

St Alkmund's Safeguarding Documents for each Church Group / Activity

January 2022 PCC meeting

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St Alkmund's, Whitchurch
Safeguarding Document for Prayer for Baptism Welcomers / Visitors
as at January 2022

This document should be read in conjunction with the PCC's Safeguarding Policy & Procedures and the PCC's Safeguarding Principles.

When and where:

- The activity usually takes place in the homes of those who have requested a baptism for one of their children &/or themselves

Who is it for:

- Those who have booked a baptism

What is its purpose?

- To be a 'friendly face' on behalf of the church
- To be a link to the church
- To talk about the Baptism service and its meaning
- To discover the names of those who will act as god-parents

Staffing:

- A team of volunteers overseen by the Rector
 - Wendy Darter

Role of the Team Members

- To visit families who have booked a baptism: talking to the parents and sometimes the children too
- Taking details of god parents
- To be at the relevant baptism service to act as welcomers and sidespeople
- To undertake safeguarding training as required

DBS Clearance

- Team Members will be subject to DBS clearance according to Diocesan guidelines:
 - Not required

Working Practice

- The well-being of the family being visited is paramount and team members will strive to maintain or restore a safe environment (physical, emotional and spiritual)
- The Baptism visitors / welcomers are highly unlikely to meet with children, young people or vulnerable adults in their home without their responsible adult or carer being present, but this cannot be absolutely guaranteed
- The Baptism visitors / welcomers will aim to ensure that no adult (other than a parent / carer) enters the kitchen / toilet area whilst a 'parentally unaccompanied' under 18yo is using the toilet during the service

Safeguarding training

Diocesan recommendations:

Basic awareness & Foundation On-line Training

- Accessible to all
- Sufficient for all lay volunteers and leaders, except for those holding the Bishop's Licence

Team members will be required to undertake this training.

St Alkmund's, Whitchurch
Safeguarding Document for Bell Ringing
as at January 2022

This document should be read in conjunction with the PCC's Safeguarding Policy & Procedures and the PCC's Safeguarding Principles.

When and where:

- The activity takes place on a Thursday evening between 7.00 and 8.30pm, on Sunday mornings between 9.30 and 10.00am and at various other times
- The activity takes place in the Church bell tower

Who is it for:

- Those who ring, or wish to learn to ring, the church bells

What is its purpose?

- Rehearsal for and ringing before church services and other events

Staffing:

- Tower Captain
- Members of the ringing team

Leader:

- Malcolm Monie (Tower Captain)

Assistants:

- Peter Stockbridge

Role of the leader

- To prepare for each session
- To maintain a safe environment (physical, emotional and spiritual) for all participants
- To undertake safeguarding training as required

DBS Clearance

- Leaders and assistants will be subject to DBS clearance according to Diocesan guidelines:
 - Tower captain: DBS req; others - not

Working Practice

- Any vulnerable adult must be accompanied by a family member, official carer or someone nominated by the person's family and any personal care needed by the vulnerable adult should be administered by this person
- If any children or young people join, measures for their safeguarding will be put into place

Safeguarding training

Diocesan recommendations:

Basic awareness & Foundation On-line Training

- Accessible to all
- Sufficient for all lay volunteers and leaders, except for those holding the Bishop's Licence

The Tower Captain and Assistant Leader(s) will be required to undertake this training.

St Alkmund's, Whitchurch
Safeguarding Document for Bible Study Group
as at January 2022

This document should be read in conjunction with the PCC's Safeguarding Policy & Procedures and the PCC's Safeguarding Principles.

When and where:

- The activity takes place on a Wednesday afternoon, twice a month
- The activity takes place in Bargates Hall

Who is it for:

- Those who wish to attend - adults

What is its purpose?

- Christian nurture

Staffing:

- One leader
- Group members might fill in if need be

Leader:

- Mrs Celia Camplin

Key holders for the Hall for this activity:

- Judy Bellingham
- Jill Wallace

Role of the leader

- To prepare for each session
- To maintain a safe environment (physical, emotional and spiritual) for all participants
- To undertake safeguarding training as required

DBS Clearance

- Leaders and assistants will be subject to DBS clearance according to Diocesan guidelines:
 - Not required

Working Practice

- Any vulnerable adult must be accompanied by a family member, official carer or someone nominated by the person's family and any personal care needed by the vulnerable adult should be administered by this person
- No vulnerable adults attend at present

Safeguarding training

Diocesan recommendations:

Basic awareness & Foundation On-line Training

- Accessible to all
- Sufficient for all lay volunteers and leaders, except for those holding the Bishop's Licence

Thus the leader will be required to complete this training.

