



The Parish of St. George, Enfield

Parish Policies Pack

Year 2024-2025

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Sources

1. Safeguarding Policy: <https://www.london.anglican.org/support/safeguarding/>
2. Health and Safety Policy: <https://www.london.anglican.org/kb/employee-wellbeing/>
<https://www.london.anglican.org/kb/fire-safety-in-churches/>
<https://www.london.anglican.org/kb/provision-for-people-with-disabilities/>
3. Accessibility and Disabled People Policy: <https://www.london.anglican.org/kb/provision-for-people-with-disabilities/>
4. Equal Opportunities Policy: <https://www.london.anglican.org/kb/occupational-requirements/>
5. Risk Assessment Policy: <https://www.london.anglican.org/kb/risk-assessment/>
6. Fire Risk Assessment Policy: <https://www.london.anglican.org/kb/fire-safety-in-churches/>
7. Data Protection Policy: <https://www.london.anglican.org/kb/data-protection/>
8. Reserves Policy: <https://www.parishresources.org.uk/pccs/managing-reserves/>
9. Reserves Policy:
10. Social Media Policy: <https://www.churchofengland.org/help/social-media-guidelines>
11. Live Streaming Policy: <https://www.churchofengland.org/help/social-media-guidelines>
12. Safer recruitment: <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/safer-0>

Note: Diocese of London Website; accessed on 04 June 2019

Parish Policies Pack

The Parochial church Council of the Parish of St. George, Enfield agreed to accept and endorse the policies included in this Parish Policies Pack for the year 2024-2025 as set out by the Diocese of London.

The whole contents of this pack should be reviewed annually by the PCC and this pack should be signed by the Incumbent and two elected Churchwardens at the first PCC meeting held immediately after the Annual Parochial Church Council Meetings in April.

This pack is valid for the year 2024-2025 until the APCM in 2025 and re-approved at the PCC meeting held on Sunday 14 April 2024.

Incumbent Revd. Taemin Oh

..... Date

Churchwarden Mr. David Jenner

.....Date.....

Churchwarden Mrs. Irene Selema

..... Date

Safeguarding Policy

Every person has a value and dignity which comes directly from the creation of human beings in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. This implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

- We accept and endorse the principles set out in 'Safeguarding in the Diocese of London.'
- We commit ourselves to nurture, protect and safeguard all our members, particularly children, young people and vulnerable adults.
- We recognise that safeguarding is the responsibility of the whole church community.
- We undertake to exercise proper care in the selection, appointment, training and support of those working in both paid and voluntary positions with children or vulnerable adults, including the use of Disclosure and Barring Service (DBS) disclosures and making appropriate referrals to the Disclosure and Barring Service.
- We will respond without delay to concerns or allegations that a child or vulnerable adult may have been harmed, cooperating with the police and social care services in any investigation.
- We will challenge any abuse of power by anyone in a position of trust.
- We will seek to offer pastoral care and support to anyone who has suffered abuse, developing with them appropriate pastoral support.
- We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

The PCC have appointed

Mr. David Jenner and Mrs. Irene Selema as our Church Safeguarding Officers (CSO) and **Mrs Jacqueline Stewart** as our Children's Champion.

Copies of "Safeguarding in the Diocese of London" and any parish guidelines and procedures are held in the Parish Office.

The PCC following the APCM to be held in next year shall review this policy annually. (end)

**** The PCC also agreed on Sunday 14 April 2024 to formally accept and endorse 'Promoting a Safer Church; safeguarding policy statement' published by the House of Bishops according to the Roles and Responsibilities 2017, Section 3.**

A full statement can be found at <https://www.churchofengland.org/sites/default/files/2017-11/cofe-policystatement.pdf> (accessed on Monday 15 July 2019)

Health and Safety Policy

Our policy so far as practical, is to provide and maintain safe and healthy conditions, equipment and systems of work for all people including employees, casual labour, voluntary helpers and visitors; providing them with such information, training and supervision as they need for this purpose while using the church premises.

We will also endeavour to ensure, so far as is reasonably practical, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, Garden of Remembrance and associated buildings.

Overall responsibility for Health and Safety is that of the incumbent.

