



St Mary the Virgin, Rickmansworth
The Church of England and The Methodist Church in Partnership
Serving the whole community

Safeguarding Policy and Guidelines

*Version dated: 7th January 2015
Agreed at UCC Meeting on 12th January 2015
Review due: January 2016*



St Mary the Virgin, Rickmansworth
The Church of England and The Methodist Church in Partnership
Serving the whole community

Safeguarding Policy

Aim

To be concerned for the wholeness of each individual within God's purpose for everyone and to safeguard all members of the church community. We are committed to ensuring that all those who come into contact with our Church have a safe and positive experience.

Policy Statement

1. We recognise that all children, young people and vulnerable adults (regardless of age, gender, race, religion, sexual orientation, ability or disability) have the right to be protected from harm in a safe environment (Guidelines Section 2:5).
2. We will ensure that individuals involved with children, young people and vulnerable adults at our Church provide a safe, positive and thoughtful environment for each of them to grow and develop in their relationship with God.
3. We will appoint a Safeguarding Co-ordinator and a Deputy Safeguarding Co-ordinator to work with the Incumbent¹ and United Church Council (UCC) to implement Policy and Procedures (Guidelines Section 3:1). We will ensure that the Safeguarding Co-ordinator and Deputy Safeguarding Co-ordinator attend appropriate training so that they have the necessary skills to be able to undertake their roles effectively.
4. The Safeguarding Co-ordinator and a Deputy Safeguarding Co-ordinator will act as Advocates for children, young people and vulnerable adults. They will be someone to whom a child, young person or vulnerable adult can talk about any problems that may arise for them.
5. We will display the telephone numbers of: Childline, Child Herts County Council Child Services and Herts County Council Adult Safeguarding Team². These will be displayed in: North Porch of the church, the entrance halls of the Church Centre and Cloisters Hall.
6. We will ensure that all staff and volunteers in a position of responsibility, who by virtue of that position could come into contact with children, young people or vulnerable adults, are carefully selected, have been vetted by the Disclosure and Barring Service and have provided references as to their suitability prior to assuming a position of responsibility. We will ensure that all staff and volunteers in such a position of responsibility understand the and accept the obligation to provide a safe environment, and what that means in practice for the way in which groups are set up, organised and run. We will provide appropriate training and support so that they know what to do if they come across any concerns relating to the treatment or circumstances of any child, young person or vulnerable adult.
7. We will pay particular attention to those with Special Needs and those from ethnic minorities to ensure their full integration and protection within the church community (Guidelines Section 1).
8. We will ensure appropriate pastoral care is available for those adults who have disclosed that they have been abused as children.

¹ For this document, the term 'Incumbent' should be understood to include those of Incumbent status

² Childline: 0800 1111; Herts County Council Child Services: 0300 123 4043; Herts County Council Adult Safeguarding Team: 0300 123 4042

9. We will provide appropriate support for all parents and families in the congregation. Being aware particularly of parents whose children have suffered abuse.
 10. We will ensure that those who may pose a threat to children and young people are effectively managed and monitored (Appendix 2).
 11. We will ensure that access to confidential information relating to safeguarding issues is appropriately restricted within the Church.
 12. We will ensure that there are reporting procedures in place for raising and managing safeguarding concerns.
 13. We will respond with all seriousness and propriety to any suspicions or allegations of abuse (Appendix I). We will ensure that all suspicions, concerns and allegations are dealt with swiftly and appropriately.
 14. We will ensure that appropriate Health and Safety Policies and procedures are in place.
 15. We will provide appropriate insurance cover for all activities undertaken in the name of the Parish (Guidelines Section 8).
 16. This Policy and Guidelines shall be reviewed annually.
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The Safeguarding Co-ordinator for St Mary's is:

Mrs. Heather Allum

Telephone: 01923 779979 / 0771 5558802

The Deputy Safeguarding Co-ordinator for St Mary's is:

