



# St Anne with Holy Trinity, Brondesbury

*Confidently sharing the love of Christ*

**26<sup>th</sup> March 2023**

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## **1 Annual Report**

### **St Anne with Trinity Brondesbury Annual Report for the year ending 31<sup>st</sup> December 2022**

#### **Background**

St Anne with Holy Trinity Brondesbury is served by The Revd Christine Cargill as Vicar since 2013. Working together with the PCC and people of our parish we seek to promote the mission of the Church in the area, *as we confidently share the love of Christ.*

#### **Membership of Clergy and Church Council**

##### *Clergy*

The Revd Christine Cargill (Vicar)

##### *Wardens*

Richard Brindley

Simon Judge (Gift Aid Officer)

##### *Deputy Wardens*

Rhona Christie

Alice Lyon (Safe Guarding Officer)

*Elected Members – the PCC can consist of up to 12 elected lay members who are elected annually. (Church Representation Measure 2004) 7 people were re-elected in April 2021.*

1. Tim Collett
2. Maggie Gibbs
3. Michael Lyon (Treasurer)
4. Martin Stopford
5. Bob Vickers
6. Alice Lyon (Deputy Warden)
7. Rhona Christie (Deputy Warden)
8. Karen Ngo (Deanery Synod Representative)

#### **Conflicts of Interest**

No conflicts of interest were recorded in the past year; and no office holders received financial payment for their services.

#### **Summary of the year's financial dealings**

Negotiations are still ongoing between the London Diocesan Fund (LDF) and the United Reform Church (URC) for the LDF's purchase of the URC's share of the building, following the closure of St Andrew's URC church and the ending of the Local Ecumenical Partnership. It is anticipated that these negotiations will be concluded by the end of 2023. The PCC has put in place new operational procedures to take on the functions of the previous Joint Council, to be overseen by a new Building Sub-committee of the PCC.

2022 saw a return to regular fundraising events such as Open Studios and Queens Park Day and Christmas Decoration Day. The Annual Giving Tree appeal also resulted in donations for the work of the parish; and gift cards to be used for those seeking aid from the church.

## **Safeguarding**

The 2022 APCM approved a safeguarding policy and vulnerable adults policy. This was considered and re-affirmed by the PCC in September 2022. These have been monitored; and the annual audit completed. Safeguarding and Children's Champions posters are displayed within the building. There have been no reported incidents in 2022. Safeguarding is an agenda item of every PCC.

## **General Data Protection Regulation (GDPR)**

In 2020 the PCC re-approved two policies to be compliant with GDPR requirements; one for post holders and one for non-post holders. All members of the congregation were invited to complete a consent form, and a further consent was added to the Electoral Roll form. A GDPR audit was completed of our data storage and usage, and we have been working to ensure that we maintain compliance. There were no reported breaches in 2022. GDPR is an agenda item of every PCC.

## **Committees**

*Standing Committee:* This is the only committee required by law. It has the power to transact the business of the PCC between meetings, subject to directions given by the Council. Members are Michael Lyon, Alice Lyon, Simon Judge, Richard Brindley, Rhona Christie and Mo Christine Cargill. The Standing Committee met on one occasion.

A property committee is being established in 2023, to manage the building, which the PCC is now responsible for.

## **Church Attendance**

104 parishioners were on the Electoral Roll in 2022. In the past 12 months we have had 4 members indicate that they were leaving. Due to the numbers who attend we know who attends church on a regular basis. The usual Sunday morning attendance averaged throughout the year was 28 adults and 7 children; however there are 56 regular attenders over a 3-4 weeks cycle; and 71 who have attended more than once in the past year. We also now have a weekly Zoom evening service which averages 5 parishioners. Our Sunday school attracts an average of 5 children during term time.

## **Review of the Year**

2022 presented a year of many challenges and change.

The PCC has met on 5 occasions during 2022. Main agenda items including changes in ownership of the building, planning for events including Queens Park Day and Open Studios, pastoral matters for the parish and our relationship with Christ Church. We also discussed finance and stewardship, our contribution to the Common Fund, publicity, and charitable giving. We have made a significant contribution to Laurence's Larder, Salusbury World and have provided food vouchers for vulnerable local families.

