

## **Policy of St. Peter's Titchfield**

### **Action Plan for Promoting a Safer Church**

The Parish of **St Peter's, Titchfield** is committed to the safeguarding, care and nurture of the children within our church community, and also to encouraging an environment where all people and especially those who may be vulnerable are able to worship and pursue their faith journey with encouragement and in safety.

We are also committed to the implementation of the Diocese of Portsmouth Safeguarding Policy and Procedures, and the relevant statutory legislation and guidance for the welfare of children, young people and adults.

#### **Parish Safeguarding Policy Statements**

Every year the PCC will agree the Parish Promoting a Safer Church Policy Statements, displaying each copy in the Church and forwarding one copy of each to the Diocesan Safeguarding Office for their records.

#### **Parish Safeguarding Representatives**

The PCC will appoint a minimum of one Safeguarding Representative who will be responsible on behalf of the incumbent and PCC for implementing the Diocesan policy in respect of safeguarding children and adults. The Parish Safeguarding Representative agrees to undertake the key responsibilities of the role as outlined in the Diocesan Safeguarding Guide.

Our Safeguarding Representative is **Jane Reid** E-mail: [safeguarding@stpetertitchfield.org.uk](mailto:safeguarding@stpetertitchfield.org.uk)

#### **Paid Workers and/or Volunteers**

All those who undertake work on behalf of St Peter's Church will be recruited in line with the Church of England's Safer recruitment process.

All those who undertake work in a regulated activity with children and/or adults in the parish on a voluntary or paid basis will also be required to:

- Complete an Application form and provide references
- Complete a Confidential Self Declaration Form
- Complete a Disclosure and Barring Service (DBS) check

The Parish of **St Peter's Titchfield** will seek to ensure that a DBS check is only requested after a risk assessment has indicated that one is both proportionate and relevant to the position (paid or voluntary) concerned.

Using the appropriate risk assessment procedures the following parish posts have been identified as requiring a DBS check:

- *Incumbent/Clergy/Church Leaders/Readers*
- *Churchwardens*
- *PCC/Trustees*
- *Safeguarding Team – may be eligible if their role also falls within a regulated activity*
- *Young People's Leaders*
- *Pastoral Support Team including those offering transport - may be eligible if their role falls within a regulated activity*
- *Lay assistants - where licensed taking Holy Communion to people at home or in hospital*
- *Choirmaster - where he/she also has chaperone/teaching role*

- *Captain of the Tower - where he/she also has chaperone/teaching role*
- *Open The Book volunteers*

All Confidential Self Declarations Forms, references and results of DBS checks will be held securely in a safe in the Parish office dedicated to Safeguarding and accessed only by authorised persons e.g. the Incumbent and Safeguarding Officer. Declarations and DBS checks where appropriate must be undertaken every five years, or sooner if the individual moves to a new post, (unless the application was obtained in the previous six months and the nature of the work is similar).

Any person refusing such checks will not be allowed to work with or have unsupervised contact with children or adults who may be at risk of harm in the parish.

All those who work with children and/or adults on a regular basis will be made aware of and should familiarise themselves with the Diocesan Safeguarding Policy and Procedures and will be encouraged to attend Diocesan Safeguarding training every three years.

### **Children's Activities, Groups and Events**

The following children's, young person's and mixed age activities have been identified as PCC endorsed events and activities that 'currently' fall under the Diocesan Safeguarding Procedures:

- *Sunday morning Children's Corner in church*
- *Assemblies Team*
- *Teddy Bear Praise*
- *"Pop-up" activities for families with children – leaders and helpers*

All children and young people wishing to attend the above activities will be provided with a Registration Form, which must be completed and signed by their parents/carers before they take part.

Children who wish to take part in additional events such as church outings, holidays or sleepovers will not be allowed to participate in such activities unless the leaders of such event(s) receive a completed consent form from the parents or guardians of the child concerned, even if the parent or guardian accompanies the child on any such trip or activity. A new form must be completed for each separate activity.

Consideration will be given at all times for the health, safety and welfare of each child and young person, including supervision ratios, transport, first aid, premises, children with special needs and permission to take/share photographic images.

### **Adult Activities, Groups and Events**

The following have been identified as PCC endorsed groups, events and activities that are currently all under the Diocesan Safeguarding Procedures: (This means they are eligible to be assessed for recruitment through Safer Recruitment process **which may not necessarily include a DBS check.**)

- *Pastoral Support Team*
- *Home Communion Team*
- *Readers*
- *Tea Parties/Lent Lunches - Helpers*
- *Home Study groups – Co-ordinators*
- *Ladies Breakfast – Leaders*
- *Office Staff*
- *Treasurer & team*
- *Church Trustees*
- *Lay Assistants*
- *Crucifer*
- *Churchwardens*
- *Sides-people*
- *Safeguarding Team*

- Organist
- Choir members
- Bell-ringers
- Heritage Guides
- Other Church endorsed activities such as Church cleaning, Flower arranging and Gardening

Consideration will be given at all times for the health, safety and welfare of all adults who may be vulnerable, including transport, first aid, premises and adults with special needs.

### Hire of Church Premises

All those who book or use the church premises on a regular basis shall be required to sign a copy of the parish booking agreement and a declaration that they have read and understand the Diocesan Safeguarding Policy and Procedures, or that they agree to abide by their own organisation's safeguarding procedures

The PCC will review this document annually to ensure it has paid 'Due Regard' to the House of Bishops guidance for Promoting a Safer Church.

#### SIGNED AND AGREED

Incumbent: \_\_\_\_\_ (Currently in an interregnum)

Churchwarden/s: Barbara LeSeur \_\_\_\_\_ (Barbara LeSeur)

Peter Gordon \_\_\_\_\_ (Peter Gordon)

Safeguarding Representative Jane Reid \_\_\_\_\_ (Jane Reid)

Date: 20-5-21 \_\_\_\_\_