Mary Weatherilt

Telephone: 01923 775522 / 0775 322 4780

This policy has been drawn up as at January 2014



St Mary the Virgin, Rickmansworth

The Church of England and The Methodist Church in Partnership

Serving the whole community

Safeguarding Guidelines

Section 1: Introduction

1. The Church is required by God to foster relationships of the utmost integrity, truthfulness and trustworthiness. Clergy and laity who work with children, young people and vulnerable adults within the Church in any paid or voluntary capacity need to operate within a carefully thought-out framework of good policy and practice which will ensure that children, young people and vulnerable adults are safeguarded and nurtured physically and emotionally as well as spiritually. Clergy and laity need to exercise the greatest care in their use of power and authority. They must avoid taking advantage of trust.
2. The highest professional standards will therefore be maintained in all pastoral, counselling, educational, worship and recreational situations. The exploitation of any relationship for self-gratification will not be tolerated.
3. The United Church Council (UCC) accepts the principle enshrined in the Children Act 1989 that the welfare of the child, defined in the Act as a person under eighteen years of age, is paramount.
4. It is the prime duty of care of the Incumbent and UCC to ensure the well-being of children, young people and vulnerable adults the church community
5. It is the responsibility of the UCC to ensure that the hire agreement for the regular use of the Hall or the Church for children's groups/activities includes a clause requiring the group to have implemented a Child Protection Policy in line with Government guidelines. The agreement should also include a clause for 'one off' bookings for events such as children's parties reminding hirers of their responsibility to behave in a way that is consistent with good Child Protection practice.

Section 2: Definitions of Abuse

Definitions of Child Abuse

Child abuse can affect children of any age from babies up to the age of 18 years.

Child abuse occurs in all cultures, religions and classes. Within faith communities harm can be caused by inappropriate use of religious belief or practice. This may include the misuse of the authority of leadership or penitential discipline, oppressive teaching or obtrusive healing or deliverance ministries, any of which may result in children experiencing physical, emotional or sexual harm.

Children may be harmed in many ways in which their health - physical, emotional, intellectual, spiritual - or social development is damaged by other people. It is an abuse of relationships, a misuse of power and a betrayal of trust.

Child abuse results in the child suffering significant harm. It prevents children from achieving their full potential and undermines their dignity and rights. The impact of child abuse will stay with the child for the rest of their life

affecting their ability to make relationships and the care of their own children. When the abuse happens in a church context it may affect the child's faith and spiritual development during both childhood and adulthood.

There are four main categories of child abuse as described in the document 'Working Together To Safeguard Children' (1999 Updated 2006), these are physical, emotional, sexual and neglect.

Physical abuse includes hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or any other manner of causing physical harm to a child. Munchausen's syndrome by proxy is also classified as physical abuse.

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on the child. It may involve causing children to frequently feel frightened or in danger or the exploitation and corruption of children.

Sexual abuse involves enticing or forcing a child to take part in sexual activities, whether or not the child is aware this is happening. The activities may include penetration or non-invasive acts. They may include non-contact activities such as encouraging children to look at or take part in pornographic activities or encouraging children to act in a sexually inappropriate way.

Neglect is the persistent failure to meet the child's basic physical and/or psychological needs in a way that is likely to impair the child's health or development. It may involve a parent/carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or failure to ensure access to adequate medical care or treatment. It may also include neglect of, or unresponsiveness to a child's basic emotional needs.

Signs of Possible Abuse (children & young people)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

Injuries not consistent with the explanation given for them

Injuries that occur in places not normally exposed to falls, rough games, etc

Injuries that have not received medical attention

Reluctance to change for, or participate in, games or swimming

Repeated urinary infections or unexplained tummy pains

Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*

Cuts/scratches/substance abuse*

Sexual

Any allegations made concerning sexual abuse

Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour

Age-inappropriate sexual activity through words, play or drawing

Child who is sexually provocative or seductive with adults

Inappropriate bed-sharing arrangements at home

Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations

Eating disorders - anorexia, bulimia*

Emotional

Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.

Depression, aggression, extreme anxiety.

Nervousness, frozen watchfulness
Obsessions or phobias
Sudden under-achievement or lack of concentration
Inappropriate relationships with peers and/or adults
Attention-seeking behaviour
Persistent tiredness
Running away/stealing/lying

Neglect

Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses, Inadequate care, etc.

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

Definition of Vulnerable Adults Abuse

The main forms of abuse are:

Sexual abuse includes rape, sexual assault, forced to take part in sexual activities to which they could not consent to, being shown sexual material or being sexually humiliated.

Physical abuse includes hitting, pushing, pinching, shaking, misusing medication, scalding, restraint and hair pulling.

Psychological abuse includes blaming, controlling, or humiliating, verbal abuse, intimidation, coercion, threats of harm or abandonment, being prevented from receiving services or support.

Neglect includes ignoring or preventing medical or physical care needs or withholding the necessities of life such as food, drink and heating.

Discriminatory abuse includes any abuse that is based on race, sexuality, gender, age or disability.

