

# Kettering All Saints' Parish Church Diocese of Peterborough



## Safeguarding Children and Adults Policy

The Incumbent and PCC have a duty of care to ensure the well-being of children and adults who may be vulnerable in the church community. A Parish Safeguarding Officer is appointed to implement safeguarding policy and procedures. The Officer must attend a diocesan training session as soon as possible after their appointment. Each of us has a responsibility to prevent physical, sexual, emotional and spiritual abuse. We must also report any abuse or suspected abuse if discovered in consultation with the Diocesan Safeguarding Officer. Clergy and Diocesan Officers are NOT authorised to investigate any allegations and must never attempt to do so. Only the Police or Social Care (i.e. the Lead Agencies) are authorised to investigate.

**This policy will be revised annually, accepted and written in the minutes of the PCC.**

Church leaders and all who work with children and young people will be required to work within the guidelines recommended in this policy. Each Leader must read, know about, and undertake to observe them.

### The Golden Rule

**'Keep all relationships with children and adults who may be vulnerable: observable, readily understood and shared with more than one responsible adult. All work with children and adults who may be vulnerable must be well supervised by people carefully selected, well trained and advised of their safeguarding duties.'**

### Objectives:

- a) To keep all children and adults who may be vulnerable, and those who work with them safe from harm.
- b) To ensure that every person entrusted in our care is never subjected to any form of abuse by church members.
- c) To know the procedures to follow, in the event of any concern about children and adults who may be vulnerable, if there are complaints/allegations of abuse made within or without the church organisation.

### Working policy

#### **1. Recruitment Procedure**

- a) All leaders will be required to complete and sign the Diocesan Declaration form. Written references and identification will be required and must be carefully checked.
- b) A Disclosure and Barring Service (DBS) enhanced check will be required.
- c) All records are confidential and must be kept in a safe place. During an interregnum, the Rural Dean is responsible for any records; the Church Wardens will liaise with the Rural Dean in the appointment of new workers or any safeguarding issues which may arise.

#### **2. Leaders to Child Ratio**

- a) At least two adults (18+) to be present with a child or group of children.
- a) Children must be adequately supervised.
- b) Volunteers under the age of 18 are to be supervised by adult leaders at all times.
- c) No lone adults should work with children except in case of genuine emergency.
- d) The following ratio of children to leaders provides a useful guide.

0-2yrs 1 adult to 3 children

2-3yrs 1 adult to 4 children

3-8yrs 1 adult to 8 children

8-18yrs 1 adult for first 8 children then 1:12

### **3. Visiting Adults who may be Vulnerable, in Their Homes** (inc including residential homes)

- a) Always carry a mobile phone on these visits, and ensure that someone knows where you are and when you are expected to return.
- b) Avoid calling unannounced, always knock on the door before entering a room or home, respecting the person's home and possessions.
- c) Do not give out your home phone number or address, where possible leave information for a central contact point.
- d) If you feel uncertain or out of your depth, seek advice.

### **4. Taking and Publishing Images**

- a) Do not take pictures of children or adults who may be vulnerable without another adult present.
- b) When an image is taken for publication or distribution, those being photographed should be aware that it is being done and be allowed to opt out, consent must always be obtained from parents.

### **5. Social Media and Engaging with Young People**

- a) Leaders communicating with young people or vulnerable adults via the internet, social networking or mobile phone must have a DBS check.
- b) If a leader expects to communicate with young people in the group, via email, messenger, social networking sites (i.e. Facebook) or text, written permission from the child's parents should be given.
- c) One-to-one communication should normally be avoided and all communication should be in a group context.

### **6. Prevention - Health and Safety**

- a) Make sure the premises are safe for the age of children. Furniture and equipment that may be dangerous needs to be made secure or fenced off.
- b) A register of attendance for each group must be kept, including the names of leaders and helpers.
- c) Fire exits must be marked.
- d) A first aid kit should be available in the church building and clearly marked.
- e) An accident/incident report book should be kept in church.

