



Benefice of St James, Audley; St Martin's, Talke;  
and St John's, Alsagers Bank in the DIOCESE OF  
LICHFIELD

SAFEGUARDING POLICY AND PROCEDURES  
SEPTEMBER 2020

*'Policy is not something that is created and sits on a  
shelf.'*

*Policy is your guide and what you live by,  
Not what you aspire to, but what you actually do –  
It is who you are.'*

Samantha Kilpatrick, Attorney and sexual abuse  
prosecutor

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The respective Parochial Church Councils of St James, Audley; St Martin's, Talke; and St John's Alsagers Bank will take all reasonable care to ensure the safety of the children, young people and vulnerable adults for whom they bear responsibility.

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1. The following are our approved Safeguarding Co-ordinators for the academic year 2020 / 2021 and they are the point of contact through which concerns about child protection will be channelled.

- a. St James      Ann McCabe
- b. St Martins    Dave Howe
- c. St Johns      Ann McCabe

2. They are responsible to the PCCs for ensuring that these procedures are implemented.

3. The PCCs will work towards adopting the recommendations of the House of Bishops as published in the Policy for Safeguarding Children *Protecting All God's Children (2010)* and *Promoting a Safe Church (2006)*, and the *Lichfield Diocesan Safeguarding Policy (2018)*.

4. The PCCs will ensure full compliance with Health and Safety Guidelines.

5. The PCCs are directly responsible for groups with children and young people and/or vulnerable adults, including:

- *The Children's Church Ministry in each Parish (The Mix and Mini-Mix)*
- *Tuesday evening youth group*
- *St James Tots*

6. The groups who hire or use the Church buildings will satisfy the PCCs that they have a Safeguarding policy, if they do not have their own policy, the PCCs will present their own Safeguarding policy for the group to adopt and implement. They will also need to provide a list of current leaders and details of their roles and provision for training and support, and details of when and where the group meets, its normal working pattern and the age range it covers.

Hirers include:-

- *Imagine Dance (St James)*
- *Zumba (St James)*
- *Audley Mother's Union (St James)*
- *St James, Audley Bell Ringers*
- *The Vibe Dance School and Community Centre (St John's)*
- *Steps Ahead Dance Academy (St Martin's)*

*Please note that any organisations who hire the hall for regular teaching or training of children or vulnerable adults during the period covered by this policy, will also need to comply with this safeguarding requirement.*

7. Validation: Leaders must be aged 18 or over working with children and young people. Under 18s may assist with leadership roles but must be supervised at all times.

- Applicants will be required to complete the Lichfield Diocesan declaration.
- New applicants will be required to provide two references using the Diocesan Safeguarding Policy form.
- Before appointment or the continuation of any appointment, appointees may need to apply for and supply clearance from the Disclosure & Barring Service.

8. Only suitable and responsible people may become new key holders, references may be taken up in accordance with the Safer Recruitment policy and they will be required to complete the Lichfield Diocese Declaration. Access and Usage of Church Buildings will be monitored as far as is reasonably possible. The PCCs will ratify nominated key holders.

9. Completed declaration forms and references will be confidential to and securely held by the Safeguarding Officer, Minister or, in the event of a vacancy, by the Rural Dean or Archdeacon.

10. The PCCs will use the Disclosure & Barring Service for checking leaders' criminal records where appropriate. This will be done via the Safeguarding Office, St Mary's House, The Close, Lichfield. WS13 7LD, and these need to be updated every 5 years.

11. The PCCs will seek to ensure leaders and those working in Safeguarding have completed appropriate training in the understanding of child/vulnerable adult abuse in accordance with diocesan guidelines. PCC members who do not complete training within 3 months of election to the PCC will not be eligible to vote. Children's leaders who do not complete training will not be allowed to lead groups.

12. The PCCs will publish on the notice boards at the back of the church and in the Church Hall, a copy of the Diocesan Safe Guarding Flow Chart or equivalent information. In addition, all validated leaders and key holders will be given a copy of the Pocket size guide.

13. The PCCs will carry public liability insurance and will insure all leaders and staff for personal accident when performing authorised and agreed church activities.

14. The PCCs will make a copy of this policy and its procedures available, if requested, at The Archdeacon's visitation.

15. This Policy and its procedures will be monitored by the Safeguarding Co-ordinator who will report to the PCCs annually in the month of September when they review the policy along with its procedures and its implementation.

16. The PCCs will adopt the Diocesan policy on Safeguarding Social Media and Online Activities. Scott Seivewright will be the Designated Person. We will aim to review all online groups annually in September rather than quarterly. This includes Facebook pages for all three churches, and a group for St James Bell Ringers and St James Tots.

17. At least two adults should be present whenever a child is present at a church activity (including transporting other people's children to and from church activities), and open doors are always encouraged when the building is in use.

18. Volunteers with youth and children's work should be known to the church for at least 6 months before being eligible to help.

19. Sexual jokes and behaviour are inappropriate in a church context anyway but are never acceptable in youth or children's ministry by adults or youth.

20. We understand that 'Spiritual Abuse' relates to the inappropriate use of power in a pastoral context. It is not the same thing as 'teaching a Scriptural Truth that some people don't like.' We are committed to 'renouncing secret and shameful ways; we do not use deception, nor do we distort the word of God' (2 Corinthians 4.2).