Institutional abuse In care homes, nursing homes or hospitals when people are mistreated because of poor or inadequate care, neglect and poor practice that affect the whole of the service.

Financial abuse includes theft, fraud or exploitation, pressure in connection with wills, property, or inheritance, misuse of property, possessions or benefits.

Signs of Possible Abuse (Vulnerable Adults)

Physical

A history of unexplained falls, fractures, bruises, burns, minor injuries
Signs of under or over use of medication and/or medical problems unattended

Sexual

Pregnancy in a woman who is unable to consent to sexual intercourse
Unexplained change in behaviour or sexually implicit/explicit behaviour
Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
Infections or sexually transmitted diseases
Full or partial disclosure or hints of sexual abuse
Self-harming

Psychological

Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful

Intimidated or subdued in the presence of the carer

Fearful, flinching or frightened of making choices or expressing wishes

Unexplained paranoia

Financial or Material

Disparity between assets and living conditions

Unexplained withdrawals from accounts or disappearance of financial documents

Sudden inability to pay bills

Carers or professionals fail to account for expenses incurred on a person's behalf

Recent changes of deeds or title to property

Neglect or Omission

Malnutrition, weight loss and /or persistent hunger

Poor physical condition, poor hygiene, varicose ulcers, pressure sores

Being left in wet clothing or bedding and/or clothing in a poor condition

Failure to access appropriate health, educational services or social care

No callers or visitors

Section 3: Principles to be followed in work with children, young people and vulnerable adults

1. The UCC will appoint a Safeguarding Co-ordinator and Deputy Safeguarding Co-ordinator who will be responsible for acting as advocates for all children, young people and vulnerable adults and helping them to get the support and protection s/he needs and deserves, and to act as a link to the professional caring agencies, and the Bishop's Office.
2. The Safeguarding Co-ordinator will be responsible for ensuring that all people in a position of responsibility (whether staff or volunteers) who by virtue of that position of responsibility could come into contact with children, young people and vulnerable adults have been vetted by the Disclosure and Barring Service and have provided references as to their suitability³.
3. The UCC will ensure that those working with children are supported in their work, have safe and hygienic premises to work in and are properly insured through Public Liability Insurance.
4. The following principles should be followed in order to minimize the opportunities for abuse:
 - Situations should be avoided which would involve leaving children alone with an older person unless they can be easily observed by another adult nearby
 - Giving lifts to children in cars without another adult being present should be avoided
 - Children should not be expected to walk along dark paths to get to meetings
 - All groups should have at least two unrelated leaders, to ensure that the group need never be left unattended.

³ All those in leadership roles or direct teaching roles are to be checked as well as those who regularly assist with any relevant group. (see Appendix 3 for list.)

5. The Safeguarding Co-ordinator on behalf of the UCC will keep a register of all individuals working directly with children, young people and vulnerable adults, as well as those who have regular contact with them – in accordance with the House of Bishops Report ‘Protecting All God’s Children’ (2004) This list should be reviewed termly.
6. The UCC will authorise activities involving children and young people, particularly those held out of doors, and will ensure that a record of such activities is kept. In the case of any activities and events that take place other than in the Church, Church Centre or Church grounds or Vicarage, participation should be conditional on receipt of written consent from parents/guardians. (See standard Consent Form at Appendix 7)
7. All activities will require a Consent Form to be complete by a child’s parent/s (Appendix 6). This form will include emergency contact information, details of allergies or medical conditions. Copies of these forms will be held i) in the Parish Office and ii) in a file carried by the leader of any given activity.
8. All group leaders will be provided with our Guidelines for Groups which contains good practice guidelines for running activities safely, developing good relationships and minimising the risk of false accusation or misunderstandings. All group leaders and others regularly coming into contact with children, young people and vulnerable adults will be encouraged to attend safeguarding training, and will have access to materials to inform them of our safeguarding policy and processes.
9. The UCC will ensure that a written statement of their commitment to safeguarding and the name of the Safeguarding Co-ordinator is displayed in a prominent position in the Church and the Church Centre. (Aim and Statements – page 1 of this document.)