It is the responsibility of the churchwardens to ensure that the arrangements outlined in the policy are carried out and updated as necessary.

The Parochial Church Council has the general responsibility to ensure that the Health and Safety Policy is implemented. (end)

Accessibility and Disabled People Policy

This policy is aimed at helping us to make our church more welcoming and accessible to people with disabilities. The term 'disability' covers a wide range of impairments, physical and mental in nature. Although a barrier usually occurs because of a disability, it is caused by the situation rather than by the disability itself.

As set in the diocesan guideline 'Provision for people with disabilities,' the PCC agreed to accept and endorse this policy by adopting The Equality Act and introducing Access Statement by completing Access Audit.

Previously, this PCC agreed to provide;

- One disabled car parking space adjacent to the South Porch of the church and Car drop off point at the South Porch.
- Slip mats in the Tower doorway and internally at the North door.
- Handrails to Lady Chapel, Chancel and Organ Chamber.
- Outside lighting to the Tower and North doorways.
- Outside lighting to the Vicarage and its North facing wall – overlooking the South Porch of the church.
- External pavement width for wheel chair users to the Garden of Remembrance.
- Induction loop and Sound System.
- Large Print Order of Service.

The PCC agreed that this Policy should be regularly reviewed and any further requirements of improvement should be discussed at the PCC. (end)

Equal Opportunities Policy

This policy refers to the Parochial Church Council's roles:

- (a) as an employer of lay staff and manager of seconded lay staff.
- (b) as a service provider.

As Christians, we believe that all human beings are made in the image of God and all share equally in God's love and that God longs for their wellbeing and fulfilment. Discrimination is therefore an affront to the purposes of God and morally indefensible.

We will seek not to discriminate on grounds of gender, ethnic origin, nationality, age, disabilities, marital status, sexual orientation or HIV and related infections in our worship and operation of the parish. Regarding Same-sex Marriage issue, the incumbent follows the general rules and regulations set by the Church of England.

As an employer / manager we expect appointees to adopt this policy wholeheartedly. However, as a church committed to expressing the love of God in forms indicated by the Christian Gospel, we reserve the right to appoint appropriately qualified committed Christians to certain posts.

As a service provider, we respect the religious and spiritual position of all our clients and we believe that no religious profession is valid unless it is freely embraced. However, we do believe that the spiritual aspect of life makes an important contribution to a person's well-being; therefore we consider it appropriate to encourage people to reflect on this aspect of their lives.

Agreed by the Parochial Church Council to adopt with any modifications as are deemed appropriate at the discretion of the Incumbent following further advice from the appropriate sources and is subject to annual review. (end)

Risk Assessment Policy

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and execute its strategies.

Realising that all organisations face risks relating to programmes of events, buildings, contents and users, the Parochial Church Council of St. George Enfield has produced in accordance with the Charities Acts of 1993, 2006 and 2016 and direction of LDF the attached Risk Assessment Charts.

Risk Management seeks to identify the likelihood and impact of factors that would adversely affect the church and therefore implements preventative controls.

The PCC has considered the risks to which St. George's Church could be exposed and has delegated areas of responsibility of oversee to those identified on the Risk Assessment Sheets.

A second Risk Assessment file has been drawn up by the Hall Manager and forms part of this Policy Statement.

The Churchwardens and Hall Manager will act on behalf of the Parochial Church Council, reporting their findings and suggestions.

The ultimate responsibility for Risk Management rests with the Parochial Church Council and this should be reviewed on a regular basis. (end)

Fire Risk Assessment Policy

In accordance with legal requirements 'Fire Precautions in the Work place 1997, 1999' and 'Regulations 2005 Reform,' the Parochial Church Council has appointed the churchwardens to examine the Church and Parish Hall and Community Centre quarterly and identify any potential and significant hazards that could lead to fire endangering congregation, visitors, contractors, staff and Hall hirers. In their risk assessment six steps are to be addressed as below:

