

# **Safeguarding Children Policy for the Parish of St Cuthbert, Cliburn**

**Date last reviewed** \_\_\_\_\_

## **Parish Policy for Safeguarding Children:**

The Parish of St Cuthbert, Cliburn approved this policy at the Parochial Church Council meeting held on 28 November 2012

## **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 Cuthbert, Cliburn 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 until the next Annual Church Parochial Meeting from the date of this policy is –

|         |  |
|---------|--|
| Name    | Judith Cotter  |
| Address | The Old Post Office, Bolton, Appleby In Westmorland CA16 6AL |
| Tel. No | (017683) 61209   |
| e-mail  | judithcotter@aol.com   |

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## **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: **Ecclesiastical Parish Guard, Policy No 04/XPJ/9078621**

Details of the policies and the cover they provide are held by:

**Margaret Burne, Croft House, Cliburn Penrith CA10 3AL**

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 CRB disclosure before they are appointed and will be expected to complete a probationary period of at least three months before their appointment is reviewed and confirmed.

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### 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 CRB 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 from the date of this policy until the next Annual Parochial Church Meeting:

|                  |   |
|------------------|---|
| Name of Activity | Sunday School                           |
| Name of Leader   | Carolyn Fyfe                            |
| Contact Tel. No. | (01931) 714620                          |
| Address          | The Vicarage, Morland, Penrith CA10 3AX |

|                            |   |
|----------------------------|---|
| Name of Activity           | Eden Live Youth Congregation            |
| Name of Leader             | Carolyn Fyfe                            |
| Contact Tel. No.           | (01931) 714620                          |
| Address                    | The Vicarage, Morland, Penrith CA10 3AX |
| Name of authorised helper. | Ramsay Lunn                             |

|                  |   |
|------------------|---|
| Name of Activity | SNACK After School Club                 |
| Name of Leader   | Carolyn Fyfe                            |
| Contact Tel. No. | (01931) 714620                          |
| Address          | The Vicarage, Morland, Penrith CA10 3AX |

### 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

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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.

Incumbent .....

Churchwarden .....

Churchwarden .....

Date 28 November 2012