



Safeguarding and Social Policy

All Saints' Church, Walsoken

General Statement and Safeguarding and Social Policy

The success of this Safeguarding and Social (S&S) policy depends on the cooperation of all people visiting, working, volunteering or worshipping at All Saints' Church in Walsoken or involved in church related activities.

This policy will be updated considering experience and will be ratified regularly by our PCC as having the general responsibility to ensure that this S&S policy is implemented. Safeguarding will be an agenda item on all PCC meetings. Regular Safeguarding and social responsibility communications will be made demonstrating the PCC's commitment.

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to our volunteers, congregation, visitors and others who may use the church or churchyard. This will be in accordance with good practice and any relevant statutory provisions where they apply.

For Health and Safety Policies see document H&S_Doc_001

This policy is secular and does not include any theological, church service or religious requirements.

S&S Organisation and Responsibilities

Overall responsibility for health, safety & welfare of people due to church activities is that of the priest in charge who will ensure that arrangements are in place to meet Safeguarding or Social (S&S) regulations or codes of practice. It is the Churchwarden's responsibility to ensure that the S&S arrangements outlined in this policy are carried out. The PCC has a general responsibility to ensure that this S&S policy is implemented.

A Safeguarding officer will be appointed by the PCC. The responsibility of the Safeguarding officer will be to advise the PCC on all the Safeguarding and issues thereby ensuring safe environment, conditions and systems.

All people involved in church related activities have a duty to take reasonable care of themselves and others at All Saints' Church, Walsoken. S&S issues must be promptly brought before the PCC for consideration.

General S&S Arrangements

A management system will be made available to PCC members. The management system will be available such that all documents can be controlled, viewed, used & maintained for the benefit of Church S&S.

Other specific safeguarding & welfare policies subordinate to this S&S policy will be determined or adopted according to need. The need for additional S&S policies will be determined according to regulatory requirement or a need specific to All Saint's church.

A log will be kept concerning all Social and Safety reported. Issues will be removed from the log when suitable and sufficient control measure have been put in place. See church document S&S_Doc_0001F-S&S policy issues log.

Specific S&S Arrangements

Safeguarding

[\(S&S_Doc_002\)](#)

All Saints' Church, Walsoken is committed to safeguarding all those who attend the worship and other activities that we offer. We follow the House of Bishops' Policy, 'Promoting a Safer Church (2017) and the Diocese of Ely Policy and Procedures (2017). We seek to create a culture where everyone is included, respected, listened to, and taken seriously. We accept the prime duty of care for children and vulnerable adults and have appointed a safeguarding officer to ensure that what we do is informed by up-to-date policies and procedures from local and national authorities.

Safeguarding Training

[\(S&S_Doc_003\)](#)

Safeguarding training and resources in the Church of England are designed to equip our church to engage positively with the protection of children, young people and adults at risk in both a practical and theologically informed way. It exists to raise awareness of church policies for 'Ensuring a Safe Church for All' and to make individuals aware of their role and responsibilities in relation to recognising and reporting safeguarding concerns.

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Child Protection (Abuse & Neglect)

[\(S&S Doc 004\)](#)

All Saints' Church, Walsoken, in all aspects of its works, is committed to and will champion the protection of children and young people, both in society as a whole and in its own community. It fully accepts, endorses and will implement the principles enshrined in the Children Act of 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 and young people and by supporting parents in the care of their children.

Vulnerable Adult (Abuse & Neglect)

[\(S&S Doc 005\)](#)

All Saints' Church, Walsoken, in all aspects of its work, is committed to and will champion the protection of vulnerable adults, both in society as a whole and in its own community. It fully accepts, endorses and will implement the principles enshrined in the Mental Capacity Act 2005 (and similar applicable legislation) that the welfare of the vulnerable person is paramount. We will foster and encourage best practice within our community by setting standards for working with vulnerable people and by supporting their families.

Church Booking

[\(S&S Doc 006\)](#)

The church building and/or the Tom Walters Community Room are available for booking, either by church members or outside groups and organisations. However, as some groups, such as the Choir, the Bible Study, the Bell Ringers use the church building on a more-or-less weekly basis, the PCC have drawn up this booking policy, to be fair to those who use the building regularly. It was agreed that, if the PCC has booked the church building, it will not be available for use by a group on their usual day, they should be properly informed, with sufficient time to make alternative arrangements.

