

POLICY HANDBOOK

for the church of

St Andrew's, Bishopstone,

BN25 2UD www.ebbchurches.org.uk

Approved: 3.5.23

Review Due: May 2024

DIOCESE OF CHICHESTER



**THE CHURCH
OF ENGLAND**

INTRODUCTION

- This Policy Handbook brings together policies related to Safeguarding, Health and Safety, Standards and Responsibilities that come with being involved with activities in the life of St Andrew's Church. This handbook demonstrates our commitment to

St Andrew's Church, Bishopstone

keeping members of our church and visitors safe and out of harm or danger. These policies are applicable to every member of this church whether lay or ordained, paid or unpaid. In producing this booklet we are ensuring that these policies are easily and readily available to people who attend the church and require or wish to refer to them. Policies here were approved by St Andrew's, Bishopstone PCC 3/5/2023

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CONTACTS AND HELPFUL PHONE NUMBERS

The Rector of the United Benefice of St Andrew's & St Peter's churches

Revd Arwen Folkes (incumbent)

01323 892964 rector@ebbchurches.org.uk

The Rectory, 86, Belgrave Road, Seaford BN25 2HE

St Andrew's Associate Vicar

Revd Elizabeth Jinks 01323 892972 associatevicarebb@gmail.com

The Benefice Assistant Curate

Revd Joe Padfield 01323 672848 curate@ebbchurches.org.uk

St Andrew's Churchwarden

Mrs Hilary Norsworthy 01323 896567

St Andrew's Parish Safeguarding Officer (PSO)

Mrs Chris Jennings 07960386993 SafeguardingSaintAndrews@gmail.com

St A Parochial Church Council (PCC) Secretary
Mrs Brenda Westcott 01323 893110

Diocesan Safeguarding Adviser (DSA)
Mr Colin Perkins 01273 425792 / 07500771210

St Peter's PSO/Pastoral assistant
Ms Carly Taylor 07964101553 pastoralassistant@gmail.com

Benefice Pastoral Visiting Coordinator
Revd Joe Padfield 01323 672848 curate@ebbchurches.org.uk

Benefice Administrator Ms Carly Taylor 01323 899054
officeebb.benefice@gmail.com

CONTACT & HELPFUL PHONE NUMBERS

POLICE: 999 Emergencies only

101 Non-emergencies

Martello Taxis 01323 492929

Seaford Taxis 01323 896666

Beacon Taxis 01323 898888

Royal Sussex County Hospital, Brighton 01273 696955

Eastbourne District General Hospital 0300 131 4500

Lewes Victoria Hospital Urgent Treatment Centre 01273 666492

East Sussex & Brighton children's helpline 01273 335905/6

NSPCC 0808 800 5000

Childline 0800 1111

East Sussex Health & Social Care adults helpline 0345 60 80 191

National Domestic Abuse 0808 2000 247

Samaritans 116 123

Silver Line helpline 0800 4 70 80 90

SAFEGUARDING POLICY The Parish church of St Andrew's, Bishopstone understands that Safeguarding is everyone's responsibility. This policy is based on the **6 commitments** listed in the Church of England document Promoting a Safer Church Policy for children, young people (CYP) and vulnerable adults (safeguarding@chichester.anglican.org) and printed here:

- 1) Promoting a Safer environment and culture by recognising that Safeguarding is everyone's responsibility
- 2) Safely recruiting and supporting all those with any responsibility related to CYP and vulnerable adults within the church
- 3) Responding promptly to every safeguarding concern or allegation
- 4) Caring pastorally for victims/survivors of abuse/ neglect and any affected people.
- 5) Caring pastorally for people who are the subject of concerns or allegations and other affected people.
- 6) Responding to people who may pose a risk to other people

Our Parish will:

- *Create a safe and caring place for all
- *Have a named Parish Safeguarding Officer (PSO) - Mrs Chris Jennings was appointed at 16/4/2023 PCC meeting
- *Safely recruit, train and support all those with any responsibility for CYP and adults undertaken in the name of the Parish (including using the Disclosure and Barring Service background checks)
- *Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of this church
- *Display in church premises and on the church website the details of who to contact if there are Safeguarding concerns or support needs
- *Listen to and take seriously all those who disclose abuse/neglect
- *Take steps to protect children and adults when a Safeguarding concern of any kind arises, following House of Bishops guidance (safeguarding@chichester.anglican.org) and notifying immediately and co-operating with the Diocesan Safeguarding Adviser (DSA) and statutory agencies
- *Offer support to victims/survivors of abuse regardless of the type of abuse/neglect and when or where it occurred
- *Care for and monitor any member of the church community who may pose a risk to children/adults whilst maintaining appropriate confidentiality and the safety of all parties
- *Ensure that a health and safety policy, procedures and risk assessments are in place and these are reviewed annually
- *Review the implementation of this Safeguarding Policy, Procedures and Practices at least annually.

