

St Martin, Norris Bank

A member of the HEATON TEAM MINISTRY

112 Crescent Park, Norris Bank, Stockport SK4 2JE



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ANNUAL REPORT FOR 2015

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1. Team Vicar's Report

Team Vicar Rev'd Helen Scanlan

This year has not been as fruitful as we have hoped for, yet we have seen many good things happening in St Martin's.

Our Lent course based on the film Casablanca went down very well with people from St Martin's as well as St Paul's. The Maundy meal was another huge success as we all gathered together.

There have been joys through the baptism of Frankie, and sorrows as we mourn the loss of a very dear friend Vivienne Shirley.

We welcomed Bishop David to the church, where I know he enjoyed the visit as much as the people at St Martin's hosting it. He heard about the life of St Martin's and all it has to offer.

We have held the successful Messy Churches, with thanks to Janet and the team for all the hard work which goes into these events. We saw Janet become an authorised Lay Minister (ALM), to which we are all very grateful and blessed by the work which she does.

Team events could be better attended, but the team BBQ was fabulous as always and we thank God for the joys of being in a team. Many thanks to Rev'd Janet Butterworth and Rev'd Janette Young for all their help in covering services throughout the year.

We still have strong links with Elm Cottage nursery, which come to visit the church allow the children to see inside, and they support us with harvest gifts for The Wellspring. We always look forward to their Nativity which is so well attended by parents.

Our Christmas services have seen a decline in numbers and we are no longer having a service at 11pm on Christmas Eve, however the carol service was well attended and everyone enjoyed the Christmas dinner prepared by Ros and Alison.

The 4pm services have not taken off well and it was decided that in the New Year the format will change to a more liturgical one, but the time will remain the same. The 9.15am service has seen a growth in numbers, to which we thank God for.

Sadly our new venture of a playgroup has been closed due to lack of support from the community. This is where I would like us to concentrate our Mission on next year.

We are in the process of having a disabled toilet in the church and God willing this will be completed in 2016. This will hopefully meet the needs of the church and the community in which we serve.

So as you can see it has been a year of joys as well as disappointments, but that is not for the want of trying. We have a small team of very willing members who

want to see the church and community come together as one. The way forward now is to make decisions which allow that to happen, and gain a workforce who are willing to see it through.

May God continue to bless us as we give Him thanks for all He has done and put our trust in Him as he leads us into the future.

Helen

2. Wardens' Report

ADMIN

- Arranged estimates for electrical work.
- Arranged estimates for plumber.
- Ecclesiastical Insurance Inspection resulting in new guidelines for Health & Safety, Fire Safety and Risk Assessments.
- 3 meetings with Architect regarding the installation of a disabled toilet in church.
- Church Hall bookings/ Invoices.

REPAIRS/MAINTENANCE

- Annual cellar clearout.
- Gutters on hall and church lower roofs cleared.
- New circuit board and wiring installed to comply with Quinquennial Report of 2009.
- Lights in Nave of church replaced.
- Security lights repaired, some replaced.
- New electric meter fitted in cellar.
- Fire extinguishers serviced.
- Drainage Survey completed for Disabled toilet - work to be done.
- Curtain rail and curtains fitted on the Service Book cupboard as the doors were a Health & Safety issue.
- New hinges on Chancel Altar Rail.
- Organ serviced – work recommended at a cost of over £5,000.

GROUNDS

- The grass cutting and edging of flower beds is done by our paid gardener (who does a sterling job.)
- Alison Harvey and Kieran Harvey have cut the hedges for a number of years, a mammoth task now being taken on by the gardener. Many thanks for all their hard work.

- Carole McCormick and Janet Somerwill continue to tend ALL the flowerbeds- a big job and they could certainly use some help with this. Much appreciation to them both.
- Plants are planted or replaced in the baskets on the ramp as required.
- There has been a couple of 'Groundforce Days' but we need more volunteers

EVENTS /MISCELLANEOUS

- This year we have held 3 '£1 Sales', 4 Table Top Sales, The Vintage Fair and Christmas Fair. All have been very well attended by the local (and not so local!) community. These events have raised over £3,000 for church funds.
- The meal before the Carol Service was a great success, as was the Carol Service itself - seeing many people who had not been before.
- The church has been used by Stockport Homes, a marathon tap dancing event for Children in Need and as usual Elm Cottage Nursery held their Nativity Play here as well as a Leaving Service earlier in the year.