Charitable Legacies & Gifts

[\(S&S Doc 007\)](#)

If our PCC is a named beneficiary, in a will, our PCC are responsible for liaising with the Executor to administer the legacy correctly, and ensure we use the funds for our charitable Christian Ecclesiastical purposes. All Saints' Church, Walsoken's PCC confirms that the wishes of the deceased will be adhered to concerning using their legacy wherever possible within the UK law and the charity commission guidelines.

Complaints

[\(S&S Doc 008\)](#)

There may be a time when you need to complain. This complaints procedure is for those who are unhappy about matters for which the PCC is responsible that have affected them. Prior to using this formal procedure, the PCC encourages an informal approach to the Vicar or a Churchwarden to see if the matter can be easily resolved in that way. This policy is not for complaints about the safeguarding of children or vulnerable adults.

Concerns and Allegations (Safeguarding)

[\(S&S Doc 009\)](#)

The church of England safeguarding code of practice places requirements on our PCC as the "relevant persons" to enable the assessment and management of safeguarding concerns and allegations at our church. This Safeguarding & Social sub-policy controls the initial interactions between our church and the diocesan and national safeguarding officers following concerns & allegations raised.

Conduct for PCC Meetings

[\(S&S Doc 010\)](#)

This Code of Conduct sets out the standards of behaviour PCC members would expect of themselves and their colleagues in carrying out their role as a PCC member. PCC members are asked to ensure that they are familiar with this guidance and that they seek advice from the priest in charge if they are uncertain as to what is being expected of them. This is a voluntary code, but all members of our PCC are encouraged to make themselves aware of it and make every effort to follow it.

Confidentiality

[\(S&S Doc 011\)](#)

The purpose of this policy is to introduce the concept of confidentiality for the processing of information by All Saints' Church, Walsoken. This policy will raise awareness of the importance of confidentiality and set out a framework for the processing of sensitive information by those acting on behalf of All Saints' Church, Walsoken.

Conflicts of Interest

[\(S&S Doc 012\)](#)

This policy is primarily concerned with conflicts of interests in relation to the All Saints' Church, Walsoken PCC and their decision making. This includes avoiding the perception of a conflict of interest as well as an actual conflict of interest.

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Media Communications

[\(S&S Doc 013\)](#)

The purpose of this policy is to define the roles and responsibilities of the PCC when communicating with the media. It is not the intention of this policy to curb freedom of speech, rather, it provides guidance on how to deal with issues that may arise when dealing with the media. Note: In times when our local church is embroiled in any kind of unfortunate incident all PCC members should refer all press & TV enquiries to the Ely Diocese Communications Team.

Equality, Diversity and Inclusion

[\(S&S Doc 014\)](#)

The aim of this policy is to ensure that no congregational member or visitor receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, sex or sexual orientation. We value people as individuals with diverse opinions, cultures, lifestyles and circumstances.

Financial Controls

[\(S&S Doc 015\)](#)

Our APCM will appoint a Treasurer and an appropriately qualified independent examiner to examine our church accounts before presentation to the next APCM. Financial records must be kept so that:

- 1) Our church meets its legal and other statutory obligations, such as Charities Acts, Her Majesty's Revenue & Customs and common law.
- 2) Our PCC has proper financial control of church matters.
- 3) Wherever possible more than one person will have oversight of the finances including counting cash.
- 4) Our church meets its obligations and expectations of givers

Data Protection (GDPR)

[\(S&S Doc 016\)](#)

The purpose of the GDPR regulation is to give people greater control over the use made of their personal data by third parties, as well as better knowledge about how and where it is stored, and what can and cannot be done with it.

Responding to Domestic Abuse

[\(S&S Doc 017\)](#)

This Safeguarding & Social (S&S) sub-policy controls how the church responds to domestic abuse. All forms of domestic abuse are wrong and must stop. We are committed to promoting and supporting our church environment which:

- 1) Ensures that all people feel welcomed, respected, and safe from abuse.
- 2) Protects those vulnerable to domestic abuse from actual or potential harm.
- 3) Recognises equality amongst people and within relationships.
- 4) Enables and encourages concerns to be raised and responded to appropriately and consistently.

