

Safeguarding Children

and Young People

**Policy and Procedures**

**The Parish**

**of**

**Bestwood Emmanuel**

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**Principles of the House of Bishops Policy for Safeguarding Children and Young**

**People**

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:

* The care, nurture of and respectful pastoral ministry with all children and all adults.
* The safeguarding and protection of all children, young people and adults when they are

vulnerable.

* The establishing of safe, caring communities which provide a loving environment where

there is a culture of ‘informed vigilance’ as to the dangers of abuse.

We will carefully select and train all those with any responsibilities within the Church, in line with safer recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.

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.

We will seek to work with anyone who has suffered abuse, developing with him or her an

appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust.

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 recognised good practice (including the House of Bishops Promoting a Safer Church safeguarding policy statement).

This principle statement will be renewed annually and progress in carrying it out will be monitored by **The Safeguarding Coordinator** who is:

Mrs Diana Copestake

who can be contacted on 0115 9527913

or by email dianacope@hotmail.com

This statement was agreed by Emmanuel Parochial Church Council.

Date

Signed …………………………………………………… ……………………………………………………

Incumbent Churchwardens

Review Date March 2020

**Procedures for Implementing the Parish Policy**

**The parish of Emmanuel Bestwood**

A copy of these procedures will be given to all youth and children’s workers, volunteers and

employees who have the responsibility for children or young people. They should sign a

declaration afterwards saying that they have read and understood them.

1. **Contacts**

Our Parish Safeguarding Coordinator is

Mrs Diana Copestake

who can be contacted on 0115 9527913

or by email [dianacope@hotmail.com](mailto:dianacope@hotmail.com)

1. **Contact details for the main leader of each children’s/youth group**

|  |  |  |  |
| --- | --- | --- | --- |
| **Children/**  **Youth group** | **Leader’s**  **Name** | **Address** | **Telephone number** |
| **Messy Church** | **Nikki Bates** | **10 Church View Close, Warren Hill, Nottingham NG5 9QP** | **0115 9208879** |
| **Boys’ Brigade** | **Greg Cowley** | **27 Nabbs Lane, Hucknall**  **NG15 6JP** | **0115 840 1689** |
| **Playtime** | **Kath Lambert** | **14 Shacklock Close, Warren Hill, NG5 9QE** | **0115 955 1721** |

1. **The ratio of adults (over 18 years) to children should be:**

|  |  |
| --- | --- |
| Age | Number of Leaders |
| 0-2 | 1 leader to every 3 children |
| 2-3 | 1 leader to every 4 children |
| 3-8 | 1 leader to every 8 children |
| 8+ | 1 leader for the first 8 children followed by 1 to 12 |

Each group is to have at least 2 adult workers present and a gender balance should be maintained in mixed gender groups. Our uniformed organisation of Boys’ Brigade follows its own recommendations and rules but also works within the church recommendation and rules.

**4. Safe Recruiting**

Those responsible for an appointment should follow the principles outlined on the next page when seeking to appoint someone to a post involving direct contact with children and young people. This follows the recommendations given by the Home Office in the Safe from Harm publication and the House of Bishops policies on safe recruitment.

The forms in the appendices of section 12 of the handbook,” Children and Young People First” is the resource for this.

PROCEDURE TO FOLLOW WHEN APPOINTING VOLUNTEERS AND EMPLOYEES

Prepare a job description.

Applicant to complete an application form.

Ask for two referees, one of whom should be from their current employer or previous church.

Applicant to complete a confidential declaration form.

Hold an appropriate interview.

The post may be subject to a probationary period and will be reviewed annually.

If appointed the appointee should provide an enhanced disclosure from the DBS for appropriate posts.

Confirm the appointment in writing & agree a start date.

Be formally commissioned to their role and given a copy of ‘A Pocket Guide to Safeguarding Children’s and the Parish Policy & Procedures.

**5. Good Practice Guidelines**

Every volunteer and paid worker with children and young people should be given a copy of the

‘Safeguarding Pocket Guide’, which is available on request from Donna Bernard-Carlin

Donna.Bernard-Carlin@southwell.anglican.org They should also be aware of “Children and Young People First”,

2004 and specific good practice guidance is available from “Protecting All God’s Children”, 2010.

**6. Procedure to follow in the case of suspicion and disclosure of abuse**

Pocket Cards are a useful reminder of actions to take if:

* there is an allegation of abuse
* you are concerned about a young person
* you are concerned about the behaviour of an adult
* it comes to your notice that someone may be committing abuse

The person having a concern speaks with Emmanuel’s Safe Guarding Officer, Mrs Diana Copestake 0115 9527913. Diana will contact the Diocesan Safeguarding Officer, Ms. Donna Bernard-Carlin **01636 817200**.