It's nice to see the community using our building. 😊

THE WARDENS WOULD LIKE TO THANK:

- *Alan Bligh* for his continued commitment overseeing the 9.15am Services and for taking all the Wellspring donations each month.
- *Barbara Pearson* for her assistance and support.
- *Jim Somerwill* for his DIY skills – used both in church and the hall. The 'Donations Box' is now completed and fitted near the door. Thanks too for the wonderful things he make for the crafts at Messy Church.
- *Alison Harvey* who transports me to and from church on numerous occasions. For her work on the sound desk at the services and all the other 'too many to mention' jobs she does at St Martin's.
- *Kieran Harvey*, who has spent many hours behind the scenes 'lifting and shifting' for our many events and services.
- '*The Regular Band of Helpers*' (you know who you are) that are at every event, these wouldn't happen without you 😊

There are many jobs in St Martin's that are not the responsibility of the wardens but end up being done by them. This, we think, is because people are unaware of what needs to be done. Things like the cleaning, washing Communion cloths and towels, emptying bins, putting green bins out/in, recycling paper etc, putting your name on the rota for helping at services, and much more! Maybe you could help?

Please think about what you could do and speak to the wardens.

Ros Slater and Frank Palmer.

3. Treasurer's Report

In 2015 we spent almost £9,000 more than we received in income. This was expected - in fact, the budget was for rather more than that - a deficit of £13,850. However, the budget included a figure of £10,000 for the disabled toilet - although we have commissioned preliminary designs and investigations costing £2,500 we have yet to start the actual work.

The main reason for this is a 16% drop in Regular Giving, reflecting our falling numbers.

I am often reminded that the primary purpose of "Outreach Events" is to make contact with the community, not to raise funds. But I have to congratulate those organising these events on their financial success, which has exceeded expectations and gone some way to making up for the drop in donations.

Apart from the disabled toilet, expenditure was pretty much as expected, the one exception being Hall Maintenance - we had to spend £1,800 to comply with an electrical safety report.

As a result of all the above, our reserves have dropped by £8,800 to £54,700. My forecast for the end of 2016 is a drop of £8,000 taking us to £46,700. This excludes any further work on disabled toilet, as — late news at the time of writing — the expected cost is very significantly more than the original estimate of £10,000. We will have some difficult decisions to make in 2016.

David Brewin

4. Electoral Roll

In 2013 the Electoral Roll Revision was completed, unfortunately people were included in this revision who were not entitled to be on the Electoral Roll.

These incorrect numbers were presented to the APCM last year.

Since taking over I have now completely revised our Electoral Roll and the correct number of entries for 2014/2015 is 30.

The next Diocesan Electoral Roll Review is due in 2019.

If you have any enquiries or your details are not correct or if you want to be included on the Electoral Roll please speak to me.

Alison Harvey

5. Safeguarding Officer's Report

The church's Child Protection Policy is included in Appendix C.

6. Church Hall

The hall is used weekly by our own groups – Mums & Tots, Craft Club and Community Cafe, bi-monthly Quiz Nights and quarterly PCC Meetings, and weekly by non-church groups Weight-Watchers and CB Dogs.

Since having the new kitchen bookings for children's (and a few adults) parties have increased.

Alan and Julie Bligh celebrated their Golden Wedding Anniversary there with family and friends.

Stockport Council used the hall for a Polling Station and Stockport Homes have used the hall for meetings with tenants.

The Heaton's W.I. have now reluctantly left to go to larger premises as their membership increased and we just didn't have enough space.

Our own 'Little Lights' Playgroup and an outside group called 'Jabber Jacks' ran for a while but unfortunately both had to close through lack of interest.

A charity event for Great Ormond Street Hospital was also held – all this proving (I think) that St Martin's Church Hall is now seen as a viable venue by the local community.

The Hall has had a new electric circuit board and new wiring to storage heaters, a minor plumbing repair to disabled toilet cistern and a new lock on the door. A fridge was purchased (by donations) which has been extremely useful for the Community Cafe.

Ros Slater

7. Church Flowers

We are very grateful for the donations towards the cost of flowers, Not only does this help with special arrangements and displays for Christmas, Easter, Harvest and any other special services, but also helps with the weekly purchase of flowers for church.

There are times when artificial arrangements are used especially during August- this gives us time off from our duties!

