

The United Benefice
of
St. Michael, Lichfield
and
St. John, Wall

Policy for the Safeguarding of Children, Young People
and Adults

July 2018

INDEX:

A. Principles of House of Bishops' Policy for Safeguarding

B. Our Safeguarding Policy

C. Training

D. Complaints

E. Media Enquiries

**F. Safeguarding Team
Recommended Reading**

G. Parish Activities and Leaders/Organisers

Forms:

- For external organisations using Church premises**
- Declaration Form for Pastoral Care Team**
- Declaration Form for Volunteers not needing DRB check**
- Risk Assessment**
- Parental Consent**
- Transport – Volunteer Drivers**
- Media Consent form – Children/Young People**
- Media Creation Notice**

A. Principles of the House of Bishops' Policy for Safeguarding:

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

Principles we are committed to:

1. We are committed to the care, nurture of, and respectful pastoral ministry with all children and adults.
 - The safeguarding and protection of all children and adults when they are vulnerable.
 - The establishment of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' regarding the dangers of abuse.
2. We will carefully select and train all those with any responsibility within the church in line with safer recruitment principles, including the use of criminal records disclosures and registration with the relevant disclosure and barring scheme.
3. We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation.
4. We will seek to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.
5. We will seek to challenge any abuse of power, especially by anyone in a position of trust.
6. We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult. In all these principles we will follow legislation, guidance and recognized good practice.

Christian communities should be places where all groups feel welcomed, respected and safe from abuse. The Church is particularly called by God to support those at the margins, those less powerful and those without a voice in our society. The Church can work towards creating a safe and non-discriminatory environment by being aware of some of the particular situations that create vulnerability. Issues which need to be considered include both the physical environment and the attitudes of workers. A person who might be considered vulnerable has the right to:

- be treated with respect and dignity;
- have their privacy respected;
- be able to lead as independent a life as possible
- be able to choose how they live their life;
- have the protection of the law;
- have their rights upheld regardless of their ethnicity, gender, sexuality, impairment or disability, age, religion or cultural background;
- be able to use their chosen language or method of communication;
- be heard.

Adult safeguarding, its responsibilities and our duties were as of 2014 placed under statute and are legally binding in the same way as our responsibilities for child protection.

B. Our Safeguarding Policy:

This policy will be reviewed each year to monitor the progress which has been achieved. We recognize that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time.

We recognise that a position of power in relation to another creates a risk of vulnerability. As a consequence we strive to ensure that we consider power when working and leading with people.

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 understand that illness, disability, race, mental health and other issues can put adults in a position of vulnerability. We accept that these can be long term (ongoing) or temporary. We commit to considering this in our adults activities and events – undertaking supervision of staff and risk assessing activities and groups as a check and balance in our work.

We commit to transparency in our actions and accountability in our work.

The duty for planning how to implement National and Diocese safeguarding policies is the responsibility of individual parishes and churches and their respective PCC, priest (or team ministries), church leaders and Safeguarding Co-ordinators.

As members of this parish we commit ourselves to respectful pastoral care for all adults and children to whom we minister.

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 children's Sunday schools and house groups as well as other ministries that involve working with vulnerable persons have appropriate enhanced DBS checks.

We will ensure that those who care for people in our parish attend appropriate safeguarding training.

We commit to discuss safeguarding and support to safeguarding as a standing PCC item.

We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church. Consideration should be given to activities including pre-school groups for mothers and very small children, Messy Church, film shows, transport, and home ministry.

We commit ourselves to promoting safe practice by those in positions of trust:

We commit to discuss safeguarding and support to safeguarding as a standing PCC item.

We will ensure that those in positions of trust (such as churchwardens) and those with remits or leaderships of groups involving vulnerable persons have appropriate Disclosure

and Barring Service (DBS) checks and that these are updated every five years.

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 Co-ordinator we will accept collective ownership for this important issue.

The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.

We will consider the impact of power, disadvantage, inclusion, disability, age and race on how we provide and plan for our ministry.

We will actively discuss our work in order to ensure we consider a wide range of perspectives and views – ensuring that all voices are heard and considered.

Where a person struggles with an activity due to disadvantage, disability or illness we will strive to assist them so they can participate and contribute as a full part of the church.

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 suspicions of abuse. We will inform and consult the Diocesan Safeguarding Advisors.

We will report without bringing bias to our personal view. We will report and not investigate.

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 activities relating to the safeguarding of children and seek to ingrain this in our congregational culture.

Categories of abuse of vulnerable young people and children will include neglect and physical, emotional and sexual abuse.

