

## PARISH OF ST ANDREW, NORTH SWINDON SAFEGUARDING POLICY

The PCC of St Andrew, North Swindon considers the safety and protection of children, young people and vulnerable adults to be of great importance. The PCC recognizes that in order for this to be done safely and effectively, it is necessary to have and implement a policy on Safeguarding. This policy is in accordance with the Diocese of Bristol current safeguarding policies. There is a Swindon Local Children Safeguarding Board (LCSB), the website of which, gives details of local emergency contacts and other helpful information([www.swindonlscb.org.uk](http://www.swindonlscb.org.uk).)

This policy is intended to protect children, young people and vulnerable adults from harm, and adults from any allegation of inappropriate behavior. ***It is to be used within the parish in conjunction with the PCC's Code of Practice.***

- All appointments (as listed in Appendix A) will be for a 12 month period, to be reviewed and confirmed annually by the PCC.
- Two nominated people will be appointed by the PCC to serve as Safeguarding Representatives, their names and photographs will be displayed on the church noticeboard and be available when church services take place in St Francis School
- All activities will be adequately insured, in respect of both children, young people and vulnerable adults work, through the Ecclesiastical Insurance Group Church Insurance Policy.
- The PCC's policy and code of practice will be available for inspection to all those using church premises or attending church worship.
- Access to confidential information will be restricted to clergy, the nominated Safeguarding representatives, the Bishop of Bristol and his representatives. Such information will be stored securely and in accordance with current legislation.
- Responses to disclosures, suspicions or allegations of abuse will be in accordance with diocesan policy.
- Provision for the safe upkeep of premises, for the training of leaders and helpers, and for the general furtherance of this policy will be made by the PCC.
- This policy and its implementation will be reviewed annually by the PCC.

### **Children and Adults experiencing or at risk of abuse or neglect:**

In accordance with the Diocese of Bristol guidelines, as a PCC:

- a. We are committed to develop the spiritual and social life of children and young people in a secure environment
- b. We are committed to encouraging their knowledge of and commitment to the Christian faith
- c. We are committed to the development of their personal qualities including concern for others, teamwork and independence
- d. We are committed to respectful pastoral ministry to all adults within our church community<sup>[SEP]</sup>
- e. We are committed, within our church community, to the safeguarding and protection of all vulnerable people
- f. We will carefully select and train all those with any pastoral responsibility within the Church, including the use of Disclosure and Barring Service disclosures where legal or appropriate<sup>[SEP]</sup>

- g. We will respond without delay to any complaint made that any person for whom we were responsible has been harmed, cooperating with police and the local authority in any investigation<sup>[SEP]</sup>
- h. We will seek to offer informed pastoral care to anyone who has suffered abuse or neglect, developing with them an appropriate healing ministry
- i. We will care for and supervise any member of our church community known to have offended against a vulnerable person

**Anyone involved on behalf of the church with children and young people or adults at experiencing or at risk of abuse or neglect must have a DBS check [Disclosure and Barring Service check, <sup>[SEP]</sup>formerly enhanced CRB]**

- Please see the list at Appendix A for all those who are eligible for a check

**Notification of DBS Checks:**

- Since June 2013, DBS stopped sending a copy of the DBS Disclosure to Registered Bodies and sends them only to the applicants. It is therefore very important that **all criminal record disclosures must be shown to the nominated person in the parish.**
- Those with clear disclosures (i.e. ABSOLUTELY NO INFORMATION UPON THEM BEYOND THE ADDRESS AND ROLE APPLIED FOR and “None Recorded” or “Not Requested”, where applicable) can be cleared for the role that they are being asked to undertake and can start appropriately.
- Where a disclosure is blemished (i.e. not completely clear), this must be referred to the Diocesan Safeguarding Adviser. The person must not be recruited until the Diocese has completed a risk assessment and communicated their conclusions.
- The names of those with a clear disclosure must be reported to your PCC Secretary so that their names can be brought to the attention of the PCC at its next meeting.

Priest In Charge: .....

Safeguarding Representatives: .....

Date agreed by PCC:

## APPENDIX A

Persons in the following roles must have a DBS Check prior to taking up their role:

<b>Role</b>	<b>DBS Check Type</b>
BAPs/Ordination training candidate	Enhanced/RA*
Befriender	Enhanced (Possibly RA)
Childcare Practitioner	RA with children
Children's Worker	Enhanced
Choir Master	Enhanced if supervising children
Churchwarden	Enhanced
Church Sitters	Enhanced
Counsellor	Enhanced
Creche Worker	Enhanced
Driver of adults at risk	Enhanced
Driver of children	Enhanced (if regular)
Evangelist	Enhanced if CofE Licensed
Family Worker	Enhanced
Head Server	Enhanced if regularly supervising children
Home Visitor	Enhanced if frequently or intensively with adults
Incumbent/Clergy/Church Leader	RA with children & Adults
Junior Church helper/leader	Enhanced if working regularly on a rota
Licensed Lay Minister (LLM)	Enhanced
Minister	RA with children & Adults
Parent & Toddler Group Leader	Enhanced
Pastor	RA with children & Adults
Pastoral Assistant	Enhanced
Pastoral Team Member	Enhanced
Pastoral Visitor	Enhanced
Pastoral Worker	Enhanced if carried out frequently or intensively
PCC Member	<b>Enhanced particularly when specific duties make them eligible. Those who do not take an active role in the church would not necessarily need a check. The C of E require a minimum of 3 PCC members checked, including the Safeguarding Lead person and 2 churchwardens</b>
Reader	Often RA with children/Enhanced adults
Sunday School Helper/Assistant	Enhanced if working regularly on a rota
Support Worker	Enhanced
Youth Worker	Enhanced