



SAFEGUARDING POLICY

with SAFEGUARDING ADDENDUM applicable to hirings of the Church and Parish Centre by Groups comprising Children, Young People and Vulnerable Adults

PROMOTING A SAFER CHURCH

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 9 March 2021.

In accordance with the Church of England Safeguarding Policy our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and vulnerable adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children, young people and vulnerable adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children, young people and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children, young people and vulnerable adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints: Joyce Currie as the Parish Safeguarding Officer

Incumbent: Rev Lee Taylor

Churchwardens: Roger Barrow, Joyce Currie, David Mason Ann Mawer

Date: 9th June 2025

SAFEGUARDING ADDENDUM

applicable to hirings of the Church and Parish Centre for any activities primarily for children, young people or vulnerable adults, or which include teaching, training, instructing caring for, supervising or transporting children, young persons or vulnerable adults.

To be observed in conjunction with the Safeguarding Policy (overleaf) and the appropriate Conditions of Hire

In this Safeguarding Provision “you” and “your” means the Hirer and “we” and “us” means the PCC of the Parish Church of the Holy Trinity and St Mary, Berwick-upon-Tweed

Please note that your Hire Agreement is conditional upon your complying with the Safeguarding Policy and this Addendum which are deemed to form a part of the standard Conditions of Hire of the Church or Parish Centre (“the premises”). You are also expected to have adopted your own Safeguarding Policy acceptable to us; this must be provided to us promptly on request. In the event of a material conflict between the requirements of our Policy and yours, those of our Policy will prevail unless otherwise agreed in writing.

You are required to ensure that children, young people and vulnerable adults are protected at all times within the premises, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance in respect of this requirement, to be copied to us upon request.

In particular, this means that

- regardless of your own Safeguarding Policy(ies), you will comply our Safeguarding Policy overleaf;
- you will recruit safely all current paid and voluntary workers who work with children, young people and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service (DBS), keeping records of dates and disclosure numbers indefinitely and copying such disclosures to us upon reasonable request;
- you will keep a list of the names of all paid and voluntary workers involved with children, young people and/or vulnerable adults during the hire of the premises and update it as necessary; and will copy such list to us upon request;
- you will always have at least two persons (“authorised persons”) with current DBS clearance over the age of 18 years in any group of children and young people on the premises, no matter how small the group, *unless every child or young person is accompanied by a parent or designated carer present at all times, in which case this requirement is reduced to one authorised person;*
- otherwise, no child or group of children or young people shall be left unattended by an authorised person or persons at any time;
- no person under the age of 18 years will be left in charge of any children or young people of any age on the premises during the hire;
- a register of children, young people and vulnerable adults attending the activity the subject of the hire will be kept securely during the period of the hire; the register will also record contact details of parent/guardian/carers etc, date of birth and next of kin;
- while your hire of the premises is ongoing, you will immediately (within 24 hours of the occurrence) inform the Parish Safeguarding Officer in writing of (a) the occurrence of any incident or allegation of abuse or cause of concern relating to your member(s) or leaders, and contact details of the person within your organisation dealing with the occurrence regardless of whether such occurrence or allegation is connected with this hire; (b) any known offender against children, young people or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies.

The Parish Safeguarding Officer is Joyce Currie

Email: curriejoyce@hotmail.com Tel: 07407 549543

Hirer’s Declaration of Compliance: We will comply with the terms of this Safeguarding Policy and Safeguarding Provision for the duration of our hire and occupation of the premises.

(Sign two copies; one to be returned to us; one to be retained by you.)

Signed by (insert full name).....duly authorised by and on behalf of the Hirer

Signature.....Date.....