Categories of abuse of vulnerable adults include neglect (family, institutional or community), and discriminatory, psychological, financial, organisational, neglect, physical, sexual, domestic abuse, modern slavery and self neglect.

We undertake to exercise proper care in the appointment and selection of those who will work

with people who may be vulnerable.

We will ensure that those in positions of trust (such as churchwardens) and those with leadership of groups involving vulnerable people have appropriate enhanced DBS checks and that these are updated every five years.

We will engage with appropriate training.

We will ensure no person will work directly unsupervised with children, young persons or vulnerable adults without a DBS check having been completed (and this returned with positive outcome.)

We will seek to include revision of policy and safeguarding to be a regular PC agenda item. Whilst we will have a named Co-ordinator, we will accept collective ownership of this important issue.

We will be transparent, open and not have secrets.

Our Incumbent will undertake to ensure that to the best of his or her knowledge all PCC members, wardens and ministry leaders are of good standing.

The PCC undertakes to appoint and assist training of a dedicated Safeguarding Co-ordinator who will undertake to maintain a relationship with diocese level safeguarding team and ensure that this policy is followed.

The parish is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be vulnerable.

We will ensure that those in positions of trust and those with remits or leadership of groups involving vulnerable children or adults have appropriate DBS checks and that these are updated every five years.

We will engage with appropriate training.

The parish will adopt the guidelines of the Church of England and the Diocese.

The Parish will report and record in line with Diocese policies and comply with local guidances for implementing national policies as defined in diocese policies. These include the diocese safeguarding policy, recording with care policy, social media policy and safer recruitment policy.

Each person who works with vulnerable people will agree to abide by these recommendations and the guidelines established by this church.

Those working with vulnerable adults or children will sign a declaration to state that they have read and agree to abide by the points outlined in this policy.

C. Training

In accordance with Diocesan policy and requirements, safeguarding training will be undertaken by those ordained, licensed Readers, churchwardens, the safeguarding co-ordinator and those in positions of responsibility will be required to undertake safeguarding courses.

- CO training – Safeguarding awareness training – accessible to all (on-line)
- C1 training – Required for persons working with vulnerable adults, young persons and children. (on-line)

Both CO and C1 training required for all members of PCC.

- C2 training – Required for Safeguarding co-ordinators, churchwardens and group leaders. (training in person), those in positions of authority.

- C3 training – required for ordained ministry including PTO and licensed readers. (training in person)

Safeguarding Co-ordinators will ensure and keep records of those having and requiring training.

D. Complaints

Where an individual feels the need to raise a complaint concerning an aspect of church activities, there will be a clear procedure:

- if a complaint is received from a parent or guardian as a result of concerns raised about a child in relation to church activity, the Rector and/or Safeguarding Co-ordinator will refer that complaint to the Diocesan Safeguarding Officer.
- where the complaint concerns an aspect of activity organisation, the Safeguarding Co-ordinator will refer the complaint to the Rector.

E. Media Enquiries

Parishes and churches should never comment on existing or past investigations. Any enquiries should be directed to Lichfield Diocese Director of Communications on 01543.306030.

F. Safeguarding Team:

Parish:

Rector: The Venerable Simon Baker – 01543.416232

Safeguarding Co-ordinator: Maureen Brand – telephone 01543.264880

Churchwardens: Sue Jones

Lyn Shiel

All Members of Parochial Church Council (PCC) and the Congregation

Diocese Safeguarding Team:

Diocese Safeguarding Advisor: Neil Spiring

Diocese Advisor for Safeguarding of Children: Kim Hodgkins

DBS Administrator: Sue Hathaway

For Out of Hours and Weekend Emergencies:

Out of office hours: 0845.120 4550

During Office Hours, and for General Enquiries, call:

In office hours: 01543.306030

Neil Spiring or Kim Hodgkins

Police – in/out of hours: 101

Police – emergency: 999

Recommended reading:

Diocese of Lichfield: Safeguarding Policy (2017) – available on line

Promoting a Safer Church 2017

Protecting All God's Children 2010

Promoting a Safe Church 2006

The United Benefice of St. Michael, Lichfield, with St. John, Wall

DECLARATION FOR EXTERNAL ORGANISATIONS BOOKING CHURCH PREMISES

If your activity includes work with children or those who are vulnerable, please sign the Declaration below:

Organisation Name:

- a) We confirm we have a Child Protection policy.
- b) Our key leaders are checked by the Disclosure and Barring Service.

