



# **Safeguarding Handbook**

**Revised January 2017**



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### Diocesan Website

[www.leicester.anglican.org/safeguarding](http://www.leicester.anglican.org/safeguarding)

## For DBS Checks

### CCPAS

Helpline : 0845 1204550  
01322 517 817 (option 1)  
Website: [www.ccpas.co.uk](http://www.ccpas.co.uk)

For information about how to register your church or parish with CCPAS in order to process DBS checks contact the Diocesan Safeguarding team.

## Referral/Contact Points For Social Services

Leicester City (incl. out of hours for Children's Services) – 0116 454 1004  
Leicester City Adult Services out of hours - 0116 255 1606  
Leicestershire Children's Service (incl. out of hours) - 0116 305 0005  
Leicestershire Adult Services - 0116 305 0004  
Rutland Children's Services (daytime) – 01572 758 407  
Rutland Adult Services (daytime) – 01572 758 341  
Rutland Children's Services (out of hours) – 0116 305 0005  
Rutland Adult Services (out of hours) 0116 255 1606

### POLICE

Immediate Danger 999  
Disclosure or concerns 101

### NSPCC

National Helpline: 0808 800 5000  
Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

### Kidscape

Helpline: 08451 205 204  
Website: [www.kidscape.org.uk](http://www.kidscape.org.uk)

### Childline for children who want to talk to someone:

0800 1111

Or for children to write to someone:

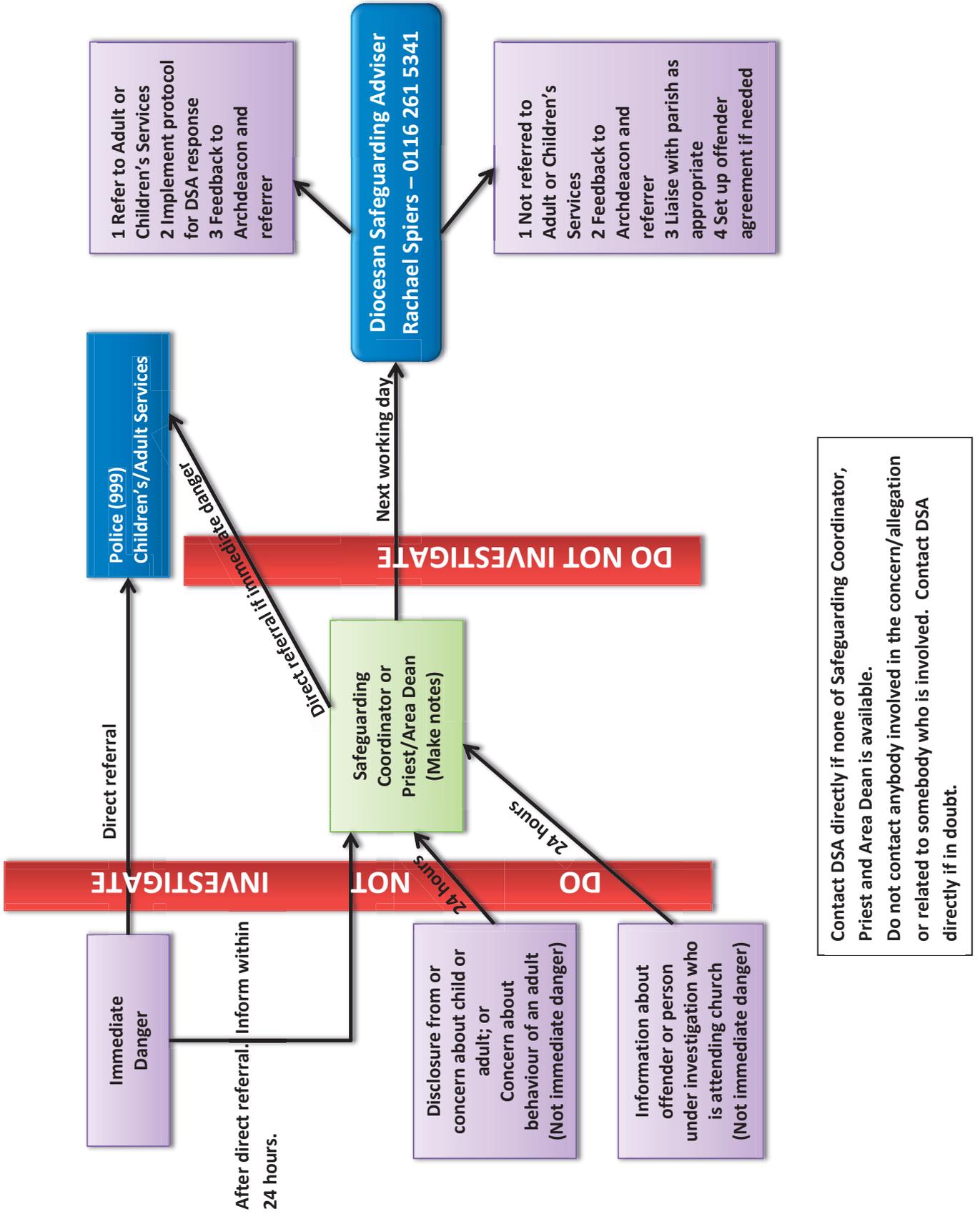
### CHILDLINE

Freepost 1111  
London  
N1 0BR

### Parentline

Helpline: 0800 800 2222  
Email: [parentsupport@familylives.co.uk](mailto:parentsupport@familylives.co.uk)

How to respond to concerns, disclosures or allegations within your church



Contact DSA directly if none of Safeguarding Coordinator, Priest and Area Dean is available.  
Do not contact anybody involved in the concern/allegation or related to somebody who is involved. Contact DSA directly if in doubt.

# Introduction

Since my arrival in Leicester, I have been very keen to find out how seriously each and every church takes the issue of safeguarding children and vulnerable adults. Thankfully, I can see that we have made great progress in the last few years but I believe we still have a long way to go.

The Gospels, of course are a constant reminder of this responsibility, they tell us that:

- ◇ Children are fully human, made in the image of God, and adults can learn from them (Mark 9:37)
- ◇ Children are vulnerable, needing the protection of adults; adults should be held responsible for any harm they do to children (Matthew 18:6-7).

Safeguarding children is first and foremost a gospel imperative. We need to continue to work hard so that we can know that all of the children under our care are safe.

The world has moved on since the first Child Protection Handbook was issued in January 2005. Updates to guidance have been issued in a piecemeal fashion as the law has changed and new policies and procedures have needed to be put in place. There have been other changes: the rise of social media presents a new situation where wisdom is needed in how we relate to children and young people. And we have learnt from our own experience and that of other dioceses and other churches.

I know that many people within our churches have worked hard to ensure that safeguarding is done well. I am grateful for your efforts and want to encourage you to carry on, to learn from new aspects within the Handbook and to continue to ensure that all children and young people find a safe place within our churches. I also ask you to incorporate the new aspects of the model parish policies and procedures when your PCC conducts its next annual review of your policy. Please help diocesan officers by sending us a copy of your policy after each annual review and by keeping us informed when you appoint a new Safeguarding Coordinator.

I commend this revised Handbook to you as you continue to make our churches a safe place for children and young people.

**The Rt Revd Martyn Snow**  
**Bishop of Leicester**

## Note

Sections A-D of the Handbook deal with safeguarding children and young people.  
Section E is about safeguarding adults.



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# **Section A**

## **Diocesan Policy**

# Principles

The Diocese of Leicester affirms the principles of the House of Bishops' Policy for Safeguarding Children which are as follows.

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

## Principles

We are committed to:

- ▶ The care, nurture of, and respectful pastoral ministry with, all children and all adults
- ▶ The safeguarding and protection of all children, young people and adults when they are vulnerable
- ▶ The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.

We will carefully select and train all those with any responsibility within the Church, in line with safer recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.

We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation.

We will seek to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust.

We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult. In all these principles we will follow legislation, guidance and recognized good practice.

# Statement of Diocesan Child Safeguarding Policy

The Diocesan policy draws on the principles set out by the House of Bishops and sets out actions to which the Diocese commits itself in order to create a culture which allows children to flourish and has the safeguarding of children as a priority.

*The Diocese will:*

- ▶ Maintain a structure to manage safeguarding in the diocese. This is currently done through the Diocesan Safeguarding Oversight Group which meets quarterly and through its sub-groups to review and develop policy; to monitor cases of actual or suspected abuse and agreements with known offenders; to monitor blemished DBS disclosures; and to develop and review a training strategy and monitor the provision of training. The DSOG is chaired by a suitably qualified lay person. The DSOG will report at least annually to Bishop's Council which also agrees its Terms of Reference and membership.
- ▶ Maintain the post of Diocesan Safeguarding Adviser, who is directly accountable to the diocesan bishop, and ensure that the person in post is suitably qualified. The adviser will be provided with appropriate financial, organizational and management support. The adviser must have full access to clergy files and other confidential material. The adviser may need to act as complainant under the Clergy Discipline Measure 2003.
- ▶ Ensure that the Diocesan Safeguarding Adviser is informed of any serious safeguarding situation. Serious safeguarding situations will include, but are not limited to, the following.
  - ◇ Any allegations made against a member of the clergy, or anyone else holding the bishop's licence, concerning abuse or neglect of children, or serious breach of safeguarding policy.
  - ◇ Any such allegations made against lay persons who occupy roles within a church or Church of England body.
  - ◇ Any persons who are known to have been convicted of child abuse who attend church or who have indicated an intention to attend church.
  - ◇ Any DBS disclosures which raise safeguarding concerns.
  - ◇ Any PCCs which are in serious breach of their safeguarding responsibilities (eg no Child Safeguarding Coordinator appointed, breaches of safer recruitment procedures).
- ▶ Include the monitoring of safeguarding in parishes (or other structures, eg Bishop's Mission Orders) as part of the archdeacons' responsibilities to ensure that:
  - ◇ A child safeguarding policy is in place in each parish, which is in line with Protecting All God's Children and diocesan policy.
  - ◇ The policy is reviewed annually.
  - ◇ A Child Safeguarding Coordinator is in place.
  - ◇ A DBS disclosure is always obtained where the post/role is entitled to one and is renewed at least every five years.
  - ◇ Safeguarding information is available to those who use the church.
- ▶ Provide access to the Disclosure and Barring Service for parishes, the cathedral, the bishop's office and the diocesan office for all clergy, paid workers and volunteers who need to obtain Enhanced or Enhanced Plus disclosures. Up to date guidance on eligibility for DBS disclosures will be made available to parishes and other bodies.
- ▶ Keep appropriate records of DBS disclosures processed and appointment decisions in accordance with the Policy on the Secure Handling of Disclosure Information.
- ▶ Keep a record of clergy and church officers that will enable a prompt response to bona fide enquiries. This record will include start and finish dates, all posts held and next post when known. Where there have been safeguarding concerns, these will be clearly indicated on file.
- ▶ Provide access to a risk assessment service so that the bishop or others can evaluate and manage any risk posed by individuals or activities within the Church.
- ▶ Ensure that all licensed clergy and all clergy with Permission to Officiate are selected in line with Church of England safer recruitment guidelines and receive safeguarding training. Consistent failure to attend safeguarding training will be regarded as grounds for disciplinary action under the Clergy Discipline Measure 2003. Those clergy who have been convicted of or have been subject to clergy discipline for the abuse of children, or have admitted abusing children will not be granted the Bishop's Licence or Permission to Officiate.
- ▶ Ensure that diocesan staff and office holders (Archdeacons, DBF and Bishop's Lodge employees and employees and office holders of other diocesan bodies) are selected in line with safer recruiting guidelines and receive safeguarding training where appropriate for their duties.

