



2017-18

# Caring for All

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## *Safeguarding, Health and Safety at St Mary's Church, Lutterworth*

At St. Mary's Church Lutterworth, we are committed to the Health, Safety and Welfare of our members of staff, our volunteers and all who may use our premises or services. Our aim is to ensure that our church building, churchyard and associated buildings are a safe environment for all.

So far as is reasonably practicable we will provide and maintain safe and healthy working conditions, equipment and systems of work, and we will provide such information, consultation, training and supervision as is required for this purpose.

This policy will be regularly updated in the light of any changes to our buildings or activities and a full review of the policy will be conducted within 5 years of the previous review.

The allocation of duties and arrangements for implementation of the policy are set out in Appendix 1 of this document.

Signed:

*Lead Minister*

Signed:

*Safeguarding Co-ordinator*

Approved by Lutterworth PCC on 10<sup>th</sup> July 2017

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## 1 Responsibilities

### 1.1 Overall Responsibility

Overall responsibility for health and safety is that of the Lead Minister (as set out in Appendix 1) who will ensure that arrangements are in place to satisfy regulations & appropriate codes of practice.

The Churchwardens are responsible for ensuring that the arrangements in this policy are carried out.

The Parochial Church Council has general responsibility for ensuring that this policy is implemented.

Anyone involved in church activities has the responsibility to ensure everyone is safe.

### 1.2 The Health and Safety Officer

The person responsible for health and safety is set out in Appendix 1.

The Health and Safety Officer is responsible for day-to-day implementation and shall:

- be familiar with health and safety regulations as far as they concern church premises
- be familiar with the health and safety policy and arrangements and ensure they are observed
- ensure so far as is reasonably practicable, that safe systems of work are in place
- ensure the Church and Church Gate Centre are clean and tidy
- ensure the Churchyard is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut
- ensure that safety equipment and clothing is provided and used
- ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- ensure that adequate access and egress is maintained
- ensure adequate firefighting equipment is available and maintained
- ensure that food hygiene regulations and procedures are observed.

### 1.3 Volunteers & Employees

All employees and voluntary workers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

- co-operate with the implementation of this policy
- comply with safety rules, operating instructions and working procedures
- take reasonable care of themselves and others whilst on church business or premises
- use protective clothing and equipment when it is required
- report any fault or defect in equipment immediately to the appropriate person
- report all accidents (however minor), injuries, near misses or other potential safety hazards

as soon as possible

- not misuse anything provided in the interests of health and safety.

## 2 Safeguarding Policy: Children, Young People, Vulnerable Adults and Adults

### 2.1 Purpose

The purposes of this safeguarding policy are to ensure procedures are in place and people are clear about roles and responsibilities for working with children, young people, vulnerable adults and adults in our care and using our premises.

The Church of England works in partnership with other Christian Churches and other agencies in delivering safeguarding. The following statement of principles appears at the head of each safeguarding policy:

### 2.2 Our Commitment

We are committed to:

- the care, nurture of, and respectful pastoral ministry for all: children<sup>1</sup>, young people<sup>2</sup>, vulnerable adults<sup>3</sup> and adults<sup>4</sup>
- the safeguarding and protection of children, young people and all adults<sup>5</sup>
- the establishing of safe, caring communities which provide a loving environment where victims of abuse can report or disclose abuse and where they can find support and best practice that contributes to the prevention of abuse.
- Following all equal opportunities guidelines to provide good practice.

### 2.3 Our Policies

To this end...

- We will carefully select, support and train all those with any responsibility within the Church, in line with Safer Recruitment principles, including the use of criminal records disclosures and registration/membership of the relevant vetting and barring schemes.
- We will respond without delay to every complaint made, that any adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation.
- We will seek to offer informed pastoral care to anyone who has suffered abuse and/or neglect<sup>6</sup>, developing with them an appropriate ministry that recognises the importance of

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<sup>1</sup> Children 0--18

<sup>2</sup> Vulnerable Adult - any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of her or himself, or to protect her or himself from significant harm or exploitation.

<sup>2</sup> Young People-over 18

<sup>3</sup> Adult 18 years old and over

<sup>5</sup> from maltreatment; preventing impairment of their health and ensuring safe and effective care.

<sup>6</sup> Abuse and neglect may occur in a family, in a community and in an institution. It may be perpetrated by a person or

understanding the needs of those who have been abused, including their feelings of alienation and/or isolation. We will also offer to arrange further professional counselling if it was deemed appropriate.

- In as far as we can we will protect survivors of sexual abuse from the possibility of further harm and abuse.
- We will challenge any abuse of power, especially by anyone in a position of trust.
- We will seek to offer pastoral care and support, including supervision, and referral to the appropriate authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.
- We will follow legislation, guidance and recognised good practice.

## 2.4 General Comments

The Church of England, along with the whole Christian Community, believes each person has a value and dignity which comes directly from God's creation of male and female in God's own image and likeness. Christians see this as fulfilled by God's re-creation of us in Christ. Among other things, this implies a duty to value and care for all people as bearing the image of God and therefore to protect them from harm.

