



Parish Safeguarding Policy

The Parish of **St Mary the Virgin, Chessington** is committed to the safeguarding, care and nurture of the children 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 with encouragement and in safety.

We are also committed to the implementation of the Diocese of Guildford Safeguarding Policy and Procedures, and the relevant statutory legislation and guidance for the welfare of children, young people and vulnerable adults.

Parish Safeguarding Policy Statements

Every year the PCC will agree the Parish Safeguarding Children and Vulnerable Adults Policy Statement, displaying a copy in the Church and forwarding a copy to the Diocesan Safeguarding Office for their records.

Parish Safeguarding Representatives

The PCC 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 Parish Safeguarding Representative agrees to undertake the key responsibilities of the role as outlined in the Diocesan Safeguarding Guide.

Our Children’s Safeguarding Representative is **Jane Gates**

Our Vulnerable Adult’s Safeguarding Representative is **Jane Gates**

Paid Workers and/or Volunteers

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

- Complete a Confidential Self Declaration Form
- To complete the necessary vetting application (DBS: Disclosure and Barring Service Checks)

The Parish of St Mary the Virgin, Chessington will seek to ensure that a DBS 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:

<i>Vicar – Revd Scott Edwards</i>	<i>DBS Enhanced Plus Check Required</i>
<i>Honorary Curate – Revd Canon Hilary Johnson</i>	<i>DBS Enhanced Plus Check Required</i>
<i>Pastoral Assistant – Susan Foster</i>	<i>DBS Enhanced Check Required</i>
<i>Church Wardens- Alan & Sylvia Murant</i>	<i>No DBS Check Required</i>
<i>Parish Secretary- Lindsay Roberts</i>	<i>No DBS Check Required</i>
<i>St Mary’s Centre Administrator- Natasha Earney</i>	<i>No DBS Check Required</i>
<i>Parish Safeguarding Representative- Jane Gates</i>	<i>DBS Enhanced Plus Check Required</i>
<i>Members of the PCC</i>	<i>No DBS check Required</i>
<i>Organist (No Choir with Children) – Richard Thompson</i>	<i>No DBS Check Required</i>

Sidesmen and Women- Various people
Refreshment Servers- Various individuals

No DBS Check Required
No DBS Check Required

All Confidential Self Declaration Forms, references and results of CRB/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 parish.

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, and will be encouraged to attend Diocesan Safeguarding training every three years.

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:

First Sunday All Age Worship Team

DBS checks are not required as parents are present with their children.

Safer Recruitment: Self-Declaration Forms to be completed.

Flames (Third Sunday of the Month Children's Group

Group Leader(s) to undergo a DBS Enhanced Plus Check.

Volunteer Helpers to undergo a DBS Enhanced Check.

Safer Recruitment: Self-Declaration Forms to be completed by all volunteers.

Small Hands (Wednesday Morning Parent and Toddler Group)

Group Leader(s) to undergo a DBS Enhanced Plus Check.

Volunteer Helpers do not require a DBS Check if the children's Parents/Carers are present.

Safer Recruitment: Self-Declaration Forms to be completed by all volunteers.

Open the Book School Assembly Team

No DBS checks required by the church as staff are always present at these school assemblies.

The school may request DBS checks if they believe they are required.

Safer Recruitment: Self-Declaration Forms to be completed

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.

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:

Home Communion

Home Communion Visitors – a DBS Enhanced Check.

Safer Recruitment – Self Declaration Form to be completed.

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 hall 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.

<u>SIGNED AND AGREED:</u>	
Incumbent:	_____ Revd Scott Edwards _____
Churchwarden/s:	_____ Alan Murant _____
	_____ Sylvia Murant _____
Safeguarding Representative/s:	_____ Jane Gates _____
Date:	_____ Parochial Church Council Meeting held on 27 th November 2013 _____