



United Benefice of St Keverne, St Ruan w Grade & Landewednack:

Safeguarding Policy

Introduction

Benefice & Parishes

This Policy applies to the three parishes comprising the United Benefice of St Keverne, St Ruan w Grade & Landewednack (the Benefice), and has been approved and adopted by the individual Parochial Church Councils (PCCs) of the said United Benefice.

Background Assumptions

Whilst this Policy reflects and adheres to the national Church of England and local Diocesan requirements and guidelines for Safeguarding, we recognise that the background for our approach to safeguarding, and the primary motivation for it, lies in our calling as Christians:

- To love one another as Christ has loved us, and as we love ourselves [REF], and
- To be neighbours to all and any who are vulnerable and in need; being more concerned to be good neighbours in Christ than to concern ourselves in defining or restricting who we might regard as our neighbours [REF]

Safeguarding is therefore, in its most general sense, almost a synonym for loving and caring; with the true extent defined not so much by legislation or formal guidance, as by Jesus' words 'as I have loved you'.

Context and Application

This policy is approved and adopted by the PCC's of three Church of England Parishes. It refers to Church Communities and Church Activities. However, it is recognised that there is no easy definition of Church in this context, whether applied to Church Communities or Church Activities – The Church of England has no formal concept of Membership.

At the same time both the Diocese and the PCC's appoint people (formally and informally) invested with a level of authority, or who may be perceived as invoking a level of trust, as part of a Church Community. And, in terms of activities, the PCCs organise and administer activities that may clearly be regarded as Church Activities, either themselves or in partnership with other churches and groups.

People, who may perceive themselves as church members, either by regular attendance or involvement, may be involved in other activities as individuals rather than as church members, and the PCCs may not be in a position to manage any Safeguarding risks for such activities. However, in applying this Policy, the PCCs will seek to make the definitions of Church Community and Church Activities as broad as practicable and will seek to promote a good Safeguarding and practice in the wider community.

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Policy Overview

Summary Statement

This Policy applies to the three parishes comprising the United Benefice of St Keverne, St Ruan w Grade & Landewednack (the Benefice), and has been approved and adopted by the individual Parochial Church Councils (PCCs) of the said United Benefice

The PCCs (individually and together):

- a) **Accept the prime duty of care placed upon the incumbent Rector of the Benefice and the PCCs to ensure the well-being of children and vulnerable adults in the church community.**
- b) **Adopt and implement this Safeguarding Policy and procedures, based on the Truro Diocesan Safeguarding policy (the Diocesan Safeguarding Policy) and the House of Bishops Policies for Safeguarding Children and Vulnerable Adults.**

Principal Elements of the Policy

The PCCs will:

1. Appoint and support **Safeguarding Coordinators** to work with the Rector and the PCCs to implement this Safeguarding Policy and Procedures.
2. Identify and maintain a list of all activities of the Church Community relating to Children or Vulnerable Adults or which may impact on the Safeguarding of Children or Vulnerable Adults (the **Applicable Activities**)
3. Identify, approve, authorize and maintain details of all people working with Children and Vulnerable Adults in the Church Community and its activities (the **Authorized People**).
4. Follow the **Good Practice** guidelines set out in the Diocesan Safeguarding Policy
5. Ensure the **management** and **monitoring** of any **persons of risk**; who may pose a threat to children and vulnerable adults are effectively managed and monitored.
6. Endeavour to ensure that Safeguarding is part of the **culture** of and is taken seriously by, the Church Community, who will be encouraged to be informed, vigilant and responsible.
7. Give **clear public guidance** to facilitate and encourage the communication of any causes of concern regarding Safeguarding to the appropriate responsible people.
8. Ensure that **appropriate pastoral care** is available for any person who has made a disclosure.
9. Provide, as appropriate, **support** for all **parents** and **families** in the congregation.

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Review

The PCCs shall review of this Safeguarding Policy & Procedures and its implementation annually.

Detail & Procedures

Safeguarding Coordinators

The PCCs will appoint and support Safeguarding Coordinators to work with the Rector and the PCCs to implement this Safeguarding Policy and Procedures.

Roles and Responsibilities

The roles and responsibilities of the Safeguarding Coordinators shall be as set by the Diocesan Safeguarding Policy. The Safeguarding Coordinators must ensure that any concerns are dealt with according to the Diocesan policy and legislative requirements.

Each Safeguarding Coordinator shall be given a clear Parish focus within the Benefice. However, Safeguarding Coordinators may act as deputy or support for other Parishes in the Benefice, where required.

Appointment & Training

Each Safeguarding Coordinator shall be appointed in accordance with all the requirements of the Diocesan Safeguarding Policy and Safer Recruitment Policy & Guidance (Safer Recruitment).