Lutterworth PCC is committed to the safeguarding and protection of all children, young people and adults and affirms that the needs of children and adults, when they are vulnerable, are paramount.

We recognise that none of us are invulnerable but that there is a particular care for those whose vulnerability is increased by situations, by disabilities or by reduction in capacities. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity and seeks to affirm the gifts and graces of all God's people.

This policy addresses the safeguarding of children, young people, vulnerable adults and adults. It is intended to be a dynamic policy. It is intended to support the Church in being a safe supportive and caring community for children, young people, vulnerable adults and adults, for survivors of abuse, for those affected by abuse and for communities.

The Church of England recognises the serious issue of the abuse of children and vulnerable adults and recognises that this may take the form of physical, emotional, sexual, financial, spiritual or institutional abuse or neglect. It acknowledges the effects these may have on people and their development including spiritual and religious development. It accepts its responsibility for ensuring that all people are safe in its care and that their dignity and right to be heard is maintained. It accepts its responsibility to support, listen to and work for healing with survivors, offenders, communities and those who care about them. It takes seriously the issues of promotion of welfare so that each of us can reach our full potential in God's grace.

The Church of England commits itself to respond without delay to any allegation or cause for concern that a child, vulnerable adult or adult may have been harmed, whether in the church or in another context. It commits itself to challenge the abuse of power of anyone in a position of trust.

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persons known to the child, young person, and vulnerable adult/adult or by strangers; by an adult or by a child. It may be an infliction of harm or a failure to prevent harm.

The Church of England commits itself to the provision of support, advice and training for lay and ordained people and relevant volunteers that will ensure people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children and adults who may be vulnerable.

The Church of England affirms and gives thanks for the work of those who are workers with children and vulnerable adults and acknowledges the shared responsibility of all of us for safeguarding vulnerable adults who are on our premises.

Lutterworth PCC has appointed a Safeguarding Co-ordinator for Children, Young People, Vulnerable Adults and Adults – details may be found in Appendix 1.

- support and advise the minister, lay readers and PCC in fulfilling their roles
- provide a point of reference to advise on safeguarding issues
- liaise with Diocesan Safeguarding Co-ordinators
- promote safeguarding best practice within the local church

## 2.5 Good Practice

We believe good practice means that all people are treated with respect and dignity.

Those who act on behalf of the Church should not meet or work alone<sup>7</sup> with a child unless meeting in a public place (e.g. in a coffee shop) where parental permission has been given. We should not meet with a vulnerable adult where the activity cannot be seen unless this is necessary for pastoral reasons, in which case a written note of this will be made and kept in a secure file/location. This documentation will include noting the date, time, facts and place of visit.

The church premises will be assessed for safety for children, young people, vulnerable adults and adults by our Health and Safety Representative and/or Fire Officer and the risk assessment report will be given annually to the PCC in written form. This will include fire safety procedures. The PCC will consider the extent to which the premises and equipment are suitable or should be made more suitable.

Any church-organised transport of children or vulnerable adults will be checked to ensure the vehicle is suitable and insured and that the driver and escort are appropriate. The Safeguarding Co-ordinator where possible will check for valid and up to date MOT and Car Insurance certificates prior to journeys.

Promotion of safeguarding is recognised to include undertaking those tasks which enable all God's people to reach their full potential. The PCC will actively consider the extent to which it is succeeding in this area

These things are to safeguard those working with children, young people and those adults who may be vulnerable.

## 2.6 Recruitment, Appointment and training of workers

Workers/relevant volunteers will be appointed after appropriate recruitment procedures have been

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<sup>7</sup> See the 'Lone Working Policy'



completed including a satisfactory DBS where appropriate. Each worker/relevant volunteer will be expected to undergo basic safeguarding training, within the first year of appointment. The other training needs of each worker/relevant volunteer will be considered and each worker/relevant volunteer will have an annual review conducted by the group leader who will report and document any relevant feedback to their line manager.

## **2.7 Pastoral visitors**

In terms of safeguarding, Pastoral Visitors<sup>8</sup> will be supported in their role with the provision of safeguarding training and further relevant training as necessary. Each visitor will have an annual review by their line manager.

## **2.8 Guidelines for working with children, young people and vulnerable adults**

A copy of the Diocesan 'A Pocket Guide to Safeguarding Children' will be given to each worker/volunteer outlining good practice and systems. A copy will also be displayed in St. Mary's Church, Lutterworth and the Church Gate Centre.

## **2.9 Radicalisation and Extremism**

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. We are clear that this exploitation and radicalisation should be viewed as a safeguarding concern.

As a church we seek to protect children and young people, and vulnerable adults against the messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right / Neo Nazi / White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

When anyone has a concern that a child or vulnerable adult may be at risk of radicalisation or involvement in terrorism, they should speak with the Safeguarding Coordinator or the Safeguarding team at the diocese as a matter of urgency.

## **2.10 Use of Social Media, email and texting**

All those involved in working with children and young people will exercise care in the use of social media and respect the principles set out below. Communication by electronic means or by texting will not be used with children under the age of 11. All communication in these forms will be via their parents/guardians. The rest of the principles relate to communication with children and young people aged 11 and over. The key point is that communication should be in a context of transparency and accountability.