Signature:

Name (please print clearly)

Date

Please sign and date this form and hand it to the Church administration officer in the Parish Office.

The United Benefice of St. Michael, Lichfield, with St. John, Wall

DECLARATION FORM FOR PASTORAL CARE TEAM

I have read the Benefice Policy for the Safeguarding of Children and Adults.

I confirm there is no reason, no record of offence, to prevent my working as a Pastoral Care Visitor.

Signature:.....

Name: (please print clearly).....

Date

Please sign this form and hand it to the Benefice Safeguarding Co-ordinator

DECLARATION FORM FOR VOLUNTEERS NOT REQUIRING CLEARANCE BY THE DISCLOSURE AND BARRING SERVICE

I am involved in the following church activities:

.....

.....

.....

.....

.....

I confirm there is no reason, no record of offence, to prevent my working as a Volunteer in these church activities.

Signature:

Name (Block Capitals please)

Date

Please hand this Declaration form, signed and dated, to the Benefice Safeguarding Co-ordinator.

The United Benefice of St. Michael, Lichfield, with St. John, Wall

RISK ASSESSMENT

- 1. Ensure all persons staffing the visit are aware of and competent to comply with the risk assessment:**

Activity	
Person(s) at Risk	
Number of leaders/helpers	
Number of children/young people	
Hazards	
Control Measures	
Staff Members producing this Risk Assessment	
Date of Risk Assessment	
Signature	

DECLARATION – Parental Consent

Name of Young Person

Address

.....

Contact No.....

Family Doctor Name

Address/Tel, No:.....

Does your child suffer from recurrent illness e.g. asthma, diabetes, etc?

Yes

No

If Yes, please state details of medication being taken. (Please label medicines clearly and hand to the activity leader in charge of First Aid.)

Details

.....

I agree to taking part in the event taking place on

and in the activities listed on the information sheet and that while the leaders will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injuries arising during or as a result of this event.

In the event of illness or accident requiring hospital treatment, I authorise the leaders to sign on my behalf any written form of consent required by the hospital if the delay required to obtain my signature is considered inadvisable by the doctor concerned. All attempts will be made to keep me informed.

Signed.....Parent/Guardian Date.....

Please hand this form to the Activity Leader: for the Safeguarding Co-ordinator

DECLARATION – Transport – Volunteer Drivers

I confirm I am willing to use my own vehicle transporting young people or the elderly for church activities.

I accept responsibility for maintaining appropriate insurance cover and have checked with my company that passengers carried voluntarily are insured.

I have a current valid driving licence.

I will ensure that the vehicle is roadworthy in all respects.

I will ensure that passengers will wear correctly fastened seatbelts.

I will not transport a single child/young person that is not my own, as part of my activity.

I confirm there is no reason, no record of offence, to prevent my working as a volunteer driver.

I consent to the terms and conditions on this declaration and will work within them.

Signed..... Date.....

Name (block capitals, please)

Address.....

.....

Please hand this form, signed and dated, to the Benefice Safeguarding Co-ordinator.



The Diocese of Lichfield (LDBF/LDBE) St Mary's House The Close Lichfield WS13 7LD

The United Benefice of St Michael on Greenhill and St Mary, Lichfield with St John, Wall
The United Benefice Office
St Michael's Church
Church Street
LICHFIELD
Staffs
WS13 6ED
Tel: 01543 262211
office@stmichaelmaryjohn.org.uk

MEDIA CONSENT FORM
children / young people

To Parent/Guardian/Carer

In celebrating, remembering and telling the stories of our churches and associated youth groups and events, it is invaluable to use pictures in contemporary media. We ask for your agreement that your child may be included while they participate in activities organised by the Diocese of Lichfield and the Parish/CE Aided School of The United Benefice of St Michael on Greenhill Lichfield, with St John, Wall.

Conditions of use:

- 1.a This form is valid for all images/video taken during one year from the date below.
1.b This notice is valid just for the event at which it is posted [when used as an opt in as part of a general event registration]
2. We will not capture any images after this time period without asking you to renew your consent although we may later re-use any pictures/video taken during the period of this Consent.
3. We will not include details of full names (which means First and Surname) of any child or adult in a photo, video, website, or printed publications, without good reason.
4. We will not include personal e-mail or postal addresses, telephone, or fax numbers on any of our materials without your consent.
5. If we use images of individual club members, we will not use the name of that member in the accompanying text or caption without good reason.
6. We may use group images with general labels, such as: 'Trumpton Youth Group', 'Camberwick Green Scouts'
7. We will only use images of young people suitably dressed, to reduce the risk of images being used inappropriately.
8. We will always follow Diocese of Lichfield guidelines and policies relating to Safeguarding and Social Media., available at http://www.lichfield.anglican.org/ourdiocese/departments/communications/social-media/
9. We may share photos/video with our partners in the Parish church, the Diocese of Lichfield, and the national Church of England.

