

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY

2022-2023

Version 8

Version 1 agreed on 13.10.2014and reviewed and updated 19.10.2015, 19.11.2016, 13.11.2017, 12.11.2018, 27.11.2019, 22.11.2021 and 9.11.2022.

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Parish of Bromsgrove in the Diocese of Worcester

Churches of St. John’s, St. Andrew’s, All Saints, St. Godwald’s, Christ Church, Holy Trinity and St. Mary’s Dodford, St. Michael and All Angels, St. Michael’s, St. Michael’s, Upton Warren, St. Mary de Wyche, Wychbold.

Safeguarding Children, Young People and Adult Policy Statement

We are committed to adopt the House of Bishops Policy –

-Promoting a Safer Church 2017

1. **INTRODUCTION**

All churches within the Parish of Bromsgrove are committed, to ensuring the health, safety and welfare of everyone who uses the church buildings, the churchyard and any other building they are responsible for, and deem the health and safety of all to be an intrinsic part of safeguarding. The Health and Safety Policy, is dealt with in a separate document set.

In relation to safeguarding, the following policy has been agreed and implemented by the Parish Church Council (PCC). We are committed to the safeguarding and the respectful pastoral care and nurturing of the children, young people and adults within our church community. We commit ourselves to promoting the inclusion and empowerment of children, young people and adults.

Nominated Parish Safeguarding Officers, and their contact details are:

**St John’s and St. Andrew’s: Adrienne Hall**

[ahall2d@hotmail.co.uk](mailto:ahall2d@hotmail.co.uk); 01527 873939 or 07712 945318

**All Saints and St. Godwald’s: Suzanne Thompson**

[suzannethompson82@hotmail.com](mailto:suzannethompson82@hotmail.com); 01527 836142 or 07790 249510

**Christ Church and St. Luke’s: Eleanor Newbold**

[eleanor.newbold21@gmail.com](mailto:eleanor.newbold21@gmail.com); 07837 351203

**Holy Trinity and St. Mary, Dodford: Dorothy Woodhouse**

[**dorothywoodhouse@hotmail.co.uk**](mailto:dorothywoodhouse@hotmail.co.uk)**;** 07840 905799

**2. LEGISLATION and GUIDANCE**

2.1 We are committed to adopt and follow the Church of England’s House of Bishops’ Policies and the relevant legislation and guidance *Working Together to safeguard children*(2018) <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf> , thus ensuring that the welfare of children and young people is paramount.

We are aware of, and will implement the following documents that sit alongside the House of Bishops’ Policies:

• Promoting a Safer Church: House of Bishops’ statement policy (2017)

<https://www.churchofengland.org/sites/default/files/2017-11/cofe-policy-statement.pdf>

• Protecting all God’s Children (safeguarding policy for children and young people, 4th edition) 2010)

<http://www.churchofengland.org/sites/default/files/2017-11/Protecting%20All%20God%27s%20Children%204th%20edition.pdf>

• Promoting a Safe Church (safeguarding policy for adults) 2016

<https://www.churchofengland.org/sites/default/files/2017-11/promotingasafechurch.pdf>

• Diocese of Worcester Domestic Abuse Policy Statement 2017<https://d3hgrlq6yacptf.cloudfront.net/5f2144e1c592d/content/pages/documents/15861749601626388540.pdf>

• Central Council of Church Bell ringers General Statement on safeguarding children in towers <https://cccbr.org.uk/wp-content/uploads/2016/03/statement-of-cofe-requirements-for-safeguarding.pdf>

