



Safeguarding Policy

Approved by PCC: October 2023

RENEWAL DATE: October 2025

The Parish of Penn Fields Safeguarding Principles

"Our purpose is to do what is right, not only in the sight of the Lord, but also in the sight of man". 2 Corinthians Ch 8 v 21.

- a. Penn Fields Parish and its projects aim to create an atmosphere where children and young people, and adults in need of care or support feel valued and safe, a place where their welfare is promoted within a culture of informed vigilance.
- b. For the purposes of this policy, "children and young people" relates to anyone under 19 years of age.
- c. For the purposes of this policy "a vulnerable adult" relates to a person who requires a level of care or support due to their age, mental or physical disability or long-term health condition and who may not be able to care for or protect themselves from abuse or neglect. Vulnerable adult may also apply to those who are victims of abuse, including domestic abuse and coercive behaviours.
- d. We will be rigorous and vigilant in protecting children and young people and vulnerable adults from abuse, bullying and intimidation. We will do this through a careful recruitment and selection process, continuing supervision and monitoring arrangements, guidance on appropriate behaviour and appropriate training and support.
- e. Everyone involved in Penn Fields and its projects is obliged to make sure that children and young people and vulnerable adults are safe and to report any suspected or confirmed abuse.
- f. All those involved in our children's and young people's activities or vulnerable adults' activities will be given a copy of this policy and guidelines as to what to do if they have any concerns; they will be required to sign an undertaking to abide by the content of the policy.
- g. We will fully co-operate with the statutory agencies in any investigation into allegations concerning a child or adult in our care.
- h. We will care for and supervise any member of our church who is known to have offended against a child or a vulnerable adult through parish agreements
- i. The church will provide safe access for children and young people and adults to talk to others about any concerns they have
- j. Our actions and policy will be consistent with "Protecting All God's Children", the Child Protection Policy of the Church of England.

Statement of Safeguarding Policy (based on Diocesan Policy)

PARISH OF PENN FIELDS Section 1

The Parochial Church Council of Penn Fields will take all reasonable care to ensure the safety of the children, young people and vulnerable adults for whom it bears responsibility.

1. Ian Charles Smith is our approved Lead Safeguarding Officer for the calendar year May 2023 – 2024 and he is the point of contact through which concerns about safeguarding will be channelled. His contact details are email: iancharlessmith43@gmail.com, Mobile telephone 07832781151.
2. He is responsible to the PCC for ensuring that the parish safeguarding procedures are implemented.
3. 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 *Promoting a Safe Church (2006)*. This policy is also presented to accord with the Church of England Safeguarding Handbook (2018).
4. The PCC will ensure full compliance with Health and Safety Guidelines.
5. The PCC is directly responsible for the following groups which include the following indicative groups.

Children and young people:

St Philip's

Church Light
Path
Busy Bees
Messy Club
Bumble Bees
Youth Cell

St Joseph's

Sunday church age 3-11
Pathfinders
Playgroup
Adventurers
Stay and Play

Parish

Youth Cell

St Aidan's

Little Gems

Vulnerable Adults

St Philip's

The Hub

St Joseph's

Place of Welcome
5 Ways
Joe's Cafe

St Aidan's

Dementia Friendly Church group
Light Lunch (Tuesday)
Men's Breakfasts

6. Any groups who hire Church Halls regularly will satisfy the PCC that they have a Safeguarding policy, if they do not have their own policy, the PCC will present their own Safeguarding policy for group to adopt and implement:

- The Parish Administrator will keep a record of lettings and ensure that users are aware of this policy on completion of the letting/hire agreement.
7. Leaders must be aged 18 or over working with children and young people, under 18's may assist with leadership roles but must be supervised at all times and in accordance with the stipulated ratios.
 - Applicants will be required to complete the Lichfield Diocesan declaration (Parish Worker Agreement).
 - Applicants will be required to provide two references using the Diocesan Safeguarding Policy form and/or in the format required by the DBS service (<https://thirtyoneeight.org>). Unless known to church for 5 years.
 - Before appointment or the continuation of any appointment, appointees will need to apply for and supply clearance from the Disclosure & Barring Service in accordance with legal requirements if their role is deemed to meet the Church of England criteria of a "*Regulated Activity*". (see Appendix 1). (<https://thirtyoneeight.org>).
 8. Only suitable and responsible people may become key holders, references will be taken up in accordance with the Safer Recruitment policy and they will be required to complete the Lichfield Diocese Declaration. Access and Usage of Church Buildings will be monitored as far as is reasonably possible.
 9. Completed declaration forms and references will be confidential to and securely held by the Incumbent (via the Parish Administrator) or, in the event of a vacancy, by the Rural Dean or Archdeacon.
 10. 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 and in accordance with the requirements of thirtyoneeight.org.
 11. The PCC requires groups listed in 5 (or others as relevant) 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.
 12. The PCC require groups that are working with children, young people and vulnerable adults to:
 - Agree clear roles for leaders
 - Set up structures to train and support their leaders in their roles
 - Agree statements of working practice
 - Complete Risk Assessments
 - Work with the Parish Safeguarding Officer to ensure safety and compliance.
 13. The PCC will provide leaders and those working in Safeguarding access to guidance and training in the understanding of child/vulnerable adult abuse.
 14. The PCC will issue clear guidelines for avoiding situations where children or young people could be in danger.
 15. The PCC will publish in a public and prominent place within the church premises, a copy of the

