



The Parish of Sanderstead St Mary

Accompanying Handbook **To the Southwark Diocese's** **'A SAFER CHURCH'**

Contents

'A SAFER CHURCH'	1
A Safe Church	1
Policy for Safeguarding Children	2
Policy for Safeguarding Adults who may be vulnerable	4
Policy for Responding to Domestic Abuse	6
Form for regular hirers of church premises	7
Registration Form for activities	8
Consent Form for taking and publishing images of children	9
Consent Form for taking and publishing images of adults who may be vulnerable	10
Transport of children and vulnerable adults in private cars on behalf of the PCC Undertaking by Voluntary Driver	11
Transport of children and vulnerable adults in private cars Passenger's Consent for Transport.....	13
Risk assessment.....	14
Version History	15

A Safe Church

'A Safe Church', The Southwark Diocesan policies, procedures and guidelines for safeguarding children, safeguarding adults who may be vulnerable, and responding to domestic abuse, is published in the form of a manual.

The Parish of Sanderstead St Mary adopts and follows these policies, procedures and guidelines and a copy of 'A Safe Church' is kept in hard copy in the Upper Room of St Mary's Church for reference, it is also available on the Diocese of Southwark's website.

This accompanying handbook contains the Forms and Policies which have been approved by the Parochial Church Council in connection with 'A Safer Church'

Adopted by St Mary's Sanderstead at a Parochial Church Council meeting held on 8th May 2018

Incumbent

Churchwarden

Churchwarden

PCC Secretary

Date

Parish of Sanderstead St Mary

Policy for Safeguarding Children

We are committed to promoting and supporting environments which:

- are youth-friendly and child-friendly and nurture their positive development
- enable children and young people to be active contributors to the church community
- protect children and young people from actual or potential harm
- enable and encourage concerns to be raised and responded to openly and consistently.

We recognise that:

- the welfare of the child or young person is paramount
- all children (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse
- abuse of children can occur in all communities and is most likely to occur within families and by people known to the child
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will endeavour to safeguard children and young people by:

In all our activities -

- valuing, listening to and respecting children and young people
- fostering and encouraging best practice by setting standards for working with children and young people, in co-operation with statutory bodies, voluntary agencies and other faith communities

In our recruitment of paid staff and volunteers, following Diocesan procedures in -

- ensuring careful selection and recruitment of ordained and lay ministers as appropriate, voluntary workers, and paid workers with children and young people, in line with safer recruitment principles and checks
- providing supervision, support and training

In our publicity -

- sharing information about good safeguarding practice with children, parents, and all those working with them

When concerns are raised, following Diocesan procedures in -

- responding without delay to every concern raised that a child or young person may have been harmed, or be at risk from harm; or about the behaviour of an adult or child
- working with the diocese and appropriate statutory bodies during an investigation into child abuse, including when allegations are made against a member of the church community
- challenging any abuse of power, especially by anyone in a position of trust

In our care -

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse
- ensuring that appropriate pastoral care is offered to any member of our church community against whom an allegation is made

In our supervision, following Diocesan procedures in -

- ensuring, in partnership with the diocese and other agencies, that care and supervision is provided for any member of our church community known to have offended against a child or young person, or to pose a risk to them.

We are committed to reviewing our policy and procedures annually.

Parish of Sanderstead St Mary

Policy for Safeguarding Adults who may be vulnerable

We are committed to promoting and supporting environments which:

- ensure that all people feel welcomed, respected and safe from abuse
- encourage adults who may be vulnerable to lead as independent a life as possible, to choose how to lead their life, and to be active contributors to the church community
- protect adults who may be vulnerable from actual or potential harm
- enable and encourage concerns to be raised and responded to openly and consistently.

We recognise that:

- everyone has different levels of vulnerability, and that each of us may be regarded as vulnerable at some time in our lives
- all adults who may be vulnerable (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse
- abuse of adults who may be vulnerable can occur in all communities and is most likely to occur within families and by people known to them
- working in partnership with adults who may be vulnerable, their carers and other agencies is essential in promoting their welfare.

We will endeavour to safeguard adults who may be vulnerable by:

In all our activities -

- valuing, listening to and respecting adults who may be vulnerable
- fostering and encouraging best practice by setting standards for working with adults who may be vulnerable, and boundaries for acceptable behaviour, in co-operation with statutory bodies, voluntary agencies and other faith communities

In our recruitment of paid staff and volunteers, following Diocesan procedures in -

- ensuring careful selection and recruitment of ordained and lay ministers as appropriate, voluntary workers, and paid workers with adults who may be vulnerable, in line with safer recruitment principles and checks
- providing supervision, support and training

In our publicity -

- sharing information about good safeguarding practice with adults who may be vulnerable, their carers, and all those working with them

When concerns are raised, following Diocesan procedures in -

- responding without delay to every concern raised that a adult who may be vulnerable may have been harmed, or be at risk from harm, through abuse, harassment or bullying; or about the behaviour of an adult or child
- working with the diocese and the appropriate statutory bodies during an investigation into abuse, including when allegations are made against a member of the church community
- challenging any abuse of power, especially by anyone in a position of trust

In our care -

- ensuring that informed and appropriate pastoral care is offered to any vulnerable adult who has suffered abuse, including support to make a complaint if so desired
- ensuring that appropriate pastoral care is offered to any member of our church community against whom an allegation is made

In our supervision, following Diocesan procedures in -

- ensuring, in partnership with the diocese and other agencies, that care and supervision is provided for any member of our church community known to have offended against a vulnerable adult, or to pose a risk to them.

