



Safeguarding Framework

Scope

This document covers the routine working arrangements for those under 16 whilst in the parish church's care, primarily at Young Church and Junior Choir. Additional information is attached (**Appendix O**) relating to working with Vulnerable Adults/Adults at Risk.

Additional activities are encouraged for the children's enrichment (trips to St Paul's, sleep-outs, carol singing, etc.) and will be planned and authorised on a case by case basis by the Rector or in the Rector's absence by the Churchwarden responsible for overseeing the parish church's work with Young People and Families.

Before any Offsite Activities by members of Young Church and/or Junior Choir can take place a full Risk Assessment is to be carried out by the Pastoral Assistant and/or the Assistant Director of Music (as appropriate). The Rector's signature must be sought to signify approval. Where appropriate the parish church's insurers are to be informed of the activity. A Risk Assessment Form can be found at **Appendix M** to this Framework document.

The overarching principles are set out in the PCC's Policy Statement (London Diocese standard form, as displayed on church noticeboards), and detailed guidance is provided in the sources given in **Appendix A**.

Governance

In all matters ultimate responsibility lies with the Rector and the Parochial Church Council.

The work of Young Church and Junior Choir is supported by the Safeguarding Officer and Children's Champion (**Appendix D & Appendix E**).

The People's Warden is tasked by the PCC with having oversight the work of Young Church and Junior Choir.

The PCC employs a Pastoral Assistant (**Appendix C**) to deliver its work with young people which includes implementing and monitoring the Safeguarding Policy.

The Pastoral Assistant may be supported by a Pastoral Assistant (Intern) and is assisted by Parent Leaders and Parent Helpers.

To support and help validate roles and to help ensure that Young People and Vulnerable Adults are kept safe, the PCC has appointed a Churchwarden with special responsibility for Safeguarding, Safeguarding Officer, Children's Champion, Vulnerable Adults' Champion and a number of DBS Evidence Checkers.

Recruitment and Roles

National and diocesan guidance sets out 'Safer Recruitment' practices and these are adopted for all paid and voluntary roles at St Marylebone. Those with *ad hoc* roles such as helping to serve coffee or refreshments after services and Sidesmen do not have to undergo Safer Recruitment but will be expected to read and sign **Appendix G** and **Appendix N** of this Framework document.

These sources also provide the standard post descriptions for the Safeguarding Officer (**Appendix E**), Children's Champion (**Appendix D**), Vulnerable Adults' Champion (**Appendix O**) and DBS Evidence Checker (**Appendix F**), which are adopted for St Marylebone.

Parent Leaders and Parent Helpers (**Appendix L**) are volunteers who support the Pastoral Assistant's work on Sunday mornings and with Junior Choir. Parent Leaders must be DBS-checked, have received diocesan as well as parish Safeguarding training and may deputise for the Pastoral Assistant when the Pastoral Assistant is absent.

Parent Leaders and Parent Helpers will be recruited, approved and trained. All Parent Leaders and Parent Helpers must complete the Safer Recruitment Application Form (**Appendix Q**), the Volunteer Agreement (**Appendix L**) and Declaration on Safeguarding (**Appendix G**).

Whilst it is desirable that most Parent Leaders are parents of children in Young Church or Junior Choir, they need not be.

Whenever possible, on Sundays in term-time when Young Church is running there will be a minimum of three Leaders downstairs (this will usually include the Pastoral Assistant and, if in post, a Pastoral Assistant (Intern)). These numbers fall below the national guidelines for adult:children ratio provision but are predicated on the basis that all children in the parish church will have at least one parent/ accompanying adult present in the building at all times when they are present.

Parent Helpers are recruited and approved as above, receive local parish training (covering such topics as fire safety and escape, medical emergencies, etc.) and it is desirable that they have been DBS-checked.

The role of the Parent Helpers is to support the Pastoral Assistant and Parent Leaders in supervising the children. Parent Helpers are not authorised to lead groups independently.

On Sundays in term-time when Young Church is running there will, ideally, be a minimum of three Parent Helpers downstairs.

Other than parents accompanying their own children under 5, there should ordinarily be no other adults downstairs without proper reason (e.g. St Marylebone clergy, visiting speakers, Sidesmen or other officer).

Whilst the children are upstairs in the parish church, their parents/accompanying adults are responsible for them at all times.

Parents with children under 5 may use the Browning Room so long as they remain with their children.

Sidesmen are to ensure that no child leaves the main worship space unaccompanied by his/her parent, a Parent Helper, the Pastoral Assistant or someone authorised to work with children. As far as is practicable, Sidesmen on duty are to ensure that no child leaves the building unless appropriately accompanied.

Sidesmen are to ensure that the Crypt is, as far as is possible, secure from access via the Surgery vestibule, and are to liaise with the Pastoral Assistant as required.

