

PCC policy documents January 2022

- 1. Church booking**
- 2. Alcohol policy**
- 3. Raffles policy**
- 4. Data Privacy notice**
- 5. Safeguarding Policy and Safeguarding Principles**
- 6. Evacuation at 10.00 service**
- 7. Evacuation at large services/events**
- 8. Financial Reserves Policy**

See separate documents for:

- 1. Safeguarding Documents for all activities**
- 2. Health and Safety Policy**
- 3. Risk Assessment**
- 4. Fire safety policy**

ST ALKMUND'S PARISH CHURCH

WHITCHURCH, SHROPSHIRE

APPLICATION FOR PERMISSION TO USE THE CHURCH FOR A CONCERT (2022)

Rector: Revd Canon Dr Judy Hunt, The Rectory, Church Street, Whitchurch SY13 1LB

**Church Office: Telephone 01948 667102
Email ftwstalkmunds@gmail.com
Website stalkmunds.com**

The Parochial Church Council charges a facility fee of £200

Booking request from:

Date of request:

On behalf of:

Day and date of concert:

Time: Rehearsal from to [A charge will be made for this: PTO to note 2]

Concert from to

Contact name, address, phone number, email:

Please give a brief outline of the programme:

**Please sign the booking agreement attached
To make changes to these arrangements, contact the Church Office**

.....
....

Will the organ be needed? YES/NO

Will the kitchen be required? YES/NO

Water heater? YES/NO

Please note:

You will have to provide your own supplies of tea, coffee, biscuits, teaspoons, plastic cups and holders.

Please see notes overleaf

Notes

1. The fee for use of the church for a concert will be **£200** from 1 January to 31 December 2022.
2. **If you require heating for a rehearsal during cold weather**, there will be a charge for the rehearsal time plus 2 hours before it to heat the building, charged at £20 per hour if the heating is on. If it is not on, there will be a charge of £10 per hour for rehearsal time only.
3. Users of the church for such concerts should ensure that the church and kitchen are left tidy. All furniture should be replaced and washing up done.
4. Ushers and refreshment providers are the responsibility of the concert organisers.
5. Alcohol may not be sold in church and is not normally served as part of refreshments. If you wish to discuss an exception to this guideline, such as a glass of wine being part of the ticket price or being served alongside a donations plate, please contact the Rector. **No glasses are available from the church.**
6. The hirer will be invoiced as soon as possible after the concert has been held and the invoice will be payable upon receipt. Payment methods will be detailed on the invoice.
7. **Please return this form to the Church Office, either by post or email to: Church Office, c/o The Rectory, Church St, Whitchurch SY13 1LB or ftwstalkmunds@gmail.com as soon as possible and contact the Church Office as soon as you can after receiving booking confirmation to firm up the arrangements.**
8. **Organisers must contact the church office two weeks before the concert to confirm the final arrangements.**

Thank you

For office use only section	Please complete each	Name	Date
Booking form sent out			
Booking form received (7) by:			
Verger(s) organised for that date and rehearsal (names)			
Copy to the Rector by email:			
Booking accepted: contacted organisation (7)			
Signed agreement received			
Organisation firmed up arrangements for church (7)			
Entered on calendars in office and vestry door [BOTH]: <input type="checkbox"/> <input type="checkbox"/>			
Confirmation received from organisation 2 wks before event(8)			
Number of hours of heating for rehearsals			
Invoice details to Treasurer			

Booking agreement for users of St Alkmund's Church for a concert/event

Named representative of the user organisation:

Date of the concert/event:

The organisation

agrees to the following conditions:

1. Contact should be made with the Church Office (tel. 01948 667102 or email ftwstalkmunds@gmail.com) two weeks before the event in order to finalise arrangements.
2. If arrangements agreed at the time of booking are to be changed, agreement should be sought from the Church Office before action is taken.
3. Rehearsal time must be agreed in advance. There will be an extra charge for this.
4. Any furniture in the church moved by the organisation should be replaced at the end of the event.
5. The kitchen should be left clean and tidy after refreshments have been provided.
6. Ushers, ticket sellers and refreshment personnel will be provided by the organisation, not the church.
7. Guidance will be accepted at the event from vergers acting on behalf of the church.
8. On receipt of the invoice, payment will be made as detailed on the invoice.