St Alkmund's, Whitchurch
Safeguarding Document for Adult Choir Practice and for Sunday Evening
Services
as at January 2022

This document should be read in conjunction with the PCC's Safeguarding Policy & Procedures and the PCC's Safeguarding Principles.

When and where:

- The practice takes place on a Wednesday evening between 7.00 and 8.00pm and on Sundays from 5.50 to 6.15pm
- The choir practices and services take place in Church, the choir may gather in the Vestry before each service

Who is it for:

- Those who play the organ, conduct and form the choir for St Alkmund's Sunday services
- Currently young people attend a separate practice and sing only at the Morning Service

What is its purpose?

- Rehearsal of music for the Sunday services
- Singing at the Sunday services and on other occasions

Staffing:

- One organist / choir leader

Leader:

Mr Richard James (Director of Music)

Assistants:

Role of the leader

- To act as a Christian role model
- To prepare for each session
- To maintain a safe environment (physical, emotional and spiritual) for all participants
- To undertake safeguarding training as required

DBS Clearance

- Leaders and assistants will be subject to DBS clearance according to Diocesan guidelines:

Working Practice

- Any vulnerable adult must be accompanied by a family member, official carer or someone nominated by the person's family and any personal care needed by the vulnerable adult should be administered by this person
- See next document for Morning Services and Choir

Safeguarding training

Diocesan recommendations:

Basic awareness & Foundation On-line Training

- Accessible to all
- Sufficient for all lay volunteers and leaders, except for those holding the Bishop's Licence

Thus the Director of Music will be required to undertake this training.

St Alkmund's, Whitchurch

Safeguarding Document for Junior Choir Practices as at January 2022

This document should be read in conjunction with the PCC's Safeguarding Policy & Procedures and the PCC's Safeguarding Principles.

When and where:

- The activity takes place on a Thursday evening between 6.45 and 7.30pm during school term time and on Sunday mornings throughout the year
- The choir practices and services take place in Church, the choir may gather in the Vestry before each service

Who is it for:

- Whilst this activity is often referred to as Junior Choir Practice, it is attended by children, young people and adults

What is its purpose?

- Rehearsal of music for the main 10.00am Sunday morning service and other services

Staffing:

- One organist / choir leader
- At least one other adult on each occasion: either a parent or a church member

Leader:

- Mr Richard James (Director of Music)

Role of the leader

- To act as a Christian role model for children, young people and those who assist
- To prepare for each session
- To maintain a safe environment (physical, emotional and spiritual) for all participants
- To undertake safeguarding training as required

DBS Clearance

- Leaders and assistants will be subject to DBS clearance according to Diocesan guidelines:
 - Leader: DBS required
 - Church Assistants: DBS required

Working Practice

- The Director of Music (who has DBS clearance) and one other responsible adult are needed on each occasion
- Children must be at least 9 years of age to join the choir, or accompanied by their parent or an adult nominated by their parent
- If a child needs the toilet and wants to be accompanied, s/he should be accompanied to the door of the kitchen area by their parent or by one of the DBS cleared assistants who stays in view of other adults

- The Leader or Assistant Leaders ensure that no other adult (other than a parent / carer) enters the kitchen / toilet area whilst a 'parentally unaccompanied' under 18yo is using the toilet

Safeguarding training

Diocesan recommendations:

Basic awareness & Foundation On-line Training

- Accessible to all
- Sufficient for all lay volunteers and leaders, except for those holding the Bishop's Licence

Thus the Director of Music will be required to undertake this training.

St Alkmund's, Whitchurch

Safeguarding Document for Sunday 10.00am Choir as at January 2022

This document should be read in conjunction with the PCC's Safeguarding Policy & Procedures and the PCC's Safeguarding Principles.

When and where:

- The activity takes place on Sunday mornings throughout the year – 10.00am service
- The services take place in Church, the choir may gather in the Vestry before each service

Who is it for:

- Those in the choir for the above services

What is its purpose?