- Electronic communication and texting should only be used for reasons relating to work and not for general socialising purposes.

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<sup>8</sup> Pastoral Visitor - church members who regularly visit people in their own homes/care/residential homes

- Other leaders should be aware of the situations in which these means of communication are being used.
- Leaders, workers and volunteers should not invite children or young people from church activities to their personal social networking page but may respond to requests where appropriate, as long as the child or young person is 13 or over.
- Where possible, group pages should be used on social media for communicating.
- Care should be exercised in posting to Facebook, Twitter etc as comments made on the spur of the moment may not always come out as intended and can be passed on extremely quickly around a large audience.
- Only the group leader may post group photographs to social media where parental permission has been granted.
- Communication by electronic means or texting with children or young people should never take place during school hours and should be kept within the hours of 9am – 9pm.
- Where possible, messaging should take place to and within groups rather than individuals.
- Software or applications using webcams, photo/video messaging or any kind of messaging which keeps no records e.g. Snapchat should not be used to communicate with young people.
- Webcams will not be used where internet chat or Skype is used for one to one conversations.
- Records of communications will be kept just as they would be for written communication. If a worker's mobile phone does not allow text messages to be saved then a written record should be kept.
- The principles for the use of social media will be communicated to children and young people.

An Independent Person/Children's Advocate (named in Appendix 1) whom children, youth workers and volunteers may talk to if they wish about any concerns is available.

### **2.11 Identity Checking for DBS (criminal record) checks**

The role of identity checker is an important one because the identity checker verifies the identity of the person applying for the DBS check. The identity checker will always be a person who has undergone a DBS check. Identity checking will be carried out in accordance with CCPAS and Diocese of Leicester guidelines.

### **2.12 Other Events**

- Ecumenical events

Where ecumenical events happen on church premises, safeguarding is the responsibility of Safeguarding Co-ordinator on behalf of the PCC.

- Events with church groups off the premises

Permission will firstly be sought from the PCC for all events. Adequate staffing levels will be checked by the Group Leader and passed to the Safeguarding Co-ordinator. Following this notification of such events will be given to PCC.

- Other groups on church premises

Where the building is hired for outside use, the person signing the letting agreement will be given a copy of this policy and a copy of the Diocesan 'A Pocket Guide to Safeguarding Children' leaflet.

### 2.13 Procedure for regular reporting to the PCC

The Safeguarding Co-ordinator will report annually to the PCC on child protection matters or after any incident with child protection implications (taking care to preserve confidentiality as necessary).

The PCC will be kept informed on at least an annual basis of all regular and one-off children's activities as this is necessary for them to fulfil their duties as charity trustees and also for insurance purposes.

## 3 Procedures for the Safeguarding of Children, Young People, Vulnerable Adults and Adults in our Church

A copy of these procedures will be given to all youth workers, volunteers and employees who have the responsibility for children or young people. They will sign a declaration afterwards saying that they have read and understood them.

### 3.1 Recommended Minimum Staffing

The recommended minimum staffing levels set out in Protecting All God's Children will be maintained. These are as follows:

Age	Number of Leaders
0 to 2 years	1 leader to every 3 children
2 to 3 years	1 leader to every 4 children
3 to 8 years	1 leader to every 8 children
8 +	1 leader for the first 8 children followed by 1 to 12

Notwithstanding these minimum levels, each group is to have at least 2 adult workers present and a gender balance should be maintained wherever possible, particularly in mixed gender groups. More help may be required if children are being taken off site, are undertaking physical activities or if necessitated by other circumstances. This will be assessed by the leaders of these activities.

Adults who assist very occasionally or as a one-off must be responsible to an appointed leader. The same applies to young people under the age of 18. Adults who assist more regularly will be appointed formally using the safer recruitment procedures.

### 3.2 Safe Recruiting

When appointing leaders and helpers for work with children and young people, the PCC will follow the guidelines set out in Safeguarding Guidelines relating to Safer Recruitment. This means:

- Providing a job/role description
- Ensuring the potential volunteer provides a completed application form

- Ensuring the potential volunteer completes a confidential declaration form
- Conducting an interview
- Taking up references from two referees one of whom should be current employer, previous church, or organisation at which the potential volunteer currently volunteers or has recently been a volunteer. At least one referee should be from outside the church.

Obtaining a DBS (criminal record) disclosure, unless the nature of the role is such that there is no entitlement to a DBS check. Lutterworth PCC has a written policy on the recruitment of ex-offenders\* and makes this available to all DBS applicants at the start of their recruitment process. Lutterworth PCC will follow the procedures identified by the Churches' Child Protection Advisory Services and will abide by their written policy on the handling and safe keeping of DBS information.\*

\*These documents are available from the Safeguarding Co-ordinator or the Church Office

Renewals to be obtained by the renewal date otherwise the person will be removed from working with children, young people, vulnerable adults and adults

- Offering the post subject to a probationary period
- Confirming the appointment in writing
- Ensuring the volunteer is aware of PCC policies and procedures and has been given a copy of the Pocket Guide to Safeguarding Children and the Caring for All Policy. Safeguarding Training will be given in the first year.