1. Identify Fire Hazards * Sources of ignition; Mains Electric / Lighting / Portable electrical equipment Arson / Candles / Matches and lighters * Sources of fuel; Gas / Cleaning agents / paper of all kinds / Candles * Sources of oxygen; Oxygen i.e. air flow through doors, windows and drafts
2. Identify People at Risk * People especially at risk; congregation, Hall users i.e. regular and one off hirers and staff * People in the building; visitors, contractors
3. Evaluation * Remove or reduce the risk from the listed above by ensuring the following is in place:
- Detection Apparatus / Fire Fighting Equipment / Signs and Notices / Escape Routes - Regular maintenance of equipment in both Church and the Hall
4. Records * It is most important that all records of assessment, together with maintenance sheets left by engineers after their regular visits are kept on file and within the Church Log Book.
5. Lighting and Power Plugs * All lightings and power plugs in church and the Hall should be inspected every five years by fully qualified NICEIC electrical engineers. Documented evidence should be filed within the Church Log Book.
6. Inform, Instruct and Train
 - * Relevant people should be trained in the use of fire extinguishers.
 - * Emergency Plan and Escape Routes should be displayed clearly in all rooms of both Church and the Hall next to the doors of escape. Instructions are to be followed by those in charge in the event of fire i.e. hall caretakers, leaders of regular and one-off hall hirers, including Sidesmen and Churchwardens.

Mustering Points for Hall Users should be indicated.

Mustering Points for Church Users to be known by all Sidesmen and all seeking to ensure people's safety and speedy evacuation of the building. (end)

General Data Protection Regulation (GDPR) Policy

General Data Protection Regulation (GDPR) is both lengthy and complex. However, many of the steps needed to ensure compliance are simple 'common sense' that our PCC and clergy following good practice. There is no reason why compliance with the law should create any difficulties for us in carrying out our activities and mission.

The current position is that PCC is exempt from the notification requirements if they only collect the following basic data:

- * Electoral Roll, Gift Aid Records, Accounting Records, Employee Payroll Records, Membership lists of groups within the parish ("Friends", Mothers' Union etc).

If PCC holds more than the simple basic data outlined above, or hold records on other matters (such as pastoral issues) they should notify. PCC minutes are one area in which to exercise particular care. It may be that certain sensitive matters arise at PCC which make notification unavoidable.

According to the 'GDPR Principles', the PCC keep below as principles:

- * It must be both fair and lawful to hold the Data;
- * Data must only be used for specified purposes. Individuals should be told (in simple, broad terms) how their information is to be used, and given an opportunity to opt out;
- * Information held must be relevant and proportionate for the purpose to which it relates. It must be kept for no longer than is necessary;
- * Data must be accurate and up-to-date;
- * Data must be kept securely and processed only by authorized Data Processor(s). Therefore, we agreed to adopt and endorse the General Data Protection Regulations (GDPR) Policy in the Diocese of London, appointing Churchwardens, PCC Secretary, Parish Administrator, Gift-Aid Officer, Finance Officer, Hall Manager and Incumbent as Data Protection Officers and/or Data Processors who have right to have an access to the necessary information, stored within the parish.

The overall responsibility for compliance with the General Data Protection Regulations (GDPR) is the incumbent of the Parish and this policy should be reviewed on a regular basis. (end)

Reserves Policy

It is the policy of the PCC of the Parish of St. George's Enfield to hold in unrestricted reserves the equivalent of three months' general running costs to cover unforeseen emergencies.

This policy will be reviewed annually when the PCC reviews the Parish Policies Pack after the APCM.

The average monthly running cost of the parish for both the church and the Parish Hall and Community Centre is £12,000.00, therefore £36,000.00 should be reserved as unrestricted fund in our account. (end)

Social Media Policy

Social media is a very public way of enabling us as Christians to live out our calling to share the good news of Jesus Christ. One of its many joys is that it is immediate, interactive, conversational and open-ended. This opportunity comes with a number of downsides if users do not apply the same common sense, kindness and sound judgement that we would use in a face-to-face encounter.

While written specifically for all users who engage with the Church of England's and Archbishops' national social media channels, these guidelines are built on universal principles. They are a resource for Christians, people of other faiths and people of no faith. Dioceses and local churches across the Church of England are welcome and encouraged to adopt them.

