

Stratton Team Ministry Safeguarding Policy

2019

“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”

(Diocese of Bristol 2014)



Foreword:

This policy is divided into 5 sections reflecting the *Safe and Secure* 10 Safeguarding Standards embraced by the Church's Child Protection Advisory Service (CCPAS)

Those 10 standards are:

1. Safeguarding policy
2. Developing Safeguarding Awareness Training
3. Safer Recruitment
4. Management of workers
5. Working Safely
6. Communicating effectively
7. Responding to concerns
8. Pastoral care
9. Managing those who pose a risk
10. Working in partnership

(CCPAS 2015)

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SECTION 1

Details of the place of worship / organisation

Name of Place of Worship: Stratton Team Ministry - St Margaret's Stratton with South Marston and Coleview and St Leonard's Stanton Fitzwarren,

Address: Administration St Margaret's Centre Parish office, Kenwin Close Stratton. SN3 4NY

Tel No: 01793 826505 Email address: stmargaretsoffice2@btinternet.com

PCC Secretary: St Margaret's: Mrs. K Mitchell 01793 825247

PCC Secretary: St Leonard's: Mrs. E Bannister 01793 763657

PCC Secretary: St. Mary Magdalene: Mrs. Diane Gambles_01793 824339

Membership of Denomination: Church of England Bristol Diocese

Insurance Company: Ecclesiastical Insurance – Public liability

The following is a brief description of our place of worship and the type of work / activities we undertake with children / vulnerable adults:

Stratton Team Ministry is an Anglican Church with daily and Sunday Church services offered at St Margaret's Stratton (with Coleview) Church and Centre, St Leonard's Church Stanton Fitzwarren and St Mary Magdalene Church South Marston and South Marston Village Hall. We offer worship, pastoral ministry and have strong links with the schools, children, and the local community.

Safeguarding processes in place:

- A Stratton Team Ministry Safeguarding Policy and associated Guidance document is in place and is reviewed annually.
- There are Joint Parish Safeguarding Officers (PSOs).
- There are 'Eyes and Ears' representatives in St Leonard Stanton Fitzwarren and St Mary Magdalene South Marston for safeguarding referrals.
- All group leaders are trained to at least C1 level and hold current DBS certificates.

The 'eyes and ears' representatives are:

St Leonards' Stanton Fitzwarren

Mr. Chris Pope

Mrs. Anne Pope

St Mary Magdalene South Marston

Mrs. Mary Crichton

This policy is to be read in conjunction with Stratton Team Ministry Guide to Safeguarding 2019

Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people, and vulnerable adults can be the victims of physical abuse, sexual abuse, emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child”. As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The safeguarding and protection of children and adults at risk is **everyone’s responsibility**, not just parents, guardians and carers. Procedures and formal processes alone, though essential, will not protect children and adults at risk. The community, including all its members, needs to be aware of the dangers and prepared to report concerns and take actions if necessary.

(Bristol Safeguarding Policy 2016)

We also recognise that:

- Every one has different levels of vulnerability and each of us may be regarded as vulnerable at some time in our lives
- All children, young people and adults who may be at risk (regardless of age, disability, gender, marriage and civil partnership, pregnancy, maternity, race religion or belief, sex or sexual orientation) have the right to equal protection from all types of harm or abuse which can occur in all families and communities
- Working in partnership with children, young people, adults at risk and their parents, carers and other agencies is essential in promoting their welfare

(Diocese of Bristol Safeguarding Policy 2016)

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Churches’ **Child Protection Advisory Service** formally CCPAS now called Thirtyone:eight, and prepared in consultation with The Diocese of Bristol Safeguarding Advisor.

This Safeguarding Policy is underpinned and supported by the following Church of England and Diocesan policies:

Protecting All Gods Children (Safeguarding policy for children and young people, 4th edition, (2010)
Promoting a Safe Church (2006)
Promoting a Safer Church (2017), [Safeguarding Adults]; House of Bishops policy statement (2017): Practice Guidance
Safer Recruitment (2016)
Responding to Domestic Abuse, (2017)
Responding well to those who have been sexually abused (2011)
Safeguarding Records (2015)
Safer Recruitment (2016)
Learning and development Framework (2017)
Diocese of Bristol Safeguarding Policy (2015 & 2016)
Diocese of Bristol Allegations Management Procedure
Diocese of Bristol Ministering to those who may present a risk Working Together (2015)
Care and Support Statutory Guidance (2014)
Care Act (2014)
Practice Guidance Responding to, Assessing and Managing Safeguarding Concerns or Allegations against Church Officers (2017)
Practice Guidance: Key Roles and Responsibilities of Church Officer Holders and Bodies (2017)

The Leadership undertakes to

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Parish Safeguarding Officers in their work and in any action they may need to take in order to protect children and vulnerable adults.

We will develop a culture in our churches that:

- Enables a safe and caring community to provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse
- Enables and encourages concerns to be raised and responded to openly and consistently and protects children, young people and adults who may be vulnerable from actual or potential harm
- Ensures that all people feel welcomed, respected and safe from abuse
- Values, listens to and respects children, young people and adults who may

be vulnerable, encouraging them to be active contributors to the church community

- Encourages adults who may be vulnerable to lead as independent a life as possible

When concerns are raised we will:

- Respond without delay to every concern raised that a child, young person, or adult may have been harmed, or may be at risk of harm, through abuse or neglect
- Work with police, local authority and other partners in any investigation, including where allegations are made against a member of the church community
- Challenge any abuse of power, especially in a position of trust. If abuse has occurred we will ensure: Informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse, including support to make a complaint if so desired
- Supervision is provided for any member of the church community known to pose a risk of harm to others
- Appropriate pastoral care is provided to any member of our church against whom an allegation is made

SECTION 2

The signs and symptoms of abuse and the management of referrals are to be found in detail in the Guide to Safeguarding 2019

Principles of Safeguarding Management

Confidentiality

Stratton Team Ministry accepts the principle that only those with a need to know should be made aware of safeguarding concerns or other confidential information. All staff, ministers and volunteers are expected to share confidential information appropriately and to ensure that written records and verbal information is shared responsibly and stored securely.

Consent:

Stratton Team Ministry accepts that all people have a right to make their own views and wishes known and that those wishes should be followed wherever possible.

