

# The Parish of South Crawley

## Safeguarding Policy and Statement

### May 2022

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#### POLICY COMMITMENT

- The parish of South Crawley (hence forth referred to as “the Parish”) shall ensure compliance with their policy and the Diocesan policies relating to safeguarding using this document.
- This document shall be reviewed on an annual basis by the Parochial Church Council (PCC) and shall be signed by the chair of the Parochial Church Council to acknowledge its adoption.
- This document shall be published and made available to all worshippers in the Parish. Copies will be given to all those working with children and young people and vulnerable adults, preachers and service leaders and PCC members.
- A copy of this document shall be sent to the Diocese Safeguarding Adviser.

It is important to note that Promoting a Safer Church – the Church of England’s Safeguarding Policy for children, young people and adults 2017, the Church of England’s Parish Safeguarding Handbook 2019, **the General Synod document ‘Protecting All God’s Children 2010’ and the Diocesan Working Together to Safeguard Children (2013) document (both of which can be accessed on [https://safeguarding.chichester.anglican.org/safeguarding\\_policy](https://safeguarding.chichester.anglican.org/safeguarding_policy)) must be referred to as the definitive source of guidance wherever they are applicable. In such circumstances they shall take precedence over this implementation document.** All those working with children and young people and vulnerable adults are expected to be familiar with these documents and how to refer to them if needed. Copies of the national Safeguarding Handbook or a Pocket Guide to it will be given to all people with these roles according to their level of involvement and responsibility.

This document covers local issues and specific parish requirements.

The PCC, on behalf of the Parish recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of them. We have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding. We are also committed to a culture of constant vigilance on the basis that “it could happen here.”

It is a requirement on the Incumbent and the PCC ‘to ensure that safeguarding arrangements are **clearly visible** on the **front page** of the parish website’.

It is also a requirement that information is displayed about how to contact the Diocesan Safeguarding Adviser and the Parish Safeguarding Officer and how to get help outside the church with child and adult safeguarding issues. This should be displayed inside the church, together with a formal statement that the PCC has adopted the House of Bishop's "*Promoting a Safer Church; Safeguarding Policy Statement.*" Each of the three churches have to put a clear safeguarding link on the front page of their website.

### **The Safeguarding Policy Statement agreed by the PCC is shown on page 8**

The PCC undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures,
- provide on-going safeguarding training for all its paid and volunteer workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Parish Safeguarding Officer and other Safeguarding Representatives in their work and in any action, they may need to take in order to protect children and vulnerable adults.

### **SECTION 1 KNOWN OFFENDERS AGAINST CHILDREN OR VULNERABLE ADULTS**

If any member of a congregation within the parish is known to have offended against children, or they do not have convictions or cautions, but there are sound reasons why they might still pose a risk to others, the Clergy must be informed. The Clergy must then inform the Diocesan Safeguarding Adviser and the Parish Safeguarding Officer.

The Diocesan policy and procedures shall be followed and steps shall be taken to ensure the protection of the young people of the Parish and others who may be vulnerable. (see [https://safeguarding.chichester.anglican.org/safeguarding\\_policy](https://safeguarding.chichester.anglican.org/safeguarding_policy)). These steps shall also lessen the possibility of the adult being wrongly accused of abuse or being tempted to abuse.

A management plan should be drawn up and agreed with the known offender. Responsibility for this should be taken by the Clergy and Parish Safeguarding Officer working closely with the Diocesan Safeguarding Adviser and, as appropriate, the Police and Social Services.

- The area Church wardens, Parish Churchwardens the Lead Children's Worker will also need to be informed to the extent necessary for their roles.
- This plan should be reviewed if circumstances change.
- Confidentiality should be maintained within the group.

### **SECTION 2 OUTSIDE GROUPS**

The Parish shall identify all outside groups using their premises.

This record shall be drawn up by the Clergy or Church Safeguarding Representative and shall be held in the Church Office under the direction of the Clergy. A copy of this record shall be forwarded to the Parish Safeguarding Officer.

All outside groups shall be asked to declare if they have a safeguarding policy appropriate to their activities and an agreement with regard to child protection and /or adult safeguarding shall be drawn up. A copy of this policy should be provided to the bookings officer or administrator.

The agreement must be signed at the time the booking is accepted. The form shall be as described in the diocesan policy and procedure document.

