



# Safeguarding Policy

## The Church of King Charles the Martyr Potters Bar

**Created on:** 8 October 2016

**Reviewed by the PCC:** 12 April 2018, 9 July 2019, 17 June 2020,  
Tuesday 27 July 2021

Reviewed by the PCC: Tuesday 27 July 2021

**Date of next review: July 2022**

Signed

The Reverend Atalie Gaines (Vicar) on behalf of the PCC

Tuesday 27 July 2021

## **SAFEGUARDING POLICY STATEMENT**

**The Church of King Charles the Martyr, Potters Bar** is committed to and will champion the protection of children, young people and vulnerable adults both in society as a whole and in our own community. We fully accept, endorse and will implement the principles enshrined in The Children Act 1989 that the welfare of the child is paramount. We will foster and encourage best practice within our community by setting standards for working with children, young people and vulnerable adults and by supporting parents in the care of their children. We will work with statutory bodies, voluntary agencies and other faith communities to promote the safety and well being of children, young people and vulnerable adults. We are committed to acting promptly whenever a concern is raised about a child or young person or vulnerable adult or about the behaviour of an adult, and will work with the appropriate statutory body when an investigation into child abuse or other abuse is necessary.

The Safeguarding Policy has been written in accordance with the Diocese of St Albans 'Safeguarding Documents' – 'Policy Statements', 'Practice Guidance' and 'Joint Practice Guidance with the Methodist Church'. These documents can be accessed under 'Safeguarding' at the Diocese of St Albans website: [www.stalbans.anglican.org](http://www.stalbans.anglican.org). A full copy of the King Charles the Martyr Safeguarding Policy is on the website: [www.kcm-church.org.uk](http://www.kcm-church.org.uk) and in the Church Office.

The Reverend Atalie Gaines, Vicar – 01707 661266

Mrs. Helen Schmitz, Parish Safeguarding Officer – 01707 665579

[safeguarding@kcm-church.org.uk](mailto:safeguarding@kcm-church.org.uk)

# Policy for Safeguarding Children 2016

## Parish of King Charles the Martyr, Potters Bar, in the Church of England Diocese of St Albans

This Policy was agreed at the Parochial Church Council Meeting held on 8<sup>th</sup> October 2016.

We are committed to implementing a Safeguarding Children Policy and accepting the Church of England Policy Protecting All God's Children (4<sup>th</sup> edition 2010) and to be responsive to local parish requirements.

- We will review and endorse the safeguarding policies annually so that all members are aware of their responsibilities.
- The highest standards will be maintained in all the Church's contacts with children and young people and adult volunteers will be given appropriate support and opportunities for training. DBS checks will be made to an enhanced level through Thirty-one:eight and renewed every three years, via the Diocese of St Albans; appointment forms will be completed and references taken up.
- We will respond without delay to every complaint made that a child or young person for whom we are responsible may have been harmed.
- This Parish will co-operate fully with the statutory agencies in every situation and will not conduct its own investigations.
- We will seek to offer informed pastoral care to any child or young person who has suffered abuse.
- We will care for and supervise any member of our church community known to have offended against a child.
- The PCC acknowledges its responsibility for all work with children and young people done in the name of the Church and requires all those engaged in such work to be properly appointed and supported in accordance with the Church of England Practice Guidance: Safer Recruitment (June 2015).

We have appointed as our Parish Safeguarding Officer:

Helen Schmitz: 01707 665579 (Church Office)  
safeguarding@kcm-church.org.uk

# Policy for Safeguarding Adults when they are Vulnerable 2016

**Parish of King Charles the Martyr, Potters Bar, in the Church of England Diocese of St Albans**

This Policy was agreed at the Parochial Church Council Meeting held on 8<sup>th</sup> October 2016.

We recognise that everyone has different levels of vulnerability and that all adults should be offered respect and given inclusion and empowerment within the Church.

- We are committed to implementing a safeguarding policy for adults when they are vulnerable accepting the Church of England Policy on Safeguarding Vulnerable Adults (Promoting a Safe Church 2006) <https://www.churchofengland.org/sites/default/files/2017-11/promotingasafechurch.pdf> and be responsive to local parish requirements.
- We will review and endorse all safeguarding policies annually so that all members are aware of their responsibilities.
- We will carefully select those working with vulnerable groups with references taken and these workers will be given appropriate support and opportunities for training.
- We will respond without delay to every complaint made that a vulnerable adult for whom we are responsible may have been harmed.
- This Parish will co-operate fully with the statutory agencies in every situation and will not conduct its own investigations.
- We will seek to offer informed pastoral care to any adult who has suffered abuse.
- We will care for and supervise any member of our church community known to have offended in a manner which could affect adults who are vulnerable.
- The PCC acknowledges its responsibility for all work with vulnerable people done in the name of the Church and requires all those engaged in such work to be properly appointed and supported in accordance with the Church of England Practice Guidance: Safer Recruitment (June 2015) <https://www.churchofengland.org/sites/default/files/2020-12/Original%20Safer%20Recruitment%20Practice%20Guidance%202016.pdf>