Children and Young People:

Where there is a concern that a child is experiencing or at risk of abuse or neglect they may be those that know not to tell anyone. Stratton Team Ministry accepts that we cannot do this; these concerns must be reported to the appropriate authorities to enable the child or young person to receive appropriate help and support. Stratton Team Ministry asks all staff, ministers and volunteers to explain this to the children in their care when appropriate. Where there is concern that a child is experiencing or is at risk of abuse or neglect, Stratton Team Ministry expects that parents and carers will be communicated with and will have their consent sought. Information to be shared with the local authority or other agencies. This should happen **EXCEPT where there is a concern that to do so would place a child at increased risk or where a parent or carer may be involved in the sexual abuse of the child.**

In those circumstances, advice of the Local Authority or police should be sought before informing parents or carers of the concern.

Where the allegation is against an individual who may have access to other children or vulnerable adults the referral should be made without seeking consent from the parents or carers – how they are made aware of the concerns will be decided alongside the statutory agencies.

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Saturday Scene - Children Based Activities at the Stratton Team Ministry

All the Stratton Team Ministry activities organised under the auspices of the Saturday Scene has a written plan discussed with all parents. The significant part of this plan is that while the Stratton Team Ministry will take responsibility for the running of the activity and the Risk Assessment both safeguarding and H&S for the premises, the parent/s of the child/ren **MUST** undertake all personal childcare. Children will not be admitted to the activity unless accompanied by a parent/guardian who must sign the agreed responsibility documentation.

Adults:

Adults have the right to make their own decisions about their lives (Capacity Act 2014). Consent should be sought from an adult before information is shared about them. However, where an adult withholds consent for a safeguarding concern to be shared with statutory authorities (police and Local Authorities), this should be accepted **EXCEPT** where there may be other risk e.g. if the abuse or neglect is happening in a care home or hospital and the abuser has access to other vulnerable adults or children, or where there is reason to doubt that the individual has capacity to make the decision or where there is imminent risk of serious harm (Capacity Act 2014). Advice should be sought from the statutory services or DSA where there is doubt as to whether a concern should be referred

“A duty of confidence arises where information which is not already lawfully in the public domain is given on the understanding that it will not be shared with others. This understanding may be explicit, or it may be clear from the circumstances that there was a legitimate expectation on the part of the person giving the information that it would be held in confidence.

There is no breach of the duty of confidence where the person to whom the duty is owed has given consent to the disclosure. Where such consent has not, for whatever reason, been obtained, information may nonetheless be shared provided that this can be justified in the public interest. Where the information relates to the commission of a crime or where there is reasonable cause to believe that a child or adult may be at risk of serious harm if the information is not disclosed to the proper authorities, the public interest test is clearly satisfied”.

In other cases, the key factors are necessity and proportionality. The person holding the confidential information must weigh up what might happen if the information is shared against what might happen if it is not, and make a decision based on a reasonable judgement as to whether the proposed sharing is likely to make an effective contribution to preventing or reducing a risk (e.g. of malpractice or incompetence) to which the public would otherwise be subjected.

(Information Sharing and Storage- the Basics for Parish Safeguarding Policy Diocese of Bristol 2015)

Freedom to Speak out - Whistleblowing

The Stratton Team Ministry has a clear procedure to offer support for any individual to expose wrong doing or potential wrong doing in words or actions.

Every members of the church community has the right to be able to report or divulge information confidentially, orally or in written form, which may be, or is, potentially harmful without fear of retribution.

The pathway for the divulgence of information should be initially through consultation with the Parish Safeguarding Officers (PSOs). Their contact details are displayed in the churches, in the St Margaret's Centre and on the Parish web site.

If the complaint is regarding a member of the clergy or paid officer, the pathway procedure is directly to the Diocesan Safeguarding Officer (DSA) and on to the Bishop. If the complaint is regarding the Parish Safeguarding Officers it should go via the Priest in Charge to the DSA.

For any other member of the church it should be directed to the PSOs.

All information will be treated confidentially. See more information in the Guide to this policy.

Data Protection - General Data Protection Regulation (GDPR)

The Data Protection Act 1998 ("DPA") has now been superseded by the General Data Protection Regulation GDPR Act of May 2018. It applies to the processing of any information that relates to a living individual who can be identified from that information alone or when taken together with other information held by the same person or body. Such information is termed 'personal data' in the GDPR. Processing is widely defined and includes obtaining information, holding it (whether in paper or electronic form) and sharing it with others.

The GDPR sets out eight fundamental principles that must be observed when processing personal data. These can be summarised as follows:

1. Personal information must be processed fairly and lawfully.
2. It must be obtained for one or more lawful and specified purposes, and processed in a manner compatible with that purpose or those purposes.
3. It must be adequate, relevant, and not excessive in relation to the purpose(s) for which it is processed.
4. It must be accurate and where necessary, kept up to date.
5. It must not be kept for any longer than is necessary for the purpose(s) for which it is processed (see Safeguarding Record Retention Periods).
6. It must be processed in accordance with the rights conferred by the GDPR on the person who is the subject of the information ('the data subject').
7. Appropriate measures must be taken to protect the information from unauthorised or unlawful processing and against accidental loss, destruction or damage.
8. The information must not be transferred to a country outside the European Economic Area unless that country has an adequate data protection regime.

The GDPR Act also provides that certain information is to be treated as 'sensitive personal data' in relation to which particular conditions apply. This includes information about a person's religious beliefs, racial or ethnic origin, political opinions, sexual life, physical or mental health, union membership or criminal record (including any allegation that a criminal offence has been committed).

Any data controller - defined as a person who (either alone or jointly or in common with others) determines the purpose for which, and the manner in which, any personal data is processed - is required under the GDPR to notify the Information Commissioner if he or she processes

personal data electronically, unless the processing falls within certain exempt categories. Failure to notify is a criminal offence. The details provided are used by the Information Commissioner to maintain a public register of data controller and the categories of personal information which they process. Before sensitive information is shared, please consult the flow chart on 'information Sharing' in appendix 8.

Persons storing safeguarding information:

All data associated with safeguarding is kept electronically on an independent memory stick deposited in the parish safe in the St Margaret's Centre. The data on the memory stick is encrypted, password protected and in a sealed envelope. The PSOs and the current Priest in Charge are the only members of Stratton Team Ministry who have the de-encryption code for this memory stick, and access to it is restricted to those same people. Data is required by statute to be stored for 7 years- Some will need to be stored longer- see Church of England guidance 'Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church 2015' to keep or Bin.

Stratton Team Ministry does not have access to secure email systems. Therefore great care should be taken where email is used to ensure that confidential information is not open to being accessed by unauthorised individuals. Individual's confidential information should not be communicated via email.

