

Parishes of the Meon Bridge Benefice Safeguarding Policy 2018

<http://www.bridgechurches.org.uk/contact-us>

The Parishes of **The Meon Bridge Benefice** (Corhampton and St Andrew, Meonstoke, St Mary and All Saints, Droxford and St Peter and St Paul, Exton) are committed to the safeguarding, care and nurture of the children within our church community, and 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 vulnerable adults. (<https://www.portsmouth.anglican.org/safeguarding> and <https://www.churchofengland.org/more/safeguarding>).

Benefice Safeguarding Policy Statement

Every year the PCCs will review and agree the Benefice Safeguarding Children and Vulnerable Adults Policy Statement, displaying each copy in the Church and forwarding one copy of each to the Diocesan Safeguarding Office for their records.

Benefice Safeguarding Representatives

The PCCs 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 vulnerable adults. The Benefice Safeguarding Representative agrees to undertake the key responsibilities of the role as outlined in the Diocesan Safeguarding Guide.

Our Children's Safeguarding Representative is _____

Please contact the Rector

Our Vulnerable Adults' Safeguarding Representative is _____

Please contact the Rector

Our DBS Validating Officer is _____

Please contact the Rector

Paid Workers and/or Volunteers

The Meon Bridge Benefice is committed to ensuring that all church officers are aware of their safeguarding responsibilities and have the core skills and knowledge to protect children and/or adults from harm. The Diocesan Safeguarding Training and Development Policy and Pathways sets out the expectations and requirements for safeguarding training for all ordained and lay church officers, whether they are paid or unpaid (<https://www.portsmouth.anglican.org/safeguarding/training>).

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

- Complete a Confidential Self Declaration Form
- To complete the necessary vetting application (DBS/ISA)

The Parishes of The Meon Bridge Benefice will seek to ensure that a DBS/ISA 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:

- The Safeguarding Officer(s)
- Church wardens
- Licensed Lay Ministers (Readers) and other Lay Leaders
- All Age Service volunteer helpers
- Organists, when there are children or young children in the choir
- *Leader / Conductor of the choir, when there are children or young children in the choir*

All Confidential Self Declarations Forms, references and results of DBS checks will be held securely by the Incumbent. Declarations and DBS checks 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 vulnerable adults in the Benefice.

All those who work with children and/or vulnerable adults on a regular basis will be made aware of and should familiarise themselves with the Diocesan Safeguarding Policy and Procedures.

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 fall under the Diocesan Safeguarding Procedures:

- Messy Church (First Thursday in the Month at Meonstoke School)
- All Age Informal Worship (Droxford, 3rd Sunday)
- All Age Informal Worship (Meonstoke, 4th Sunday)
- Confirmation and Older Children's Group)

Currently (January 2018), there are no other events where children are left without their parents or carers. Meonstoke School and Droxford School visits are supervised by teachers/staff from the school. The Benefice is, however, aware of the position of trust that its leaders hold even at these times.

All children and young people wishing to attend any activity supervised by Benefice staff or nominees 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 and children with special needs.

Vulnerable Adults Activities, Groups and Events

The following have been identified as PCC endorsed groups, events and activities that fall under the Diocesan Safeguarding Procedures:

- Pastoral Care Visiting
- Parish morning coffee
- Home Communion

Consideration will be given at all times for the health, safety and welfare of the vulnerable adult, 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.

SIGNED AND AGREED:

Incumbent:	_____	<u>The Rev'd A W Forrest</u>	
Churchwarden/s:	_____	<u>Mrs A Peagram</u>	<u>Corhampton and</u>
	_____	<u>Dr R Howlett-Shiple</u>	<u>Meonstoke</u>
	_____	<u>Mrs S Matthissen</u>	<u>Droxford</u>
	_____	<u>Mrs A Symes</u>	<u>Droxford</u>
	_____	<u>Mr H Parry</u>	<u>Exton</u>
	_____	<u>Mr R Pepys</u>	<u>Exton</u>
Safeguarding Representative/s:	_____	_____	
Approved:	<u>5 December 2017</u>	Review Date:	<u>By 4 December 2018</u>

Parishes of the Meon Bridge Benefice Policy Statement for the Safeguarding of Children and Vulnerable Adults 2018

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The following policy statement was agreed at the PCC meeting held on 5 December 2017.

The Parishes of **The Meon Bridge Benefice** (Corhampton and St Andrew, Meonstoke, St Mary and All Saints, Droxford and St Peter and St Paul, Exton) are committed to the safeguarding, care and nurture of the children within our church community, and 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 vulnerable adults.