Signature:

Date:

Please return this form to the Church Office. Keep a copy for your records.

ALCOHOL SERVED IN CHURCH DURING EVENTS POLICY

Approved by: St Alkmunds PCC
Date of review: January 2022
Originator: Phil Pettitt

Policy Statement

At times the Rector, Director of Music, Churchwardens or Parochial Church Council (PCC) are approached by events' organisers who hire the Church for functions, with reference to serving alcoholic beverages as part of their refreshment offer. It is the view of the PCC to allow the service of basic alcoholic beverages during events held in St Alkmund's Church, following the conditions laid out within this policy. All requests from event organisers will be considered individually by the Rector and/or Churchwardens who will make the decision.

Responsibility/Accountability

St Alkmund's Rector
The Churchwardens
The Parochial Church Council

Policy Monitoring and Review

- This policy will be reviewed annually unless there is a change in legislation or a change in circumstances.

Scope

- This policy covers the service of alcoholic beverages that are offered at events whether they are church funded or not.
- It covers all types of alcoholic beverage to be served as laid down in the conditions

Conditions

The conditions are set out to provide guidance for reviewing of individual applications and to protect the Church's and Parishioners' standing within the Anglican community and local parish.

1. No alcohol may be served unless permission has been granted.
2. Each application will be considered individually
3. The alcohol is not to be sold, but inclusive of a pre-purchased ticket or inclusive of events ticket.
4. The service of alcohol will not be permitted in the Chancel or Sanctuary
5. All waste is to be removed from the church by the event's organisers.

The Rector or Churchwardens will have the final decision on any request to serve alcoholic drinks at any event.

Raffle Sales at Events in Church Policy

Approved by:	St Alkmunds PCC
Date of review:	January 2022
Originator:	Phil Pettitt

Policy Statement

The Parochial Church Council (PCC) have the obligation to ensure that any events that take place in St Alkmund's Church are carried out with regular considerations, that appertain to all groups that hire the Church to maintain the standing of St Alkmund's within the Anglican Church and the Parish community. Where the Rector, Director of Music, Churchwardens or PCC are approached by a group with reference to carrying out a raffle during their event, they will in all cases follow the procedures laid out in the conditions to this policy. All requests from event organisers will be considered individually by the Rector and/or Churchwardens who will make the decision.

Responsibility/Accountability

St Alkmund's Rector
The Churchwardens
The Parochial Church Council

Policy Monitoring and Review

- This policy will be reviewed annually unless there is a change in legislation or a change in circumstances.

Scope

- This policy covers the conditions as laid down by the PCC in the event of raffle tickets being sold at a public function held in the Church.
- It covers any type of raffle.

Conditions

1. No raffles may be held without specific permission.
2. The funds received from the raffle are not to be for commercial or personal profit but for a particular group or charity.
3. The raffle sales are to be held within the event not prior or after it and the raffle must be drawn during the event.
4. A prize list must be submitted with the application.
5. Sales will be restricted to those aged 18 and over. Proof of age will be checked if doubts arise.

The Rector and/or Churchwardens will have the final decision on any request for a raffle.

DATA PRIVACY NOTICE 2022

The Parochial Church Council (PCC) of St Alkmund's, Whitchurch

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The PCC of St Alkmund's, Whitchurch is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The PCC of St Alkmund's, Whitchurch complies with its obligations under the "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. We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records
(including the processing of gift aid applications);
- To inform you of news, events, activities and services running at St Alkmund's

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
- the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
- there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the parish with your consent.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the guide “Keep or Bin: Care of Your Parish Records” which is available from the Church of England website [see footnote for link]. Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the PCC of St Alkmund’s, Whitchurch
- The right to request that the PCC of St Alkmund’s, Whitchurch corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the PCC of St Alkmund’s, Whitchurch to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Parishes' Administrator, c/o The Rectory, Church St, Whitchurch, SY13 1LB; 01948 667102; ftwstalkmunds@gmail.com. You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: -

<https://www.churchofengland.org/aboutus/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>

**Reviewed by the PCC
January 2022**

ST ALKMUND'S, WHITCHURCH
SAFEGUARDING POLICY & PROCEDURES

January 2022

A statement was adopted at a meeting of the PCC of St Alkmund's, Whitchurch on 22.01.2018 and will be reviewed and, if appropriate, updated annually - usually during the January meeting of the PCC.

