



*The Parish Church of St Michael and All Angels
Hempsted Rd – Paulsgrove - PO6 4AS
02392 378 194.*

Parish Safeguarding Policy

The Parish of St Michael & All Angels' Paulsgrove is committed to the safeguarding, care and nurture of the children within our church community, and also to encouraging an environment where all people and especially those who may be vulnerable are able 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 for children, young people and adults, "Promoting a Safer Church" (Annex 1), and the relevant statutory legislation and guidance for the welfare of children.

Parish Safeguarding Policy Statements

Every year the PCC will agree the Parish Safeguarding Children and Vulnerable Adults Policy Statements, displaying each copy in the Church and forwarding one copy of each to the Diocesan Safeguarding Office for their records.

Parish Safeguarding Representatives

The PCC will appoint a minimum of one Safeguarding Representative who will be responsible on behalf of the incumbent and PCC for implementing the Diocesan policy in respect of safeguarding children and vulnerable adults. The Parish Safeguarding Representative agrees to undertake the key responsibilities of the role as outlined in the Diocesan Safeguarding Guide.

Our Children's Safeguarding Representative is Mrs S Birchmore

Our Vulnerable Adult's Safeguarding Representative is Mrs S Birchmore

Mrs Birchmore can be contacted via the vicarage telephone number or directly by email sue_birchmore@wvi.org.

Paid Workers and/or Volunteers

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 (Annex 2)
- To complete the necessary vetting application (DBS)

The Parish of St Michael & All Angels' Paulsgrove will seek to ensure that a DBS check is only requested after a risk assessment (Annex 3) has indicated that one is both proportionate and relevant to the position (paid or voluntary) concerned. Using the appropriate risk assessment procedures the following parish posts have been identified as requiring a DBS check:

- Churchwarden
- Young People's Workers
- Sunday School Leaders/Helpers

- Head Server

All Confidential Self Declarations Forms, references and results of DBS checks will be held securely by the Incumbent in consultation with the Parish Safeguarding Representative. Declarations and DBS checks must be undertaken every five years, or sooner if the individual moves to a new post, (unless the application was obtained 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 must successfully complete an approved e-learning course. They will be encouraged to attend Diocesan Safeguarding training every three years, and any other relevant and accessible training opportunities.

Children’s Activities, Groups and Events

The following children’s, young people’s and mixed age activities have been identified as PCC endorsed events and activities that fall under the Diocesan Safeguarding Procedures:

- Sunday School
- Baking Club
- School holiday clubs
- Confirmation Classes

All children and young people wishing regularly to attend the above activities will be provided with a Registration Form (Annex 4), which must be completed and signed by their parents/carers. Registration forms are kept securely in the sacristy and will be collected by supervising adults before activities commence. Registration forms will be reviewed and updated on an annual basis.

Children who wish to take part in additional events (eg church outings, holidays or sleepovers) will not be allowed to participate in such activities unless a completed consent form is received from the parents or guardians of the child concerned. This applies even if the parent or guardian accompanies the child on any such trip or activity.

Consideration will be given at all times for the health, safety and welfare of each child and young person, including supervision ratios, transport, first aid, premises and children with special needs.

Hire of Church Premises

All those who book or use the church hall on a regular basis shall be required to sign a copy of the parish booking agreement and a declaration that they have read and understand the Diocesan Safeguarding Policy and Procedures, or that they agree to abide by their own organisation’s safeguarding procedures.

SIGNED AND AGREED:	
Incumbent:	_____
Churchwarden/s:	_____ _____
Safeguarding Representative/s:	_____ _____
Date:	_____

Annexes

1. Diocese of Portsmouth Safeguarding Policy and Procedures
2. Confidential Self Declaration Form
3. Risk Assessment
4. Registration Form
5. Sunday School Volunteer Role Descriptions



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Sunday School Volunteer Role Descriptions

Overall Sunday School Leader

Character

We are looking for an overall leader who will:

- Be an active Christian, trustworthy, caring, and willing to lead others and be led
- Be an active member of St Michael and All Angels Church, Paulsgrove, and support its vision and values
- Listen to and support children in their care in each session

Role

We are looking for a leader who will:

- Lead the Sunday School team prayerfully, according to the agreed vision
- Support and induct other members of the Sunday School team
- Ensure rotas are completed as required and necessary resources are available
- Run a regular Sunday School meeting and attend other church meetings as required
- Ensure safeguarding procedures are understood and followed
- Attend Diocesan safeguarding training every three years
- Successfully complete an approved safeguarding e-learning course
- Attend other training as required
- Prepare a Sunday School report for the Annual General Church Meeting, and other reports as required

Assistant Sunday School Leader

Character

We are looking for an assistant leader who will:

- Be an active Christian, trustworthy, caring, and willing to lead others and be led
- Be an active member of St Michael and All Angels Church, Paulsgrove, and support its vision and values
- Listen to and support children in their care in each session

Role

We are looking for an assistant leader who will:

- Be a prayerful, supportive member of the Sunday School team
- Make a commitment to serve regularly in support of the aims of the Sunday School team
- Attend Sunday School team meetings
- Understand and follow safeguarding procedures
- Successfully complete an approved safeguarding e-learning course
- Attend other training as required
- Be accountable to the Overall Sunday School Leader and communicate any concerns
- Familiarise themselves with where the register, children's safeguarding information folder, Diocese "In Safer Hands" folder, first aid kit and accident book are kept

Sunday School Helper

Character

We are looking for an assistant who will:

- Be an active Christian, trustworthy, caring, and willing to lead others and be led
- Be an active member of St Michael and All Angels Church, Paulsgrove, and support its vision and values
- Listen to and support children in their care in each session

Role

We are looking for an assistant leader who will:

- Be a supportive member of the Sunday School team
- Make a commitment to serve regularly in support of the aims of the Sunday School team
- Attend Sunday School team meetings when invited
- Understand and follow safeguarding procedures
- Successfully complete an approved safeguarding e-learning course
- Attend other training as required
- Be accountable to the Overall Sunday School Leader and communicate any concerns
- Familiarise themselves with where the register, children's safeguarding information folder, Diocese "In Safer Hands" folder, first aid kit and accident book are kept