

Section D

Forms

The following forms and letter may be used as they are, or you may wish to adapt them.

- ▶ Annual registration form
- ▶ Parent consent for an outing
- ▶ Permission form for the filming or video recording of an event
- ▶ Suggested text for use in hire agreements
- ▶ Sample Childline notice
- ▶ Useful Documents

Annual Registration Form

To be completed annually for all children and young people attending church groups.

Name of Church :

Church Group(s) attended (day and times)

.....

.....

Child's Details

Full name:.....

Date of Birth:.....

School: School Year Group:.....

Name(s) of parent(s)/guardian(s)/carer(s):

.....

Address

.....

Tel: Day Mobile.....

Email:

Whilst your child is in our care are there any specific needs your child has e.g. allergies, medical conditions?

.....

.....

.....

Name and telephone number of a relative or friend in case of emergencies if we are unable to contact you:

.....

My child will be brought and collected from the group Yes/No

My child has my permission to travel to and from the above group without me Yes/No

I give consent for my child to be in photographs Yes/No

I give consent for the photographs to be used for publicity purposes Yes/No

I agree to my child attending the above group(s) and taking part in their activities.

Signed:

(Parent/Carer/Guardian) Date:

Print Name:

Parent Consent Form

To be filled in for an outing or any activity not mentioned on the registration form.

Part A Details of the Event

Name of Group

Event (give details here or on a separate sheet)

.....

.....

.....

Departure date Departure time

From

Mode of transport

Return date Time

Leader(s) in charge

Leader's mobile phone number

Name and contact details in the parish during the event

.....

.....

Part B Details of the Young Person

Full Name:

Address

.....

Tel: Date of Birth

Parent/Guardian/Carer's name and contact details during the event including mobile telephone no.

.....

.....

.....

Part C Medical Details of the Young person

Doctor's Details: Full Name:

Address

.....

Tel:

Date of last anti-tetanus injection (if known)

Is there any information that we should know about your child e.g. allergies or if they are on medication.

.....

.....

.....

If on medication (please ensure an adequate supply is brought to the event with written instructions for administration).

.....

.....

.....

Is there any other information that the leaders should know.

.....
.....
.....

Part D Parent/Guardian/Carer's Consent

I give consent for my child taking part in this event as detailed above (or on a separate information sheet).

Signed:
(Parent/Carer/Guardian) Date:

Print Name:

If it becomes necessary for my child to receive medical treatment and I cannot be contacted by telephone or by any other means to authorise this, I hereby give my general consent to any medical treatment and authorise the leader in charge of the activity to sign any document required by the hospital authorities

NB The medical profession takes the view that a parent's consent to medical treatment cannot be delegated. This view is explicit in the Children Act 1989. Medical consent forms have no legal status and a doctor has the right to insist on parental consent before treating a child. However, it can be of comfort to medical staff to have general consent from parents in advance.

Signed:
(Parent/Carer/Guardian) Date:

Print Name:

Permission Form

For the filming or video recording of an event

Name of Church :

Church Group/Club:

.....

Leader(s) in charge

Event at which the filming or video recording is to take place:

.....

Date of event :

Name/s of child/children:

I give consent for my child's/children's image to be recorded on film/video of the event? Yes / No

I give consent for film/video of the event with my child's/children's image be used for publicity purposes Yes / No

Signed:

(Parent/Carer/Guardian) Date:

Print Name:

To comply with the Data Protection Act 1998, we need your permission before any image of your child/children are taken on our premises or at an event and for its use.

Suggested Texts For Inclusion In Hire Agreements For Use With External Groups And Bookings

a) For those groups with no Child Protection Policy of their own and for one-off bookings

The Parochial Church Council of has a child protection policy a copy of which is attached. Your booking agreement is conditional upon your working within the terms and conditions of this policy. Any concerns or allegations that arise about children in the course of your activities should be communicated to our child protection coordinator.

You are required to ensure that children are protected at all times, by taking steps to prevent the occurrence of any injury, loss, damage or harm.