Many thanks to Barbara who is stepping down from doing flowers on a weekly basis but will continue as 'treasurer' and still help at special services.

If you would like to be involved with doing the flowers please let us know.

Ros Slater and Alison Harvey

8. Heaton Deanery

This year's report is very light as there were fewer meetings.

BISHOP DAVID'S VISIT

Bishop David Walker came to visit the deanery during May, visiting all parishes and participating in many activities, joining St. Martins for afternoon tea on Polling Day. He appeared to enjoy chatting to all as he moved from table to table.

A further Q&A session was held at St. Johns Church, Heaton Mersey for the benefit of the Deanery. One thing highlighted was that we all spend too much time attending meetings and to look at ways of cutting down and making the ones we go to more effective. I'm pleased to say that we have reduced our PCC meetings down to 4 per year instead of 6, and Deanery too.

NOVEMBER MEETING

Our first meeting was held at St. Martins.

After a short service of prayer and reflection led by Rev. Helen Scanlan the Area Dean the Rev. Marcus Maxwell led us through the order of business.

Clergy reps for the synod are Revs. Diane Brownhill and Helen Scanlan.

Parish share update, and clergy movements were also discussed.

The main discussion topic concerned "Areas of Ministry and Mission"

Every parish was to put in place a Mission Action Plan to include aspects of Evangelism, Pastoral Care, Community support and Social Justice. A number of groups discussed how various parishes were able to do this, the Dean pointing out that Ministry and Mission, once seen as the "vicars job" did not really work in today's world as many had to cover more than one parish. We as Christians can and should take on some of the roles, and are perhaps doing so without realizing it. There are many ways where we can help one another---please give this some thought.

MISSION AND PASTORAL COMMITTEE

At a meeting held in March a possible link between the Levenshulme and Burnage parishes was discussed to explore a possible mission partnership for the future

Carole McCormick

Deanery Synod Representative

9. St Martin Community Café

We meet on Thursdays 2pm-3.15pm during Term Time.

A banner was purchased to advertise and this has brought a couple of people in on the odd occasion.

We have a core group of about 20 who attend most weeks, a nice mix of locals and church members and a good time is had by all.

Money raised this year has purchased toiletries, cleaning materials, banners for Community Cafe, Table Top Sales and Vintage Fair; a kitchen table for church, plants for the baskets on the ramp, a curtain pole and curtains for the service book cupboard, printer paper, new hinges for the Chancel Altar Rail, decorations, lights, batteries and other items for the Christmas Grotto; Easter, Mid-Summer and Christmas gifts for the Mums & Tots; food for the APCM, Harvest Meal, Christmas Party Buffet and the Christmas Lunch served before the Carol Service.

All the above and we were still able to donate £481.01p into church funds!

Many, many thanks to everyone who supports the Community Cafe, particularly to Alison and Barbara for their hard work and also for transporting people each week. Thanks also to Bill who helps with transport.

Ros Slater

10. Craft Club

What a busy year we have had! We have spent most of our time knitting - "Twiddle Muffs" for the Alzheimer's Society, teddies, owls, hedgehogs and dolls for the Handmade and Vintage Sale, more of the same plus Christmas Bells and Snowmen for the Christmas Fair, Easter Cards for Francis House and now Baby Beanie Hats for Stepping Hill Hospital! However, we have enjoyed doing them and also enjoyed each other's company.

We meet on Wednesday afternoons 1:30pm to 3:00pm in the Church Hall, each session costs £2, which includes card-making materials and refreshments. If you would like to join us just to knit, that's OK, but we don't have wool so you would have to bring your own.

Barbara Pearson

Bo Cochran

11. Quiz Nights

Although Quiz Nights continue and are full of fun and laughter the numbers attending has declined. Maybe this is an indication that they have 'run their course'? It would be a shame to see them finish as all the money raised (£541 this year) goes to various charities.

Please support us if you can - maybe encourage a friend or neighbour to come along?

My sincere thanks to everyone who have supported this year and thanks to Ros, Alison and Barbara for their help.

