

Safeguarding Policy – Children, Young People and Adults

The Parochial Church Council of St. John's Community Church, Chase Terrace and Boney Hay will take all reasonable care to ensure the safety of the children, young people and vulnerable adults for whom it bears responsibility.

'Promoting a Safe Church (2006) and 'Protecting all God's Children' (2010) have been produced by the House of Bishops and sets out the Child Protection Policy for the Church of England. Copies are available to view at the Church Office and can also be accessed online via www.lichfield.anglican.org. The PCC will work towards adopting the recommendations of these reports.

Kathy Louis is our approved Safeguarding Coordinator and she is the point of contact through which concerns about child protection will be channelled. She is responsible to the PCC for ensuring that these procedures are implemented.

Dave Moss is our approved Safeguarding Administrator and he is the point of contact through which DBS clearances are administered. He is responsible to the Safeguarding Coordinator and to the PCC for ensuring that these procedures are administered.

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

1. General Principles:

- We recognise that children by virtue of legal status and dependency on adults for their emotional and physical needs will always be vulnerable and at a disadvantage. We commit to considering this in our children's activities– undertaking supervision of staff working with them and risk assessing activities and groups as a check and balance in our work.
- We recognise that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
- As members of this parish we commit ourselves to respectful pastoral care for all adults and children to whom we minister.
- We commit ourselves to promoting safe practice by those in positions of trust. We commit to transparency in our actions and accountability for our work.

2. General Principles Regarding Leadership:

- We will consider issues relating to spiritual care in prayer activity, ensuring that members of our prayer team consider power, control and spiritual abuse issues in their ministry.
- We will ensure that leaders of our groups (listed in section 3) as well as other ministries (service leading, preaching) that involve working with vulnerable persons have appropriate enhanced DBS checks. Before appointment or the continuation of any appointment, appointees may need to apply for and supply clearance from the Disclosure & Barring Service.
- We will ensure that those who care for people in our parish attend appropriate safeguarding training.

- Leaders working with children and young people must be aged 18 or over, under 18s may assist with leadership roles but must be supervised when possible by 2 adult leaders.
- Applicants will be required to complete the 'confidential declaration' form provided by the Diocese of Lichfield.
- Applicants are required to be on the church electoral roll and to be active members of the church community within the Burntwood Chase Team Churches, for at least 6 months before taking up a Children's or Youth leadership role from this point onwards.

3. The PCC is directly responsible for the following groups working with adults, children and young people:

- Shooting Stars
- Super Stars
- The Mess
- Little Friends
- F'n'F Groups
- The Drop Inn
- House Groups
- Prayer Team
- Creating Space
- Singing For Health & Wellbeing
- Book Club
- Watercolour Dabblers
- Games Club: Cakes & Ladders
- Understanding The Use of English

4. Additional PCC Responsibilities:

- We commit to discuss safeguarding and support of safeguarding as a standing PCC agenda item.
- We will engage with appropriate training and seek to develop relationships with other agencies and the diocese on safeguarding.
- Safeguarding including revision of policy will be a regular PCC agenda item and agree that whilst we have a named Safeguarding Coordinator we will accept collective ownership for this important issue.
- We commit to reviewing the safeguarding policy annually.

5. We commit ourselves to promoting the inclusion and empowerment of people who may be vulnerable.

- We will consider the impact of power, disadvantage, inclusion, disability, age, gender, sexuality and race on how we provide and plan for our ministry.
- We will ensure that all individuals are assisted and encouraged to participate and contribute in all activities whatever their disability, illness or disadvantage.

6. It is 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.

- We will not collude, keep secrets or make decisions when we have suspicion of abuse. We will seek through discussion the views of others and ensure through use of external agencies and the diocese safeguarding service to ensure that we promote a healthy accountable culture.
- We will record concerns factually and accurately in diocese suggested formats.
- We will not take chances with the welfare of children or vulnerable adults.
- We are open to scrutiny and encourage this in others.
- We have zero tolerance to abuse and put the welfare of vulnerable children and adults first.
- We take seriously training and activities relating to the safeguarding of children and seek to embed this in our congregational culture.

7. We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable. (see section 2)

- Our incumbent undertakes to ensure that to the best of his or her knowledge all PCC members, Wardens and ministry leaders are of good standing.
- The Safeguarding Coordinator undertakes to maintain a relationship with the incumbent, PCC, Safeguarding Administrator and Diocesan safeguarding team and ensure that this policy is followed.
- The Safeguarding Administrator undertakes to maintain a relationship with the incumbent, PCC, Safeguarding Coordinator and Diocesan safeguarding team and ensure that this policy is followed.

8. The PCC requires groups listed in 3 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.
- The PCC requires groups that are working with children and young people to agree clear roles for leaders, to set up structures to train and support leaders in their roles and agree statements of working practice.
- The following staff ratios will be observed;
 - 0-2 yrs 1 person to every 3 children
 - 2-3 yrs 1 person to every 4 children
 - 3-8 yrs 1 person to every 8 children
 - 8+ yrs 1 person to the first 8 children then an extra person for every next 12 children.
 - There will be a minimum of 2 staff at any time with each group.
- The PCC will publish on the hall notice board a copy of the Diocesan Safeguarding Flow Chart. In addition, all validated leaders and key holders will be given a link to an online copy.
- The PCC will carry public liability insurance and will insure all leaders and staff for personal accident.
- A registration form (including parental consent) will be completed for all children and young people attending church activities and a register of attendance kept.
- Parental/carer consent forms will be required for all off-site activities.
- The PCC will implement a plan to annually monitor that procedures are being followed.
- The PCC will make a copy of this policy and its procedures available, if requested, at The Archdeacon's visitation.
- This Policy and its procedures will be monitored by the Safeguarding Coordinator who will report to the PCC annually.

Guidelines for use of mobile phones, e-mail and social media with Children and Vulnerable Adults

1. Only the group leaders should contact young people/vulnerable adults.
2. Consent should be obtained from parents of children/young people.
3. Contact with group members should only be to pass on information about events, timings etc.
4. Messages should be clear that they are sent from the group leader and relate to the group.
5. Messages should not require a response unless clarification is needed.
6. Contact should not be made to individual members but to the whole group, or via the 'official group' on social networking.
7. Group leaders will not interact with young people/vulnerable adults outside the 'official group' unless they are related.
8. Messages should be sent between the hours of 9am and 9pm - the exception to this is when the group is away on residential when contact outside these hours may be necessary to ensure the safety of the group. The vicar should be informed when such contact is deemed necessary.
9. A record of all messages should be kept (to include date, time, content and recipients).
10. It is advised that group leaders do not show their personal phone number or address on their personal networking page.
11. It is acceptable to be 'friends' with 13+ yr olds on social media but all interaction should be on a public wall or on shared group forums.
12. Those in leadership roles should be aware of the nature of content posted on their wall.

WHO TO CONTACT

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Church Wardens

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Marg Nicholls

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Diocese Adviser for Safeguarding

Kim Hodgkins & Neil Spiring

Office Hours: 01543 306030; Emergency Number: 0845 120 4550

If you have any serious concerns and need to speak to a senior representative of the Church of England, you can contact the

Archdeacon of Lichfield

Ven. Dr Sue Weller

St. Mary's House,

The Close,

Lichfield

WS13 7LD

Tel: 01543 306145 / 07583 119740

If you have any concerns about pastoral care, prayer ministry or other support that you have received please contact our

Pastoral Care Supervisors

House Groups: Sharon Broomhall (07891 349810); Prayer: Karen Procter (07913 368269)