Section 4: The Selection and appointment of paid staff and volunteers

1. It is a requirement of the Diocesan Child Protection Policy and Methodist Church that all ordinands, ordained ministers and accredited lay ministers of the church sign a Confidential Declaration and seek Enhanced Disclosures from the Disclosure and Barring Service (formerly Criminal Records Bureau) before they are allowed to work with children, and every five years thereafter. A record of this is kept at the Diocesan Office and with the Safeguarding Office for the local Circuit of the Methodist Church as appropriate.
2. The UCC requires all paid staff and volunteers working or seeking to work in a capacity which involves work with children, young people and vulnerable adults or which is likely to involve opportunities for unsupervised contact with them, (including those listed in Appendix 3) to complete the process of obtaining a satisfactory Disclosure Certificate from the DBS and showing the Certificate to the Safeguarding Co-ordinator once it is received.
3. In order to satisfy the recommendations in the Home Office Guidelines “Safe from Harm”, in the case of those seeking to do paid or unpaid work mentioned in Section 4 paragraph 2 above, the UCC will ensure that inquiries are made about their previous experience, if any, of working with children or young people. It will also require prospective workers, whether paid or unpaid, to provide appropriate references.
4. On receipt of satisfactory references, persons applying or volunteering for work in the Parish involving children or young people will meet with at least two people one of whom should be a member of the clergy, Church Warden, Senior Steward, who will ensure that the volunteer is fully informed of the duties and responsibilities of the role for which they are volunteering or applying.
5. Following a satisfactory interview and decision to proceed, the UCC will ensure that the individual is assisted and supported in following the protocol outlined above. (Guidelines Section 3)
6. The UCC will ensure that all completed references and other personal notes are held securely – and are treated in confidence.

Section 5: Insurance

1. The UCC will ensure that it is adequately insured for all activities with children and will promote best practice based upon current and on-going guidelines including the Home Office Guidelines “Safe from Harm”, those in “Youth in Our Care – Pastoral Guidelines for the Protection of Children and Young People in Parishes”, published by the Diocese of St Albans and those embraced by the “Policy on Child Protection” published by the House of Bishops in 1999 and the updated House of Bishops Report ‘Protecting All God’s Children’ (2004) as well as *Safeguarding*, published by the Methodist Church

Appendix I

Procedure in the event of a disclosure of abuse

1. It is the duty of every Christian to be vigilant about the care of children, young people and vulnerable adults in the congregation. Whilst those working directly with children, young people and vulnerable adults are most likely to become aware of possible problems this does not remove the responsibility of every congregational member to ensure the well being of children, young people and vulnerable adults is maintained. Anyone who has a concern about another member of the congregation or the demeanour of a child, young person or vulnerable adult has a duty to raise this with the Safeguarding Co-ordinator.
2. If an allegation of abuse is made to a member of the clergy or an accredited lay minister, or to a member of paid staff or a volunteer, s/he must report the allegation at once to Safeguarding Co-ordinator or the Deputy Safeguarding Co-ordinator who will then report it to the Bishop’s office (if it is an Anglican Minister) or Circuit Safeguarding Office (if it is a Methodist Minister) and the Hertfordshire Police Child Protection & Investigation Unit⁴ or Children, Schools and Families Department of Hertfordshire County Council⁵. The Police or Social Workers will then assume the primary role in caring for the child in the most appropriate way.
3. If any person tells the Safeguarding Co-ordinators, a member of the clergy or accredited lay minister, or any member of paid or voluntary staff that they know, or suspect, that a member of the clergy, accredited lay minister, paid member of staff or volunteer is alleged to be abusing a child then this allegation will be taken seriously, respected and listened to.
4. Where an instance of abuse is believed to involve anyone aside from clergy, any such allegations will be reported immediately to the Incumbent of the Parish.
5. The Bishop or Superintendent must be informed of any such report of abuse and will thereafter be responsible for taking any further action, including discussing the report with the Police Child Protection Unit. **The UCC will not undertake any investigation but will act only as a reporting agency.**
6. The UCC will collaborate fully with the statutory and voluntary agencies concerned with child abuse and will not conduct investigations on its own.
7. Any paid staff member or volunteer who is accused of abuse may be barred from work with children, pending the outcome of inquiries. Alternatively the person may be asked to take leave of absence or directed to avoid unsupervised contact with children, young adults and/or vulnerable adults.
8. Any allegation of abuse made against any member of Anglican clergy or accredited lay minister will be reported to the Bishop immediately. Any allegation made against a Methodist minister will be reported to the Methodist Superintendent. The Bishop/Superintendent will then decide the most appropriate course of action which may include suspension in accordance with the policies outlined in the House of Bishops document ‘*Protecting All God’s Children*’ (2010) for an Anglican minister or *Safeguarding* for a Methodist minister.
9. Consideration will be given to the pastoral care of the accused person and also their family. However the person(s) responsible for this pastoral care should have no contact with the person(s) offering pastoral care to the person making the allegation, or the victim of the alleged abuse and his or her family.