**A > B > C**

**Person with concern > Diana Copestake > Diocesan Safeguarding**

**(0115 9527913) Adviser (01636 817200)**

**Remember**

Please **record** what you have heard, what your concerns are and what action taken.

Children should be given every opportunity to learn that no-one has the right to do anything to

them that makes them feel uncomfortable.

Nottinghamshire now has a Multi-Agency Safeguarding Hub, designed to help agencies work

together on safeguarding cases. The MASH is the **single point of contact for all professionals** to report safeguarding concerns. Passing information and concerns to the MASH is best done bythe Diocesan Adviser, MASH Telephone: 0300 500 80 90.

**7. Activities away from the church premises**

* No child or young person can be taken off-site for activities without the consent of their

parent/guardian/carer’s permission.

* Details of the event must be given and permission slips with a request for medical details must be filled in.
* Before events take place please see our Parish Safeguarding Coordinator to check over all the arrangement details.
* PCC delegates the responsibility to the Key leaders, following a risk assessment and consultation with wardens, incumbent and/or safeguarding representative for approval of the event so that it is covered by parish insurance or because of the nature of the activity additional insurance and safeguarding procedures may be required.
* When taking children off-site, a detailed programme and list of contacts should be left with the Incumbent.

The Parish Safeguarding Coordinator has a sample of a form for such events.

**8. Support, supervision and training of children’s workers and youth workers.**

Everyone should avoid working alone with children and there should always be more than one

responsible adult available so that there is mutual supervision. Should one of the adults become ill or get called away, the other adult should call for additional help.

Children’s and youth workers are given the opportunity to review their work with the leader of their group or another named adult. This will enable them to comment on the work they are doing, give suggestions, review and further develop their work, if they so wish, and to discuss training opportunities.

From time to time our church may hold training events on Safeguarding. There will also be other training events held by the diocese which church staff, youth workers, volunteers and Parish Safeguarding Coordinators may attend. Information about forthcoming training events is available from Family Care, the diocesan website, or the Diocesan Safeguarding Adviser.

**Safeguarding Training Log**

A record will be kept of all training that individuals have received.

**9. The passing on of information to new screeners and/or incumbents.**

After a children’s/ youth worker or volunteer has resigned, information on their children’s/youth

work will be kept for an indefinite period, in case it is needed for references for a new position at another church or for working with children elsewhere.

Confidential/sensitive information will be passed on only by the incumbent (or a churchwarden

during an interregnum).

**Passing on Concerns**

If the PCC or church organisation has to remove someone from work with children and young

people it is likely to have a **legal duty** to refer information to the Independent Safeguarding

Authority (ISA) and consult the Local Authority. You **must** consult the Diocesan Safeguarding

Adviser (Tel **01636 817200**) first if this situation appears to be arising.

**11. Implementation of the Policy**

The Parish Safeguarding Coordinator will be responsible for monitoring the policy to see that it is being practiced. This includes ensuring that all helpers are aware of good practice guidance and making sure new work is properly risk assessed and all other tasks in the job description.

The Parish Safeguarding Coordinator will be responsible for carrying out an annual safeguarding audit immediately following the APCM. Such audit shall confirm the names of all office holders and volunteers within the Church.

**12. Procedure for regular reporting to the Parochial Church Council**

Safeguarding is a standing agenda item at each PCC meeting.

**13. GDPR**

The Safeguarding Coordinator is responsible for ensuring that all information is stored and handled in accordance with the Church Data Privacy Notice.

**SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

**The procedures and guidelines were last reviewed and agreed by the Parochial Church Council of Emmanuel Bestwood on 5 March 2019**

**Signed by the Incumbent:**

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**Signed by Churchwardens:** …………………………………………………

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**Date for policy review**

The children’s and youth committee/leaders and the Parochial Church Council will review this

Safeguarding Policy and how it is to be implemented by the end of March 2020.

**Date:**  March 2019

**Please keep a copy for your parish records, give a copy to each of your children’s and youth workers/volunteers and ensure that regular review takes place.**

**Diocesan Safeguarding Adviser – Donna Bernard-Carling. Jubilee House, Westgate, Southwell** [**donna.bernard-carlin@southwell.anglican.org**](mailto:donna.bernard-carlin@southwell.anglican.org)