Sidesmen are to familiarise themselves with the Parish' Safeguarding Policy and Code of Conduct (**Appendix G and Appendix N**) and sign to say that they have done so.

Training

The Pastoral Assistant (assisted by the Parent Leaders and others as appropriate) will prepare and deliver local training for Parent Helpers and others.

Parents of Children attending Young Church or Junior Choir

All parents are required to register their children at the start of the September Term annually (**Appendix K**) and are encouraged to complete Electoral Roll forms (Standing Order/Gift Aid forms as appropriate).

Children who join Young Church and Junior Choir at other times must register their children as soon as possible.

All parents are to read and sign to say that they have read the Diocese of London's Declaration on Safeguarding (**Appendix G**).

The Registration Form will be based on that provided in the Diocesan Guidelines and shall include a declaration that the parent does/does not give permission for photographs of their child engaged in Young Church or Junior Choir activities to be used in connection with material issued by St Marylebone Parish Church for publicity and associated purposes. A log of this will be kept by the Pastoral Assistant.

A record of the registration papers, both in hard copy and electronically, are to be kept securely: hard copies are kept in the HR lockable storage cupboard and electronic copies in a password protected file on the Server.

Paper and other records are destroyed once a child no longer attends Young Church or Junior Choir within 12 months of their last attendance.

A Register of Attendance is kept weekly in term time and an Attendance Sheet is made available each Sunday out of term. These documents are used in conjunction with School Admission requests.

Junior Choir

Junior Choir is to be regarded as an integral part of Young Church, although the principal responsibility will lie with the *Assistant Director of Music* supervised by the *Director of Music* and assisted by a *Choir Parent Leader* and *Choir Parent Helpers* (recruited, approved and trained as above). The Assistant director of Music may be assisted in this by the Organ Scholar.

Junior Choir is to keep a weekly Register of Attendance kept by the Assistant Director of Music.

The same Safeguarding procedures apply to Junior Choir as to Young Church, although Junior Choir rehearsals will usually take place in the Music Practice Rooms of The St Marylebone Church of England School.

A Parent Leader will always be present along with the Assistant Director of Music or Organ Scholar. Parent Helpers at Junior Choir can be used in the same way as Parent Helpers at Young Church.

It is acknowledged that many children in Junior Choir travel to and from practice unaccompanied. The responsibility of the Parochial Church Council begins and ends with the duration of the Junior Choir practice.

Safeguarding principles and procedures must be applied when the Junior Choir sings on Sundays and other occasions in respect of assembling, robing, dismissal, etc.

Clergy, Staff & Church Officers

All Clergy, employees of the PCC, and Church Officers are required to follow best practice with regard to Safeguarding procedures at all times and are to sign to say that they have read and understood the Guidance Notes which support the PCC/Diocesan Safeguarding Policy (**Appendix G** and **Appendix N**).

Disclosure and Barring Service (DBS)

All licensed clergy are DBS checked by the diocesan authorities before any appointment can be taken up.

Those who need to be DBS checked by St Marylebone are:

- All paid staff and interns
- Churchwardens & Crown Sidesman
- Parent Leaders and all others who might be placed in positions of sole responsibility within Young Church or Junior Choir.
- Those who might, of necessity, have to be alone with a Young Person, *although this is to be avoided unless unavoidable*, including Head Server, Safeguarding Officer, Children's Champion and any members of the Choir who might teach singing or give instrumental lessons on parish church premises.

We have been advised by the Diocesan Safeguarding Team that it is NOT necessary for ALL parents, nor for Sidesmen, Coffee Rota Helpers and others engaged in similar activities to be DBS checked. It is a requirement that all who come into regular or sustained contact with Young People and/or Vulnerable Adults read and sign that they have read **Appendix G** and **Appendix N** as appropriate.

A register is maintained of all those who have been or who are required to be DBS checked.

The register shall include other relevant information such as whether or not the individual concerned has already completed an external DBS check (along with DBS number) and whether or not the individual has undertaken Safer Recruitment Training.

The PCC has authorised the HR Officer, HCC Administrator (who is responsible for ensuring Safeguarding Compliance among the HCC staff) along with a Parent Helper (on Sundays) to be DBS Evidence Checkers. All Checkers are required to attend a diocesan training sessions and operate in accord with current diocesan guidelines (**Appendix F**).

Offsite Activities

Other than the Junior Choir rehearsals which take place at The St Marylebone Church of England School, written permission is to be obtained from all parents before any child can engage in Offsite Activities. Such activities might include such activity as Carol Singing at Christmas. The Appropriate Risk Assessment Form, which must be completed prior to any such activity taking place, can be found at Appendix P to this Framework document.

Data Protection

The responsibility for the safe storage and disposal of information and records is the responsibility of the Rector and PCC. The Data Protection Officer shall be the Secretary to the PCC.

