

Operational Event Policy

1. Commitment and Scope

The PCC is committed to ensuring the health and safety of all employees, volunteers and everyone who attends worship and other events and group activities arranged on behalf of the PCC. It is also committed to ensuring the safeguarding of children and vulnerable adults while they are on church premises or engaged in events and activities arranged on behalf of the PCC.

This policy applies to all activities authorised by the PCC, ensuring we meet the requirements of the **Diocese of Blackburn** and the **Ecclesiastical Insurance** standards.

2. Authorisation and Insurance

- All regular and occasional activities must be formally authorised by the PCC and recorded in the minutes.
- The Churchwardens will verify that the parish's Public Liability Insurance covers the full scope of activities listed (including off-site events)

3. Personnel and Training

- **Safer Recruitment:** All leaders of all activities involving children or vulnerable adults must complete the Safer Recruitment process, including an enhanced DBS check
- **Training:** All leaders must complete the Church of England's *Basic Awareness* and *Foundation* safeguarding modules. Leadership roles may require *Safeguarding Leadership* training.
- **Induction:** The Parish Safeguarding Officer (PSO) will provide a briefing to all new volunteers on how to report a concern.

4. Risk Management

Regular Activities:

Regular activities include, but are not limited to, activities in all Church services including the interment of ashes; Junior Church; The Bible Study Group; Choir practices and outside engagements; Little Fishes; Cupboard Love; Ashton-on-Ribble farmers' market; the provision of refreshments as part of any of these activities and at the monthly Coffee Mornings.

- Leaders must undertake a 'living' Risk Assessment and review it annually

Occasional Events:

These include, but are not limited to, services or worship held outside the church building, either in the church grounds or elsewhere; church-fundraising events; picnics; parish walks; mission events; leaflet delivery.

- All such events and activities must be authorised by the PCC and a specific Risk Assessment must be submitted to the **PSO and Churchwardens** at least two weeks prior to the event.

Dynamic Risk Assessment:

- Leaders are empowered to cancel or move a planned activity if immediate conditions (for example extreme weather during a planned outdoor activity) pose an unacceptable risk.

5. Communication and Media

The PCC will adhere to the Parish Data Protection Policy and expects all groups to do the same.

- Registration forms for children's groups and activities will include GDPR-compliant consent for medical treatment and photography.

This policy was first approved by the Parochial Church Council on 12 February 2026

It will be reviewed by **the Parochial Church Council annually at the PCC meeting nearest the AGM.**

Signed: Jane Bagwell

for St Michael's PCC

Date 12 February 2026