

## **The Parish of St Aidan's, Barrow-in-Furness**

### **SAFEGUARDING POLICY FOR CHILDREN, YOUNG PEOPLE AND ADULTS**

The Parochial Church Council of St Aidan's Church formally adopts the House of Bishops policy, 'Promoting a Safer Church'.

The PCC and the incumbent have a duty of care to ensure the protection of the vulnerable in their church community.

Below are the procedures which detail how the Promoting a Safe Church policy is being put into action, agreed by the PCC on Tuesday 28<sup>th</sup> June 2022.

This will be reviewed and updated by the PCC at least annually.

#### **Parish Safeguarding Officer**

The PCC has not been able to appoint an individual Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.

From Monday the 11<sup>th</sup> of July the clergy point of contact for safeguarding is

Name	Father Jack Knill-Jones
Telephone	01229 343013
Email	jackknill@aol.com

#### **Safer Recruit, Support and Train**

The PCC hold responsibility for appointing to paid and voluntary roles in the Parish.

The PCC will ensure that all church officers who are recruited to work with children, young people and/or vulnerable adults are recruited following the House of Bishops' Safer Recruitment Practice Guidance.

Anyone wishing to work with/anyone who is to be in substantial contact with, children and/or adults experiencing, or at risk of abuse or neglect, will be asked to complete a Confidential Declaration.

In line with the Safer Recruitment Practice, anyone who is applying for a role that is eligible for a DBS check, will be asked to complete one.

*Although church officers/volunteers might 'come across' children or vulnerable adults, when they attend worship or through the activities of an organisation that uses the church building, this does not make them eligible for a DBS check.*

Applications for Disclosure and Barring Service (DBS) checks will be made/supported by the Parish Safeguarding Officer/Incumbent via thirtyoneight. The Diocesan Safeguarding Advisor will risk assess any blemished DBS checks.

*At the time of writing, although the PCC is a charity, it does not currently sponsor and approve, in its own name, specific children's work or work with vulnerable adults (e.g. a Youth Club, Sunday School, home visiting scheme for the housebound or a luncheon club for adults with special needs who require assistance with feeding and toileting). For this reason, members of the PCC are not currently eligible for an enhanced criminal record check.*

*If the activities sponsored and approved by the PCC, in its own name, change to include work with children or vulnerable adults, then all members of the governing body will require an enhanced criminal record check without barring information.*

*In the South Barrow Team, those who lead worship (for instance, with a license to lead Communion by Extension) and/or are churchwardens have been asked to have an Enhanced DBS check.*

In line with The Training and Development Framework 2019, church officers will attend diocesan safeguarding training at least every three years, at the relevant level.

All church officers<sup>1</sup> are required to complete Basic Awareness.

*Foundation Training must be completed by anyone holding the Bishop's Licence, commission, authorisation or permission, anyone in a role which involves work with children, young people, or vulnerable adults, churchwardens, anyone going on to complete any other safeguarding learning pathway, vergers, PCC members, Lay Chapter members.*

*These both can be found, and completed, online at <https://safeguardingtraining.cofeportal.org/>*

*Clergy, the Safeguarding Officer and any readers/LLMs are also required to complete in-person Leadership Training, this can be arranged by contacting [safeguarding.adviser@carlisle-diocese.org.uk](mailto:safeguarding.adviser@carlisle-diocese.org.uk).*

### **Health and Safety Assessment**

The PCC will ensure that an 'activity risk assessment' is drawn up for any activity which it organises for children or vulnerable adults, on or off the premises, which will provide proper safeguards to protect them from harm. The assessment will consider the premises, activities, procedures, equipment, staffing ratios and all other issues which might affect the potential safety of staff and users, and it will be reviewed annually.

The PCC requires that every other organisation which uses its premises will conduct a similar assessment regularly.

### **Insurance cover**

The PCC will ensure that there is appropriate insurance cover (and third party liability) for all activities undertaken in the name of the parish.

The current policy is.....

Details of this policy and the cover they provide are held by .....

The PCC requires that any individual or organisation hiring its premises will provide full public liability insurance for their activities.

### **Key holders**

Keys to St Aidan's Church and Hall must not be given unless this is required as part of someone's role, or for the purposes of regular hire.

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<sup>1</sup> According to the Church of England, a 'Church Officer' is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.

A list of key holders will be kept by the churchwardens, with details of which keys have been issued, their reason for holding the keys (their role, group), and their contact details.

To safeguard children and young people and adults who are vulnerable, apart from clergy/churchwardens/booking co-ordinator/s – and then *only* for the purposes of speaking with the hirer, key holders must *not* access a space being hired while a group is using it.

### **Safeguarding concerns**

If abuse is suspected or witnessed, or someone discloses information about a safeguarding concern or allegation and a child or adult is in immediate danger or requires medical attention, the police and/or social services should be called immediately on 999.

If there is a safeguarding concern or allegation and it is not an emergency situation, details should be recorded (see below) and reported to the Parish Safeguarding Officer or the Incumbent, and they should agree who will inform the Diocesan Safeguarding Advisor. Any safeguarding concern or allegation will be reported to the DSO within 24 hours of a concern arising.

The Diocesan Safeguarding Advisor is

Name            Joanna Van Lachterop  
Telephone      07458016884  
Email            safeguarding.adviser@carlisle-diocese.org.uk

### **Recording**

In both emergency and non-emergency situations it is vital to make a written record of the details of the concern or allegation, as soon as possible afterwards and before the end of the day.

The written record will include the time, date, location, persons present, how the concern or allegation was received (e.g. by telephone, face-to-face, letter), and the information received.

The record should be signed and dated and a copy should be passed to the Diocesan Safeguarding Advisor (and/or the Parish Safeguarding Officer/Incumbent).

### **Known Offenders**

If a known offender or others who may pose a risk to children and/or vulnerable adults seek to join St Aidan's Church, the DSO will be notified (and within 24 hours) and they will determine the appropriate action to be taken to best safeguard the parish and its congregation.

### **Complaints**

Carlisle Diocese has a complaints procedure for those wishing to complain about the handling of safeguarding issues. This can be found in the safeguarding section of the Carlisle Diocese website.

### **Review**

This safeguarding policy will be reviewed and updated at least annually. Most specifically, this will be done as part of the preparations for the APCM.

**Interim Team Vicar**  
**Churchwardens**

**Date**  
**Date**