Displaying Information

Copies of the Safeguarding Policy are to be kept displayed in:

- Browning Room
- Kitchen
- Surgery/Crypt Vestibule
- Choir Vestry
- Parish Office
- Sacristy

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Appendix A

Reference Sources

Diocesan Website - lots of material, including unaccompanied children, off-site visits, etc.
<http://www.london.anglican.org>

Policies for Safeguarding in the Diocese of London

<http://www.london.anglican.org/support/safeguarding/>

Safeguarding Policy

<http://www.london.anglican.org/support/safeguarding/safeguarding-policy/>

Safeguarding Roles and Responsibilities

<http://www.london.anglican.org/support/safeguarding/safeguarding-roles-and-responsibilities/>

Safeguarding Toolkit

<http://www.london.anglican.org/kb-category/safeguarding-information/>

Safeguarding Training

<http://www.london.anglican.org/event-category/safeguarding/>

Data Protection

<http://www.london.anglican.org/kb/data-protection/>

Appendix B

Young Church Structure

Rector and PCC
Pastoral Assistant
(Pastoral Assistant (Intern))
Parent Leaders
Parent Helpers

In parallel:

People's Warden
Safeguarding Officer
Children's Champion

Junior Choir Structure

Rector and PCC
Pastoral Assistant/Assistant Director of Music
(Pastoral Assistant (Intern))
Parent Leaders
Parent Helpers

In parallel:

People's Warden
Safeguarding Officer
Children's Champion

Appendix C

Pastoral Assistant Job Description

The Pastoral Assistant is:

1. employed by St Marylebone Parochial Church Council to oversee the parish church's work with children and young people and to liaise with the families of children and young people connected with St Marylebone Parish Church.
2. the person who has primary delegated responsibility for delivering the programme of activities undertaken by Young Church.
3. to liaise with the Assistant Director of Music in matters pertaining to the Junior Choir.
4. to recruit, train and coordinate the deployment of Parent Leaders, Parent Helpers and First Aiders for Young Church and Junior Choir and to ensure that they have completed relevant paperwork and DBS checks.
5. to maintain accurate records and registers as set out in the *Young Church & Junior Choir Safeguarding Framework* attached to this document.
6. responsible for ensuring that the PCC's Safeguarding Policy is enacted and monitored and to be fully appraised of all matters pertaining to Safeguarding as set out in Government, Provincial, Diocesan and Parochial guidance.
7. to supervise and line manage any Pastoral Assistant Interns.
8. to ensure that there is always access to a well-equipped First Aid Box during Young Church and Junior Choir sessions..
9. to complete School Admission papers for signing by the Rector.
10. to maintain the Accident Book for Young Church and Junior Choir.
11. to be a point of pastoral contact with children, young people and their families.
12. to carry out appropriate and timely Risk Assessments for any Offsite Activities and to seek the Rector's prior approval before any such activity takes place.
13. to perform other duties as agreed with the Rector who is the Pastoral Assistant's line manager.

Appendix D

Children's Champion Role Description

The Diocese of London (and its parishes) is committed to ensuring that all children and young people within our diocese are listened to. The Children's Champion is a key role in ensuring that the voices and needs of the children and young people are heard.

Each Parochial Church Council (PCC) should appoint a 'Children's Champion' who will give children and young people this voice within the work of the parish and is there to ensure the question 'How does this impact on our children?' is always asked. We would recommend that the person fulfilling this role is not the Church Safeguarding Officer.

This is a voluntary role responsible to the Rector.

Main Responsibilities

- To engage and build positive relationships with children, young people and other members of the congregation and parish.
- To communicate with children and young people actively and ensure that their perspectives and wishes are reflected.
- To raise the profile of their role in the parish by providing information about the activities for children and young people that are available (i.e. articles in the weekly notices / parish magazine).
- To make use of the Children's Charter to develop provision for children and young people within the areas of worship, welcome, nurture and mission.
- Be responsible for asking the necessary questions to ensure the presence, needs and interests of children are recognised and promoted within the parish, attending a PCC meeting at least twice a year in order to achieve this. (One of which should be the meeting at which the safeguarding policy is discussed and reviewed.)
- Work closely and confidentially with the Church Safeguarding Officer and parish clergy to inform / report / discuss any concerns, seeking support and advice when necessary.
- To keep up-to-date with developments in ministry with children and young people in the Diocese by liaising with the Children's Ministry Advisor and Children's Society Youth Project team as appropriate and reading the Children's Ministry newsletter on the Diocesan web site.