We are committed to reviewing our policy and procedures annually.

Parish of Sanderstead St Mary

Policy for Responding to Domestic Abuse

We are committed to promoting and supporting environments which:

- ensure that all people feel welcomed, respected and safe from abuse
- protect those vulnerable to domestic abuse from actual or potential harm
- recognise equality amongst people and within relationships
- enable and encourage concerns to be raised and responded to openly and consistently.

We recognise that:

- all forms of domestic abuse cause damage to the survivor and express an imbalance of power in the relationship
- all survivors (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse
- domestic abuse can occur in all communities
- domestic abuse may be a single incident, but is usually a systematic, repeated pattern which escalates in severity and frequency
- domestic abuse, if witnessed or overheard by a child, is a form of child abuse by the perpetrator of the abusive behaviour
- working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

We will endeavour to respond to domestic abuse by:

In all our activities -

- valuing, listening to and respecting both survivors and perpetrators of domestic abuse

In our publicity -

- raising awareness about other agencies, support services, resources and expertise, through providing information in public areas of relevance to survivors, children and perpetrators of domestic abuse

When concerns are raised -

- ensuring that those who have experienced abuse can find safety and informed help
- working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community
- In our care -
- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse
- identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and perpetrators of domestic abuse.

We are committed to reviewing our policy and procedures annually.

Form for regular hirers of church premises

The Parochial Church Council of St Mary's Sanderstead has a Policy and Procedures for Safeguarding Children and Adults who may be vulnerable, a sample copy is attached. Your booking agreement is conditional upon you complying with it.

You are required to ensure that children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular this means that:

- you will comply with the attached Guidelines for Activities with children and young people/adults who may be vulnerable
- you will provide the church with a copy of your organisation's Safeguarding Children/Safeguarding Adults who may be vulnerable policy, and review and update it annually
- you will recruit safely all current paid and voluntary workers who work in regulated activity with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Criminal Records Bureau, and keeping records of dates and disclosure numbers indefinitely
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/adults who may be vulnerable, and update it annually
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group
- no person under the age of 18 years will be left in charge of children of any age
- no child or group of children or young people should be left unattended at any time
- a register of children or adults who may be vulnerable attending the activity will be kept. This will include details of their name, address, date of birth and next of kin
- you will immediately (within 24 hours) inform the Parish Safeguarding Officer of a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

The Parish Safeguarding Officers for Sanderstead St Mary are:

Names: Stephanie Clackworthy and Barry Nicholson

E-mail:Tel. No:

Declaration

I have received and agree to abide by the Safeguarding Children and Adults who may be vulnerable Policy and Procedures of St Mary's Parish Church, and I will show evidence of this to the Parish Safeguarding Officer or to Revd Grant Cohen if required. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed Designation

Organisation Date

Please sign 2 copies, one to be retained by the church, and one by the organisation.

Parish of Sanderstead St Mary

Registration Form for activities

to be completed at least annually for all children and young people attending a church-related group or activity (one-off and regular).

Activity.....

Family contact details:

Child's full name.....Date of birth

Full name of parent/guardian.....

Home address.....

.....

Home Tel No.....Parent's/guardian's mobile

Parent's/guardian's e-mail

If appropriate: young person's mobile:..... Young person's e-mail

Family doctor School School year

About your child:

Does your child have any food allergies? (please specify).....

Does your child have any medical conditions? (please specify).....

Is s/he on any medication? (please specify)

Does s/he have any special needs? (please specify)

Is there anything else you would like us to know about your child?

Emergency contact details for parents/guardians:

Contact tel no during group or activity time:

Contact name for an alternative adult in case of emergencies:

Tel no Relationship to child

Arrangements for collection (please delete as appropriate)

My child will be brought and collected from the group Yes/No

S/he will be collected by Relationship to child.....

Name of anyone **NOT** allowed to collect my child Relationship to child.....

For children over 11 years: My child has permission to travel to and from the group without me Yes/No

Declaration

I give permission for to attend and take part in the specified activities.

Signed (parent/guardian) **Date**

Parish of Sanderstead St Mary

Consent Form for taking and publishing images of children

At St Mary's Church, we include images of children in our publicity with the consent of them and their parents or guardians. We have a duty of care to reduce the risk of inappropriate contact by ensuring that children must remain unidentifiable in publications.

Consent

For completion by a named representative of the church:

1 Name of church representative:Role:

2 Specific purpose image is to be used for:

Church notice board Church magazine

Church website

Diocesan newspaper/other press/other website (specify which).....