Ex Offenders

[\(S&S Doc 018\)](#)

This Safeguarding & Social (S&S) sub-policy controls the recruitment of Ex-Offender volunteers at church. This written policy on the recruitment of ex-offenders is made available to all DBS applicants at the start of the recruitment process. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, we use criminal record checks processed through the Disclosure and Barring Service (DBS).

PCC Governance

[\(S&S Doc 019\)](#)

In cooperation with the incumbent, our PCC is responsible for promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical, the church members, the church buildings, and is consulted on matters of general importance to the parish. This policy summarises the duties and responsibilities associated with being a member of All Saints' Church, Walsoken's PCC.

Photography

[\(S&S Doc 020\)](#)

To ensure the safety of our community the PCC have developed this Photography Policy to cover any photographs or videos of the congregation, visitors or event attendees to be used on the All Saints' Church, Walsoken's website and other electronic, digital or printed publications. This policy is applicable only to activities organised by the church.

Data Privacy Notice

[\(S&S Doc 021\)](#)

The PCC of All Saints' Church, Walsoken complies with its obligations under "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

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Safer Recruitment

[\(S&S Doc 022\)](#)

Specific safer recruitment processes will vary depending on the exact scope and function of each appointed role as they will need to be proportionate to the degree of safeguarding risk and responsibility. Nevertheless, the key principles and practices detailed in this policy should be made to apply to all appointed roles in our church which involves substantial contact with children and/or vulnerable adults. Failure to apply these principles and practices exposes children and vulnerable adults to greater risk of abuse by people who could target and exploit inadequate safeguards.

Social Media

[\(S&S Doc 023\)](#)

We actively encourage our PCC, officers, and volunteers of All Saints' Church, Walsoken to use social media, but we also recognise that use of social media can potentially pose risks to All Saints' Church, Walsoken's confidential information, reputation, and may jeopardise our compliance with legal obligations. To minimise risks, social media should be used appropriately, we expect all PCC, officers, and volunteers of the Church to adhere to this policy when using Church equipment, or whilst on Church premises and elsewhere.

Whistleblowing

[\(S&S Doc 024\)](#)

This policy aims to help office holders, congregation and visitors in the church to raise any serious concerns they may have about colleagues or anything taking place in the church with confidence and without having to worry about being victimised, discriminated against or disadvantaged in any way as a result.

Role Outlines

[\(S&S Doc 025\)](#)

Having clearly written documents enables our church to think through what is wanted from a role and what sort of person would be suitable. It gives people confidence that our church takes its work with children, young people and vulnerable adults seriously when they are given a clear role, know to whom they are accountable and what their responsibilities are.

Unaccompanied Children

[\(S&S Doc 026\)](#)

There may be occasions when a child attends church on their own either for a specific children's activity or service or comes into the church at another time. Further, there may also be occasions when a child is not collected by a parent or carer. This guidance outlines what will be done in these situations.

Bullying & Harassment

[\(S&S Doc 027\)](#)

The Church is required to foster relationships of the utmost integrity, truthfulness and trustworthiness. Abuse, harassment and bullying will not be tolerated in our Church. All complaints of abuse, harassment and bullying will be taken seriously and thoroughly investigated. The members of our PCC are committed to striving to contribute to a culture of mutual respect where individuals feel respected and safe and treat one another with dignity.

CCTV

[\(S&S Doc 028\)](#)

This policy and the procedures detailed, applies to all All Saints' Church, Walsoken CCTV systems including any covert installations capturing images of identifiable individuals for the purpose of viewing and or recording the activities of such individuals. CCTV images are recorded in strict accordance with this policy.

Violence & Aggression

[\(S&S Doc 029\)](#)

The purpose of this policy is to address instances of unacceptable behaviour which may cause harm or the fear of harm to any person within All Saints' Church, Walsoken. The scope of this policy is therefore, "Instances of violence or aggression committed by any person, towards any other person at All Saints' Walsoken, or whilst undertaking activities on behalf of the Priest in charge, PCC, or whilst using parish social media accounts".

