



## **SQP Simple Quality Protects Level 1**

**The Parochial Church Council of St John's Southbourne with West Thorney**

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## Safer Activities

<p>1. Suitably stocked first aid kits</p>	<p>Four suitably stocked First Aid Kits. — upstairs in kitchen area; outside kitchen downstairs; in office behind door (bag to take on trips); in church on the shelf at the sound desk. Regularly checked and re-stocked with in-date products by Diana Blain.</p>
<p>2 Risk assessments done for all activities with children</p> <p>Written for all activities/groups with children/young people. Digital copy available. A hard copy is placed in each groups file and stored in the office which is locked when not in use.</p> <p>Includes all Risk Assessments for the Church. The risk assessments are stored on The wardens Google Drive folder and stored in the office in 'Risk Assessment' folder for easy access.</p> <p>Risk assessments will be reviewed and re-written as and when required.</p>	<p>Specific Assessments</p> <ul style="list-style-type: none"> <li>• Youth &amp; children's work</li> <li>• Home groups with young people in attendance</li> </ul> <p>Specific Assessments</p> <ul style="list-style-type: none"> <li>• The office</li> <li>• Services &amp; communion</li> <li>• Sound, lighting &amp; visuals</li> <li>• Coffee connect</li> <li>• Craft Club</li> <li>• Kitchen (&amp; food prep/service)</li> <li>• Items not covered elsewhere</li> </ul> <p>Generic Assessments</p> <ul style="list-style-type: none"> <li>• Church</li> <li>• Church centre</li> <li>• Outside</li> <li>• Adult groups</li> </ul>
<p>3 Parental consent forms for trips, photographs and activities</p>	<p>All activities/groups with children have a parental consent form that includes photograph permission (or not). Separate risk assessment and parental consent forms for trips out.</p> <p>All parental consent forms are paper based at the moment and are stored within the appropriate membership files for that group.</p> <p>Church Suite which is GDPR compliant, will hold the children's records once written consent from each parent is gained.</p>

4. Physical environments safe	Ongoing generic and specific risk assessments (see above No.2). New health & safety checklist, including periodic inspections and named person with responsibility.
5. Accident/incident log book	Accidents recorded in log book by appropriate person and then shared at monthly PCC meetings by SG officer for recording in the minutes. Also logged on google drive.

<p>6. Follow fire safety guidance from Ecclesiastical Insurance Group</p>	<p>Fire safety included in safety checklist. Scheduled system maintenance, emergency instructions at sound desk, lectern and office.</p> <p>As regards to children/youth groups and fire safety, groups are currently much smaller than 200.</p> <p>With this in mind, groups adhere to the Fire Evacuation Procedure in St. John’s Health and Safety Policy point 7.4 Evacuation Drills.</p> <p>These are the following:  <i>Fire evacuation drills will be carried out every six months. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.</i></p> <p><b>If you discover a fire (no matter how small)</b></p> <ol style="list-style-type: none"> <li>1 Immediately raise the alarm</li> <li>2 Telephone the emergency services</li> <li>3 Check the building for occupants</li> <li>4 Attack the fire if possible, within your capability using the appliances provided, but without taking personal risk</li> <li>5 If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property</li> <li>6 Evacuate to the designated assembly point</li> <li>7 Ensure clear access for the emergency vehicles”.</li> </ol> <p>Fire drills to be arranged for March and September.</p> <p>All volunteers have been informed of St. John’s Evacuation drill procedure.  A copy is in the membership files for each of the children’s/youth groups</p>
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1. Code of Behaviour for those who work with children	Code of behaviour in file.
2. Clear system for recording safeguarding concerns	Information documented and stored securely in the safe. A form for 'Reporting Concerns about a child' is in SQP file.
3. Attendance agreements for those attending church who may pose a risk to others and themselves.	Appropriate action is taken by the vicar and church wardens. Any issues are discussed at a standing committee and a risk assessment is carried out. This is then brought to the PCC if deemed necessary. This has been put into practice.
4. Clear information on who to contact in the event of a concern	Church notice board; pocket guides handed to volunteers; poster in church.
5. Code of conduct for volunteers who work in pastoral setting.	Volunteers policy is reviewed every 3 years. Policy on the website.
6. Information available for those we minister to help them stay safe.	Safeguarding, SQP and specific information available from the church office, on display boards and via website. Nominated people to help ensure safety in relevant areas.  Information on certain subjects e.g. alcohol abuse, drug use etc. may be available. If not, people can be directed to appropriate websites and also to Southbourne Surgery.

<p>Policies:</p> <ol style="list-style-type: none"> <li>1. Safeguarding</li> <li>2. Allegations management and guidance</li> <li>3. E safety</li> <li>4. Raising concerns and whistleblowing</li> </ol>	<p>Statement in churches &amp; The centre. Also on website.</p> <p>(SQP Responding to Safeguarding Allegations Policy) Reviewed Nov 2021; next review Nov 2024. On website.</p> <p>Reviewed Nov 2021; next review Nov 2024. On website.</p> <p>Reviewed Nov 2021; next review Nov 2024. On website.</p>
<p>2. Safeguarding officer appointed</p>	<p>Appointed June 2019.</p>
<p>3. Contact details of safeguarding officer available to all</p>	<p>Safeguarding officer details, email address and phone number on notice board and website. Further information on the website: Child Protection Policy Information about safeguarding in Chichester Diocese and link to Chichester Diocese safeguarding team.</p>
<p>4. Safeguarding officer member of PCC</p>	<p>Yes.</p>
<p>5. Safeguarding a regular agenda item on PCC</p>	<p>Standing item on agenda each month. A report provided each month.</p>
<p>6. Annual review of safeguarding</p>	<p>Yes, at APCM</p>

## Safer People

<p>1. Follow C of E safer recruiting processes for all posts, staff and volunteers</p>	<p>Paper work available from the diocese to use as a base.</p> <p>At present Safeguarding Policy &amp; Recruitment Policy states</p> <p><i>“If you are volunteering to work with children or vulnerable adults, you will be required to complete a DBS check and the online safeguarding training before you commence volunteering. Safeguarding training will need to be completed before you apply for a DBS check. This is in line with the Parish Safeguarding Policy.”</i></p> <p>Safeguarding Officer conducts and stores all DBS information securely with a password.</p> <p>Volunteers policy has been reviewed Nov 2021, And will be agreed by the P.C.C.</p> <p><b>Each volunteer of children and vulnerable adults to:</b></p> <ul style="list-style-type: none"> <li>• Fill out an application form</li> <li>• Provide two references:             <ul style="list-style-type: none"> <li>- 1 Professional reference (which can be the Vicar)</li> <li>- 1 Character reference</li> </ul> </li> <li>• Have an interview with the families team</li> <li>• Volunteer given a job description</li> <li>• Complete C0 and C1 training online before applying for DBS.</li> <li>• Complete self declaration form &amp; pass the DBS check after completion of Safeguarding.</li> </ul>
<p>2. Induction process for all staff and volunteers</p>	<p>Paper work available from diocese.</p> <p>St. John’s Volunteering Policy states:-</p> <p><i>“All volunteers will have an informal induction and receive training from their team leader. The team leader will be your key contact when volunteering.”</i></p> <p>This informal, verbal induction is implemented and adhered to.</p>

Current review date: Nov 2021

Review: Every 3 years

Date of next review: Nov 2024