We provide two weekly outreach programs - Tea and Chat and My Moves.

## **Conclusion**

St Anne's responded to many changes in 2022, however we have much to look forward to in 2023, as an active part of our local community.

*On behalf of the PCC Mo Christine Cargill (Chair)*

## **2. VICAR'S REPORT**

One of the joys of an annual meeting is that it causes you to reflect on the year that has passed. The last 12 months for St Anne's has seen continued change, as well as a renewed energy. We have learnt from our experiences during the pandemic and have continued to build on this. We have also been able to resume some of the things we have missed. It is good to recognize the many things we achieved since our last APCM.

Our worshipping community is vibrant, and we have a strong regular morning congregation. The welcome which is offered means that those who visit often stay. Our morning tea has a good buzz, and the participation of our young people is very encouraging. We have also maintained our Sunday evening Zoom service which enables those unable to join us in the morning to access regular worship. This mixed mode for Sunday worship and morning prayer allows many to be included who would otherwise find participating a challenge.

I have also appreciated the willingness of you all to embrace changes not only in the way we conduct services, with the use of multi-media; but also to engage with different forms of music and instruments. It is great to have Sam West on the second Sunday of the month; and David Till on another Sunday. I am very appreciative of both. On the other Sunday's I think we have transitioned well to the use of recorded music. We have needed to do this both for cost and for availability of musicians.

During the year we have enjoyed many worship highlights including Rev. Nicky's first Mass, Creation Season, Remembrance, Carols by Candlelight to name a few. It is a blessing to have Nicky with us and thank you for the welcome you have offered.

Our worship also reflected changes nationally as we marked in church first Queen Elizabeth's Jubilee, and then marked her passing with streaming of her funeral service, and vigil service the evening before.

In late 2022 the PCC reflected on the changing nature of our congregation, and we agreed that from January 2023 we would move our Sunday Worship time from 9.30am to 10am. Thank you for embracing this change so smoothly.

During 2022 we were a venue for Open Studio and Gardens for two artists, as well as providing Tea and Cake. We also saw the return of Queen's Park Day, and it was great to have a successful presence in the park again.

As we come closer to the final legal closure of our Local Ecumenical Partnership with the URC, our responsibility for the management of the building grows. In practice, this has been the case for some time. I am grateful for all who assist in care of our building, and its management. We are resourced greatly by our administrator, Lesley Daisley, who is very generous with her time and her skills. We have many groups who use the space on a weekly or seasonal basis. Most weeks see 350-400 people through the building.

You may remember from last year's report that the Diocese of London, of which we are part, is encouraging us to focus on a shared 2030 vision. As a Diocese we have three ambitions: confident disciples; compassionate communities and

creative growth. We also have three priorities: growing younger; safer churches and striving for racial justice. Our Deanery Synod meetings have focused on these topics in the past 12 months and have given us some practical ideas to put in place.

Our current Mission Action Plan (MAP) takes up until 2023 and continues to encourage us 'confidently share the love of Christ'. I regularly use the MAP, as do the PCC, to reflect on what we have achieved and what challenges we still have to face. We have decided to not begin the process of review until clarity about building ownership, as well as the future of Christ Church are clarified. We will look at this late in 2023. In the past 12 months we have engaged in community activities with QPARA, as well as our summer garden party, Quiz night and Advent events. We invited people to reflect on how we care for God's creation during September and creation season. We also were able to offer Community Services for Remembrance Day, All Souls, Carols Service and Christmas. We have also been able to maintain our links with Laurence's Larder, Salusbury World, St Mungo's and local families in need - evidence of our generosity as well as our commitment to supporting the vulnerable. We have still been able to offer hospitality to many, and I think we should be proud of the fact that people feel safe in this building and welcomed!

We have continued to have good relationships with Islamia, the Al-Khoei Foundation, Al Sadiq and Al Zahra school, and Rainbow Montessori. Schools joined with us for Remembrance and Christmas services. We also continue our support of Christ Church School and they have worship here. A highlight was the School Jubilee Service with Bishop Lusa, their Carols service. I also lead worship most weeks in school, and in 2022 we introduced a school Eucharist.