- ▶ Provide training and support on safeguarding matters to all clergy, parishes, the cathedral, diocesan organizations, including religious communities, and those who hold the bishop's licence. This support will include advice on what to do where abuse is suspected, including cases where the suspected perpetrator is from outside the church.
- ▶ Make available a complaints procedure which can be used for those who wish to complain about the handling of safeguarding issues.
- ▶ Treat seriously all allegations of child abuse, including cases of non-recent abuse, which will be treated in the same way as current allegations.
- ▶ Provide listeners, where required, to hear disclosures of abuse from those who have suffered abuse as children in the church and who wish to disclose.
- ▶ Share relevant information about individuals with other dioceses, other denominations and organizations or the national Church as appropriate.
- ▶ Through the Diocesan Board of Finance, have in place a Child Safeguarding Policy for diocesan activities and for diocesan events at which children will be present.
- ▶ Will ensure that a structure is in place for dealing with any allegations made against senior clergy (eg Archdeacons) and diocesan staff.

Approved by Diocesan Synod May 2013

(Incorporating amendments to reflect revised DSOG Terms of Reference, approved by Bishop's Council December 2016).

# Definitions

The following definitions are taken from Protecting All God's Children.

## Child

A child is defined as anyone who has not yet reached their 18th birthday.

## Harm and significant harm

Significant harm is any physical, sexual or emotional abuse, neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development. This definition was clarified in section 120 of the Adoption and Children Act 2002 (implemented on 31 January 2005) so that it may include, "for example, impairment suffered from seeing or hearing the ill treatment of another."

## Forms of Harm

*Physical abuse* may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in, a child.

*Sexual abuse* involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

*Neglect* is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- ▶ provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- ▶ protect a child from physical and emotional harm or danger;
- ▶ ensure adequate supervision (including the use of inadequate care-givers);
- ▶ ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

*Emotional abuse* is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun of" what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may also involve: seeing or hearing the ill-treatment of another; serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child though it may occur alone.

## Note on the meanings of Safeguarding and Child Protection

Safeguarding covers vetting and safer recruitment, safer working practices, responding to concerns, working with partner agencies, dealing with allegations against those responsible for children and other matters that may be relevant.

Child protection is used for responding to concerns where it appears that a child may have been harmed.

## Disclosure and Barring Service (DBS)

The Disclosure and Barring Service was created in 2012 through combining the Criminal Records Bureau and the Independent Safeguarding Authority. Criminal records disclosures, which used to be known as CRB checks, are thus now referred to as DBS checks.



# **Section B**

## **Model Parish Policy and Procedures**



# **Policy and Procedures for the Safeguarding of Children and young people in our Church**

## **The Parish of**

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## Child Safeguarding Policy Statement

The following policy was agreed at the Parochial Church Council (PCC)/[Insert name of other governing body if not a parish]\* meeting held on .....

The PCC\*\* affirms the principles of the House of Bishops' Policy for Safeguarding Children (contained in Protecting All God's Children) and is committed to the nurturing, protection and safekeeping of the children and young people in its care. The PCC will:

- ▶ Appoint a Child Safeguarding Coordinator to work with the incumbent and the PCC to implement policy and procedures. The coordinator 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 relevant Archdeacon. The Coordinator, if not a member of the PCC, will have the right to attend its meetings and will report to it at least annually on the implementation of this policy.
- ▶ Ensure that a person is nominated to act as somebody to whom children may talk to about any problems, if they so wish. This person will be known as the Independent Person or Children's Advocate and will, if possible, be somebody who is accessible to the children and who does not have responsibilities for children within the parish.
- ▶ Display in church premises where children's activities take place the contact details of the Coordinator and Independent Person/Children's Advocate, along with the Childline and Parentline telephone numbers and web addresses. A copy of this statement of policy will also be displayed in such places as well as in the church and church hall.
- ▶ Ensure that all those authorised to work with children or who are in a position of authority are appropriately recruited according to safer recruitment practice in line with Church of England national policy, and are trained, resourced and supported. This will include providing them with a copy of this policy and of the Diocese of Leicester's Safeguarding Handbook.
- ▶ Ensure that only authorized people work with children and that all work with children is carried out within appropriate accountability structures.
- ▶ Ensure that there is appropriate insurance cover for all activities involving children undertaken in the name of the parish.
- ▶ Review the implementation of the child protection policy, procedures and practices at least annually.
- ▶ Work to create a culture of informed vigilance which takes children seriously.
- ▶ Pay particular attention to children with special needs and those from ethnic minorities to ensure their full integration and protection within the church community.
- ▶ Ensure that those who may pose a threat to children and young people are effectively managed and monitored.
- ▶ Ensure that a health and safety policy and the appropriate procedures and risk assessments are in place and that these are reviewed periodically.
- ▶ Act without delay on allegations or suspicions of abuse using the procedure laid down by the Diocese of Leicester.
- ▶ Respond without delay to any complaints received regarding children's work or the safeguarding of children.
- ▶ Ensure that all new PCC members have access to this policy and the Diocese of Leicester Safeguarding Handbook so that they are aware of their responsibilities.
- ▶ Cooperate fully with investigations by statutory agencies and will not conduct its own investigations.
- ▶ Seek to offer informed pastoral care to any child, young person or adult who has suffered abuse.
- ▶ Care for and supervise any member of the church community known to have offended against a child while maintaining appropriate confidentiality.

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\*Delete As Applicable

\*\*If not a parish, delete 'PCC' wherever it appears in the policy and insert name of governing body

**Our Independent Person/Children's Advocate\* whom children, youth workers and volunteers may talk to if they wish about any concerns is .....**

They may be contacted at .....

This policy statement will be renewed annually and progress in carrying it out will be monitored by the Child Safeguarding Coordinator who is .....

They may be contacted at .....

This statement was agreed by.....Parochial Church Council/[Insert name of other governing body if not a parish]\*.

Date: .....

Signed: .....(Incumbent/Priest in Charge/Team Vicar/Area Dean (in case of vacancy)\*)

Signed.....(Vice-Chair of PCC/Churchwarden\*)

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\*Delete as applicable

# Procedures For Implementing The Child Safeguarding Policy

of .....

A copy of these procedures will be given to all clergy, staff (whether employed directly by the PCC or another body), volunteers and lay workers who have the responsibility for children or young people. They should sign a declaration afterwards saying that they have read and understood them.

## 1. Contacts

Our Child Safeguarding Coordinator is: .....

Address .....

.....

Tel: .....

Email: .....

Our Independent Person/Children's Advocate to whom children or adults can talk to about worries and concerns about possible child abuse is .....

He/she usually attends the service at .....

or he/she can be contacted at the following address .....

.....

.....

Tel: .....

Email: .....

2. Contact details for the main leader of each children's/youth group			
Name of Group	Leader's Name	Address & Email	Tel no.
		..... ..... .....	

### 3. The recommended minimum staffing levels set out in Protecting All God's Children will be maintained. These are as follows:

Age	Number of Leaders
0 to 2 years	1 leader to every 3 children
2 to 3 years	1 leader to every 4 children
3 to 8 years	1 leader to every 8 children
8+	1 leader for the first 8 children followed by 1 to 12

Notwithstanding these minimum levels, each group is to have at least 2 adult workers present and a gender balance should be maintained wherever possible, particularly in mixed gender groups. More help may be required if children are being taken off site, are undertaking physical activities or if necessitated by other circumstances. This will be assessed by the leaders of these activities.

Adults who assist very occasionally or as a one-off must be responsible to an appointed leader. The same applies to young people under the age of 18. Adults who assist more regularly will be appointed formally using the safer recruitment procedures.

Our uniformed organisations follow their own policies and procedures. These organisations are:  
Insert names of organisations which have their own policies and procedures

### 4. Safer Recruitment

When appointing/recruiting leaders and helpers for work with children and young people, the PCC\*\* will follow the guidelines set out in the Safer Recruitment Practice Guidance (July 2016 or subsequent update).

Templates for role descriptions, application forms and reference requests can be found in the appendices of the Practice Guidance.

The Safer Recruitment Practice Guidance can be downloaded from:

<https://www.leicester.anglican.org/safeguarding/> (See the document lists at foot of page).