- Singing at the main 10.00am service – during this, the children / young people are also covered by the safeguarding practices in the document for Junior Church and Sermon Slot

Staffing:

- One organist / choir leader

Leader:

- Mr Richard James (Director of Music)

Role of the leader

- To act as a Christian role model for children, young people and those who assist
- To prepare for each session
- To maintain a safe environment (physical, emotional and spiritual) for all participants
- To undertake safeguarding training as required

DBS Clearance

- Leaders and assistants will be subject to DBS clearance according to Diocesan guidelines:
 - Leader: DBS required
 - Assistants: DBS required

Working Practice

- Two adults with DBS clearance are needed on each occasion
- Children must be at least 9 years of age to join the choir, or have a parent or an adult nominated by their parent in the congregation
- If a child needs the toilet and wants to be accompanied, s/he should be accompanied to the door of the kitchen area by one of the DBS cleared church adults (with safeguarding training) who stays in view of other adults
- The above church adult ensures that no other adult (other than a parent / carer) enters the kitchen / toilet area whilst a 'parentally unaccompanied' under 18yo is using the toilet

- Any vulnerable adult must be accompanied by a family member, official carer or someone nominated by the person's family and any personal care needed by the vulnerable adult should be administered by this person

Safeguarding training

Diocesan recommendations:

Basic awareness & Foundation On-line Training

- Accessible to all
- Sufficient for all lay volunteers and leaders, except for those holding the Bishop's Licence

Thus the Director of Music will be required to undertake this training.

St Alkmund's, Whitchurch
Safeguarding Document for those who take Communion into the homes of individuals as at January 2022

This document should be read in conjunction with the PCC's Safeguarding Policy & Procedures and the PCC's Safeguarding Principles.

When and where:

- The activity takes place in the homes of those who have requested this ministry, or in their room in a nursing or residential home if this is their setting

Who is it for:

- Those who request such a visit and any neighbours or friends whom they invite

What is its purpose?

- To offer the love of Christ through his Church in liturgical and sacramental service

Staffing:

- A team of volunteers overseen by the Rector
 - Celia Churchill
 - Pauline Green
 - Hilda Francis-Roberts
 - Marcia Haywood
 - Marianne Hughes
 - Margaret Marshall
 - Pauline Stokes
 - Jill Wallace

Role of the Team Members

- To respond to requests to visit parishioners on behalf of St Alkmund's Church, to provide a service of Holy Communion
- To undertake safeguarding training as required

DBS Clearance

- Team Members will be subject to DBS clearance according to Diocesan guidelines:
 - All require DBS clearance

Working Practice

- The well-being of the person being visited is paramount and team members will strive to maintain or restore a safe environment (physical, emotional and spiritual)
- Any money donated should be put in the Wall box at the back of St Alkmund's or in the Church Safe as soon as possible

Safeguarding training

Diocesan recommendations:

Basic awareness & Foundation On-line Training

- Accessible to all
- Sufficient for all lay volunteers and leaders, except for those holding the Bishop's Licence

Team members will be required to undertake this training.

St Alkmund's, Whitchurch
Safeguarding Document for those who take
Communion into Residential or Nursing Homes
– as a part of the Homes Communion Teams
or who are involved in the monthly Songs of Praise Services at Greenfields
as at January 2022

This document should be read in conjunction with the PCC's Safeguarding Policy & Procedures and the PCC's Safeguarding Principles.

When and where:

- The activity takes place in the Housing Unit / Care Home / Nursing Home where it has been requested

Who is it for:

- Those who request such a visit and any neighbours or friends whom they invite

What is its purpose?

- To offer the love of Christ through his Church in liturgical and sacramental service

Staffing:

- A team of volunteers overseen by the Rector or Jane Rylands (Licensed reader)
 - Judy Bryant
 - Celia Churchill
 - Dorothy Cartlidge
 - Sheila Chase
 - Sue Collins
 - Angela Davies
 - Hilda Francis-Roberts
 - Angela Goode (not currently involved)
 - Pauline Green
 - Marcia Haywood
 - Marianne Hughes
 - Janet Ivens
 - Margaret Marshall
 - Pauline Stokes
 - Jill Wallace
 - Occasionally other congregation members

Role of the Team Members

- To respond to requests from the staff of the Nursing / Residential Homes to St Alkmund's Church, to provide a services of Holy Communion or Songs of Praise in the Home
- To undertake safeguarding training as required

Leaders and assistants

- The Team is usually led by the Rector or another member of the clergy team or the Reader, but may on occasion be led by a number of the volunteers, usually including Jane Rylands, Pauline Green, Marianne Hughes, Pauline Stokes and Jill Wallace

DBS Clearance

- Team Members will be subject to DBS clearance according to Diocesan guidelines:
 - All require DBS clearance

Working Practice

- The well-being of the people in the service being visited is paramount and team members will strive to maintain or restore a safe environment (physical, emotional and spiritual)
- Any money donated should be put in the Wall box at the back of St Alkmund's or in the Church Safe as soon as possible

Safeguarding training

Diocesan recommendations:

Basic awareness & Foundation On-line Training

- Accessible to all
- Sufficient for all lay volunteers and leaders, except for those holding the Bishop's Licence

Team members will be required to undertake this training.

