

## **The Bourne Parish Safeguarding Arrangements**

The PCC of The Bourne Parish is committed to the safeguarding, care and nurture of the vulnerable within our church community, and also to encouraging an environment where all people and especially those who may be vulnerable are able to worship and pursue their faith journey in a safe way.

### **Parish Safeguarding Policy Statements**

Every year the PCC will review and adopt the Church of England Safeguarding Policies, displaying a copy of the signed statement in a prominent position in the church.

### **Parish Safeguarding Representatives**

The PCC will appoint a minimum of one Parish Safeguarding Representative. The Safeguarding Representative is Mrs Ruth Moore.

### **Recruitment**

All those who undertake work in the parish will be required to comply with the appropriate recruitment process and undergo training; especially those working with the young and others who may be vulnerable.

The PCC will ensure that a DBS check is only requested after a role description has identified that one is legally required for the position (paid or voluntary) concerned. No person will take up a post until all the relevant recruitment processes have been completed.

Roles that the PCC have identified as requiring a DBS check:

- Clergy & Licensed lay ministers
- Occasional preachers and worship leaders
- Pastoral Assistants
- Leader of Buzz Youth Group
- Junior Church
- Director of Music
- Organist
- Choir chaperones
- Music theory coach
- Youth Co-ordinator
- Volunteer Youth Leaders as required

All those who work with children and/or adults who may be at risk will be made aware of and should familiarise themselves with the Safeguarding Policy and Procedures, and will be encouraged to attend Diocesan Safeguarding training every three years.

### **Children's Activities, Groups and Events**

All children's, young persons' and mixed age activities that have been identified as PCC endorsed events and activities and fall within the Safeguarding Procedures will be subject of a risk assessment in accordance with current insurance requirements. Role descriptions will be provided for all helpers and leaders, who will be provided appropriate support and training.

The following activities have been identified as falling within the Safeguarding procedures.

- Mixed Age Boys' and Girls' Choirs and all associated trips and activities
- Youth activities for which the Youth Co-ordinator is responsible including:
  - St Thomas Youth Group (STYG)
  - Buzz
  - Messy Church/Let's Get Messy
  - Time Out
  - Pizza Nights
- Junior Church

All children and young people wishing to attend the above activities will be provided with a registration form, which must be completed and signed by their parents/carers before they take part, with the exception of Messy Church/Let's Get Messy.

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.

### **Activities involving others who may be vulnerable, Groups and Events**

All activities that have been identified as PCC endorsed activities, which fall within the Safeguarding Procedures in regard to adults who may be at risk will be subject to a risk assessment in accordance with current insurance requirements. Role descriptions will be provided for all helpers and leaders, who will be provided appropriate support and training.

The following activities have been identified as falling within the Safeguarding Procedures.

- Home Communion
- The work of the team of Pastoral Assistants

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.

**Use of the internet and other forms of electronic communication, including publication of photographic images**

To ensure the safety and wellbeing of children and young people and vulnerable adults, use of the internet, including email and social media must be in line with current diocesan guidelines on internet safety.

Permission is required from the individual/individuals concerned before any photographic image is published. In the case of children and young people, this permission must be sought from the parents or guardians. There is a Diocesan permission form available for this purpose.

Images will be stored electronically or in a locked filing cabinet and retained for a period of no more than five years, with the exception of any formal archive photographs.

The Parish Office has a folder available for consultation which contains the following:

Parish Safeguarding Arrangements

Promoting a Safer Church: the Church of England's Safeguarding Policy for children, young people and adults (May 2017)

Know your Safeguarding Role

Responding to Disclosures or Suspicions of Abuse for Children and Young People and Adults at Risk of Harm – Flow Charts

Practice Guidance: Safeguarding Training and Development (January 2017)

Responding Well to Domestic Abuse: Policy and Practice Guidance (March 2017)

Practice Guidance: Safer Recruitment (July 2016)

Practice Guidance: Responding to Serious Safeguarding Situations Relating to Church Officers (June 2015)

Practice Guidance: Risk Assessment for Individuals who may Pose Risk to Children or adults (June 2015)

Lone Working in the Diocese of Guildford (March 2015)

SIGNED AND AGREED:

Incumbent: \_\_\_\_\_

Churchwarden/s: \_\_\_\_\_

\_\_\_\_\_

Safeguarding  
Representative/s: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_