### 5. Code of Behaviour

The PCC\*\* commits to the following Code of Behaviour which those who work with children and young people are expected to follow:

*You should:*

- ▶ Treat all children with respect and dignity.
- ▶ Provide a Christian example you wish others to follow.
- ▶ Provide an example of good conduct that you wish others to follow.
- ▶ Ensure that there are at least two adults present during activities with children and young people, or at least that you are within sight or hearing of others.
- ▶ Respect personal privacy.
- ▶ Ensure that another adult is informed if a worker needs to take a child to the toilet.
- ▶ Be aware that physical contact with a child or young person may be misinterpreted.
- ▶ Challenge unacceptable behaviour in a responsible way
- ▶ Report all allegations/suspicions of abuse.
- ▶ Recognise that special caution is required in moments when you are discussing sensitive issues with children or young people.
- ▶ Operate within the organisation's principles and guidance.
- ▶ Only use social media and email in accordance with paragraph 14 below.

*You should not:*

- ▶ Ever hit a child or young person.
- ▶ Play rough, physical or sexually provocative games.
- ▶ Touch inappropriately.
- ▶ Show favouritism to any one child, young person or group.
- ▶ Give lifts to children on their own or on your own. If it is unavoidable ask the child to sit in the back of the vehicle and

\* Delete if not applicable

inform another adult where possible.

- ▶ Invite a child or young person to the youth leader/worker's home alone unless responding to an emergency situation, in which case the relevant people should be contacted.
- ▶ Permit abusive peer activities e.g. initiation ceremonies, ridiculing, bullying.
- ▶ Allow unknown adults access to children. A known person should always accompany visitors.

## 6. Procedure to be followed in the case of an allegation or disclosure of abuse

If there is an allegation or disclosure of abuse by a child, young person or by an adult who is disclosing or alleging historic child abuse:

- ▶ Listen. Keep listening.
- ▶ Do not question or investigate – this is the job of the authorities. In particular do not speak to the subject of the allegation.
- ▶ Do not promise confidentiality; tell them that the information they disclose needs to be shared.
- ▶ Assure them they are not to blame.
- ▶ Tell them what you are going to do. Reassure them that the matter will be reported to the investigating authorities. If the person needs reassurance that the alleged perpetrator will be punished, do not make any promises. There can be no guarantee as to what happens as that will be dependent upon the outcome of the investigation.
- ▶ As soon as possible after the conversation, make careful notes of what was said, record dates, times, events and when you were told.
- ▶ If there is immediate danger to a child or young person, contact the Social Services or the Police.
- ▶ Report the incident to your priest or Child Safeguarding Coordinator immediately.
- ▶ Do not contact the priest or Coordinator if the allegation concerns them or anybody related to them. Contact the Diocesan Safeguarding Adviser (DSA) directly if necessary.
- ▶ Do not discuss the incident with anybody else.
- ▶ The priest or Child Safeguarding Coordinator must then report the allegation or disclosure to the DSA by the end of the next working day. The DSA will advise on what needs to be done in line with Practice Guidance.
- ▶ In the absence of the Adviser, the appropriate Archdeacon should be contacted.

Do not contact anybody who is implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure.

Do not talk to the media under any circumstances. The Diocesan Communications Director will handle any media statements.

If a child or young person makes a disclosure by email or other electronic means the same procedure should be followed, with the person receiving the disclosure making careful and confidential use of email or other electronic means to continue to 'listen' and then passing on the disclosure via the appropriate channels.

The procedure is the same for abuse which happened in the past, possibly many years ago.

## 7. Procedure to be followed where there are concerns that someone may be committing abuse

If you are concerned, or it comes to your notice that someone may be committing abuse:

- ▶ Make notes of your concerns and discuss them with your priest or Child Safeguarding Coordinator.
- ▶ The priest or Child Safeguarding Coordinator must then report the concerns to the Diocesan Safeguarding Adviser by the end of the next working day.
- ▶ Do not contact the priest or Coordinator if the allegation concerns them or anybody related to them. Contact the DSA directly if necessary.
- ▶ Dates and times should be recorded of any observations which have been made and of the referral to the DSA.
- ▶ The DSA will act in line with Practice Guidance and will decide whether to
  - ◇ Report the concerns to Social Services and/or the Police, who will then investigate while the Adviser liaises with the parish; or
  - ◇ Continue to observe closely – the process will be repeated in the event of any more concerns.
- ▶ There should be close communication between the priest/coordinator, the Adviser and the appropriate Archdeacon until the situation is resolved.
- ▶ In the absence of the DSA, the appropriate Archdeacon should be contacted.

## 8. Procedure to be followed where people with convictions for offences against children or people under investigation are attending church

Where someone attending the church has been convicted of offences against children (or they have received a formal police caution) agreement will need to be drawn up to minimize any risk to the safety of children within the church. An agreement may also be necessary where a person who has not been convicted is reasonably regarded as posing a risk (eg he/she is subject to investigation for alleged child abuse).

- ▶ The priest or, in the absence of the priest, the Child Safeguarding Coordinator, must inform the DSA of the situation.
- ▶ The DSA will act in line with Practice Guidance and will decide whether an agreement needs to be in place. A risk assessment may be necessary.
- ▶ The DSA will be responsible for producing any risk assessment and/or agreement.
- ▶ If the person is a convicted offender, there will need to be liaison with the person's Supervising officer (police or probation) who should be consulted about the agreement and, ideally, be a signatory to it.
- ▶ The offender or person under investigation will be asked to sign the agreement, which will then be reviewed annually.

Any blemished DBS check must be referred to the DSA who will follow up in line with Practice Guidance. The extent of the DSA's involvement will vary according to the nature of the information on the DBS check.

## 9. Allegations or concerns about senior clergy

- ▶ If an allegation involves an archdeacon or dean it should be reported to the Bishop of Leicester.
- ▶ If an allegation involves a bishop, it should be reported to the Archbishop of Canterbury.

## 10. Registration

A registration form will be completed for every child or young person who attends groups or activities. This does not include activities such as church services, which would take place regardless of whether or not children are present. Neither does it include activities which are family focused but which children attend with their parents (eg Messy Church).

The form will be updated annually and include the following:

- ▶ Name and address
- ▶ Date of birth
- ▶ Emergency contact details
- ▶ Medical information
- ▶ Any special needs including activities that the child or young person is unable to take part in
- ▶ Consent for emergency medical treatment
- ▶ Consent for photographs and videos if relevant

All personal details and registration forms will be stored securely, not used for any other purpose, and shredded or disposed of securely when out of date or no longer in use.

Separate procedures apply to youth drop-in centres. In the event that a drop-in centre is being planned, the Youth Ministry Officer will be contacted for guidance.

## 11. Activities away from the church premises

Adequate arrangements will be made for children's and young people's activities which take place away from church premises as follows:

- ▶ No child can be taken off-site for activities without the consent of their parent/guardian/ carer.
- ▶ Details of the event must be given in advance and consent forms received in advance of the event taking place.
- ▶ Details of the arrangements will be given to the Child Safeguarding Coordinator.
- ▶ A risk assessment will be undertaken and confirmation obtained that the event is covered by PCC\* insurance.
- ▶ A detailed programme and list of contacts should be left with someone in the parish
- ▶ A leader will be designated to take responsibility for First Aid.

See Section D of the Safeguarding Handbook for a model form.

## 12. Support, supervision and training

All those involved in working with children and young people will ensure that there is always more than one responsible adult available so that there is mutual supervision. Should one of the adults become ill or get called away, the other adult will call for additional help. In emergency situations where an individual cannot avoid working with children on his/her own because an unforeseen situation has arisen, he/she will inform another leader (or the Child Safeguarding Coordinator or priest) of the situation, if at all possible at the time it arises, and a note will be kept by the Child Safeguarding Coordinator.

Those who work with children and young people will be given the opportunity to review their work with the leader of their group/ Child Safeguarding Coordinator/priest/member of the PCC\*. This will enable them to comment on the work they are doing, give suggestions, review and further develop their work, if they so wish, and to discuss training opportunities.

From time to time the church may hold training events on Child Protection. There will also be other training events organised by the Diocese of Leicester which church staff, youth workers, volunteers and child safeguarding coordinators may attend.

Every person who works with children will be given a copy of the Pocket Guide to Safeguarding Children and this policy. They will also be given information about how to access on the internet the Diocese of Leicester Safeguarding Handbook and other national Church of England documents including Protecting All God's Children. Paper copies of these documents will be provided to those workers who request them.

## 13. Health & Safety and First Aid

Health and Safety will be managed as part of all activities. All buildings where activities with children and young people take place will be inspected by an appropriate person at least annually and the results will be noted and reported in writing to the PCC or other appropriate church organisation. Health and Safety issues observed by those working with children and young people should be reported to the Child Protection Coordinator or the person with responsibility for Health and Safety within the church.

A First Aid kit will be available on site and will be checked monthly and updated as necessary. An accident book is maintained at all places where activities with children and young people take place.

If there is an emergency involving injury to a child or young person:

- ▶ Stay calm
- ▶ Provide immediate first aid when needed
- ▶ Alert others to the need for help
- ▶ Ensure that somebody is supervising the other children or young people
- ▶ Call an ambulance if needed
- ▶ Contact the parents/guardians of the child or young person
- ▶ Provide an appropriate handover and information about the situation to the parents/guardians
- ▶ Complete the accident book
- ▶ Consider whether there are implications for the Health & Safety policy and/or practices and report these to the Child Protection Coordinator.

## 14. Use of Social Media, email and texting

All those involved in working with children and young people will exercise care in the use of social media and respect the principles set out below. Communication by electronic means or by texting will not be used with children under the age of 11. All communication in these forms will be via their parents. The rest of the principles relate to communication with children and young people aged 11 and over. The key point is that communication should be in a context of transparency and accountability.

- ▶ Electronic communication and texting should only be used for reasons relating to work and not for general socialising purposes.
- ▶ Other leaders should be aware of the situations in which these means of communication are being used.
- ▶ Leaders, workers and volunteers should not invite children or young people from church activities to their personal social networking page but may respond to requests where appropriate, as long as the child or young person is 13 or over.