St Alkmund's, Whitchurch
Safeguarding Document for members of the Hospital Chaplaincy Team
as at January 2022

This document should be read in conjunction with the PCC's Safeguarding Policy & Procedures and the PCC's Safeguarding Principles.

When and where:

- The activity takes place in Whitchurch Community Hospital

Who is it for:

- Patients and their families
- Staff of the hospital

What is its purpose?

- To offer the love of Christ through his Church:
 - A ministry of listening and conversation
 - Offering prayer
 - Offering a sacramental ministry (Holy Communion)

Staffing:

- A team of volunteers overseen by the Rector
 - Sue Armstrong
 - Doreen Ashurst
 - Sheila Chase
 - Pauline Green
 - Marianne Hughes
 - Caroline Sewry
 - Jill Wallace

Role of the Team Members

- To offer a listening ear, prayer, spiritual support and Holy Communion
- To 'loiter with intent' – as above
- To undertake safeguarding training as required by the NHS Hospital Trust

DBS Clearance

- Team Members will be subject to DBS clearance according to NHS guidelines

Working Practice

- To follow the NHS guidelines on hospital visiting and involvement
- To follow the NHS guidelines on confidentiality
- The well-being of the person being visited is paramount and team members will strive to maintain or restore a safe environment (physical, emotional and spiritual)
- Any money donated should be put in the Wall box at the back of St Alkmund's as soon as possible

Safeguarding training

- As required by the NHS trust

St Alkmund's, Whitchurch
Safeguarding Document for Junior Church and Sermon Slot
as at January 2022

This document should be read in conjunction with the PCC's Safeguarding Policy & Procedures and the PCC's Safeguarding Principles.

When and where:

- The activity takes place during a portion of the 10.00am Sunday Service on all but the first Sunday of each month and some school holiday Sundays
- The activity usually takes place in the Church Office &/or Church Vestry; occasionally in the church grounds or Rectory Garden

Who is it for:

- Junior Church is for those aged 3 to 11yo
- Sermon Slot is for those aged 11 to 16 yo (or 18 if the individual wants to attend)
- Parents may also bring in children under 3yo but one parent may then be expected to stay with that child / those children
- Any child under 8yo must have a parent or nominated adult in church for the service

What is its purpose?

- Age appropriate Christian nurture through
 - Games
 - Craft activities
 - Discussion

Staffing:

- Each session has one leader and one assistant (numbers are rarely more than 4 children in the 3 to 11yo range and 3 in the 11 to 18yo range)

Leaders: *(each leads once or twice a month)*

- Mrs Wendy Darter
- Mrs Meriel Edge
- Mrs Jane Rylands
- Occasionally – if neither of the above is available – one of the assistants with a (*) below takes on overall leadership of a session;

Assistants: *(each assists approximately once every 3 months)*

- Mrs Judy Bellingham
- Mrs Marcia Hayward (*)
- Mrs Belinda Hutchinson-Smith
- Mrs Diana Marchand (*)
- Mr Tom Rylands (*)
- Mrs Rebecca Sims
- Mrs Mel Williams (*)
- Mrs Alex Williamson

Red – not been involved during Covid

Role of the leader

- To act as a Christian role model for children, young people and those who assist
- To prepare for each session
- To maintain a safe environment (physical, emotional and spiritual) for all participants
- To undertake safeguarding training as required

Role of the assistants

- To act as a Christian role model for children, young people and to help the leaders in their role
- To undertake safeguarding training as required

DBS Clearance

- Leaders and assistants will be subject to DBS clearance according to Diocesan guidelines:
 - Leaders – DBS required; assistants – DBS not required

Working Practice

- Two adults are needed on each occasion
- On some occasions, Junior Church meets in the Vestry with both leaders until Sermon Slot youngsters arrive; then the assistant stays with the Junior Church children to complete the activity whilst the leader takes the Sermon Slot youngsters up to the Office. When this happens, the door from the vestry into the main church is always open and the CWs / deputies have a sight line into the Vestry
- If a child aged under 8yo needs to return to his/her parent in church, s/he should be observed by someone with DBS clearance
- If a child under 8yo needs the toilet – s/he should be returned to his/her parent or nominated adult in church, observed by someone with DBS clearance so that parental / carer accompaniment can be given; alternatively a Junior Church Leader may accompany the child, in which case another adult (usually a CW / deputy) also accompanies the child – both adults in sight of each other in or just outside the toilet cubicle
- CWs or Deputy CWs ensure that no adult (other than a parent / carer) enters the kitchen / toilet area whilst a 'parentally unaccompanied' under 18yo is using the toilet during the service

Safeguarding training

Diocesan recommendations:

Basic awareness & Foundation On-line Training

- Accessible to all
- Sufficient for all lay volunteers and leaders, except for those holding the Bishop's Licence

Team leaders and members will be required to undertake this training.