For those groups without their own policy the agreement shall stipulate that the group concerned must follow the policies and procedures adopted by the Parish Church Council (PCC). The group shall be required to notify the Parish Safeguarding Officer or Clergy of any concerns or allegations which arise about children and/or vulnerable adults in the course of their activities.

For organisations with their own policy the agreement shall require the group to abide by the stated policy. Again, the group shall be required to notify the Parish Safeguarding Officer or Clergy of any concerns or allegations which arise about children and/or vulnerable adults, in the course of their activities.

For one off bookings the organiser shall be given a copy of the Parish Safeguarding Policy.

The organisers shall be informed as to the number of helpers that are required for the number of expected children. The booking officer should note that the "one off" group has been given this information.

Hirers are required to sign that they have read the Church's booking policy and the Diocesan booklet, referred to above.

### **SECTION 3 IDENTIFICATION AND REGISTERING OF CHURCH GROUPS**

The Parish shall clearly identify all groups serving children and young people and groups of mixed age (children and adults) and groups which contain vulnerable adults with care for whom they have responsibility.

Each church must clearly display the name of the group and its meeting time.

If a group meets local authority registration criteria the parish requires that the Clergy or Church Safeguarding Representative ensures that the group is registered with the local authority.

### **SECTION 4 CHURCH GROUP LEADERS**

The leaders of all the defined groups shall be identified and steps shall be taken to ensure they comply with the relevant safeguarding procedures. Their names shall be kept by the Clergy and the Parish Safeguarding Officer.

Any adult who in the course of his/her work within the church, has significant access to children must be identified and come under the child protection procedures. The names of these adults will also be kept by the Clergy and Parish Safeguarding Officer.

#### **Training**

All adults involved in working with children, young people and vulnerable adults shall be supported by the Parish.

The Parish shall provide workers and volunteers appropriate training not only with regard to their work but in safeguarding issues. Diocesan led or Thirtyone:Eight (formerly CCPAS) training shall be offered whenever available.

All adults working with children, young people and vulnerable adults:

- must be identified and come under the child protection procedures.
- shall be expected to attend training on safeguarding matters. Failure to complete such training without good reason will lead to the removal of the worker from the work concerned.
- shall be expected to work within the directives on child protection issued by the Parish and Diocese of Chichester.

The Church of England safeguarding modules which all appropriate person's will be required to undertake and keep up to date are as follows: -

- **Basic Awards (C0)** – This is the core module that contains basic messages about safeguarding. It is an e-learning module, which can be studied individually or in small or large groups. C0 is designed to raise awareness across churches, and the emphasis is that “safeguarding is everyone's responsibility”. It will be commended to as many people in the Parish as possible. From the commencement of this Policy, completion of this module will be a pre-requisite for any new person wanting to undertake training at C1 level.
- **Foundation (previously C1)** – This is the “foundation module”. Everyone who works /volunteers with children and/ or vulnerable adults in the Parish must complete this module. C1 must be completed prior to C2 (see below). It is available either through group training sessions run by the Diocese or via e-learning.
- **Leadership (previously C2)** – This is a leadership module, for clergy and lay leaders who lead groups involving children and / or vulnerable adults or who have the responsibility for implementing good safeguarding practice. For the Parish this means The Clergy, Churchwardens, Readers, Head Youth Worker, Parish Safeguarding Officer, Church Safeguarding Representatives and Lead Recruiter.
- **Foundation and Leadership for Clergy and Lay Ministers (previously C3)** – For those requiring this level of training refresher should be completed using Leadership training.
- **Safeguarding Training for Senior Leaders (previously C4)** – prior to senior staff attending this module it should be ensured that they have up to date Leadership training every time. Senior staff module is refreshed in a three-yearly basis.
- **Refresher training (previously C5)** – Removed from the framework.

### **Appointment of New Workers and Volunteers**

The PCC is responsible for the appointment of those working with children, young people and vulnerable adults, paid or unpaid. Often the responsibility is delegated to the incumbent. At least two individuals (who could include the incumbent) must be responsible for recruitment. All those involved in recruitment must be capable and competent, trained in safer recruitment and able to keep personal matters confidential.

All paid or unpaid appointments must be carried out in accordance with the standards and procedures of the Church of England as set out in the Parish Safeguarding Handbook, to include those set out below.

All new workers and volunteers must fill out an application form and a confidential declaration form. These forms shall be as recommended in the Diocese guidelines.