* Safer Environment and Activities2019 <https://www.churchofengland.org/sites/default/files/2019-11/Safer%20Environment%20and%20Activities%20Oct19_0.pdf>
  1. We will also adhere to the practice guidance set out below as recommended by the House of Bishops and any further guidance issued by the Diocese of Worcester:
* Responding to, assessing and managing safeguarding concerns or allegations against church officers (2017) <https://www.churchofengland.org/sites/default/files/2017-11/responding-to-assessing-and-managing-concerns-or-allegations-against-church-officers.pdf>
* Responding well to Domestic Abuse: Policy and Practice Guidance 2017 [Responding well to Domestic Abuse: Policy and Practice Guidance 2017](file:///C:\Users\OWNER\Documents\CHURCH%20Safeguarding\•%09Responding%20well%20to%20Domestic%20Abuse:%20Policy%20and%20Practice%20Guidance%202017)
* Responding well to those who have been sexually abused (2011) <https://www.churchofengland.org/sites/default/files/2017-11/Responding%20Well%20to%20those%20who%20have%20been%20sexually%20abused_0.pdf>
* Training and Development (2017) <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safeguarding-learning-and-development-framework>
* Safer Recruitment and People Management Guidance (2021) [Safer Recruitment and People Management Guidance (2021)](file:///C:\Users\OWNER\Documents\CHURCH%20Safeguarding\Safer%20Recruitment%20and%20People%20Management%20Guidance%20(2021))
* Safeguarding in Religious Communities (2015) [Safeguarding in Religious Communities (2015)](file:///C:\Users\OWNER\Documents\CHURCH%20Safeguarding\Safeguarding%20in%20Religious%20Communities%20(2015))
* Parish Safeguarding Handbook (2018) [Parish Safeguarding Handbook (2018)](file:///C:\Users\OWNER\Documents\CHURCH%20Safeguarding\Parish%20Safeguarding%20Handbook%20(2018))

**3. SOCIAL MEDIA**

In relation to the use of Social Media, we will ensure that a church officer or named individual or individuals are accountable for all parish social media use. The Social Media policy is covered in a separate document set.

**4. REPORTING of SAFEGUARDING CONCERNS**

We are committed to report, without delay, every complaint of neglect or abuse; for example, physical, emotional, sexual, financial or spiritual abuse that we discover or suspect through the Parish Safeguarding Officers or clergy and onward to other appropriate authorities (See Appendix A).

**5. INFORMATION SHARING and INTER AGENCY WORKING**

We will fully cooperate with statutory agencies during any investigations 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, young people and adults.

**6. RECORD KEEPING, DATA PROTECTION and CONFIDENTIALITY**

Regarding the recording of information, we will ensure that a case file is opened on discovery of any safeguarding concern or allegation. Any, and all safeguarding case files, either electronic or paper, will be stored securely by the incumbent and the PSO, in line with the current General Data Protection Regulations (GDPR) 2018 and files will clearly identify who should have access to them. Secure storage is located in the locked filing cabinet in the Parish Office accessed by the PSOs who are the sole keyholders. All case files should be retained in perpetuity, and if the incumbent or another member of the clergy team moves, any safeguarding case files, and any pertinent information should be shared with the new incumbent.

**7. SUPPORTING the VULNERABLE**

We recognize that everyone has different levels of vulnerability and everyone may be regarded as vulnerable at some time in their lives. We will offer informed pastoral care to any child, young person or adult who feels vulnerable or who has suffered abuse, and will provide them with details of local and national support agencies.

**8. SAFER RECRUITMENT**

We will ensure that lay ministers, volunteers and paid workers who work with children and vulnerable adults are carefully selected using the safer recruitment process and Disclosure and Barring Service to check the background of each person as outlined in the diocesan procedures. The Diocese will do likewise in respect of the ordained.

**9. SUPERVISION AND MONITORING OF EX-OFFENDERS**

We will supervise any member of our church community known to have offended against a child or vulnerable adult and ensure they are effectively managed and monitored in consultation with the Diocesan Safeguarding Adviser (DSA). The DSA will determine the appropriate action to be taken to best safeguard the parish and its congregation, based on the particular circumstances and facts of the case. The DSA will undertake a risk assessment and formulate a risk management plan or Safeguarding Agreement (See Appendix B).

**10. ONGOING SUPPORT, REVIEW and TRAINING**

The churches within the Parish are committed to supporting, resourcing, training and regular reviewing those who undertake work with children and adults.

**11. REVIEW OF POLICIES and INSURANCE**

11.1 We will review this policy annually and, as part of this, check that all our procedures and activities involving children, young people and vulnerable adults, including the DBS process and checks, are up to date.

11.2 We will review our insurance policy for those working with children and vulnerable adults ensuring we adopt the advice in the House of Bishops Policy and promoting a Safer Church.

11.3 The PCC has nominated people on each DCC who will represent the concerns and views of people at DCC meetings and to outside bodies.