William Slater

Appendix A - PCC ACCOUNTS

Parochial Church Council of St Martin's Church, Norris Bank Statement of Financial Activities for the Year Ending 31 Dec 2015

	2015 Budget	2015 Actuals	2014 Actuals	Year-on-Year Comparison		2016 Budget ⁶	(compared with 2015)
INCOMING RESOURCES							
<i>Regular giving</i>							
Planned giving	£18,000	£15,985	£19,133	- £3,148	- 16%	£13,600	- 15%
Collections and other giving	£600	£700	£1,698	- £998	- 59%	£700	+ 0%
Gift aid	£3,100	£3,953	£3,649	+ £304	+ 8%	£2,350	- 41%
TOTAL	£21,700	£20,638	£24,480	- £3,842	- 16%	£16,650	- 19%
<i>Other voluntary receipts</i>							
Grants		£350		+ £350			- 100%
Donations	£2,500	£1,930	£2,960	- £1,030	- 35%	£2,000	+ 4%
TOTAL	£2,500	£2,280	£2,960	- £680	- 23%	£2,000	- 12%
<i>Receipts from Church activities</i>							
Fees	£820	£657	£806	- £149	- 18%	£700	+ 7%
Use or hire of buildings	£2,900	£2,392	£2,863	- £471	- 16%	£1,750	- 27%
Funds Raised from Outreach Events ¹	£1,800	£3,332	£1,741	+ £1,591	+ 91%	£3,000	- 10%
TOTAL	£5,520	£6,381	£5,409	+ £971	+ 18%	£5,450	- 15%
<i>Receipts from investments</i>							
Bank (Current) Interest		£5	£8	- £3	- 40%		- 100%
Bank (14 day) Interest	£50	£23	£56	- £32	- 58%	£20	- 14%
TOTAL	£50	£28	£64	- £36	- 56%	£20	- 29%
TOTAL INCOMING RESOURCES	£29,770	£29,327	£32,914	- £3,587	- 11%	£24,120	- 18%

	2015 Budget	2015 Actuals	2014 Actuals	Year-on-Year Comparison		2016 Budget	(compared with 2015)
RESOURCES EXPENDED							
Giving to Others							
Medair	£440	£634	£800	- £166	- 21%	£366	- 42%
The Wellspring	£440	£624	£800	- £176	- 22%	£366	- 41%
Christian Blind Mission	£440	£312	£400	- £88	- 22%	£366	+ 17%
Barnados	£440	£312	£400	- £88	- 22%	£366	+ 17%
Christian Aid (Ebola Appeal)			£500	- £500	- 100%		++
Community Fund	£400					£200	++
TOTAL	£2,160	£1,882	£2,900	- £1,018	- 35%	£1,664	- 12%
Parish Share	£16,960	£16,621	£18,467	- £1,847	- 10%	£14,959	- 10%
TOTAL	£16,960	£16,621	£18,467	- £1,847	- 10%	£14,959	- 10%
Church running expenses							
Insurance	£2,900	£2,891	£2,887	+ £3	+ 0%	£2,900	+ 0%
Church Grounds	£1,400	£886	£1,410	- £524	- 37%	£900	+ 2%
Fire Extinguishers	£0	£368		+ £368		£380	+ 3%
Organ	£250	£259	£247	+ £12	+ 5%	£260	+ 0%
Other Repairs/Cleaning	£430	£1,805	£418	+ £1,387	+ 332%	£1,000	- 45%
Gas	£3,100	£3,328	£3,036	+ £292	+ 10%	£3,200	- 4%
Electricity	£1,700	£1,721	£1,708	+ £13	+ 1%	£1,600	- 7%
Water	£130	£121	£126	- £5	- 4%	£120	- 1%
Surface Water Charge	£110	£115	£111	+ £5	+ 4%	£120	+ 4%
TOTAL	£10,020	£11,496	£9,943	+ £1,553	+ 16%	£10,480	- 9%
Clergy costs ²							
Team Vicar (Expenses)	£410	£471	£401	+ £70	+ 18%	£480	+ 2%
OLM (Leaving Gift)			£148	- £148			++
Glenfield Road : C-Tax	£1,000	£980	£982	- £2	+ 0%	£1,000	+ 2%
Glenfield Road : Water	£500	£586	£489	+ £97	+ 20%	£600	+ 2%
Glenfield Road : Telephone	£230	£240	£223	+ £17	+ 8%	£240	+ 0%
TOTAL	£2,140	£2,277	£2,243	+ £1	+ 0%	£2,320	+ 2%
Cost of Services/Outreach							
Audio-Visual	£360	£4	£350	- £346	- 99%	£150	+ 3,669%
Heaton Churches P'ship ³		£150		+ £150			- 100%
Messy/Cafe Church	£200	£40	£45	- £5	- 12%	£100	+ 153%
Subsidising Social Events		£100	£8	+ £92	+ 1090%	£100	+ 0%
Other	£60	£45	£60	- £15	- 25%	£50	+ 11%
TOTAL	£620	£339	£463	- £125	- 27%	£400	+ 18%
Hall costs							
Insurance	£780	£768	£763	+ £5	+ 1%	£780	+ 2%
Repairs & Maintenance ⁴	£150	£2,018	£18	+ £2,000	+ 11326%	£500	- 75%
TOTAL	£930	£2,786	£781	+ £2,005	+ 257%	£1,280	- 54%
Major Works ⁵	£10,000	£2,347	£4,810	- £2,464	- 51%	£0	- 100%
TOTAL	£10,000	£2,347	£4,810	- £2,464	- 51%	£0	- 100%