Each person (paid or unpaid) who works within this church community will agree to abide by this policy, procedures and guidelines approved by the PCC of St Andrew's, Bishopstone, BN25 2UD on 3/5/2023.

FIRST AID POLICY

The PCC

1) accepts it's responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for people within the church and its environs.

2) recognises the statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and agree to abide by the procedure for reporting accidents.

Introduction

'First Aid (FA) is the initial assistance or treatment given to someone who is injured or suddenly taken ill'. An Appointed Person for First Aid (APFA) must be identified for every service/event held on behalf of St Andrew's BN25 2UD. **The APFA is not a qualified First Aider.** The APFA must assess the situation

- 1) protect themselves from danger eg. not approach casualty if doing so will endanger themselves with any life threatening condition
- 2) where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

Statement of First Aid Provision

The arrangements for providing First Aid will:-

- Place a duty on the PCC to approve, implement and review the First Aid policy
- Place individual duties on paid/unpaid church officers
- Report and record accidents using the relevant form
- Record all occasions when First Aid is administered to people
- Provide equipment and materials to provide First Aid treatment
- Maintain records of First Aid training
- Establish a procedure for managing accidents in the church and its environs which may require First Aid treatment
- Provide information to people on the arrangements for First Aid

Arrangements for First Aid

The church will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kit is in the church on the shelf at the back of the north aisle immediately outside the vestry.

The contents of the First Aid Kit will be checked regularly by Mrs Chris Jennings who is the Health and Safety Officer.

The Appointed Person/s responsible for first aid is the paid/unpaid church officer/s on duty at the time. **This person/s is not a trained First Aider.**

All paid/unpaid church officers, church members, the congregation, volunteers and visitors will be made aware of this First Aid policy.

HEALTH AND SAFETY POLICY

St Andrew's church (St A) PCC understand that we owe a duty of care to ensure the safety of those who use or visit our church and/or church yard.

We are not an employer having five or more employees and acknowledge that we are not required to have a written health and safety policy. However as a matter of good practice, we have drafted this policy in respect of Section 2(3) of the Health and Safety at Work etc. Act 1974 to safeguard our paid/unpaid officers, volunteers and visitors who are involved in the many and diverse activities of our church.

Health and Safety General Statement of policy

This St A policy aims to ensure, so far as is reasonably practicable, ensure that our activities are carried out safely and do not pose a risk to the health and safety of our paid/unpaid officers, volunteers, the congregation, visitors and others who may use the church, churchyard or any other building are responsible for eg. Lychgate. St A PCC accepts the overall responsibility for this policy and will strive to ensure that adequate resources are made available to achieve this policy's objectives. Any decisions that the PCC makes will have due regard to this policy.

St A PCC appointed Mrs Chris Jennings as Health and Safety Officer on 16.4.23 to have specific responsibility for this policy and its implementation. St A PCC will keep health and safety matters under review at appropriate intervals. PCC will monitor the effectiveness of the policy, amending it where it believes it is necessary.

It is the duty of each person who uses the church and churchyard to exercise personal responsibility for their own safety and that of others. PCC aim to ensure that everyone involved with the church plays their part in the implementation of this policy.

Further detail about the organisation and arrangements for managing health and safety are available from St Andrew's Health & Safety Officer.

HOME VISITING (Formal Pastoral Support)

The Pastoral Team provides an outreach service to the housebound, sick and lonely. It is part of the Mission Action Plan of our church to reach out to the community. People home visiting as part of this team should not take part in:- personal care, lifting/handling transport/escorting, shopping or housework.

THE TEAM IS AS FOLLOWS

Pastoral Team Co-ordinator

- Will have experience of home visiting and team management.
- Will receive referrals.
- Will hold meetings, keep records of visits made and be available for advice and support.
- Will record any issues of concern and action taken.