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\* If not a parish, delete 'PCC' and insert name of governing body.

- ▶ Where possible, group pages should be used on social media for communicating.
- ▶ Care should be exercised in posting to Facebook, twitter etc as comments made on the spur of the moment may not always come out as intended and can be passed on extremely quickly around a large audience.
- ▶ Communication by electronic means or texting with children or young people should never take place during school hours and should be kept within the hours of 9am – 9pm.
- ▶ Where possible, email and messaging should take place to and within groups rather than individuals.
- ▶ Leaders, workers and volunteers should give very careful consideration as to whether it is necessary to give personal mobile phone numbers to children and young people.
- ▶ Webcams will not be used where internet chat or Skype is used for one to one conversations.
- ▶ Records of communications will be kept just as they would be for written communication. If a worker's mobile phone does not allow text messages to be saved then a written record should be kept.
- ▶ The principles for the use of social media will be communicated to children and young people.

The church has / does not have [delete as appropriate] a dedicated mobile phone number for children's / youth work.

## 15. Identity Checking for DBS (criminal record) checks

The role of identity checker is an important one because the identity checker verifies the identity of the person applying for the DBS check. The identity checker will always be a person who has undergone a DBS check. Identity checking will be carried out in accordance with DBS and Diocese of Leicester guidelines.

## 16. Implementation of the Policy

The Child Safeguarding Coordinator will be responsible for monitoring the policy to see that it is being put into practice. He/she will be supported by the PCC\* members, who have the ultimate responsibility for safeguarding.

