

# Parish of Stoke & Fenton, Diocese of Lichfield

## SAFEGUARDING POLICY AND PROCEDURES

This statement was adopted by the Parish of Stoke-upon-Trent and Fenton at a Parochial Church Council Meeting on 29 November 2017.

1. 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 in our lives.
  - The PCC will implement a plan to monitor annually that the 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 Co-ordinator who will report to the PCC annually.
  - The PCC will review the policy and its procedures annually in the month of July.
2. As members of this parish we commit ourselves to respectful pastoral care for all adults and children to whom we minister.
  - Completed declaration forms and references will be confidential to and securely held by the Rector or, in the event of a vacancy, by the Rural Dean or Archdeacon.
  - The PCC will provide leaders and those working in safeguarding access to guidance and training in the understanding of child/vulnerable adult abuse.
  - The PCC delegates to individual DCCs responsibility for arranging adequate public liability insurance as well as DCCs insuring all leaders and staff for personal accident.
3. We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.
  - The PCC requires groups listed in Appendix 1 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.
    - Agree statements of working practice.
4. We commit ourselves to promoting safe practice by those in positions of trust.
  - The PCC will issue clear guidelines for avoiding situations where children or young people could be in danger.
  - The PCC will publish on the notice boards at the back of the church and in the Church Hall, a copy of the Diocesan Safe Guarding Flow Chart (available on the Diocesan website). In addition, all validated leaders and key holders will be given a copy.
  - Please note that you can call Childline free at any time on 0800 1111. Stoke Children's Services can be contacted in office hours on 01782 235100. Outside office hours contact 01782 234234. For Adult Services contact 0800 561 0015 any time. Where there is immediate risk dial 999.
5. The parish commits itself to promoting the inclusion and empowerment of people who

may be vulnerable.

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.
7. We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.
  - Validation: Leaders must be aged 18 or over working with children and young people, under 18s may assist with leadership roles but must be supervised at all times.
    - Applicants will be required to complete a self-declaration.
    - Applicants will be required to provide two references using the Diocesan Safeguarding Policy form.
    - Before appointment or the continuation of any appointment, appointees may need to apply for and supply clearance from the Disclosure & Barring Service.
  - Only suitable and responsible people may become key holders. References will be taken up in accordance with the Safer Recruitment policy. They will be required to complete a self-declaration. Access and Usage of Church Buildings will be monitored as far as is reasonably possible.
  - The PCC will use the Disclosure & Barring Service for checking leaders' criminal records where appropriate. This will be done via the Safeguarding Office, St Mary's House, The Close, Lichfield. WS13 7LD
8. The parish is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be vulnerable.
9. The parish adopts the guidelines of the Church of England and the Diocese.
  - The PCC will work towards adopting the recommendations of the House of Bishops as published in the Policy for Safeguarding Children [Protecting All God's Children](#) (2010) and the policy for safeguarding vulnerable adults [Promoting a Safe Church](#) (2006) as well as [Promoting a Safer Church](#) (2017) and [Responding Well to Domestic Abuse](#) (2017). The PCC has approved a [Policy on the Recruitment of Ex-Offenders](#). The PCC also takes note of the Practice Guidance issued by the Church of England and specifically [Responding Well](#) to those who have been sexually abused (2011) as well as [Practice Guidance: Safer Recruitment](#) (2016). In addition, the PCC adopts the Bullying and Harassment Policy - Dignity at Work contained within the [Diocesan Policy Guidelines for the Clergy](#) noting its implications for the way that all within our churches, clergy and lay people alike, are expected to act at all times to one another.
  - The PCC will ensure full compliance with Health and Safety Guidelines, delegating oversight of implementation to respective DCCs.
10. Each person who works with vulnerable people will agree to abide by these recommendations and the guidelines established by this church.

This church appoints Susan Sayer (Email: [susan.sayer11@googlemail.com](mailto:susan.sayer11@googlemail.com)) to represent the concerns and views of vulnerable people at our meetings and to outside bodies as Parish Safeguarding Co-ordinator.

Signed on behalf of the PCC:

*Andrew Wickens*

29 November 2017

# Appendix 1: Groups

- The PCC is aware of the following groups in the Parish working with children and young people as well as ministry to vulnerable adults (oversight being delegated locally to DCCs):
  - Choir (Minster)
  - Bell-ringers (Minster)
  - Servers (Minster, Christ Church)
  - Pastoral Visitors (home visits and in residential homes) (Minster, Christ Church)
  - Young Seekers (Minster)
  - Youth Club (St Paul's)
  - Rock Solid (Christ Church)
- The following groups who hire church premises in the Parish will satisfy the PCC that they have a Safeguarding policy. If they do not have their own policy, the PCC will present its own Safeguarding policy for each group to adopt and implement:-
  - Rainbows (All Saints)
  - Bingo Social Club (All Saints)
  - Breast in the City (All Saints)
  - Brownies (All Saints)
  - Guides (All Saints)
  - Age UK Computer Club (All Saints)
  - Tae-Kwon-doe (All Saints)
  - Karate (All Saints)
  - Craft Club (All Saints)
    - Charity Gospel Choir (All Saints)