(<https://www.portsmouth.anglican.org/safeguarding> and <https://www.churchofengland.org/more/safeguarding>).

We see this policy as a positive way of protecting all parties in our work.

As members of the PCCs we commit our church community to the support, nurture, protection and safeguarding of all, especially the young and vulnerable. We recognise that our work with children, young people and vulnerable adults is the responsibility of the whole church community and as well as being fully committed to acting within current legislation, guidance, national frameworks and the Diocesan Safeguarding procedures, we will also endeavour to act in an open, transparent and accountable way in working in partnership with the Diocesan Safeguarding Advisers, Children and Adult Social Care Services, the Police, Probation Services and other agencies to safeguard children and vulnerable adults and assist in bringing to justice anyone who has committed an offence against them.

1. We will ensure that all the necessary checks are made to promote the safe selection and recruitment of ordained and lay ministers, paid workers and volunteers with children, young people and vulnerable adults, and provide the necessary supervision, support and training to them in order that they can undertake their roles effectively.
2. We will respond without delay to every concern raised that a child, young person or vulnerable adult may have been harmed, or be at risk from harm, or about the behaviour of an adult or child.
3. We will fully co-operate with the Diocese and appropriate statutory agencies during any investigation into abuse, including when allegations are made against a member of the church community.
4. We will ensure that pastoral care is made available to children and vulnerable adults and their families and to any member of our church community against whom an allegation is made.
5. We will ensure, 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 vulnerable adult, or to pose a risk to them.
6. We are committed to reviewing our policy annually, and as part of this, check that our Benefice safeguarding procedures are up-to-date and relevant.

Our Benefice Safeguarding Representative for Children, Benefice Safeguarding Representative for Vulnerable Adults, and DBS Identity Validator is Mr Ian Allured.

Benefice Safeguarding Representative for Children: Benefice Safeguarding Representative for Vulnerable Adults Benefice DBS Identity Validator	
E-mail	
Phone Number	
Address	

SIGNED AND AGREED:

Incumbent:	_____	The Rev'd A W Forrest
Churchwarden/s:	_____	Corhampton and Meonstoke
	<u>Mrs A Peagram</u>	<u>Dr R Howlett-Shipley</u>
	<u>Mrs S Matthissen</u>	<u>Mrs A Symes</u>
	<u>Mr H Parry</u>	<u>Mr R Pepys</u>
Safeguarding Representative/s:	_____	Exton
Approved:	<u>5 December 2017</u>	Mr Ian Allured
	Review Date:	<u>By 4 December 2018</u>

Parishes of the Meon Bridge Benefice Safeguarding Training Policy 2018

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The Parishes of **The Meon Bridge Benefice** (Corhampton and St Andrew, Meonstoke, St Mary and All Saints, Droxford and St Peter and St Paul, Exton) are committed to the safeguarding, care and nurture of the children within our church community, and 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 vulnerable adults. (<https://www.portsmouth.anglican.org/safeguarding> and <https://www.churchofengland.org/more/safeguarding>) and remaining up-to-date in the best practice by following the Diocese's Training Policy: (https://cofeportsmouth.contentfiles.net/media/documents/document/2017/03/Safeguarding_Training_Policy_2017.pdf)

Policy

The Benefice is committed to the Diocese's Policy of ensuring that all church officers working with vulnerable groups, including children, are aware of their safeguarding responsibilities and have the core skills and knowledge to protect them from harm.

This policy sets out our shared expectations and requirements for safeguarding training for all ordained or lay church officers and leaders, whether they are paid or unpaid.

This policy is based upon the Church of England Practice Guidance: Safeguarding Training and Development 2017. We see this policy as a positive way of protecting all parties in our work.

Principles

Portsmouth Diocese provides a safeguarding training programme to all those church personnel outlined above. The purpose of the training on offer is to promote, inform and ensure that anyone appointed/elected by or on behalf of the church to a post or role is aware of the National and Diocesan safeguarding procedures, practice and expectations.

The safeguarding training programme is developed and delivered by the Diocesan Safeguarding Advisers and a team of locally based trainers. The team also works closely with statutory agencies and other organisations who can contribute to the effective development of the programme.

All face-to-face safeguarding training modules are delivered by experienced and skilled trainers. Single trainers will also be supported by a suitable co-worker who can offer the appropriate guidance to participants if needed. It is the responsibility of the Diocesan Safeguarding Adviser to ensure that the co-worker has the capability and qualities required to act in this role.