The Parish Safeguarding Officers with regard to DBS certification, and staff and volunteer training will keep records.

SECTION 3

Responsibilities of the PCC

Prevention

Safe recruitment

Stratton Team Ministry is committed to implementing safer recruitment practice in the recruitment of all ministers, volunteers and employees and accepts and follows the Church of England Safer Recruitment Policy 2015. The relevant vetting scheme is that of the Disclosure and Barring Service. The suitability of an applicant to work with children or adults at risk is never solely dependent on the outcome of a DBS check and the full safer recruitment process will be used to determine suitability of the candidate for the role.

“Every parent, carer or family member has the right to expect the same standards of recruitment and professionalism irrespective of whether an individual is paid or works voluntarily. Some mistakenly believe that carrying out a DBS check is all that is needed, and it can be tempting for places of worship to take short cuts when a person is willing to help out and is a familiar face. Those who have responsibility in this area need to understand a disclosure check is only part of the safer recruitment process”. (CCPAS word blog 2018)

Those who work with children and/or adults, and those who supervise those workers, who are eligible for a DBS check, will be required to undertake that check prior to starting in any role whether employed or voluntary within the Diocese of Bristol as well as the complete Safer Recruitment process.

“A decision to appoint someone should be based on all information gathered i.e. their experiences, ability, suitability, and their motives for wanting to work with children or vulnerable adults. It should not be based on factors such as urgency of need, or immediate availability of the applicant. An assessment of each candidate interviewed may then be made. This will enable the organisation to arrive at a decision to appoint the candidate who gave the greatest confidence in their ability.” (CCPAS word blog 2018)

Those who are not eligible for a DBS check will be recruited in line with ‘Safer Recruitment’ practice including the use of applications forms, references and interview where applicable.

Suitable induction, training and supervision will be provided to all those working with children and vulnerable adults.”

“It is important that there are clear lines of accountability so that any person in the organisation knows how to discuss and refer matters of concern. The managers of the workers need to

demonstrate the highest standards of conduct and the practices that they want others to adhere to. This will include the willingness to attend training.” (CCPAS word blog 2018)

(Diocese of Bristol Safeguarding policy 2016)

The Leadership will ensure all workers will be appointed, trained, supported, and supervised in accordance with government guidance on safe recruitment and by following the Church of England Safer Recruitment Policy 2016 this includes ensuring that:

Recruitment of staff and volunteers will be in line with the guidance given below:

- Recruitment of staff and volunteers will only be undertaken by those delegated with responsibility from the PCC
- Recruitment of staff and volunteers will only be undertaken according to the agreed process
- All recruited staff and volunteers will be made known to the PCC
- No one who has not been safely recruited will be permitted to work unsupervised with children, young people, or adults who may be vulnerable.

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The Safe Recruitment process:

Every part of this process must be carried out to the satisfaction of the PCC who must ensure that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation’s safeguarding policy and knows how to report concerns.
- There is a documented development plan for the newly appointed person, a named supervisor, and a time limited review period for review meetings. The supervisor must document each review meeting and report progress to the PCC

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It is the **responsibility** of the **Church Wardens** under the auspices of the Parochial Church Council (PCC) and with the authority of the Priest in Charge to use the **‘safer recruiting’** process for all post and roles both paid and voluntary within Stratton Team Ministry. The Church Wardens may delegate the responsibility of undertaking the appropriate DBS checks to the Parish Safeguarding Officer/s. In all cases this check must be undertaken for the roles

designated as necessary by the Church of England.

If the Stratton Team Ministry uses workers from outside of the UK then appropriate background checks for those applying to work with children / vulnerable adults must be made. Individuals must have obtained 'fit person' checks from their home country as well as references. The PCC must give consideration regarding their legal residence, nationality, and present location. This needs to be considered in the case of a person born outside UK, who is a long term resident in UK, married to a UK citizen, having right of residence in UK. (Especially in case of dual-national Irish who are allowed to be here anyway).

The PCC also has a responsibility to ensure that:

All new activities associated with Stratton Team Ministry comply with the Safeguarding Policies and Procedures (refer also to the Guidelines document). The PCC must designate an individual member who will accept this responsibility on behalf of the PCC, and make sure that members of the church community pass the relevant activity information through that person for checking.

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The Priest in Charge and the PCC to make sure that all safeguarding processes and checks are in place any new activity planned by Stratton Team Ministry.

A named supervisor must be appointed by the PCC to oversee the initial probationary period of any new recruit to a leadership post.

A code of conduct is supplied to all new post holders

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In all recruitment the PCC will carefully select those with any responsibility within the Church (including voluntary workers) in line with the Safer Recruitment principles and checks (See Stratton Team Ministry Safer Recruitment Guidelines) and provide ongoing supervision, support, and training.

Related Policies controlled by the PCC

Photographs and Videos

It is the policy of Stratton Team Ministry that no one should take photographs of children or young people without the consent of the child's parent or carer and the consent of the church where they are old enough to give consent.

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- Where photographs are to be taken consent will be gained from the parents and carer in advance in writing. This will stipulate who will take the photograph, for what purpose they may be used, how they will be stored and after what period they will be destroyed.
- All photographs for Stratton Team Ministry should be stored securely on devices belonging to the PCC. No photo or video should be left stored on personal photography or video equipment.
- No photo will be taken, shared or used for any purpose, which shows a child in any state of undress.
- No child will be named in publicity related to photographs or video
- Where an event may be photographed and is open to the public; signs will be displayed

noting that photographs and video may be taken and inviting anyone not wishing to be in any photo used to make this known to a named person. The photographer/ videographer will be named on these signs and wear ID

- Only those delegated with the responsibility by the PCC may ask for parental consent and arrange the taking of any photo or video

Communications and Social Media Policy

It is the policy of Stratton Team Ministry that no one employed on a paid or voluntary basis, serving as a PCC member or as a Licenced Minister will contact children or young people directly via social media, email, phone or text without the knowledge and consent of that child or young person's parent or carer.

