

The Potting Shed Church Safeguarding Policy and Procedures

This safeguarding policy is to inform those at The Potting Shed Church and those visiting, how to access information on the principles of safeguarding. It also provides guidance on procedures enabling us to worship and work in a safe environment.

Principles and Policy Links:

- 1) Overview from The Church of England: Promoting a Safer Church
<https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf>
- 2) Safer Working Practises
<https://www.churchofengland.org/sites/default/files/2019-10/Code%20of%20Safer%20Working%20Practice.pdf>
- 3) Parish Safeguarding Handbook
<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>
- 4) Protecting All God's children
<https://www.churchofengland.org/sites/default/files/2017-11/protectingallgodschildren.pdf>
- 5) 'Pocket Guide to Safeguarding Children' is given to all those who help with the Children's groups at church.

Procedures

1) Introduction

This document outlines the procedures for safeguarding children, young people and adults at risk, and procedures for dealing with allegations of abuse. These procedures aim to be in line with national policy, guidance from within the Anglican Church, and Local Authority multi-agency policies.

2) Our commitment

It is the right of everyone to live their lives free from abuse of any kind, as independently as possible, and with opportunities to contribute to their Church and wider community. The Church will not tolerate abuse or neglect within our organisation. In particular, the Church will work towards creating a safe and non-discriminatory environment by being aware of some of the particular situations that create vulnerability.

3) **Good Practice Guidelines specific to Children and Young People**

Every volunteer and paid worker with children and young people at The Potting Shed Church will be given a copy of the 'Pocket Guide to Safeguarding Children' by the Safeguarding Coordinator. They should read the associated links above and the Safeguarding Coordinator will record when this has been done.

4) **Our key responsibilities when we become aware of or concerned about possible abuse or neglect.**

- To take concerns and allegations seriously.
- When listening to the concern comes from a child, young person or adult at risk allegedly abused, to accept their concerns and avoid making comments other than to comfort or be sympathetic.
- To ensure the immediate safety/welfare of the alleged abused.
- To clearly report concerns urgently to your incumbent, and/or safeguarding coordinator who, in turn, should alert the Diocesan Safeguarding Adviser (Contact details below).
- To make a careful factual record of complaints or concerns, clearly separating fact from opinion. A template for this can be found in the Safeguarding file at The Potting Shed.
- Following discussion with the Diocesan Safeguarding Adviser (Contact details below), a decision will be taken on the next steps.

5) **Confidentiality:**

In dealing with allegations of abuse it is important to be reminded to work within a framework of confidentiality. Key principles relating to the sharing of information are:

- Information should not be shared any more widely than is necessary to secure protection of, children, young people and vulnerable adults from abuse.
- Information disclosed belongs to the agency not the individual. Any suspicion or allegation of abuse must be shared.

6) **Support, supervision and training**

From time to time the church may hold training events on Safeguarding. There will also be other training events held by the diocese, which church staff, those working with children, volunteers and safeguarding coordinators may attend.

Information about forthcoming training events is available from the Safeguarding Coordinator and published on the Diocesan website.

For children's and young people's work, everyone should avoid working alone and there should always be more than one responsible adult available so that there is mutual

supervision. Should one of the adults become ill or get called away; the other adult should call for additional help.

7) **Implementation of the Policy**

The Safeguarding Coordinator will be responsible for monitoring the policy to see that it is being practiced. This includes ensuring that all helpers are aware of good practice guidance and making sure new work is properly risk assessed

8) **Updating of Policy**

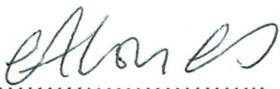
The Trustees are responsible for the policy to be reviewed annually.

9) **Useful contacts**

- The Potting Shed Church, Incumbent
Alison Jones 07818 806403
- The Potting Shed Church, Safeguarding Coordinator
Emilie Rathbone 07817 552959
- The Diocese Safeguarding Team, 01636 817200 or 07917 693285
safeguarding@southwell.anglian.org
- Out of Hours for Children & Adults, Nottinghamshire 0300 456 4546
- Multi-Agency Safeguarding Hub (MASH) 0300 500 8080
- If the concerns relates to a child in Nottingham City
Child and Families Direct 0115 876 4800


10) **The procedures and guidelines agreed by**

Signed by the Incumbent:


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28/02/20
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Date:

Signed by the Safeguarding Coordinator:


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28/02/20
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Date:

Signed by Trustee:


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28/2/2020
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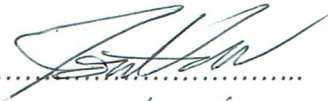
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11) **Date for review: February 2021**