Diocesan Safeguarding Policy and Procedures. In addition, all validated leaders and key holders will be given a copy.

16. The PCC will carry public liability insurance and will insure all leaders and staff for personal accident.
17. The PCC will make a copy of this policy and its procedures available on the church website and in hard copy if requested.
18. This Policy and its procedures will be monitored by the Safeguarding Co-ordinators and by the Lead Safeguarding Officer who will report to the PCC annually.
19. The PCC will review the policy and its procedures bi-annually.
20. All records relating to children's work and safeguarding will be kept in accordance with, and for the time periods stipulated in, Section 8.5 of the "Church of England Record Centre Records Management Guide No. 1 (2009)". Reference will be made to the requirements of the General Requirements Data Protection Regulations (GDPR) 2018.

Policy Statement on the Safeguarding of Adults/Children for a Parish Church as taken from National church policy and based on Diocesan Policy

Section 2

- 1. This policy will be reviewed bi-annually to monitor the progress which has been achieved, an annual report will be presented at the Parish AGM. 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.**
 - We recognise that an effective culture of safeguarding is important across our parish and that this principle is the foundation of our work
 - We will strive to influence the culture of our work through a deep understanding of the context of our churches, the communities that they serve and the risks of locality in considering our actions and activities that support the Parish vision and values
 - We recognise that a position of power in relation to another creates a risk of vulnerability. As a consequence, we strive to ensure that we consider power when working and leading with people
 - We recognise that children by virtue of legal status and dependency on adults for their emotional and physical needs will always be vulnerable and at a disadvantage. We commit to considering this in our children's activities– undertaking supervision of staff working with them and risk assessing activities and groups as a check and balance in our work.
 - We understand that illness, disability, race, gender, mental health and other issues can put adults in a position of vulnerability. We accept that these can be long term (ongoing), or temporary. We commit to considering this in our adults' activities and

events – undertaking supervision of staff and risk assessing activities and groups as a check and balance in our work.

- We commit to transparency in our actions and accountability for our work.

2. As members of this parish we commit ourselves to respectful pastoral care for all adults and children to whom we minister.

- We will consider issues relating to spiritual care in prayer activity, ensuring that members of our prayer teams consider power, control and spiritual abuse issues in their ministry.
- We will ensure that leaders and volunteers of our children’s groups, Sunday schools and house groups, life groups as well as
- other ministries that involve working with vulnerable persons have appropriate enhanced DBS checks.
- We will ensure that those who care for people in our parish attend appropriate safeguarding training.
- We commit to discuss safeguarding and support to of safeguarding as a standing PCC agenda item

3. We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.

- Activities are specified in section 5 above.
- We acknowledge the existence of domestic abuse and recognise this in our statement:

Policy statement for Responding to Domestic Abuse

All forms of domestic abuse are wrong and must stop.

We are committed to promoting and supporting environments which:

- ensure that all people feel welcomed, respected and safe from abuse;
- protect those vulnerable to domestic abuse from actual or potential harm;
- recognise equality amongst people and within relationships;
- enable and encourage concerns to be raised and responded to appropriately and consistently.

We recognise that:

- all forms of domestic abuse cause damage to the survivor and express an imbalance of power in the relationship;
- all survivors (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse;
- domestic abuse can occur in all communities;
- domestic abuse may be a single incident, but is usually a systematic, repeated pattern which escalates in severity and frequency;
- domestic abuse, if witnessed or overheard by a child, is a form of abuse by the perpetrator of the abusive behaviour;
- working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

We will endeavour to respond to domestic abuse by:

In all our activities –

- valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse.