- Where such contact needs to be made (for example a text to advise of a change of time for an activity) the child's parent or carer will be asked for consent in advance and the parent or carer will be copied into that information
- Very rarely contact may be made with a child or young person without the knowledge of the child's parents or carer (for example where there are serious safeguarding concerns for a child and it would increase the risk to the child to contact the parent). In this case the person making contact with the child must agree in advance with the Parish Safeguarding Officers (PSOs) that this is appropriate, a second adult should be copied into all communications e.g. PSOs or the incumbent and must keep a record of all communications and provide these to the PSOs for the case record.
- Where a group wishes to have a social media account to publicise or communicate regarding their group or activity, the following will apply:
 - The account shall not be a personal account belonging to any group member or leader; it will be a separate group account
 - More than one adult will be the administrator for the account so that all content and messages will be seen by more than one adult
 - All users will be made aware that bullying, harassment or other anti social behaviour will not be tolerated. Information will be available to all users about how to raise a concern about the conduct of others
 - Steps must be taken to prevent people outside the group from having access to the names or personal details of anyone who is part of the group e.g. if a group Facebook page is used, the account settings should prevent group members being identified and any message sent to anyone other than the administrator
 - All those in leadership roles will ensure that the language is professional and appropriate e.g. not adding 'xx' to messages, not using nick names that are not what the leader is called by everyone else, avoiding addressing others by endearments which would be ambiguous, such as 'love'.

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Management of Workers – Codes of Conduct

As a Leadership Team we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people, and vulnerable adults.

The Leadership Team will use the guidance from the Home Office document '*Abuse of Trust*

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Caring for Young people and the Vulnerable. This guidance is intended to apply to those caring for young people or vulnerable adults in both paid and unpaid work, including volunteers, regardless of whether they are public, private voluntary or volunteering sectors.

Clear boundaries must be developed by Stratton Team Ministry with regard to the personal relationships that can develop.

Stratton Team Ministry has a clear *'Lone Workers'* policy which will be adhered to on every occasion when a minister or volunteer visits a church member alone. (See Appendix 3)

Activity Risk Assessments and Health and Safety Assessments

Every activity undertaken on behalf of Stratton Team Ministry must have a risk assessment to include Safeguarding and a Health and Safety assessment undertaken. The H&S representatives, the PSO and the activity organiser will undertake this assessment, which will, if agreed, be approved by the PCC. The H&S representatives will keep records of that assessment. Any 'on' or 'off' site youth activities should be organised within the framework of the Health and Safety and Safeguarding policies, and the PCC must ensure that activities are suitably covered by insurance and the insurance company consulted if there is any doubt. It is the responsibility of the PCC to review and update these assessments at least annually.

Job Roles

Every activity within the Stratton Team Ministry will have a clear job role/job description attached to it. These role descriptions will set out clear expectations for that activity / role and the expected boundaries. These descriptions will be approved by the PCC and reviewed by the PCC annually. Failure to adhere to the role may lead to a situation from which an accusation of negligence may arise. The Church's insurance company may not then support any subsequent claim. It is the responsibility of the Team Leader/s under the supervision of the PCC to ensure that team members are conforming to the specification of the role. The PCC must ensure that training and supervision is made available for all members of all teams if required. Any new team members should have a period of induction and review agreed with both the team leader and the PCC

Complaints

See section 2

Financial Matters

It is essential that all members of the parish understand that all financial matters are controlled and managed by the treasurer on the PCC. Any financial gifts, offerings or donations should be deposited with the Treasure for the PCC who will record them and submit for annual audit.

Case history of parishioner activities in other churches support that occasions when often ill or disabled parishioners ask a member of the church, often a pastoral visitor, to deposit 'collection envelopes' on the parishioners behalf. This places the pastoral visitor in a very difficult position with a potential for abuse accusation.

It is essential that the PCC develop a system where this cannot happen, and make the preferred course of action known to all those who undertake pastoral visits.

SECTION 4

Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship / organisation.

The Ministers, PSOs, and Stratton Team Ministry lay members will ensure that church members who require support, advice, or referral will receive it. The ministry will use external agencies as and when it is deemed that extra/ more professional specialist advice is required.

A Cautionary Thought on Abuse, Trauma and Identity

“People are affected by abuse in different ways. It may take many years, indeed decades, before someone who has been hurt by abuse can acknowledge to themselves and to others in full consciousness the wrong done to them. Once that first step has been taken, there is then likely to be a further process taking many years before something like healing and restoration can be said to have occurred. Indeed, for some it may seem that point never really comes at all, while for many, it will always feel precarious”

The Gospel, Sexual abuse and the Church (2016)

Working with those who may present a risk

“When someone attending the place of worship / organisation is known to have abused children, or is known to be a risk to vulnerable adults or has had an allegation made against them which is yet to be investigated the Leadership will follow the Diocese of Bristol guidance “ministering to those that may present a risk”. This involves supervising the individual concerned and offering pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep.”
(Diocese of Bristol Safeguarding Policy 2016)

Parishioners on an Diocesan Agreement

“Advice will be sought from the Diocesan Safeguarding Adviser and appropriate risk assessments and action plans will be put in place. An ‘Agreement’ will be created for the individual in joint consultation with the DSA, the Priest in Charge and the PSO and implemented as directed. The Diocese Safeguarding Advisor will review this Agreement annually. This will ensure that the leadership can manage the risk appropriately by creating clear codes of behaviour that the

individual must follow. This will protect the offender and the 'at risk' groups."
(Diocese of Bristol Safeguarding Policy 2016)

Any members of the parish who has an 'Agreement' with the Diocesan Safeguarding Adviser can expect of right, to have an annual review of that Agreement and attached Risk assessment, which may after discussion be annulled

"If a member of a church community comes to notice as having a conviction or caution for offenses against children or vulnerable adults, or has been barred from working with children or vulnerable adults, or is considered a potential present risk to either group (for example if an allegation has been made but the outcome is as yet unknown) we will seek to implement a written agreement, where it is safe to do so in line with advice from the local Multi Agency Public Protection Arrangements group (MAPPA). The agreement will contain safeguards for the individual and children and/or adults at risk.

Stratton Team Ministry will work with statutory authorities where appropriate to ensure adequate risk assessment and management of any agreement. (See 'Ministering to Those that may Present a Risk' and 'Risk Assessment' guidance)."

(Diocese of Bristol Safeguarding Policy 2016)

Victims of Domestic Abuse

The Stratton Team Ministry in conjunction with the Church of England is committed to the raising of awareness about Domestic Abuse and its impact on individuals, children, the wider family and the community. (See Appendix 7)

It will work to ensure that:

- The safety of individuals suffering abuse or seeking help is the first priority, and to be aware of the need for confidentiality within the bounds of good safeguarding practice
- Teaching and worship reflects awareness-raising about Domestic Abuse, uses appropriate language and says clearly that Domestic Abuse is wrong
- Inappropriate behaviour is challenged, this needs to be done in an extremely careful way, in a way that does not place any individual including a victim at increased risk
- Clergy and clergy spouses have the same access to support and resources as others who are experiencing domestic abuse. In addition the Diocesan Bishop will appoint a Bishop's Visitor whose role is to support the clergy or the clergy's spouse at the time of the breakdown of the relationship, and for as long after as required"
(Responding to Domestic Abuse 20)

Sexual Harassment (See policy Appendix 8)

The Stratton Team Ministry Sexual Harassment Policy aims to protect men and women in our church from unwanted sexual advances and give them guidelines to report incidents. We will

also explain how we handle claims, punish sexual harassment and help victims recover.