**12. DISPLAY**

A current copy of this Safeguarding Policy will be displayed on the Parish notice board of each of the above named churches along with information about how to contact the DSA, PSO and how to get help with child and adult safeguarding issues from statutory agencies. Please note you can contact Childline anytime for free 0800 1111 or Age UK on 08003196789. Safeguarding arrangements are clearly accessible on the Parish website.

This Policy was discussed and initially agreed at the PCC meeting on Monday 13th October 2014 and reviewed and updated on 19th October 2015, 19th November 2016, 13th November 2017 and 12th November 2018, 27th November 2019, 22nd November 2021 and 9th November 2022. We, the PCC agree to review and update this policy annually.

Signed & dated, 9th November 2022, by

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| --- |
| PCC Chair or representative |
| **Churchwardens of** |
| St John’s & St Andrew’s, Bromsgrove |
| All Saints, Bromsgrove |
| St Godwald’s, Finstall, Bromsgrove |
| Christ Church, Catshill |
| Holy Trinity and St. Mary, Dodford |
| St. Michael and All Angels, Stoke Prior |
| St. Michael’s, Upton Warren |
| St Mary de Wyche, Wychbold |
| Parish Safeguarding Officers  Adrienne Hall Suzanne Thompson  Eleanor Newbold Dorothy Woodhouse |
| Incumbent  David Ford, Rector. |

The District Church Council of each church has identified the following activities involving children, young people and vulnerable adults to which the House of Bishops Policy and Promoting a Safe Church applies. Details of the activities, frequency, location, and person/s responsible are included applicable from November 2022.

**Parish of Bromsgrove Activities**

1. **All Church services.**
2. **ReachOut Bromsgrove:** Bi weekly around Bromsgrove area or The Hub; Ray Khan or David Ford.
3. **Listening Service:** Term time, in person; David Ford.
4. **Exploring your faith:** Weekly via Zoom online platform; Rosemary Sumner.

**Church activities: St John’s and St Andrew’s** (PSO Adrienne Hall)

1. **Choir:** Fridays and Sundays. Church and Choir Vestry, St. John’s; Steve Cowperthwaite.
2. **Bell Ringing.** Thursdays and Sundays. Church Ringing Tower, St John’s; Sarah Marshall.

3. **Home Communion & Pastoral Visiting:** As and when required; Caroline Khan, Janet Hatton.

4. **Baptismal Visiting Team.** As & when required; Hilda Roxborough.

**Non church activities: St. John’s and St. Andrew’s**

**St. John’s Church Hall**

1. **1st Bromsgrove Brownies**
2. **Parenting Group for toddlers**

**St Andrew's**

1. **Pilates**   weekly on Mondays afternoons
2. **Tai Chi**  weekly on Monday evenings
3. **Rainbows**  Tuesday evenings
4. **Narcotics Anonymous** Tuesday evenings (back office)
5. **Karate** Wednesday evenings
6. **Gracechurch** **Mental Health Support**. Thursday evenings. Steve Vincent.
7. **Stay and Play**. Thursdays; Ruth Grigg and Caroline Khan.
8. **Karate** Saturday mornings
9. **Youth Group (YMCA)**
10. **Grace Church.** Sundays.

**Church activities: All Saints** (PSO Suzanne Thompson)

1. **Pastoral.** All Saints when required; Tessa Carrick.
2. **Home Communion.** As & when required; Barbara Murphy, Tessa Carrick, Rosemary Sumner.
3. **Chattery.** Wednesday afternoons in Church Hall; Tessa Carrick, Suzanne Thompson.
4. **Mothers Union.** Monthly, Thursday afternoons; Rev Sue Humphries.
5. **Service for members of Exmoor Drive.** Monthly, Pam Rosewarne.
6. **Choir.** In church; Friday evening

**Non church activities: All Saints**

1. **Fitness.** Monday
2. **Pilates**
3. **All Saints Art Club.** Monday
4. **Tumble Tots.**  Tuesday
5. **Rock Choir.** Tuesday
6. **Altogether Vocal**
7. **Slimming World**
8. **Fitness**
9. **Bromsgrove Flower Club.** Thursday (third in the month)
10. **All Saints Sing & Tonic**
11. **St Joseph’s Church**
12. **Chloe May Dance Academy**

**Church activities: St Godwald’s** (PSO Suzanne Thompson)

1. **Totwalds** Monday mornings, 9.30-10.00 in Church; Sue Bryant.
2. **Messy Church.** Church Hall; Kerstin McDonald.
3. **Home Communion** As and where required; Janet Hewer.
4. **Choir** Every other Sunday and other periodic rehearsals, Church; Norman Hewer.
5. **Ramblers’ Group**
6. **Community Café.** Fridays, 10.00 on alternate weeks, Ruth Heald Room; Judith Rowe.
7. **Warm Welcome Café.** Alternate Wednesday and Friday, 1200,Ruth Heald Room; Judith Rowe.