Portsmouth Diocese offers a training pathway for church officers in aspects of safeguarding relevant to and commensurate with their role, and it is expected that all clergy and church officers pay due regard to the minimum requirements for safeguarding training outlined in this policy, unless there are cogent reasons for not doing so.

The Diocese has its own codes of practice and reporting procedures and it is important that church officers have an understanding of safeguarding with the unique context of the church, regardless of their occupation. Therefore, no accreditation is given against the core safeguarding training modules for prior learning that has not been provided by the Church of England framework.

Anyone undertaking ministry training through the Diocese must have completed the appropriate safeguarding training before they can be licensed by the Bishop.

All safeguarding training events are evaluated after delivery to ensure the training programme on offer continues to meet the varying levels of expertise and responsibilities of church officers across the Diocese.

Records of attendance are kept by the Diocesan safeguarding team, and the take up of safeguarding training is regularly monitored with reminders sent to those who have not attended the relevant training. The reminder process may be escalated if individuals continue not to take up the appropriate training course for their role.

Procedure

Portsmouth Diocese provides a range of on-line and taught safeguarding courses within a modular programme. Each training module aims to equip all church officers, both volunteer and paid, with a better understanding of good safeguarding practice within the church. All new appointees to roles should attend/complete training in line with the modules specified in this document. Thereafter, attendance at refresher training is required every three years to keep knowledge and skills up to date.

Details of safeguarding training events are promoted through the Diocesan website and in safeguarding newsletters. Attendance must be booked in advance.

SIGNED AND AGREED:

Incumbent:	_____	The Rev'd A W Forrest
Churchwarden/s:	_____	Corhampton and Meonstoke
	<u>Mrs A Peagram</u>	<u>Dr R Howlett-Shiple</u> _____

	<u>Mrs S Matthissen</u>	<u>Mrs A Symes</u> Droxford

	<u>Mr H Parry</u>	<u>Mr R Pepys</u> Exton
Safeguarding Representative/s:	_____	
Approved:	<u>5 December 2017</u>	Review Date: <u>By 4 December 2018</u>

Parishes of the Meon Bridge Benefice Health and Safety Policy

REMEMBER: HEALTH AND SAFETY IS EVERYONE'S BUSINESS

Statement of Policy

The policy of the Meon Bridge Benefice, as far as is reasonably practicable, is to provide and maintain safe and healthy working conditions for all its employees (paid and unpaid), voluntary helpers and casual labour, and to provide such information, training and supervision as they need for this purpose.

The Meon Bridge Benefice will also endeavour to ensure, as far as is reasonably practicable, the health, safety and welfare, of all members of the congregation, contractors, visitors and others who may visit the churches, churchyards, land and associated buildings.

The allocation of duties for safety matters and particular arrangements we will make to implement the policy are set out below.

The policy will be kept up to date, most especially in the light of any changes to our buildings, land and activities. To make sure that this happens, the policy and the way in which it is operated will be reviewed regularly and the appropriate changes made.

An item for health and safety will be on the agenda for all meetings of the Parochial Church Councils, and employees (paid and unpaid) and voluntary helpers will be consulted regularly, to seek their views on health and safety matters.

Allocation of Duties

Person	Responsibility	Action
Rector	Overall responsibility for health and safety policy	To ensure that the policy is reviewed regularly and updated as required
All	Prevent accidents and manage health and safety risks in the churches, churchyards, land and associated buildings	To carry out risk assessments (verbal or written, as necessary) and implement action arising out of those assessments
Churchwardens	Provide clear instructions and information, and adequate training to ensure the safety of employees, voluntary helpers and casual labour	To provide training on health and safety, where appropriate, and to give guidance on risk assessments required for, for example, working at height, lifting, carrying and electrical safety
Churchwardens	Engage and consult with employees and voluntary helpers	To make sure employees and voluntary workers are routinely consulted at regular intervals and in the light of church activities, about health and safety matters
Churchwardens	Implement emergency procedures	To make sure escape routes are kept clear, fire procedures clearly displayed, and evacuation plans tested
Churchwardens	Maintain safe and healthy conditions in churches, churchyards, on land and in associated buildings, where practicable, and provide and maintain equipment	To ensure there is a system in place for the routine inspection and testing of equipment, wiring, gravestones and fabric to ensure that action is promptly taken to address any defects
H&S Officer	To advise the PCCs on matters of Health and Safety, and Risk Assessment	To remain current with key matters of Health and Safety; To advise the Rector, Church Wardens and members of the PCCs on all relevant issues
Signed:	Rector	5 December 2017