We won't tolerate sexual harassment in our church in any shape or form. Our culture is based on mutual respect and collaboration. Sexual harassment is a serious violation of those principles.

What is sexual harassment?

Sexual harassment has many forms of variable seriousness. A person sexually harasses someone when they:

- Insinuate, propose or demand sexual favours of any kind.
- Invade another person's personal space (e.g. inappropriate touching.)
- Stalk, intimidate, coerce or threaten another person to get them to engage in sexual acts.
- Send or display sexually explicit objects or messages.
- Comment on someone's looks, dress, sexuality or gender in a derogatory or objectifying manner or a manner that makes them uncomfortable.
- Make obscene comments, jokes or gestures that humiliate or offend someone.
- Pursue or flirt with another person persistently without the other person's willing participation. Also, flirting with someone at an inappropriate time (e.g. in a team meeting) is considered sexual harassment, even when these advances would have been welcome in a different setting. This is because such actions can harm a person's professional reputation and expose them to further harassment.

The most extreme form of sexual harassment is sexual assault. This is a serious crime and our church will support parishioners who want to press charges against offenders.

Listening Service for Abuse Survivors

The Stratton Team Ministry is able to offer a listening, pastoral advice service to any member of the parish who is a survivor of Domestic Violence or abuse. The survivor should contact the Priest in Charge Rev Vicky Fleming or the Curate. All contact will be undertaken anonymously on a strictly confidential basis.

Complaints Policy

The Stratton Team Ministry has a Complaints Policy. It will respond to written or oral complaints in a consistent and robust manner attempting to be fair and consistent with all parties concerned.

Complaints should initially be directed to the Priest in Charge in writing. The initial receipt of complaint will be acknowledged within 4 days. The Priest in Charge will then investigate in detail. Consultation with appropriate members of the church (PCC, Team Leaders, PSOs, Church Wardens) will be undertaken.

The Priest in Charge will then give a written or oral response to the complainant.

If the subject of the complaint is the Priest in Charge, then the initial complaint must be addressed to the Church Wardens. They, in consultation with the PCC might pass the complaint to the Diocesan Safeguarding Adviser who will pass it to senior members of the Diocese invoking the Church Disciplinary Measures process if necessary

SECTION 5

Practice Guidelines

See Associated Guidance Handbook 2019

As an organisation/place of worship working with children, young people, and adults at risk we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships, and minimise the risk of false accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people, and vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets Bristol Diocese / *Thirtyone:eight* (formally CCPAS) safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

When Stratton Team Ministry is working with partners it is important to have clear guidance on safeguarding expectations. This is particularly important where working with partners who are based in other countries.

It is the expectation of Stratton Team Ministry that in a joint venture, when children or young people are working on sites recognised as those of Stratton Team Ministry *the responsibility for all safeguarding will be that of Stratton Team Ministry*. When members of Stratton Team Ministry are working at another Church or venue with another body, *safeguarding will be that body's responsibility*.

Stratton Team Ministry will expect:

- All adults working with children and vulnerable adults will have a current DBS certificate

verified by both the home and the visiting organisers

- A clear articulation of our standards and expectations of behaviours taking into consideration beliefs and practices of other countries should the activity involve children from outside the UK
- The purpose of the activity is known and agreed by both organisations
- All leaders are aware of the safeguarding referral procedures should they be necessary
- That all leaders have a clear and unambiguous guide of behaviour to protect both them and the children from suspicion
- Parents have been informed and have agreed in writing to their children taking part (failure to do so will result in that child being barred from taking part in the activity)
- Clear boundaries are in place for all activities both for the leaders and the participants
- There is also an expectation that any other organisation/s using the premises of Stratton Team Ministry will have, as part of the lettings agreement, their own Safeguarding Policy that meets the Bristol Diocese Safeguarding standards.

Hire of Church Premises

Organisations and individual users meeting in facilities owned or managed by Stratton Team Ministry will be expected to adhere to this safeguarding policy or where they work regularly with children, young people or adults whom may be vulnerable, to have their own safeguarding policy

Stratton Team Ministry is responsible for overseeing users and ensuring that agreed hire process and forms are in use. This will include obtaining a copy of the hirers safeguarding policy where relevant and providing a copy of this policy.

The hirer organisation's safeguarding policy should be examined by the PCC as part of the hire agreement and recorded as seen, by the activity organiser, and the Priest in Charge.

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"The Diocese of Bristol accepts that it has responsibilities, through its workers, to take all reasonable steps to safeguard children and adults at risk when on church grounds, taking part in church led activities off site and when traveling between sites when organised by the Church. Stratton Team Ministry cannot be responsible for incidents or concerns arising outside of church or church led activities but will never the less endeavour to provide appropriate advice and to refer any concern raised to the appropriate authorities in order to ensure that the community as a whole is safeguarded appropriately.

The term 'concern' covers allegations, disclosures, and complaints of a safeguarding nature; whether made in writing or verbally. "

(Bristol Diocese Safeguarding Policy 2016)

Appendix 1 Leadership Safeguarding Statement

The Leadership Ministers and PCC recognise the importance of its ministry /work with children, young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership/organisation:

This place of worship/organisation is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe, and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial, and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding officer/s in their work and in any action they may need to take in order to protect children/vulnerable adults.

- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

Stratton Team Ministry recognise: that those in positions of trust and responsibility, in the Church, as elsewhere, may be subject to temptation to abuse their power and exploit or harm others. We seek to take action to deal with any abuse.

Allegations of abuse or misconduct in relation to children (under 18) by church officers will be referred to the Local Authority Designated Officer (LADO), as well as other statutory bodies as appropriate, and investigated in accordance with his/her advice.

Allegations of abuse or misconduct in relation to adults (18 and over) by church officers will be referred to the police and/or Local Authority where appropriate and investigated in accordance with their advice. Where appropriate allegations of this nature will be managed according to the Church of England 'Risk Assessment' guidance' and or the appropriate disciplinary and or complaint procedures.