⁴ Hertfordshire Police Child Protection & Investigation Unit: 0845 33 00 222

⁵ Children, School and Families: : 01438 737500

10. Should any member of the clergy, accredited lay minister, paid staff member or volunteer become the respondent in any civil or criminal proceedings relating to an allegation of abuse s/he should notify the Bishop immediately.
11. The Bishop or Methodist Superintendent will nominate a person to handle all communications on any allegation(s) of abuse with the public; the UCC will not undertake any such communications. However, where the UCC decides that a statement must be made to the congregation on the matter it must first be checked by the Diocesan Registrar or equivalent Methodist authority.
12. The UCC will keep records of responses to allegations of abuse and the action taken by it, or taken on its behalf, in respect of such allegations. These records shall include all decisions and the reasons for them, and shall be retained in a secure place.
13. Allegations of abuse that are reported to have taken place within schools or uniformed organisations outside the church should be reported using the school or uniformed organisations' child protection procedures.

Issues of Confidentiality

1. Legally and morally a general duty is imposed not to pass on information that has been received in the clear expectation that it will be treated in confidence. However, this duty is not absolute and courts will not intervene to restrain disclosure where a) the information relates to a crime or other serious misconduct and b) disclosure is in the public interest. ***Where a child is judged to be at risk of significant harm, usually it will be legally possible, appropriate and highly desirable to disclose information to the public authorities for the sake of protecting children and the procedures set out above must always be followed when any allegation has been raised in relation to a child, young person or vulnerable adult.***
2. Where information has been received in confidence, the person giving the information should be encouraged to disclose it to the authorities him/herself. However, the person receiving the information must always say that they have an obligation to pass on the information to the appropriate people who will deal with it sensitively – no promise of secrecy can be made.
3. In the absence of consent, a key factor in deciding whether or not to disclose confidential information is proportionality: is the proposed disclosure a proportionate response to the need to protect the welfare of the child? The amount of confidential information disclosed, and the number of people to whom it is disclosed to, should be no more than is necessary to meet the public interest in protecting the health and well being of the child. The more sensitive the information is the greater the child focused need must be to justify disclosure and the greater need to ensure that only those professionals informed receive the material.⁶

⁶ Taken from 'What to do if you are worried about children' DOH COS(c) CNI 2003

Appendix 2

Ministering to people who might pose a risk to children

1. Research has indicated that a higher proportion of convicted offenders against children may be found in church congregations than in the population generally. Not all will have committed sexual offences; some will have been guilty of neglect, physical or emotional abuse.
2. Where a sex offender is known, befriended and helped by a group of volunteers to live a fulfilled life without direct contact with children, the chances of re-offending are diminished. The church therefore has an important role in contributing to the prevention of child abuse.
3. When it is known that a member of the congregation has a history of sexual abuse towards children the Diocesan Child Protection Officer or District Safeguarding Office must be consulted so that a safe course of action can be agreed in conjunction with other relevant statutory agencies. The offender should be involved in these discussions and be in agreement with plans drawn up.
4. The individual should not be offered any official role or office in the church which gives them status or authority as a child or young person may deem that person to be trustworthy.
5. The individual has the right to confidentiality. However s/he should be made aware that a small group of people will need to know the facts in order to create a safe environment for him/her. Those needing to know are likely to include clergy, church wardens, and Safeguarding Co-ordinator. The Head Server and Choir Director will also need to know so that they do not inadvertently encourage the individual to volunteer. No one else should be informed without the offender's knowledge.
6. Clear boundaries should be established both for the protection of young people and to lessen the risk of the person being wrongly accused of abuse. A written agreement should be drawn up which should include the following elements:
 - attend designated services/meetings only
 - sit apart from children
 - stay away from areas of the building where children meet
 - attend a House Group where there are no children
 - decline hospitality where there are children
 - never be alone with children
 - never work, or be a part of a mixed age group with children.
7. The offender should sign the agreement and it should be enforced with no manipulation allowed.
8. The agreement should be reviewed at regular intervals with the Child Protection Officer and Incumbent.
9. If the agreement is broken, as a final resort the offender may need to be banned from the church. Other local churches, police and/or probation should also be notified. If the person cannot be banned because they live in the parish, the advice of the Diocesan Registrar should be sought and high level supervision maintained.

