

Policy Documents

PCC of St. Brannock's Braunton
and St Anne's Saunton
2026 / 2027

Policy for Risk Assessment

This policy was last amended by the PCC at their meeting on 9th September 2026

The PCC will undertake an annual review **in the Spring** of the church buildings and grounds and will complete a risk assessment report which will be brought before members.

The risk assessment reports are kept in a secure location in the Parish Offices as a record.

It is the aim of the PCC that every effort will be made to minimise the risk of injury to church officials, church volunteers, worshippers and visitors.

The church possesses first aid kits:

St Brannock's located in the Toilet area. The door to remain open. Further first aid kits can be found in the clergy vestry, bell tower and underneath at the sidesman's station with the emergency torches.

St Anne's the first aid kit located in the vestry. (A further first aid kit to be made available in the entrance lobby area).

Accident books which complies with the latest data protection legislation:

St Brannock's - is in the kitchen area and a landline telephone available in the vestry for emergencies.

St Anne's – is in the vestry.

Policy for Medical Emergency

This policy was last amended by the PCC at their meeting on 9th September 2026

The PCC recognises that there is the potential for medical emergencies to occur during the times of services and at other events in the Church.

The PCC will endeavour to ensure that any emergency is dealt with in an efficient manner, showing compassion with those taken ill at the same time being sensitive to those who are present in the buildings. The person giving first aid will be in touch with the churchwardens so that effective communication is maintained re use of exits etc.

A defibrillator can be found on the external wall under the arch from churchyard into Church Street

However, at no time will the health of anyone taken ill be compromised.

Procedures to ensure the medical emergency services are summoned quickly will be the responsibility of the PCC using the appropriate postcodes if necessary – St Anne's EX33 2LP and St Brannock's EX33 2EL(Vicarage postcode). Both St Brannock's and St Anne's have their postcodes clearly displayed on their notice boards to facilitate location of the buildings by the emergency services.

Policy for Health and Safety

This policy was last amended by the PCC at their meeting on 9th September 2026

Scope

This document details the Health and Safety Policy Statement for St Brannock's Church Braunton with St Anne's Saunton and the organisation and arrangements for the implementation of the policy.

Health and Safety Policy Statement

This PCC is committed to safeguarding the health and well-being of our congregation, volunteers, contractors and visitors by creating and maintaining a safe worshipping and working environment.

We consider that:

Health and Safety is a top priority and an integral part of our decision-making

The PCC is ultimately responsible for Health and Safety

Safe operating practices are a shared responsibility among all worshippers, volunteers, contractors and visitors

We are all accountable for our own safety and that of fellow users of the church

Sharing best practice improves performance

The PCC will:

Continually review and improve processes and procedures

Identify hazards, assess risk and implement appropriate controls

Develop, implement and enforce safe practice

Ensure all facilities comply with their legal responsibilities, industry standards and other requirements applicable to their operation

Provide all with information, instruction, training and supervision to use the facilities safely

Take action to prevent reoccurrence of incidents

Conduct health and safety audits annually which are reported back to members.

Ensure effective communication, co-operation and consultation with and between all facility users

Policy for Fire Prevention and Evacuation.

This policy was last amended by the PCC at their meeting on 9th September 2026

The PCC is committed to ensuring that those who use the church for worship or prayer, visitors to the church or attendees at events, as well as audiences at concerts or recitals, do so in the knowledge that the PCC have adopted a fire safety policy.

Therefore the PCC is committed to

- The preservation of life in the event of a fire
- The protection of the building and church contents against fire
- The development of a fire safety plan based on a detailed fire safety audit and risk assessment.
- Ensuring compliance with all statutory duties in respect of fire safety, and establishing effective liaison with the local fire service and the church insurers.
- Ensuring that measures provided for fire safety are compatible with the conservation interest of the building, as far as is reasonably practicable.
- Making sure all people with responsibility are aware of the importance of fire safety and that they receive appropriate support and training to enable them to discharge their duties effectively
- Ensuring that the required standard of fire safety in the church is regularly audited and inspected, to include checks of the fixed fire fighting equipment.
- Reduce the risk from fire by providing appropriate fire safety management controls

Evacuation Procedure

Those responsible for evacuation in the case of an emergency will be the person leading the service/ event. When the person leading to service / event is a guest the Churchwarden will be responsible for evacuation in case of an emergency.