Preferred qualities / skills for the role of Children's Champion

- Be a regular member of the congregation, demonstrating a commitment to the parish's work with children and / or young people who shows respect for, and empathy with, children and young people.
- Have the necessary communication skills to be able to speak with children / young people and be able to clearly state their needs.
- Have a child-focused approach with some experience relevant to the role (i.e. teacher, youth worker, experience of caring for children).
- Be willing to attend training in Safeguarding initially on appointment and then to regularly update this knowledge (at least every 3 years).
- This role requires a criminal records disclosure to be requested.

Appendix E

Church Safeguarding Officer Role Description

Each Parochial Church Council (PCC) will appoint one or more people as the Church Safeguarding Officer(s) to play an essential role in fulfilling the Church's commitment to safeguard and promote the welfare of children and adults at risk. It is strongly recommended that they are a co-opted member of the PCC.

The Church Safeguarding Officer(s) will oversee the implementation of the Diocesan Safeguarding policy, along with its associated policies, procedures and guidelines in their parish. They will ensure that all allegations or suspicions of abuse are taken seriously and responded to in a timely manner.

Main responsibilities

- Be a source of support, advice and information on all matters of safeguarding children and adults at risk in the parish.
- Be the first point of contact for children, adults at risk and other members of the congregation regarding suspicions of abuse and other safeguarding concerns.
- Respond to all safeguarding concerns in line with the Diocese Safeguarding Policy, reporting these concerns to the Diocesan Safeguarding Team and liaising with the NSPCC Helpline and the Local Authority as needed.
- Keep the parish priest informed of all concerns, responses and activities relating to safeguarding children and adults at risk.
- Raise the profile of safeguarding in the parish, ensuring that it remains a high priority on the PCC's agenda and report on any issues or concerns with the implementation of the safeguarding policy.
- Ensure that the requirements for DBS disclosures are met for the appropriate roles.
- Complete a list of 'local contacts' as per the Safeguarding Policy annually, sending a copy to the Diocesan Safeguarding Officer.

Those suitable for the role of Church Safeguarding Officer

- The person appointed to this role should be a regular member of the church who can demonstrate a commitment to safeguarding children and adults at risk of all cultural backgrounds and abilities and have a good awareness of Diocesan policies and procedures, statutory legislation and guidance. Some training in safeguarding and child protection is needed when accepting the role. Where this cannot be evidenced it should take place within 3 months of being appointed and be updated at least every three years. This role requires a criminal records disclosure to be requested.

Appendix F

Church Disclosure and Barring Service (DBS) Evidence Checker Role Description

The Diocese of London (and its parishes) is committed to ensuring that all vulnerable people within our diocese, children, young people and adults, are allowed to flourish in safe environments.

The DBS Evidence Checker has a key role in safer recruitment by ensuring that DBS disclosures are requested when necessary and are processed in an efficient and timely fashion.

Each Parochial Church Council (PCC) should appoint a 'DBS Evidence Checker' who will ensure that this process is completed.

This is a voluntary role responsible to the Rector.

Main Responsibilities

- To distribute the 'Personal Details form', the 'Confidential Declaration' and the 'E-Bulk Guide for Applicants' along with the required log in details to those in the parish who meet the DBS criteria for a disclosure.
- To ensure that the application is completed promptly via, the CCPAS electronic method.
- To verify the details entered on the system using the processes and documents specified in the 'E-Bulk Guide for Evidence Checkers' booklet, completing the 'DBS Disclosure Cover Sheet' to demonstrate how this has been done.
- To complete (and retain securely) the 'Parish Information Log' in order to clearly demonstrate who within the parish has a DBS disclosure; the first part before submitting the electronic form and the final part once the disclosure letter has been received from the Diocese.
- Once the parish log and the verification process have been completed, to scan and send the 'Personal Details form', the 'Confidential Declaration' and the 'DBS Disclosure Cover Sheet' to the Diocese for processing without delay via disclosures@london.anglican.org
- To keep up-to-date with changes implemented by the DBS/IHM Government that will impact on the way they verify applications and complete the associated diocesan forms through reading the regular quarterly newsletter.
- To ensure that all confidential information is carefully handled throughout the process, disclosing information to the Diocese or PCC only where appropriate or necessary.
- When stepping down from the role, to ensure that all information, including the parish logs, is passed on to either the new post holder (if appointed) or the parish priest.

Preferred qualities / skills for the role of DBS Evidence Checker

- Be a regular member of the congregation which will ensure that they are accessible to those requiring a DBS disclosure.
- Have the time available to devote to the role.
- Have a keen eye for detail.
- Be discrete with confidential information
- Be willing to seek support if they are unclear about any part of the procedure.
- Be willing to attend training on appointment and then to regularly update this knowledge (as a minimum at least every 2 years).

