

## Safeguarding Policy

1. Transforming Communities Together will take all reasonable care to ensure the safety of the children, young people and vulnerable adults for whom it bears responsibility.
2. David Primrose and James Henderson are our approved Safeguarding Co-ordinators. They are the point of contact through which all safeguarding concerns will be channelled. They are responsible to the Trustees for ensuring that these procedures are implemented.
3. The Board will work in accordance with 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)
4. The Board will ensure full compliance with Health and Safety Guidelines.
5. The Safeguarding Co-ordinator will advise the Clerk to the Trustees who will maintain a register of all groups which include children, young people, and vulnerable adults for whom the Board has direct responsibility.
6. Staff working with children, young people, and vulnerable adults must be aged 18 or over; under 18s may assist with leadership roles but must be supervised at all times by a suitably qualified adult.
7. Trustees and applicants will be required to complete the Lichfield Diocesan declaration.
8. Applicants will be required to provide two references using the Lichfield 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.
9. Completed declaration forms and references will be confidential to and securely held by the Clerk to the Trustees.

10. The Board will use the Disclosure & Barring Service for checking the criminal records of staff where appropriate. This will be done via the Safeguarding Office, St Mary's House, The Close, Lichfield WS13 7LD
  11. The Board require any groups that are working with children, young people and vulnerable adults:
    - a) To agree clear roles for staff
    - b) Set up structures to train and support staff in their roles
    - c) Agree statements of working practice.
  12. The Board will provide staff and those working in Safeguarding access to guidance and training in the understanding of child/vulnerable adult abuse.
  13. The Board will issue clear guidelines for avoiding situations where children, young people and vulnerable adults could be in danger.
  14. The Board will carry public liability insurance and will insure all staff for personal accident.
  15. The Board will implement a plan to monitor annually that the procedures are being followed.
  16. This Policy and its procedures will be monitored by the Safeguarding Coordinator who will report to the Board annually.
  17. The Board will review the policy and its procedures annually at the first meeting following its AGM.
- References to the above documentation are available on:  
<https://www.lichfield.anglican.org/safeguarding/>
  - Any concerns about safeguarding children, young people, and vulnerable adults, can be raised with the Safeguarding Coordinator, any member of the Board, or any member of the Lichfield Diocese Safeguarding Team.
  - Our Safeguarding Coordinators, David Primrose and James Henderson, may be contacted on [david.primrose@lichfield.anglican.org](mailto:david.primrose@lichfield.anglican.org) and [james.henderson@tctogether.org.uk](mailto:james.henderson@tctogether.org.uk)