Volunteers involved in midweek activities, but attending another church, still need to be known to us for a 6 month period before being considered for voluntary roles. Particular attention must be given to getting a reference from the Clergy of the church of which they are a member and what childrens work they are already involved with at their own church.

Volunteers with leadership responsibilities must be regular worshippers.

Volunteers in support roles must have been known to the leadership team for a minimum of 6 months, be (preferably) practising Christians, with specific experience relative to the role.

New workers and volunteers shall have an informal interview with the Clergy and another appropriate person prior to their appointment. This may be the Parish Safeguarding Officer, Church Safeguarding Representative, Lead Children's Worker or Church Warden, as appropriate.

The progress chart in Appendix 3 should be followed.

### **Following Appointment**

Appointments shall be made subject to acceptable references and confidential declaration.

The new appointee shall then be asked to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS, formerly CRB). The appointment shall be subject to an acceptable disclosure.

The application to the DBS shall be processed through the Thirty-one Eight Disclosure service or the Government update service. Application should be made via the designated Lead Recruiter for each church. If a past conviction or caution is revealed, the Thirty-one Eight will inform the Diocesan Safeguarding Adviser, who will liaise with the Lead Recruiter.

A person should not take up the duties of the work concerned, unsupervised, whether paid or voluntary, until all paperwork is completed and the DBS check has been satisfactorily cleared. In accordance with the Church of England directive, paperwork for Lay Staff in contact with children, should be kept for a minimum of 75 years after employment ceases.

All newly appointed paid or volunteer workers should be given an induction process appropriate to their role. This must include safeguarding requirements.

### **SECTION 5 PARISH SAFEGUARDING OFFICER**

The Parish Safeguarding Officer (PSO) should be appointed by the Parochial Church Council on an annual basis, to be responsible under them for implementing Diocesan policy in the Parish.

The PSO shall be responsible for reporting safeguarding issues to the Parochial Church Council.

The Safeguarding Officer for the parish is: - **Angela Chamunda**

Within the Parish the Safeguarding Officer is supported by other persons with safeguarding responsibilities who may from time to time act on the Safeguarding Officer's behalf. They are:

<b>Liz Roe</b>	<b>Holy Trinity</b>
<b>Clare Hiley</b>	<b>St Mary's</b>
<b>Neil Stewart</b>	<b>Christ the Lord</b>

If a member of the parish or worker has concerns about a child, young person or vulnerable adult or is concerned about the behaviour of an adult they should contact the relevant Clergy or Church Safeguarding Representative and Parish Safeguarding Officer.

The Safeguarding Officer shall keep a record of any reported concerns and liaise with the Clergy and the Diocesan Safeguarding Representative, as to possible action.

This information shall be held as confidential and shared only in accordance with Diocesan policy.

## **SECTION 6 DRINK AND DRUGS POLICY**

Alcohol, except for communion wine, shall not be given to any young person under the age of 18 during the course of church activities.

Adults or young children suspected to be adversely under the influence of alcohol shall not be allowed to take part in children's/young peoples activities.

Non therapeutic drugs shall not be tolerated on or near church premises, or at any other locations during off-site activities.

Adults or young children suspected to be adversely under the influence of drugs shall not be allowed to take part in children's/young people's activities.

Any incidents should be reported to the Clergy.

## **SECTION 7 SPECIFIC PARISH REQUIREMENTS RELATING TO CHILDREN AND YOUNG PEOPLE**

All groups for children and young people shall only be led by adults over 18 years of age.

All groups for children and young people shall have at least two leaders, with an appropriate gender balance.

The diocesan policy and procedures shall be followed with regard to the numbers of leaders to children/young people.

All groups shall have a register of attendance.

All groups must have up to date registration forms as described in the Diocesan policy and procedures document. These must include parental consent forms.

Risk assessments must be completed for all groups. For regular and on-going groups, these must be reviewed on an annual basis. For one-off activities they must be completed for each activity.

All groups who use drivers must use the Parish form for drivers. No driver with more than 6 points on their licence shall be permitted to drive children or young people.

### **Some points worth noting include:**

- If a group including children under 8 meets for more than two hours in one day but for less than 14 days in a year (e.g. our holiday clubs) we should request an exemption from Ofsted.
- Registration forms are needed for groups meeting outside of church service times.
- Registers should be kept at all groups.