	2015 Budget	2015 Actuals	2014 Actuals	Year-on-Year Comparison		2016 Budget	(compared with 2015)
Church administration							
Printing & Paper	£30	£60	£25	+ £35	+ 140%	£60	+ 0%
Heaton Team	£50	£0	£0			£50	++
Notice Board	£100	£0	£0			£100	++
Website	£60	£55	£55		+ 0%	£60	+ 9%
Verger	£80	£0	£75	- £75	- 100%	£0	++
Miscellaneous	£320	£282	£315	- £33	- 11%	£290	+ 3%
TOTAL	£640	£397	£470	- £73	- 16%	£560	+ 41%
Cost of Outreach Events ¹	£150	£0	£148	- £148	- 100%	£400	++
TOTAL	£150	£0	£148	- £148	- 100%	£400	++
TOTAL RESOURCES EXPENDED	£43,620	£38,143	£40,226	- £2,083	- 5%	£32,063	- 16%
NET INCOMING RESOURCES	(£13,850)	(£8,816)	(£7,312)	- £1,504	+ 21%	(£7,943)	+ 10%
BALANCES B/FWD	£63,501	£63,501	£70,813	- £7,312	- 10%	£54,685	- 14%
BALANCES C/FWD	£49,651	£54,685	£63,501	- £8,816	- 14%	£46,742	- 15%

NOTES

- ¹ Only the net figure is available for 2015, this is shown under Income
- ² The figures shown for Clergy Costs represent 50% of actual, since they are shared with St Paul's, Heaton Moor. Figures for Glenfield Road are estimates, as these are paid for by St Paul's, and I do not yet have the figures from them.
- ³ St Martin's are no longer participating in the Heatons Church Partnership, but since we had not given them formal notice of this decision we felt it was right to make the requested donation.
- ⁴ This includes an unexpected £1,800 for essential work following a electrical condition report.
- ⁵ The 2015 budget for "Major Works" was intended to cover the full costs of a disabled toilet. Only initial plans and surveys have been carried out to date, and given escalating costs, no provision has been made in the budget pending a decision by the PCC.
- ⁶ The 2016 budget does not form part of the formal accounts, and is shown for information only.

Parochial Church Council of St Martin's Church, Norris Bank
Designated Funds -Year Ending 31 Dec 2015

Funds Processed through PCC Bank Accounts				
	Balance B/F	Incoming	Expended	Balance C/F
Harvest (Medair)	£0.00	£274.02	£274.02	£0.00
	£0.00	£274.02	£274.02	£0.00

Funds Not Processed through PCC Bank Accounts				
<i>(Note, these funds are not managed by the Treasurer)</i>				
	Balance B/F	Incoming	Expended	Balance C/F
Teas & Coffees	£74.38	£203.61	£80.29	£197.70
Arts & Crafts	£329.22	£437.00	£298.90	£467.32
Flower Fund	£44.28	£71.12	£59.01	£56.39
Little Lights	£0.00	£56.50	£45.87	£10.63
Toddler Group	£1.66	£407.73	£395.96	£13.43
	£449.54	£1,175.96	£880.03	£745.47

Parochial Church Council of St Martin's Church, Norris Bank
Balance Sheet as at 31 Dec 2015

