



**ST ANDREW** THE GREAT

# Safeguarding policy

## Policy statement and principles

In accordance with the House of Bishops' Policy Statements 'Promoting a Safer Church' (2017) and 'Protecting All God's Children' (2010) and the Diocese of Ely Safeguarding Policies, our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

### **The Parish will:**

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the Parochial Church Council (PCC) to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise abuse and respond appropriately.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, including notifying the Diocesan Safeguarding Adviser, Rebecca Boswell (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually. Safeguarding will be a standing item at every PCC meeting presented by a member of the Safeguarding Committee
- Review the implementation of the safeguarding policy, procedures and practices at least annually. Safeguarding report will be presented at the APCM by a member of the Safeguarding Committee.
- Each person who works within this church community will agree to abide by this policy and the guidelines established by this church

## Overview of safeguarding responsibilities

1. **The PCC** has overall responsibility for safeguarding within St Andrew The Great. This policy is maintained, reviewed, and sanctioned by the PCC.

**2. The Parish Safeguarding Officer (PSO)** is the PCC member given responsibility for safeguarding within the church family and all its various ministries.

Given the size of our church, it is necessary for the Parish Safeguarding Officer (PSO) to delegate some of their responsibilities to Staff Ministry Area Leaders who oversee various ministries. However, the Parish Safeguarding Officer (or in her absence the Deputy Safeguarding officer) will retain the sole right to receive and manage disclosures.

The Parish Safeguarding Officer will also be included in decisions about whether to permit someone to be involved in ministry with children and vulnerable adults where their Disclosure and Barring Service (DBS) check is blemished or information is provided about them under the DBS scheme.

The Parish Safeguarding Officer chairs the Safeguarding committee which is tasked to oversee the church's safeguarding policies, compliance and audits.

**3. The Church Safeguarding Committee** is a source of advice and guidance on safeguarding issues. It is chaired by the Parish Safeguarding Officer. The committee is made up of members who have an understanding of safeguarding and are aware of its importance. They will advise the PCC on any matters relating to safeguarding, making recommendations for changes in policy and procedure, and hold ministry area leaders accountable for policy implementation.

#### **4. Staff Ministry Area Leaders**

Ministry area leaders have the responsibility to ensure that Leaders within their ministry area are recruited, assessed, and trained according to the safeguarding policy of the church. In this process they will be assisted by the Leaders Review Team (made up of senior staff) and the administrative team. Their role will be supervised by the Parish Safeguarding Committee, chaired by the Parish safeguarding Officer.

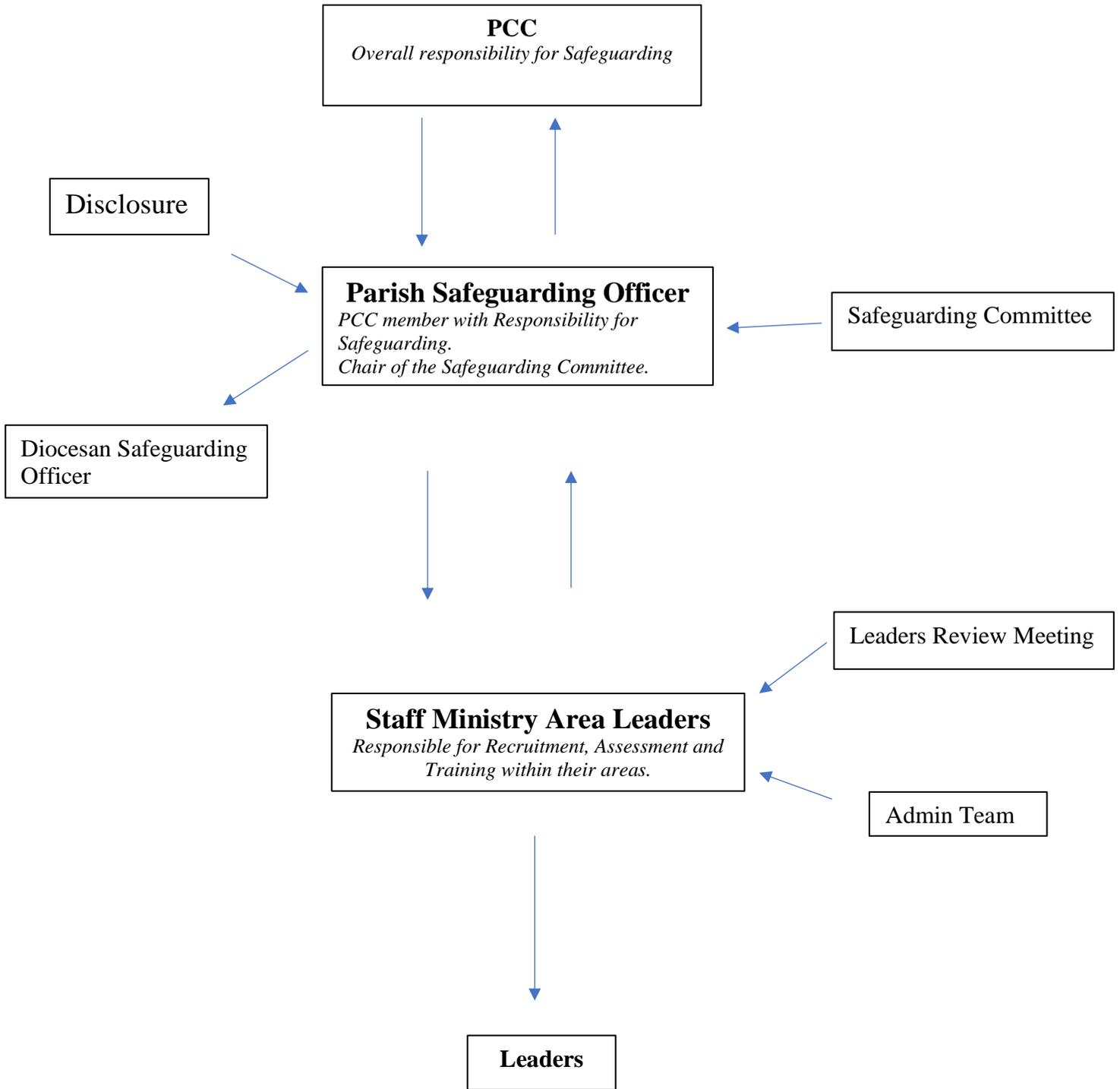
Ministry Area Leaders will escalate any concerns or disclosures to the Parish Safeguarding Officer as soon as possible and no later than 24 hours. The Parish Safeguarding Officer retains the sole right to receive and manage disclosures.