Appendix G



Diocese of London Declaration on Safeguarding

Code of Conduct Guidelines

Parish Name: St Marylebone with Holy Trinity, St Marylebone

Form B To be completed by Parent Leaders, Parent Helpers & Sidesmen, Employees and Voluntary Helpers

Name:

Role:

Code of Conduct

This code represents the behaviours which constitute safe practice enabling individuals to monitor and maintain their own standards of integrity and good practice.

I agree to:

- Treat all children, young people and adults with respect and dignity, keeping my own language, attitude and body language respectful
- Courteously communicate with children, young people and adults at risk
- Avoid being alone with a child / adult at risk, keeping others within sight and always aware of my actions
- Speak up about inappropriate attitudes and behaviour that might put others at risk
- Never use illicit drugs or alcohol when responsible for a child or adult at risk
- Keep physical contact specific to the needs of the activity and always seek permission first
- Obtain consent for any photographs / videos to be taken, shown or displayed
- Never use rough play, sexually provocative words and games or any forms of physical punishment
- Never scapegoat, ridicule or reject a child, group or adult or allow others to do so
- Avoid showing favouritism or reinforcing infatuations towards me by a child or adult at risk
- Never allow unknown adults access to children or adults at risk
- Always operate within the principles, procedures and guidelines of the Diocese of London

I *(Insert full name)*
 have read the guidelines produced by the St Marylebone Parish Church for safeguarding children, young people and adults at risk. I understand that it is my duty to protect the children, young people and adults at risk with whom I come into contact. I know what action to take if suspected abuse is discovered, disclosed or suspected. I also agree to adhere to this code of conduct.

Signed

Date

To be submitted with Form A (Volunteer Agreement Appendix L) where appropriate

Appendix H

PCC Safeguarding Responsibilities

PCC'S must formally adopt and implement the Diocesan policy for safeguarding children, young people and adults at risk 'Safeguarding in the Diocese of London' and the associated procedures provided by the Diocese.

This should take place at the first PCC meeting following your APCM each year. You are strongly advised not to amend the suggested policy statement provided. Where helpful, Parish Guidelines which implement your adopted policy may be developed and appended.

One copy of this policy statement should be kept with the PCC minutes, another copy sent to the Diocesan Safeguarding Team and one copy displayed prominently in all church premises.

1. Appoint at least one Church Safeguarding Officer to work with the incumbent and PCC to implement the policy and procedures. The Church Safeguarding Officer (CSO) should be asked to attend the PCC at least twice a year if not an elected member.
2. Appoint a person, who should be different from the Church Safeguarding Officer, to be a Children's Champion. This should be someone children know they could talk to about any problems, if they so wish.
3. Display in church premises where children's activities take place, the contact details of the Diocesan Safeguarding Adviser, Church Safeguarding Officer and Children's Champion with the contact numbers for: 'ChildLine' 0800 1111, 'Family Lives' (previously ParentLine Plus) 0808 800 222 and the CCPAS 24 hour Helpline 0845 120 4550 numbers.

A safeguarding poster has been provided as an alternative to be displayed on church premises to support parishes with this and all CSO's should have this.

4. Ensure that all those authorised to work with children (both in paid and voluntary positions) are appropriately recruited according to safer recruitment practice and are trained and supported.

Guidance is available on the website on the safeguarding pages in 'Volunteering and Working in the Diocese of London.'

5. Ensure that there is appropriate insurance cover for all activities which involve children undertaken in the name of the parish.
6. Ensure all those hiring church premises undertake to fulfil their safeguarding responsibilities towards children and young people.

You should request a copy of each organisations safeguarding policy and ask all hirers to sign a copy of the PCC Safeguarding Policy Statement to confirm they will report all concerns regarding abuse to the appropriate statutory authority.

7. Review the implementation in the parish of the safeguarding children policy, procedures and good practice, at least annually. The report should be presented to the PCC by the Church Safeguarding Officer and the PCC will need to develop an 'action plan' on the steps that need to be taken in order to further develop a safer culture in the parish.

Appendix I



PCC Safeguarding Policy Statement

Parish of St Marylebone with Holy Trinity, St Marylebone

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. This implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

- We accept and endorse the principles set out in 'Safeguarding in the Diocese of London'.
- We commit ourselves to nurture, protect and safeguard all our members, particularly children, young people and vulnerable adults.
- We recognise that safeguarding is the responsibility of the whole church community.
- We undertake to exercise proper care in the selection, appointment, training and support of those working in both paid and voluntary positions with children or vulnerable adults, including the use of Disclosure and Barring Service (DBS) disclosures and making appropriate referrals to the Disclosure and Barring Service.
- We will respond without delay to concerns or allegations that a child or vulnerable adult may have been harmed, cooperating with the police and social care services in any investigation.
- We will challenge any abuse of power by anyone in a position of trust.
- We will seek to offer pastoral care and support to anyone who has suffered abuse, developing with them appropriate pastoral support.
- We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

The PCC of this Parish Church agreed and adopted the above Policy at its meeting on **8th July 2015**

We have appointed **Alla Murphy** as our Church Safeguarding Officer (CSO) and **Adekunle Adigun** as our Children's Champion and **Jackie Kesses** as our Vulnerable Adults' Champion.