St. Alkmund's Whitchurch
Safeguarding document for Messy Church
as at January 2022

This document should be read in conjunction with the PCC's Safeguarding Policy & Procedures and the PCC's Safeguarding Principles.

Currently not active

When and where:

- Messy Church takes place in Bargates Hall once every two months, on Sunday afternoons from 3.p.m. to 4.30 p.m. Occasionally the group uses the church grounds or Rectory garden. Sessions are usually on the 4th Sunday of the month, except for times when that date would fall during school holidays. Sessions would then take place on the 2nd Sunday of the month.
- Also on Zoom during Covid-19

Who is it for:

- Messy Church is designed for people of all ages, and all stages of their faith journey, though it is primarily designed for families and those who do not already belong to a church.
- Any children who attend must have a parent or other nominated adult attending with them

What is its purpose:

- To introduce people to Jesus through games and (messy) craft activities, songs, Bible stories and prayers. The hope is that those who participate will come to faith or deepen in their Christian faith. Each session concludes with a time of sitting down together sharing food and drink to help friendships to form and deepen.

Staffing:

- A team of six people share the preparation for, and leadership of, the sessions

Leaders

- Mrs Meriel Edge
- Mrs Jane Rylands

Assistants

- Mrs Judy Bellingham
- Mrs Marcia Hayward
- Mrs Diana Marchand

Role of the team:

- To act as a Christian role model for all who attend
- To prepare for each session and share out the various elements
- To work with Jo Lavin in producing leaflets for church and for attendees
- To maintain a safe environment (physical, emotional and spiritual) for all who attend
- To undertake safeguarding training as required

- Diana Marchand chairs preparation meetings and circulates minutes following each meeting.

DBS Clearance:

- Leaders and assistants will be subject to DBS clearance according to Diocesan guidelines.
 - Leaders – DBS required; assistants – DBS not required

Working practice:

- At least one leader and two assistants will be present on each occasion
- Activities take place mostly in the main hall, with the other hall used for the time of sharing food and drink. As children are accompanied by an adult, there will never be an occasion when a child is on (his) her own with a leader.

Safeguarding training

Diocesan recommendations:

Basic awareness & Foundation On-line Training

- Accessible to all
- Sufficient for all lay volunteers and leaders, except for those holding the Bishop's Licence

Team leaders & members will be required to undertake this training.

**St Alkmund's, Whitchurch
Safeguarding Document for Pastoral Visitors
as at January 2022**

This document should be read in conjunction with the PCC's Safeguarding Policy & Procedures and the PCC's Safeguarding Principles.

When and where:

- The activity takes place in the homes (or rooms in a Residential / Nursing Home) of those who have requested a visit

Who is it for:

- Those who request such a visit

What is its purpose?

- To offer the love of Christ through his Church in practical service

Staffing:

- A team of volunteers overseen by the Rector
 - Audrey Baguley
 - Sheila Chase
 - Wendy Darter
 - David Fisher
 - Pauline Green
 - Marcia Haywood
 - Janet Ivens
 - Margaret Marshall
 - Rebecca Sims
 - Pauline Stokes
 - Jill Wallace
 - Vic Woodhouse

Role of the Team Members

- To respond to requests to visit parishioners on behalf of St Alkmund's Church, to provide company and to help in practical ways
- To undertake safeguarding training as required

DBS Clearance

- Team Members will be subject to DBS clearance according to Diocesan guidelines:
 - All require a DBS

Working Practice

- Needs of, or requests from, those visited will vary but include
 - Company and conversation
 - Prayer
 - Shopping (see next page for guidelines)
 - Transport
 - Personal care – but only in an emergency

- The well-being of the person being visited is paramount and team members will strive to maintain or restore a safe environment (physical, emotional and spiritual)
- Any money donated should be put in the Wall box at the back of St Alkmund's as soon as possible

