

# **The Parish Church of St.Mary, Alderley in the Benefice of St.Mary, Alderley & St.Catherine, Birtles**

## **Annual Review of St.Mary's Church Parish Safeguarding Arrangements (2019/20), as agreed at a non-quorate meeting of members of the Parochial Church Council on 19<sup>th</sup> March 2020 and to be adopted by the APCM on 29<sup>th</sup> October 2020.**

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There are no children's or vulnerable adults groups at St.Mary's Church, and neither are there mixed adults' and children's groups at the church.

### **1. The Diocesan Vulnerability and Safeguarding Officer**

The Diocesan Vulnerability and Safeguarding Officer is Pauline Butterfield who can be contacted on 01928-718834 Ext 221 or email [pauline.butterfield@chester.anglican.org](mailto:pauline.butterfield@chester.anglican.org) . Pauline was appointed to this role in 2014.

The Personal Assistant to Pauline Butterfield is Stephen Ellis.

### **2. The Operative Safeguarding Policy & Practice Guidance and the obligation that it places on St.Mary's Church**

**2.1** The operative Safeguarding policy and practice guidance for the Diocese of Chester is the Church of England's Safeguarding policy and practice guidance.

**2.2** The Church of England's Safeguarding website is now:

<https://www.churchofengland.org/safeguarding/promoting-safer-church-safeguarding>

**2.3** The Parish Safeguarding Handbook is accessed directly from Home Page of the Church of England's Safeguarding website (Click on 'Parish Handbook'). This Handbook sets out what a Parish Church must do: <https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

### **3. St.Mary's Church's Parish Safeguarding Officers**

The Parish Safeguarding Officers for St.Mary's Church until late 2019 were:

- Lynn Smith, who resigned from the post in October 2019.
- Fiona Ablett, who resigned from the post on 23<sup>rd</sup> January 2020.

Gill Beeley was appointed as Safeguarding Officer for St.Mary's Church on 23<sup>rd</sup> January 2020.

## 4. St.Mary's Church's DBS Administrator

The DBS Administrator for a parish church is appointed by the Parochial Church Council to work with 'Thirty One : Eight' (used to be the Churches Child Protection Advisory Service ie. CCPAS) to enable Disclosure and Barring Service (DBS – used to be CRB) Checks to be made on people at St.Mary's Church whose ministry requires them to have a clear DBS check before their ministry may commence.

The St.Mary's Church DBS Administrator has been Lynn Smith – Safeguarding Officer of St.Mary's Church until October 2019. Ken Wilkinson who is the Benefice Administrator will be established as the St.Mary's Church DBS Administrator in early 2020.

## 5. Making appointments

St.Mary's Church, working with St.Catherine's Church, aims to introduce ministries that serve the needs of children and vulnerable adults. The intention is that if and when there is a need to appoint adults to ministries with children or vulnerable adults, the administration of this process will be undertaken by the Parish Safeguarding Officers of both parish churches working together with the Rector and with administrative support by the Benefice Administrator. This administration will be carried out in accordance with the Church of England's Safeguarding policy and practice guidance as set out in Chapter 5 of the Parish Safeguarding Handbook.

## 6. Safeguarding training

On 25<sup>th</sup> July 2018, Pauline Butterfield and Stephen Ellis met with the Safeguarding Co-Ordinators of both St.Mary's Church and St.Catherine's Church and with the Rector.

**6.1 Pauline & Stephen briefed the Safeguarding Co-Ordinators and the Rector on the new Parish Safeguarding Handbook which is now the operative document for parish churches.** See Section 2.3 above for the link to the current edition of the Handbook.

**6.2 Stephen and Pauline briefed us on training levels.** The requirements for Safeguarding training are now set out on page 17 of the Parish Safeguarding Handbook.

**6.3 PCC members' training.** Due to their workload, Pauline and Stephen cannot run Safeguarding training for individual parishes or benefices.

All PCC members are required to have the Basic Level of Safeguarding training which is known as Level C0. Churchwardens should have training at Levels C0, C1 & C2.

**For PCC members to receive Safeguarding training we should:**

- a) **Direct PCC members to Diocesan training at Church House, Daresbury**
- b) **Direct PCC members to online training to do themselves.** To do online training, go to the Safeguarding training website which is here: <https://www.churchofengland.org/safeguarding/promoting-safer-church/safeguarding-training> Then at 'E Learning' Click on 'Visit the website' and/or 'view the instructions', to enable you to do online training.
- c) **Arrange an event for all PCC members at which we screen online training and do the training together.**

Training at C0 level for PCC members of both Parochial Church Councils of our Benefice was held in 2019: see Section 9 below.

## 6.4 Administration

A necessary administrative task for the Benefice Administrator, in collaboration with the Parish Safeguarding Officers and the Rector, is to record who at St.Mary's Church has been trained in Safeguarding, and to which level.