At the times of services/events at St Brannock's both the South door and West door will be open. St Anne's with only one entrance and exit, must be clear of any obstruction in and around the South door.

St Brannock's South door curtain to remain drawn back during services to enable free access in and out of the church

Disability Discrimination Policy

This policy was last amended by the PCC at their meeting on 9th September 2026

The aim of the PCC as far as reasonably practicable is to provide an environment that is accessible and available to all.

Within the confines of the building status, it is the specified aim of the PCC to provide as many facilities as they are able, for those who are disabled, whatever the form of the disability.

- The PCC provides wheelchair access via ramps at the South and West entrances to St Brannock's church
- The PCC provides toilet facilities in both churches with **an accessible toilet in St Brannock's Rooms.**
- The PCC provides large print hymn books in both churches and other booklets to assist the visually impaired
- The PCC provides a loop system In St Brannock's covering the front part of the Nave area of the church for the hearing impaired
- The PCC welcomes assistant dogs in church.
- The PCC are willing to help and assist all those who enter the church with any form of disability and make them feel welcome and included.

Policy for the Protection of Children, Young People and Vulnerable Persons

This policy was last amended by the PCC at their meeting on 9th September 2026

Policy for Safeguarding Children, Young People and Vulnerable Adults

1. This policy is in line with the policy of Exeter Diocese which is to accept and follow the House of Bishops' 'Promoting a Safer Church' policy statement (published in 2017). The policy has been developed after reflection on the community we serve and the needs of those who join together in worship.
2. The care and protection of children, young people and vulnerable adults involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a Safer Church for all.

Principles

3. The PCC of St. Brannock's Braunton and St Anne's Saunton are 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; and
 - Responding to those that may pose a present risk to others.

Our responsibilities

4. As a PCC, we accept that, through those who work for our Church, we are responsible for children who are entrusted to us by their parents. This applies in the church building, on church property, other premises being used and during church activities. Responsibility extends to travel between places, when it is organised by the church. The PCC will also have due regard to safeguarding guidance issued by the House of Bishops and St Albans Diocese.

5. In particular, we will:

- Carefully recruit, select and train all those with any responsibility for children within the Church in line with the House of Bishops' Safer Recruitment practice guidance, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes;
- Respond without delay to every complaint made which suggests that an adult or child may have been harmed, co-operating with the police and local authority in any investigation; and
- Seek to challenge any abuse of power, especially by anyone in a position of trust.

6. In addition we will:

- Seek to promote informed pastoral care with anyone who has suffered abuse, developing, with him or her, appropriate support; and
- Seek to offer pastoral care and support, including supervision and referral to proper authorities, of any member of our church community known to have offended against a child or vulnerable adult.

7. Rachel Leiper is the PCC's nominated Parish Safeguarding Officer (PSO) with Mandy Lewry Safeguarding Administrator who will work with the incumbent and PCC to implement policy and procedures. The PSO will ensure that any concerns about a child or the behaviour of an adult are appropriately reported both to the statutory agencies and to the Diocesan Safeguarding Officer and the police or local authorities where this is advised.

8. This policy is subject to regular review by the PCC. However, we recognise that it is people who protect and not policies and procedures.

9. The Parish Safeguarding Officer will regularly report on safeguarding in the parish. Safeguarding will be a standing agenda item at each PCC meeting. At the APCM the PCC will provide an annual report in relation to safeguarding. In the PCC's annual report will be a statement which reports on progress and A statement as to whether or not the PCC has complied with the duty to have 'due regard' to the House of Bishops' guidance in relation to safeguarding.

Policy for the Churchyard of St Brannock's Braunton And Burial Area of St Anne's Saunton

This policy was last amended by the PCC at their meeting on 9th September 2026

The Parish Church of St Brannock's Braunton is set within its own burial ground and the use of the Churchyard by the public has been identified. A public footpath allows the Churchyard to be used as a walkway to access other parts of the village, and other paths have long term public usage. The PCC is aware of the need to cater for all users.

The upkeep and the maintenance of the Churchyard is the responsibility of the PCC, who employ a Churchyard Superintendent. Any issues regarding the state of condition of the Churchyard should be addressed to the Vicar.

The question of liability for any accident or injury sustained in the precincts of the Churchyard should also be directed to the Vicar.

Parking in the churchyard is strictly forbidden unless permission is granted by the Vicar for special occasions.

