

Safeguarding Policy **for the Swanage and Studland Team Ministry**

This policy was agreed at the Parochial Church Council of Swanage meeting held on 24th APRIL 2017 and at the Parochial Church of Studland held on.....

1. **The principles and purposes behind this Policy**
- 1.1 The Church of England, along with the whole Christian community, believes each person has a value and dignity which comes directly from God's creation of male and female in His own image and likeness. Christians see this as fulfilled by God's re-creation of us in Christ. This implies a duty to value all people as bearing the image of God and, therefore, to protect them from harm.
- 1.2 The Team is committed to the safeguarding and protection of all and affirms that the needs of children and of vulnerable adults are paramount.
- 1.3 The purposes of this Safeguarding Policy are to ensure that procedures are in place and people are clear about their roles and responsibilities regarding those children and vulnerable adults in our care and/or using our premises and are to be read in conjunction with The Diocese of Salisbury Safeguarding and Good Practice Guidelines (May 2013). This includes the Guidelines on E-safety in section 11 which will be available to all those in the Team working with children and vulnerable adults.
- 1.4 The Team recognises that none of us is invulnerable but that we need to ensure particular care for those whose vulnerability is increased by their situations, disabilities or by any reduction in their personal capacities. This increased vulnerability may be temporary or permanent and may be visible or invisible, but it does not diminish our humanity. The Team seeks to affirm the gifts and graces of all God's people.
- 1.5 The Team recognises the serious issue of the abuse of children and vulnerable adults and that this may take the form of physical, emotional, sexual, financial, spiritual or institutional abuse or neglect. It acknowledges the effects abuse may have on people and their development including spiritual and religious development. It accepts its obligation to ensure that all people for whom it is responsible are safe in its care and that their dignity and right to be heard is maintained. It accepts its responsibility to support, listen to and work for healing with survivors, offenders,

communities and those who care about them. It takes seriously the issues of promotion of welfare so that each of us can reach our full potential in God's grace.

- 1.6 The Team commits itself to respond without delay to any allegation or cause for concern that a child or vulnerable adult may have been harmed, whether in church or in another context. It commits itself to challenge the abuse of power by anyone in a position of trust.
- 1.7 The Team commits itself to the provision of support, advice and training for lay and ordained people working for the church in or away from church premises to ensure people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children and adults who may be vulnerable.
- 1.8 The Team affirms and gives thanks for the work of those who are workers with children and vulnerable adults and acknowledges the shared responsibility of all of us for safeguarding children and vulnerable adults who are on our premises.

2. Parish Safeguarding Representatives

The Swanage PCC should appoint a Parish Safeguarding Representative (PSR) for each of St Mary's, St Mark's and All Saints churches and Studland PCC should appoint a PSR for St Nicholas' Church to fulfil the following functions:

- 2.1 support and advise the Clergy, Lay Pastoral Assistants, Pastoral Teams, Churchwardens, Youth Minister, Sidespersons, Welcomers and all other workers and leaders in fulfilling their roles;
- 2.2 provide a point of reference for any member of the church to seek advice on safeguarding issues;
- 2.3 promote safeguarding best practice within each church;
- 2.4 to issue DBS (Disclosure & Barring Service) forms to those intending to work with children, young people and vulnerable adults.

3. DBS Verifiers

The Swanage PCC should appoint one or more Verifiers for St. Mary's, St. Mark's and All Saints churches, and Studland PCC should appoint a Verifier for St Nicholas' Church to be the contact points for the DBS (Disclosure & Barring Service). The Verifiers will be responsible for checking all confidential details on DBS forms and forwarding the completed forms to the Diocesan Safeguarding Advisor.