Appendix 3

List of persons deemed to be working with or in regular contact with children, young people and vulnerable adults

- Clergy – Stipendiary and Non-Stipendiary
- Lay Readers
- Children's Church leaders and helpers
- Crèche helpers
- Youth Group (X Team) leaders and helpers
- Organist and Choir Director
- Sacristan(s)
- Verger(s)
- Head Server
- Tower Captain and any Bellringers who assist in the teaching of children or young people as ringers
- Baptism preparation visitors
- Lunch club organisers
- Meet for tea volunteers
- Home communion visitors
- J Club assistants

Appendix 4



St Mary the Virgin, Rickmansworth

The Church of England and The Methodist Church in Partnership

Serving the whole community

ROLE DESCRIPTION: CHILDREN'S CHURCH LEADER/ASSISTANT

Name:

Address:

Telephone:

E mail:

Nature of the Position

As a Children's Church Leader and/or Assistant you share in offering an atmosphere and experience to the children (aged 11 and below) in your care that will teach them about the Christian Faith, nurture and help them develop as individuals and as a Christian community, and to understand their place within the Anglican/Methodist family at St Mary's and in the world. You should enjoy working with children.

Outline of duties

- Prepare for Sunday classes using the provided resources
- Deliver/teach the programme on scheduled Sundays
- Set-up the room for use, by 9.50am
- Assist in tidying away materials after the Service
- Maintain a safe environment for children and teachers
- Communicate with parents
- Report general concerns regarding a particular child to the respective Children's Church Co-ordinator (3-5s: Sunbeams; 6-11s) or a member of the Clergy Team
- Report any concerns regarding Safeguarding directly to the Safeguarding Co-ordinator or Deputy Safeguarding Co-ordinator
- Attend Safeguarding Training – at least once every three years
- Attend Team Meetings when offered
- Be aware of the Safeguarding Policy and Race Equality Policy for St Mary's

Length of Term

- One year, renewable
- Number of teaching Sundays negotiable with respective Co-ordinator

Appointment subject to a satisfactory DBS application

Continued overleaf

Contact details

Children's Church Co-ordinators

3-5s - Rachel Turvey:

5-11s - Libby Kershaw:

Safeguarding Co-ordinators

Safeguarding Co-ordinator: Heather Allum - 01923 779979 / 0771 5558802

Deputy Safeguarding Co-ordinator: Mary Weatherilt - 01923 775522 / 0775 3224780

Working with children and young people is a great responsibility.

**Thank you for volunteering to work with our children and young people,
we hope you find it enjoyable and rewarding.**



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ROLE DESCRIPTION: J CLUB LEADER/ASSISTANT

Name:

Address:

Telephone:

E mail:

Nature of the Position

As a J Club Leader and/or Assistant you share in offering an atmosphere and experience to the children (Y2 upwards) in your care that will teach them about the Christian Faith, nurture and help them develop as individuals and as a Christian community, and to understand their place within the Christian family at St Mary's School, Church, and in the world. You should enjoy working with children.

Outline of duties

- Prepare for J Club classes using the provided resources
- Deliver/teach the program on scheduled Monday lunchtimes
- Set-up the room for use, by 12.20pm
- Assist in tidying away materials after the session
- Maintain a safe environment for children and J Club Leaders
- Communicate a member of the Clergy Team or the Headteacher of the school any general concerns regarding a particular child
- Report concerns regarding Safeguarding directly to the Safeguarding Co-ordinator of the School: ??????
- Attend Team Meetings
- Attend Safeguarding Training – at least once every three years
- Be aware of the Safeguarding Policy and Race Equality Policy of the School and Church

Length of Term

- One year, renewable
- Number of sessions negotiable with the Team

Appointment subject to a satisfactory DBS application

Continued overleaf

Contact details

J Club Co-ordinator

Rev'd Deborah Snowball: 01923 772627

Safeguarding Co-ordinators at St Mary's School

??????

Safeguarding Co-ordinators at St Mary's Church

Safeguarding Co-ordinator: Heather Allum - 01923 779979 / 0771 5558802

Deputy Safeguarding Co-ordinator: Mary Weatherilt - 01923 775522 / 0775 3224780

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ROLE DESCRIPTION: X TEAM LEADER/ASSISTANT

Name:

Address:

Telephone:

E mail:

Nature of the Position

As an X Team Leader and/or Assistant you share in offering an atmosphere and experience to the Young People (Y7 upwards) in your care that will teach them about the Christian Faith, as well as nurture and help them develop as individuals and as a Christian community – coming to understand their place within the Christian family at St Mary’s Church, and in the world. You should enjoy working with Young People.

