

# **Parish of Central Wolverhampton**

## **Safeguarding Procedures** **Covering Children, Young People and Vulnerable Adults**

**April2023**

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# 1. Introduction

The Parish of Central Wolverhampton fully adopts the Church of England policies and principles included within ***'Protecting All God's Children 4th Edition 2010'***, ***'Promoting a Safe Church'*** and ***'Safeguarding guidelines relating to safer recruitment'*** [Electronic versions are available from Kim Benton – Parish Safeguarding Officer]. These procedures are a working document and should be read in conjunction with the above policies.

All procedures **must** be adhered to – failure to do so will be reported to the Trustees of the PCC of Central Wolverhampton, who are ultimately responsible for the implementation of the above policies and PCC Central Wolverhampton Procedures.

***'Our children deserve the best care and teaching the church can provide'***

***'We are committed, within our church community, to safeguarding and protection of vulnerable people'***

The safeguarding and protection of children and vulnerable adults is everyone's responsibility not just parents or those who have formal responsibilities for children and vulnerable adults. Procedures and formal processes alone, though essential will not protect children and vulnerable adults. All members of our Churches within the Parish of Central Wolverhampton need to be aware of the dangers and be prepared to report concerns and take action if necessary.

## Authorised Persons

*The following individual is authorised by the PCC to act on its behalf in implementing the Safeguarding Policy.*

*The following individual is authorised to verify Identification and Verification documents*

**Parish Safeguarding Officer                      Kim Benton [kimchurches7@gmail.com – 07912 224864]**

**All churches:-    The Revd.Preb. David Wright [07500 780491]  
[david.wright@lichfield.anglican.org]**

**All churches:-    Kim Benton [07912 224864/kimchurches7@gmail.com]**

**StPetersDistrictOfficer:-                              Diana Polowyj [safeguardingatstpeters@gmail.com]  
Ellie Frith [safeguardingatstpeters@gmail.com]**

**St Chad/Mark District Officer:-                    Vacancy – []**

**All Saints District Officer:-                        Jean McIntosh – [teammj24@yahoo.co.uk]**

**St John’s District Officer:-                        Vicky Syzman [safeguardingstjohns@gmail.com]**

**Pioneer District Officer                            Nicola Turner [07921 [037377/nicolaturner39@gmail.com](mailto:037377/nicolaturner39@gmail.com)]**

**Team Vicars:-    Ray Gaston [revdray@hotmail.co.uk]**

## 2. Reporting Concerns

**2.1** Any concerns where the Child or Vulnerable Adult is in immediate danger **must** be reported to either:-

Social Services – Daytime Duty & Assessment – [01902 551199]

Social Services – Out of hours – [01902 552999]

Local Police – 101

[www.familylives.org.uk](http://www.familylives.org.uk) – 0808 800 2222

**2.2** Once the relevant Agencies have been contacted the following people **must** be informed as soon as practicable but within 5 working days:-

District Safeguarding Officer – who will be responsible for informing:-

- Team Rector – Revd. Preb. David Wright [07500 780491]
- If the Rector is the cause for concern then contact The Archdeacon – Revd Julian Francis [01543 306030]
- Parish Safeguarding Officer [**Kim Benton 07912 224864 kimchurches7@gmail.com**]

Diocesan Children’s Protection Adviser – **Kim Hodgkins [01543 306099 mobile:07944 910934 kim.hodgkins@lichfield.anglican.org - Out of Hours & Emergencies 0845 120 4550]**

ThirtyOneEight - out of hours / weekend emergencies. Emergency safeguarding number; 0303 003 1111 (option2)

- Diocesan Vulnerable Adults Adviser – **Sally Smith [07182 266066]**
- Ecclesiastical Insurers [**0845 777 3322**]

Any concerns for which there is **no** immediate danger then procedures 2.2 **must** be followed.