## 7. Specific requirements that St.Mary's Church must fulfil

The specific requirements that St.Mary's Church must fulfil are set out in Section 1 of the Parish Safeguarding Handbook.

Specifically:

- a) **Adopt and Implement the House of Bishop's Safeguarding Policy 'Promoting a Safer Church'**. This was adopted by the St.Mary's Church PCC on 31<sup>st</sup> January 2019. The document is on a noticeboard in the church building.
- b) **Two Safeguarding Officers were in post until late 2019. Since January the Safeguarding Officer has been Gill Beeley** – see Section 3 above.
- c) **Safer recruitment, support and training**. See Section 5 above.
- d) **Display of formal statement of adoption of 'Promoting a Safer Church' and of contact phone numbers for Safeguarding**. This statement has been in place since March 2019.
- e) **Safeguarding arrangements to be clearly visible on the front page of the church website**. This has been in place since March 2019.
- f) **Have a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse**. The Safeguarding Co-Ordinators and the Rector work together on this.
- g) **Report all Safeguarding concerns or allegations to the parish safeguarding officer / incumbent and the Diocesan Safeguarding Advisor**. The Safeguarding Co-Ordinators and the Rector will do this.
- h) **Ensure that known offenders or others who may pose a risk are effectively managed and monitored in consultation with the Diocesan Safeguarding Advisor**. The Safeguarding Co-Ordinators and the Rector will do this.
- i) **Comply with all data protection legislation**. St.Mary's Church is compliant.
- j) **Ensure an activity risk assessment is undertaken for activities with children or vulnerable adults**. The Safeguarding Co-Ordinators and the Rector will do this.
- k) **Safeguarding to be an item on every PCC meeting agenda**. St.Mary's Church is compliant.
- l) **Hire agreement for church premises to include clauses based on the model Safeguarding Provision for Church Premises Hire**. The Rector will ensure compliance at Nether Alderley Parish Hall.

## 8. Reporting serious incidents to the Charity Commission

Since 2<sup>nd</sup> January 2019 PCCs, Diocesan Boards of Finance, and religious communities are now required by the House of Bishops to report any "serious incidents" — safeguarding and non-safeguarding — to the Charity Commission.

## **9. Actions carried out March 2019 – March 2020**

9.1 Since March 2019 no disclosures or allegations about abuse or neglect of children or adults have been made.

9.2 On 21st June 2019 Safeguarding training for members of the Parochial Church Councils of both St.Mary's Church and St.Catherine's Church at Level C0 took place at St.Philip & St.James Church, Alderley Edge. This was done by using the online training. The four Safeguarding Co-Ordinators of the Benefice led the training.

9.3 PCC members who have undertaken Safeguarding training elsewhere – including online training at home – are asked to inform Ken Wilkinson (the Benefice Safeguarding Administrator) of training that they have completed.

9.4 Ken Wilkinson, working with the Rector, keeps a record of who at St.Mary's Church has been trained in Safeguarding, and to which level.

9.5 On 7<sup>th</sup> December 2019 the Rector emailed all members of the St.Mary's PCC (with a paper copy to those not on email) concerning:

- a) Please do Level C0 Safeguarding training at home if you have not yet done this training and let Ken Wilkinson know when you have done it.
- b) Invitation to a Safeguarding training event at levels C1 & C2 at St.Michael's Church, Macclesfield, on Wednesday 15th January 10.00am - 1.00pm, to be led by the Diocesan Safeguarding Co-Ordinator and her PA. A reminder was given that Levels C1 & C2 are relevant if you wish to lead a group in the church for children or vulnerable adults, and that Parish Safeguarding Officers and Churchwardens should have training at C0, C1 & C2 levels.
- c) Advice that Lynn Smith has recently resigned as a Safeguarding Co-Ordinator at St.Mary's Church, and that this leaves Fiona Ablett as the sole Safeguarding Co-Ordinator for St.Mary's Church at the present time.
- d) Advice that Lynn Smith was the DBS Administrator for St.Mary's Church, that Ken Wilkinson is not yet set up as DBS Admin for the Benefice, and that Ken and the Rector aim that as soon as possible Ken will be registered as the DBS Admin for the Benefice. This means that if ministries develop in the benefice which require adults taking part to have a clear DBS check, a check is done by Ken logging into the system at the benefice office, and you being with Ken to input your personal id and other details.
- e) Review of all past and current files (Past Case Review 2). In late January 2020 all parish churches were asked to undertake a review of all files to ascertain whether there are any references in approved minutes of the Parochial Church Council – going back to before 1940 if possible – concerning any Safeguarding matters that have not been reported and dealt with appropriately. At the time of writing this is being undertaken by Steph Wilkinson as the Honorary Secretary to the Parochial Church Council.

Gill Beeley & Revd Jon Hale. 6<sup>th</sup> March 2020