Parish Safeguarding Officer (PSO)

- Will have had training and experience in the field of Safeguarding CYP & Adults.
- Will assist in compiling relevant guidelines and policies.
- Will regularly check records of visits made.
- Will be available for support and advice

Incumbent and Assistant Clergy

- Will have experience of home visiting and team management.
- Will receive referrals.
- Will attend meetings, keep records of visits made and be available for advice and support.
- Will record any issues of concern and actions taken.

Pastoral Visitors

- Will be recruited from people who are attenders at St Andrew's church or at St Peter's church and have taken an active part in one of these parishes for at least six months.
- New members will be required to attend an induction session.
- DBS checks and Basic Safeguarding Training (C0) will be required for all visitors.

- Visitors should be aware of the need for strict confidentiality with the proviso that areas of concern should be taken to the Co-ordinator and/or PSO and/or Incumbent and/or Assistant Clergy – as appropriate.
- Visitors taking Holy Communion to a home will have received the necessary training.
- Visitors should have an awareness and be observant of the following two points
1)Where there may be indications of some type of abuse or neglect 2)Hazards in the home eg. lack of heating, unsafe pieces of equipment and furnishings, risk of falls.
- Visitors should respect lifestyle choice, whilst being aware of any poor hygiene situations that are a risk to health.
- Visitors should guard against creating a culture of dependence and over friendliness that could lead to difficult situations eg. being asked to witness a will or money transactions of any kind.
- Visitors must not give people visited home phone numbers ONLY the contact details which are in this booklet.
- Visitors should understand that certain conditions such as chronic pain, fear and anxiety, stress and illness in general may cause difficult social interaction.
- Visitors should resist giving advice and trying to solve complex problems. However information can be passed on about where help can be obtained and accessed – see those listed on the Contacts/Helpful phone numbers pages in this booklet.
- Visitors should be sensitive if serious issues of belief and spiritual life arise in conversation – these situations should be referred to the Coordinator or Incumbent or Assistant Clergy who will take the appropriate action.

Visitors must remember and be reassured at all times that no team member should feel isolated and/or under pressure in any way - support from fellow Team Members, Coordinator, PSO, Incumbent and Assistant Clergy is available.

EMERGENCY/FIRE EVACUATION PROCEDURE DURING A SERVICE/EVENT IN THE CHURCH BUILDING

*The Person in Charge must fully unlock the North door

*The Person/s in Charge must sit at the back of the church – at least one must have a switched on working mobile phone with them

*The Persons in Charge must decide which of them will go to the Lych gate and who will be last to leave the church

*The Person in Charge who will be last to leave the church must warn people in church in a loud voice “please exit the building and wait by the Lych gate; do not delay to gather things to take with you”. This Person must hook open (if safe to do so) the South door and the North door.

*The Person in Charge who is going to the Lych gate must phone 999 from outside and straight after go to the Lych gate and direct people to stand by the assembly point sign which is on the grass in the church yard next to the tree to the left of the Lych gate

*The Person/s remaining in church must direct people to leave by the door nearest to them ie. South door (porch) or North door

*As far as is possible the Person/s in church will assist people to leave the building and walk to the assembly point

*One Person in Charge should be the last to leave the building and check as safely as is possible that everyone is out before leaving themselves

GUIDANCE FOR SERVICES SIDESPERSONS/PERSONS IN CHARGE IN THE CHURCH BUILDING

A) SERVICES SIDESPERSON

Duties of a Services Sidesperson

In advance 1. Check the rota

2. Ensure that you have swapped or someone has taken your place if you cannot be there

Arrival 1. Arrive about half an hour before the service/event

2. Check that one of you on duty today has a switched on working mobile phone for emergencies. In the event of a fire/evacuation decide which *Sidesperson will go to the Lych gate with a switched on mobile phone - this is the person to go outside and phone 999 from outside and which *Sidesperson will be the last to leave the church

3. Make sure that the North Door is FULLY unlocked ie draw back the top and bottom bolts and ensure the lock is TURNED TWICE as this has a double turn mechanism. Check that the torch by this door is hanging up on its hook and it is working

4. Ensure that the collection bowl, appropriate service books, pew and notice sheets are available. Ensure that the torch is on its hook at the end of the pew behind the table and it is working
5. Ensure that the altar candles are lit, plus the north aisle ones and one candle on the votive stand. Ensure that someone is going to ring the bell prior to and during the Eucharist service

- Welcome
1. Welcome people as they arrive, and hand out books etc.
 2. If people seem unsure what to do show them to a seat and if possible introduce them to someone sitting nearby
 3. Count the congregation. Hand a note of the number to the priest as s/he exits the vestry

During the service

1. Ensure the wooden notice 'Service in Progress' is on show in the porch
2. Ensure the handrail is put in place over the chancel step after The Peace
3. Be aware during the service/event of the congregation/people including **how to implement the First Aid policy**

After the service

1. Collect books etc and count the money collection in the vestry according to the written instructions taped on the vestry table.
2. Insert money total into the vestry register book and hand the money to a safe key holder.

