

**THE BENEFICE OF ALMONDSBURY AND
OLVESTON WITH AUST
IN THE DIOCESE OF BRISTOL**

SAFEGUARDING POLICY

The responsibility for implementing this policy lies with the Parochial Parish Church (PCC).

PART 1: CHILD PROTECTION POLICY AND GUIDELINES

[Revised in light of Diocesan 2nd Edition of Safe & Sound Policy]

The Policy of the Parish of Almondsbury and of the Parish of Olveston with Aust is to develop the spiritual and social life of the children and young people in our churches in a safe and secure environment and to protect them from harm or abuse in any form whenever possible.

To implement this Policy we adopt the following good practice guidelines:

A. Management of Children and Young People's Organisations

In all circumstances

1. All adults (defined as persons aged 18 and over) working with children and young people must be appointed after due completion of the current approval procedure.
2. Adults who occasionally volunteer (up to 2 times per year) to assist with children's and young people's activities need not obtain DBS clearance or complete current approval procedure. However group leaders must obtain approval from the Vicar and Safeguarding Officer prior to the volunteer's joining a children's/young people's activity. They must always work where there are at least two approved workers and must always be under the supervision of an approved worker. They must not take lone responsibility for a child or group of children.
3. All Groups must have regard to these guidelines in preparing their programme, and review their work and Child Protection regularly as a standing agenda item. Training in Child Protection issues is to be carried out in consultation with the Safeguarding Officer. Any concerns raised at meetings or during church work are to be discussed with the Safeguarding Officer.
4. Leaders of Groups must ensure that the Group's programme and in particular any off site activity has been notified to the PCC and that the PCC has agreed to the Programme and activity taking place and accepted responsibility. PCC must minute its acceptance of responsibility and ensure that adequate insurance cover is in force.
5. All appointed adults must receive a copy of and follow this document including Appendix 1 (Indications of possible abuse), Appendix 2 (What to do if you suspect abuse) and Appendix 3 (appropriate behaviour).
6. Two or more approved adults must be present with a group. If only one approved adult is available then the group activity must be cancelled. The leader of the group should have regard to the nature of the group's activities and consult the Safeguarding Officer as to the recommended ratio of adults to children of various ages
7. All adults must work in the sight and sound of another approved adult. One adult is not permitted to be alone with a child or young person when others cannot observe and hear them. This may mean groups sharing a communal space or working with doors open.
8. No approved adult shall arrange to meet a child or young person on or off church premises without the parent /carer present unless acting as a mentor under the Church's One-On-One Policy.

9. A group must not be taken off the premises without the appropriate number of approved adults.
10. Each group must keep a register of children's, young people's and approved adults' attendances at meetings.
11. An annual information and medical form (produced and updated by the Safeguarding Officer in accordance with Diocesan Guidelines) must be completed for each child/young person attending a group, and be available at each session of the group.
12. A young person who may be assisting a leader must not be allowed to accompany a child alone to another part of the building (e.g to visit the bathroom), and only an approved adult or the child's parent/carer may assist with personal care.
13. During any activity anyone wishing to take photographs/videos of children/young people must obtain permission from the leader of that activity and parent/carer of the children. Permission must also be obtained from parents/carers if any such photographs are to be displayed publicly. Any photographs posted in a public place (eg notice boards, church magazines, websites etc) should aim to obscure the identity of any individual child.
14. Clear information about group venues and times must be provided to parents/carers. Parents/ carers are to be informed that they have the responsibility for escorting children to and from meetings safely.
15. A husband and wife or partners must not be the only leaders of a group, visit or activity.
16. If all the children/young people are of one gender then the leadership may be all of that gender but if there is a mix of boys and girls, and if resources permit, the leadership group should try to reflect the gender mix of children/young people.

Safety of venues for groups and activities:

17. Leaders and helpers should pay careful attention to the safety of venues whether in public or private buildings. They should be aware of safety procedures in the venue, including telephone for emergency use, fire exits, provision of a first aid kit and safety in kitchen areas. In the interests of safety, the group leader should carry a working mobile phone.
18. It is important that venues used by groups are safe from unwelcome people and that children cannot wander out of the building.

Adult Groups with children attending

19. In adult groups which may include children or young people, such as choir, music or bell ringing, the Leader shall be an approved adult and shall identify three or more approved adults within the group and ensure that at least two approved adults are present at any session where children/young people are present.
20. All other Guidelines apply to these groups

Off-Site Visits

21. All proposed off-site visits must be notified with as much detail as possible in advance to the Church Council through the Secretary or Vice-Chairperson and can only take place when approval has been obtained.
22. One approved adult must be the designated 'leader' of the visit and is responsible for ensuring that the Child Protection Policy is followed
23. A Risk Assessment must be carried out using the sample provided by the Safeguarding Officer, and if any excessive risk is anticipated then this must be notified to the Safeguarding Officer.
24. Written consent for the visit must be obtained from parents/carer, preferably using the specimen provided by the Safeguarding Officer.
25. Each adult should have a list of all children on a visit and must have a list of those children/young people for whom they have specific responsibility.

