

THE PARISH OF ST. & ST. PAUL, HAMBLDON

SAFEGUARDING POLICY – PROMOTING A SAFER CHURCH

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 6 February 2019

In accordance with the Church of England Safeguarding Policy 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 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 and respond to abuse.
- 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, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (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.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints Kate Solomon as the Parish Safeguarding Officer

Rachel Houlberg

Paul Foster

Churchwardens

(Parish in vacancy)

ST. PETER & ST. PAUL HAMBLEDON

PARISH SAFEGUARDING CHECKLIST

At St. Peter & St. Paul, Hambledon we recognise that the few who are determined to harm children or adults, deliberately seek out groups or organisations where they can meet children or other vulnerable people. The Church is particularly vulnerable to these people. Creating and maintaining a safeguarding culture will discourage them from becoming involved for the wrong reasons and make it difficult for them to harm or abuse children or adults if they do.

To assist with the creation of a safeguarding culture each PCC (or equivalent charitable body) must:

Appoint:

- At least one appropriately experienced designated Parish Safeguarding Officer (PSO) to work with the incumbent and PCC. This PSO should be a lay person. The PSO may also be the DBS administrator for church officers who work with children or vulnerable adults but if not, the PCC should appoint another individual. The PSO should be supported, trained and given a copy of the parish safeguarding policy and procedures;

Safer Recruit, Support and Train:

- Ensure that all church officers who work with children, young people and/or vulnerable adults are:
 - recruited following the House of Bishops' Safer Recruitment practice guidance;
 - aware of and work to House of Bishops' safeguarding guidance (includes both policies and practice guidance);
 - attend diocesan safeguarding training at least every three years;
- Provide appropriate insurance to cover for all activities undertaken in the name of the PCC which involve children and vulnerable adults;

Display:

- A formal statement of adoption of the House of Bishops 'Promoting a Safer Church; safeguarding policy statement'. This should be signed on behalf of the PCC.
- Contact details of the PSO, Churchwarden and any other local leaders.
- Contact details for the Diocesan Safeguarding Team – including phone, email and website details.

- Information about where to get help with child and adult safeguarding issues, domestic abuse and key helplines e.g. ChildLine (See separate 'Model Safeguarding in parishes-who's who')
- Provide access to a hard copy Parish Safeguarding Handbook (see separate Handbook)
- Provide access to a hard copy of the Diocese Safeguarding Manual

Respond:

- Create an environment, which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently;
- Have a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse in accordance with the relevant policy and practice guidance and in consultation with the Diocesan Safeguarding Adviser;
- Report all safeguarding concerns or allegations against church officers to the Diocesan Safeguarding Adviser;
- To ensure that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the Diocesan Safeguarding Adviser;
- Comply with all data protection legislation especially in regard to storing information about the 'church workforce', including volunteers and any safeguarding records;
- Ensure that an "activity risk assessment" is completed and reviewed regularly for each activity, which is associated with either children or vulnerable adults, and run in the name of the Church.

Review and Report Progress:

- The PSO should regularly report on safeguarding in the parish. Safeguarding should be a standing agenda item at each PCC meeting. At the APCM the PCC should provide an annual report in relation to safeguarding. In the PCC's annual report will be a statement which reports on progress and a statement as to whether or not the PCC has complied with the duty to have "due regard" to the House of Bishops' guidance in relation to safeguarding.

Clergy vacancy

- During the interregnum the PCC must, working with the churchwardens, ensure that all information about safeguarding matters is securely stored before passing the information on to the new incumbent. The departing incumbent must give the safeguarding information to the Parish Safeguarding Officer who can pass the information on to the new incumbent when he/she takes up his new role.

PARISH SAFEGUARDING OFFICER – KATE SOLOMON (02392 632558)

DIOCESAN SAFEGUARDING ADVISER – IAN BERRY
(07544566850)/ian.berry@portsmouth.anglican.org

Safeguarding in your Parish – who's who?

The incumbent/priest in charge

In vacancy

The churchwardens

Rachel Houlberg
Paul Foster

02392 632424
02392 632306

The Parish Safeguarding Officers

Kate Solomon

02392 632558

The team of licensed/accredited ministers

Gillian Hurst
Betty Spiller
Graham Parr

02392 632006
02392 632558
02392 632237

Who will you talk to if you observe or are told about Safeguarding concerns?

Kate Solomon
Diocesan Safeguarding Adviser
(ian.berry@portsmouth.anglican.org)

02392632558
07544 566850

Appendix 8: Model Parish Safeguarding Officer Role

Description

The Parish Safeguarding Officer is the key link between the diocese and the parish/s, concerning safeguarding matters. She/he will have an overview of all church activities involving children, young people and vulnerable adults and will seek to ensure the implementation of a safeguarding policy. The role can be taken by one person or the role shared, for example with one person covering children the other vulnerable adults.