Arrangements for shopping – adopted during Covid-19 but to be followed anyway:

- 1) The shoppee (Mrs X) would not hand their own card over to the shopper (church volunteer). This could become a 'habit' that an unscrupulous person (not any of our church volunteers!) could exploit.
- 2) If Mrs X wants to pay by card – rather than by cheque or cash – we would then follow this process:
- 3) The 'shopper' (church volunteer) would make payment at the shop using his/her own bank card - as cards are the preferred method for the shops, keeping a record of the receipt.
- 4) The shopper would then call or text Mel Williams (PCC Treasurer on 01948 661286 or 07720 451874) to say who they had shopped for and how much the receipt was for and then arrange to deliver the shopping – at the same time asking the shoppee (Mrs X) to ring Mel with her bank card to hand.
- 5) The 'shoppee' (Mrs X) would then phone Mel and Mel would take payment from her card over the phone to St Alkmund's account. If Mrs X does not call, Mel will ask the shopper to remind them - to avoid Mel 'cold calling' and acting like a scammer!
- 6) Mel will then make a bank payment by electronic transfer to the shopper's bank account (church volunteers would need to give Mel their bank details – sort code and account number; this means that Mel can pay them but not that she can take any money from their account!!)

This has the advantages of:

- further social distancing - if we're not delivering correspondence by hand, we shouldn't really be handling envelopes, cash/ cheques *etc* unless there's really no other option
- avoiding having to deal with exact change on the doorstep which could be time-consuming and inevitable that close contact cannot be avoided;
- volunteers not receiving cheques that may then necessitate visits to the bank also costing time and risks;
- it gives the shoppee (Mrs X) another reason to talk to someone from the 'outside' (Mel)

Safeguarding training

Diocesan recommendations:

Basic awareness & Foundation On-line Training

- Accessible to all
- Sufficient for all lay volunteers and leaders, except for those holding the Bishop's Licence

Team members will be required to undertake this training.

St Alkmund's, Whitchurch
Safeguarding Document for Prayer for Healing Group
as at January 2022

This document should be read in conjunction with the PCC's Safeguarding Policy & Procedures and the PCC's Safeguarding Principles.

When and where:

- The activity takes place once a month during the 10.00am service on a Sunday morning
- The activity takes place in the Lady Chapel of St Alkmund's Church

Who is it for:

- Those who choose to go to the Lady Chapel for prayer for healing with the additional possibility of the laying on of hands

What is its purpose?

- To offer the healing ministry of Christ through his Church

Staffing:

- A rota of Team Members
 - Judy Bellingham
 - Celia Churchill
 - Pauline Green
 - Janet Ivens
 - Jane Tomkinson
 - Jill Wallace
 - Vic Woodhouse

Role of the Team Members

- To prepare for each session
- To maintain a safe environment (physical, emotional and spiritual) for all participants
- To undertake safeguarding training as required

DBS Clearance

- Team Members will be subject to DBS clearance according to Diocesan guidelines:
 - DBS not required

Working Practice

- Each occasion will be staffed by two team members who are involved in the prayer and, if requested, the laying on of hands
- If only one member of the team is available on any occasion, a trusted member of the congregation, agreed with the clergy on duty, will be asked to join this team member; if no members of the team are available, the ministry will not be offered.
- One other person (member of this team or another congregation member) acts as 'sidesperson' for this ministry

- Each person who comes for prayer should be asked if s/he is happy for the team members to lay hands on their shoulders or head before this is done; if the person does not want this – prayer will be offered with no physical contact
- Team members will not follow up in terms of visiting at home unless the person requests this **and** the team member concerned is part of St Alkmund's pastoral team
- Any money donated should be put on the Collection plate for that service *via* the Churchwardens or Deputy Churchwardens or put in the Wall box immediately

Safeguarding training

Diocesan recommendations:

Basic awareness & Foundation On-line Training

- Accessible to all
- Sufficient for all lay volunteers and leaders, except for those holding the Bishop's Licence

Team members will be required to undertake this training.

St Alkmund's, Whitchurch
Safeguarding Document for School Visits (including WJS Experience Sessions) and School Services and associated rehearsals
as at January 2022

This document should be read in conjunction with the PCC's Safeguarding Policy & Procedures and the PCC's Safeguarding Principles.

When and where:

- In St Alkmund's Church building
 - School visits may happen at any time of year by mutual arrangement
 - School Services tend to take place towards the end of each school term
 - Each class from WJA comes to an Experience Session once a year

Who is it for:

- Pupils from any school / academy by prior arrangement; usually those based in Whitchurch: Infant, Junior, SJT and White House

What is the purpose?