ASSETS	31/12/2015		31/12/2014	
Bank Accounts				
14 day account	£46,493.96		£49,470.65	
Current account	£4,194.76	£50,688.72	£9,047.33	£58,517.98
Other Cash				
Cash & Cheques not paid in at year end		£0.00		£0.00
Debtors / Prepayments				
HMRC (Tax recoverable for Gift Aided Donations)	£5,916.50		£6,928.25	
Hall Insurance (paid in advance)	£385.11		£382.84	
Diocese of Manchester (Prompt payment discount for Parish Share)	£339.20		£376.90	
Hall Hire (Not yet invoiced)	£680.00		£295.00	
Stockport MBC (3 months bin rental, prepaid)	£58.81		£58.81	
St Paul's PCC (Overpayment for vicarage bills)	£55.59	£7,435.21	£71.07	£8,112.87
Total Assets		£58,123.93		£66,630.85
LIABILITIES				
	31/12/2015		31/12/2014	
Creditors / Accruals				
Scottish & Southern (Gas used not paid for)	£545.51		£730.90	
Scottish & Southern (Electricity used not paid for)	£430.97		£36.95	
United Utilities (Error in their systems, Dec 2014 payment not taken until Jan 2015)			£9.69	
Peter Ismanyckyga (work on church grounds in 2015, cheque not cashed)	£300.00		£700.00	
VMS Electrical (mislaidd cheque, reissued in 2016)	£180.96		£52.20	
Expense claims relating to 2015, not yet paid	£109.37			
Donations to Charity from current year income (earmarked, not paid)	£1,872.00	£3,438.81	£1,600.00	£3,129.74
Total Liabilities		£3,438.81		£3,129.74
NET ASSETS		£54,685.12		£63,501.11

Appendix B - INDEPENDENT EXAMINER'S REPORT

Report to Parochial Church Council (PCC) of St. Martin's Church, Norris Bank, Stockport, Cheshire, SK4 2JE on the accounts for the year ended 31st December 2015 as set out in Appendix A of your annual report.

Respective responsibilities of Trustees and Examiner

The PCC are responsible for the preparation of the accounts. They consider that as an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act
- To follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the Charities Act and
- To state whether particular matters have come to my attention

Basis of independent examiner's statements

My examination was carried out in accordance with the general directions given by the Charity Commission. My examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also includes consideration of any unusual items of disclosures in the accounts, and seeking explanations from the PCC considering any such matters. The procedures taken do not provide all the evidenced that would be required in an audit, and consequently no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set in the statement below.

Independent examiner's statements

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - a. to keep accounting records in accordance with section 130 of the Charities Act
 - b. to prepare account with accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met
2. to which in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

BJKKG

Date

31/03/2016

Name

FABRICE SIMES STANTON

Address

104 CRESCENT PARLE, NORRIS BANK
STOCKPORT SK4 2JE

Appendix C - CHILD PROTECTION POLICY

“DIVERGENCE FROM, OR NEGLECT OF THE DIOCESAN CHILD PROTECTION GUIDELINES, COULD PUT THE PCC’S INSURANCE COVER AT RISK”

(Ecclesiastical Insurance Company)

As members of this church, we commit ourselves to the nurturing, protection and safekeeping of all, especially children and young people.

It is the responsibility of each one of us to prevent the physical, sexual and emotional abuse of children and young people and to report any abuse discovered or suspected.

We recognise that our work with children and young people is the responsibility of the whole church.

The church is committed to supporting, resourcing and training those who work with the children and young people and to provide supervision.

The church is committed to following the guidelines and procedures published by the Diocese of Manchester in the document “Children First”.

Any newcomer attending St Martin’s should be a regular worshipper at service for at least 6 months and preferably 12 months before applying to be DBS checked as they need to be “known” within the congregation, both to the parents and children. (For any regular 9.15am member this would be less time, probably 3 months.)

That they should feel Spirit-led to work with the children - not just doing it because we are short of helpers.

That they should attend a meeting/interview with the Team Vicar and leader of the group they wish to work with to discuss their previous experience to be told of the church policy etc., If all parties are happy with the outcome then the PCC will be made aware of the person and DBS checks carried out with the safeguarding officer.

If someone has been attending St Martin’s for a while they should still have the meeting / interview to confirm what is required of them. If the person has been attending the 9.15am service then they should change to the later service for a while to familiarise themselves with the parents and children.

