



St Andrew's Kirk Ella

SAFEGUARDING CHILDREN PROCESS 2016

		Responsibility	Initial when done
1	Jane Eaman will remind Parish Safeguarding Representative and Incumbent (JSJ) in May that the Safeguarding Policy is due to be reviewed annually in June/July	JME	
2	This annual update will then be presented to PCC in September for their review and adoption.	JME to PCC Secretary	
3	Within the policy, there will be a signpost to the Diocesan website for accessing relevant resources eg Diocesan guidance/templates for responding to safeguarding issues.	SC	
4	The PCC will be informed regarding the DBS requirements linked to various roles and positions of trust within the Parish and will be informed about the safer recruitment process, if there are any recommended changes.	JME	
5	The PCC will be aware of all children's and youth activities and mixed-age activities that come under the child protection procedures.	SC – these are listed in the policy	
6	There will be two appropriate references taken when appointing those working with children or vulnerable adults (including volunteers).	JME	
7	There will be an appropriate interview when appointing those working with children or vulnerable adults.	SC / CD / JSJ	
8	The agreed Safeguarding Policy document needs to be forwarded to the Diocese for its records annually, ideally after the PCC meeting in September of each year.	JME	
9	The current safeguarding policy will be displayed on view to all – church porch and memorial hall. This will include name of Parish Safeguarding Representative (church email address to be set up) and the Church Office number for initial contact.	JME	
10	The PSR will ensure that all volunteers and workers have a copy of the current safeguarding policy. They will be required to inform the church office when they have read the policy document annually (in October, and this is checked by the PSR in November and any outstanding responses chased up).	JME / SC	

11	<p>Children and vulnerable adults will be informed about who they can talk to if an issue arises and relevant sources of support posters will be on display (eg NSPCC, Childline) in the Church building and Memorial Hall.</p> <p>Sunday Groups Leader will plan how to incorporate this appropriately into a children's Sunday group session annually.</p> <p>An entry will be made in the Church Family News in the autumn term informing people who the PSR is and the basic policy of discussing concerns with them and/or church warden/incumbent if the situation arises.</p>	JME CD JSJ	
12	All parish clergy, readers and those working with children and vulnerable people need to complete basic/appropriate level safeguarding awareness training (to be delivered by Church of England over next 12 months).	JME	
13	All external bodies hiring or using church premises will be required to sign hiring agreement, which will include statement that they have the responsibility for safeguarding for their own people.	JME	
14	All external bodies, using the hall on a regular basis, will be required to send their safeguarding policies into the Church Office for review annually in January. A response will be given within 1 month. A list of criteria will be produced as a checklist for Jane Eaman to review these policies against. If unsure that the policy is adequate, then it will be passed to SC for review/action.	JME / SC	
15	For one-off users eg private party, then a disclaimer statement can be incorporated into the hiring agreement stating that those hiring the building are responsible for ensuring adequate safeguarding arrangements are in place for the duration of the hire period.	JME	
16	A review meeting will take place every six months with PSR/Incumbent/Church Warden, to look at concerns forms that have been submitted to the Church Office and decide whether any further action required.	SC / JSJ / CW	
17	If a confidential agreement/safeguarding agreement is put in place concerning any individual (deemed to be a 'risk'), the PCC/PSR/Incumbent should oversee these agreements in partnership with the Safeguarding Advisor at the Diocese.	PCC / SC / JSJ	

SC Sarah Coope
CD Claire Dean
JME Jane Eaman
JSJ Jonathan Jukes
CW Churchwarden
PCC PCC