

## **St Mary and St Michael Sittingbourne Safeguarding Policy and Guidelines**

As a church we will use best practice for setting the standards for working with children and vulnerable adults. We will comply with the Diocese of Canterbury guidelines for Safeguarding to protect ourselves and anyone who, now or in the future, come under our care.

### **Strategies for implementation of policy**

- Safeguarding Coordinator/s will be appointed by the PCC.
- The following information will be displayed in the building where the children and young people meet:  
The Safeguarding Coordinator/s' names and contact details.  
The Childline telephone number (0800 1111) and Family Lives telephone number (0800 800 2222)  
A copy of the Safeguarding Policy Statement and Guidelines (also displayed in church)
- It will be the responsibility of the incumbent and the PCC to see that the Safeguarding Coordinator/s report regularly to them.
- The Safeguarding Coordinator/s will carry out the monitoring of the policy.
- Paid employees and volunteers of the parish who have contact with children or vulnerable adults must have a satisfactory enhanced Disclosure & Barring Service (DBS) Disclosure before having contact. For paid employees this is a condition of employment. A probationary period of six months will be the norm for any new position, voluntary or paid.
- Any comment on the DBS Disclosure will be assessed by the Diocesan Risk Assessment Group (RAG) who will advise the incumbent and PCC.
- Employees and volunteers are required to inform the incumbent of any criminal convictions obtained following the original DBS Disclosure. These convictions will be risk assessed before allowing the person to continue. This will be recorded.
- Job descriptions should be given for both voluntary and paid posts. Paid staff will have a formal interview with a relevant interview panel and a job contract will be issued. Volunteers will have an informal interview with the relevant Church leaders. The PCC will ensure that all those working with children and vulnerable adults are appropriately recruited, trained and supported under Safer Recruitment Guidelines.
- The Safeguarding Coordinators are encouraged to make unannounced visits to check that this policy is being carried out.
- Incidents of concern must be recorded in detail in writing, signed and dated. These will be kept confidentially in a sealed envelope. The incumbent will be responsible for the safe keeping of these documents in case they are needed at a later date. The PCC will ensure that those who may pose a threat to children are effectively managed and monitored, always taking advice from the Diocesan Safeguarding Adviser.
- Employees and volunteers will sign to say that they have read and understood both the Policy and Guidelines and this will be kept on file. All those in charge in any way of work involving children and vulnerable adults will have guidelines on safer working practice and on how to deal with the discovery or disclosure of abuse. Any allegation of abuse will be treated seriously.
- There are recommendations for the ratio of leaders to children in a group.

3 – 8 years	1 leader for every 5 children	8 – 12 years	1 leader for every 8 children
	Over 12 years		1 leader for every 12 young people
- At all times there should be no less than 2 leaders per group. It is advisable in mixed gender groups there should be a male and female leader.
- Risk assessments should be carried out before all events to cover health and safety issues.
- It is recognised that Uniformed Organisations are covered by their own regulations and training. We should receive copies of Safeguarding policies from external organisations
- The Safeguarding Policy is to be reviewed annually by the PCC.
- The PCC is required to carry out an audit of premises, to keep a record of all activities and ensure that appropriate Health and Safety procedures and appropriate insurance cover is in place.

I have read, understood and agree to abide by the Safeguarding policy of St Mary and St Michael.

Signed \_\_\_\_\_

Date \_\_\_\_\_