

The Parish Church of St Mark, Broomhill and Broomhall

PARISH POLICY ON SAFEGUARDING ADULTS

Reviewed and Approved by the Parochial Church Council on 12 September, 2018

Policy Statement

St Mark's Parochial Church Council (PCC) adopts the Safe Church Policy of the Diocese of Sheffield.

We are committed to respectful pastoral ministry to all adults within our church community.

We are committed, within our church community, to the safeguarding and protection of vulnerable people.

We will carefully select and train all those with any pastoral responsibility within the Church, including the use of the Disclosure and Barring Service (DBS).

We will respond without delay to any complaint made that an adult for whom we were responsible has been harmed, cooperating with police and the local authority in any investigation.

We will seek to offer informed pastoral care to anyone who has suffered abuse, developing with them appropriate support towards reconciliation and healing.

We will challenge any abuse of power by anyone in a position of trust.

We will care for and supervise any member of our church community known to have offended against a vulnerable person.

The Diocesan *Safeguarding Vulnerable Adults* policy can be found at:

<http://www.sheffield.anglican.org/UserFiles/File/Safeguarding/Safe-Church-Policy-amended-February-2017.pdf>

Application of the Policy

Members of the PCC and all persons, whether paid or voluntary, working with adults under the auspices of St Mark's PCC will be required to read this policy as well as the Guidelines, Practices and Procedures defined in the Diocesan *Safeguarding Vulnerable Adults* policy and will be expected to adhere to them. This policy will be available on the church website <https://stmarkssheffield.co.uk/policies> and copies will be placed in the Library at St Marks.

This policy will be reviewed annually by the PCC. The PCC will appoint a Safe Church Officer and will inform the administrator at Diocesan Church House of that person's name and contact details.

Vulnerable Adult

The Care Act 2014 states that safeguarding duties apply to any adult (aged 18 or over) who:

- has care and support needs, and
- is experiencing, or is at risk of abuse or neglect, and
- is unable to protect themselves because of their care and support needs

An adult in receipt of regulated activity is deemed vulnerable and information about regulated activity is available in the Department of Health, Regulated Activity (adults) document available at:

<https://www.gov.uk/government/publications/new-disclosure-and-barring-services>

A copy of this document will be kept in a safeguarding folder in the library at St Marks.

Insurance

St Mark's provides insurance, covering public liability and personal accident, for all activities involving adults which have been authorized by the PCC according to the requirements of its insurer, the Ecclesiastical Insurance Group.

Recruitment

The PCC will follow the recruitment process included in the Diocesan *Safeguarding Vulnerable Adults* policy. References, the Confidential Declaration and a Disclosure and Barring Service check via the diocesan system will be obtained for anyone involved in regulated activity with adults. Appointment to any post, paid or voluntary, will not be made until these processes are complete.

Good Working Practice

All those working with adults will follow the Good Working Practices guidelines in the Diocesan *Safeguarding Vulnerable Adults* policy. Of particular importance, when adults are unable to speak for themselves or are dependent on others for aspects of their everyday living, are the maintenance of privacy and confidentiality, standards of conduct and attitudes of respect which enable those involved in an activity to maximise their life chances and maintain independence.

Fire Regulations and Security

When activities are taking place in church, workers and volunteers should be aware of fire regulations, the location of fire extinguishers and evacuation procedures. The person responsible for activities should know who to contact in an emergency relating to the building and have access to a telephone at all times. In-house training in fire safety will be provided regularly.

There must be vigilance about who else is in the building or space occupied by the group.

Workers and volunteers having individual contact with people in their own homes should be alert to potential fire risks or other sources of insecurity, be aware of exit routes and have access to a telephone.

Food and Hygiene

If any group is involved in the preparation of food at least one worker or volunteer should have completed a food hygiene and food safety course to ensure good practice is followed. Any individual working alone in a role with which involves the preparation of food will also complete a food hygiene and food safety course.

First Aid and Accidents

Any group activity will have at least one adult present who has attended a basic course on first aid or who is medically trained. A register of such persons will be maintained by the PCC. There should be a properly stocked first aid kit accessible to each group. In the event of any accident, an incident and accident report form should be completed and should be kept securely in a marked file. Any individual working alone, on a regular basis, in a supportive role will also complete a basic course on first aid.

Church Premises

Any organisation booking the use of church premises will be informed of the need to observe the policy via a statement on the Booking Form. They should be expected to confirm in writing that they have a safeguarding policy and appropriate insurance. Individuals booking church premises for private functions will have the policy drawn to their attention and accept their responsibility for protecting adults and children at the function in line with the policy.

Allegations, Concerns, or Abuse Reported by an Adult

Allegations, concerns or reported abuse will be managed according to the Diocesan *Safeguarding Vulnerable Adults* policy. Guidance about raising an alert about a safeguarding concern or disclosure is also provided in the flow chart attached.

Review

St Mark's Safeguarding Team will review the parish policy annually. A copy of St Mark's current Safeguarding Adults Policy will be sent to the Archdeacon for inclusion in the parish file and when substantial amendments have been made a revised copy will be sent.

Training

Safeguarding training is available to the clergy, employees and volunteers working for St Marks from the Diocesan Safeguarding Training Officer. Details of sessions can be obtained by contacting Sue Lamprell, Safeguarding Administrator 01709 309151 or by following the link below:

<http://www.sheffield.anglican.org/safeguarding-training-information-dates>

Resourcing

The PCC is committed to ensuring that adequate financial resources are made available for continuing St Mark's work with older people and for implementing its safeguarding policy with all adults.

Signed on behalf of the PCC by:

..... The Revd Sarah Colver, Associate Vicar

..... Church Warden

..... Date

St Mark's Safeguarding Team

Lead clergy:

Sarah Colver, Associate Vicar

Sue Hammersley, Vicar

Duncan Lennox

Safe Church Officer

Safeguarding Administrator/
DBS Lead Recruiter:

Sarah Jenkins

Domestic Abuse Officer:

Jane Padget

Key Personnel

St Mark's Health and Safety Officer:

Pat Hunt, Churchwarden

St Mark's Fire Prevention Officer:

Robin Saunders

Diocesan Safeguarding Adviser:

Linda Langthorne (01709 30914)

Archdeacon of Sheffield and Rotherham:

Ven. Malcolm Chamberlain (01709 309110)

Review and Renewal Date: September 2019 meeting of the PCC