Outline of duties

- Prepare for allocated X Team sessions, using the resources agreed
- Deliver/teach the program on scheduled Sunday evenings
- Set-up the room for use, by 6.45pm
- Assist in tidying away materials after the session
- Maintain a safe environment for Young People and X Team Leaders and Assistants
- Communicate to a member of the Clergy Team any general concerns regarding a particular child
- Report any concerns regarding Safeguarding directly to the Safeguarding Co-ordinator or Deputy Safeguarding Co-ordinator
- Attend Safeguarding Training – at least once every three years
- Attend Team Meetings when offered
- Be aware of the Safeguarding Policy and Race Equality Policy for St Mary’s

Length of Term

- One year, renewable
- Number of sessions negotiable with the Team

Appointment subject to a satisfactory DBS application

Continued overleaf

Contact details

X Team Co-ordinators

David Carruthers and Ali Hampton

Safeguarding Co-ordinators

Safeguarding Co-ordinator: Heather Allum - 01923 779979 / 0771 5558802

Deputy Safeguarding Co-ordinator: Mary Weatherilt - 01923 775522 / 0775 3224780

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ROLE DESCRIPTION: MEET FOR TEA ASSISTANT/DRIVER

Name:

Address:

Telephone:

E mail:

Nature of the Position

As a Meet for Tea Assistant / Driver you share in the ministry of the church by offering a safe and congenial space in which older and more vulnerable members of the community may meet and share Tea together.

Outline of duties

- *Driver:* Ensure Car Insurance is up to date
- *Driver:* Arrive in good time to collect and then drive Meet for Tea Attendee to relevant venue
- Set up tables and chairs as advised by the Meet for Tea Co-ordinator / Host
- Assist in preparing Tea, as requested
- Assist in serving Tea, as requested
- Assist in washing up, as requested
- Assist Meet for Tea Attendees to the Toilet if requested by them
- Communicate with the Meet for Tea Co-ordinators or a member of the Clergy Team any general concerns regarding a particular person
- Report any concerns regarding Safeguarding directly to the Safeguarding Co-ordinator or Deputy Safeguarding Co-ordinator
- Attend Safeguarding Training – at least once every three years
- Attend Team Meetings when offered
- Be aware of the Safeguarding Policy and Race Equality Policy for St Mary's

Length of Term

- One year, renewable as desired/requested

Appointment subject to satisfactory DBS information

Continued overleaf

Contact details

Meet for Tea Co-ordinators

Joan Martin: 01923 775433 Sally Morgan: 01923 773922

Vicar

Rev'd Deborah Snowball: 01923 772627

Safeguarding Co-ordinators

Safeguarding Co-ordinator: Heather Allum - 01923 779979 / 0771 5558802

Deputy Safeguarding Co-ordinator: Mary Weatherilt - 01923 775522 / 0775 3224780

Working with older people is a great responsibility.

**Thank you for volunteering to work with those of greater years in our community,
we hope you find it enjoyable and rewarding.**



St Mary the Virgin, Rickmansworth
The Church of England and The Methodist Church in Partnership
Serving the whole community

ROLE DESCRIPTION: LUNCH CLUB ASSISTANT

Name:

Address:

Telephone:

E mail:

Nature of the Position

As a Lunch Club Leader you share in the ministry of the church by offering a safe and congenial space in which older and more vulnerable members of the community may share lunch together.

Outline of duties

- Set up the tables and chairs as advised by the Lunch Club Co-ordinator (Joan Martin)
- Assist in serving lunch, as requested
- Assist in the serving drinks, as requested
- Assist in washing up, as requested
- Assist Lunch Club Attendees to the Toilet if requested by them
- Communicate with the Lunch Club Co-ordinator or a member of the Clergy Team any general concerns regarding a particular person
- Report any concerns regarding Safeguarding directly to the Safeguarding Co-ordinator or Deputy Safeguarding Co-ordinator
- Attend Safeguarding Training – at least once every three years
- Attend Team Meetings when offered
- Be aware of the Safeguarding Policy and Race Equality Policy for St Mary’s

Length of Term

- One year, renewable as desired/requested

Appointment subject to satisfactory DBS information

Continued overleaf

Contact details

Lunch Club Co-ordinator

Joan Martin: 01923 775433

Vicar

Rev'd Deborah Snowball: 01923 772627

Safeguarding Co-ordinators

Safeguarding Co-ordinator: Heather Allum - 01923 779979 / 0771 5558802

Deputy Safeguarding Co-ordinator: Mary Weatherilt - 01923 775522 / 0775 3224780

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ROLE DESCRIPTION: HOME COMMUNION ASSISTANT

Name:

Address:

Telephone:

E mail:

Nature of the Position

As a Home Communion Assistant you share in the ministry of the church by taking the Sacrament of Holy Communion to the housebound and/or those living in Residential Homes. You offer on behalf of the wider church at St Mary's a place of prayer and worship in which this gift may be shared.