B) CHURCH STEWARD

1. When the church is unlocked and open to the public, if possible, two people should be in the church. If Church Stewarding consider whether you feel happy on your own. If you do not, then think about inviting a friend to share this time with you.
2. If you are on your own, you must have a switched on working mobile phone with you in case you need to summon help.
3. If you are working within the church when it is not normally open, and you feel vulnerable in allowing visitors into the church, it is recommended that you lock

the bird cage door (key is in the vestry). You must have a working mobile phone with you in case of difficulties.

4. If you as a church steward receive a request for money, advise the person asking that there is no accessible money in the church and give them the list of organisations that may be able to help them – copies available in the 'please help yourself' plastic box fixed to the outside of the birdcage door and also on the mobile noticeboard in church.

5. Any untoward occurrence or incident must immediately be recorded in the Accident / Injuries / Incident Book situated at the back of the church, next to the first aid box near to the vestry and then should be reported to Chris Jennings (PSO) 07960386993

6** When church stewarding; if you reach the end of your allotted time and no one has come to lock up, contact the Churchwarden or a church member listed at the beginning of this booklet to advise them that you are leaving. When you leave the church, shut the birdcage door and lock it (you will have been advised what to do with the key after locking the bird cage door).

7. If you are church stewarding and are unable to continue because of illness or if you have been made uneasy about a visitor, please leave the church, locking it as in **6**** above and afterwards contact the Churchwarden or the PSO.

If you have a SAFEGUARDING concern please follow the guidance in Expressing Concerns and 'Whistleblowing' Policy in this booklet.

ONLINE SAFETY POLICY

This policy should be read alongside the other policies / guidance in this booklet.

This policy applies to all paid/unpaid officers involved in or coordinating any activities on behalf of St Andrew's eg. church warden duties, worship, prayer groups, home visiting, fundraising, sidesperson duties, choir, church steward duties.

Purpose of this Policy

- To protect people (CYP and Adults) who are ministered to by St Andrew's church, Bishopstone and who make use of information technology (such as mobile phones, tablets, computers, games consoles, social media and the internet) as part of their involvement with the parish.
- To ensure that, as a Christian community, we minister in line with Christian values and within the law, in terms of how we use information technology and behave online.

We recognise that

- *The use of Information Technology (IT) is an essential part of every day life
- *The welfare of people to whom St Andrew's ministers and with whom we come in contact is paramount, and governs our approach to the use and management of electronic communications technologies and online behaviour.
- *To support the welfare of people who use St Andrew's church, the PSO will keep the PCC informed about current approaches to online safety.
- *We as a church use IT to gather and store information, as well as using IT to communicate.

Our church will seek to keep CYP and Adults safe by:

- *Treating any CYP / adult protection concern arising from the online world in the same way and as seriously as concerns arising from the offline world.
- *Ensuring that the PSO has access to up-to-date information and training regarding online safety, assisting them as appropriate to access this training.
- *Ensuring that all paid/unpaid officers at the church of St Andrew, Bishopstone avoid using private forms of electronic communication eg. text message, email, direct messaging (including on social media) when communicating with people on behalf of the church.

EXPRESSING CONCERNS AND 'WHISTLEBLOWING' - POLICY AND GUIDANCE

The PCC of St Andrew's, Bishopstone BN25 2UD (St A) acknowledges that:

- *Safeguarding is everyone's responsibility and expect people to take such issues seriously and express concerns to the PSO (Chris Jennings 07960386993) immediately
- *'Whistleblowing' has an important place in developing a strong safeguarding culture within St Andrew's.
- *Anyone involved in the church of St A should be able to raise concerns regarding poor practice that impacts upon the safety or wellbeing of CYP or Adults using the Guidance below and in the WHAT DO I DO IF in the Safeguarding section on Diocese of Chichester website: safeguarding@chichester.anglican.org

*Guarantees that no-one who raises any concern in good faith, even if those concerns are ultimately found to be unfounded, will face any adverse consequences whatsoever.