I would like to particularly offer thanks to our wardens Simon, Richard, Rhona and Alice for their continuing hard work, to our PCC for their engagement and work, and to Lee Gordon, Mark Haggard, Carlyne Franklin and Bob Vickers for their work in the garden; and Michael and Simon for their work on the accounts. Thank you to Henri and her amazing work with My Move; Alice and Ruth for continuing our small Sunday school team; to Lindsay, Caroline and Rhona who support Tea & Chat; to all who help in different ways with our worship on Sunday morning and afternoon; to our organist - David Till and Saw West. Thanks too for those who volunteer on our behalf at Laurence's larder, or collecting bread or at Salusbury world and in many other locations. I am also thankful for the work of Lesley Daisley as our Administrator, and to a small team of volunteers who help with opening and locking the building at different times. It is particularly good to be able to record thanks to all those who assist in small and sometimes unnoticed ways - from rubbish that disappears to sound systems which works. We are a community together - and without all your contributions we could not continue as effectively as we do.

I continue to thank God each day for you all and pray that we continue to grow in faith, courage and hope.

**Mo Christine Cargill, Vicar**  
**19<sup>th</sup> March 2023**

### **3 CHURCH WARDENS AND FABRIC REPORT 2023**

#### **Worship**

This past year we have emerged successfully from Covid restrictions to a 'new normal' of in-person and on-line worship with a sustained congregation. We are indebted to Mother Christine for her great work in developing our wider and innovative forms of worship embracing new technologies. We also now enjoy the additional support of our part-time curate Nicky Sudworth and an enhanced experience of music during our worship with a mixture of recorded on-line music and organists Sam West and David Till.

Our average attendance for our main Sunday Service is 28 adults with 7 children, from an electoral roll of 104. Attendance is higher (about 50), for our special services such as Easter and Christmas. We engage with over 200 people across our community and local schools during the Advent activities.

At the start of 2023, the timings of our Sunday Services have changed slightly to 9am for Morning Prayers and 10am for our Morning Mass.

#### **Parish**

Negotiations are continuing between the London Diocese Fund (LDF) and the United Reform Church (URC) for the LDF's purchase of the URC's share of the building, following the closure of St Andrew's URC church and the ending of the Local Ecumenical Partnership. It is anticipated that these negotiations will be concluded by the end of 2023. The PCC has started to take on the functions of the previous Joint Council, to be overseen by a new Building Sub-committee of the PCC.

St Anne's engages with the local community through the hosting of activities and in the provision of support groups. Henrietta Warner continues to facilitate our carer and toddler group My Moves and we have a healthy number of participants. Rhona Christie with Mo C continue to host an outreach to older or vulnerable adults – Tea and Chat – on a Friday afternoon. The parish maintains positive relationships with local schools and takes a lead role at Christ Church School.

In January 2023, the Willesden Area Council of the diocese consulted us regarding the proposed closure of our neighbouring Christ Church parish and the consequential extending of the boundaries of our parish, and nearby St Gabriel's. , In response to this consultation our PCC expressed our desire to support the Christ Church congregation over the coming months, and said that, if Christ Church were to close, we were content with the proposed changes to parish boundaries.

#### **Finances**

At our most recent PCC held on 6<sup>th</sup> March 2023, the **2022 parish accounts for St Annes** were presented by the treasurer and approved by the PCC. Overall unrestricted income of £43,243 was less than the overall expenditure of £49,486, resulting in a net deficit of £6,243, reducing the Unrestricted reserves to £14,185.

At the same PCC meeting, the **2022 building accounts for our Joint Council** were presented by the treasurer and approved by the PCC, as successor to the now dormant Joint Council. Total income of £59,303 was less than the overall expenditure of £65,546 (including £15,802 for the repair to the lift), resulting in a net deficit of £6,243 (coincidentally the same amount as for the PCC), reducing the reserves to £22,862.

The 2022 annual accounts for St Anne's and the Joint Council are presented at this APCM for noting.

## **Church Fabric works 2022**

The church has an annual rotation of ongoing maintenance contracts including:

- Window cleaning
- Deep floor clean
- Painting used surfaces in Rotunda and Nursery
- Pest control
- Lift Safety and Maintenance
- Fire Protection and Alarm Check
- Lightning Conductor
- Gas Safety Check
- Electrical Safety check
- Bell safety check.
- Garden Upkeep.

