

The Parochial Church Council of St Michael’s Parish Church Framlingham

has a Policy for Safeguarding Children, Young People and Vulnerable Adults.

You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular this means that:

* you will comply with the attached good practice guide with children and young people or vulnerable adults unless you already have an equivalent;
* you will provide the church with a copy of your organisation’s Safeguarding Policy/ies or if you do not have one adopt the current parish policy;
* you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
* you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults , and update it annually;
* you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
* no person under the age of 18 years will be left in charge of any children or young people of any age;
* no child or group of children or young people should be left unattended at any time;
* a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;
* you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
1. the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
2. any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

**The Parish Safeguarding Officer for St Michael Framlingham Church is:**

**Name: Mrs Sally Shaw**

**E-mail: 07798 804430 Tel. No: 07798 804430**

**Parish Statement of Safeguarding**

(as approved by the Bishop’s Safeguarding Panel, March 2016)

Parish: St Michael Framlingham & All Saints Saxtead

Priest with Pastoral Charge: The Rev Canon Mark Sanders

Parish/Benefice Safeguarding Officer: Mrs Sally Shaw

This parish recognises that the welfare of children, young people and vulnerable adults is paramount and that we have a duty of care when they are in our charge. We will do everything that we can to provide a safe and caring environment whilst they attend our activities.

**We will:**

* Treat all children, young people and vulnerable adults and groups with respect and celebrate their achievements.
* Recruit and select all those working with children, young people and vulnerable adults or groups on our behalf in accordance with Church of England Practice Guidance on Safer Recruitment.
* Provide a code of conduct for all staff to include the assessment of risk for key roles when working with children, young people and vulnerable adults.
* Respond to concerns and allegations without delay in accordance with Diocesan Safeguarding procedures.

**Concerns**

When there is a disclosure of harm or there are concerns about the welfare of any children, young person or vulnerable adult, all adults in our church community are expected to share their concerns and allegations with:

* + The Parish/Benefice Safeguarding Officer or the Parish Priest.

Any referrals should be made **without delay** to:

* + Suffolk County Council Customer First - **0808 800 4005** (Freephone from landlines and some mobiles).
	+ If a child, young person or vulnerable adult is at risk of immediate harm, the police should be immediately informed – **999**.

**Allegations**

Additionally, in accordance with diocesan safeguarding procedures, all allegations against staff or volunteers should also be referred to Diocesan Safeguarding Advisor (01638 718939 or 07785621319) by the parish priest at the earliest opportunity. If the priest is implicated then the churchwarden should be informed and, following Diocesan procedures, inform the Diocesan Bishop (01473) 252829 **without delay**.

**The parish safeguarding officer is responsible for:**

* + Helping to ensure that all those who work with children, young people or vulnerable adults on behalf of the parish or benefice are aware of the Diocesan Safeguarding procedures. These are available from the Diocesan Websitewww.cofesuffolk.org/safeguarding.
	+ Helping to ensure that all those who work with children, young people or vulnerable adults receive diocesan safeguarding training, as appropriate.

**In our church community we will**

* Treat all children, young people or vulnerable adults with respect and dignity.
* Ensure that their welfare and safety is paramount at all times.
* Always act in a professional way and not accept bullying.
* Liaise openly (where it does not place a child, young person or vulnerable adult at risk) with parents and carers.
* Only use physical contact in an entirely appropriate manner.
* Avoid being alone with children and young people (unless it is absolutely necessary to do so).
* Listen to, and act upon, any disclosures/allegations/concerns that a child, young person or vulnerable adult has been harmed.
* Ensure that all those working with children, young people or vulnerable adults receive the appropriate diocesan safeguarding training.

**For people with key roles working with children and/or young people:**

* Supervision should be in place to ensure that the code of conduct is being followed.
* Issues concerning the management of children and young people regarding such things as one-to-one working should be discussed and risk-assessed by the PCC in light of this code of conduct.

A clear statement should be made regarding the non-compliance to the code of conduct by individuals; e.g. ‘Non-Compliance will automatically lead to the person being suspended from working with children, young people or vulnerable adults on behalf of the parish or benefice’. Any concerns about that person’s behaviour regarding children, young people or vulnerable adults will be reported to the Diocesan Safeguarding Advisor and/or the police without delay.