Guidance: what to do if you have a concern

In the first instance, speak to the leader of the area of church about which you have a concern (for instance, if your concern is about Sunday School, speak to the Sunday School leader). A good principle is that concerns should be dealt with at the lowest level necessary and only escalated beyond that if those concerns remain, having been expressed.

What to do if you receive a concern

If someone tells you that they have a concern, you should take the situation seriously, record details and do not promise confidentiality. Afterwards contact Chris Jennings (PSO) 07960386993 asap.

RESPONDING TO SAFEGUARDING ALLEGATIONS

St Andrew's church, B'stone, BN25 2UD recognises that in all matters involving allegations that someone has or may have caused harm to another person, whether CYP or adult, the welfare of the alleged victim is paramount and is the primary concern.

St Andrew's PCC recognises that it is not our responsibility to investigate allegations, nor would it be appropriate for us to do so. Our responsibility is to pass allegations on as appropriate to the nature of the situation to any of the following:

- St Andrew's PSO - Mrs Chris Jennings 07960386993
SafeguardingSaintAndrews@gmail.com
- Rector (incumbent) - Revd Arwen Folkes 01323 892964
rector@ebbchurches.org.uk
- Benefice Assistant Curate - Revd Joe Padfield 01323 672848
curate@ebbchurches.org.uk
- Associate Vicar – Revd Elizabeth Jinks 01323 892972
associatevicarebb@gmail.com
- Diocesan Safeguarding Advisor - Mr Colin Perkins 01273 425792/07500771210 safeguarding@chichester.anglican.org

DATA PRIVACY NOTICE

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 (GDPR).

2. Who are we?

The PCC of St Andrew's, Bishopstone (St A) the data controller and decides how your personal data is processed and for what purpose/s.

3. How do we process your personal data?

The PCC of St A 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 manage St A's paid/unpaid officer's data
- To fundraise and promote the interests of St A
- To process St A's Parish Giving scheme
- To maintain St A's financial records & accounts, including the processing of gift aid
- To inform people about St A's news, services, events and activities
- To administer St A's membership records

It is always the responsibility of the person officially communicating on behalf of St A's to put appropriate boundaries in place in their relationships with others whom they contact on behalf of St A's, both online & offline.

*By using open online forums age appropriately eg. Facebook, Twitter, WhatsApp, Instagram, Youthgroup to communicate with people about events etc.

*By ensuring St A's avoids any form of content posted online that is inappropriate including (but not limited to): sexual content, racist, sexist or otherwise bigoted content, or content promoting illegal activity.

*By maintaining electronic versions of sensitive personal data securely, according to the principles of the Data Protection Act and the General Data Protection Regulations.

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

- Explicit consent of the data subject (person) so that St A can keep that person informed about news, events, activities and services;

- 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);
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Personal data will be treated as strictly confidential and will only be shared with other members of the church on a need to know basis in order to support the mission of St A. St A will only share data with third parties outside of the parish with consent.

6. How long do we keep your personal data?

St A will 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 <https://www.chofengland.org/more/libraries-and-archives/records-management-guides>. Specifically, St A retains 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. Rights and your personal data

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

- The right to request a copy of your personal data which the PCC of St A's holds about you;
- The right to request that the PCC of St A's 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 A 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). [*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;
- To lodge a complaint about the processing of personal data contact - the Information Commissioners Office:
Phone - 0303 123 1113
or Email – <https://ico.org.uk/global/contact-us/email>
or write to - The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

8. Further Processing

If PCC of St A wish to use personal data for a new purpose, not covered by this Data Protection Notice, St A will ask the person for consent before issuing a new notice.

9. Contact Details

To exercise all relevant rights, queries or complaints in the first instance – contact St A's PCC secretary.

RESERVES POLICY

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to approx. 6 months of unrestricted charitable expenditure. The trustees consider that this level will provide sufficient funds to respond to church upkeep and ensure that support and governance costs are covered. Further details are available from St A's PCC treasurer - churchtreasurer@martlet.uk.com

CHURCHYARD POLICY

The St A's churchyard policy is in place to ensure as far as possible the churchyard is a pleasant and safe place for everyone. Please contact the benefice office for a copy of the policy and further information - 01323 899054 officeebb.benefice@gmail.com

**THANK YOU FOR TAKING THE TIME TO READ THIS POLICY
HANDBOOK AND FOR HELPING THE PCC TO KEEP ST
ANDREW'S AS A SAFE AND WELCOMING PLACE TO SERVE,
WORSHIP AND VISIT**