Safeguarding Guidelines relating to Safer Recruitment can be downloaded from:

<http://www.churchofengland.org/media/1161891/safeguarding4.pdf>

### 3.3 Code of Behaviour

The PCC commits to the following Code of Behaviour which those who work with children and young people and vulnerable adults are expected to follow:

You should:

- Treat all children, vulnerable adults and adults with respect and dignity.
- Provide a Christian example you wish others to follow.
- Provide an example of good conduct that you wish others to follow.
- Ensure that there are at least two adults present during activities with children and young people, or at least that you are within sight of others.
- Respect personal privacy.
- Ensure that another adult is informed if a worker needs to take a child to the toilet.
- Be aware that physical contact with a child or young person may be misinterpreted.
- Challenge unacceptable behaviour in a responsible way.
- Report all allegations/suspensions of abuse.
- Recognise that special caution is required in moments when you are discussing sensitive issues with children or young people.

- Operate within the organisation's principles and guidance.
- Only use social media and email in accordance with paragraph 14 below.

You should not:

- Ever hit a child or young person.
- Play rough, physical or sexually provocative games.
- Touch inappropriately.
- Show favouritism to any one child, young person or group.
- Give lifts to children on their own or on your own. If it is unavoidable, ask the child to sit in the back of the vehicle and inform another adult where possible, and if two adults are present, neither should sit in the back with a child.
- Invite a child or young person to the youth leader/worker's home alone unless responding to an emergency situation, in which case the relevant people should be contacted.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing, bullying.
- Allow unknown adults access to children. A known person should always accompany visitors.

Any group where parents/responsible person remain with children, such as Messy Church, Little Acorns, Nature watch etc, parents/responsible person have the safeguarding responsibility for their own children.

### 3.4 Handling Allegations and Disclosures

If there is an allegation or disclosure of abuse by a child, young person or by an adult who is disclosing or alleging historic child abuse:

- Listen. Keep listening.
- Do not question or investigate – this is the job of the authorities. In particular do not speak to the subject of the allegation.
- Do not promise confidentiality; tell them that the information they disclose needs to be shared.
- Assure them they are not to blame.
- Tell them what you are going to do. Reassure them that the matter will be reported to the investigating authorities. If the person needs reassurance that the alleged perpetrator will be punished, do not make any promises. There can be no guarantee as to what happens as that will be dependent upon the outcome of the investigation.
- As soon as possible after the conversation, make careful notes of what was said, record dates, times, events and when you were told.
- If there is immediate danger to a child or young person, contact the Social Services or the Police.
- Report the incident to the Lead Minister or Safeguarding Co-ordinator immediately.
- If the allegation relates to a member of the clergy report the matter directly to the Archdeacon.
- Do not discuss the incident with anybody else.

- The Lead Minister or Safeguarding Co-ordinator must then report the allegation or disclosure to the appropriate Archdeacon within 24 hours. The Archdeacon will seek advice from the Bishop's Child Protection Adviser
- In the absence of the Archdeacon, the Assistant Diocesan Secretary should be contacted.

Do not contact anybody who is implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure.

Do not talk to the media under any circumstances. The Diocesan Communications Officer will handle any media statements.

If a child or young person makes a disclosure by email or other electronic means do not respond using electronic means, but report the disclosure to your Lead Minister or Safeguarding Co-ordinator.

The procedure is the same for abuse which happened in the past, possibly many years ago.

### 3.5 Handling Possible Abuse and Concerns

If you are concerned, or it comes to your notice that someone may be committing abuse:

- Make notes of your concerns and discuss them with the Lead Minister or Safeguarding Co-ordinator.
- The Lead Minister or Safeguarding Co-ordinator must then report the concerns to the appropriate Archdeacon.
- If your concerns relate to the Lead Minister report them directly to the Archdeacon.
- Dates and times should be recorded of any observations which have been made and of the referral to the Archdeacon.
- The Archdeacon will seek the advice of the Bishop's Child Protection Adviser who will decide whether to
  1. Report the concerns to Social Services and/or the Police, who will then investigate while the Bishop's Adviser liaises with the parish; or
  2. Continue to observe closely – the process will be repeated in the event of any more concerns.
- There should be close communication between the Lead Minister, the Archdeacon and the Bishop's Adviser until the situation is resolved.
- In the absence of the Archdeacon, the Assistant Diocesan Secretary should be contacted.

### 3.6 Concerning those with Previous Convictions

Procedure to be followed where people with convictions for offences against children or people under investigation are attending church

Where someone attending the church has been convicted of offences against children (or they have received a formal police caution) agreement will need to be drawn up to minimize any risk to the safety of children within the church.

If a person who attends the church is subject to investigation for alleged child abuse, thought will need to be given to drawing up a temporary agreement until the outcome of the investigation is

known.

