



SAFEGUARDING HANDBOOK

The Parish of Malvern Link and Cowleigh

Approved by The PCC May 2017

‘Every person has a value and dignity which comes directly from the creation of male and female in God’s own image and likeness. Christians see this potential as fulfilled by God’s creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and to therefore to protect them from harm’ (Protecting all God’s Children’ Church of England 2010).

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The PCC of Malvern Link with Cowleigh

Protecting children and young people – policy statement

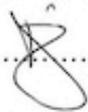
This policy statement was approved by the PCC at the at the Parochial Church Council meeting held on 24 May 2017. It will be reviewed each year to monitor progress and determine action plans.

1. We are aware of and will implement the House of Bishops' Child Protection Policy 'Protecting All God's Children' (2004), and the diocesan procedures. Copies of these can be accessed at www.cofe-worcester.org.uk
2. We are committed to the safeguarding and the care of the children and young people within our church community.
3. We will carefully select and train ordained and lay ministers, volunteers and paid workers who work with children, using the Disclosure and Barring Service (DBS) amongst other safer recruitment processes to check the background of each person as outlined in the diocesan procedures.
4. We will respond without delay to every complaint made that a child for whom we are responsible may have been harmed or is in significant danger.
5. We will fully cooperate with statutory agencies during any investigation into allegations concerning a member of the church community. We will inform the statutory agency of any suspected criminal offences or concerns that we are made aware of in respect of our contact with children.
6. We will offer informed pastoral care to any child, young person or adult who has suffered abuse and provide them with details of local and national support agencies.
7. We will supervise and support any member of our church community known to have offended against a child.
8. We will review this policy annually and, as part of this, check that all our procedures and activities involving children, including the DBS process and checks, are up to date.
9. We will review our insurance policy for those working with children ensuring we adopt the advice in the House of Bishops' Policy.
10. A copy of this Policy will be displayed on the Parish Notice Board alongside a Child Line poster and other supportive information.

This PCC appoints the following person(s) to represent the concerns and views of children and young people at our meetings and to outside bodies. The Parish Nominated Person for Safeguarding is:

Name	ANNE SPURGEON
Phone Numbers	01684 817771 or 07881 557542
Email Address	a.spurgeon47@icloud.com

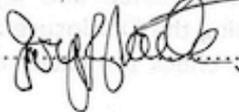
Incumbent

The Revd Peter Knight 

Churchwardens:

Church of the Ascension

Richard Tandy 

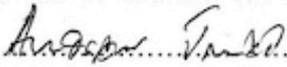
Joy Black 

St Matthias

Anne Hancox 

Martin Purser 

St Peter

Andrew Judd 

Date 24 May 2017



The PCC of Malvern Link with Cowleigh

Protecting adults at risk – policy statement

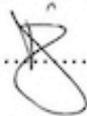
This policy statement was approved by the PCC at the Parochial Church Council meeting held on 24 May 2017. It will be reviewed each year to monitor progress and determine action plans.

1. 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.
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 all adults 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 all adults who may be vulnerable.
6. It is the responsibility of each of us to prevent the neglect, discrimination, physical, emotional, sexual, financial, institutional, and spiritual abuse, of adults who may be at risk, and to report any such abuse that we discover or suspect.
7. We undertake to exercise proper care in the safer recruitment practices of all appointment processes of those who will work with adults who may be vulnerable.
8. The parish is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst adults who may be vulnerable.
9. The parish adopts the national Church of England guidelines; and those of the Diocese.
10. Each person who works with adults who may be vulnerable on behalf of the church will be recruited and supervised in line with safer recruitment processes. They will agree to abide by these recommendations

This PCC appoints the following person(s) to represent the concerns and views of vulnerable people at our meetings and to outside bodies. is: The Parish Nominated Person for Safeguarding is:

Name	ANNE SPURGEON
Phone Numbers	01684 817771 or 07881 557542
Email Address	a.spurgeon47@icloud.com

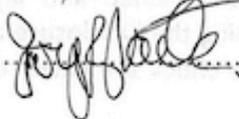
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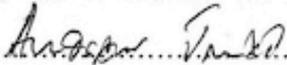
Joy Black 