**5. The Children's Champions** raises the profile of children within the church and on the PCC.

**6. Leaders** refers to anyone serving in any role within church which involves any oversight of children, young people or vulnerable adults.

All Leaders share a particular responsibility for:

- loving the person as Christ loves them
- setting an example of proper Christian conduct
- praying for those in their care



## Outline of ministry areas

For the purposes of safeguarding, the church's various activities have been divided into separate ministry areas. Staff Ministry Leaders of these areas must comply with all St Andrew The Great's safeguarding policies.

Leaders recruited to those areas where there is provision of care for children (including crèche, Scramblers, Climbers, Adventurers, Explorers, Pathfinders, Travs) must read the church's General Safeguarding Policy as well as the Children's Safeguarding Policy.

Leaders recruited to those areas where vulnerable adults may be in attendance must read the church's General Safeguarding Policy as well as the Adult At Risk Safeguarding Policy.

The ministry areas that make formal provision for children and young people are as follows:

### **1. Sunday morning Service 10.00am**

Including crèche, Scramblers, Climbers, Adventurers, Explorers, Pathfinders.

Pathfinders also meet on Friday evenings.

### **2. Sunday evening Service 5.00pm**

Including Travs.

### **3. Other ministries:**

- **Bounce a Round**      Wednesday mornings in the church building. 10-12am during school terms.
- **Morning Groups**      Families attending Morning Groups make informal arrangements to recruit a babysitter and must take full responsibility for assessing the suitability of the volunteer.

## Screening procedure for Leaders.

Every applicant who wishes to serve in any ministry area involving children, young people or adults must complete a screening process prior to serving.

To ensure safe and quality care, the church has established several criteria that all caregivers must meet in order to work with children, young people or vulnerable adults:

### 1. Recruitment

This is usually done through the monthly Leadership Review Meeting led by senior staff.

All caregivers must be people in good standing with the church.

All caregivers must be 18 years of age or older.

### 2. Assessment

All must have a face to face conversation with the Senior Ministry Staff responsible for the area for which they are volunteering in order to go through the role description and to have the opportunity to ask any follow-up questions needed to confirm their suitability for the role. The volunteers working with children must also complete and sign the church's Children's Leader Agreement form.

All Leaders must provide the names of two people to act as personal referees, which will be followed up. Referees must not be relatives/partners, current parish clergy or church staff.

All Leaders must complete a DBS form for the applicable Enhanced level Disclosure. Details of how to do this will be sent to the Leader via email.

### 3. Appointment

A Leader can begin their role **only when** the following have been completed:

- The Children's Leader Agreement Form has been filed as complete (for those working with children).
- The personal references have been sent for, received, and reviewed as being acceptable.
- The satisfactory DBS Disclosure outcome has been received.

### 4. Data Protection

All completed records of screening procedures will be kept securely and indefinitely. The church will have record of the following:

- Two personal references
- Children's Leader Agreement Form
- DBS disclosure certificate reference number
- Additional notes pertaining to the above.

### 5. Training

All volunteers are strongly encouraged to complete the online Diocesan safeguarding training upon recruitment, and additional training is then provided upon induction into the role.

We are working towards implementing regular safeguarding training during our annual Leader's Day.

## **Contact Names and Details**

### **Safeguarding Committee:**

Sarah Robinson	Parish Safeguarding Officer	<a href="mailto:safeguarding@stag.org">safeguarding@stag.org</a>
Piyush Jani	Deputy Safeguarding Officer	<a href="mailto:safeguarding@stag.org">safeguarding@stag.org</a>
Louise Gilmore	Senior Administrator	<a href="mailto:louise.gilmore@stag.org">louise.gilmore@stag.org</a>

Another to be appointed

### **Children's Advocate:**

Mary Burdett                      01223 364458

### **Ministry Area Leaders:**

Sunday Morning Service 10.00am	Rev Tom Hutchings
Sunday Morning Service 11.30am	Rev Robbie Strachan
Sunday Evening Service 5.00pm	Rev Tom Hutchings
Children's Activities	Rev Tom Hutchings
Youth Group	James Townsend
Bounce A Round	Ruth Oakley
Wednesday Outlook	Craig Larner
Mornings Groups	Ruth Oakley
Home Groups	Rev Tom Hutchings
Hub	Craig Larner
Student Focus	Rev Robbie Strachan
Internationals	James Steer
MEMBS	Tom Hutchings
Parish Visiting	James Steer

\*\*Requires final PCC approval at next meeting