By engaging with the Church of England and Archbishops' social media accounts, you agree to:

- **Be safe.** The safety of children, young people and vulnerable adults must be maintained. If you have any concerns, ask a diocesan safeguarding adviser.
- **Be respectful.** Do not post or share content that is sexually explicit, inflammatory, hateful, abusive, threatening or otherwise disrespectful.
- **Be kind.** Treat others how you would wish to be treated and assume the best in people. If you have a criticism or critique to make, consider not just *whether* you would say it in person, but the tone you would use.
- **Be honest.** Don't mislead people about who you are.
- **Take responsibility.** You are accountable for the things you do, say and write. Text and images shared can be public and permanent, even with privacy settings in place. If you're not sure, don't post it.
- **Be a good ambassador.** Personal and professional life can easily become blurred online so think before you post.
- **Disagree well.** Some conversations can be places of robust disagreement and it's important we apply our values in the way we express them.
- **Credit others.** Acknowledge the work of others. Respect copyright and always credit where it is due. Be careful not to release sensitive or confidential information and always question the source of any content you are considering amplifying.
- **Follow the rules.** Abide by the terms and conditions of the various social media platforms themselves. If you see a comment that you believe breaks their policies, then please report it to the respective company.

Live Streaming Policy

Since lockdown, congregations are increasingly using live streaming to broadcast worship services, or filming services to allow access to it at a time convenient to the individual. This is an excellent way to reach out to those who are unable to be attend physically but we must consider doing any activity safely and with consideration for people's dignity.

The most common mode for streamed worship is to point a camera or cameras at ministers and others leading the service (scripture readers, intercessors etc), closely framing them and minimising the risk of images of members of the congregation also being streamed.

Although many people may be content to be part of a streamed service, they may be happier if the camera points at the ministers, and some may have good reason to be excluded from streaming, for example, a child, adult at risk, or a survivor of domestic abuse may need to be protected from another person and any information about their life, especially their location may be highly sensitive. Children may be present who measures are subject to legal child protection. Similar considerations may apply to children who are adopted or placed with families by social services and to survivors and their children affected by domestic abuse who have separated from abusive partners.

Although religious affiliation is legally classed as 'sensitive personal data' and therefore subject to protection, the act of attending public worship in a church building manifestly makes public some degree of religious affiliation to those present and to those who see a person entering or leaving a building. People have chosen to act publicly in this way.

The responsibility of churches is to:

- understand exactly where in the building people entering, leaving or circulating might come into the view of cameras.
- provide for people attending worship to choose whether they place themselves in part of the building that is included in streaming or a part that is excluded.

Churches can then do the following, which represents best practice:

1. Notify people in advance, with signage at entrances and on service sheets, that the service is streamed.
2. State that streaming does not normally include images of the congregation, but of the ministers and leaders. Any images of the congregation will be distant or in passing. Images of people in close up, praying, or at the communion rail should be avoided.
3. Signpost an area of the church which is guaranteed to be free of image recording.

Any member of the congregation taking part in the service in a capacity where they will be prominent in the streamed video, i.e. reading scripture, leading intercessions or children coming to show and tell what they have done in Children's Church or Sunday School, then written consents should be sought. Obtain the formal written consent from all children's parents/carers/guardians prior to broadcasting as best practice, and although this is not always achievable in practical terms, every effort should be made.

- Children under the age of 13: consent should be gained from their parents;
- Children aged between 13 and 16: consent should be gained from parents and the children.
- Children aged 17: consent should be gained from the children themselves.



Policy on the recruitment of ex-offenders

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), [Organisation Name] complies fully with the code of practice and undertakes to treat all applicants for positions fairly
- **[St. George Enfield]** undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- [Organisation Name] can only ask an individual to provide details of convictions and cautions that [Organisation Name] are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- [Organisation Name] can only ask an individual about convictions and cautions that are not protected
- [Organisation Name] is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- [Organisation Name] has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- [Organisation Name] actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records
- [Organisation Name] select all candidates for interview based on their skills, qualifications and experience
- an application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position
- [Organisation Name] will refer a DBS that contains information to the Diocesan Safeguarding Team who have been suitably trained to identify and assess the relevance and circumstances of offences
- [Organisation Name] also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
- at interview, or in a separate discussion, [Organisation Name] ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
- [Organisation Name] makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request
- [Organisation Name] undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.