1. Overarching Statement

The Parochial Church Council of St Alkmund's, Whitchurch will take all reasonable care to ensure the safety of the children, young people and vulnerable adults for whom it bears responsibility.

2. Safeguarding Co-Ordinator

- Mrs Meriel Edge is our approved Safeguarding Co-ordinator and she is the point of contact through which concerns about safeguarding will be channelled.
- She is responsible to the PCC for ensuring that the following procedures are implemented.

3. National & Diocesan Guidance

- The PCC will work towards adopting the recommendations of the House of Bishops as published in the Policy for Safeguarding Children *Protecting All God's Children (2010)* and *Promoting a Safe Church (2006)*.
- The PCC will work towards complying with Diocesan directives / guidance

4. Health and Safety

- The PCC will ensure compliance with Health and Safety Guidelines

5. Groups under the responsibility of the PCC

a. Children & Young People

The PCC is directly responsible for the following groups which include children and young people:

- Junior Church & Sermon Slot
- The Junior Choir
- Servers
- Messy Church
- Young People's Confirmation Group
(meets for a number of sessions every two years)
- Bell ringers
(sometimes no children / young people)

The PCC has responsibility for volunteers during the Junior School "Experience Sessions" held in church

b. Children, Young People & Vulnerable adults

The PCC has responsibility for baptism visitors: all families visited include children &/or young people and may have vulnerable adults as parents too

c. Vulnerable Adults

The PCC is directly responsible for the following groups which include vulnerable adults:

- Time Together
- Other groups may occasionally have a vulnerable adult attend

The PCC has responsibility for volunteers who may work with vulnerable adults as part of the following ministries on behalf of the church:

- Visiting the bereaved, sick or housebound and offering assistance which could involve driving or shopping
- Taking Communion into the homes of individuals; sometimes money is given to volunteers to be passed on as a donation to the church
- Being part of teams going to be involved in, and (for certain volunteers with Bishop's permission) sometimes to lead, Communion and other Services within Residential and Nursing Homes; residents sometimes give volunteers money to be passed on as a donation to the church
- Offering healing ministry during Sunday Services on a monthly basis
- Offering transport to church services or other events
- Being part of the Chaplaincy Team for Whitchurch Community Hospital (operate under NHS Trust guidelines and safeguarding practices)

6. Groups using Bargates Hall (only the Foodbank during Covid-19 pandemic)

The following groups who hire the Church Hall will satisfy the PCC that they have a Safeguarding policy, if they do not have their own policy, the PCC will require leaders to sign up to the Safeguarding Principles adopted by the PCC:

- Foodbank
- Keep Fit (2 groups)
- U3A Chimes
- U3A Bridge

7. Validation:

Leaders must be aged 18 or over working with children and young people, under 18s may assist with leadership roles but must be supervised at all times.

- Applicants will be required to complete the Lichfield Diocesan declaration.
- Applicants will be required to provide two references using the Diocesan Safeguarding Policy form.
- Before appointment or the continuation of any appointment, appointees may need to apply for and supply clearance from the Disclosure & Barring Service.

8. Key Holders

Only suitable and responsible people may become key holders, references may be taken up in accordance with the Safer Recruitment policy and they will be required to complete the Lichfield Diocese Declaration. Access and Usage of Church Buildings will be monitored as far as is reasonably possible.

9. Completed declaration forms and references

These will be confidential to and securely held by the Incumbent or, in the event of a vacancy, by the Rural Dean or Archdeacon.

10. The PCC will use the Disclosure & Barring Service for checking leaders' and some other volunteers' criminal records where appropriate.

This will be done via the Diocesan system, c/o Safeguarding Office, St Mary's House, The Close, Lichfield. WS13 7LD

Agreement over which roles required a DBS was not reached until late in 2018.

The process of getting all the people filling such roles through the DBS process took place in 2019. Some had 'lapsed' because of Diocesan advice which has now changed.

11. The PCC requires groups listed in 5 to provide, in writing, at least the following:

- A list of its current leaders
- When and where the group meets, its normal working pattern and the age range it covers.