4. Good Practice

We believe all work carried on by the Team shall be carried out following the principles of good practice to provide proper protection for children, young people and vulnerable adults and should ensure that:

- 4.1 All people are treated with respect and dignity.
- 4.2 Those who act on behalf of the Church should not meet or work alone with a child, young person or vulnerable adult where the activity cannot be seen by other adults unless this is necessary for pastoral reasons, in which case a written note of this will be made and kept, noting the date, time and place of visit or meeting and passed to the PSR for the relevant church (this note should normally be sent immediately and can be sent by email).
- 4.3 The churchwardens in each church will ensure that all church premises are assessed for safety for children, young people and vulnerable adults (including fire safety procedures) and the written risk assessment reports will be given annually to each Parochial Church Council at the first meeting of the PCCs after the Annual Parochial Church Meeting (APCM). The Parochial Church Councils will consider whether or not any alterations are needed to the premises and/or equipment to make them better suited to the needs of children and vulnerable adults. If any alterations are required, they shall be carried out as soon as reasonably practicable. If necessary, to secure safety, activities involving children and vulnerable adults shall cease in those premises until alterations have been carried out.
- 4.4 Any driver using their own vehicle for the transportation of children or vulnerable adults is responsible for ensuring the vehicle is roadworthy and comprehensively insured. (Drivers should check with their Insurance Company regarding the requirement for business cover for using their vehicle for these purposes.) On demand, drivers shall produce evidence of their insurance to a PSR.
- 4.5 **Events with church groups off the premises.** These events must be adequately staffed and notification of the event will be given by the person in charge of the event to their church PSR in advance.

5. The appointment and training of workers with children, young people and vulnerable adults

- 5.1 Workers will be appointed after a satisfactory Disclosure and Barring Service procedure and completion of Protection of Children, Young People and Vulnerable Adults Confidential Declaration Form - see Diocesan Safeguarding Guidelines Appendices 15, 16 and 17.
- 5.2 Each worker will be expected to undergo basic safeguarding training within the first year of appointment. Where other training is required in order to

protect the interests of children, young people or vulnerable adults with whom they are working, this training will be arranged. Safeguarding training needs should be reviewed annually by the PCC.

6. Other groups making use of church premises

Where church premises are used by groups outside the Team, whether or not a hire charge is payable, the person in charge of the activity will be required to sign a letting agreement in which our Safeguarding Requirements are included.

7. Reporting abuse or suspected abuse

7.1 Any person who witnesses or suspects abuse to children, vulnerable adults or to any other person shall immediately report this to a PSR who shall immediately inform the appropriate Diocesan Safeguarding Advisor and the Team Rector.

7.2 Where the report of abuse involves that church's PSR, the report shall be made to another PSR within the Team or to a member of the clergy and the Team Rector.

8 Complaints regarding the operation of this policy

8.1 This paragraph does not refer to reporting abuse or suspected abuse. The procedure for this is outlined in paragraph 7 above.

8.2 Any complaints regarding the operation of this policy should be referred to a PSR. If a complaint is made to another person, it should be passed on to a PSR who will arrange to meet the complainant and attempt to resolve the complaint. If the complaint cannot be resolved by the PSR the matter will be referred to the Team Rector. If the complaint is about a PSR, the complaint should be made to the Team Rector.

9. Review

This Policy is intended to be dynamic and amended as and when required in the light of experience. It will be reviewed annually by the Parochial Church Councils at the first meeting after the APCM and made available to all people working within the Team with children, young people and vulnerable adults.

10. Key concepts and definitions:

10.1 Vulnerable Adults: any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself from significant harm or exploitation.

- 10.2 Safeguarding and protecting children or vulnerable adults:** preventing maltreatment; preventing impairment of their health and ensuring safe and effective care.
- 10.3 Adult/child protection** is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect children/specific adults who are suffering or are at risk of suffering significant harm, including neglect.
- 10.4 Abuse and neglect** may occur in a family, in a community and in an institution. It may be perpetrated by a person or persons known to the child or vulnerable adult or by strangers; by an adult or by a child. It may be an infliction of harm or a failure to prevent harm.
- 10.5 The Team:** The Swanage & Studland Team Ministry.

Dated 20th May 2013

Signed Nancy Marcant Chair of Parochial Church Council, Swanage

..... Chair of Parochial Church Council, Studland