- The Lead Minister or, in the absence of the minister, the Safeguarding Co-ordinator, must inform the appropriate Archdeacon of the situation.
- The Archdeacon will seek the advice of the Bishop's Child Protection Adviser who will decide whether an agreement needs to be in place and will provide a template for the agreement.
- If the person is a convicted offender, there will need to be liaison with the person's Supervising officer (police or probation) who should be consulted about the agreement and, ideally, be a signatory to it.
- The offender or person under investigation will be asked to sign the agreement, which will then be reviewed annually.

### 3.7 Allegations or Concerns about Senior Clergy

- If an allegation involves an Archdeacon or Dean it should be reported to the Bishop of Leicester.
- If an allegation involves a Bishop, it should be reported to the Archbishop of Canterbury.

### 3.8 Registration

A registration form will be completed for every child or young person who attends groups or activities. This does not include activities such as church services, which would take place regardless of whether or not children are present. Neither does it include activities which are family focused but which children attend with their parents (eg Messy Church).

The form will be updated annually and include the following:

- Name and address
- Date of birth
- Emergency contact details
- Medical information
- Any special needs  
including activities that the child or young person is unable to take part in
- Consent for emergency medical treatment
- Consent for photographs and videos if relevant

All personal details and registration forms will be stored securely, not used for any other purpose, and shredded or disposed of securely when out of date or no longer in use.

### 3.9 Guidelines For Bellringers, Church Musicians And Servers

- Arrangements for children, young people and vulnerable adults involved in bell ringing, church music and serving must comply with the Child Safeguarding Policy. This applies equally where these groups are mixed-age groups, although the situation regarding DBS checks may be different for such groups (see the Safer Recruitment Policy).
- All involved in mixed-age activities should be made aware of safeguarding procedures.

- Where it is known that somebody has been convicted of an offence against a child or young person an agreement must be put in place with the assistance of the Bishop's Adviser so as to ensure that they will not be allowed unregulated or unsupervised participation in church activities involving children or young people.
- There must always be two adults present (preferably one male and one female) when children or young people are being taught, during rehearsals and supervising during a break away from the rest of the group.
- If separate tuition is provided to individual children or young people or in groups then DBS checks must be obtained.
- A parent/guardian/carer must complete and sign a registration form for their child when they join the group, which also sets out the arrangements for the activity e.g. arrangements for weddings, dropping off and collecting, what, if any, physical contact will be needed during training.
- The leader of the activity must keep a register of all those under 18. Consent forms must be signed by a parent/guardian/carer for any outings or holidays.
- If private lessons take place away from the church property, arrangements must be made separately with the parents/guardians/carers. Isolated situations where no other adults are in the vicinity must be avoided. The PCC should do all it can to ensure that a clear distinction is drawn between church activities and private lessons.

### 3.10 Activities away from the church premises

Adequate arrangements will be made for children's and young people's activities which take place away from church premises as follows:

- No child can be taken off-site for activities without the consent of their parent/guardian/carer.
- Details of the event must be given in advance and consent forms received in advance of the event taking place.
- Details of the arrangements will be given to the Safeguarding Co-ordinator.
- A risk assessment will be undertaken and confirmation obtained that the event is covered by PCC insurance.
- A detailed programme and list of contacts should be left with Church Manager/Churchwardens.
- A leader will be designated to take responsibility for First Aid.
- Any church-organised transport of children or vulnerable adults will be checked to ensure the vehicle is suitable and insured and that the driver and escort are appropriate. The Safeguarding Co-ordinator where possible will check for valid and up to date MOT and Car Insurance certificates prior to journeys. (See Section D of the Leicester Diocese Child Protection Handbook for a model form.)

### 3.11 Support, supervision and training

- All those involved in working with children and young people will ensure that there is always more than one responsible adult available so that there is mutual supervision.



Should one of the adults become ill or be called away, the other adult will call for additional help. In emergency situations where an individual cannot avoid working with children on his/her own because an unforeseen situation has arisen, he/she will inform another leader (or the Safeguarding Co-ordinator or minister) of the situation. If at all possible at the time it arises, a note will be kept by the Safeguarding Co-ordinator.

- Those who work with children and young people have an annual review, to review their work with the leader of their group/ Safeguarding Co-ordinator/ Lead Minister. This will enable them to comment on the work they are doing, give suggestions, review and further develop their work, if they so wish, and to discuss training opportunities.
- At least annually the church will hold training events on Safeguarding. There will also be other training events organised by the Diocese of Leicester which church staff, youth workers, volunteers and child protection co-ordinators may attend.
- Every person who works with children/vulnerable adults will be given a copy of the Pocket Guide to Safeguarding Children and this policy. They will also be given information about how to access on the internet the Diocese of Leicester Child Protection Handbook and other national Church of England documents including Protecting All God's Children. Paper copies of these documents will be provided to those workers who request them.

#### 4 Lone Working Policy

This Lone Policy Statement applies to ALL members of the Ministry Team at St. Mary's Church Lutterworth who as part of their duties as agreed with the Lead Minister or Area Dean visit people within their own home and such visits form of their normal working practices, OR to those authorised by the PCC to have access to the church buildings at any time in connection with duties for the Church.