### **7. Parental Consent**

- a) Parental consent for a child or young person to attend a particular activity is needed.
- b) A contact number is required in case of emergency.
- c) Further parental consent is needed if children are taken off the premises.
- d) Try to avoid driving a child alone in a car. It is better that children occupy the rear seats. Parents must be informed of the journey, place and times of arrival and return. Drivers should check their personal insurance policy.

### **8i. Reporting**

- a) The wellbeing of a child or adult who may be vulnerable is paramount at all times
- b) If there is a complaint of abuse by a leader within the church community it must be reported to the Priest in Charge, Diocesan Safeguarding Officer or the Lead Agency (Social Care or Police.)
- c) If there is a concern of abuse by a child within the group it must be reported immediately to either the Safeguarding Officer or the Priest in Charge, who will take advice from the relevant agency.
- d) If there is a complaint of abuse by the Priest in Charge it must be reported to the Church Wardens, Diocesan Safeguarding Officer or to the Lead agency.
- e) If there is obvious concern about a persons wellbeing, or if a child complains of abuse outside the church organisation, it must be reported to the Priest in Charge, Diocesan Safeguarding Officer or to the Lead agency.
- f) All Saints' PCC will appoint a Parish Safeguarding Officer who will ensure that leaders and volunteers have information about procedures and training.
- g) The Parish Safeguarding Officer will ensure that concerns about abuse are brought to the attention of the Priest in Charge, Church Wardens and PCC as appropriate.
- h) The Safeguarding Officer or Priest in Charge may contact the Diocesan Safeguarding Officer or a Lead agency (Social Care, Police) for advice.

## **8ii. Authorised Listeners**

The Diocese of Peterborough and All Saint's recognise there is a significant possibility that some church members may have been subjected to abuse in the past. As part of our commitment to support those in this position the Diocese of Peterborough has appointed two Authorised Listeners to provide help to those who may need to talk about their experiences. If you would like to use this service either contact Julie Loake (Safeguarding Officer), Angela Brett (Churchwarden) or Fr Andrew for further details or contact Garry Johnson direct (details at the end of this policy).

## **9. Training**

- a) All Saints' Church will make every effort to train leaders and volunteers to the level of their responsibility.
- b) The diocese has an obligation to train clergy, licensed workers and leaders.
- c) At least one representative will attend child protection training and support provided by Peterborough Diocese.

## **10. Young Servers**

- a) Any young people who are members of the serving team must have parental permission to attend practices, training sessions or other events.
- b) There must always be at least two adults (18+) in attendance at such practices, training sessions and other events when children are present.
- c) All other issues concerning activities of the serving team, when children are in attendance, must follow policy guidance but this will not apply when servers are preparing for or tidying up after worship when other adults are in attendance in the church building.
- d) Adult members of the serving team who are involved in the training or supervision of young servers are subject to DBS enhanced checks in the same way as leaders of other groups of young people.

## **11. Organisations Hiring and Using the Church Building**

- a) Clear notices will be displayed in church on the notice board to state the church has a child and adult protection policy in place and hirers must sign a hire agreement and agree to abide by the Parish Safeguarding Policy.
- b) Only authorised leaders and helpers will be allowed access to children's groups meeting on the church premises.
- c) Visiting groups will be made aware of the policy and expected to have the correct ratio of adults to children.
- d) They should be aware of health and safety issues in the building and their responsibilities where children are present.
- e) Groups meeting under the name of another organisation, including Girlguiding, Play Group and Pre-School, must operate within their own Child Protection/Safe Space Guidelines.

## **12. Record Keeping and Storage**

- a) Notes will be made of all safeguarding incidents involving children or adults as accurately and as soon as possible after the incident.
- b) They will be treated confidentially and securely stored by the incumbent or designated person.
- c) They will be retained even if the information received was judged to be malicious, unsubstantiated or unfounded.
- d) Safeguarding records will be retained for 75 years.

Adapted from the Peterborough Diocesan "Safe Parish – Safeguarding Children and Adults Guidelines 2013"  
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