



# Parochial Church Council

## SAFEGUARDING CODE OF PRACTICE

This code of practice works in conjunction with the Parish Safeguarding Policy and the Bristol Diocesan Guidelines "Safe and Sound" and seeks to enable the PCC to apply these guidelines within the context of the Parish of Swindon New Town.

Most children do not come to church services in the parish unaccompanied. At each of our churches, the children's work happens in the church hall or within the bounds of the church. There are always at least 2 adults present with each group and parents are always welcome to stay with their children.

1. The fundamental rule is that no one is to work with children, or young people under 18 on their own, including junior helpers and unaccompanied teenagers. This includes times of preparation.

### **Children/Youth Work in the Parish of Swindon New Town:**

2. All leaders of children's groups must have a current clear enhanced DBS check completed through the Diocese of Bristol. There must always be at least two adults with each children's group.
3. Junior helpers, those under 16 who cannot be checked through DBS, must be assigned to at least two adult helpers when helping with any children's work.
4. Those who have been checked and received a clear enhanced DBS disclosure should have their photographs displayed in the Church in which they work.

### **Other Work:**

5. Any person who undertakes pastoral visiting on behalf of the church or who is involved with home communions, must have a current clear enhanced DBS disclosure. They must also be aware of the Diocesan Lone Worker Policy.
6. The following groups of people should be checked:
  - all regular children's workers
  - church wardens

### **Safer Recruitment and other matters:**

7. (a) Those who are new to the church community and who wish to take up a role which requires a current clear enhanced DBS disclosure, must be checked as 'bone fide' by a telephone call from the Incumbent/Churchwarden to the Incumbent/Churchwarden of the parish from which they have come.  
(b) In other circumstances more information will be required before the person can take up the role (see Diocesan Guidelines) and if the person holds a Bishop's licence, then the diocesan clearance will be checked.  
(c) Everyone will be given a copy of the Safeguarding policy and this Code of Practice and will be asked to sign to say that they have received them and agreeing to both.
8. The Safeguarding Representatives will keep track of when DBS checks need repeating.
9. Any matters of concern should be reported to the parish Safeguarding Representatives Pat Gordon and John Bishop.

Dated:

Reviewed: