



SAINT
JAMES
CARLISLE

Safeguarding Children Policy

The Parish of **St James** approved this policy at the Parochial Church Council meeting held on Monday 22nd January 2018

Legal

The Children's Act 1989 and the Home Office Code of Practice "Safe from Harm" requires voluntary organisations to ensure the safety of all children under 18 in their care.

The parish of **St James** has adopted the safeguarding children guidelines of the Church of England and the Carlisle Diocese Safeguarding Policy.

Ethos Statement

The teaching of Christ establishes the special significance of every human being and especially the central place of children in the sight of God. Our church is committed to fulfil His law of love and to provide for the safety, wellbeing and proper development of all children and young people in our care.

We will also properly equip and support those adults who work with and relate to them.

Children's Safeguarding Co-ordinator

The PCC has appointed a Children's Safeguarding Co-ordinator for children's work who will ensure the implementation of this policy and the diocese policy for Safeguarding, and give regular reports to the PCC.

The person appointed for the twelve months from the date of this policy is –

Name	Mrs Michelle Graham
Address	9 Esk Road Carlisle CA3 0HN
Tel. No	01228 381957
e-mail	michellehatchett@yahoo.com

Health and Safety Assessment

The PCC will ensure that an annual assessment takes place to ensure that every activity which it organises for children, on or off the premises, will provide proper safeguards to protect them from harm. The assessment will consider the premises, activities, procedures, equipment, staffing and all other issues which may affect the potential safety of the children. The PCC will require all children's workers to re-fresh their understanding of the diocesan Code of Conduct and Practice.

The PCC requires that every other organisation which uses its premises will regularly conduct a similar assessment.

Insurance

The PCC will ensure that appropriate insurance (and third party liability) cover exists for all participants in the activities that it organises.

The current policies are with Allianz Cornhill (via D E Ford Insurance Brokers)
Details of the policies and the cover they provide are held by **St James Parish Office**

The PCC requires that any individual or organisation using its premises will also provide adequate insurance cover.

Appointment of Voluntary and paid staff who work with children

In accordance with the Government document "Safe from Harm" and the Carlisle Diocese policy regarding Safer Recruitment, the PCC will ensure that all those who work with children will be properly appointed, trained and supervised. This will include:

When appointing new staff – before they begin their role

- Appropriate Job Descriptions will be drawn up in advance;
- Formal interviews will be held;
- At least two references will be sought and taken up;
- A Confidential declaration will be completed;
- All new personnel will be required to complete a DBS disclosure before they are appointed and will be expected to complete a probationary period of at least 6 months before their appointment is reviewed and confirmed.

Existing staff –

- Will be given a written Job Description which will be updated each year;
- If this was not done at the time of their original appointment then any references which were obtained but not taken up will now be pursued;
- Renew their DBS disclosure every five years

All staff –

- Will receive regular in-service training
- Will be properly supervised

Activities/Organisations

The following activities/organisations have been approved by the PCC for the twelve-month period from the date of this policy.

Name of organisation Sunday Club, Boys Club, Toddlers, Creche, Holiday Club
 Toddler Time at Cornerstone, Parent Bible Study, Messy
Church, Belong

Name of Leader	Kate Davidson
Contact Tel. No.	01228 536357 Mob: 07436802895
Address	Carlisle
Names of authorised helpers:	
Crèche	Michelle Graham, Sheila Hadwin, Lyn Bainbridge Esther Blake, Jackie and Simon Ghey Rachel Mitchell, Anna Vincent, Mary Hetherington, Beata Bickersteth, Kate Davidson
Sunday Club KS1+2	Rachel Eccles, Lorraine Salmon, Sandra Moffat, Kate Davidson,
Older Sunday Club : YR6+	Kate Davidson, Julie Graham , Tone Charlotte Sandvick
Boys Club	Kate Davidson, Matthew Davidson, Janet Rea, Tone Charlotte Sandvick
Toddlers	Kate Davidson, Judith Moffat, Jean Carruthers,
Toddler Time	Kate Davidson, Esther Blake
Messy church	Kate Davidson, Lynda Summerfield, Caroline Browne, Mairi Welsh, Jean Carruthers, Anne Bowie, Julie Graham, Tone Charlotte Sandvick Donald Clark, Judith Moffatt
Holiday Club	Kate Davidson, Anthony Farrar, Wendy Downey, Michelle Graham Tone Charlotte Sandvick
Belong (teenagers)	Jo Rae, Kate Davidson, Kristiaan Tjemsland, Anna Fauskanger Pederson

Allegations of Child Abuse

Allegations against anyone who attends any church activity will be fully and honestly dealt with. The Diocese procedures will be followed (in section 6i of the Diocese procedures). All allegations will be taken seriously and recorded. The Diocesan Safeguarding Adviser and the Social Services or Police will be contacted without delay, and all information will be shared.

Disclosures

Any child who makes a disclosure or allegation of child abuse will be sensitively and appropriately dealt with, following the Diocese policy (section 6i). Any adult to whom a disclosure is made will contact the Diocesan Safeguarding Adviser and will follow his/her advice. When appropriate, the person to whom the disclosure has been made will pass on the information immediately to the Social Services and/or the Police.

Suspicious

Any member of the Church who suspects that a child is being abused in any way whatsoever will immediately contact the Diocesan Safeguarding Adviser and follow his/her advice.

Confidentiality

Confidential information concerning any adult or child will be fully protected.

Complaints

Any complaint against any member of the Church will be dealt with in accordance to the Diocese's current complaints procedure. If a complaint relates to children in any way, the Diocesan Safeguarding Adviser will be informed immediately.

Monitoring & Review

This policy will be reviewed annually. The Archdeacons will ask about it every year in their Articles of Enquiry, (and follow up any issues they may have with the answers received) and discuss it every three years at their Visitations.

A copy of the policy will be sent to the Diocesan Safeguarding Adviser and the Archdeacon.

Name	Position	Signed
Simon Bickersteth	Priest in Charge	
Pat Doyle	Churchwarden	
Donald Clark	Churchwarden	
Date	22 nd January 2018	

Safeguarding of Vulnerable Adults in the Church

The Parish of St James approved this policy at the Parochial Church Council meeting held on 22nd January 2018

This policy will be reviewed each year to monitor the progress which has been achieved.

The PCC has appointed a Safeguarding Co-ordinator for adults who may be vulnerable who will ensure the implementation of this policy and the diocesan policy for Safeguarding, and give regular reports to the PCC.

The person appointed for the twelve months from the date of this policy is –

Name Jane Clark
Address 4 The Forge, Dalston CA5 7QP
Tel. No 01228 711183
e-mail jane.clark048@gmail.com

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, recognising that we have the care of the souls of all who live in our parish.
3. We commit ourselves to the safeguarding of people 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 people who may be vulnerable.
6. It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect.

7. We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.

8. The parish is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be vulnerable.

9. The parish adopts the guidelines of the Church of England and the Diocese.

10. Each person who works with vulnerable people will agree to read and abide by these recommendations and the guidelines established by this church.

Name	Position	Signed
Simon Bickersteth	Priest in Charge	
Pat Doyle	Churchwarden	
Donald Clark	Churchwarden	
Date	22 nd January 2018	