We also recognise that:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child.
- Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

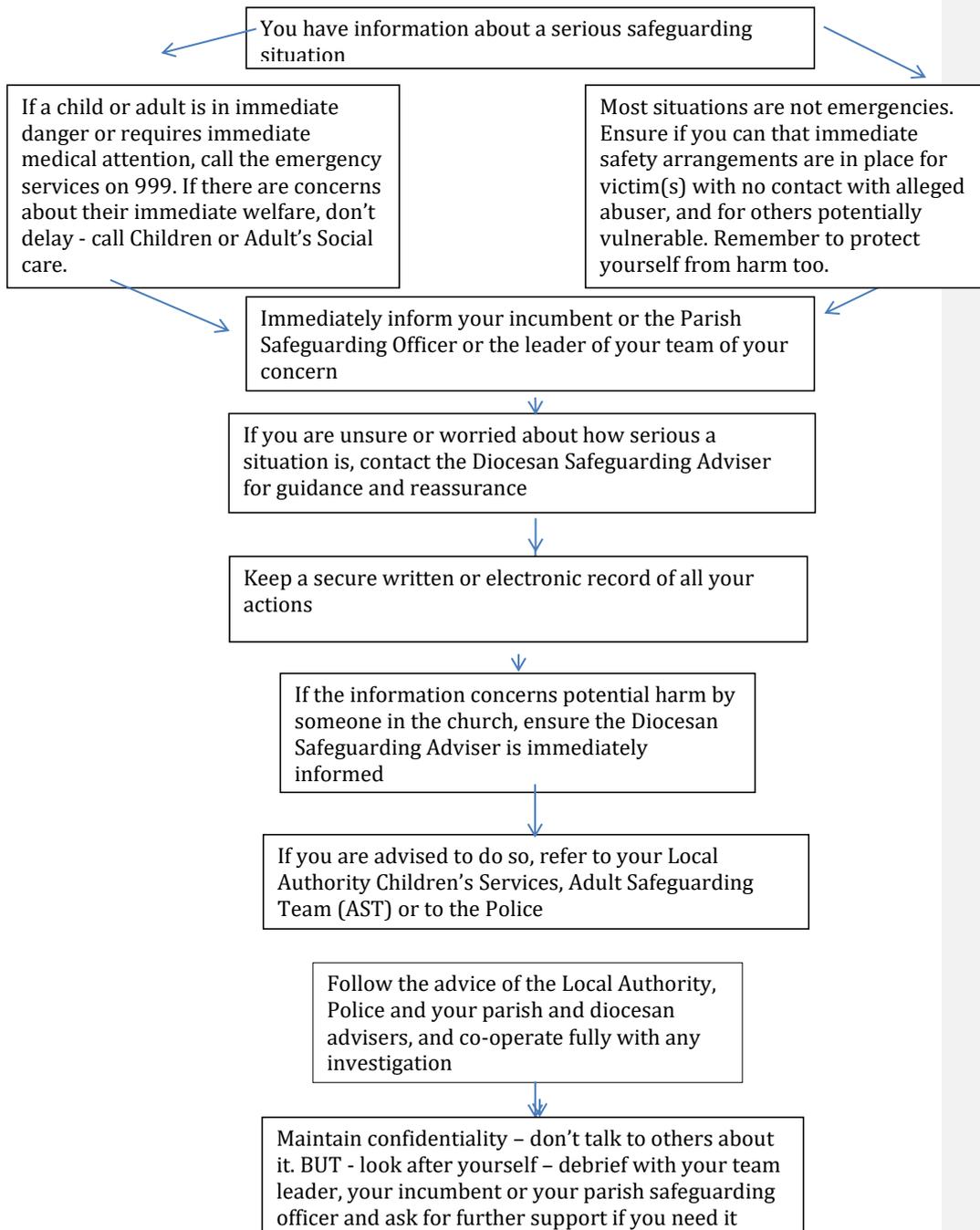
We will review this statement and our policy and procedures annually.

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as safeguarding officers for this place of worship/organisation.

Mrs. Mary Boshier Parish Safeguarding Officer (PSO)
 Dr. M A Boshier Deputy Parish Safeguarding Officer (PSO)

A copy of the full policy and procedures is available from the Parish Safeguarding Officers, The Priest in Charge, the PCC c/o St Margaret's Church Office and at the back of all churches in the benefice.

Appendix 2 Responding to Referrals of Abuse



Appendix 3 Stratton Team Ministry Lone Working Policy

As lone workers we are under the responsibility of our church during our work hours, and the environment in which we work must be as safe as it can be. Our PCC have to accept responsibility for lone worker safety when we knock on someone's door to make a home visit.

In organisations that take a responsible view, there will be an understanding that lone workers are especially open to risks, which cannot always be managed.

(People safe www.people-safe.co.uk 2015)

Personal safety for Clergy and Volunteers - Measures in place to reduce those risks

1. Avoid working alone.
2. Do not assume that having a mobile phone and a back-up plan is a sufficient safeguard in itself. The first priority is to plan for a reduction of risk. E.g. lock the door of the church if you are in there alone
3. Take all reasonable precautions to ensure their own safety, as they would in any other circumstances.
4. Before working alone, an assessment of the risks involved should be made in conjunction with the Team Leader
5. Where required, members must ensure that they sign in and out of building registers if these are used. E.g. PCC meetings
6. Members must inform their Team Leader or other identified person when they will be working alone, giving accurate details of their location and following an agreed plan to inform that person when the task is completed. This includes occasions when a member expects to go home following an external commitment rather than returning to their base.
7. Agree a distress code word which may be used if the lone worker feels threatened
8. If a person does not report in as expected an agreed plan should be put into operation, initially to check on the situation and then to respond as appropriate using emergency contact information if necessary.
9. Arrangements for contacts and response should be tailored to the needs and nature of the team and discussed with the Team Leader. Issues to take into account include:
 - *Staffing levels and availability*
 - *Developing links with residential establishments to follow their safeguarding practices and recognise the identified risks*
10. Where members work alone for extended periods and/or on a regular basis, managers must make provision for regular contact, both to monitor the situation and to counter the effects of working in isolation.
11. Members working away from their home should ensure that they have access to a mobile phone at all times. Members are responsible for checking that the mobile phone is

charged, in working order and with sufficient credit remaining with the relevant provider.