12. The PCC require groups that are working with children, young people and vulnerable adults:

- To agree to follow the Safeguarding Principles set out and agreed by the PCC
- To agree with the PCC clear roles for leaders and assistants
- To set up with the PCC structures to train and support their leaders in their roles
- To agree with the PCC statements of working practice

13. The PCC will then provide a document setting out roles and responsibilities for leaders and assistants in each group

- Each leader or volunteer will be asked to sign for a copy of the Safeguarding Principles and the Working Practice for each of their group(s) to indicate their willingness to follow the guidelines. The Safeguarding Principles document will have the following at the end:
 - If you are a church volunteer in any group related to St Alkmund's and are not willing to follow these Principles and Practices, you must withdraw from the team until any issues you raise have been resolved with the Safeguarding Officer &/or the Rector
- The list of signatures will be filed in the Parish Office
- These documents will include guidelines for avoiding situations where children, young people or vulnerable adults could be in danger.
- These documents will include which roles need DBS clearance and which roles need what level of Safeguarding training
- These documents will be reviewed annually, at the same time as this policy

14. The PCC will provide leaders and those working in Safeguarding access to guidance and training in the understanding of child/vulnerable adult abuse.

15. The PCC will publish on the notice boards at the back of the church and in the Church Hall, a copy of the Diocesan Safe Guarding Poster and Flow Chart

In addition, all PCC members and groups leaders have been given a copy

16. The PCC will carry public liability insurance and will insure all leaders and staff for personal accident.

17. The PCC will implement a plan to monitor annually that the procedures are being followed.

- In 2021, this will include:
 - Continuing to offer local training, authorised by the Diocese
 - Keeping DBS clearance checks up to date

18. The PCC will make a copy of this policy and its procedures available, if requested, at the Archdeacon's visitation.

19. This Policy and its procedures will be monitored by the Safeguarding Co-ordinator who will report to the PCC annually in preparation for the APCM.

20. The PCC will review the policy and its procedures annually in the month of January

St Alkmund's Whitchurch

Safeguarding Principles

Adopted from National CoE and Lichfield Diocesan Guidelines

1. Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.
2. We recognize that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
3. As members of this parish we commit ourselves to respectful pastoral care and Christian nurture for all (adults, young people and children) to whom we minister.
4. We commit ourselves to the safeguarding and protection of any person, of any age, who may be vulnerable, to ensure their well-being in the life of this church.
5. We commit ourselves to promoting safe practice by those in positions of trust.
6. The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.
7. It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect. We aim to establish safe, caring communities which provide a loving environment and where there is a culture of 'informed vigilance' as to the dangers of abuse
8. We undertake to exercise proper care in the appointment and selection of those who will work with any children and young people and with any adults who may be vulnerable, in line with safer recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.
9. The parish is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst children, young people and adults who may be vulnerable.
10. We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation.
11. We will seek to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.
12. We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

13. We will seek to challenge any abuse of power, especially by anyone in a position of trust.
14. The parish adopts the guidelines of the Church of England and the Lichfield Diocese in all these areas and we will follow relevant legislation, guidance and recognized good practice.
15. Each person authorised to works with children, young people or vulnerable adults will agree to abide by these principles and the guidelines established by St Alkmund's PCC. These guidelines include that any assistance with toileting a person of any age must be given by a family member (or individual nominated by a family member) of that person or by a leader with full DBS clearance.

Reviewed and Agreed by St Alkmund's PCC in January 2022

These safeguarding principles are given to each volunteer, together with the following statement:

If you are a church volunteer in any group related to St Alkmund's and are not willing to follow these Principles and Practices, you must withdraw from the team until any issues you raise have been resolved with the Safeguarding Officer &/or the Rector

Church Wardens Fire or Other Alarm Evacuation Procedure for 10.00am Sunday services

Building: St Alkmund's Church, **SY13 1LB**

- A. On all occasions, if the service is being taken by visiting clergy, the CWs decide before the service who is the lead and who is the 'second in command'
- B. On hearing the raised alarm or seeing a fire, the duty warden is to investigate the area where the fire is presumed to be.
- C. When there is confirmed fire or other alarm (e.g. bomb scare alert), the procedure is as follows:
- D. The duty warden delegates to another person the task of contacting the emergency services by dialling **999** and giving the address of the church:
Church Street, Whitchurch, Shropshire, SY13 1LB
giving accurate details of the fire location within the building.
- E. The duty warden informs the person leading the service that evacuation is necessary. If the person is not the Rector, the duty warden takes over at the front and the 'second in command' becomes the duty warden.
- F. The Evacuation of the church begins – see overleaf
- G. Where possible and safe to do so the duty warden or sidesperson may use an extinguisher to put the fire out. Only one extinguisher should be used, if the fire persists the person must leave to get out to safety and wait for the emergency services.
- H. The warden(s) and sidespeople should ensure all the people remain in the location to the front of the Rectory until the lead services manager has given the all clear to safely let people home.