## 17. Procedure for regular reporting to the PCC\*

The Child Safeguarding Coordinator will report annually to the PCC\* on child protection matters or after any incident with child protection implications (taking care to preserve confidentiality as necessary). The PCC\* will be kept informed on at least an annual basis of all regular and one-off children's activities as this is necessary for them to fulfil their duties as charity trustees and also for insurance purposes.

~~~~~

The procedures and guidelines were last reviewed and agreed by the PCC\* on

.....

**Signed by the Incumbent/Priest in Charge/Team Vicar/Area Dean (in case of vacancy)\*\*:**

.....

**Signed by the Vice-Chair of the PCC/Churchwarden\*\*:**

.....

### Date for policy review

The next review of this policy is due by

Date: .....

**Please keep a copy for your parish records, give a copy to everybody involved in work with children and young people and send one to:**

**Safeguarding Administrator  
St Martins House  
7 Peacock Lane**

\* If not a parish, delete 'PCC' and insert name of governing body.

\*\* Delete as Applicable



# Section C

## Supporting Information

# Reviewing your Child Safeguarding Policy

Every PCC needs to review its Child Safeguarding Policy and procedures at least annually. A review should also take place after any incident with child protection implications.

A template for an annual report on Safeguarding to the PCC is provided in Section D. This template should be completed and returned to the Diocese annually.

The review of Safeguarding may also take account of the prompts below:

1. Has the PCC or Child Safeguarding Coordinator been notified of any changes in the law or recommended practice which would affect the policy? If in doubt, contact the Assistant Diocesan Secretary.
2. Have there been any incidents which suggest that current policies or procedures are inadequate? If so, what are the implications of these?
3. Check that all children's and youth activities and mixed-age activities that are the responsibility of the PCC have been identified, that leaders and helpers are known and listed that they are aware of the child safeguarding policy and procedures.
4. Check that every group has up-to-date registration forms and a register of attendance.
5. Check whether any of the Under 8 groups need to be registered with the local authority (for further advice, contact the Children and Families Officer, see Contacts in the Introduction Section)
6. Check that every group has enough helpers and that there is a gender balance wherever possible.
7. Identify any training requirements.
8. Consider whether there are any adults in the congregation who have informal contact with children, which will come under the child safeguarding procedures e.g. verger, caretaker, minibus driver etc.
9. Check that all those occupying positions (paid or volunteer) which require a DBS check have been checked by the PCC in the last 5 years.
10. Make sure the parish insurance policy covers all church activities on and off the premises and includes legal protection insurance for employees and volunteers.
11. Inspect all premises used by children and young people to make sure they are physically safe. Address any health and safety issues e.g. lighting, security of access, etc.
12. Consider how to refresh awareness of Safeguarding within the congregation.
13. Identify all outside groups using church premises and ensure that they either have an appropriate, compatible child safeguarding policy or will agree to adopt the parish policy. Is a hire agreement in place?
14. Produce a simple report listing changes resulting from the review.

Note: Mixed age activities must be considered in the context of child safeguarding policies and procedures, although leaders of these groups will not always qualify for DBS checks

## Developing a Child Safeguarding Policy

Every parish should already have a Child Safeguarding Policy in place. If you are starting from scratch (eg in a Bishop's Mission Order) then you can ask the Assistant Diocesan Secretary for information about the steps to go through in setting up a policy.

# Disclosure and Barring Service Disclosures

DBS checks (formerly known as CRB) are administered for the Diocese by CCPAS (Churches Child Protection Advisory Service) using an online system.

Helpline :                   0845 1204550  
                                  01322 517 817 (option 1)  
Website:                   [www.ccpas.co.uk](http://www.ccpas.co.uk)

For information about how to register your church or parish with CCPAS in order to process DBS checks contact the Diocesan Safeguarding team.

In the Church of England, DBS checks are renewed at least every 5 years. Information about eligibility for DBS checks can be found in the Safer Recruitment Practice Guidance and in information provided by CCPAS (Recruiter's Guide). Specific queries should be addressed to the CCPAS team.

# Outings and Overnight Events

For all events when children and young people are taken off the church premises:

- ▶ A specific Risk Assessment should be carried out, including an assessment of the appropriate ratio of adults to children.
- ▶ Parents should be informed in writing of the arrangements.
- ▶ The children and young people should be divided into groups, each with a responsible adult, even if the whole group is to remain together. Each adult should be given a written list of those children or young people for whom they have responsibility.
- ▶ If travelling in several small groups, it is good practice to insist that the same group of children or young people travel with the same adult on both the outgoing and return journeys. This minimizes the possibility of children or young people going astray because of false assumptions that someone else has taken them.

## Overnight events

For overnight events particular care needs to be taken, not least when it comes to making arrangements for sleeping accommodation. It is impossible to lay down hard and fast rules to cover all situations. However, sensible precautions will minimize the risks for children or young people and workers.

All of the above bullet-points should apply. In addition the following best practice should be followed:

### Risk assessment

- ▶ Particular note should be taken regarding the proposed venue and its suitability for providing sufficient rooms for children and adults to sleep together with arrangements for toilets and washing etc.
- ▶ Are there sufficient fire exits from the sleeping accommodation in the event of a fire?
- ▶ Are all of the workers conversant with the procedures in the event of a fire?
- ▶ Ascertain prior to the event the local telephone numbers and other information that would be needed in the event of an emergency (caretaker or other contact for property if not on site, local doctor, the location of the nearest Accident and Emergency Hospital etc).

### Parental consent

- ▶ Separate parental consent should be obtained for each event where the child or young person will be cared for overnight.
- ▶ A contact phone number overnight for the parent/carer should be obtained for the particular night(s) of the event.
- ▶ Parents/carers should be given the address of the overnight venue together with a contact phone number for making contact in the event of an emergency. If giving a mobile phone number as the main point of contact please ensure beforehand that the signal strength at the venue is sufficient to make and receive calls.
- ▶ Ensure that parents/carers have returned a health form stating any special dietary requirements and current medication, and also giving the name and telephone number of the child's doctor and consent for emergency medical treatment.
- ▶ Consideration should be given to having a meeting with parents/carers prior to the event.

### Sleeping arrangements

- ▶ Males and females should sleep separately.
- ▶ If it is a mixed group of both boys and girls, there must be a mix of male and female adult workers.
- ▶ Come to a measured judgement based on the circumstances of the group you are taking away as to whether it is wise for adults to share sleeping accommodation with children or young people. This will depend on the ages of the children, their need of support, the likelihood of older children bullying younger children, and the nature of the venue. If adults share sleeping accommodation with children and young people, children and young people should always be able to dress and undress separately from adults. An adult should never sleep alone in a room with children or young people.

### Checklist for Residential Activities

- ▶ The following checklist will help to identify a number of important issues that should be considered for the safety and well-being of the children and young people when planning residential events:
- ▶ At least one of the workers/leaders should be responsible for First Aid and should hold an appropriate, valid certificate
- ▶ The person responsible for catering should hold a Basic Food Hygiene Certificate

- ▶ Check the insurance cover of any building in which you will be sleeping. There may be a limit on numbers it accommodates. If you exceed these, insurance can be invalid.
- ▶ Check the building and know where water, electricity and gas can be turned off.
- ▶ Fire safety
  - ◇ Know the fire drill for the building, and make sure you have a fire drill as soon as possible after entering the premises.
  - ◇ Know where the fire extinguishers are.
  - ◇ A Location Specific Plan should be displayed alongside the Fire Notice in each room.
  - ◇ Church halls and rooms used for sleeping larger numbers of people must have two means of exit.
- ▶ Know where the nearest hospital and doctor are. It is good practice to make contact with a local doctor prior to the event.
- ▶ It is a good idea to notify the local police. This applies if you are sleeping in any building, even if only for one night, and even if it is your own church. Also it is helpful to inform the fire brigade.
- ▶ Ensure that parents/carers have returned a health form stating any special dietary requirements and current medication, giving the name and telephone number of the child's doctor and consenting to emergency medical treatment.
- ▶ Residential activities must have safety rules
  - ◇ letting adults know where you are
  - ◇ not entering the kitchen without asking the cook, etc.
- ▶ Make sure the children have correct clothing for whatever activity they are taking part in. It is useful to issue a 'kit list' for residential activities.
- ▶ Where outdoor activities are concerned, either leaders should have the appropriate qualification, or if the activity is being provided by an outside organisation, then you should check that this organisation is registered with the Adventure Activities Licensing Authority and has appropriate insurance. Current guidelines suggest that for any camping or hill walking activity, the basic qualification which should be held is the Basic Expedition Leader Award (BELA) or an equivalent, for example a scout or guiding qualification.

*This information comes from the Baptist Union of Great Britain website and is used with permission.*

# The All-Age Community

The church community is unlike many other communities that work with children and young people. The church community is an all-age community seeking to make space for all - all ages, all abilities, all backgrounds.

Where an organisation's sole focus is to work with children and young people, it is possible for that organisation to establish very firm boundaries such that anyone who is thought to be unsuitable to work with children and young people can be excluded from the organisation. While churches are in a position to exclude such people from holding positions of trust with children and young people, churches would want to do everything possible for those people still to find their rightful place within the community of the church.

In this kind of community there will be occasions when boundaries become blurred. For example, there will be times when it will not be at all clear whether the church is taking responsibility for the care of children and young people or whether the children, while on church premises, are still in the care and responsibility of their parents. There will be a number of occasions when children and young people will be present on church premises as part of the all-age community of the church where careful consideration needs to be given as to what it means to provide them with a safe environment:

- ▶ before and after church services
- ▶ family or all-age services
- ▶ social events that are open to the whole church family
- ▶ rehearsals for productions that might include children, young people and adults

The greatest difficulty is in defining who is responsible for the children and young people in these situations, and to what extent responsibility falls to the church to be proactive in taking precautionary measures.

The following examples highlight the dilemmas faced by churches:

## *Case study 1*

A church organises groups for children on a Sunday morning which begin about twenty minutes after the start of the service and which end at the same time as the service ends. The leaders of the groups understand that they are responsible for the children as soon as the children leave the service until the group ends.

After the service tea and coffee is served. During this time the children and young people tend to move around the building freely and to entertain themselves in the church halls.

- ▶ Who is responsible for the welfare of the children before the group starts, particularly if the children are not accompanied to church by their parents?
- ▶ Who is responsible for the welfare of the children at the end of the service?

## *Case study 2*

A church holds an all-age service. No groups are organised for the children. The service has not been planned by the Junior Church leaders. Many of the children come with their families, but a number of children come unaccompanied.

- ▶ Do the Junior Church leaders have any responsibility for the children?
- ▶ Who is responsible for the welfare of the children before the service starts?
- ▶ Who is responsible for the welfare of the children at the end of the service?

## *Case study 3*

A church plans a social event to which all ages are invited, although children and young people are expected only to attend with their parents. Once on the church premises the children and young people take themselves off for some of the time to do their own thing while the adults mingle and enjoy one another's company.

- ▶ Can the church assume that the children and young people are the responsibility of their parents at events like this?
- ▶ Does the church bear any responsibility for their welfare and safeguarding?

## *Case study 4*

A church puts on a musical or dramatic production. It wants to include the whole church family and encourages the participation of children, young people and adults. The rehearsals and the events themselves entail a large amount of interaction between children and adults.

- ▶ Who takes responsibility for the welfare of children and young people in this situation?
- ▶ Can measures be taken to ensure that all of the interaction between adults and children is positive and healthy?

## Some general points need to be made with regard to all of these situations:

- ▶ All of these situations give rise to circumstances where children and young people could be placed in a vulnerable situation should a bully or a potential abuser wish to take advantage.
- ▶ These situations highlight the importance of the Safeguarding Children Policy being adopted, owned and understood by the whole church membership. The annual review of the policy should address areas of church life where adults, children and young people come together but where no formal children's or youth activities are being organised. The report of the review should also give an occasion for educating the church meeting and helping all church members and members of the congregation to understand their responsibilities with regard to safeguarding.
- ▶ Wherever possible it should be clear when representatives of the church are taking responsibility for the welfare of children and young people and when children and young people on church premises are in the care of their parents/carers.
- ▶ Good and clear communication with parents/carers is imperative so that they understand when the church is taking responsibility for their children and when the church understands the children and young people are in the care of their parents/carers.
- ▶ Whenever children and young people are on church premises, regardless of whether they are in the care of their parents or of the church, the church will be responsible for health and safety issues regarding the church premises.