I have read and understood the Conditions of Use section on the form and give my permission.

Name of Child Date of Birth

Signature of Parent/ Carer:

Date:

Name in block capitals:.....

Parent/Carer Contact details (so that we can let you know when photos are being used).

e-mail _____ Phone _____



The Diocese of
Lichfield
(LDBF/LDBE)
St Mary's House
The Close
Lichfield WS13 7LD

The United Benefice of St Michael on Greenhill and St Mary, Lichfield
with St John, Wall

The United Benefice Office
St Michael's Church
Church Street
LICHFIELD
Staffs
WS13 6ED

Tel: 01543 262211

office@stmichaelmaryjohn.org.uk

MEDIA CREATION NOTICE

In celebrating, remembering and telling the stories of our churches and associated groups and events, it is invaluable to use pictures in contemporary media. We ask for your cooperation as we record and report this event.

Conditions of use:

1. This notice applies to any event at which it is displayed clearly at the main point of entry.
2. We will display this notice each time we will be recording images at an event organised time period without asking you to renew your consent although we may later re-use any pictures/video taken during the period of this Consent.
3. We will not include details of full names (which means First and Surname) of any child or adult in a photo, video, website, or printed publications, without good reason. For example, we may include the full name of an interviewee or award winner if we have their consent.
4. We will not include personal e-mail or postal addresses, telephone, or fax numbers on any of our materials without the consent of the individual or their parent/guardian.
5. If we use images of individual club members, we will not use the name of that member in the accompanying text or caption without good reason. If a member is named in the text we will not use the photograph to accompany the article without good reason.
6. We may use group images with general labels, such as: 'Trumpton Youth Group', 'Camberwick Green Prayer Gathering'
7. We will only use images of people suitably dressed, to reduce the risk of images being used inappropriately.
8. We will always follow Diocese of Lichfield guidelines and policies relating to Safeguarding and Social Media., available at <http://www.lichfield.anglican.org/ourdiocese/departments/communications/social-media/>
9. We may share photos/video with our partners in the Parish church, the Diocese of Lichfield, Lichfield Cathedral(?) and the national Church of England.
- 10a. We will respect requests not to publish images of individuals when there are good reasons to do so – often due to legal or welfare reasons (rehabilitation of offenders, adoption, looked-after children). Please make these situations known to the organiser, leader or photographer/videographer. Ironically, a photo of the individual may help us identify and avoid publishing those faces when later archiving or editing material.
- 10b. We can't promise to avoid individuals in the background or group shots who are 'having a bad hair day' or 'don't look good in photos'. We can assure you that you are made in the image of God, and even if you don't feel presentable, you are welcome as you are!

END



The Diocese of Lichfield
(LDBF/LDBE)
St Mary's House
The Close
Lichfield WS13 7LD

How to use these forms:

These forms exist to offer guidance for parishes that may wish to take photographs or video at services and events.

If you might regularly take photos as part of a youth group, Sunday school, Messy Church etc, ask parents to sign the Media Consent Form annually.

If you are running an event that may have many occasional visitors but require parents/carers to sign-in (eg a Messy Church event, or an event open to neighbouring churches) either distribute this form to other participating groups in advance OR display the 'MEDIA CREATION NOTICE' and include a tick box on the sign-in sheet that says 'I have read and agree to the terms of the MEDIA CREATION NOTICE' and display the notice next to the sign-in sheet.

If you are running an event that is not primarily aimed at children/families or does not have any sign-in requirement, please place the Media Creation Notice in a clearly visible place near the main point(s) of entry.

It is good practice to draw attention during the early stage of the service/event (and possibly again later for the benefit of latecomers):

- to the fact that photos/video are being taken,
- where it may end up
- who to inform if there is a serious objection to being included in published material

If you have any queries about these forms, please contact the Diocesan Communications Team:

Contact Details:

<http://www.lichfield.anglican.org/ourdiocese/departments/communications/>

Director of Communications

St Mary's House, The Close, Lichfield WS13 7LD

Chaplain and Communications Officer to the Bishop of Lichfield – Simon Jones

Tel: 01543 306002 / 07973 625665 or Email simon.jones@lichfield.anglican.org

Bishop's House, 22 The Close, Lichfield WS13 7LG