- Planned lone home<sup>9</sup> visiting to Vulnerable Adults should always be noted in the record log as set out in 'Good Practice b (ii)' of 'Safeguarding Children, Young People, Vulnerable Adults and Adults'. A factual report of the visit should be documented, with: date, time, person visited, address, purpose of visit to vulnerable adult and any follow-up action. It is to be kept in secure lockup with access only by the Incumbent and Safeguarding Co-ordinator.
- Should any concerns arise during a time of lone home visiting action should be taken immediately as set out in Good Practices i) Reporting Concerns of this main document.
- Unplanned/emergency home visiting. Where a situation arises and an emergency visit occurs, then these still need to be documented in the record log as set out in the Good Practices b) (ii) of this main document. It should be clearly noted the reason for this immediate lone home visit.
- Immediately prior to home visiting, always let at least one responsible person from the

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<sup>9</sup> For the purposes of this document, 'Home' is taken as the normal place of residence of the person being visited: this includes, house, flat, bungalow, caravan, canal boat, residential care home, sheltered accommodation, nursing home, warden controlled, tent, hostel, hut, shed, green house, hotel, temporary lodgings such as Bed & Breakfast establishments in private houses or Public Hostelries, and any other accommodation that a person deems to call 'home'.

Church know where the visit/lone working is taking place and the duration expected. A contact mobile telephone number is to be left with that person, along with a 'Tiger Code'<sup>10</sup>

- Immediately upon completion of the visit the person should report back to the responsible person to confirm that they are 'safe'
- In the event that the person who is lone visiting/lone working fails to notify that they have completed their visit/lone working by the agreed time the responsible person should telephone that person. If the visitor/lone worker confirms they are safe and an approximate duration of the extended time stated, then no action is required. However that person MUST ensure that they let the responsible person know when that visit/lone working has ended. If the visitor/lone worker are unable to answer their mobile telephone then assume that this person needs urgent help. Notify the Incumbent/Church Wardens immediately who will take immediate action to ensure the workers safety.

If the visitor/lone worker answers their mobile under duress and require help they should where possible let the responsible person know that there is a problem by mentioning their agreed 'Tiger Code'. If possible the responsible person will try and reassure the visitor/lone worker. Immediately following the call the responsible person needs to telephone the Incumbent/Church Wardens. Where the visitor/lone worker has indicated that there is serious risk of harm to themselves or the person that they are working with, the responsible person will dial immediately for the relevant emergency services, before contacting the incumbent/church wardens.

- The PCC (through the Parish Office/Churchwardens/Lead Minister) may grant certain individuals access to the church's buildings e.g. volunteers undertaking administration/maintenance/duties in connection with activities/services (e.g. musicians, flower arrangers etc). It is the responsibility of all such individuals to ensure that if they enter the buildings at a time when no-one else is present, that another individual is aware of their visit.

## 5 Health & Safety

Health and Safety will be managed as part of all activities. All buildings where activities with children and young people take place will be inspected by an appropriate person at least annually and the results will be noted and reported in writing to the PCC or other appropriate church organisation. Health and Safety issues observed by those working with children and young people should be reported to the Safeguarding Co-ordinator or the person with responsibility for Health and Safety within the church.

### 5.1 Electrical Safety

The electrical wiring within the buildings will be inspected annually, or at a duration that has been suggested by the contractor performing the tests. A NICEIC contractor will perform the periodic

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<sup>10</sup> A Tiger Code is an agreed phrase or statement that is unrecognisable to others. It is to be used only when there is serious risk of harm to the person or persons who are unable to discuss their immediate difficulties openly.

inspection and test in accordance with BS7671.

Portable electrical appliances will be maintained, inspected and tested routinely. This will be done annually, or at an interval suggested by the contractor performing the tests. No electrical appliances shall be brought on to the premises and used unless they have been PAT tested.

The Lightning Conductor will be inspected and tested annually by a suitably qualified firm.

Certificates of wiring inspections, alterations and portable appliance test records will be kept in the Health and Safety File.

Please ensure that electrical equipment is used safely, following the manufacturer's instructions. Do not overload sockets, avoid using extension leads and take care to prevent tripping hazards when laying cables.

## **5.2 Gas Safety**

All gas boilers are maintained and serviced annually by a competent contractor registered with the Gas Safe Register. Any work required for safety is implemented immediately.

## **5.3 Safety of Plant and Machinery**

The Health and Safety Officer will maintain a list of plant and machinery and be responsible for ensuring that they are maintained in good condition. Such equipment is not to be used by volunteers or employees without appropriate training and authorisation, checking that such equipment is in a safe working condition before use and using any necessary protective equipment. Ladders may only be used for short periods if no other equipment is available. All ladders must be safely secured and no persons may use a ladder if they are on their own in a building.

## **5.4 Hazardous Substances**

Where possible we have eliminated the use of hazardous substances. Where this is not possible product information will be used to determine the correct method of use, any protective clothing needed, method of storage and action to take in the event of any accident.