- ▶ If the church is aware of hazards affecting the welfare and safety of children and young people in the context of church-organised activities or relating to the church premises, it has a duty to take action to minimize the risks posed by those hazards.

## Before and after church services

Sunday services are a time for fellowship. Before the service, members of the congregation greet one another and catch up on the week's news and after the morning service has ended in many of our churches people are encouraged to linger over refreshments. Even churches that do not serve drinks after worship will find that members remain to chat. During this time children and young people are often mingling with the rest of the congregation or taking themselves off to play with friends. It is important that due consideration is given to ensure the safety and well-being of children and young people during these times.

It should be clear when workers take responsibility for children and young people and when they hand responsibility back to parents. It is not good practice to allow children under the age of 8 to leave their group or class unaccompanied. Churches with larger groups should have a system in place so that they know that each child has gone with the correct adult. Once the children have been collected from their group the responsibility for each child reverts from the group leaders to the parents or adult who is in charge of collecting them.

If children under the age of 8 attend unaccompanied by any adults either:

- ▶ their parents/carers should be informed of the level of care that the church is able to take for their welfare (ie when they will be in the formal care of workers); or
- ▶ the workers in their groups should take responsibility for them from the time they arrive at church to the time they leave. A meeting point and time should be agreed before the service. After the group finishes, the worker will be responsible for the child until the child leaves the church premises.

It is not wise for children under the age of 8 to be on church premises unless they are in the care of an adult. Either it should be insisted that children under the age of 8 are accompanied by a parent/carer (or another adult identified by the parent/carer) when not part of an organised children's group, or during those times the church should make arrangements for an adult to supervise such young children.

- ▶ The church should be aware of any particular hazards to children and young people during these periods:
- ▶ Are children and young people congregating in rooms in the church with no adult supervision?
- ▶ Are there any hazards associated with the serving or preparing of hot drinks?
- ▶ Is it possible for young children to wander from the church premises unsupervised onto a road?
- ▶ Is there a canal or riverbank near to the church that poses a potential hazard?
- ▶ Are there any areas of the church building that should be out of bounds for children and young people or where children and young people should be closely supervised?
  - ◇ The kitchen should normally be out of bounds to children and young people.
- ▶ Does the church have an open baptistry?
- ▶ If there are any adults in the congregation who pose a risk to children and young people their behaviour should be closely

monitored during these times. If your church has a known offender attending it is important that the conditions of the offender's contract are fully enforced and adhered to.

- ▶ At the end of the service, two people should carefully check that the church building is empty and that all children and young people have left the church premises before the building is locked.

## Family or All-Age Services

The particular challenge of family or all-age services is that no one may understand themselves to be responsible for the formal care of the children and young people who attend. Indeed some churches may decide to hold an all-age service occasionally or regularly because they are unable to find the volunteers required to lead the children's and young people's groups. It is imperative that the parents or carers of children and young people understand the basis on which their children are attending the service.

- ▶ Any parents who are present should know that they are not entrusting their children into the care of others but remain responsible themselves for the welfare of their children.
- ▶ Any parents who send their children unaccompanied should understand the level of care and supervision that their children will be given.
- ▶ Where children and young people are expected to attend a family service because it is a parade service for a uniformed organisation, the parents or carers will have a proper expectation that their children and young people are in the care of the officers or leaders of the organisation.
- ▶ Again, it is not wise for children under the age of 8 to be on church premises unless they are in the care of an adult. Either it should be insisted that children under the age of 8 are accompanied by a parent/carer (or another adult identified by a parent/carer), or the church should make arrangements for an adult to supervise such young children.

One option that is available to churches is to decide that all children up to an age determined by the church should be in the care of a named adult when they attend an all-age service. If children are brought by their parents/carers or by another adult with the permission of their parents/carers, then the parent/carer (or the adult who brings the child) will be assumed to have responsibility for the child. Other adults will then be assigned by the church to take responsibility for any other children who attend the service. This latter group of adults will need to be appointed under the church's approved safeguarding procedures.

An alternative is to make it clear to all parents/carers that the church does not take responsibility for the care of children and young people who attend all-age services and that all children and young people will be deemed to be in the care of their parents/carers or an adult to whom the parent/carer has entrusted their child. If a church adopts this position, contingencies will need to be in place should a child under the age of 8 arrive at church unaccompanied. Even if it is clear that children and young people are in the care of their parents for a family service, the church will continue to have a duty of care with regard to the wider welfare issues for the members of the congregation including children and young people.

## The Multi-Generational Dramatic or Musical Production

The experience of putting on a dramatic or musical production that brings the whole church family together can be a powerful way of building relationships across the church family. However, care should be taken that the church's Safeguarding Children Policy is not compromised during the process, thus putting children or young people at risk. However, neither should fears about safeguarding issues make such a project unworkable, because it is thought that everyone who has any kind of contact with children or young people will have to have a DBS Disclosure.

Children and young people will be appropriately protected if the following guidelines are followed:

- ▶ named people will be responsible for the care and welfare of children and young people during the rehearsals and production;
- ▶ these people will be appointed under the procedures laid down under the church's Safeguarding Children Policy and will be fully conversant with the church's policy and procedures;
- ▶ at least two of these named people will be present whenever children and young people are involved in rehearsals and for the production itself;
- ▶ these named people will be responsible for ensuring the welfare of children and young people and in particular will be vigilant to ensure that all interaction between adults and children is appropriate and does not pose a risk of harm to children and young people.

*This information comes from the Baptist Union of Great Britain website and is used with permission.*

# Risk Assessment

As well as assessing the premises for the risks that they may pose for children, all leaders of children's and young people's groups should assess the risks involved in the programme that they are planning.

What is a risk assessment? A risk assessment means looking at what could go wrong and deciding on ways to prevent or minimise that risk.

We all carry out informal risk assessments every day:

- ▶ Is it going to rain? I'll take my coat and an umbrella just in case.
- ▶ Is it safe to cross the road? Find a safe place to cross, look right and left...

There are a number of ways to carry out risk assessments. The following is a basic, straightforward method recommended by the Health and Safety Executive. This method is dependent on identifying potential 'hazards' and then assessing the 'risk' that those hazards could pose.

- ▶ A hazard is anything that could cause harm.
- ▶ The risk is the likelihood (whether high or low) that someone will be harmed by the hazard.

## Step 1: Identify the hazards

Walk around the venue, think through your programme and think about the individual children and young people you are working with (taking into account age, special needs, whether physical, emotional or behavioural etc).

- ▶ What/who could reasonably be expected to cause harm?
- ▶ Look back at accident records/incidents
- ▶ What has been a hazard in the past?

## Step 2: Decide who might be harmed and how

For each hazard think through who might be harmed:

- ▶ groups of people (eg children, young people, youth leaders, parents)
- ▶ individuals - (eg a child with special needs)
- ▶ How might they be harmed? What type of injury?

## Step 3: Evaluate the risks and decide on precautions

What can you do about the hazards?

- ▶ Can I get rid of the hazards altogether?
- ▶ If not, how can I control the risks so that harm is unlikely?

## Step 4: Record your findings and implement them

Writing down your risk assessment and sharing them with your colleagues helps to ensure everyone understands the risks and subsequent controls.

Risk Assessments can then be reviewed and reused at a later date.

## Step 5: Review your risk assessment and update if necessary

When working with children and young people, the level of risk will vary depending upon the particular individuals you are working with, and the gifts and abilities of your workers. Thus risk assessments should be reviewed when necessary.

## General risk assessments and specific risk assessments

A general risk assessment should be done at the beginning of each term or set of sessions, considering the programme and the venue. Specific risk assessments should be done for activities which are out of the ordinary, for example a trip out, or an activity with particular risk factors (cooking, woodwork etc.).

Example grids for carrying out a risk assessment are shown below:

| Activity-Youth Club (general)                                                  |                                                    |                                                                                                                                                                                                                               |                                                                                              |
|--------------------------------------------------------------------------------|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Identify the Hazards                                                           | Who might be harmed and how?                       | Evaluate the risk and decide on precautions                                                                                                                                                                                   | Review your assessment and update if necessary                                               |
| Inadequately supervised children/young people<br><br>Accidents, bullying, etc. | Young people<br><br>Leaders/helpers<br><br>Parents | Ratio of staff to young people (see Safe to Grow)<br><br>All rooms that are being used to be adequately staffed<br><br>Any young people with special needs - do they need particular help for certain parts of the programme? | If a volunteer can't come at the last minute, how does that affect your evening's programme? |
| Accidents playing games                                                        | Young people<br><br>Leaders/helpers                | First aid kit and first aider on premises<br><br>Think through games - are they suitable for the age profile of young people?<br><br>Access to phone                                                                          | Re-assess risk<br><br>Is field clear of hazards?                                             |
| Safety of premises                                                             | Young people<br><br>Leaders/helpers<br><br>Parents | Walk around the premises and consider what could reasonably be expected to cause harm                                                                                                                                         | Another group is sharing the premises on a particular night                                  |
| Use of kitchen                                                                 | Young people<br><br>Leaders/helpers                | Young people to stay out of kitchen unless adequately supervised                                                                                                                                                              |                                                                                              |
| Trips out                                                                      |                                                    | Separate risk assessment to be done                                                                                                                                                                                           |                                                                                              |

Your written procedures should include a clear indication about:

- ▶ When a risk assessment should be carried out
  - ◇ General risk assessments
    - should these be 'termly' or 'quarterly'? (set a frequency that is appropriate for the way in which the group runs)
  - ◇ Special risk assessments
    - whenever an activity may involve greater risk
    - always if an activity takes place away from the normal venue
- ▶ Who is responsible for carrying out the risk assessment
  - ◇ identify clearly for each group who will be responsible for conducting the risk assessment
- ▶ What record should be kept of the risk assessment?
  - ◇ How should these be stored?

Within the training and induction programme organised by the church for its children's and youth workers, a module on risk assessment should be introduced for those who will have this responsibility. A common method of risk assessment should be agreed to be used by all church organisations.

*This information comes from the Baptist Union of Great Britain website and is used with permission.*

# Role Of The Parish Child Safeguarding Coordinator

## Appointing a Child Safeguarding Coordinator

Ideally the Coordinator should be someone without other pastoral responsibility for children in the parish, but where this is the case it may not be possible to request a DBS check for him/her.

A more practical approach may, therefore, be to ensure the following:

- ▶ that the Child Safeguarding Coordinator is not also the main youth or children's worker; and
- ▶ that one person does not hold all three roles of youth/children's worker/volunteer; Child Safeguarding Coordinator; and Children's Advocate/Independent Person.

In some smaller parishes even this may not be possible but the reasons for not adopting best practice should be noted by the PCC.

## The Role of the Child Safeguarding Coordinator

The following is a suggested list of responsibilities. Some of these may be shared with others.

- ▶ To be a link between the parish and the diocese, e.g. receiving mailings and passing on information.
- ▶ To work with the incumbent and the PCC to implement policy and procedures.
- ▶ To monitor the parish child safeguarding policy (or benefice/team policy) to see that it is being carried out.
- ▶ Administering the process for new appointments and ensuring that the procedures relating to safer recruitment are carried out, including reporting the outcome of DBS checks to the Diocese.
- ▶ Being a member of the interviewing panel for any new appointments so as to ensure safeguarding issues are taken into consideration.
- ▶ To see that all children's or youth workers and volunteers when appointed are issued with a copy of the parish child safeguarding policy and the Pocket Guide to Safeguarding Children.