St Matthias

Anne Hancox 

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Andrew Judd 

Date 24 May 2017

I.3 Safeguarding as a PCC Responsibility

I.3.1 The PCC will ensure we:

- Support the Nominated Person and maintain an overview of Safeguarding in the parish by sharing responsibility and accountability
- Have an appropriate Child Protection policy
- Have an appropriate policy for safeguarding adults who may be at risk
- Have an appropriate Safeguarding Activity Plan to ensure that safeguarding is an issue regularly discussed and reviewed.
- Have a Health and Safety policy and any follow up action plans
- Follow House of Bishop's guidelines for all safeguarding policies and practices
- Have appropriate insurance policies in place

I.3.2 The PCC will have three of its members with a current DBS check in line with Charity Commission guidelines. (These will normally be the Vicar, and two Churchwardens but all Churchwardens are eligible).

I.4 The role of the Parish Nominated Person for Safeguarding

I.4.1 The Nominated Person supports the PCC in its safeguarding oversight and responsibility.

I.4.2 The role includes;

- Overseeing safer recruitment practices generally
- Working with the clergy to ensure the processing and storage within data protection requirements of all records including Confidential Declarations and DBS checks as appropriate; policy and practice guidance advice and support locally
- Local Risk Assessments for key activities working with the Health and Safety officer where appropriate

I.5 Safer Recruitment

I.5.1 The PCC will ensure that we will always follow Safer Recruitment processes for any employees or volunteers. This will include:

- A clear role or job description
- Appropriate interviewing
- References as appropriate
- A Confidential Declaration
- A DBS check where this is eligible
- Training and support appropriate to the role and in line with diocesan/national church guidelines.

I.5.2 Where a role/job is eligible for a DBS check the individual will not start until this has been received and is satisfactory.

- 1.5.3 Should any concerns be reported we will work closely with the statutory services and with the Diocesan Officers.
- 1.5.4 The Vicar, the Churchwardens and the Nominated Person for safeguarding matters will oversee all safer recruitment activities.

1.6 Managing Offenders

- 1.6.1 The Parish has a ministry to all. We will work closely with individuals who have offended or pose a risk to the vulnerable to ensure they are able to attend agreed/designated worship /events within agreed boundaries.
- 1.6.2 In all instances we will work within the national guidelines of the Church of England and work closely with the Diocesan Safeguarding Officer who would always lead in these situations with The Vicar and Nominated Person.

1.7 Supporting and caring for survivors of abuse

- 1.7.1 The Parish through its Pastoral Group will always offer informed pastoral care and support to survivors of abuse.
- 1.7.2 We recognise that we are not professional counsellors, or experts in giving practical or legal advice and guidance, so we will always support an individual/or signpost them to other services and bodies that may also be able to help with advice and guidance .

Section Two - safeguarding on our premises

2.1 Working with Schools

- 2.1.1 All arrangements for school activities that take place within the church are the responsibility of the school within their normal policies and practices, and their own child protection policies.
- 2.1.2 Children in church as part of school activities, visits, concerts etc – are the responsibility of the school and its teachers/assistants.
- 2.1.3 Any concern about a child's welfare within a school visit/event should be reported immediately to the teacher leading that activity; and reported to the Vicar and the Nominated Person.

2.2 Working with other agencies, groups and bodies

- 2.2.1 The PCC will ensure that any group or personal party using our premises are aware that the safety and wellbeing of those attending are the responsibility of those arranging and running their activities.

2.3 PCC advice and oversight - Our own church events and activities:

Children

- 2.3.1 Sunday 'Children's Corners' in each of the churches are not designated Sunday School activities. Children playing there are the sole responsibility of their parents/carers.
- 2.3.2 The wellbeing and safety of children playing in the Children's Corners is paramount. Parents are responsible for asking any other parents to keep a watchful eye on their children.
- 2.3.3 In each church the PCC will ensure through the Nominated Person that in the 'all-age Children's Corners' that there are age appropriate activities, books and games.
- 2.3.4 The PCC encourages all parents to share any concerns with each other, and with the Vicar, or Nominated Person.
- 2.3.5 In each Children's Corner there will be a notice board with easily understood pictures/details of what to do if children are concerned about anything in their lives and who they can talk to.
- 2.3.6 The PCC encourages all those with concerns about the welfare of a child to share these with the Vicar and/or the Nominated Person. In the most urgent cases of concern the police and/or statutory services will be informed.

