

Safeguarding Report 2019

St Helens Low Fell Gateshead.

Churchwarden Responsible for Safeguarding Helen Jones

Safeguarding Officer Gillian Hunt

Safeguarding Committee Derek Brown, Helen Jones, Margaret Moran, Marion James, Gillian Hunt.

The committee met in May/October and is to meet in February.

Report.

The committee has been very active this year continuing to ensure on behalf of the PCC that all safeguarding systems are in place and protect the church and community. This work has been undertaken in three main areas.

1. Ensure appropriate training is in place.
2. Ensuring all those who need to have Disclosure and Barring Service checks have them.
3. Agreeing or reviewing relevant policies. In particular ensuring all the new policies from the Church of England and the rules about the publishing of them are followed.
4. Ensuring Health and Safety systems are in place and appropriate risk assessments completed. This was especially important for the new activities now happening regularly such as Toddler Group and the Meeting Place.
5. Ensuring that the church complies with items on the Diocesan checklist.

Ensure appropriate training is in place.

To date over 30 members of the church have completed this training which reflects very well on our church as a caring community. The training was undertaken either on line, on courses provided by the Diocese or on courses provided in house. Two members of the congregation who are unable to access on line training were trained in the church hall. It will be important in 2020 to ensure that all those whose training was undertaken three years ago update that training.

Two members of the congregation undertook food hygiene level 2 training this year and three others completed a specialist First Aid qualification for First Aid for children and young people.

The Vicar, the safeguarding churchwarden and the Health and Safety officer attended very good training from the Ecclesiastical Insurance Company about keeping churches open during the day. This led to some thoughtful discussions and agreement of our procedures about this.

Ensuring all those who need to have Disclosure and Barring Service checks have them.

The Safeguarding Officer is continuing the work of updating Disclosure and Barring Service checks for those who need this and ensuring those who take on new responsibilities in relation to children and vulnerable adults have a DBS. All those who need to do so have either applied or in the process of doing so. There has been an increase in the number of people who needed this check and thanks

are due to those who undertook this important procedure. We also registered the church on the on line system for DBS checks and have begun to use this system.

Agreeing or reviewing relevant policies.

PCC agreed new policies or ratified existing ones in relation to Safeguarding Children and Young People, Safeguarding Vulnerable Adults and Work with people in relation to Domestic Violence and agreed rules in relation to safer recruitment. Work was also undertaken to ensure anyone who needed to know quickly and effectively how to report any issues of concern in relation to their safety and that of other people. Discussions were also had with some members of the congregation who were concerned about being in church when the church is open to all visitors. It was agreed that they could have access to keys for the church at other times.

Ensuring Health and Safety systems are in place and appropriate risk assessments completed.

Members of the committee accepted the resignation of Marion James as Health and Safety officer with regret and also thanks for the many years she has effectively supported the church in this role. Options for how to replace her role were discussed and although our initial plan did not work out it is now agreed that the new Parish Administrator will take on this role. It will be important to ensure that we have an effective transition for this important role.

The committee were pleased that following an inspection by the Local Authority the Church Hall was rated as 5 for Food Hygiene, the highest level available. We are grateful for the particular work of Debbie Sutcliffe in relation to this. This inspection is undertaken every 5 years.

Ensuring that the church complies with items on the Diocesan checklist. (see attached)

The Diocesan checklist was discussed at every meeting of PCC and the Safeguarding Committee and we are now able to say that all requirements are in place in time for the Archdeacons Visitation.

Conclusion.

The Church is grateful to those who work so hard in this area on behalf of us all, in particular all members of the Safeguarding Committee and Gillian in her role as Safeguarding Officer.

1.20

Helen Jones

Parish Check List 1.20

(It is good practice to review your parish checklist with the PCC every year)

Item	✓ or X	Action
Promoting Safeguarding		
Do we have a Parish Safeguarding Policy?	Y	
Has it been approved by PCC?	Y	
Is the safeguarding policy publicly displayed?	Y	
Have we got a Parish Safeguarding Officer? <i>(if you have more than one church ideally you would have a parish safeguarding officer in each church)</i>	<u>Y</u>	
Is information displayed about who the Parish Safeguarding Officer is and how to contact them?	<u>Y</u>	
Is there always a Safeguarding Report presented at the APCM?	Y	
Safer Recruitment		
Has the PCC adopted the Practice Guidance for Safer Recruitment?	<u>.9.19</u>	
If Safer Recruitment Guidance has been adopted can you evidence that all paid staff and volunteers have been recruited in accordance with the practice guidance?	<u>Y</u>	

Are all activities for children and young people and vulnerable adults authorised by the PCC?	<u>Y</u>	
Are all children and young people's workers and those who work with vulnerable adults authorised by the PCC?	<u>9.19</u>	
Have all new workers and volunteers been through an Induction process?	<u>Y</u>	<u>Process agreed.</u>
Have all paid workers and volunteers, who need it, been offered Diocesan Safeguarding Training?	<u>Y</u>	
Have all paid workers and volunteers, where appropriate, renewed their DBS Disclosures?	<u>On going</u>	
Do we have an up to date record of those who have completed DBS checks?	<u>Y</u>	
Do we have a record of those who have undertaken Safeguarding Training at a Diocesan Level?	<u>Y</u>	
Keeping Safe		
Have all church activities been risk assessed?	<u>Y</u>	<u>In line with HSE guidance</u>
Is there an Accident and Incident Book available for all activities?	<u>Y</u>	
To who are entries in the Accident and Incident Book reported?	<u>HSO</u>	
For activities for those under the age of 18 years, are there correct ratios of leaders and genders to the numbers in each activity?	<u>Y</u>	<u>At present with parents</u>
Do we have consent forms for each child including permission for	<u>Y</u>	

photographs, health information and emergency contact details?		
Do we keep a register for each activity for those under 18 years?	<u>Y</u>	
Does the register include the leaders present at each session?	<u>Y</u>	
If activities for under 18's take place in home venues have these venues been risk assessed?	<u>N/A</u>	
Do you have an agreed policy for those undertaking home visits on behalf of the church?	<u>N/A</u>	
Is there a qualified First Aider at each activity or can one be easily accessed?	<u>Y</u>	
Is First Aid equipment easily accessed?	<u>Y</u>	
Are we insured for all our work with children and young people and vulnerable adults?	<u>Y</u>	
Are buildings checked by leaders for Health and Safety before each activity with children and young people and vulnerable adults?	<u>Y</u>	
Are there people designated by the PCC who are responsible for Fire Equipment and Procedures?	<u>Y</u>	
Transport		
If your PCC takes responsibility for transport do the plans and arrangements comply with the Diocesan Safeguarding Policy	<u>N/A</u>	

Use of Internet/Social Media/Electronic Communications		
Does the method you use to communicate with those under the age of 18 comply with the guidelines in the Diocesan Safeguarding Policy?	<u>Y</u>	
Do you have a Facebook page or equivalent, if so do you have a user policy?	<u>Y</u>	
Record Keeping		
Do you keep records of safeguarding incidents?	<u>Y</u>	
Do you store them securely?	<u>Y</u>	
Is access to them appropriately limited?	<u>Y</u>	
Hire of Buildings		
In your letting agreements do you make your expectations about safeguarding explicit (<i>i.e.: if appropriate must have their own safeguarding policy, in the absence of this expect them to follow the parish policy</i>)	<u>Y</u>	