**Non church activities: St Godwald’s**

1. **Little Stars** Monday mornings, 10.00-11.15 in term time, in Church Hall; Jess Pagan-Davies.
2. **National Autistic Society Companion Support.** Monday 2-4pm, in Church Hall.
3. **Showtime Academy.** Dance classes for children aged 3 upwards, Monday,5-6.00pm, in Church Hall: Sally.
4. **Bromsgrove Belles Womens’ Institute.** 2nd Monday of every month from 7.30pm in Ruth Heald Room; Helen Holbeche.
5. **Bromsgrove U3A Ukelele and singing for pleasure group.**Meet Tuesdays on week 2 and 4 of each month, Ruth Heald Room; C. Shearwood.
6. **Kitsune Martial Arts.** Tuesday evenings 5-8.30pm, in Church Hall; James Boyle.
7. **Soupermovers.** Tuesday 10.30-11.30, in Church Hall; Gaynor.
8. **Railway Club.** Wednesday 7-10.30pm on 2nd week of month, in Church Hall.
9. **U3A Recorder Group.** Thursday 10.30-12.00 1st and 3rd week, in Ruth Heald Room.
10. **Recorder Group.** 1st Thursday of month, 8-9pm, in Ruth Heald Room.
11. **Yin Yoga.** Thursdays 6pm and 7.45; each session lasts 75 minutes, in Church Hall; Emma Turley.
12. **Tiny Talk.** Baby and toddler sign language. Fridays, 9.45-10.45 and 11.00-12.00, in Church Hall; Sarah Phillips.
13. **U3A History**

**Church activities: Christ Church, Catshill** (PSO Eleanor Newbold)

1. **Craft Group:** Once a month. Church/Vicarage; Vicky Lawton.
2. **Meditation Group:** Once a month at Vicarage or online; Rev. Bev Robertson. Ceases end November 2022
3. **Open Church:** Every Tuesday 10.00-12.00; Pat Hackett.
4. **Catshill Connect:** Second and fourth Tuesday of each Month, 2-3.30pm: Nan Adie.