Copies of our Safeguarding Framework and Appendices together with "Safeguarding in the Diocese of London" are held by **Jane Warden (PA (HR))**. These documents can also be found on our website www.stmarylebone.org

The PCC shall review this policy annually. The next review will take place at the first PCC meeting following the APCM to be held in **2016**.

Signed: Stephen John Evans Rector

Crown Warden & Churchwardens Michael Emeka Onah Elise Ormerod Jo Sumpter

Appendix J



Welcome to St Marylebone Young Church

Dear Parents and Guardians

We are very happy that you have chosen to worship with your child here at St Marylebone. Our Young Church offers a safe, secure and stimulating environment to encourage and nurture children, young people and families in their Christian faith.

At the Sunday 11am Choral Eucharist, we worship with the congregation for the start of the service, then, during term time, we gather and go down to the crypt for a short time of communal worship. Children and young people then join their respective age groups. Activities are informal and a chance for children to share ideas, experiences and to interact and play together. Young Church then joins the congregation for Holy Communion or a blessing and remains in the parish church for the final part of the Eucharist.

We have a large number of children and, for safety reasons, have the following procedures in place – You will be asked to fill in a registration form for each of your children, which will tell us of any medical issues that we should be aware of,

- A register is taken each week.
- Before the First Lesson the children are upstairs with you (or another responsible adult), please keep them in your care inside the parish church and when you leave after the service.
- Outside term time, the services continue as normal but there is no organised Young Church in the crypt. You are asked to keep your children in your care at all times.
- In the event of fire, or if we have to leave the building, the assembly point is in the garden on the east side of the church.
- ***If evacuated from the parish church please do not try to come downstairs to collect your children, as this will block staircases.***
- Please familiarise yourselves with our safeguarding procedures, available from the parish office and on our website www.stmarylebone.org.

As space is limited, we ask that only designated Young Church Leader or Helpers come down into the crypt. Working with children and young people is a hugely rewarding ministry and I encourage any of you who would like to be more involved to have a chat with me. Learning alongside our children, as we grow in faith as a church family, is very precious. Your help enables us to give your children the benefits of a wide range of different gifts, skills and life experience. We need people to take on teaching and leadership roles, as well as general duties. Together, we can continue to grow in faith and friendship as part of the St Marylebone parish church family.

Clergy forms for school admission (that need to be signed to confirm attendance at the parish church) should be sent to the parish office. Please send me your email address so that I can keep you informed of all that we have planned for the children in the coming weeks. I look forward to getting to know you and your children.

With my best wishes

Jane Gray

Pastoral Assistant

020 7935 7135

HR@stmarylebone.org

Appendix K



Young Church and Junior Choir Registration Form

Full Name of Child

(Please underline the name the child is usually known by)

Home Address

.....
.....

Date of Birth School Year Group.....

Church Group being attended: (Please tick as appropriate)

Young Church, Sunday at 11am during term time, between the First Lesson and Communion

Junior Choir, rehearsals and services as advised

Whilst in our care it would be helpful to know whether your child has any long term medical condition, any allergies or phobias or is on any medication:

.....
.....
.....

Is there anything else of which we should be aware?

.....
.....
.....

Family Doctor (name, address and telephone number)

.....

Parent or Guardian’s Details

Name.....

Telephone Number**Email**

I agree to my child attending Young Church/Junior Choir in term time *(Please specify)*

I understand that children attending Young Church must be accompanied to and from the parish church by a parent or nominated guardian. Yes / No *(Please specify)*

My child will be brought to and collected from Junior Choir Yes / No *(Please specify)*

My child has permission to travel to and from Junior Choir unaccompanied Yes / No *(Please specify)*

Photographs

I give/do not give permission for my child to be taken at/displayed at St Marylebone Parish Church and agree to photographs of activities including my child to be used within the church community/for possible publication including newspaper or internet *(please delete as applicable)*

Signed

Dated

Group to whom responsible / the appointing body: St Marylebone PCC

What training is needed? Please talk with the Pastoral Assistant or look on the Diocesan web site for details of training opportunities.

(Identified Training Needs may be inserted here)

.....
.....
.....

When is the identified training going to take place? *(Usually within a year of appointment)*

.....

Date/month when this role description is to be reviewed

.....

(i.e. toward the middle and end of a probationary period of six months and then annually)

Signed *(on behalf of the PCC)*

To be completed by the Volunteer Worker with children/young people/adults at risk

I have understood the nature of the work I am to do with children/young people.

I have read the Safeguarding Guidelines produced by the Diocese of London/St Marylebone Parish Church.