- ▶ To report to the PCC at least once a year.
- ▶ To contact their priest or Children's Advocate/Independent Person, who will then get in touch with their Archdeacon, if there is concern about child abuse.
- ▶ To keep adequate records and ensure these are held securely.

The parish child safeguarding coordinator may also be responsible for:

- ▶ Being the named Children's Advocate/Independent Person that children are encouraged to talk to if they have worries or concerns.
- ▶ Reporting concerns to the Archdeacon.
- ▶ Supporting the children's and young people's workers through regular meetings by being a member of the relevant committee(s).
- ▶ Providing or arranging provision of training in safeguarding/child protection matters for all relevant workers and volunteers.
- ▶ Assisting in the monitoring and implementation of agreements with offenders.
- ▶ Acting as Safeguarding Adults Coordinator.

# Role Of The Children's Advocate/Independent Person

The following is a suggested role/job description for the Children's Advocate or Independent Person:

- ▶ To be a children's advocate by being someone whom children know they could talk to about any worries or concerns, if they so wish.
- ▶ To be someone that employees or volunteers can approach if they have concerns about possible abuse or the welfare of a child and then bring this to the attention of the priest or the Archdeacon in his/her absence.
- ▶ To visit children's and young people's groups to introduce him/herself and let children and young people know about the role and how he/she may be contacted.

## Guidelines For Bellringers, Church Musicians And Servers

- ▶ Arrangements for children and young people involved in bell-ringing, church music and serving must comply with the Child Safeguarding Policy. This applies equally where these groups are mixed-age groups, although the situation regarding DBS checks may be different for such groups (see the Safer Recruitment Policy).
- ▶ Adults involved in mixed-age activities should be made aware of safeguarding procedures.
- ▶ Where it is known that somebody has been convicted of an offence against a child or young person an agreement must be put in place with the assistance of the Bishop's Adviser so as to ensure that they will not be allowed unregulated or unsupervised participation in church activities involving children or young people.
- ▶ There must always be two adults present (preferably one male and one female) when children or young people are being taught, during rehearsals and supervising during a break away from the rest of the group.
- ▶ If separate tuition is provided to individual children or young people or in groups then DBS checks must be obtained. This is the case even if a parent is present as chaperone.
- ▶ A parent/guardian/carer must complete and sign a registration form for their child when they join the group, which also sets out the arrangements for the activity e.g. arrangements for weddings, dropping off and collecting, what, if any, physical contact will be needed during training. See Section D for a sample form.
- ▶ The leader of the activity must keep a register of those under 18. Consent forms must be signed by a parent/guardian/carer for any outings or holidays.
- ▶ Safety must be a priority in the bell tower or organ loft and awareness is needed of the insurance requirements for the activity, which will include an appropriate risk assessment.
- ▶ If private lessons take place away from the church property, arrangements must be made separately with the parents/guardians/carers. Isolated situations where no other adults are in the vicinity must be avoided. The PCC should do all it can to ensure that a clear distinction is drawn between church activities and private lessons.

# Conditions For Church Organised Parent And Toddler Groups, Playgroups And Crèches For The Under 8's

Everyone concerned in any activity that involves children must adhere to the child safeguarding policy. All leaders and helpers of the group need to be DBS checked where required (see the Safer Recruitment Policy for guidance), to be trained in child protection issues, to be given a copy of the church's child safeguarding policy and agree to implement it.

In groups where parents always attend with their children and are with their children at all times DBS checks cannot be requested for the leaders/helpers.

For external groups which meet on church property see the guidance on Other Groups and Organisations Meeting on Church Premises.

Church run groups will normally be covered by the church's insurance policy, but this must be checked rather than assumed.

*One useful guide to setting up a parent and toddler group is The Good Practice Guide for Parent and Toddler groups compiled by the Mothers Union, The Salvation Army and Care for the Family. This is available online using the following link:*

[http://www.salvationarmy.org.uk/uki/Parents\\_Resources](http://www.salvationarmy.org.uk/uki/Parents_Resources)

## Day Care for Children Under 8 years old

The Children Act 1989 requires that all DAY CARE for children under 8 years old, which is for two hours or more is to be registered formally with Ofsted through the Local Authority.

This does not apply to parent and toddler groups, nor does it apply to Sunday School or holiday Bible clubs.

If in doubt contact your Local Authority for advice.

# Guidelines For Transport For Children And Young People Where This Is Arranged By The Church

## Transport by car

- ▶ Another adult should always be present in addition to the driver. It is possible to transport a child without another adult present where failure to do so would put the child at risk, e.g. they would be left on their own waiting to be picked up. Where this happens the driver must make reasonable efforts to contact the parents/guardians/carers to explain the situation and seek their agreement and the child must sit in the back. Any such situations should be reported to the Child Safeguarding Coordinator.
- ▶ All laws regarding children in cars must be obeyed: age restrictions regarding who sits in the front, booster seats, seat belts, only one person per seat.
- ▶ Children and young people should not be taken out with transport without the prior consent of a parent/guardian/carer. The only exception to this is where the alternative would be to leave the child or young person in a potentially unsafe situation
- ▶ Drivers who take children on church organised activities should be over 25 and should have held a full driving licence for over 2 years.
- ▶ The insurance of all cars used to transport children should be fully comprehensive.
- ▶ All cars should be in a roadworthy condition.
- ▶ All children must wear suitable seatbelts. If there are no seatbelts, then children should not be carried.
- ▶ Any driver who has been convicted of driving offences (other than minor ones) should not transport children.
- ▶ Where possible, a signed undertaking, covering the above issues, should be obtained from those people who are prepared to transport children in their cars.

## Transport by minibus or coach

- ▶ The minibus or coach must be fitted with seatbelts throughout.
- ▶ All children must have a proper seat.
- ▶ Laws respecting booster seats and child restraints must be respected.
- ▶ An escort must always accompany the children or young people. It is best that they are seated near to the door. They should check that all seat belts remain fastened and should ensure that a reasonable standard of behaviour is maintained during the journey. The adult should also supervise the boarding and alighting to and from the vehicle.

## Other Groups And Organisations Meeting On Church Premises

Although other groups and functions that involve children on church premises are not the PCC's direct responsibility, the PCC cannot escape all liability in respect of such groups and should therefore take care to ensure that appropriate arrangements are in place as follows.

- ▶ The following clause should be incorporated in any booking form for church premises for which the PCC is responsible, both for one-off bookings and regular bookings.  
"You are required to ensure that children are protected at all times, by taking all steps to prevent the occurrence of any injury, loss, damage or harm."

- ▶ One-off bookings (including birthday parties)

A copy of your child safeguarding policy should be given so that good practice and procedures can be followed. Advise the organiser of the numbers of helpers required for the numbers of children expected. If the booking is by an individual rather than an organisation (e.g. for birthday parties), check insurance arrangements.

Alternatively, if the booking is by an organisation, it may have its own policies (child safeguarding and health and safety). Again, check insurance cover. Ask to see copies of any relevant policies and insurance cover.

- ▶ Regular Bookings

Organisations which use the church regularly for activities involving children or young people should have their own child safeguarding policy, health and safety policy and insurance cover. Bookings should not be accepted unless these are in place. Copies should be provided by the organisation when signing the hire agreement.

Organisations can be offered the parish child safeguarding policy as a model, but this needs to be formally adopted as the organisation's policy before the hire can go ahead.

At least annually, somebody should take steps to check on behalf of the PCC that the organisation's policies are being implemented, e.g. asking for evidence of DBS checks being in place, checking adult to child ratios.

## Self-Disclosures (Confidential Declarations)

A self-disclosure is always required to accompany a DBS check.

There are two versions of the self-disclosure form, either of which may be used. One is an appendix of the Safer Recruitment Practice Guidance. The other is in the CCPAS documentation (Applicant's Guide). Both versions take account of changes in the law in recent years. The CCPAS version is probably a little simpler to understand.

# Use Of Photographs And Images

## The taking and using of photographs and images of children on websites and other publications

The taking and publishing of photographs of children is usually enjoyed by children and parents and can bring good publicity, but there are some important issues to note. Issues are the same for still photographs, videos and films, and regardless of the particular technology used. For convenience they are all referred to as images.

Images count as personal data under the Data Protection Act 1998. It is therefore important that the consent of the parents/guardians/carers is obtained for the taking and use of images.

Youth/children's leaders and those taking photographs need to bear in mind that parents and carers may have good reasons for refusing consent, for example:

- ▶ if individual children are identified, it would be possible for paedophiles to use the images to target prospective victims;
- ▶ some children may have been subject to disputed custody matters, local authority care, or adoption, and their whereabouts should not be too widely known; parents and carers of the affected children will know this and will appropriately withhold consent without necessarily giving the reason;
- ▶ photographs which are taken or turned into digital images can be manipulated to create child pornography.

## Advice and good practice guide for the taking and using of images

- ▶ Consider using models or illustrations instead of photographs if you are promoting an activity.
- ▶ Obtain parental permission before taking images of their child taking part:
  - ◇ in activities at their club or organisation which is held on a regular basis. This can be asked for with the annual consent form for attending the club.
  - ◇ in activities at an event or when offsite on an outing or organised holiday.
  - ◇ at a holiday club.
- ▶ It is the leader's responsibility to see that children are not included in photographs if consent has not been given.
- ▶ Avoid the use of both first name and surname of individuals in a group photograph. Use a general caption instead e.g. 'Making Christmas Decorations.'
- ▶ If the child is fully named in print, avoid using their photograph.
- ▶ If a photograph is used, avoid fully naming the child.
- ▶ After taking photographs, ask for parental permission to use an image of their child if you wish to use it for promotional purposes. This ensures that parents are aware of the way the image of their child is representing the organisation or activity.
- ▶ Consider also asking for the child's permission to use their image.
- ▶ To reduce the risk of inappropriate use, only use images of children in suitable dress. The content of the photograph should focus on the activity not on a particular child and should avoid full face and body shots.

## Guidelines for the use of photographers (e.g. for a local newspaper) at events

- ▶ Provide a clear brief about what is considered appropriate in terms of content.
- ▶ Issue the photographer with identification, which must be worn at all times.
- ▶ Inform children and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
- ▶ Do not allow unsupervised access to children or one-to-one photo sessions at events.

## Photographs at a public event

It is necessary to exercise common sense in the application of these guidelines in the case of a general photograph of a public event, such as a church fete, where no individual or group of people is the focus. It would not be practicable to obtain the prior consent of everyone concerned, nor is this required by data protection law. It is still appropriate to consider carefully where and how such photographs are displayed.

Parents attending an activity, if you give them permission, are allowed to take visual images as long as they are only for their own private use e.g. for a family album. This information can be communicated to them by the circular or invitation to the activity before it takes place.

Please Note: It is the person taking visual images for personal use that shall be held responsible for any unlawful processing or misuse.

## **Filming and Videos**

Often a number of sequences are taken by the person(s) producing the video/CD/webcam. Once the final version has been produced it is advisable that further permission is sought from the parents/guardian/carer and they should be given an opportunity to view it before it is shown to a wider audience. This is in case they have any objections as to how their child has been portrayed and the context in which images of him/her have been used.

## **The Internet and Websites**

Apply an increased level of consideration to the images of children and young people on a church or other website. Once it has been decided which visual images to use for these purposes parental consent should be obtained for use in this context.

## **Concerns about use of images**

Concerns about the way in which images are used should be dealt with in the same way as any other child protection concerns.