**In any event, any concerns and information must be kept confidential from anyone other than the Officers named above**

### **3. Groups to be checked**

#### **Group 1 – Those who undertake ‘Regulated Activity’ with Children or Vulnerable Adults**

- All Church of England Clergy including Lay Readers
- All Church Wardens prior to taking up their new role
- All Leaders who undertake ‘Regulated Activity’ with Children or Vulnerable Adults. Eg. Open Door, Messy Church, Sunday School, Godly Play, Choir Tours, Parish Camp, Junior church, Wolverhampton Pioneer Ministries
- Pastoral Assistants where the role includes direct feeding, physical care, or assistance with financial matters
- All Tower Captains, Ringing Masters and Adult Ringers who teach Children under 18
- Director/Assistant Director of Music, Organist, Choir Leaders and Deputies who teach Children under 18
- All those working directly with Children or Vulnerable Adults either:
  - Frequently – At least once a week
  - Intensively – 4 days in a 30 day period
  - Overnight – between the hours of 2am and 6am

#### **Group 2 – Those who have ‘Substantial Involvement’ with Children or Vulnerable Adults**

- All those working directly with Children or Vulnerable Adults where there is sufficient one to one supervision. [Anyone on rota for example every other week or they are never alone with children or vulnerable adults do not need to be checked]
- Church Wardens, Senior Stewards
- Parish/District Safeguarding Officers, Children’s Advocates
- Pastoral Assistants working with Vulnerable Adults but who do not fit the criteria in Group 1

**No person under 18 years of age can work within Group 1 or Group 2**

**All persons 18 years and over must complete Safeguarding training.**

**All persons 18 years and over must read and sign any other safeguarding protocol held at individual Districts**

## **4. Responsibilities**

### **PCC of Central Wolverhampton**

- Ensure adherence to these procedures
- Appointment of Parish Safeguarding Officer
- Ensure Procedures are reviewed annually
- Present most recent policy/procedures to the Archdeacon at Visitation
- Ensure training is available – a register to be signed to show attendance

### **District Councils**

- Ensure adherence to these procedures
- Appointment of District Safeguarding Officer (s)
- Ensure only responsible and suitable people become key-holders – all key-holders must be approved by the DCC and minuted accordingly
- Advise all Volunteers to attend mandatory annual training if working with children. Volunteers not working with children to be encouraged to attend training.
- Safeguarding training must be undertaken every 3 years
- Ensure that the congregation have the details of the District Safeguarding Officer

### **Parish Safeguarding Officer**

- Maintain Parish records of DBS checks – Name and dates of issue and expiry
- Maintain Parish Procedures
- Prepare and present Parish training annually
- Notify District Officers of names of people requiring renewal checks – every 5 years
- Notify District Officers where no response is received within 4 weeks
- Record and send new DBS applications to Lichfield Diocese
- Maintain records of any concerns raised until conclusion
- Along with Team Rector meet with anyone who has a check returned containing adverse information to decide on future course. Thereafter keep records of signed agreement
- Report anyone breaching confidentiality to Trustees of PCC of Central Wolverhampton
- Accept and record any criminal check being 'ported' from outside of the Church

## District Safeguarding Officer

- Provide applicants with log on details for on line application and help if necessary.
- Notify the Parish Safeguarding Officer of the name of the applicant and the role for which they are being checked.
- Inform the applicant to email the Parish Safeguarding Officer the reference number of the completed application.
- Inform the applicant to contact the Parish Safeguarding Officer to arrange an appointment to produce Identification and Verification documents.
- Notify Parish Safeguarding Officer of result of DBS check by having sight of original certificate along with unique reference number and date of birth of applicant.
- Follow up with applicant any checks where no response is received within 4 weeks and notify Parish Safeguarding Officer of outcome.
- Ensure that new applicants do not commence role until a clear DBS check has been received
- Ensure that applicants of a renewal DBS check stands down from role if a check has not been received within 4 weeks
- Ensure Volunteer agreements completed and complied with
- Report to Parish Safeguarding Officer any concerns raised and agree course to be taken. Advise date of any review to be carried out based on the case but all reviews must be actioned within 28 days of date of Pro-forma.
- Ensure completed pro-forma is sent to Parish Safeguarding Officer
- Ensure that Flow Charts are displayed with details of where pro-forma is kept
- Report to Parish Safeguarding Officer any confidentiality breaches
- Ensure Childline and Parent Plus Numbers are displayed prominently within the Church

