



ST EDWARD'S CHURCH LEEK,
DIOCESE OF LICHFIELD
SAFEGUARDING POLICY
AND PROCEDURES JULY 2025

The Parochial Church Council of St Edward's and St John's will take all reasonable care to ensure the safety of the children, young people and vulnerable adults for whom it bears responsibility. We are committed to the safeguarding, care and nurture of these groups within our church community.

1. Our approved Safeguarding Co-ordinator is:

Mrs Bev Seymour

19 Sandybrook Lane, Leek, Staffordshire, ST13 5RZ

Tel: 01538 422648

email: beverleyseymour123@icloud.com

She is the point of contact through which concerns about children, young people and vulnerable adults should be channelled. She will ensure that the Childline poster is displayed in the Church entrance and will maintain a list of DBS checked adults.

2. The Safeguarding Officer is responsible to the PCC for ensuring that these procedures are implemented.

3. The PCC will work in accordance with the recommendations of the House of Bishops as published in Promoting a Safer Church (2017).

4. The PCC will ensure full compliance with Health and Safety Guidelines.

5. The PCC is directly responsible for the following groups which may include children, young people or vulnerable adults:

Wednesday Lunch Club

Wednesday Drop In

Storyfinders Parents & Toddlers group

Just B Bereavement Group

Sunday Teaching Groups

Walking Group

House Groups

Lent Course

6. Groups who hire the church buildings will satisfy the PCC that they have a Safeguarding Policy, if they do not have their own policy, the PCC will present their own Safeguarding Policy for the group to adopt and implement.

7. Leaders working with children and young people must be aged 18 or over. 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. Only suitable and responsible people may become key holders, references will be taken up in accordance with the Safer Recruitment policy and they will be required to complete the Lichfield Diocese Declaration. Access to and usage of church buildings will be monitored as far as is reasonably possible.

9. Completed declaration forms and references 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' criminal records where appropriate. This will be done via the Safeguarding Office, St Mary's House, The Close, Lichfield. WS13 7LD.

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

- A list of current leaders and details of their roles and provision for training and support.
- 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 clear roles for leaders.
- set up structures to train and support their leaders in their roles.
- agree statements of working practice.

13. The PCC will provide leaders and those working in Safeguarding access to guidance and training in the understanding of child/vulnerable adult abuse.
14. The PCC will issue clear guidelines for avoiding situations where children, young people or vulnerable adults could be in danger.
15. The PCC will publish this policy on its website and copies will be made available on request to the church office in person or via email at leekparish@gmail.com or by telephone 01538 388134.
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.
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.
20. The PCC will review the policy and its procedures annually at its first meeting following the ADCM.