Transport

26. Parents/carers have responsibility for escorting children to and from meetings safely.
27. Children and young people must not be taken in private cars without parent/carer permission except in emergency.
28. All drivers are responsible for ensuring that they have proper insurance cover for carrying passengers.
29. There must be two adults in any car transporting children, one of whom must be an approved person, and there must be a minimum of two children except in emergency.
30. If in an emergency it is necessary for one adult to transport one child or young person only, the child or young person must sit in the rear seat, and the fact that this journey took place must be reported to the group leader or Safeguarding Officer.
31. Each driver is responsible for ensuring that correct child seats are used where needed.
32. A driver with an "unspent" driving conviction shall not transport children or young people.

B. Appointment of a Safeguarding Officer

1. The Safeguarding Officer is appointed by the PCC, is independent of the leadership of any church group and has completed the current approval procedure. Details of how to contact the Safeguarding Officer is to be displayed publicly.
2. The Safeguarding Officer is available for children and young people to talk to, and has guidelines on how to respond to requests for help or confidential disclosures.
3. The Safeguarding Officer is responsible for:-
 - a) ensuring that the Child Protection Policy is understood and implemented by all groups and activities in the Parish.
 - b) knowing when and how to contact the Diocesan Child Protection Officer and/or Social Services to make a referral or seek advice.
 - c) being on the Interview Panel under Item C.
 - d) providing leaders with guidance, training and support by visits meetings and other activities.
 - e) recording the names of those approved under this policy and advising the PCC of these from time to time.
 - f) make an annual report to the PCC.
 - g) following the Diocesan Guidelines in the event of suspected abuse.
4. The Safeguarding Officer for Almondsbury is Mrs Sue Hewson.
(Tel No. 01454 613978)
5. The Safeguarding Officer for Olveston and Aust is Mrs Debbie Harries.
(Tel No. 07870557961)
6. The Safeguarding Advisor for Olveston and Aust is Mrs Sylvia Clements
(Tel No. 01454 612533)

C. Approval of Volunteers or of Paid Staff

1. All volunteers or paid staff seeking on or after 1 November 2006 to work with children and young people in Church Groups and activities approved by the Parochial Church Council shall:-
 - a) Complete an Application Form, a Confidential Declaration Form, apply for a Disclosure and Barring Service Enhanced Disclosure and supply names and addresses of two referees who can comment on the experience of the Applicant in work with children & young people.
 - b) Attend an Interview with a panel consisting of (1) a leader of the Church Group in which the Applicant is seeking to serve (2) the Vicar or one of the current churchwardens of the parish and (3) the Child Protection Policy Administrator of the Benefice or one of the Safeguarding Officers of the Benefice. Such interview will always follow the satisfactory receipt of the forms in (a) above.

- c) Be a probationer for three months after appointment or the receipt of the Enhanced Disclosure whichever is the later, during which time they will be supervised by an approved volunteer.
2. The Parish is committed to recognition of each individual's abilities, skills, experience and qualifications and will take every step to ensure that these are given appropriate weight and consideration in the appointment or recruitment process.
3. The Appointment of Volunteers or paid staff will be confirmed by the Parochial Church Council on receipt of the advice of the panel interviewing the Applicant, and is always subject to the receipt of a satisfactory Enhanced Disclosure. The Parochial Church Council shall keep a record of persons so approved.
4. The Parish is committed to the fair and sensitive use of Disclosure Information. Should an Applicant feel that this has not happened then the matter can be referred to the office of the Bristol Diocesan Secretary (First Floor, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol BS34 8YU) who will instigate an independent assessment of the issues in question. The Applicant should submit the appeal or complaint in writing, stating their name and address, the nature of the complaint or appeal, the date of the Disclosure document, the identity of the person or body responsible for making the appointment and any other relevant information.
5. Confidential material relating to an Application shall be stored securely and retained indefinitely.

PART 2: POLICY FOR SAFEGUARDING ADULTS IN THE CHURCH

This policy was adopted by the Benefice of Almondsbury and Olveston with Aust and based on guidance from Bristol Diocese.

The policy will be reviewed each year by the Safeguarding Officers.

1. We recognize that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
2. As members of this parish we commit ourselves to respectful pastoral care for all adults to whom we minister.
3. We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.
4. We commit ourselves to promoting safe practice by those in positions of trust.
5. The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.
6. It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect.
7. We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.
8. The parish is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be vulnerable.
9. The Benefice appoints Safeguarding Officers to work with the PCC and incumbent to ensure policy and procedures are in place, known to the congregation, regularly reviewed and implementation monitored.
10. Each person who works with vulnerable people will agree to abide by the recommendations and guidelines established by this church.

**SAFEGUARDING POLICY APPROVED BY Olveston PCC: 9 September 2014
Almondsbury PCC: 13 May 2014**