



Little St Mary's Church
Trumpington Street
Cambridge
CB2 1QG

Safeguarding Policy: Concordia Club

- 1 The Parochial Church Council of the Ecclesiastical Parish of St Mary the Less, Cambridge (LSM) is committed to safeguarding all those who attend worship and the other activities that are offered by the church. LSM follows the House of Bishops' 2017 safeguarding policy statement, Promoting a Safer Church www.churchofengland.org/sites/default/files/2017-11/cofe-policy-statement.pdf and the Diocese of Ely's policy and procedures 2017 www.elydiocese.org/safeguarding/policy-and-practice-guidance. All participants agree to follow the good practice guide with children and young people.
- 2 The Concordia Club aims to be a space where people meet for companionship, poetry and Bible reading as well as refreshments such as coffee and cake/ biscuits and a creative activity.
- 3 The leaders of the group are Mary Ward and Fiona Blake, who are required to complete the Basic Awareness and Foundations safeguarding training courses developed by the Diocese of Ely, renewable every three years, and to undergo a DBS check every three years.
- 4 Subject to the leaders' discretion, everybody is welcome to join the group.
- 5 The group meets on the first Tuesday of every month in the LSM Parish Centre from 10:00 to 12:00.
- 6 Hot drinks or refreshments are served during the meeting.
- 7 An attendance register is kept by the leaders of the group in accordance to the General Data Protection Regulation (GDPR).
- 8 This policy is to be given to all participants. If they have any queries they may direct them, in the first instance, to Fr Robert Mackley (vicar@lsm.org.uk), to the leaders Mary Ward (maryward@btinternet.com) and Fiona Blake (fiona.blake@outlook.com), or to the Parish Safeguarding Officer, Patricia Boulhosa (safeguarding@lsm.org.uk).
- 9 This policy will be reviewed in March 2025.



Parish of Saint Mary the Less, Cambridge

Activity risk assessment

Activity: **Concordia club**

Location: LSM Parish Centre

Name of leaders with responsibility: Mary Ward and Fiona Blake

Date of First Risk Assessment: 30 April 2024

Time/frequency: First Tuesday of the Month, 10-12:00noon

Date to be reviewed: 30 April 2025

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Verbal and/or written allegations of inappropriate relationships	Individual and/or groups of adults including service user and/or paid staff members, and/or volunteer staff via allegations of an abuse of position and power.	Leaders have completed safeguarding training courses	no	Leaders	-	-
Exits, stairs, kitchen	Elderly	Making sure the elderly are looked after, e.g., giving them hot drinks when they are sitting down, making sure exits are clear and well signed	no	Leaders	-	-
Accidents or illness	Everybody	First aid kit on site	no	Leaders	-	-
Safeguarding	Elderly, Vulnerable Adults	Leaders have been safely recruited and aware of policy and good practice.	no	PSO	-	-



Role Outline: Concordia Club Leader

Little St Mary's Church (LSM) takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, LSM expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Officer (Patricia Pires Boulhosa, safeguarding@lsm.org.uk).

Those who work with children and vulnerable adults should have a commitment to:

- Treat individuals with respect
- Recognise and respect their abilities and potential for development
- Working in ways that meet and develop the personal, spiritual, social and pastoral needs
- Promote their rights to make their own decisions and choices, unless it is unsafe
- Ensure their welfare and safety
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which must always be reported to the Parish Safeguarding Officer
- Work within the policy and procedures of the LSM Safeguarding Policy for the Concordia Club and the respective Risk-Assessment
- Attend relevant safeguarding training
- Complete a DBS (Disclosure and Barring Service), according to the Diocese's eligibility guidance
- Read and follow the LSM [Safeguarding Statement for Children and Vulnerable Adults](#) and the [Policy Promoting a safer Church: safeguarding policy statement](#)
- the Section 11 of the Parish Safeguarding Handbook:

All Church Officers will respect all children, young people and vulnerable adults and promote their well-being.

The Church will strive to create and maintain environments that are safer for all, that promote well-being, that prevent abuse, and that create nurturing, caring conditions within the Church for children, young people and vulnerable adults. It will work to continue to strengthen and review these environments. This will be done by training, support, communication, learning, governance and quality assurance processes.

The Church will strive to support all Church Officers to adhere to safer working good practice and to challenge the abuse of power. It will ensure that processes are in place that listen to and advocate on behalf of children, young people and vulnerable adults within the knowledge that they will be cared for.

Role Description

The leaders of the Concordia Club are responsible for leading the group and implementing programme activities. The leaders are responsible for running of the group sessions and will plan, prepare and deliver readings and activities appropriate for the group.

Key Responsibilities of the Role (tasks to be undertaken)

- Be a practising Christian, a member of the church and regularly attend services in LSM
- Prepare and conduct sessions and activities relevant to the members of the group
- Be aware of any health and safety issues that may affect the group
- Read, and comply with, the Safeguarding Policy: Concordia Club and know how to respond to, report and record any concerns you may have about a member
- Keep a register at every session with the member's name
- Keep the Parish Centre tidy and clean and all equipment and material stored away

Any arrangements for induction, training & support

- Undertake safeguarding training courses developed by the Diocese of Ely every three years
- Reviewing the working and dynamic of the group in a regular base

Any practical arrangements relevant to the role

- Liaise with church-wardens on the use of the Parish Centre

Safer Working Practice

All volunteers and workers in the church must abide by the Church of England Code of Safer Working Practice: <https://www.elydiocese.org/content/pages/documents/1573640365.pdf>

Role to be reviewed

Annually

The role is eligible for a criminal record check which is renewable every three years

Yes, enhanced check (Child workforce, regulated activity)

Date

30/04/2024

Attachments:

Safeguarding Policy: Concordia Group

Risk-Assessment: Concordia Group