Other

3 Storage

The image will be stored:

Computer file (specify which computer)

Album Filing cabinet

or The image will be destroyed after use (*delete as appropriate*).

For completion by parent or guardian and child:

I consent to images of my child named below being used and stored, solely for the purposes specified above. I understand that the identity of my child will be protected in all publication of images.

Name(s) of child:

Name of parent or guardian:.....

Address:

Signatures:(parent/guardian) (child)

Date:

Queries regarding this process should be addressed to Stephanie Clackworthy or Barry Nicholson, Parish Safeguarding Officers, or to Revd Grant Cohen, vicar.

Parish of Sanderstead St Mary

Consent Form for taking and publishing images of adults who may be vulnerable

At St Mary's Church, we include images of all adults, including those who may be vulnerable, in our publicity, but only with their consent.

Consent

For completion by a named representative of the church:

1 Name of church representative:**Role:**

2 Specific purpose image is to be used for:

- Church notice board Church magazine
Church website
Diocesan newspaper/other press/other website (specify which).....
Other

3 Storage

The image will be stored:

- Computer file (specify which computer)
Album Filing cabinet
or The image will be destroyed after use (*delete as appropriate*).

For completion by adult who may be vulnerable and the person taking their consent:

I have seen the images that may be used for publication. I consent to these images being used and stored, solely for the purposes specified above.

I agree to / do not agree (*delete as appropriate*) to my name being given in a caption or article accompanying the images.

Name of adult:

.....

Address:

.....

Signatures:Date:

.....

Name of person obtaining

consent:.....

Relationship to adult / role in the church or organisation:

.....

Queries regarding this process should be addressed to Stephanie Clackworthy or Barry Nicholson, Parish Safeguarding Officers, or to Revd Grant Cohen, vicar.

Parish of Sanderstead St Mary

Transport of children and vulnerable adults in private cars on behalf of the PCC Undertaking by Voluntary Driver

Name of driver:

Address:

.....

Phone No: Email:

1 Consent

- Children and young people will not be taken out in transport without the prior consent of their parents or carers
- Vulnerable adults will give permission to being transported themselves, and discretion used in consulting first with their carers
- I will take care when assisting children or vulnerable adults to board and alight my vehicle, both to ensure the road is safe to do so, and in following guidelines on physical contact.

2 The driver

- I am over 25 and have held a full current driving licence for over two years
- I have/do not have an endorsement of 6 points or more on my licence (if 6 points of more, I will share details with the Parish Safeguarding Officer)
- I do not have an "unspent" conviction for a drink driving offence or for Dangerous Driving or Racing on the Highway.

3 The vehicle

i) Seat belts:

- My car is fitted with seat belts (both front and rear), and the numbers of people transported will not exceed the number of seat belts available
- All car passengers will be required to wear safety belts in the front and rear seats
- All children up to 3 years old will be carried in a child restraint
- Rear-facing baby seats will not be used in a seat protected by a front air-bag unless the air-bag has been deactivated manually or automatically
- Children from aged 3 up to 135cm in height (approx 4'5") or their 12th birthday (whichever they reach first) will use baby/child seats or booster cushions for older children

- All passengers aged 13 years or older will wear an adult seat belt.

ii) Insurance:

- My vehicle is comprehensively insured.
- I have informed my insurance company that I am a volunteer driver for church activities, and if required, I have obtained a passenger endorsement for the transportation of children or vulnerable adults.
- I understand that in case of any accident, injury or vehicle damage, the church's liability insurance policy does not provide primary or direct insurance on my vehicle
- My vehicle is clean and in a road worthy condition
- At no time will the number of people in a car exceed the usual passenger number.

iii) Escorts:

- Where possible, another responsible adult will accompany me, to assist with any emergencies
- If in an emergency I have to transport a child or vulnerable adult on my own, the child or vulnerable adult will sit in the back of the car.

Signed (driver):

Date:

Name of vehicle owner if different:

Signed (vehicle owner)

Confidential declaration and CRB application received	Yes/No	Date.....
Driving licence seen	Yes/No	Date.....
Insurance certificate seen	Yes/No	Date.....

Car make and model..... Reg No

Signed:..... Date

Officer role:

Parish Safeguarding Officer / Churchwarden / Vicar / Other (please specify).....

Parish of Sanderstead St Mary

Transport of children and vulnerable adults in private cars

Passenger's Consent for Transport

1 Your details:

Name of passenger:

Date of birth, if under 18 years:

Name of parent/carer, if under 18 years:

Name of adult carer, if applicable:

Address:

.....

Phone No: Email:

2 The activity

Date(s) of events:

Venue:

Transport provided: private vehicle / minibus / other (please specify)

.....

Name of driver (if known):

3 Your consent

I consent to being transported on behalf of St Mary's Church, according to the arrangements specified above.

Signed (passenger): Date

For passengers under 18 years, and vulnerable adults with carers:

I consent to being transported on behalf of

St Mary's Church, according to the arrangements specified above.

Signed (parent or carer): Date

Relationship to passenger:

Version History

Version	Amendments	Date adopted
1.0		