Each Safeguarding Coordinator may be appointed with respect to one or more Parish. The Safeguarding Coordinators appointed to the Benefice Parishes shall act as mutual deputies, with a primary focus on the Parish(es) to which they are appointed and a supporting role for the other Safeguarding Coordinator(s) appointed within the Benefice.

The PCC will ensure and support the appropriate ongoing training of the Safeguarding Coordinators and all involved in Safeguarding.

Safeguarding Committee

The PCC will establish a Committee to oversee and support the Safeguarding Coordinators.

Applicable Activities

The PCCs will identify and maintain a list of all activities of the Church Community relating to Children or Vulnerable Adults or which may impact on the Safeguarding of Children or Vulnerable Adults (the Applicable Activities)

The PCC recognises that the above list is only a principal focus and that Safeguarding applies to all its activities.

List of Applicable Activities

The Safeguarding Coordinators shall produce and maintain the list of Applicable Activities approved by the PCC, which shall be approved annually by the PCC. Where a new activity, or

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a significant amendment to an existing activity, is proposed. It must be approved by at least the Safeguarding Coordinators and the Rector and reported to the PCC at its next meeting for its approval.

Risk Assessment

1. For each Applicable Activity, there must be a General Safeguarding Risk Assessment, identifying potential risks and steps to be taken to minimise/address these.
2. Such General Safeguarding Risk Assessments will be reviewed annually
3. Where other activities (e.g. trips or special events) might involve Safeguarding risks not covered by the General Safeguarding Risk Assessment, a specific Safeguarding risk assessment must be completed.

Approved Persons

4. For each Applicable Activity, there must be an approved Responsible Person (or Persons) with overall Safeguarding responsibility for that Activity.
5. A list of Authorized Persons involved shall be maintained for each Applicable Activity

Records

6. Adequate records must be kept of all people taking part in any Applicable Activity, whether as leaders, helpers or participants

Insurance

7. The PCC will provide appropriate insurance cover for all activities undertaken in the name of the Parish.

Authorized Persons

The PCCs will identify, approve, authorize and maintain details of all people working with Children and Vulnerable Adults in the Church Community and its activities (the Authorized People).

Recruitment

1. Whether paid or volunteers all Authorized People shall be recruited in accordance with the Diocesan Safeguarding Policy and Safer Recruitment Policy & Guidance; including without limitation:
 - a. A clear job description
 - b. Appropriate Criminal Records Checks
 - c. Completion of an appropriate Application Form
 - d. Completion of appropriate and satisfactory References
 - e. Completion of a Confidential Declaration Form
 - f. Completion of an Interview
 - g. Appropriate Training and Support, including an Annual Review
2. Where an Authorized Person is involved in more than one activity this process may be amended as is reasonable and commensurate with Safer Recruitment.

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References

3. In obtaining appropriate References it is recognised that some of our volunteers have been long term residents in the parish and/or have been long-term volunteers. Some real attempt to obtain realistic and independent references should, however, always be made.

Training

4. All Authorized Persons will be provided with a copy of this Policy and the and Diocesan Safeguarding Policy and Guidelines.
5. All Authorized Persons will be provided with training appropriate to their level of involvement and responsibility.

Persons of Risk

The PCCs will ensure the management and monitoring of any persons of risk; who may pose a threat to children and vulnerable adults are effectively managed and monitored.

Multi Agency Involvement

The PCC's Safeguarding commitment is part of a wider commitment by the Diocese and other agencies in Cornwall. The PCC will ensure that its Safeguarding compliance adequately and appropriately involves all relevant agencies. In particular The Diocese is recognised as our principal reporting agency and we will ensure that the Diocese is always informed of any relevant issues and actions.

Management & Confidentiality

Culture and Publicity

The PCCs will:

- a) Endeavour to ensure that Safeguarding is part of the culture of and is taken seriously by, the Church Community, who will be encouraged to be informed, vigilant and responsible.***
- b) Give clear public guidance to facilitate and encourage the communication of any causes of concern regarding Safeguarding to the appropriate responsible people.***

Culture

The PCC will keep Safeguarding as a standard item on its agenda. In addition, it will require and consider a full report at least once a year.

The PCC will develop a strategy to ensure that the general congregation are adequately informed and involved on ensuring that Safeguarding becomes part of the church's culture.

Publicity

The PCCs will display notices in all church buildings with details of the Childline telephone number and how to contact the Rector and Safeguarding Coordinators

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Appendix 1 – Safeguarding Coordinators

St Keverne Parish

Mrs Pam Kaley

Landewednack and St Ruan with St Grade Parishes

Ms Ann Bradbury

Appendix 2 – Safeguarding Committee

Revd Peter Sharpe (Chair)

Mrs Pam Kaley

Ms Ann Bradbury

Appendix 3 – List of Applicable Activities

Appendix 4 – List of Authorised Persons