Recommended Good Practice

Adult/child ratios

Guidance recommends the following ratio of leaders to children according to their age:

- 0 to 2 years - 1 leader to every 3 children (1:3)
- 2 to 3 years - 1 leader to every 4 children (1:4)
- 3 to 8 years - 1 leader to every 8 children (1:8)
- over 8s - 1 leader for the first 8 children followed by 1:12

(i.e. 32 children would require 3 leaders)

New Leaders/Volunteers

Please always inform the Safeguarding Officer of the church.

Group Leaders

There should always be more than one adult (over 18) leader for any group. If possible have at least one male and one female leader if the group is mixed.

Premises

Group areas should be warm, adequately lit and ventilated. High standards of cleanliness should be maintained.

Entrances and exits

Should be well lit and easily accessible .

Toilet facilities

The ideal is 1 toilet and 1 hand basin per 10 children

Special needs

Be able and willing to accommodate children with special needs. Be aware of access to your building and toilet facilities.

Registration

Where activities take place for more than 2 hours in any one day, or if a holiday club runs for more than 6 days a year, registration of the provision with Ofsted is required (see www.ofsted.gov.uk).

Time alone

Minimise time alone with any child or young person. If it is vital to be isolated with an individual, ensure that another leader is informed of where you will be and why. If possible remain in the view of another leader. Try never to be behind a closed door but if necessary tell someone that you are there.

Administration

Keep an up-to-date register and record of children, their parents and contact numbers, addresses and medical consent form, attendance and other specific information (such as asthma, epilepsy, diabetes, allergies, medication, etc.).

Touch

Touch is an important part of human relationships: for example, it can be necessary to stop a young child from hurting herself or himself; it can also be a natural way of responding to someone in distress. However, everyone working with children should be sensitive to what is appropriate and inappropriate physical contact, both in general terms, and in relation to a specific individual. Leaders need to be conscious of situations in which their actions, however well intentioned, could be misconstrued by others or be harmful.

Good practice with children and young people

Treat all children and young people with respect and dignity; watch language, tone of voice and where you put your body.

Do not: invade the privacy of children when they are showering or toileting; engage in rough, physical or sexually provocative games make sexually suggestive comments about or to a young person, even in fun; engage in inappropriate and intrusive touching of any form; scapegoat, ridicule, or reject a child or young person; control and discipline children using physical punishment; let youngsters involve you in excessive attention-seeking that is overtly sexual or physical in nature; invite a child or young person to your home alone (instead invite a group, or ensure that someone else is in the home and make sure the parents know where the child is); share sleeping accommodation with children or young people if you take a group away.

Good practice with colleagues

If you see another member of staff acting in ways which might be misconstrued, be prepared to speak to them or to your supervisor about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

Casual visitors

Casual visitors, i.e. those who have not been authorised by the Church as leaders or helpers, should not have access to children without the presence of an adult who is deemed to be responsible for the group.

Health and Safety

- All leaders should know the location of the nearest telephone.
- Adults must be aware of the safety / fire procedure. A fire drill should be carried out regularly. Fire extinguishers should be available and regularly checked.

- Children with infectious illnesses must not attend; please make all parents / guardians aware of this policy.
- No smoking should be permitted near the areas children will be in.
- Children should submit a health form before an activity. Take health forms when going off-site.
- Accidents should be recorded with a note of any action taken, and signed by the leader involved.
- A first aid kit should always be available and its location must be well known.
- No medication should be administered without written parental consent.
- One leader should ideally be a first-aider.
- A responsible adult should make sure that the premises are open in good time.

Transport

If at all possible, do not give lifts to children and young people on their own other than for short journeys. If they are alone ask them to sit in the back seat. Check that insurance covers the vehicle and passengers. Seat belts must be worn and Department of Transport guidance followed (consult www.dft.gov.uk/think).

Insurance

Most existing parish insurance covers indoor activities for children and youth. PCCs need a record of any other activities that may take place and it must be checked that insurance cover is adequate.

Volunteers

Volunteers, particularly those under the age of 18, should never work unsupervised and should be given clear guidance and support.

Communication

Clergy, the PCC and parents should be clearly informed of all the activities in which children and young people may take part on church premises or through the church in any way.

Finance

If money is collected, account of this should be given to the PCC.

Any Questions?

If you have any questions in regard to any of the above good practice recommendations, or anything else in regard to child (or vulnerable adult) safety, please do not hesitate to contact the Safeguarding Officer, at present this is Revd Helen Scanlan 432 1227 helen.scanlan@btinternet.com.