In our publicity –

- raising awareness about other agencies, support services, resources and expertise, through providing information in public and women-only areas of relevance to survivors, children and alleged or known perpetrators of domestic abuse.

When concerns are raised –

- ensuring that those who have experienced abuse can find safety and informed help;
- working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community.

In our care –

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse;
- identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse.

If you have any concerns or need to talk to anyone, please contact the parish safeguarding officer.

4. We commit ourselves to promoting safe practice by those in positions of trust.

- We commit to discuss safeguarding and support to of safeguarding as a standing PCC agenda item
- We will ensure that those in positions of trust (such as wardens), and those with remits or leadership of groups involving vulnerable children or vulnerable adults have appropriate enhanced DBS checks and that these are updated every 5 years.
- We will engage with appropriate training and seek to develop relationships with other agencies and the diocese on safeguarding.
- Safeguarding including revision of policy will be a regular PCC agenda item and agree that whilst we have a named co-ordinator, we will accept collective ownership for this important issue.
- We will be transparent, open and not have secrets.

5. The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.

- We will consider the impact of power, disadvantage, inclusion, disability, age and race on how we provide and plan for our ministry.
- We will actively (but appropriately), challenge each other in our work in order to ensure we consider a wide range of perspectives and views– ensuring that we do not oppressively impose our own values or views to another’s detriment.
- Where a person struggles with an activity due to disadvantage, disability or illness we will go the extra mile to assist them so they can participate and contribute as a full part of the church.

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.

- We will not collude, keep secrets or make decisions when we have suspicion of abuse. We will seek through discussion the views of others and ensure through use of external agencies and the diocese safeguarding service that we engage and welcome external perspectives in order to promote a healthy accountable culture.
- We will report without being biased to our personal view. We will report and not investigate.
- We will record concerns factually in diocese suggested formats (as per recording with care policy 2017)
- We will not take chances with the welfare of children or vulnerable adults.
- We are open to scrutiny and encourage this in others.
- We have zero tolerance to abuse and put the welfare of vulnerable children and adults first.
- We take seriously training and activities relating to the safeguarding of Children and seek to engrain this in our congregational culture.

7. We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.

- We will ensure that those in positions of trust (such as wardens), and those with remit or leadership of groups involving vulnerable children etc have appropriate enhanced DBS checks and that these are updated every 5 years.
- We will engage with appropriate training and seek to develop relationships with other agencies and the diocese on safeguarding.
- Safeguarding including revision of policy will be a regular PCC agenda item and agree that whilst we have a named co-ordinator, we will accept collective ownership for this important issue.
- We will be transparent, open and not have secrets.
- Our incumbent undertakes to ensure that to the best of his or her knowledge all PCC members, wardens and ministry leaders are of good standing.
- The PCC undertakes to appoint and upskill a dedicated Safeguarding co-ordinator.
- Safeguarding co-ordination undertakes to maintain a relationship with diocese level safeguarding team and ensure that this policy is followed.

8. The parish is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be vulnerable.

- We will ensure that those in positions of trust (such as wardens), and those with remit or leadership of groups involving vulnerable children etc have appropriate enhanced DBS checks and that these are updated every 5 years.
- We will engage with appropriate training and seek to develop relationships with other agencies and the diocese on safeguarding.
- Safeguarding including revision of policy will be a regular PCC agenda item and agree that whilst we have a named co-ordinator, we will accept collective ownership for this important issue.

- We will be transparent, open and not have secrets.
- Our incumbent undertakes to ensure that to the best of his or her knowledge all PCC members, wardens and ministry leaders are of good standing.
- The PCC undertakes to appoint and upskill a dedicated Safeguarding Officer and church co-ordinators.
- The Safeguarding officer and co-ordinators undertake to maintain a relationship with diocese level safeguarding team and ensure that this policy is followed.

9. The parish adopts the guidelines of the Church of England and the Diocese.

- The Parish will report and record in line with Diocese policies and comply with local guidance's for implementing national policies as defined in diocese policies. These include the diocese safeguarding policy, recording with care policy, social media policy and safer recruitment policy.

10. Each person who works with vulnerable people will agree to abide by these recommendations and the guidelines established by this church.

Those working with vulnerable adults or children will sign a declaration to state that they have read and agree to abide by the points outlined in this policy and in accordance with the Parish Worker Agreement.

This Parish appoints Mr Ian C Smith to represent the concerns and views of vulnerable people at our meetings and to outside bodies as Parish Safeguarding Officer.

Incumbent
Churchwarden
Churchwarden

Date: (as at the October 2023 PCC)