## 5. Portability of DBS Disclosures

- Anyone applying for a further role within the same Parish and where the work is within same 'Workforce' i.e children or vulnerable adults no further check is needed
- Where someone wishes to work/volunteer in a role with a different 'Workforce' [eg someone who has volunteered at a youth club now offering to work as a driver for a housebound adults scheme] then a new DBS check is required

To accept a pre-existing criminal record check from a body outside the Church the following requirement must be met:

- The check must be completely clear [ie no record of cautions, convictions or additional information]
- Less than 2 years old
- For a similar position
- Identification and address verified



- The Applicant is still in the post or job for which the check was obtained
- A reference from the employer is obtained to ensure that the Applicant was appointed following receipt of the check
- The issue date and serial number of the check is recorded together with applicant's name and date of birth

## 6. Safe Recruiting

It is imperative that all those who are either directly or indirectly involved in supervising children and vulnerable adults are suitable for the role and that the guidelines are followed.

It is important that those who have responsibility both for management of the church and activities in the church take great care when recruiting volunteers to work with children and vulnerable adults. A judgement should be formed on the person's suitability to work with children and vulnerable adults. It is not sufficient to rely on the DBS check itself. When considering someone to work with children and vulnerable adults the only consideration should be whether that person is suitable for the role.

### The Following Steps to Recruitment must be taken

- Group 1 and Group 2 Applicants **must** have a clear DBS check prior to commencing role
- If the individual has not been a member of the congregation for 2 years, one reference from an employer [either paid or voluntary work] is required.
- All new applicants will be required to sign a Volunteer Agreement and provide identification to the District Safeguarding Officer
- Name and confirmation that Identity has been verified to be sent to Parish Safeguarding Officer
- In the event of any adverse reference or DBS check a Risk assessment will be carried out by the Team Rector and Parish Safeguarding Officer

## 7. Vulnerable Adults

Vulnerable Adults are also God's Children and are deserving of the same care as children.

The Parish recognizes and confirms the following basic beliefs as set out in Promoting a Safe Church policy for safeguarding adults in the Church of England:

- Everybody has different levels of vulnerability and each of us may be regarded as being vulnerable at some times in our life.
- As members of this parish we commit ourselves to respectful pastoral care for all adults to whom we administer.
- We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the lives of our churches.
- We commit ourselves to promoting safe practice by those in positions of trust.
- The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.
- It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and/or spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect.

- It is the responsibility of the Parish to prevent any form of bullying to vulnerable people, be they volunteers or worshippers.
- We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.
- The parish is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be vulnerable.

## 8. Outside Agencies

These fall into several categories:

- Open Door, Parish Camp and Choir Tours – these are Parish activities organised under PCC authority, therefore the Parish Child Protection Policy as outlined above applies. However if the event is in jeopardy because of shortage of leaders and assistant leaders, and vacancies cannot be filled by using adequately checked volunteers from other Churches in the parish this emergency need can be overcome by using unchecked helpers provided those unchecked volunteers are supervised by volunteers who have received a satisfactory disclosure. This has to be strictly limited; therefore the rule that must be followed is that a ratio of two checked leaders or assistant leaders for one unchecked leader or assistant leader is acceptable but that must be very strictly adhered to.
- In respect of other Parish Events the same rules will apply as above.
- Other people organising events for the Churches, held in Church buildings, Church Halls or St. Peter's House. All those working with children and vulnerable people will be asked for their written confirmation of the following points:
  - That they have had a satisfactory DBS check to an enhanced level for those that need them.
  - That they have in place their own satisfactory Safeguarding Policy.
- Specialist teachers: As above
- Venues used for parish events, e.g. University Halls of Residence, Beaudesert Campsite. No action to be taken.
- Shared ecumenical events, e.g. 'Together at Christmas' in the Western District. The District Co-ordinator will contact the equivalent officer and ask for written confirmation that there is a Child Protection Policy governing their children's workers which includes DBS checks. Assurance will also be given that Central Parish Children's workers are authorised and have been DBS checked.