Note** It is the members own responsibility to undertake an appropriate risk assessment and take the necessary precautions bearing in mind the situation and environment (If in doubt, consult the Team leader before the visit is undertaken)

Assessment of risk

- In drawing up and recording an assessment of risk the following issues should be considered, as appropriate to the circumstances:
- The environment – location, security, access.
- The context – nature of the task, any special circumstances.
- The individuals concerned – indicators of potential or actual risk.
- History – any previous incidents in similar situations.
- Any other special circumstances.
- All available information should be taken into account and checked or updated as necessary. Where there is any reasonable doubt about the safety of a lone worker in a given situation, consideration should be given to sending a second worker or making other arrangements to complete the task.

Planning

1. Member's safety should be considered when choosing locations for courses etc.
2. Team Leaders should be fully briefed in relation to risk as well as the task itself.
3. Communication, checking-in and fall-back arrangements must be in place. Members should ensure someone is always aware of their movements and expected return time.
4. The Team Leader is responsible for agreeing and facilitating these arrangements, which should be tailored to the operating conditions affecting the member.

Members working at home

1. Members working from their own homes should take every reasonable precaution to ensure that their address and telephone number remain confidential, if they so wish.
2. Members working from home should be in regular contact with their Line Manager or other designated person if working at home for extended periods.
3. Managers should be particularly aware of the importance of such arrangements for members that live alone.
4. Members working from home should be aware that even ex-directory and mobile numbers will show up on Caller Display and can be retrieved on 1471. To prevent the person you call accessing your number dial 141 before their number, or check the instructions for your mobile phone.

Practice Guidance

'Reasonable precautions' might include:

1. Checking directions for the destination

2. Ensuring your car, if used, is road-worthy and has break-down cover
3. Ensuring someone knows where you are and when are expected home avoiding where possible poorly lit or deserted areas
4. Taking care when entering or leaving empty buildings, especially at night
5. Ensuring that items such as laptops or mobile phones are carried discreetly

Personal Safety

1. Personal Safety

1. There are a number of things you can do to avoid trouble in the first place. The organisation has a responsibility as an employer to ensure the health, safety and welfare of members, but employees also have a duty to take reasonable care themselves.
2. This is not about raising anxiety levels but about recognising potential dangers and taking positive steps to reduce risk, for yourself and for service users in your care.

2. Be aware of the environment

1. Know what measures are in place where you work: check out alarm systems and procedures, exits and entrances, and the location of the first aid supplies.
2. Make sure that your car and mobile phone are in good working order, and that electrical and other mechanical equipment is safe to use. Check the instructions for use, and ensure that faults are reported /dealt with.
3. If your work takes you into areas which are isolated, poorly lit at night or known for high crime rates arrange to check in when the visit is over.
4. If a potentially violent situation occurs, be aware of what might be used as a weapon against you, and of possible escape routes.
5. Try to maintain a comfortable level of heating and lighting in buildings you control.

3. Be aware of yourself

1. Think about your body language. What messages are you giving?
2. Think about your tone of voice and choice of words. Avoid anything which could be seen as sarcastic or patronising.
3. Think about what you are wearing. Is it suitable for the task? Does it hamper your movement? What signals does it send out? In a potentially risky situation, does a scarf or tie offer an opportunity to an assailant?
4. Be aware of your own triggers – the things that make you angry or upset.

4. Be aware of other people

1. Take note of their non-verbal signals.
2. Be aware of their triggers.
3. Don't crowd people – allow them space.
4. Make a realistic estimate of the time you will need to do something, and don't make promises which can't be kept, either on your own or someone else's behalf.
5. Be aware of the context of your meeting – are they already angry or upset before you meet, and for what reason?
6. Listen to them, and show them you are listening

Appendix 4 Code of Conduct

Those who will be undertaking work involving with vulnerable groups, vulnerable adults or children, will be likely to be asked to hold an Enhanced DBS check. The Enhanced DBS check searches the Police National computer and highlights any spent and unspent convictions, cautions, warnings and reprimands the individual may have on their record during their living time in the UK. The Enhanced Plus DBS check also searches for the applicants name on the vulnerable adults and children barred lists, to check that they have not been banned from working in regulated activity with either vulnerable group.

If an individual appears on either list, or both lists they are not allowed to work with the group in question. It is the responsibility of the employer to carry out these checks to ensure that they do not employ anyone or allow someone to volunteer with the vulnerable group. The employer must also refer anyone they believe may pose a threat to either the vulnerable adults or children groups.

Stratton Team Ministry has a code of conduct that relates to all forms of abuse between individuals within a relationship of trust.

- All paid and volunteer workers in Stratton Team Ministry agree to follow this code of conduct
- It is important that there is a culture of dignity and respect towards those being cared for
- All members of Stratton Team Ministry will listen to children, young people and vulnerable adults
- All members of Stratton Team Ministry will respect the boundaries and privacy of those being cared for
- Stratton Team Ministry makes clear in all that it says and does that there is a paramount need to safeguard and promote the welfare of children and vulnerable adults and protect them from all forms of exploitation by those looking after them within a relationship of trust.
- All members of Stratton Team Ministry will know how to deal with issues of discipline in line with the Ministry's code of conduct
- All members of Stratton Team Ministry will develop an awareness of disability issues as well as issues of equality and inclusion
- All members should ensure that they understand the Stratton Safeguarding Policy and the good working practice outlined both in the policy and in the supporting guidance handbook
- All members of Stratton Team Ministry must be clear that any behaviour which might allow a sexual relationship to develop between the person in a position of trust and the individual or individuals in their care should be avoided; and that any sexual relationship within a relationship of trust is unacceptable so long as the relationship of trust continues.
- Cases of abuse that are brought to the attention of the Parish Safeguarding Officers will be dealt with as laid out in this policy document with immediate referral to the Diocesan Safeguarding Adviser, Swindon Borough Safeguarding Team or the police according to the severity of the situation.

Appendix 5 Stratton Team Ministry DBS Fair Recruitment of Ex Offenders Policy

As an organisation using the Disclosure and Barring Service (DBS) Disclosure Service to assess applicants' suitability for positions of trust, the Diocese of Bristol undertakes to comply fully with the DBS Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.

We make every subject of a DBS Disclosure aware of the existence of the Code of Practice and make a copy available on request.

Having a criminal record will not necessarily bar you from working with us. It will depend on the nature of the position and the circumstances and background of your offences.

A Disclosure is only requested after a thorough assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.

Where a Disclosure is to form part of a recruitment process, we encourage all applicants called for interview to provide details of any unspent criminal record at an early stage in the application process.