I understand that it is my duty to protect the children, young people and adults at risk with whom I come into contact.

I know what action to take if abuse is discovered, disclosed or suspected.

Signed

Date

All information will be held safely and securely and in confidence, in accordance with the Data Protection Act 1998

To be submitted with Form B (Code of Conduct Guidelines Appendix G)

Likelihood	Severity	Risk Rating
1 = Low (seldom)	1 = Low (minor cuts and bruises)	1 – 2 = Low priority
2 = Medium (frequently)	2 = Medium (serious injury or incapacitated for 3 days or more)	3 – 4 = Medium priority
3 = High (certain or near death)	3 = High (fatality or a number of persons seriously injured)	6 – 9 = High priority

Appendix N



Adults at Risk/Vulnerable Adults

Pastoral Relationships

Anyone whose ministry brings them into contact with vulnerable people should remain aware of their own behaviours and how these might be viewed by a vulnerable adult. Pastoral relationships will often run parallel with friendships and social contacts, but should always remain distinct. Perceptions can be difficult to manage and workers and volunteers should always seek to have a clear understanding with vulnerable people of the nature and boundaries of their contact with them.

The following principles should be followed:

1. exercise particular care when ministering to persons with whom there already exists a close personal friendship or family relationship
2. be aware of the dangers of dependency in pastoral and professional relationships and seek advice or supervision when any concerns arise
3. minister within your remit and limits – do not undertake any ministry that is beyond your competence or role (e.g. therapeutic counselling, deliverance ministry, or giving legal advice); instead refer to the person or agency with appropriate expertise
4. avoid behaviour that could give the impression of favouritism or special relationship
5. always respectfully encourage self-determination, independence and choice
6. do not undertake any pastoral ministry whilst under the influence of alcohol or drugs
7. Conversations and interviews in a ministry context
8. Church pastoral workers / clergy must always be aware of their language and behaviour and should consider in advance the:
 9. value of taking a colleague along with them on a home visit
 10. place of the meeting, arrangement of the furniture and lighting, their own deportment
 11. balance of privacy for conversation with the opportunity for being seen by others (open doors or windows in doors, another person nearby)
 12. physical distance between people, taking into account hospitality and respect, being aware that this may differ as a result of past trauma or abusive experiences
 13. circumstances and whether they suggest a professional or social interaction
 14. propriety or danger of visiting or being visited alone, especially in the evening
 15. personal safety and comfort of all participants
 16. the appropriateness of initiating or receiving any physical contact, for example gestures of comfort, which may be unwanted or misinterpreted
17. Workers / clergy should always establish the nature of the meeting at the outset of each interaction in respect to subject matter, confidentiality and duration. All conversations / interviews should be recorded and stored securely.

Sexual Conduct

The sexual conduct of church workers / clergy will have an impact on their ministry within the Church. It is never appropriate for workers to take advantage of their role and engage in sexual activity with anyone with whom they have a pastoral relationship.

Workers and volunteers should be aware of the power imbalance inherent in pastoral relationships and

1. must not engage in sexual activity with an adult or a child
2. must take responsibility for their words and actions if wishing to make physical contact with another adult (e.g. a hug may be misunderstood) or to talk to them about sexual matters. This will include seeking permission, respecting the person's wishes, noticing and responding to non-verbal communication, refraining from such conduct if in doubt about the person's wishes
3. must not view, possess or distribute sexual images of children and should refrain from viewing, possessing or distributing sexually exploitative images of adult
4. should avoid situations where they feel vulnerable to temptation or where their conduct may be misinterpreted
5. avoid, as far as possible, any words or actions that might be misinterpreted
6. Financial Integrity
7. Financial dealings can have an impact on attitudes to the Church and the community, and must always be handled with integrity. Those with responsibility for such matters should maintain proper systems and not delegate that responsibility to anyone else. Church workers and volunteers should:
 8. not seek personal financial gain from their position
 9. not be influenced by offers of money, or take inappropriate responsibility for such
 10. ensure that church and personal finances are kept apart and should avoid any conflict of interest
 11. ensure any monies received are handled by two unrelated lay people
 12. disclose any gift received to a responsible person from within the parish and decide on acceptance, confirmation and use
 13. not canvass for donations to the church from those who may be vulnerable, e.g. the recently bereaved or those who lack capacity to make such decisions

I *(Insert full name)*
 have read the guidelines produced by the St Marylebone Parish Church for Adults at Risk/Vulnerable Adults. I understand that it is my duty to protect those who are at risk with whom I come into contact. I know what action to take if suspected abuse is discovered, disclosed or suspected. I also agree to adhere to this code of conduct.