### **Adult – Child ratios are:**

The following adult - child ratios must be adhered to:

- 0-2 years – 1 adult / 3 children
- 2-3 years – 1 adult / 4 children
- 4-8 years – 1 adult / 6 children
- 9-12 years – 1 adult / 8 children
- 13-18 years – 1 adult / 10 children

Each group should have at least two workers, even for smaller groups, and if possible one male and one female. Staff ratios for all groups should always be based on a risk assessment. For example, staffing numbers would need to be increased for outdoor activities and more so if that activity is considered higher risk, potentially dangerous or when children with disabilities or special needs are involved.

If groups are in the same room / adjoining rooms with open doors the ratio can be for the total numbers in the groups combined.

- Best practice requires that when a group is led by a married couple there should be at least one other person involved in the leadership.
- **Electronic communication, including the use of social media, between adults and children should only be 'need to know' e.g. a change in the time of a meeting.**
- Meetings using platforms such as Zoom or Skype should also be on a 'need to know' basis. The host of such a meeting will only admit those he/she knows to be genuine participants. No such meeting may be recorded without the consent of the parent/guardian of the children taking part, and consent of any adults taking part.
- Transporting children by car needs the written permission of parents. Please refer to the Safeguarding Officer or Parish Office for more details.
- Information will be given to parents about how to keep children safe.

## **SAFEGUARDING AND TAKING PICTURES**

The taking of photographs and moving images is a sensitive area for safeguarding and all three churches in the Parish, take this very seriously. Photographs etc for publicity purposes and at specific events may only be taken by those specifically designated by the clergy, who will then monitor and store them carefully.

Other people are welcome to take photographs and moving images for their own use, subject to the following simple safeguarding requirements:

- Pictures of children (under 18) must not be taken except by their own parents or carers.
- Pictures should be limited to specific groups of families and friends and should not include wider groups of people, particularly if they may include children (under 18) and vulnerable adults.
- Permission in writing, is needed from the parent or guardian before taking pictures of children.
- The permission must also be in writing if, the pictures are to be published e.g. internet, notice sheet.
- Pictures of children other than family members taken on Church premises should not be published without the permission of the Parish Safeguarding Officer, who may want to review the material concerned.
- All paid and volunteer workers with children are expected to comply with the Behaviour Code for Adults Working With Children in the Parish Safeguarding Handbook section 11, A Safe Environment and Activities.

## **REQUIREMENTS RELATING TO VULNERABLE ADULTS**

All safeguarding work with adults should be based on the following principles:

- The empowerment of adults underpins all safeguarding adults work.
- The focus of safeguarding adults should always be to identify and endeavour to meet the desired outcomes of the adult.
- Every person has a right to live a life free from abuse, neglect and fear.
- Safeguarding adults is everyone's business and responsibility.
- There is zero tolerance to the abuse of adults.
- All reports of abuse will be treated seriously.
- Every person should be able to access information about how to gain safety from abuse and violence and neglect.
- All adult safeguarding work aims to prevent abuse from taking place, and to make enquiries quickly and effectively and take appropriate action where abuse is taking place or is suspected.

The Parish shall formally identify those who are authorised to visit vulnerable adults in their own homes as representatives of the church and should be given expression by a special commissioning in a service, badges of recognition, notices in Family Matters, In Touch etc.

Others may also wish to visit adults with needs on a personal basis and this should be encouraged. It should be made clear, however, that such visits are not being made on behalf of St Mary's, Holy Trinity or Christ the Lord Church. If, however, such people become aware of concerns where they might help, they are encouraged to share them with the Clergy or the Pastoral Care Team.

## **DOMESTIC ABUSE**

The Parish is committed to support those who suffer from domestic abuse, either those directly abused or children in the family affected by the abuse. For any individuals who need help because they are suffering domestic abuse or those who are concerned that domestic abuse is taking place with other people, the person to contact is Angela Chamunda, Parish Safeguarding Officer or Liz Roe or Clare Hiley or Neil Stewart, Church Safeguarding Representatives. They will arrange for help and advice to be provided, drawing on the expertise of the Diocesan Safeguarding Team.



# PARISH SAFEGUARDING POLICY STATEMENT

May 2022

## Parish of South Crawley

The following policy was agreed by the **PCC of the Parish of South Crawley** at the meeting held on 17<sup>th</sup> May 2022

As members of this PCC we recognise the importance of the Parish's work with children and young people and vulnerable adults and our responsibility to protect everyone entrusted to our care. We are committed to the safeguarding, care and nurture of all our members, particularly the children and young people, and vulnerable adults.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with, know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve, in which case our policies relating to known offenders will be applied.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.

