



## **Parish of St Edmund's and St Mark's Wootton Bridge**

### **Safeguarding Policy and Procedures**

The Churches of St Edmund's and St Mark's, Wootton, Isle of Wight are committed to the safeguarding, care and nurture of people within our church community, also to encouraging an environment where all people and especially, those who may be vulnerable, to worship and pursue their faith journey with encouragement and in safety.

We are also committed to the implementation of the Church of England's Safeguarding Policy and Procedures, and the relevant statutory legislation and guidance for the welfare of children, young people and vulnerable adults. In line with Portsmouth Diocese guidance, we have adopted the Church of England's Parish Safeguarding Handbook, published in October 2018. The church website will link to this document. Additionally, there is a hard copy available in each church.

#### Safeguarding Policy Statements

The PCC will agree the Parish safeguarding policy statement and review its policy and procedures annually. There will be a copy of both documents displayed in each church building in addition to a copy being forwarded to the Diocesan Safeguarding Office for their records.

#### Safeguarding Representative

Our Safeguarding lead for the parish is Steve Beynon. However, safeguarding is everyone's responsibility, especially those that hold any office or lead role within the churches.

#### PCC members

In line with Portsmouth Diocese's guidelines in the Pathways 2020 document, all members of the PCC will be required to complete the relevant Safeguarding training. This training is currently renewable every 3 years and comprises:

- Basic awareness
- Foundation
- Raising Awareness of domestic abuse

#### Churchwardens

In line with Portsmouth Diocese's guidelines in the Pathways 2020 document, elected Churchwardens will be required to complete the following Safeguarding training in addition to that of the PCC

- Leadership
- Safer Recruitment

#### Paid Workers and / or volunteers

The parish follows the Church of England policy and procedures on Safer Recruitment.

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 (see separate Portsmouth Diocese document)
- Complete the necessary recruitment process (DBS as necessary)
- Complete relevant training

## DBS

The parish 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 (including job descriptions) the following parish posts have been identified as potentially requiring a DBS check:

- PCC members
- Safeguarding Officer
- Anna Chaplain
- Organist / choir leader
- Parish Administrator
- Those who lead children or youth work
- Those who lead activities for vulnerable adults
- Those who visit homes for elderly and vulnerable residents
- Those who make pastoral visit to people in their own homes
- Those who host home groups or bible studies and other church based activities.

This process is now undertaken online through Portsmouth Diocese's nominated company, thirtyone:eight. Declarations and DBS checks must be undertaken every 3 years, or sooner if the individual moves to a new role / post, (unless the application 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 expected to attend Diocesan Safeguarding training every three years.

Those refusing to do safeguarding training/retraining in a reasonable time should be removed from their role.

## Clergy (including those with permission to officiate)

DBS and safeguarding training requirements are the responsibility of the Diocese to check and renew.

## Children's Activities, Groups and Events

The following activities have been identified as PCC endorsed activities that fall under the Diocesan Safeguarding Procedures:

- Children's work during Sunday morning service (Explorers' activities)
- Children's outreach (e.g. Stay&Play)
- School services (both at the school and in the Churches)

All children and young people attending church led Children's Services will do so with the consent of their parents.

School groups and services / youth organisations visiting any church building will be directly supervised by accompanying organisation staff.

## 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:

- Pastoral Care Visiting Service
- Home Communion

- Café communion meal
- Mark's Brothers' breakfast
- Elephant Club
- Church social events (e.g. coffee morning)
- Fundraising events

Careful consideration will be given at all times for the health, safety and welfare of the vulnerable adult, including transport, first-aid, food hygiene, premises and adults with special needs and / or disabilities.

#### Lone Working

There will be occasions when officers / employees of the church will need to be present when no-one else is in the church buildings. At these times the following should take place:

- the church doors should be locked by the lone worker on arrival
- the lone worker should have a mobile phone with them
- the lone worker will inform a third party (e.g. family member) where they are and approximate time scale.

#### Online presence

The following have been identified as PCC endorsed activities that fall under the Diocesan Safeguarding Procedures:

- Social media posts (Parish Facebook page)
- Luke 11 prayer line

Careful consideration will be given at all times for the safety of participants.

#### Hire of Church Premises

All those booking or using a Church building will be required to sign a copy of the Church's booking agreement and a declaration that they have read and understood the Diocesan Safeguarding Policy and Procedures, or that they agree to abide by their own organisation's safeguarding procedures.

#### Promotional Materials

Permission must be sought from any individual, parents / guardians or responsible adults before any pictures or names are used to show / promote church life. This includes, but is not limited to the following:

- church website
- church notice boards
- service posters
- promotional leaflets, social media etc.

#### Related Policies

Confidentiality

GDPR

Safer Recruitment

Health and safety

Lone working

Relevant risk assessment

Fire safety policy

First aid

#### Policy and Procedures Review

Reviewed by: Parish Safeguarding lead.

Agreed by the PCC: February 11 2025

Signed and Agreed

Incumbent: Rev'd Sandra Matthews

Churchwardens: Harry Kirby

Next review: January 2026