## 9. Residential Visits

Special care must be taken by those leading residential visits. The leaders must adopt a policy of "informed vigilance" carefully watching for unacceptable behaviour.

The following rules apply as a minimum requirement:

- Residential visits must be carefully planned by the leader to make sure that the welfare of all participants and, in particular, of children, young people and vulnerable adults is considered.
- The leader must discuss arrangements for such visits, including transport arrangements, with the Parish & District Safeguarding Officer at least one month before the event
- Details must be logged with the Parish Safeguarding Officer one month before the visit.

- A meeting for parents to outline visit details and safeguarding arrangements should be held before residential visits.
- All sleeping arrangements for young people including those aged 18 and still in full time education should be supervised by the group leader or senior member of the clergy team.
- No person 18 or over should share with someone under 18 unless that person is a direct relative e.g. sibling, parent and grandparents. Or the parents of the under 18 provide written signed consent.
- Where sleeping arrangements have to be varied because of the practicalities of room layouts or other factors, the Safeguarding Co-ordinator must be advised on the return from the visit. In any event the above condition must be adhered to
- Discretion should be exercised in relation to 18 year olds. Their wishes should be considered but the ultimate decision is in the hands of the leader.
- Except in an emergency, no member of the group should leave the visit area/group unless permission has been gained from a leader. All children and young people should be made aware of this stipulation in advance of the visit.

These requirements also apply to those visits which include vulnerable adults.

## **10. Providing Pastoral support to those in need**

God's love is for all including those who have committed crimes of abuse. Just as we have a duty to those abused we have a duty to abusers. Abusers have pastoral needs. Everybody in a position of leadership has a clear Christian duty to offer care and support to all those in pastoral need. The listening should be confidential, ideally the only support provided. The conversation should not be used to garner information for action. The section on Vulnerable Adults covers this. Sometimes things will be said which are of concern and the recipient of the conversation may wish to take action. If the recipient feels they have to take action the individual should be advised. Ideally the roles of pastoral care and information obtaining should be separated.

## **11. Conclusion**

*We thank God for our children and those who nurture them in the faith, and pray that we may faithfully fulfil our responsibilities towards them.*

## 12. Authorised Persons

*The following individual is authorised by the PCC to act on its behalf in implementing the Safeguarding Policy.*

*The following individual is authorised to verify Identification and Verification documents*

Parish Safeguarding Officer                      Kim Benton [kimchurches7@gmail.com – 07912 224864]

The Following are empowered to help applicants complete on line application:-

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All churches:-	Kim Benton [07912 224864/kimchurches7@gmail.com]
StPetersDistrictOfficer:-	Diana Polowyj [safeguardingatstpeters@gmail.com] Ellie Frith [safeguardingatstpeters@gmail.com]
St Chad/Mark District Officer:-	Vacancy – [Interim] []
All Saints District Officer:-	Jean McIntosh – [teammj24@yahoo.co.uk]
St John’s District Officer:-	Vicky Syzman [safeguardingstjohns@gmail.com]
Pioneer District Officer	Nicola Turner [07921 <a href="mailto:037377/nicolaturner39@gmail.com">037377/nicolaturner39@gmail.com</a> ]
Team Vicars:-	Ray Gaston [revdray@hotmail.co.uk] Revd Paul Cody [ <a href="mailto:paulcody@hotmail.co.uk">paulcody@hotmail.co.uk</a> ] Revd Abbie Walsh [abbiewalsh@doctors.org.uk]

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*The PCC of Central Wolverhampton agrees to implement the above Parish Child Protection Policy.*

*Signed*

*Team Rector.....*

*Dated .....*

*Parish Secretary.....*

*Dated.....*