We recognise that our work with children and young people and vulnerable adults is the responsibility of the whole church community and, consequently, safeguarding is the responsibility of everyone.

We are committed to implementing Promoting a Safer Church (the Church of England's Safeguarding Policy for children, young people and adults), the General Synod document *'Protecting All God's Children, 2010*, and the diocesan procedures, which are based on the Children Act, and Government guidance *"Working together to Safeguard Children"*, both published in 2013.

We will carefully select and train ordained and lay ministers; volunteers and paid workers with children and young people. Similarly we will select and train all persons given a role by our church(es) to support and provide services to adults with care and support needs. We will use the Disclosure and Barring Service, amongst other tools, to check the background of each person.

We will respond, without delay, to every concern made that a child or young person, or adult in need of protection, for whom we are responsible, may have been harmed.

We will co-operate fully with statutory agencies during any investigation concerning a member of the church community.

We will seek to ensure that any child, young person or adult who has suffered abuse is offered support that meets their needs.

We will care for and supervise any member of our church community known to have offended against a child.

We will review this policy annually and as part of this process will ensure that all our procedures, particularly in relation to the Disclosure and Barring Service, are up to date.

Our Parish Safeguarding Office is:

Name: **Angela Chamunda**  
Address: 37 Loveletts, Gossops Green  
Crawley. RH11 8EG  
Telephone number: 01293 536556/07890 667395  
Email Address: a.chamunda@btinternet.com



Our Lead Recruiter is: Janet Kensey

Name/Signed: Revd Tim Wilson .....Incumbent Date .....

Name/signed ..... Mark Hales, churchwarden

Name/Signed ..... Neil Stewart, churchwarden

A copy of this statement is to be displayed in the church and a copy sent to the Bishop's Advisor for Safeguarding.

## **Appendix 1 Off site visits**

PCC permission is needed for any group that includes children to make a planned off site visit.

Each application to consist of:

1. A summary of the visit to include dates, approximate number of young people on the trip, times, locations and names of leaders (each leader who is DBS checked to have 'DBS' written after their name.)
2. The risk assessment.
3. A note as to who is the named first aider for this trip and who is responsible for administration (this includes ensuring those on the trip have parental permission in writing and that these forms together with a list of contact details for those on the trip are available for the duration of the visit).

Applications for permission for a group to make an off-site visit must be made to the standing committee (via Rector).

## **Appendix 2 Residential visits**

PCC permission is needed for any group that includes children (anyone under the age of 18) who are not under the supervision of their parents or guardians, to make a residential visit.

Each application to consist of:

1. The completed checklist (available from the church office) which the group have gone through with the Clergy of the church linked to that group or the Parish Safeguarding Officer.
2. A copy of the risk assessment.
3. A list of all leaders and helpers. This list should note who has a Diocesan DBS check.

The PCC will then decide whether to approve this visit. They reserve the right to invite the organisers of such a visit to attend a PCC meeting before the visit where they would present details of the visit and answer relevant questions.

Parents must sign a residential consent form (sample available at office). As part of this form parents are given an information sheet about the proposed visit. This should contain details of the visit such as times, names of leaders, contact numbers and information about unusual activities (such as canoeing, a long hike or archery)

The Parish Office or a nominated person is to hold a list of children and leaders on the visit together with their contact details and shall act as an emergency contact for the duration of the visit.

After a visit the PCC may set up a sub-committee to do a review of the visit.

**Appendix 3 Progress chart for the appointment of a worker or volunteer in youth or children's work**

Name: .....

Group: .....

Date of application: .....

Letter to referee 1 Sent: ..... Reply received: .....

Letter to referee 2 Sent: ..... Reply received: .....

Declaration form Issued: ..... Returned: .....

Details accepted .....

Date Candidate interviewed: .....

Names of people on interviewing panel: .....

.....

DBS disclosure/ISA Registration applied for: Date: .....

Appointment advice received: Date: .....

Induction by Safeguarding

Representative/Officer and Church of

England Safeguarding Pocket Guide Version

1.0 September 2018

Parish instructions given Date: .....

Job role provided and child protection

Undertaking signed Date: .....

Probation period agreed Date: .....

Candidate accepted Date: .....

Probation period and review completed Date: .....

Procedure completed Date: .....

Incumbent: .....

Signed:.....Date:.....