In 2022 there were minor repairs which included:

- Investigation of a possible gas leak, and remedial repairs in the garden
- Plumbing repairs to the nursery sink, and the toilets.
- Painting of ceiling of flat roof after water damage
- Replacement of CCTV hard drive
- Replacement of front door lock and duplicate keys for users.

Two large items of building work were completed in 2022:

- Installation of a new operational unit for our lift over a 5-month period, costing £15,803.
- Replacing of the downlights in the rotunda, upstairs landing with more environmentally friendly LED components. This work, with other electrical repairs and new electrical certification cost £3,869 Outstanding items of repairs include the cause of the water staining on the newly painted ceiling below our flat roofs, which is currently being investigated.

## **Thanks**

The Church Wardens are very thankful and appreciative of all the hard work and support provided by Mother Christine and Reverend Nicky, by members of our PCC and by our congregation, that contribute to the continued success of the spiritual mission and life of St Anne's.

#### **4. CHURCH ELECTORAL ROLL 2023**

In 2022, in line with Church representation guidelines, an annual update of the Electoral Roll was completed. The number of electors upon the Church Electoral Roll as prepared for the Annual Parochial Meeting was **105**.

(The official number recorded was 104, however we realized after submission that a name was mistakenly hidden).

This year-2023 - we still only need to update the roll. Notice was given that an update would begin in March and be published on the noticeboard in Church prior to the APCM. This process saw the removal of four members who have moved away. Four new people were added to the role. The new roll therefore records a total number of **105**.

A full list of names is available at the APCM upon request-Mo C has the updated copy.

#### **BOB VICKERS ELECTORAL ROLL OFFICER 2023**

#### **5 Report of the Proceedings of Deanery Synod 2022**

Brent Deanery is the group of Anglican churches in the borough of Brent. There are 22 churches covering each local community in the borough; St Anne's has currently has one lay vacancies on this council.

In 2022, the Synod held 3 meetings discussing **Racial Justice, Social Action** and **Children and Youth Ministry**.

The Synod met in 2022 on:

1. Thursday 10th March 2022 at St Cuthbert's Church, Watford Road, North Wembley, HA0 3QY  
(*Apologies from St Anne's*)  
The Rev Prebendary Wilson Gill (Emmanuel, Southall) presented on **Racial Justice**.
2. Tuesday 7th June at St Catherine's Church, Neasden Ln, London NW10 1QB  
Alison Tsang from the Diocesan initiative 'Compassionate Communities' presented the Diocese's **Capital Vision 2030**. The Diocese identified the 6 most pressing concerns facing our city and our world that the Diocese want to prioritise social action and support for in the next 10 years. These themes are:

- Caring for God's Creation
- Mental Health & Isolation
- Refugees Modern Slavery & Asylum Seekers
- Debt & Financial Wellbeing
- Housing & Homelessness
- Serious Youth Violence

Alison Tsang also lead a workshop at the meeting encouraging participants to think about how they are able to respond to the needs in their communities around these 6 themes and what resources and support churches can expect from the Diocese in this work.



3. Tuesday 8th November 2022 at The Church of The Ascension, The Avenue, Wembley Park, HA9 9QL

Speakers from the London Diocese Children & Youth Ministry Support Team made the participants aware of the range of resources available to support churches in their ministry to children and young people.

These range from a [new online learning space](#) on the Diocese of London website providing free courses on key skills required for children and youth ministry to physical resources like a party bus that churches can have access to for special events.

Children & Youth Ministry Support Team also led a workshop for participants to identify best practices for engaging with children and young people and exchange ideas on how to keep the church and worship relevant throughout a young person's life.

**Karen Ngo  
Deanery Synod Rep.**

## **6 Ministry with Young People Report**

### **Sunday School**

St. Anne's Sunday school continues to have the commitment of the congregation. We 7 young people who worship with us regularly, 5 of whom enjoy our Sunday School which is a stimulating and fun way to experience Bible teaching in a contemporary context that is meaningful for them. It encourages their attendance at Church, and has allowed their leadership in worship in other ways. They are regularly leading prayers and readings. We are incredibly thankful to Alice Hudson for making this commitment, and to Ruth Brennan for her leadership support.