Signed

Date

Appendix O

Vulnerable Adults' Champion Role Description

The Diocese of London (and its parishes) is committed to ensuring that all Vulnerable Adults within our diocese are listened to. The Vulnerable Adults' Champion is a key role in ensuring that the voices and needs of Vulnerable Adults' are heard.

Each Parochial Church Council (PCC) should appoint a 'Vulnerable Adults' Champion' who will give Vulnerable Adults' this voice within the work of the parish and is there to ensure the question 'How does this impact on our Vulnerable Adults?' is always asked. We would recommend that the person fulfilling this role is not the Church Safeguarding Officer.

This is a voluntary role responsible to the Rector.

Main Responsibilities

- To engage and build positive relationships with Vulnerable Adults and other members of the congregation and parish.
- To communicate with Vulnerable Adults actively and ensure that their perspectives and wishes are reflected.
- To raise the profile of their role in the parish by providing information about the activities for Vulnerable Adults that are available (i.e. articles in the weekly notices / parish magazine).
- Be responsible for asking the necessary questions to ensure the presence, needs and interests of Vulnerable Adults are recognised and promoted within the parish, attending a PCC meeting at least twice a year in order to achieve this. (One of which should be the meeting at which the safeguarding policy is discussed and reviewed.)
- Work closely and confidentially with the Church Safeguarding Officer and parish clergy to inform / report / discuss any concerns, seeking support and advice when necessary.
- To keep up-to-date with developments in ministry with Vulnerable Adults in the Diocese by liaising with diocesan officers and advisors as appropriate.

Preferred qualities / skills for the role of Vulnerable Adults' Champion

- Be a regular member of the congregation, demonstrating a commitment to the parish's work with Vulnerable Adults who shows respect for, and empathy with, Vulnerable Adults.
- Have the necessary communication skills to be able to speak with Vulnerable Adults and be able to clearly state their needs.
- Have a Vulnerable Adults-focused approach with some experience relevant to the role (i.e. nurse, medical practitioner, social worker, experience of caring for or working with Vulnerable Adults).
- Be willing to attend training in Safeguarding initially on appointment and then to regularly update this knowledge (at least every 3 years).
- This role requires a criminal records disclosure to be requested.

Appendix P



Parish Policy Statement on Safeguarding Children and Vulnerable Adults

Every person has a value and dignity, which comes directly from the creation of people in God's image. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm. We commit ourselves to nurture, protect and safeguard all our members, particularly children, young people and adults at risk.

We recognise that safeguarding is the responsibility of the whole church.

We undertake to exercise proper care in the selection, appointment, training and support of those working with children or adults at risk.

We will respond without delay to concerns or allegations that a child or adult at risk may have been harmed, cooperating fully in any investigation.

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

We will seek to offer pastoral care to anyone who has suffered abuse.

We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or adult at risk.

Signed **Stephen John Evans** Rector **Michael Emeka Onah** Crown Warden

Elise Ormerod Churchwarden **Jo Sumpter** Churchwarden

Safeguarding Officer

Alla Murphy



You can contact Alla on
07740927339

Our Safeguarding Officer is the first person to speak to if you have any concerns around the welfare of a child or adult at risk.

Children's Champion

Ade Adigun



You can contact Ade on
07767460163

Our Children's Champion is here to be an advocate for all children in all areas of Parish life, making sure their views are heard and their

Vulnerable Adults' Champion

Jackie Kesses



You can contact Jackie on
07702568129

The Vulnerable Adults' Champion is here to be an advocate for all Adults at Risk in all areas of Parish life, making sure their views are heard and their needs thought of.

Churchwarden with Responsibility for Safeguarding

Jo Sumpter



You can contact Jo on 07986766401

Jo oversees all our work with young people and Adults at Risk.

Important phone numbers:

Diocesan Safeguarding Officer: Sheryl Kent 020 7932 1224

Childline: 0800 1111

NSPCC 24 hr helpline: 0808 800 5000 / 0808 731 9256

Appendix Q



Application Form (Volunteer)

The Parish Church of St Marylebone with Holy Trinity, St Marylebone

Application Form for those applying to volunteer with children / young people / vulnerable adults*

Role _____

Please complete the following information

1. Personal Details

Full Name: Mr/Mrs/Ms/Miss _____

Address: _____

Tel Number: _____

Email Address: _____

(Please provide previous address if less than 12 months in residence)

2. Experience

Please give a brief overview of any experience or training relevant to this role including previous roles working / volunteering with children / vulnerable adults*

Referee 1

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

Relationship: _____

REFEREE 2

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

Relationship: _____

The Parish Church of St Marylebone with Holy Trinity, St Marylebone is committed to Safeguarding and promoting the welfare of all those who are vulnerable. We expect all of our staff and volunteers to share this commitment. This post may be subject to a Disclosure and Barring Service disclosure and identity check. You will be told if you need to undergo a DBS check.