Adults

- 2.3.7 We recognise that we have a number of adults who are frail, and need a little help and we will always do our best to enable them to attend church, services, activities, lunch clubs etc.
- 2.3.8 No member of any parish organising group will be responsible for feeding or personal care for another member present except in the most exceptional situation.
- 2.3.9 The Parish Nominated Person will visit and coordinate practical arrangements for any adult who wants to come to church but need more support (physical or personal).
- 2.3.10 Any adult resident in supported housing/residential care and who needs personal care who wants to come to church will have arrangements confirmed by the mini bus/rota co-ordinator or parish/nominated person to ensure that there is someone on hand to assist them.
- 2.3.11 No member of the Pastoral Group will have responsibility for personal care, money issues, or physical care on any visit except in the most exceptional situations.
- 2.3.12 Any concerns about a potential adult at risk, or worries for their safety, or wellbeing, can be shared with the Pastoral Group and further advice sought from the diocesan safeguarding officer if appropriate. For all urgent concerns or worries the police will be immediately informed.

PART THREE - Understanding abuse; concerns, and what to do

2. Understanding organisational issues and individual behaviours

2.1 The PCC recognises that abuse against children, young people and adults can happen in public, but it's more likely that it will happen in secret; at home; and away from the public gaze. That is why the PCC will champion awareness, and the importance that people involved in church organised activities know what to look for and be aware of; and that we dare to ask the questions

‘Does that look right to me?’

‘Am I happy with what I have heard/seen?’

‘Do I need to talk this over/report this to someone?’

2.2 Understanding abuse - Opportunity to abuse

In order to abuse there must be opportunity to abuse.

2.2.1 **Organisational failings** – The PCC recognises that weaknesses in internal systems and processes can allow individuals to perpetrate and go unchecked or unchallenged. Clear recruitment, training, induction, disciplinary and capability processes are key. Statutory processes often underpin follow up processes and there are a number of laws (national and international) which place responsibility and accountability on organisations – churches included – to protect and safeguard.

2.2.2 **Individual behaviours** – There are any number of behaviours and characteristics for those seeking to abuse. These can be highly manipulative; subtle; exploitative. Examples include:

- ✓ Grooming
- ✓ Targeting vulnerability
- ✓ Exploiting relationships

Internet/social media afford any number of ways in which individuals can target, bully, and exploit.

We shouldn't be surprised that those perpetrating abuse often (seek) work in environments which give them the opportunity to abuse. That is exactly why they are there....

2.3 Signs and symptoms, and how to raise alerts and concerns

2.3.1 There are a number of resources that give an overview of the signs and symptoms of abuse; and how to raise concerns if you are worried about a particular situation. These are not detailed or exhaustive. The PCC does not want anyone to be an expert or a detective – we want everyone to be open minded and alert and to have the confidence to know what to do if a concern arises. We will ensure a programme of training and support within our activity plans.

Section Four – Activity plan 2017 – jobs to be shared during the year

	By whom	When?
Ensure Safeguarding is on each PCC agenda for update and/or reporting	The PCC Secretary	Each PCC
Ensure that in each of the Children’s Corner at St Matthias and at The Ascension there is a Safeguarding Noticeboard with any relevant material/resources		
Review the photo-who’s who to include named people * who anyone can talk generally to about a safeguarding concern – including the Nominated Person		
Ensure that PCC members have appropriate safeguarding training All clergy and readers do their training directly sorted by the diocese.	The list of diocese training is on the website, the appropriate training is C1/C2 for leaders of activities such as bell ringing. It is also useful for Churchwardens to do this level as other licensed ministers. Refreshers are every three years.	
Review the activity plan	PCC	March 2018

*The nominated person for safeguarding is Anne Spurgeon:
Tel: 01684 897771 or 07881557542 (m)
Email: a.spurgeon47@icloud.com

In addition the following persons are available to talk to about any concerns that may arise, in any of the three churches:

Relating to children: Sarah Coombes, Joy Black.

Relating to vulnerable adults: Anne Hancox, Peter Coombes, Sue Tandy