### **My Move**

My Move is a weekly drop-in group for babies and pre-school age children, their parents and carers which takes place in the rotunda of St. Anne's church every Friday morning from 09:30-11:30 during term time. My Move continues to be run on a voluntary, 'honesty' basis and parents/carers are encouraged to assist with setting up and clearing up toys although in practice little help is given in this regard. A donation per family of £2 per visit covers refreshments, heat, and toy maintenance costs.

Henrietta Warner continues to be the volunteer co-ordinator who, after 19 years, still works hard to transform the rotunda into a happy, fun and safe place for babies and toddlers. This role requires a friendly, non-judgemental approach which is amply provided by Henrietta.

Mother Christine works closely alongside Henrietta providing oversight and assisting with making all-comers feel welcome; her presence helps to ensure that the link between My Move and the Church is understood and felt. My Move is an important element of St. Anne's Church's mission plan for outreach to the community.

The attendance at My Moves over the years has changed over the years, with most of the adults accompanying children now being Nannies. We have still managed to develop a fun and safe community.

### **School Chaplaincy**

While most of our work with Young people does not equate to a growing Sunday school as a parish we do interact with a large number of young people each week. As well as My Moves, Mother Christine also supports worship at Christ Church Primary School and host regular visits and teaching sessions in church throughout the year for young people not only from Christ Church but also Islamia, Al Sadaq and Al Zahir and Rainbow. This links help us to reflect the desire of our mission action plan to engage with Young people within our local community.

### **Mother Christine and Alice Hudson**

## **7 SOCIAL AND FUNDRAISING EVENTS**

On 22 May 2022 all the congregation and neighbours were invited to the Vicar's Garden Party. It was well attended on a sunny afternoon with many guests enjoying Mother Christine's refreshments.

On 12 June, after morning service, there was a blessing and dedication of the bench, in front of the Rotunda, with its plaque In memory of Wardens Viola Akers and Patricia Harris. A well placed seat to rest on and in use most days.

19 June saw St Anne's acting as the only Tea and Cake station for Queens Park Open Gardens and Studios. Cakes were provided by members of the congregation. We also acted as a venue for Paintings and Sculptures in the Rotunda and a Photographic Exhibition in the Church. If St Anne's had been advertised as a Tea and Cakes venue on the programme we would have made more than the £174 we did make.

Sunday 3<sup>rd</sup> July saw Rev Nicki Sudworth, our curate, preside for the first time after being ordained as a priest. This was followed by a celebration morning tea after the service.

Sunday 11 Sept was Queens Park Day where St Anne's had stalls selling cakes, toys and books. We also provided chairs and tables for a hub to provide rest and refreshments. We made in excess of £1200.

Friday 11 Nov Mother Christine lead a Service of Commemoration at the War Memorial in Paddington Cemetery with members of the congregation, the Scouts, Christchurch School, Salusbury Road School and the Muslim Schools and the British Legion all taking part.

Saturday afternoon 26 November a large group of St Anne's parishioners attended St Paul's Cathedral for the Advent Procession and Service. Afterwards Richard Brindley took us on a tour of the interior of Temple Bar.

Saturday 10 December was Christmas Table Decoration and Wreath Making Workshop in the Rotunda. It was well attended by adults and children and many attractive wreaths and decorations were constructed. We made £

Friday 16 December was Party day. Starting with My Move in the morning ,Tea and Chat in the afternoon and ending with the Parish Party. All hosted by Mother Christine and a busy Father Christmas!

There are of course lots of memorable services through the year but probably the best attended is the Carols by Candlelight. This year on Sunday 18 December at 6pm lead by the ever popular Queen's Park Singers. There were no spare seats!

Friday 10 February was Quiz night with a Ploughman's supper of cheese and chutney followed by ice cream cornets. 3 teams of 5 competed, Peter was quiz master and Mother Christine adjudicating. We made £110.

**Rhona Christie  
Deputy Warden**

## **8 TEA AND CHAT**

Tea & Chat is now well established and flourishing every Friday from 2 to 4pm in the Rotunda. We have welcomed new members in the last 12 months and have had the Police drop in for tea and chat. Most Fridays we are able to appreciate David's organ playing.