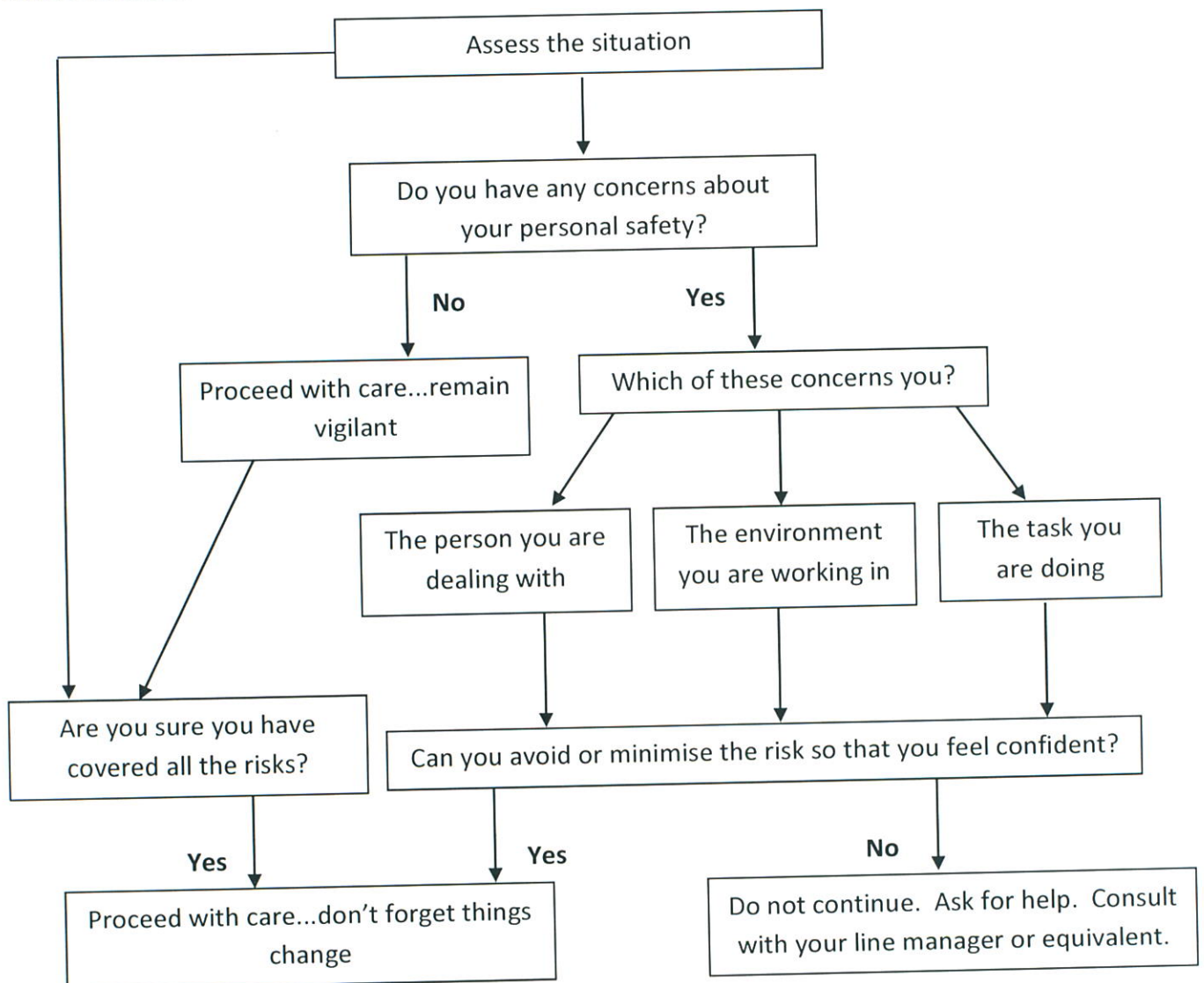
The key tasks of the parish safeguarding officer are to:

1. Have an overview of all church activities involving children and vulnerable adults and keep a record of these activities.
2. Be familiar with diocesan safeguarding guidance and ensure that leaders of activities are fully aware of, and are implementing, this guidance.
3. Liaise with the incumbent over safeguarding issues.
4. Keep in touch with the leaders of all activities and offer them advice and support over safeguarding matters.
5. Liaise as necessary with the Diocesan Safeguarding Advisers. Report all concerns or allegations against church officers to the DSA.
6. Attend diocesan safeguarding training offered for PSOs.
7. Assist with safeguarding training in the parish as appropriate.
8. Attend a meeting of the church leadership (PCC) at least annually to ensure safeguarding issues are discussed and that the church leadership adopt the annual Church Safeguarding Policy.
9. Ensure that the Church Safeguarding Policy and contact details is displayed in all Church premises.
10. Keep good records of any safeguarding concerns that may arise, and ensure that others do the same.
11. Promote inclusiveness in places of worship and within church activities.
12. Keep the church leadership informed of good safeguarding practice.
13. Undertake a regular parish safeguarding self-assessment in the format offered by the Diocese.