Under no circumstances should access be blocked at any of the entrances, which would hinder use by the emergency services.

Any work that is carried out during the excavation of graves, must follow safe working procedures and consideration must be given to other persons who have the use of the churchyard.

Contractors must always be aware of their actions with regard to public safety.

1. Burial of remains or interment of ashes will only be permitted in the Churchyard of

St Brannock's Church for those people who —

Are resident in the Parish of Braunton at the time of death (note this does not include persons who die in a nursing home but are actually resident elsewhere - discretion would be used in this case)

Were born in the Parish and then lived in the Parish for a long period of time although they may have left towards the end of their life for end of life care

Are regular worshippers and/or on the electoral roll of St Brannock's with St Anne's although not resident in the Parish

Have a family connection or spouse buried in the Churchyard in a double grave.

The final decision rests with the Vicar.

2. The above rules apply to all burials or interment of ashes in St Brannock's Churchyard, St Anne's Memorial area, regardless of where the funeral service or cremation has taken place.

3. The re-burial of exhumed ashes or bodies from other locations will only be allowed in exceptional circumstances. The final decision rests with the Vicar.

4. All ashes will be buried in a bio-degradable container or "loose" in the ground. All coffins must be of biodegradable material and no other coffins will be permitted

5. The erection of any stone, tombstone or ashes plaque will be subject to the written permission of the Vicar or during a vacancy the Rural Dean. This will only be permitted after the statutory application forms and fees have been received by the Vicar.

6. All gravestones/tombstones must be fixed with a Ground Anchor British Standard 8415. This applies to all new stones and to all those removed to add an inscription or have work done to them.

7. Subject to prior agreement by the Vicar porcelain flowers will be allowed providing they are supplied by a stonemason or funeral director

8. All ashes tablets in the Cremation burial area St Brannock's must be –
Grey granite with a polished face

18inchs, 15inchs, 2inchs stones to be laid touching each other at the sides on a concrete underbase the same size. If a vase is required it must be in the top left corner. Each letter must be raised lead and plain in style

Inscriptions can only state Christian names, surnames, date of birth, date of death as per examples:

Joe Smith
Born 1.11.11
Died 9.9.99

Joe Smith
1911-1999

Joe Smith
1.1.11
9.9.99

Memorial stones will have spaces to commemorate two people only

St Brannock's: A path of 18 inches deep will be left between rows of stones. This is to conform to the Faculty granted on 19 March 1987

Discretion will be allowed by the Vicar for tablets which are on graves. However these must be fixed as close as possible to the existing gravestones with no space between.

9. In the case of the burial of remains following a service at any place other than St Brannock's or St Anne's Church, use will not be permitted of the bier or equipment belonging to the Church without a prior arrangement with the Vicar.

10. The siting of any grave or ashes plot will be agreed by the Vicar.

11. Graves and ashes plots will only be dug by the Churchyard Superintendent. No other person or company is permitted to do work of this nature in the Churchyard without the written permission of the Vicar

12. Burial of ashes at St Brannock's and St Anne's will only take place on a Saturday morning except in exceptional circumstances when a change may only be authorised by the Vicar. Burial of ashes at any other time than a Saturday morning will incur an additional fee.

13. In circumstances where a funeral service has not been carried out by an officiant from St Brannock's St. Anne's the burial or interment of ashes must be carried out by a person from a Christian church. However this is totally at the discretion of the Vicar. All burials and interment of ashes will still need to be arranged through the Parish Office and will require the permission of the Vicar.

14. Burial of ashes will only be permitted in the allocated area provided a memorial tablet is to be placed over them. Where a memorial tablet is not to be provided the burial of ashes will be in a separate allocated area, which will have to be agreed with the Vicar.

15. St Brannock's Memorial plaques are permitted on the stone area next to the commemoration wall. However these must be made of bronze and exactly match those on the wall in wording and layout. The engraving will only be permitted for Christian names and surname and dates. In the case of a married woman the name before marriage may be permitted as "nee surname"

There will be limited permission for these plaques which are purely permitted for those who have lived in the Parish for many years but are buried elsewhere for some reason and there must be a strong Parish connection. The decision on whether one will be allowed is totally that of the Vicar.