We have appointed as our Parish Safeguarding Officer:

Helen Schmitz: 01707 665579 (Church Office)  
safeguarding@kcm-church.org.uk

## **Best Practice Guidelines: Do**

- Treat all children, young people and vulnerable adults with respect and ensure their right to personal privacy
- Ensure that Parents are responsible for their children before and after 'Children's Groups' and during 'Messy Church' and other family activities.
- Always seek the parent's and child's consent if he or she is very young or disabled and needs help to go to the toilet
- Leave doors open where possible for observation if working with children on an individual basis
- Remember that someone else might misinterpret your actions, no matter how well intentioned
- Remember, touching children must be in a way which is not intrusive or disturbing to him or her, or to others. Keep this public and never behind a closed door.
- Encourage young people and adults to feel comfortable and confident enough to point out attitudes and behaviours they are concerned about.
- Ensure that you always have parental consent when driving children and they should be seated in the back seat of the car. Child seats must be used for younger children.
- Recognise that caution is required even in sensitive moments of counselling, such as dealing with bullying, bereavement or abuse.
- Be aware of the position of fire exits, fire extinguishers and first aid equipment and have trained first aiders available at Church events.
- Provide an example you wish others to follow.
- Make sure that any work or activities with children and young people involves more than one adult, or at least takes place within the sight/hearing of others; for example Choir and children's groups.
- Take particular care when visiting vulnerable adults in their homes, especially if there is memory loss. Visitors will keep a record of each visit and ensure that any concerns are passed to the family/carers/ Safeguarding Co-ordinator.

- Make sure that allegations or suspicions are recorded and acted upon immediately and are reported to the Parish Safeguarding Officer, Vicar or and the Diocesan Safeguarding Advisor.
- Responsibility and insurance for children and young people in 'Non King Charles the Martyr Groups' who use the building lies with those groups and their leaders and is monitored by the Halls Administrator. We expect that those who work with children and vulnerable adults will be DBS checked and will have done their own Risk Assessment.

### **Best Practice Guidelines: Do Not**

- Engage in rough physical games including horseplay
- Touch a child in an intrusive or sexual manner
- Make sexually suggestive comments to a child, even as a joke
- Use physical discipline
- Help a child with things of a personal nature that they can do for themselves, such as toileting or changing clothes etc
- Show favouritism to any individual
- Permit abusive youth peer activities (e.g. initiation, ridiculing, name calling, bullying)
- Rely on your good name to protect you
- Believe 'it could never happen to me'
- Spend too much time alone with just one child or young person
- Give under 18's overall responsibility
- Do not administer medicines of any description

## **What you should do if you suspect a child or a vulnerable adult is being abused:**

### **1. Record the facts as known to you -**

Including when and where conversations took place as well as what was said and being careful to distinguish facts from allegations and opinions.

### **2. Speak to the Parish Safeguarding Officer, the Vicar and the Diocesan Safeguarding Advisor.**

### **3. It may be in certain exceptional circumstances that the police need to be contacted immediately.**

### **4. Always consider whether immediate medical attention is required.**

N.B. The number children can ring if someone has harmed them or they think someone might be going to harm them is:

Childline on 0800 1111 Family Lives 0808 800 2222

## **What you should do if a child or vulnerable adult tells you something which suggests they have been abused:**

### **1. Listen to them** rather than asking direct questions or pressing for details

### **2. Do not stop them** while they are freely recalling significant events

**3. Reassure them** (they may have been threatened, told to keep what is happening secret, or told that no one will believe them) that they have done the right thing in telling someone, and that they are not to blame

### **4. Let them know that there are other people who need to be told** so that they can help them

### **5. Record the facts and tell someone** (as listed above in 'if you suspect any abuse')

### **6. Do not delay or decide to give the benefit of the doubt** to parents or others

### **7. Detailed enquiries must be left to the investigating agencies**

## What you should do if an allegation is made against you:

Inform the Parish Safeguarding Officer or the Vicar and in every case the Diocese Safeguarding Advisor **MUST** be informed as soon as possible.

### Contact Numbers:

**Parish Safeguarding Officer:** Mrs Helen Schmitz: 01707 665579  
safeguarding@kcm-church.org.uk

**Vicar:** The Reverend Atalie Gaines: 01707 661266  
vicar@kcm-church.org.uk

**Children's Services:**  
Hertfordshire 0300 123 4043

**Police:**  
Non-emergency 101  
Emergency 999

**Diocesan Safeguarding Adviser:** Mr Jeremy Hirst  
Diocesan Office  
Holywell Lodge  
41 Holywell Hill  
St Albans  
AL1 1HE  
  
01727 818107  
07867 350886  
safeguarding@stalbans.anglican.org