be made to make contact with parents/carers and check young people are safe and well.

COMMUNICATION WITH PARENTS

Parental consent forms, including emergency contact details, must be completed for all young people, and must be available to group leaders at any time. This applies whether meeting on church premises or elsewhere. Staff will also ensure that parents, carers and school contacts know contact names and numbers for the adults responsible for running all sessions, as well as the central contact details of the church.

COMMUNICATION AND REPORTING CONCERNS

An independent party (one male, and one female) will be on hand if a young person wishes to make a complaint or discuss safeguarding concerns they may have. These people will be available to speak for the young person in such matters. A notice will be displayed in order to inform people about who this is and how to contact them.

We will ensure that our safeguarding policy and all supporting documents are available to be viewed by children, young people, schools and parents. The bullying policy will be shared with young people and they will be asked to sign up to an agreed code of conduct.

CONTACT WITH OTHER GROUPS OR SERVICES

We will take measures to ensure that contact between young people attending SALT.edd and either children or adults attending other groups is minimal, unless appropriately supervised in a pre-arranged activity, to ensure that all young people and vulnerable adults are protected.

In the case of Luncheon Club and Men's Fellowship, this is to minimise the mutual possible risk posed by young people to vulnerable adults, and possible unsuitable adults to young people.

In the case of children's groups, including Hummingbirds, Toddlers' Praise, Wiggle Tots, etc., this is to minimise the possible risk posed to small children by young people.

DATA PROTECTION

All information provided to the Church by young people, parents, the council or the school, will be kept confidential. General information will be kept for no more than two years after a lack of engagement with those involved. After this time, safeguarding information will be archived and stored in a locked cabinet. It can be requested by the respective parties.

All electronic devices will be password protected and these passwords will only be shared with appropriate members of staff or group leaders. All physical copies of learner data will be locked away and keys will only be made available to appropriate members of staff.

TRAINING AND REVIEW

All members of staff will attend Safeguarding training by the Diocese and/or the Local Authority.

Safeguarding issues will be dealt with as they arise and policies will be discussed and reviewed in regular Team meeting. All volunteers will be briefed about their safeguarding responsibilities and trained in safeguarding policy and practice as part of their induction.

INDIVIDUAL RISK ASSESSMENTS

Each young person will have an individual risk assessment based on their needs. This will be established in conversation with the key school contact and parents/carers, and reviewed and updated regularly and in response to any incident.

CORONAVIRUS ADDENEDUM

Where remote working needs to take place as part of the SALT.ed project (such as in the case of Covid-19), staff will work from appropriate areas of their house that is not their bedroom and parents/carers will also be asked to make sure students are engaging with staff in an appropriate area of their house. Where possible children and young people should be in a semi-public area of the house, and the Wadlsey Church staff member should be aware of anyone in their own home around them and make sure they are in a space away from others in the household, that could over hear the conversation. Video calls should be recorded. All safeguarding recording should be adhered to as usual and Wadsley Church GDPR policy continued to be followed.

In the case of the setting being closed due to lockdown, isolation, confirmed cases or staffing issues due to Covid-19, staff will carry out Safe and Well checks as deemed appropriate in communication with the referring school and/or Sheffield City Council. All safeguarding procedures should be adhered to as usual and any concerns passed on through the usual channels. Where other agencies are not operating as usual, any issues should be directed to the Sheffield Safeguarding Hub.

REFERENCE DOCUMENT

Keeping children safe in education: for schools and colleges, DfE 2020

POLICY AGREEMENT

This policy has been drawn up by Wadsley Parish Church at a Parochial Church Council meeting September 2016. This policy has been reviewed by the PCC in discussion with Ministry Leaders in September 2020.

This policy, and its implementation, will be reviewed each year [at the first PCC after the Annual General Meeting] to monitor progress achieved.

The appointed Safeguarding Children Officer is – Rachel Brown

The appointed Safeguarding Vulnerable Adults Officer is – Rachel Brown

To contact Rachel, email: safeguarding@wadsleychurch.com.

SIGNED BY:

VICAR: Rev Dan Brown

CHURCHWARDEN: Joseph Fenn

CHURCHWARDEN: Donna Merry

SAFEGUARDING OFFICER: Rachel Brown

DATE: September 2020