This Ministry is only to be undertaken following Authorisation by the Bishop of St Albans.

Outline of duties

- Take Holy Communion to people in their home on the first Sunday of the month, or as advised
- Collect the Corporal and Service Orders from the Vestry – preferably before the Service
- Prepare the Readings and the Collect for the day
- Collect the Sacrament from the altar in a pyx following the Service
- Offer to pray with/for people, and invite them to share specific prayer requests
- Consume directly any sacrament not required
- Return the pyx (in its cover) the Corporal and Service Orders to the Vestry – by the following Sunday at the latest
- Communicate with a member of the Clergy Team any general concerns regarding a particular person who is being visited
- Report concerns regarding Safeguarding directly to the Safeguarding Co-ordinator or Deputy Safeguarding Co-ordinator
- Attend Safeguarding Training – at least once every three years
- Attend Team Meetings when offered
- Be aware of the Safeguarding Policy and Race Equality Policy for St Mary's

Length of Term

- Three years renewable as requested

Appointment subject to authorisation by the Bishop of St Albans
and a satisfactory DBS application

Contact details

Home Communion Co-ordinator

Rev'd Deborah Snowball: 01923 772627

Safeguarding Co-ordinators

Safeguarding Co-ordinator: Heather Allum - 01923 779979 / 0771 5558802

Deputy Safeguarding Co-ordinator: Mary Weatherilt - 01923 775522 / 0775 3224780

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Appendix 5



St Mary the Virgin, Rickmansworth

The Church of England and The Methodist Church in Partnership

Serving the whole community

Staff and Volunteer's Declaration

- I understand my role and responsibilities at St Mary's Church
- I confirm that I have received a copy of the Support Sheet and am familiar with the Safeguarding Policy Statement.
- I understand the guidelines for safeguarding children and I accept my responsibility to care for the children, young people and vulnerable adults with whom I come into contact.

Name:

Signature:

Date:

Appendix 6



St Mary the Virgin, Rickmansworth

The Church of England and The Methodist Church in Partnership
Serving the whole community

Parental Consent Form – activities on Church Premises

Child's name	
Child's Date of Birth	
Child's contact details <i>These are used solely in connection with activities and events connected to St Mary's.</i>	Home Address: Landline: Mobile: Email:
Parent/Carer name	
Parent contact details <i>These are used solely in connection with activities and events connected to St Mary's.</i>	Home Address: Landline: Mobile: Email:
Any known allergies or health issues	
Permission	<p>I agree to my child participating in activities relating to St Mary's (Children's Church, X Team – delete as appropriate) that take place either at St. Mary's Church Centre or St. Mary's Vicarage, Bury Lane.</p> <p>I will deliver them to and collect them from the venue.</p> <p>I give permission for photographs/videos of my child to be used in</p> <ul style="list-style-type: none"> - LINK (Church Magazine) Yes / No - Church website Yes / No - Church's Twitter Account Yes / No
Signed (please print name below)	
Date	

Appendix 7



St Mary the Virgin, Rickmansworth

The Church of England and The Methodist Church in Partnership
Serving the whole community

Parental Consent Form – activities off Church Premises

Name of Activity
Meeting point
Date

Venue
Collection point

Child's name	
Child's Date of Birth	
Child's contact details <i>These are used solely in connection with activities and events connected to St Mary's.</i>	Home Address: Landline: Mobile: Email:
Parent/Carer name	
Parent contact details <i>These are used solely in connection with activities and events connected to St Mary's.</i>	Home Address: Landline: Mobile: Email:
Any known allergies or health issues	
Permission	I agree to my child participating in this activity. I will deliver them to and collect them from the agreed meeting place. I give permission for photographs/videos of my child to be used in <ul style="list-style-type: none"> - LINK (Church Magazine) - Church website - Church's Twitter Account
Signed (please print name below)	

Date	
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