Safeguarding Complaints

[\(S&S Doc 030\)](#)

A complaint can be made, verbally or in writing, when someone feels the safeguarding policies of the PCC of All Saints' Church, Walsoken, have not been followed correctly or they have been implemented unfairly. Disagreement with the professional decisions taken by those appointed by the PCC is not by itself grounds for a complaint. If someone who is a volunteer, authorised by the PCC, wishes to make a complaint against the way the PCC's safeguarding policies and procedures have been followed, they should follow the PCC's general complaints policy.

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Vulnerable People

[\(S&S Doc 031\)](#)

Vulnerable people are defined as “People aged under 18 or other individuals who may be unable to take care of themselves or are unable to protect themselves against harm or exploitation”. While all people must be protected from harm, there are additional legislative and ethical considerations for protecting vulnerable people.

Stress

[\(S&S Doc 032\)](#)

The Health and Safety Executive define stress as “The adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health. Something that causes stress is called a stressor: A stressor is something that causes great worry or emotional difficulty or a negative physical effect on the body.

Trustees' Responsibilities

[\(S&S Doc 033\)](#)

The fact that PCC members are also charity trustees should be seen positively. Trusteeship recognises that our PCC accepted a particular responsibility and are accountable for this. If this is carried out diligently and act lawfully, PCCs have nothing to fear. Along with this responsibility comes the authority and power to act. This policy is intended to provide a general guide to the responsibilities of PCC members as trustees. When appropriate, PCCs should seek specific specialist advice from solicitors, the Diocesan Registrar, the diocesan office, accountants, or other professionals.

Church Cleaning

[\(S&S Doc 034\)](#)

Maintaining cleanliness in a church is crucial for creating a welcoming and safe environment for the congregation and visitors. A clean church not only enhances the spiritual experience but also promotes good health and safety. This ensures that our church remains well-maintained and tidy, it's important to have a cleaning policy.

Webpage Acceptable Use

[\(S&S Doc 035\)](#)

Our website is operated by All Saints' Church, Walsoken. This acceptable use policy tells you what the permitted uses, prohibited uses and the general terms of use on which you may make use of All Saints' Church, Walsoken website. Use of our website includes accessing and browsing our website.

Bell Ringing Fund

[\(S&S Doc 036\)](#)

The bell ringing fund is a restricted fund for the specific purpose of funding bell ringing related activities, only for Walsoken's tower which includes minor bell maintenance not fabric. This fund is not created for meeting the costs of any one All Saints' Church, Walsoken bell ringing project. The fund will be administered by the church Treasurer, with spend from the account in accordance with all usual church financial control processes that are required by law.

Records Retention

[\(S&S Doc 037\)](#)

This policy guide is intended to provide some brief, practical notes to be used by the various parish officers who find themselves involved in managing records on behalf of our church.

Bell Ringing Times

[\(S&S Doc 038\)](#)

The times when bells are normally rung 'open' (the bells sound outside) for divine worship or for practice purposes have been agreed with the priest in charge (or church wardens) and publicised on church noticeboards and on local social media.

GDPR Data Audit

[\(S&S Doc 039\)](#)

A GDPR data audit gives us a clear picture of how our church is performing from data subjects. We want to ensure that All Saints' Church, Walsoken complies with the GDPR, an audit is essential. A GDPR compliance data audit is crucial to assess whether our church meets legal requirements, ensuring transparency, integrity, and security in data processing activities.

Purchasing

[\(S&S Doc 040\)](#)

The PCC at All Saints' Church, Walsoken want to ensure that the purchases of goods and services are carried out according to the values of our Church, that best value for money is obtained without compromising these principles and the selection of supplier is not influenced by anyone in the PCC gaining any direct or indirect financial or other benefit from the transaction. This constitutes a conflict of interest.

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Forms

None

Diagrams

None

Appendices

None

For internal use only. While every effort has been made to ensure accuracy, this policy does not account for future judicial or church interpretation, decisions or any English legal changes that may alter its basis between revisions. All Saints' Church, Walsoken does not accept any liability resulting from the use of these policies by others. All decisions made based on these policies by others are at their own risk, and All Saints' Church, Walsoken disclaims any liability for losses incurred.