- Generally: Christian nurture &/or Christian Worship &/or Religious Education

Staffing and Working Practice:

- The School / Academy from whom the pupils come are responsible for all safeguarding issues during any such session
- Volunteers or clergy from the church will welcome, provide input, and explain or be on hand for any emergency evacuation eventuality
- Church volunteers will not be involved with any personal care (including toileting) for the pupils
- Church volunteers will work with pupils in the main public spaces of the church building and thus no-one who might not be DBS checked will be alone with children

DBS Clearance

- Clergy have DBS clearance; other volunteers will not need DBS clearance according to Diocesan guidelines:

Safeguarding training

Diocesan recommendations:

Basic awareness & Foundation On-line Training

- Accessible to all
- Sufficient for all lay volunteers and leaders, except for those holding the Bishop's Licence

Thus the Church volunteers will be encouraged to complete this course.

St Alkmund's, Whitchurch
Safeguarding Document for Time Together
as at January 2022

This document should be read in conjunction with the PCC's Safeguarding Policy & Procedures and the PCC's Safeguarding Principles.

When and where:

- The activity takes place twice a month on Wednesday afternoons, between 2.00 and 4.00pm
- The activity takes place in Bargates Hall (or by Zoom during Covid-19)

Who is it for:

- Those with Memory Loss &/or Dementia together with their family member or their carer

What is its purpose?

- Support and a Listening Ear for Family and Carers
- Support and Stimulation for those with Memory Loss or Dementia – social, mental, emotional and spiritual care – in a warm and loving atmosphere
- Activities include:
 - food and drink
 - craft activities
 - quizzes
 - games
 - singing
 - prayer

Staffing:

- Leaders
- Age UK staff
- Team of Assistant Volunteers

Leaders:

- Revd Judy Hunt
- Judy Bellingham
- Wendy Darter
- Pauline Green

Age UK staff

- Emma Wilde

Those offering transport

- Pauline Green

Assistants

- Avril Bradfield
- Wendy Darter
- Hilda Francis-Roberts

- Joan Gresty
- Carol Groom
- Paul Holland
- Marianne Hughes
- Janet Ivens
- Diana Marchand
- Margaret Marshall
- Chris Ridgway
- Pauline Stokes
- Sylvia Walker

Role of the leaders

- To prepare for each session
- To maintain a safe environment (physical, emotional and spiritual) for all participants
- To undertake safeguarding training as required

Role of the assistants

- To co-operate with the leaders in all the above

DBS Clearance

- Leaders and assistants will be subject to DBS clearance according to Diocesan guidelines:
 - Leaders and those offering transport: require DBS
 - Assistants do not require DBS

Working Practice

- Any vulnerable adult must be accompanied by a family member, official carer or someone nominated by the person's family and any personal care needed by the vulnerable adult should be administered by this person
- Any person with memory loss /dementia arriving on their own should have a named person from the team looking after them; this could be by prior arrangement with the family concerned but should be someone with DBS clearance
- Any team member offering transport should have DBS clearance and follow the PCC's Safeguarding Document for that role
- Any money donated should be given to the Leader

Safeguarding training

Diocesan recommendations:

Basic awareness & Foundation On-line Training

- Accessible to all
- Sufficient for all lay volunteers and leaders, except for those holding the Bishop's Licence

Team leaders and members will be required to undertake this training.

St Alkmund's, Whitchurch
Safeguarding Document for those providing transport
as at January 2022

This document should be read in conjunction with the PCC's Safeguarding Policy & Procedures and the PCC's Safeguarding Principles.

When and where:

- The activity takes place from the homes (or rooms in a Residential / Nursing Home) to the Church or Church Hall of those who have requested assistance with transport

Who is it for:

- Those who request such assistance

What is its purpose?

- To offer the love of Christ through his Church in practical service
- To enable people to attend church services and groups

Staffing:

- A team of volunteers overseen by the Rector
 - Sheila Chase
 - Sue Collins
 - Dennis Edwards
 - Pauline Green
 - Marianne Hughes
 - Rebecca Sims
 - Jill Wallace

Role of the Team Members

- To respond to requests on behalf of St Alkmund's Church, to provide transport to and from church events or services
- To undertake safeguarding training as required

DBS Clearance

- Team Members will be subject to DBS clearance according to Diocesan guidelines:
 - All require DBS

Working Practice

- The well-being of the person being assisted is paramount and team members will strive to maintain or restore a safe environment (physical, emotional and spiritual)
- Any money donated should be put in the Wall box at the back of St Alkmund's as soon as possible

Safeguarding training

Diocesan recommendations:

Basic awareness & Foundation On-line Training

- Accessible to all
- Sufficient for all lay volunteers and leaders, except for those holding the Bishop's Licence

Team members will be required to undertake this training.