## **5.5 Floor Safety**

In order to reduce the risk of slips, trips and falls, an inspection will be made quarterly of all floors, steps, and paths in the churchyard. Any remedial measures will be addressed in consultation with the Churchwardens.

## **5.6 Lighting**

In order to ensure that the buildings are adequately lit, inspection and maintenance of high level lighting in the nave and chancel is conducted regularly. Specific responsibilities are laid out in Appendix 1.

## **5.7 Working at High Levels**

Work on all roofs, tower maintenance and internal work requiring the use of a scaffolding tower are

designated working at high levels and will only be undertaken by those authorised in Appendix 1, or as delegated by them to competent volunteers or contractors.

### **5.8 Food Preparation**

The appropriate Food Hygiene Regulations regarding the preparation of storage of foodstuffs will be followed, and training provided to food handlers and appropriate updated certificates displayed. A risk assessment will be made and the Health and Safety Officer will make an annual inspection and report to the PCC.

### **5.9 Manual Handling**

Wherever possible the need for manual handling of heavy objects will be eliminated. Relevant training will be provided for lifting procedures. Movement of pianos/organs, pews, the eagle lectern, the pulpit or any other item of considerable weight should be undertaken by 2 or more people, depending on the weight of the object

### **5.10 Display Screen Equipment**

Risks to habitual users of computer workstations will be reduced by consideration of quality of equipment, workstation set-up, and regular breaks from screen usage.

Under the Health and Safety (Display Screen Equipment) Regulations, introduced in 1992 and amended by the Health and Safety (Miscellaneous Amendments) Regulations in 2002, any employee who habitually uses DSE as a significant part of their normal day to day work is entitled to the provision of an eye examination.

### **5.11 Hazardous Buildings/Glazing**

Our policy is to ensure that our buildings create minimal risk to the health and safety of all who work in and use them. Regular inspection of and arrangements for repairs are the responsibility of the Churchwardens. Any temporary repairs necessary to avoid accident or injury will be carried out immediately. All glazing below waist height is of a safety material or is protected against breakage. Following inspection, no asbestos has been found in the buildings.

### **5.12 Risk Assessments**

Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk at regular intervals by the Health and Safety Officer or the Churchwardens in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999. This includes use of both buildings, services/events with over 300 people in attendance, use of the Church Tower, fetes and outings. The assessments will be available to volunteers and staff. Where actions are needed to reduce or eliminate risk, the Health and Safety Officer will decide a time scale by which the corrective actions are to be completed.

Any person discovering a hazard must inform the Health and Safety Officer as soon as possible. In the case of serious and immediate danger, the correct emergency procedures must be followed.

### **5.13 Contractors**

All contractors must have their own Health and Safety Policy where required by law and must be able to provide a copy of this, together with evidence that they have appropriate Public and Employers' Liability Insurance. They must comply with the regulations in this policy and co-operate with church officials in providing a safe place of work. Where plant and machinery are brought onto the premises they must be able to show that equipment has been inspected and tested to ensure safe operation. Contractors may only use sub-contractors with the permission of church officials but responsibility will remain with the contractors. Contractors may be given detailed instructions regarding the area where they are permitted to work and this "permit to work" may also include any specific safety precautions that they must undertake. The Health & Safety Officer will ensure that responsibilities under the Construction (Design and Management) are fulfilled.

## 6 First Aid

### 6.1 In an Emergency

If there is an emergency involving injury to a child or young person:

- Stay calm
- Provide immediate first aid when needed
- Alert others to the need for help
- Ensure that somebody is supervising the other children or young people
- Call an ambulance if needed
- Contact the parents/guardians of the child or young person
- Provide an appropriate handover and information about the situation to the parents/guardians
- Complete the accident book
- Consider whether there are implications for the Health & Safety policy and/or practices and report these to the Safeguarding Co-ordinator.

### 6.2 First Aid Kits

First Aid Kits will be available on site and will be checked regularly and updated as necessary. An accident book is maintained at all places where activities with children and young people take place.

First Aid Kits are located in:

- the Church kitchen
- the Church Gate Centre kitchen.

The person responsible for the First Aid Kits is set out in Appendix 2.

If the contents of any First Aid Kit are used, the responsible person should be informed. It is their responsibility to ensure any used items are replaced.

First Aid Kits will be checked quarterly by the relevant person to ensure that they are fully stocked, that none of the contents have expired and that no medicines or other preparations are contained within the kit.

First Aid should only be administered by suitably trained and competent persons. The Church will

arrange training as required to ensure an appropriate level of cover is provided at all church events.

### 6.3 Accidents

The Accident Book is located in the Parish Office. An accident report form (and witness form if appropriate) must be completed for all incidents and accidents. Blank accident report forms are located in both first aid boxes. Once completed these forms must be submitted to the Parish Office. The Church Manager must notify the Health & Safety Officer immediately on receipt of an accident form.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the authorities as follows:

- Fatal accidents, serious injuries and dangerous occurrences must be reported immediately on 0845 300 9923 and within 10 days on Form F2508.
- Accidents leading to the injured person losing more than three consecutive days off work must be reported within 10 days on Form F2508.
- Certain reportable diseases such as poisonings, legionellosis must be reported on Form F2508A.