PTO

Reviewed and agreed by the PCC in January 2022

EVACUATION OF THE CHURCH AT A 10.00AM SERVICE

THIS WILL USE 2 EXITS: MAIN PORCH AND BY LADY CHAPEL

- 1) The person in charge (Duty Warden or clergy person) uses the sound system if safe to do so
- 2) The Duty Warden or “second-in-command” sends other CWs, deputy CWs and sidespeople to their positions:
- 3) The person in charge may remind CWs, deputy CWs and sidespeople to move:
 - One to unbar the Lady Chapel door and then help people exit there
 - One to open the porch exit doors to their full extent and then to be in the porch area to help people down the steps and to direct them to go to the gate and via the road to the Rectory
 - One to be in south aisle at the front to be ready to guide out, pew by pew from the front thro the door by the Lady Chapel
 - One to be ready to guide people in the Nave out pew by pew – from the back – alternate sides, those who can move speedily down the middle, those who move slowly down the sides closest to the pews
 - One to be ready in the north side aisle to guide people out pew by pew from the back *via* the main porch exit
 - One also ensures that those in the office, vestry, kitchen / loo and belfry area leave (this could be done by the second in command or Duty Warden who then joins in guiding people out of pews in the nave)
- 4) All doors being used are opened to their full extent, wedged if necessary

Opening words to all:

- **Please stay calm; we need to evacuate the church in an orderly fashion to ensure the safety of all present**
- **Please move to the exit when directed to do so – either the main porch exit or the door by the Lady Chapel; those with limited mobility need to use the main porch exit**
- **Please move as quickly as you can safely do so, walking quickly down the middle of the main aisle if that is your directed route**
- **Please do not return to pick up any belongings you have left behind**
- **Once outside church, please then move away from church as quickly as you can and gather outside the Rectory; those leaving *via* the main porch need to go out to the gate, and round by the pavement to get to the Rectory**
- **Please stay outside the Rectory until given the all clear to move away**
- **Then to:**

Order of evacuation

- Those in the **chancel and sanctuary**, exit thro the **door by the Lady Chapel**; lead person to direct and then person moves to extinguish any candles in the Chancel &/or Sanctuary
- Those in the **nave**, exit thro the **main porch**
 - One pew at a time, both sides, starting from the **back row**
 - Those who can move speedily – down the middle, others closer to the pews
- Those in the **south side aisle**, exit thro the **door by the Lady Chapel** once those in the Chancel and Sanctuary have gone through
 - One pew at a time; starting from the **front row**
- Those in the **north side aisle**, exit thro the **main porch**
 - One pew at a time; starting from the **back row**
- As soon as **one exit is clear** of the people above – **start sending others** who are waiting in that direction:
 - Front of the nave, one pew at a time, alternate sides; to Lady Chapel exit

Church Wardens Fire or Other Alarm Evacuation Procedure for large services / events using all three exits

Building: St Alkmund's Church **SY13 1 LB**

Before the service or event:

- 1) Both external doors in the southwest porch exit to be open
- 2) Door by Lady Chapel to be unbarred
- 3) Stair cases (both) to be cleared of items
- 4) Wheelie bins and other items to be moved away from the north steps door in the kitchen
- 5) Door to north steps to be unlocked
- 6) Both doors from the gallery to steps should be unlocked
- 7) Assign roles:
 - Person who will direct the congregation / audience
 - Person who will direct the sidespeople (as below), then check that the vestry, office and belfry are clear of people and then help in whatever way is needed
 - Person in high visibility jacket who will call emergency services and who will then go and stop traffic coming round from St Mary's Street)
 - Person who will move to exit near Lady Chapel and move just outside to help people negotiate steps
 - Person who will go to kitchen and open doors to north steps and then stay in kitchen area to guide people out (coming from two directions)
 - Person who will go to southwest (main) exit and open doors fully, then stay in this area to guide people out (coming from two directions)
 - Person who will go outside the porch and ensure that people go down the path to the gate and round on the pavement to the Rectory (not by the side of church)
 - One person to each place to guide people out pew by pew
 - South gallery
 - North gallery
 - Back of nave
 - Front of south aisle
 - Back of north aisle

