



St Helen's  
Bishopsgate

# Safeguarding Policy Supplement A: Church Staff Team

ST HELEN BISHOPSGATE & ST PETER-UPON-CORNHILL

Revised: June 2024

Date for review: June 2025

# Introduction

## **The staff team**

All staff members receive safeguarding training when beginning in employment and receive annual refresher training. For the purposes of this supplement the church staff team refers to all who are named on the St Helen's Church staff list, including all associates, Cornhill placement students and other named volunteers, whether or not they are in the employment of the church.

## **The remit of this supplement**

As outlined in the St Helen's safeguarding policy, for the purposes of safeguarding the church's various activities have been divided into separate ministry areas. Ministry areas which involve regulated activity with children (under 18 years old) require a named ministry area leader.

If a staff member is serving within a named ministry area, any safeguarding concerns related to that area must be dealt with in accordance the supplementary information for that ministry area.

This supplement covers staff in their work outside specific ministry areas.

## Day-to-day working on site

During the working day, children and vulnerable adults might be present in any of the St Helen's church buildings. For example, a family of tourists may look around a building, a staff member may have a family member visit them, or someone from the church family might bring their children with them as they visit a building for any number of reasons. In all these examples, and others like them, the children remain in the care of the adult who brought them, or the parent they are visiting.

Staff members are free to interact with any such children within the church buildings as long as they are in public and there is no way their actions could be misconstrued by a third party.

### **Events in the buildings involving children or vulnerable adults**

When a building is in use for an event involving children or vulnerable adults (for example, a Women on Wednesday crèche, or Little Pickles stay and play group), staff are free to enter the building if they have good reason to do so. Such a staff member need not be screened but must not join or disturb the activity. They must at all times remain in the background of the activity and must not be in a situation where they are alone with a child or vulnerable adult.

Good reason to enter the buildings would include the day-to-day needs of the catering or buildings staff or essential errands requiring access to cupboards or the like in the building concerned.

## Starting any ministry involving children or vulnerable adults

From time to time, church staff might be involved with organising ministry which includes provision for children or vulnerable adults. For example, a one-off event for adults which requires a crèche, or a weekend away for small groups that has children in attendance.

Any such ministry must not commence without assessing its safeguarding implications and acting in accordance with it. At an early stage of planning, advice should be sought from the relevant ministry area lead or the parish safeguarding officer and their directions must be followed.

Staff members must be aware that the process for screening a caregiver takes about six weeks. No caregiver can commence their role until the Safeguarding Administrator and evidence checker has confirmed that the screening is complete.