Further information is available at [www.riddor.gov.uk](http://www.riddor.gov.uk)

## 7 Information & Enforcement

The local Environmental Health Department at Harborough District Council can be contacted at: [customer.services@harborough.gov.uk](mailto:customer.services@harborough.gov.uk) or **01858 82 82 82**

Health and Safety Executive Information Line: **0845 345 0055**

A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed in the Parish Office. **A full list of Review and Inspection dates may be found in Appendix 3.**

## 8 Fire Safety Policy

### 8.1 General Statement of Fire Safety Policy

The prevention of accidents, injury or loss from fire is essential to the effective operation of the church and implied in its mission. It is therefore the responsibility of all staff and volunteers to be aware of the Church's Fire Safety Policy as set out below.

Our policy is:

- To provide a safe environment for staff, worshippers and visitors.
- To evacuate the premises safely in the event of an uncontrolled fire.
- To inform the fire brigade as soon as possible.

### 8.2 Preparation:

All persons on the premises should make themselves aware of the whereabouts of the usable emergency exits, fire alarm button and assembly area. A "General use, hazards and precautions"

leaflet and a map posted in the South Porch entrance will show the locations of these. An announcement may also be made before an event or service. Fire escape doors to be unlocked as detailed in the document "Evacuation and Stewarding at St Mary's" which is displayed in the vestry.

### 8.3 Action in the event of a fire:

- On seeing a fire or smoke raise the alarm by shouting FIRE FIRE FIRE
- The alarm button at the west door should be activated ONLY if accessible without personal risk.
- On hearing an alarm immediately leave the building by the nearest usable fire exit and go to the assembly area.
- A member of staff, the key holder or the responsible person will ensure someone has phoned the fire brigade on 999 or do so themselves if this is not the case.
- Do not return to the building until informed that it is safe to do so.

**Get out, stay out, get the brigade out!**

### 8.4 Fire Safety Duties for the Welcome Team

The Welcome Team, Verger, or anyone on the door of events, should help fulfil aim 1 of the 'General Statement of Fire Safety Policy' by:

- Familiarising themselves with the policy for action in the event of a fire.
- Being trained to use an extinguisher.
- Ensuring escape routes are kept clear.
- Ensuring the disabled have carers who will assist them in the case of an evacuation.

### 8.5 Day to Day Vigilance

All staff on the premises should be vigilant in order to fulfil aim 1 of the 'General Statement of Fire Safety Policy'. Their duties include:

- To visually inspect equipment before use and report any defects.
- Ensure no hazardous or flammable substances are brought onto the premises without permission.
- Ensure hazardous or flammable substances are stored correctly and not left in common areas or left out overnight.
- Ensure that fire equipment is readily available and not abused (staff are reminded that fire equipment should only be used if you are trained to do so).
- Escape routes are identified and kept clear.
- Flammable rubbish is to be removed from the building daily.
- Store cupboards and rooms are kept tidy and as free of hazards as possible.

Any issues with the above should be rectified or reported to the Churchwardens or Fire Safety Officer.

### 8.6 The Management of Fire Safety

Members of the PCC should help fulfil aim 1 of the 'General Statement of Fire Safety Policy' by:

- Ensuring that Fire Safety status is an agenda item on at least two PCC meetings per year.
- Nominating one or more 'Responsible person(s)' to maintain Fire Safety and report to the PCC.
- Ensure that the Responsible person(s) facilitates a Fire Risk Assessment and keeps it up to date.
- Arrange a fire drill at least once per year.
- Support and enable the responsible people to fulfil their responsibilities.
- Ensuring that any third party occupying any part of the church building appoint their own 'Responsible Person' and ensure they are aware of the fire safety policy and procedures.
- Ensure that, for congregations meeting in a non-church building or complex, the PCC's responsible person co-ordinates with the owner, landlord and other occupants on fire safety matters and keeps the church members informed of what is expected of them.
- In consultation with the churchwardens, ensure that any necessary changes to the buildings resulting from the fire risk assessment which require Minor Works permission or a faculty are properly authorised in advance of any installations.

## 8.7 Review

This policy will be reviewed annually by the PCC, on the date given in Appendix 3.

## 9 Media Policy

As a Church, we care for individuals in the local community and would ask that you respect their privacy at all times. People come to the church for many different reasons, particularly at times of great sorrow or pain. For this reason we operate a strict policy regarding media and press.

Photographs and videos may only be taken in the Church and its environs with the prior permission of the Lead Minister, or by a chosen person who has been allocated to take photos on behalf of the church. Any such requests should be directed to the Parish Office.

It is essential that the collection of such footage does not intrude upon the privacy of anyone who has come to the church for any reason. Flash photography of any kind is not permitted within the Church building.

Our congregation includes children and vulnerable adults. Please seek authority from the appropriate Responsible Adult before photographing or interviewing them. We ask that the dissemination or publication of any images, videos or comments should not identify the individuals involved.

More information may be obtained from the Communication Department of the Diocese of Leicester.