St Alkmund's, Whitchurch
Safeguarding Document for Young People's Confirmation Group
as at January 2022

This document should be read in conjunction with the PCC's Safeguarding Policy & Procedures and the PCC's Safeguarding Principles.

When and where:

- The activity takes place on a weekly or fortnightly basis in the few months before a Confirmation service
- The activity may take place in the Rectory, Church Office or another venue
- The activity could take place on Zoom

Who is it for:

- Those in school year 6 and above who are exploring Confirmation

What is its purpose?

- Age appropriate Christian nurture and exploration through
 - Games
 - Craft activities
 - Discussion

Staffing:

- Each session has one leader and one assistant

Leader:

- Will be chosen for each group – likely to include clergy and readers or those who lead other church ministry with young people

Assistants:

- Will be chosen for each group – likely to include those who assist in other church ministry with young people

Role of the leader

- To act as a Christian role model for young people and those who assist
- To prepare for each session
- To maintain a safe environment (physical, emotional and spiritual) for all participants
- To undertake safeguarding training as required

Role of the assistants

- To act as a Christian role model for children, young people and to help the leader in his/her role
- To undertake safeguarding training as required

DBS Clearance

- Leaders and assistants will be subject to DBS clearance according to Diocesan guidelines:
 - Leaders require DBS clearance
 - Assistants do not require DBS

Working Practice

- Two adults are needed on each occasion

Safeguarding training

Diocesan recommendations:

Basic awareness & Foundation On-line Training

- Accessible to all
- Sufficient for all lay volunteers and leaders, except for those holding the Bishop's Licence

Team leaders and assistants will be required to undertake this training.

**St Alkmund's, Whitchurch
Safeguarding Document for Adult Confirmation
or any other Christian Nurture Group
as at January 2022**

This document should be read in conjunction with the PCC's Safeguarding Policy & Procedures and the PCC's Safeguarding Principles.

When and where:

- Variable physical locations or on Zoom

Who is it for:

- Those who wish to attend - adults

What is its purpose?

- Christian nurture

Staffing:

- One leader or more leaders
- Group members might fill in if need be

Leader:

- Appointed by the Rector

Role of the leader

- To prepare for each session
- To maintain a safe environment (physical, emotional and spiritual) for all participants
- To undertake safeguarding training as required

DBS Clearance

- Leaders and assistants will be subject to DBS clearance according to Diocesan guidelines:
 - Not required

Working Practice

- Any vulnerable adult must be accompanied by a family member, official carer or someone nominated by the person's family and any personal care needed by the vulnerable adult should be administered by this person

Safeguarding training

Diocesan recommendations:

Basic awareness & Foundation On-line Training

- Accessible to all
- Sufficient for all lay volunteers and leaders, except for those holding the Bishop's Licence

Team leaders and assistants will be required to undertake this training.

**St Alkmund's, Whitchurch
Safeguarding Document for Servers
as at January 2022**

This document should be read in conjunction with the PCC's Safeguarding Policy & Procedures and the PCC's Safeguarding Principles.

When and where:

- The activity takes place during the 10.00am Sunday Service in Church
- It may involve other special services (e.g. Christingle and Crib)

Who is it for:

- Those who have volunteered for this ministry – usually young people after confirmation *i.e.* 10 years and older

What is its purpose?

- Christian ministry (during the Eucharist in particular)

Staffing:

- Clergy, Reader and Churchwardens of Deputy Churchwardens oversee
- Servers may also be members of Junior Church or Sermon Slot (see elsewhere)

Role of those overseeing

- To act as a Christian role model for children, young people and those who assist
- To support and encourage the young people involved
- To maintain a safe environment (physical, emotional and spiritual) for all participants
- To undertake safeguarding training as required

DBS Clearance

- All those overseeing need clearance for their wider roles

Working Practice

- All takes place in 'open spaces' – there is no one-to-one in private
- CWs or Deputy CWs ensure that no adult (other than a parent / carer) enters the kitchen / toilet area whilst a 'parentally unaccompanied' under 18yo is using the toilet during the service

Safeguarding training

- All those overseeing need the Basic Awareness and Foundation or Leadership training for their wider roles