16. The Regulations for the Churchyard shown below apply at all times

17. The PCC adheres to the "Diocese of Exeter Churchyard Regulations 2013" at all times

18. No headstone or memorial tablet will carry the nickname of a person, but abbreviated Christian names are permitted.

19. The PCC has confirmed with the DAC - reference item G – Engravings. 'Simple pictorial engravings using no colour are permitted on the front face of the headstone providing that the Parish Priest approves the subject as appropriate and suitable'. These must be a flush etched design – no colour is allowed which includes gold, silver and black.

20. The installation of seats and memorial benches will be permitted in the Churchyard at the discretion of the Vicar. However the materials, style and design must be agreed together with the sitting.

All seats and benches will be placed on a concrete slab. The person installing the seat or bench will be responsible for the ongoing maintenance and condition of the item and must remove it if required by the Vicar. They will be required to sign an agreement accepting this ongoing responsibility. This will also apply to trees planted

21. In respect of the burial area at St Anne's Saunton the following will apply - burial of ashes only will be allowed — the burial of remains is not permitted burial of ashes will only be permitted for persons who are resident in the village of Saunton or are regular attendees at St Anne's Saunton all applications for burial of ashes must be approved by the Vicar. Burial of ashes will only be permitted in the allocated area and a memorial tablet must be placed over them. The only memorial tablets permitted at St Anne's will be made of slate of an overall size of 15" high x 10" wide have lettering which is incised and black All applications for the installation of memorial stones are subject to item 5 above and must be approved by the Vicar.

22. Due to lack of space the PCC reaffirms it's decision not to allow burial plots (either for ashes or remains) to be reserved or purchased in the Churchyard.

23. The Vicar of the Parish is the final arbiter in the case of dispute.

CHURCHYARD REGULATIONS

1. It is important that grass around graves can be cut by the mower. Therefore there can be no planting or gardens created on graves or around ashes tablets and no additional containers may be put near graves or around ashes tablets.

2. It is helpful if dead flowers and wreaths are removed. The Churchyard Superintendent has the authority to remove them if they become unsightly.

3. Church waste baskets and bins should only be used for rubbish deriving from the Church and Churchyard

4. Dogs are permitted in the Churchyard provided they are on a short lead and do not foul consecrated land.
5. All memorials require the approval of the Vicar before being placed in the Churchyard
6. Cycling or skateboarding, roller skating and ball games are not permitted in the Churchyard
7. All who use or pass through the Churchyard are requested to behave in a way, which shows respect for those buried here and for those who treasure their memories.

St Brannock's, Braunton - *New Churchyard Extension*

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1. The newly consecrated churchyard area St Brannock's is a relatively small compact area which will adopt a simple, natural, quiet, prayer garden character.

It is important to take note of the Churchyard Regulations set out by the Diocese which will be adhered to. In addition please make clients aware:

**2. General:** Cut flowers may be placed in a receptacle for flowers. No glass vases. Flowers must be removed as soon as they have withered. No artificial flowers, garden style decorations, figurines, solar lights or similar are allowed. The exception will be for Remembrance Day poppies and traditional Christmas wreaths, which must be removed after a period of not more than two months.

3. With the new regulations regarding recycling and waste collection you are asked to take all wrappings, plastics, greenery home to recycle.

**4. Headstones:** Headstones need not be restricted to a rectangular shape, and curved tops are preferable to straight edged ones. Memorials in the shape of a heart or book are not permitted. Photographs, porcelain portraits, kerbs, railings, chains, chippings or glass shades are not permitted.

**5. Inscriptions** must be simple, reverent, appropriate and of Christian significance. They must be incised, and lettering may be in black, white or silver paint or gold

Leaf, gold paint. Plastic and lead inlaid lettering is not permitted.

They must be on the front face of the headstone.

**6. Ashes Tablets:** All ashes tablets in the Cremation burial area must be — Grey granite with a polished face 18inches, 15inches, 2inches, stones to be laid touching each other at the sides on a concrete underbase the same size. If a vase is required it must be in the top left corner. Each letter must be sandblast **incised** and plain in style. Serif or Sans Serif, black lettering, no other colour or finish. Inscriptions can only state Christian names, surnames, date of birth, date of death as per example:

|              |           |           |
|--------------|-----------|-----------|
| Joe Smith    | Joe Smith | Joe Smith |
| Born 1.11.11 | 1911-1999 | 1.1.11    |
| Died 9.9.99  |           | 9.9.99    |

Memorial stones will have spaces to commemorate two people only.

A path of 18 inches deep will be left between rows of stones.

END