Full Name:

Address

Tel:

I have received and agree to abide by the child protection policy, procedures and guidelines of the Church, and I will show evidence of this to the parish child protection coordinator if requested. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed:

Position:

Organisation:

Date:

Please sign two copies of the document, one to be retained by the church and one by the organisation.

b) For organisations with their own Child Protection Policy

We (organisation) follow our own child protection procedures based on the Home Office recommendations "Safe from Harm".

We understand that this booking agreement is conditional on our keeping to these procedures and that the agreement can be terminated if we fail to comply with them. We will show evidence of our compliance to the parish child protection coordinator if requested.

We will inform the parish child protection coordinator if there are any concerns or allegations arising about children in the course of our activities.

Signed:

Position:

Address:

Date:

Please sign two copies of the document, one to be retained by the church and one by your organisation.

Childline

For children who want someone to talk to

Tel: 0800 1111

Or you can write to

CHILDLINE
Freepost 1111
London
N1 0BR

Parentline
Tel: 0800 800 2222

parentsupport@familylives.co.uk

Parentline is run by Family Lives, a national charity set up to respond to the needs of families, particularly parents and other adult carers

Or you can talk to our church's INDEPENDENT PERSON who is:

He/she can be contacted at:

Safeguarding Provision in our Parish: A Checklist and Template for Annual Reporting on Safeguarding to the PCC and submission to the Diocesan Office.

1	<p>Requirement: We, the PCC, have adopted and reviewed up to date policies for Child Safeguarding and Safeguarding Adults</p> <ul style="list-style-type: none"> - We have adopted the model diocesan Child Safeguarding Policy issued in May 2013 (or subsequent version) or have our own policy which incorporates all of the model diocesan policy. - The Child Safeguarding Policy has been reviewed in the last 12 months. Date of review: - We have adopted the model diocesan Safeguarding Adults Policy issued in December 2013 or have our own policy which incorporates all of the model diocesan policy. - The Safeguarding Adults Policy has been reviewed in the last 12 months. Date of review: - Copies of both policies are attached with this report. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	<p>Requirement: We have Coordinators in place for Safeguarding Children and Adults (who may be the same person or two separate people)</p> <ul style="list-style-type: none"> - Our Child Safeguarding Coordinator (Child Protection Coordinator) is [Name and contact details] _____ _____ _____ - Our Safeguarding Adults Coordinator is [Name and contact details] _____ _____ _____ - They receive the regular Safeguarding Updates from the Safeguarding Team. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3	<p>Requirement: We have a named Safeguarding lead on the PCC (<i>choose one of the following options</i>)</p> <p>EITHER</p> <ul style="list-style-type: none"> - The Safeguarding Coordinator (or one of them) is a member of the PCC <p>OR</p> <ul style="list-style-type: none"> - The Safeguarding lead on the PCC is _____ 	<input type="checkbox"/> <input type="checkbox"/>

4	<p>Requirement: We are clear about what activities are taking place with children, who is responsible and where and when they take place (<i>choose one of the following options</i>)</p> <p>EITHER</p> <ul style="list-style-type: none"> - The list of activities with children is stated in Appendix 1 to this report <p>OR</p> <ul style="list-style-type: none"> - The list of activities with children is as stated in the Child Safeguarding Policy <p>OR</p> <ul style="list-style-type: none"> - We have no activities with children and/or young people 	<input data-bbox="1353 271 1430 349" type="checkbox"/> <input data-bbox="1353 416 1430 495" type="checkbox"/> <input data-bbox="1353 562 1430 640" type="checkbox"/>
5	<p>Requirement: We are clear about what activities are taking place specifically for adults who may be considered to have additional needs, who is responsible and where and when they take place (<i>choose one of the following options</i>)</p> <p>EITHER</p> <ul style="list-style-type: none"> - The list of activities with adults with additional needs is stated in Appendix 1 to this report <p>OR</p> <ul style="list-style-type: none"> - The list of activities with adults with additional needs is as stated in the Adult Safeguarding Policy <p style="text-align: right;"><i>3rd option overleaf</i></p> <p>OR</p> <ul style="list-style-type: none"> - We have no activities specifically with adults with additional needs 	<input data-bbox="1353 853 1430 931" type="checkbox"/> <input data-bbox="1353 999 1430 1077" type="checkbox"/> <input data-bbox="1353 1200 1430 1279" type="checkbox"/>
6	<p>Requirement: We make clear our commitment to safeguarding by displaying the policies and helpful information</p> <ul style="list-style-type: none"> - The Child Safeguarding and Safeguarding Adults policy statements are posted on a church noticeboard - The safeguarding poster with the Childline phone number is displayed in places where children can see it 	<input data-bbox="1353 1391 1430 1469" type="checkbox"/> <input data-bbox="1353 1491 1430 1570" type="checkbox"/>
7	<p>Requirement: We know who is working with children and/or vulnerable adults</p> <ul style="list-style-type: none"> - The number of people authorized to work with children and young people is ____ - The number of people authorized to work with vulnerable adults is __ - The list of those authorized to work with children/young people and/or vulnerable adults is attached as Appendix 2 	<input data-bbox="1353 1659 1430 1738" type="checkbox"/> <input data-bbox="1353 1749 1430 1827" type="checkbox"/> <input data-bbox="1353 1839 1430 1917" type="checkbox"/>

