

## **St. James' Bramley**

### **Safeguarding Policy**

#### **Adults at Risk**

The parish of St. James, Bramley takes seriously its responsibility to protect and safeguard the welfare of adults who may be at risk of harm, and has produced the following safeguarding policy and underpinning procedures in order to set out the standards we wish to uphold.

This policy applies to all church officers and is informed by and supports the House of Bishops' and Diocesan policy and practice guidance (including the Safeguarding Adults Guidance Manual) . The term 'parish' is used to denote the PCC and Incumbent who together are responsible for ensuring the safety and protection of all vulnerable groups involved with the church. It is also the responsibility of all church officers to assist the PCC in this endeavour.

#### **We recognise that:**

- All adults can be at risk of mistreatment at different times in their life. Vulnerability is not an absolute; an individual cannot be labelled as 'vulnerable' in the same way as a child is regarded as a child.
- The welfare of the adult at risk is paramount.
- All children and adults with vulnerabilities, regardless of age, culture, disability, gender, ethnic origin, religious belief, sexual orientation or identity, have the right to protection from abuse.
- Partnership working is essential to good safeguarding practice.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to without delay.
- All church officers have a responsibility to report concerns to their parish Safeguarding Officer (SO).
- Church officers must receive support and training to be aware of and understand best practice, and how to manage any welfare or safeguarding issues that may arise.

## **1. Promoting a safer environment and culture**

We will ensure that all reasonable steps have been taken to safeguard adults at risk in order that they can participate fully in any pastoral, social and other PCC endorsed or approved activities and events, safe from harm and abuse.

The following activities and events have been identified as those which are associated with adults at risk and run in the name of the church:

- Pastoral visits
- Home communion
- Home Groups
- Trips and other church events

For these activities and events we will:

- Obtain carer/ guardian consent for attendance at groups and trips, use of images and transporting adults at risk in private cars
- Ensure unaccompanied adults at risk are taken care of by a suitably appointed adult and endeavour to establish contact with the carer/ guardian to gain their consent to the adult 's attendance
- Ensure no adult at risk is invited into the home of a church officer unless the reason for this has been approved and agreed with the carer/guardian and the PCC.
- Ensure pastoral carers do not misuse or abuse the trust that is bestowed upon them
- Ensure risk assessments are carried out before the activity/event takes place, and these are reviewed regularly
- Provide appropriate insurance cover for all activities undertaken in the name of the PCC
- Ensure that all activities and events which are not run directly by the church but which take place in church buildings or grounds comply with the relevant safeguarding guidance

## **1. Safer Recruitment**

We will select, vet and train all church officers working or volunteering with vulnerable groups in accordance with the House of Bishop's and Diocesan safeguarding policy and practice guidance.

We will:

- Ensure we have clear role descriptions and/or person specifications for all posts working or volunteering with children and adults at risk
- Ensure all church workers and volunteers with children and adults at risk complete and sign an application form and confidential declaration before appointment
- Ensure we take up written references and carefully check the applicant's right to work in the UK before appointment
- Seek an enhanced DBS check for anyone eligible before appointment
- Ensure that all applicants with children and adults at risk are interviewed
- Offer support and training after appointment
- Provide a written behaviour code for all workers with children and/or adults
- Ensure all church leaders and those who work with children and/or adults complete appropriate safeguarding training at least every three years.

## **2. Responding to safeguarding concerns**

We will ensure that anyone who brings any safeguarding suspicion, concern, knowledge or allegation of current or non-current abuse to the notice of the church will be responded to respectfully and in a timely manner, in line with legislation, statutory and national safeguarding policy and procedures.

We will:

- Appoint at least one lay parish Safeguarding Officer (SO) for children and adults
- Ensure there are arrangements in place to cover if the SO is not available
- Develop a written procedure for dealing with abuse and allegations and make this available to all church officers

- Clearly display contact details of the SO and the Diocesan Safeguarding team, as well as local and national services available to get help with safeguarding issues
- Store personal information and safeguarding records securely and ensure information needed in an emergency is readily available
- Ensure all church officers are aware of their responsibilities in regard to the recording, storage and sharing of information

### **3. Care of Survivors of abuse**

We will ensure that those who have suffered abuse will receive a compassionate response, be listened to and taken seriously.

### **4. Managing risk**

When it is known that a member of the church community may pose a risk to children and/or adults, we will consult without delay with the Diocesan Safeguarding Adviser so that a safe course of action in accordance with national and local safeguarding policy and procedures is followed, in conjunction with the relevant statutory agencies.

### **Monitoring and Review**

This safeguarding policy and the following underpinning procedures will be available to all church officers, parents and participants

- Procedure for dealing with safeguarding concerns and allegations
- Health and Safety Policy
- E-Safety Policy
- Guidance for those who exercise pastoral care

This policy will be reviewed annually by the PCC and amended as appropriate.

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