# 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"> <li>- 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.</li> <li>- The Child Safeguarding Policy has been reviewed in the last 12 months. Date of review:</li> <li>- 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.</li> <li>- The Safeguarding Adults Policy has been reviewed in the last 12 months. Date of review:</li> <li>- Copies of both policies are attached with this report.</li> </ul> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><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"> <li>- Our Child Safeguarding Coordinator (Child Protection Coordinator) is<br/>           [Name and contact details] _____<br/>           _____<br/>           _____</li> <li>- Our Safeguarding Adults Coordinator is<br/>           [Name and contact details] _____<br/>           _____<br/>           _____</li> <li>- They receive the regular Safeguarding Updates from the Safeguarding Team.</li> </ul>                                                                                                                                                                                                                            | <input type="checkbox"/><br><br><br><input type="checkbox"/><br><br><br><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"> <li>- The Safeguarding Coordinator (or one of them) is a member of the PCC</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>- The Safeguarding lead on the PCC is<br/>           _____</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                               | <input type="checkbox"/><br><br><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"> <li>- The list of activities with children is stated in Appendix 1 to this report</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>- The list of activities with children is as stated in the Child Safeguarding Policy</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>- We have no activities with children and/or young people</li> </ul>                                                                                                                                                                                       | <input data-bbox="1353 275 1430 353" type="checkbox"/><br><br><input data-bbox="1353 416 1430 495" type="checkbox"/><br><br><input data-bbox="1353 557 1430 636" 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"> <li>- The list of activities with adults with additional needs is stated in Appendix 1 to this report</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>- The list of activities with adults with additional needs is as stated in the Adult Safeguarding Policy</li> </ul> <p style="text-align: right;"><i>3<sup>rd</sup> option overleaf</i></p> <p>OR</p> <ul style="list-style-type: none"> <li>- We have no activities specifically with adults with additional needs</li> </ul> | <input data-bbox="1353 853 1430 931" type="checkbox"/><br><br><input data-bbox="1353 994 1430 1072" type="checkbox"/><br><br><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"> <li>- The Child Safeguarding and Safeguarding Adults policy statements are posted on a church noticeboard</li> <li>- The safeguarding poster with the Childline phone number is displayed in places where children can see it</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                      | <input data-bbox="1353 1391 1430 1469" type="checkbox"/><br><br><input data-bbox="1353 1496 1430 1574" type="checkbox"/>                                                              |
| 7 | <p>Requirement: We know who is working with children and/or vulnerable adults</p> <ul style="list-style-type: none"> <li>- The number of people authorized to work with children and young people is ____</li> <li>- The number of people authorized to work with vulnerable adults is __</li> <li>- The list of those authorized to work with children/young people and/or vulnerable adults is attached as Appendix 2</li> </ul>                                                                                                                                                                                                                                                                                                                                                                   | <input data-bbox="1353 1659 1430 1738" type="checkbox"/><br><input data-bbox="1353 1742 1430 1821" type="checkbox"/><br><input data-bbox="1353 1825 1430 1904" type="checkbox"/>      |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                      |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8  | <p>Requirement: We ensure that everybody who is eligible has a DBS check</p> <ul style="list-style-type: none"> <li>- We are registered with CCPAS for online DBS checks</li> <li>- The lead recruiter is _____</li> <li>- We have a record of DBS checks</li> <li>- DBS checks are renewed every 5 years in line with Church of England policy</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><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"> <li>- It is clear who is responsible for making the appointment decision</li> <li>- All new appointments are subject to a recruitment process which includes a role description, application form, references, interview/conversation, and confidential self-declaration</li> </ul>                                                                                                                                                                                                                                                                                        | <input type="checkbox"/><br><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"> <li>- The list of those who have attended diocesan safeguarding training in the last 3 years is attached as Appendix 3</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <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"> <li>- Consent forms are in place for all under 18 groups</li> <li>- The number of current authorised leaders and helpers is sufficient and the OFSTED staffing ratios are maintained</li> <li>- All volunteers and paid staff have received the relevant safeguarding policies and the Pocket Guide to Safeguarding Children</li> <li>- The number of leaders and helpers who are qualified First Aiders is _</li> <li>- Volunteers and paid staff are advised on appropriate use of social media, mobile phones and texting</li> <li>- Texting to under 18's/social media is used in the following contexts:<br/> _____<br/> _____<br/> _____</li> </ul> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><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"> <li>- 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</li> <li>- All information known to the leadership has been passed on to the Diocesan Safeguarding Adviser</li> </ul>                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/><br><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"> <li>- All blemished disclosures have been passed to the DSA (or there have been no blemished disclosures)</li> </ul>                                                                                                                                                 | <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"> <li>- 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)</li> </ul>                                 | <input type="checkbox"/>                                                         |
| 15 | <p>Requirement: We keep information safely and maintain appropriate confidentiality</p> <ul style="list-style-type: none"> <li>- All personal records (consent forms, recruitment information, safeguarding records) are kept locked away</li> <li>- Where necessary, computer files are password protected</li> <li>- Shared email addresses are not used for correspondence on confidential matters</li> </ul> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |

AB/9 September 2016



# **Section E**

## **Safeguarding Adults**

# Policy for Safeguarding Adults

The Diocese of Leicester affirms the Policy for safeguarding adults in the Church of England as set out in Promoting a Safe Church, the main points of which are set out below.

## Summary of the Policy (page ix of Promoting a Safe Church)

- ▶ We are committed to respectful pastoral ministry to all adults within our church community.
- ▶ We are committed, within our church community, to the safeguarding and protection of vulnerable people.
- ▶ We will carefully select and train all those with any pastoral responsibility within the Church, including the use of Disclosure and Barring Service disclosures where legal or appropriate.
- ▶ We will respond without delay to any complaint made that an adult for whom we were responsible has been harmed, cooperating with police and the local authority in any investigation.
- ▶ We will seek to offer informed pastoral care to anyone who has suffered abuse, developing with them an appropriate healing ministry.
- ▶ We will challenge any abuse of power by anyone in a position of trust.
- ▶ We will care for and supervise any member of our church community known to have offended against a vulnerable person.

Adopted by Diocesan Synod 23 November 2013

## Principles underlying the Policy (paragraph 2.1, page 5 of Promoting a Safe Church)

Christian communities should be places where all people feel welcomed, respected and safe from abuse. The Church is particularly called by God to support those at the margins, those less powerful and those without a voice in our society. The Church can work towards creating a safe and non-discriminatory environment by being aware of some of the particular situations that create vulnerability. Issues which need to be considered include both the physical environment and the attitudes of workers. A person who might be considered vulnerable has the right to:

- ▶ be treated with respect and dignity;
- ▶ have their privacy respected;
- ▶ be able to lead as independent a life as possible;
- ▶ be able to choose how to lead their life;
- ▶ have the protection of the law;
- ▶ have their rights upheld regardless of their ethnicity, gender, sexuality, impairment or disability, age, religion or cultural background;
- ▶ be able to use their chosen language or method of communication;
- ▶ be heard.

## The House of Bishops Policy Statement on safeguarding adults in the Church of England (paragraph 2.2, page 5 of Promoting a Safe Church)

The Church of England is committed to encouraging an environment where all people and especially those who may be vulnerable for any reason are able to worship and pursue their faith journey with encouragement and in safety. Everyone, whether they see themselves as vulnerable or not, will receive respectful pastoral ministry recognizing any power imbalance within such a relationship.

All church workers involved in any pastoral ministry will be recruited with care including the use of the Disclosure and Barring Service disclosure service when legal or appropriate. Workers will receive training and continuing support.

Any allegations of mistreatment, abuse, harassment or bullying will be responded to without delay. Whether or not the matter involves the church there will be cooperation with the police and local authority in any investigation.

Sensitive and informed pastoral care will be offered to anyone who has suffered abuse, including support to make a complaint if so desired: help to find appropriate specialist care either from the church or secular agencies will be offered.

Congregations will often include people who have offended in a way that means they are a continuing risk to vulnerable people. The risks will be managed sensitively with the protection of adults and children in mind.

## Definitions for use with those who may be vulnerable (paragraph 1.3, page 2 of Promoting a Safe Church)

Any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation.

### Further information

Further information including definitions, procedures and recommendations for good practice are contained in Promoting a safe church.

Two points should be noted:

The definition of a vulnerable adult for the purposes of obtaining a DBS check is covered in the Safer Recruitment Policy (June 2013) and is narrower than that in Promoting a safe church.

The procedure for safer recruitment provided in Promoting a safe church is superseded by the Safer Recruitment Policy (June 2013).

## Implementing a policy in a parish (paragraph 2.5, page 7 of Promoting a Safe Church)

Everyone, as a citizen, has a responsibility for the safety, well-being and protection of others. Everyone within the church community also has a responsibility to ensure that there is a welcome for all people, including those seen as vulnerable. A policy about the safeguarding of vulnerable people should be the concern of the whole congregation and therefore should be presented to the Parochial Church Council for adoption and be reaffirmed at least annually. This is an opportunity for church members to remember their commitment to one another.

Everyone should be alert to situations where those who might be vulnerable are exposed to unacceptable risks. Those who work with vulnerable people often find themselves in challenging situations and need the support, prayers and encouragement of everyone in the congregation. Sometimes workers may be confronted with difficult behaviour on the part of those with whom they are working; sometimes workers may have to face difficult decisions about incidents that may need to be reported to the statutory authorities. The congregation and church workers need to be clear about the procedures which should be followed when there are concerns about people being harmed or abused.

Those who work most closely with vulnerable people in lunch clubs, day centres, Bible study groups or as pastoral visitors, etc., are in a unique position to get to know them. As a result workers might learn about things that give cause for concern or they may see others, sometimes including fellow workers or church members, behaving in ways that may be described as abusive or potentially harmful. When visiting a care home, for example, a visitor may observe another resident showing signs of abuse. Workers should have a good knowledge of the guidelines for good practice and should be implementing them; they should know what to do if they learn of any incidents where vulnerable people are being mistreated or abused.

Not all concerns about the welfare or safety of a vulnerable person need the public authorities to be involved; sometimes it may be that the concern focuses on behaviour and attitudes that are not immediately harmful and then the matter should be dealt with through training or discussion. The choices of the adult concerned should if at all possible be accepted. The response to any concerns should always be proportionate and appropriate to the issue.

Parishes should do their best to provide a safe place for those who may be vulnerable. Where the parish organizes special activities or groups for vulnerable people, care should be taken to ensure that those who work in these activities are carefully appointed, supported and supervised. Recruitment to other positions of trust should be carried out sensitively but thoroughly to try to prevent inappropriate appointments being made.

The Parochial Church Council together with the incumbent carries a duty of care for the safety of those who attend or use the church. The Council should, with the help of the diocese, ensure that a policy is in place that reflects the need to safeguard vulnerable people and that it is being implemented and has appropriate resources. The Council needs to find ways to communicate the policy to the whole congregation. Clergy in particular need to be aware of the pastoral needs of vulnerable people, their carers and those that work with them.

It is recommended that a named individual be appointed by the PCC to act as the key person to speak on behalf of vulnerable people both within the congregation and to outside bodies. Ideally the appointed person should have some experience in this field. They should be recruited using the Safer Recruitment Policy. Such a person may be the most appropriate person to receive information about concerns and will need to listen carefully, possibly discussing the matter with the adult concerned and making a decision about whether these concerns should be passed to an outside statutory body such as the police or the local authority Adult Services. The lead person should always liaise with and seek advice from the designated person in the diocese. If there is clear evidence that the vulnerable person has suffered abuse, then this should be reported as soon as possible to local authority Adult Services as the lead agency. All Adult Services Departments (or similar) have policies about the safeguarding of vulnerable peoples and will work in multi-agency collaboration with the health service and police.

Some parishes may find it difficult to appoint someone to undertake this responsibility. It may be more appropriate for this to be considered as an appointment within each deanery. However it must be remembered that each PCC is legally responsible for the activities in its own parish.

# A model policy statement on the safeguarding of adults in a parish (paragraph 2.6, page 9 of Promoting a Safe Church)

## Policy on the Safeguarding of Adults in the Church

This statement was adopted by ..... (Parish) at a Parochial Church Council meeting held on .....

This policy will be reviewed each year to monitor the progress which has been achieved.

1. We recognize that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
2. As members of this parish we commit ourselves to respectful pastoral care for all adults to whom we minister.
3. We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.
4. We commit ourselves to promoting safe practice by those in positions of trust.
5. The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.
6. It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect.
7. We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.
8. The parish is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be vulnerable.
9. The parish adopts the guidelines of the Church of England and the Diocese.
10. Each person who works with vulnerable people will agree to abide by these recommendations and the guidelines established by this church.

This church appoints ..... to represent the concerns and views of vulnerable people at our meetings and to outside bodies.

Incumbent .....

Churchwarden .....

Churchwarden .....

Date .....