8	<p>Requirement: We ensure that everybody who is eligible has a DBS check</p> <ul style="list-style-type: none"> - We are registered with CCPAS for online DBS checks - The lead recruiter is _____ - We have a record of DBS checks - DBS checks are renewed every 5 years in line with Church of England policy 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9	<p>Requirement: In addition to DBS checks we use safer recruitment for everybody we recruit to work with children/young people and/or vulnerable adults, both paid staff and volunteers</p> <ul style="list-style-type: none"> - It is clear who is responsible for making the appointment decision - All new appointments are subject to a recruitment process which includes a role description, application form, references, interview/conversation, and confidential self-declaration 	<input type="checkbox"/> <input type="checkbox"/>
10	<p>Requirement: We ensure that all people who work with children/young people and/or vulnerable adults attend safeguarding training</p> <ul style="list-style-type: none"> - The list of those who have attended diocesan safeguarding training in the last 3 years is attached as Appendix 3 	<input type="checkbox"/>
11	<p>Requirement: We ensure safe working practice in work with children/young people and vulnerable adults</p> <ul style="list-style-type: none"> - Consent forms are in place for all under 18 groups - The number of current authorised leaders and helpers is sufficient and the OFSTED staffing ratios are maintained - All volunteers and paid staff have received the relevant safeguarding policies and the Pocket Guide to Safeguarding Children - The number of leaders and helpers who are qualified First Aiders is _ - Volunteers and paid staff are advised on appropriate use of social media, mobile phones and texting - Texting to under 18's/social media is used in the following contexts: <hr/> <hr/> <hr/> 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
12	<p>Requirement: We ensure that any information/disclosures/concerns about possible abuse are passed on to the Diocesan Safeguarding Adviser</p> <ul style="list-style-type: none"> - All volunteers and paid staff have received instruction and/or training in what to do if they receive information or have concerns about possible abuse - All information known to the leadership has been passed on to the Diocesan Safeguarding Adviser 	<input type="checkbox"/> <input type="checkbox"/>

13	<p>Requirement: We ensure that any blemished disclosures are passed to Diocesan Safeguarding Adviser</p> <ul style="list-style-type: none"> - All blemished disclosures have been passed to the DSA (or there have been no blemished disclosures) 	<input type="checkbox"/>
14	<p>Requirement: We ensure that information about convictions and about people who may pose a safeguarding risk is passed to the Diocesan Safeguarding Adviser</p> <ul style="list-style-type: none"> - All concerns or information about offenders in the congregation or people who may pose a risk have been passed to the DSA (or there are no such instances) 	<input type="checkbox"/>
15	<p>Requirement: We keep information safely and maintain appropriate confidentiality</p> <ul style="list-style-type: none"> - All personal records (consent forms, recruitment information, safeguarding records) are kept locked away - Where necessary, computer files are password protected - Shared email addresses are not used for correspondence on confidential matters 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

AB/9 September 2016