Risk assessment

Use this to assess your environment, and your working practices, as well as for an instant assessment of a situation.



Model Home Visiting Risk Assessment Checklist

Name of adult to be visited

1.	Does the adult have a history of violence, or threatening behaviour? <i>If yes, please detail below</i>	Yes/No Not known
2.	Is the adult a risk to themselves?	Yes/No Not known
3.	Does anyone living in the house have a history of violence or threatening behaviour? <i>If yes, please detail below</i>	Yes/No Not Known
4.	Does anyone who visits the adult have a history of violence or threatening behaviour? <i>If yes, please detail below</i>	Yes/No Not Known
5.	Does the adult have any vulnerabilities that would make it inappropriate for him/ her to be visited alone (eg by a single male or female?)	Yes/No Not Known
6.	Does the adult have any health problems that may cause unpredictable behaviour? <i>If yes, please detail below</i>	Yes/No Not Known
7.	Are there any health risks associated with visiting the adult at home? (Examples might be infestation, smoking, intravenous drug use, infectious diseases, dangerous pets?) <i>If yes, please detail below</i>	Yes/No Not Known
8.	Is the adult's home in a well-lit area? <i>Please detail below any difficulties you are aware of.</i>	Yes/No Not Known
9.	Is there suitable parking nearby, is this well-lit? <i>If known, please state below the best place to park</i>	Yes/No Not Known

10.	Is there easy access to and exit from the home, more than one exit from the home. Are doors obstructed and not easily opened. <i>If yes, please detail below</i>	Yes/No Not Known
11.	Are there any other risk factors or hazards (Including mental health, substance/alcohol mis-use)? <i>If yes, please detail below</i>	Yes/No Not Known
<i>Please detail below any other information you think is important</i>		
Completed by		Role:
Copy passed to Parish Safeguarding Officer on		
Signed		
Date:		

Undertaking of Voluntary Driver to transport children and vulnerable adults in private cars on behalf of the PCC ofChurch.

Name of driver: Phone No: Email:
Address:

1. Consent

- § Children will not be taken out in transport without the prior consent of their parents or carers
- § Vulnerable adults will give permission to being transported themselves, and discretion used in consulting first with their carers
- § I will take care when assisting children or vulnerable adults to board and alight my vehicle, both to ensure the road is safe to do so, and in following guidelines on physical contact.

2. The driver

- § I am over 25 and have held a full current driving licence for over two years
- § I have/do not have an endorsement of 6 points or more on my licence (if 6 points or more I will share the details with the Parish Safeguarding Officer or Incumbent.
- § I do not have an “unspent” conviction for a driving offence.

3. The vehicle

i) Seat belts:

- My car is fitted with seat belts (both front and rear), and the numbers of people transported will not exceed the number of seat belts available
- All car passengers will be required to wear safety belts in the front and rear seats
- All children up to 3 years old will be carried in a child restraint
- Rear-facing baby seats will not be used in a seat protected by a front air-bag unless the air-bag has been deactivated manually or automatically
- Children from aged 3 up to 135cm in height (approx 4'5”) or their 12th birthday (whichever they reach first) will use baby/child seats or booster cushions for older children
- All passengers aged 13 years or older will wear an adult seat belt.

- § My vehicle is comprehensively insured.
- § I have informed my insurance company that I am a volunteer driver for church activities, and if required, I have obtained a passenger endorsement for the transportation of children or vulnerable adults.
- § I understand that in case of any accident, injury or vehicle damage, the church's liability insurance policy does not provide primary or direct insurance on my vehicle
- § My vehicle is clean and in a road worthy condition
- § At no time will the number of people in a car exceed the usual passenger number.

ii) Escorts:

- § Where possible, another responsible adult will accompany me, to assist with any emergencies
- § If in an emergency I have to transport a child or vulnerable adult on my own, the child or vulnerable adult will sit in the back of the car.

Signed (driver): Date:

Name of vehicle owner if different: Signed (vehicle owner).....

Verification

Confidential declaration and Criminal disclosure received Yes/No Date.....

Driving licence seen and Insurance certificate seen Yes/No Date.....

Car make and model..... Reg No

Signed:..... Date Role/Designation.....

ST. PETER & ST. PAUL, HAMBLEDON

Passenger consent to be transported in private cars on behalf of the PCC

1. Your details:

Name of passenger:

Date of birth, if under 18 years:

Name of parent/carer, if under 18 years:

Name of adult carer, if applicable:

Address:

.....

Phone No: Email:

2. The activity

Date(s) of events:

Venue:

Transport provided: private vehicle / minibus / other (please specify)

Name of driver (if known):

3. Your consent

I consent to being transported on behalf of Church, according to the arrangements specified above.

Signed (passenger): **Date**

For passengers under 18 years, and vulnerable adults with carers:

I consent to(child) being transported on behalf of
..... Church, according to the arrangements specified above.

Signed (parent or carer): **Date**