The fact that Tea and Chat is well attended proves that it fulfils a community need which thankfully Mother Christine provides and hosts.

**Rhona Christie  
Deputy Warden**

## **9 General Data Protection Regulation (GDPR)**

The new General Data Protection Regulation (GDPR) took effect in the UK from 25 May 2018. It replaced the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection regarding how their personal data is used by organizations.

Just like any other organization, parishes and churches must comply with the requirements of the GDPR. At one level, nothing is changing – we still have to guarantee the same level of data protection as we have in the past – though the rights to individuals has improved.

As a parish, this meant

1. We completed an audit to ensure that we know what person data we keep, where it is stored and who has access to it. This is regularly reviewed.
2. We approved a privacy policy which is available on our Parish Website, along with Consent forms. Consent was also sort from each person completing an Electoral Roll form.
3. Our other responsibility is to ensure that key office holders receive training about the requirements of GDPR. All staff and PCC members have participated in this.
4. The PCC also monitors this, with GDPR being an agenda item each meeting.

There were no recorded breaches in 2022.

## 10 Safe Guarding

**Policy Number: 2**

**Policy Title: Safe Guarding**

**Approved: 15 September 2022 Date for review: May 2023**

### **Safeguarding Policy Statement**

*The following policy was agreed at the APCM held on Sunday 3<sup>rd</sup> April 2022 and the following Parochial Church Council (PCC) meeting held following.*

In accordance with the **House of Bishops' Policy Statements 'Promoting a Safer Church' (2017)** and **'Protecting All God's Children' 4<sup>th</sup> edition (2010)** and the **Diocesan Safeguarding Policy 'Promoting a Safer Diocese' (2018)** our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Church Safeguarding Officer (CSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.

- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints Dame Alice Hudson as the Church Safeguarding Officer.

ALL user groups must have their own safe guarding policy; and any groups working with children will ensure that staff and volunteers have had the necessary safe guarding checks and training.

ALL User Groups will be provided with a copy of the safeguarding policy and will sign to say that they agreed to work within the safeguarding principles of the PCC. This policy forms part of the hire agreement.

**Section 2: - Participation of children under the age of 16 in public events and activities held at St Anne's and St Andrew's.**

St Anne's and St Andrew's is a public space used by a range of adult and children's groups, and at times by vulnerable adults. All groups will be aware that it is a public building and that children, and vulnerable adults need to be supervised at all times. This includes ensuring that toilets are safe, and monitored when children are using them during a groups activity.

**CONSENT**

It is important to ensure that children and young people are able to make an informed choice about whether to be involved in specific church activities.

Where children are invited to attend a specific event (i.e. children's / youth groups). This can be done by sending the children and young people a briefing document or meeting with them before the event / activity and talking them through what it involves. Children and young people should be given the option at any time before or during an event or activity to say if they feel unhappy or uncomfortable with what is happening and they must be listened to.

Parental consent must be obtained for all children and young people up to the age of 18 years, unless they are 16 years or over and living and working independently from their parents/guardians and are not part of the looked after system where the local authority should then be approached. **It is the responsibility to ensure that consent is gained for any children attending their activity, or that parents are present during the activity.**

Consent will be needed for:

- the activities the group will engage in, especially when taking place off site or addressing an issue that could be deemed controversial
- the taking and use of any photographs or video clips
- the use of private cars to transport children
- the use of electronic means of communication with children (email, text, social network sites)

**In the event of an open public event:**

It is expected that children under the age of 16 will attend any advertised event with their parents/guardians and will remain their responsibility during the event. The event organiser will ensure that all safeguarding requirements of this policy are adhered to, ensuring that guardians know their responsibility.

In the event that a young person, under the age of 16, arrives at an advertised public event, it is the responsibility of the event organiser to:

1. enquire as to the age of the young person

2. Seek consent from the young person's parent/guardian to be at the public event.
3. Ensure that a designated adult (who has the appropriate safe guarding checks) is given oversight of said young people during the event.
4. If consent is unable to be obtained, arrangements for the young people to return home should be made.
5. In the event that there are concerns about supervision, the **safe guarding policy** should be followed in consultation with the **safe guarding officer**, and if necessary by contacting the community police by dialling **101**.