**Non church activities: Christ Church, Catshill**

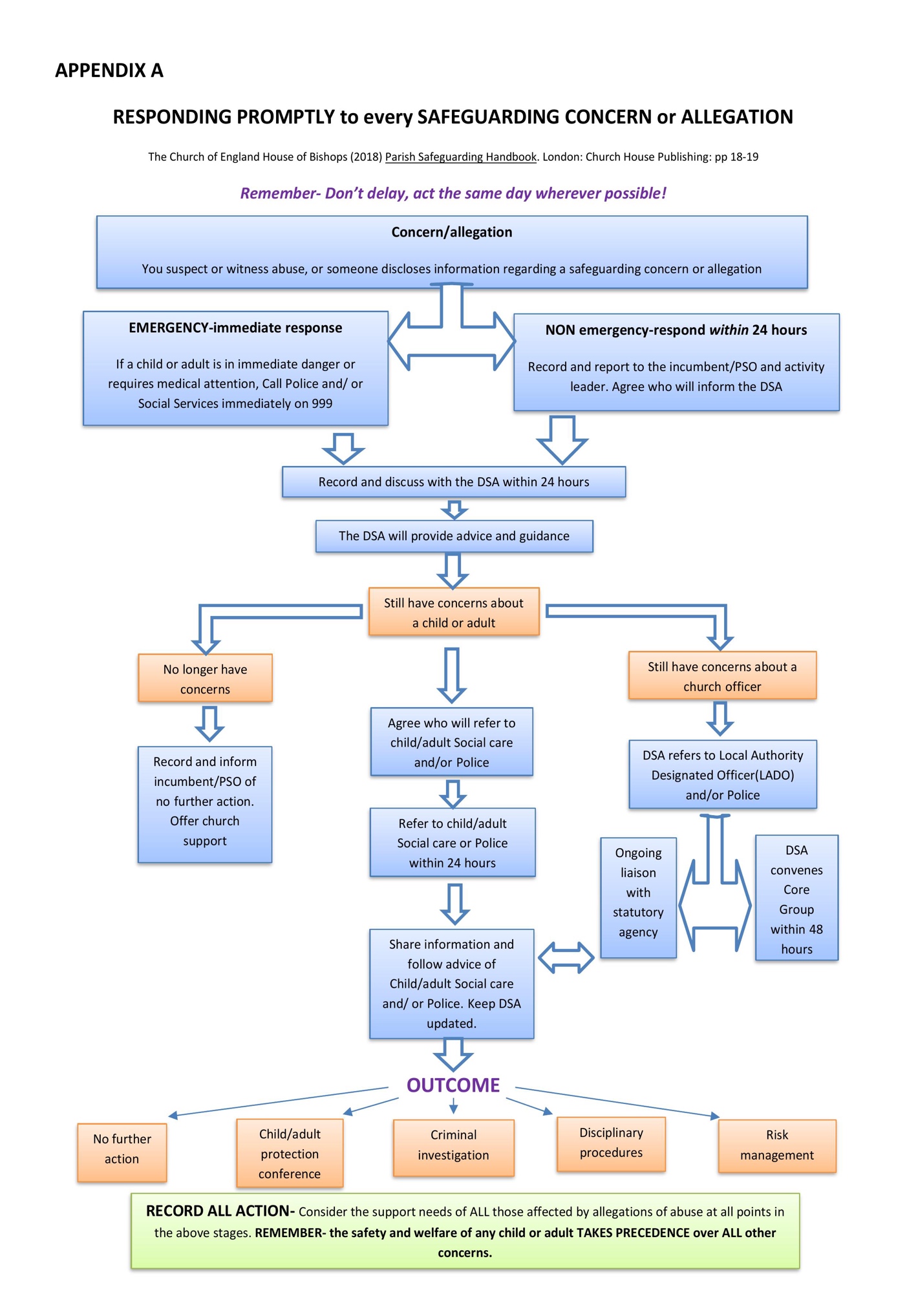
1. **Pre-school playgroup.** St. Luke’s Church Centre, each weekday 9.00-3.00 in term time.

**Church activities: St. Michael and All Angels, Stoke Prior, St Mary de Wyche, Wychbold and St Michael’s, Upton Warren**

1. **Coffee and cake:** Second Saturday, monthly, 10-12.30: Alan Brown, Richard Edgington.
2. **Home visits: As required:** Paula Honnibal.

**Non Church activities: St. Michael and All Angels, Stoke Prior, St Mary de Wyche, Wychbold and St Michael’s, Upton Warren**

1. **Asylum Seekers support groups.** Each Tuesday and Friday; Paula Honnibal.
2. **Heritage Friends.** Monthly: contact Alan Pugh for location of meeting.

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**APPENDIX B**

THE PARISH OF BROMSGROVE with DODFORD

**Policy Statement for the Recruitment on Ex-Offenders**

* As an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), The Parish of Bromsgrove complies fully with the [Code of Practice](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf) and undertakes to treat all applicants for positions fairly
* The Parish of Bromsgrove undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
* The Parish of Bromsgrove can only ask an individual to provide details of convictions and cautions that the Parish are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
* The Parish of Bromsgrove can only ask an individual about convictions and cautions that are not protected
* The Parish of Bromsgrove is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
* The Parish of Bromsgrove has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
* The Parish of Bromsgrove actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records
* The Parish of Bromsgrove select all candidates for interview based on their skills, qualifications and experience
* An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position
* The Parish of Bromsgrove ensures that all those in the Parish who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
* The Parish of Bromsgrove also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
* At interview, or in a separate discussion, the Parish of Bromsgrove ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
* The Parish of Bromsgrove makes every subject of a criminal record check submitted to DBS aware of the existence of the [Code of Practice](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf) and makes a copy available on request
* The Parish of Bromsgrove undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.