(PTO)

- A. On hearing the raised alarm or seeing a fire, the duty warden is to investigate the area where the fire is presumed to be.
- B. When there is confirmed fire or other alarm (e.g. bomb scare alert), the procedure is as follows:
- C. The duty warden delegates to another person the task of contacting the emergency services by dialling **999** and giving the address of the church:
Church Street, Whitchurch, Shropshire, SY13 1LB
giving accurate details of the fire location within the building.
- D. The duty warden informs the person leading the service that evacuation is necessary. If the person is not the Rector, the duty warden takes over at the front and the 'second in command' becomes the duty warden.
- E. The Evacuation of the church begins – see separate sheet**
- F. Where possible and safe to do so the duty warden or sidesperson may use an extinguisher to put the fire out. Only one extinguisher should be used, if the fire persists the person must leave to get out to safety and wait for the emergency services.
- G. The warden(s) and sidespeople should ensure all the people remain in the location to the front of the Rectory until the lead services manager has given the all clear to safely let people home.

Reviewed and agreed by the PCC in January 2022

EVACUATION OF THE CHURCH AT SERVICES OR EVENTS WITH LARGE NUMBERS USES ALL THREE EXITS

If evacuation is needed:

- 1) One CW or deputy CW or St Alkmund's clergy person takes charge
- 2) The potential hazard is assessed as on the First Evacuation procedure
- 3) The person in charge ensures that the emergency services are called
- 4) The post-code is **SY13 1LB**
- 5) The person in charge uses the sound system if safe to do so
- 6) The person in charge sends other CWs, deputy CWs and sidespeople to the exits to aid people as they leave and others to guide people as to when to leave their pew and which exit to head for
- 7) All doors are opened to their full extent, wedged if necessary

Opening words to all:

- **Please stay calm; we need to evacuate the church in an orderly fashion to ensure the safety of all present**
- **Please move to the exit when directed to do so – either the main porch exit, the north steps *via* the kitchen area or the door by the Lady Chapel; those with limited mobility need to use the main porch exit**
- **Please move as quickly as you can safely do so, walking quickly down the middle of the main aisle if that is your directed route**
- **Please do not return to pick up any belongings you have left behind**
- **Once outside church, please then move away from church as quickly as you can and gather outside the Rectory; those leaving *via* the main porch need to go out to the gate, and round by the pavement to get to the Rectory**
- **Please stay outside the Rectory until given the all clear to move away**
- **Then move onto:**

Order of evacuation

- Those in the gallery, please exit by the nearest door to stairs
 - One pew at a time
 - Those coming down to the porch – exit straight out
 - Those coming down to the kitchen – exit down north steps
- Those in the Chancel and Sanctuary, exit thro the door by the Lady Chapel
- Those in the nave, exit thro the main porch
 - One pew at a time, alternate sides
 - Starting from the back row
- Those in the south side aisle, exit thro the door by the Lady Chapel once those in the Chancel and Sanctuary have gone through
 - One pew at a time
 - Starting from the front row
- Those in the north side aisle, exit thro the kitchen down the north steps
 - One pew at a time
 - Starting from the back row

As soon as one exit is clear of the people above – start sending others who are waiting in that direction:

- Front of the nave
 - One pew at a time
 - Either to Lady Chapel &/or kitchen exits
- Side aisles
 - To use main porch exit

Person in charge ensures all candles are extinguished whilst evacuation is taking place

Reviewed and agreed by the PCC in January 2022

**St Alkmund's, Whitchurch PCC
Financial Reserves Policy**

The Reserves Policy of Whitchurch PCC is to hold 3 months' costs in Unrestricted Reserves and £10,000 in Restricted General Reserves.

This policy is reviewed each year in the January PCC meeting

Last Reviewed
24.01.2022