Unless the nature of the position allows Stratton Team Ministry to ask questions about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

Where the nature of a position does allow us to ask questions about your entire criminal record excepting any "protected" information we will ask you to complete a "Self Disclosure Form" before asking you to apply for a DBS disclosure. (Further information about what information should be disclosed is available from DBS in their 'DBS Filtering Guide', https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/266123/Filtering_guide_v2.3.pdf). This enables us to discuss with you at an early stage any information which may cause you to be unable to progress to confirmation in role. We request that this information is sent under separate, confidential cover to the person within the organisation who is responsible for processing your DBS disclosure application and we guarantee that this information will only be seen by those who need to see it as part of a recruitment process.

Where a caution, conviction or additional information is disclosed by you or on a DBS disclosure your consent will be sought to forward a copy of the document to the Diocesan Safeguarding Adviser (DSA).

The DSA will make contact with you to discuss the information and the circumstances in which the caution, conviction or concern arose. The DSA may need to speak to statutory bodies or individuals and will seek your consent to do so. The DSA will provide a written risk assessment to the recruiter, which includes a recommendation of safe to proceed, proceed with amendments to role or not safe to proceed. You will be provided with a copy of that assessment.

The recruiter will then communicate to you a decision regarding whether they are able to continue with the appointment process.

Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or voluntary work. Failure to consent to risk assessment will result in any offer of employment or voluntary work being withdrawn.

This policy stands for all members and volunteers recruited by Stratton Team Ministry

Quality Assurance and Appeals:

In order to ensure that this process is followed according to Church of England agreed policy and practice (see National Church of England 'Practice Guidance: Risk Assessment for individuals who may pose risk to children or adults' June 2015) the Diocesan Secretary as Bishops Staff Safeguarding Lead will be made aware of all risk assessments conducted within this process.

Should the individual subject to this process feel that they have been treated unfairly or that the process is contradictory to Church of England practice guidance, they may appeal.

The individual subject to risk assessment states in writing that they wish to appeal. If the individual initially states verbally that they wish to appeal any party in producing a letter stating their reason for appeal may assist them.

- Independent Chair of Diocesan Safeguarding Steering Group (DSSG) notified of appeal. (Write to: Independent Chair, DSSG, Diocese of Bristol, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol BS34 8YU)
- Independent Chair identifies panel of three individuals taken from DSSG membership (not to include Diocesan Secretary).
- Individual subject to assessment is invited to submit any documents or a statement to the Independent Chair that they wish to be considered by the panel.
- DSA provides Independent Chair with anonymised material (investigation report/ risk assessment/ agreement/ action plan dependent on case).
- Independent Chair reviews and forwards anonymised material to the individuals on the panel. Chair will request any additional information required from individual subject to risk assessment or the DSA or others.
- Panel members individually review material.
- Independent Chair convenes a panel meeting in person or by teleconference at which the appeal and information submitted are considered.
- The panel will consider the information submitted alongside the guidance 'Practice Guidance: Risk Assessment for individuals who may pose risk to children or adults' June 2015 and any other relevant Church of England policy or guidance and any legislation relevant. The panel will then reach one of the following conclusions:

1. The meeting is adjourned, either whilst additional information is obtained or for consideration.
2. The appeal has no grounds and is therefore dismissed
3. The appeal has grounds and recommendations are made for amendments to the implementation of the risk management plan or agreement.
4. There has been a breach of relevant policy or poor professional practice- in which case a recommendation may be made to the relevant line manager for appropriate procedures to be followed.

The individual subject to investigation, the DSA and the commissioning body will be informed of the panel's decision in writing. The Commissioning body will then be responsible for considering, with support of the DSA any panel recommendations.

Report made to Bishop and to next DSSG with case summary, panel recommendations and actions taken.

Appendix 6 Handling of Disclosure Information

Storage and Access: DBS Disclosure Certificates must never be kept on an applicant's personal file. They will be stored separately on the encrypted memory stick kept in the parish safe. This is password protected, with access strictly controlled and limited to those who are entitled to see it as part of their duties. The Priest in Charge and PSOs holds the Encryption key code.

Handling: In accordance with Section 124 of the Police Act 1997, disclosure information is only passed to those who are authorised to receive it in the course of their duties. A record should be kept of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage: Disclosure information must only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

A disclosure certificate must be for the correct workforce only and at the correct level. I.e. a person recruiting for a role in the child workforce at enhanced level should not ask to see a certificate for child and adult workforce at enhanced plus level as the certificate may include information that the recruiter is not entitled to see.

Retention: Once a recruitment (or other relevant) decision has been made, a disclosure certificate should not be kept for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, consultation should be made with the umbrella body CCPAS. Advice can then be given regarding the Data Protection and Human Rights of the individual. The above conditions regarding safe storage and strictly controlled access would still apply in these circumstances.

Disposal: Once the retention period has lapsed, Disclosure certificates must be suitably destroyed by secure means, i.e. shredding, pulping or burning. Whilst awaiting destruction, Disclosure certificates must not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). No copies of the Disclosure certificate may be kept, in any form. However, a record can be kept of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

"This policy stands for all members and volunteers recruited by the Bristol Diocese Board of Finance, all those holding a Bishops Licence, those employed by the Diocesan Bishop and candidates for BAP and Ordination.

This policy does not apply to staff and volunteers recruited by parishes, Bristol Cathedral or other organisations within the Diocese of Bristol. Each of these needs to confirm that they have adopted their own version of this policy prior to accessing the CCPAS E bulk DBS system provided through BDBF."

Appendix 7 Domestic Abuse Statement

Stratton Team Ministry Policy for Responding to Domestic Abuse

All forms of domestic abuse are wrong and must stop. We are committed to promoting and supporting environments which:

- Ensure that all people feel welcomed, respected and safe from abuse;
- Protect those vulnerable to domestic abuse from actual or potential harm;
- Recognise equality amongst people and within relationships;
- Enable and encourage concerns to be raised and responded to appropriately and consistently.

We recognise that:

- all forms of domestic abuse cause damage to the survivor and express an imbalance of power in the relationship;
- all survivors (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse;
- Domestic abuse can occur in all communities;
- Domestic abuse may be a single incident, but is usually a systematic, repeated pattern which escalates in severity and frequency;
- Domestic abuse, if witnessed or overheard by a child, is a form of abuse by the perpetrator of the abusive behaviour;
- Working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

We will endeavour to respond to domestic abuse by:

In all our activities -

- Valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse.

In our publicity -

- Raising awareness about other agencies, support services, resources and expertise, through providing information in public and women-only areas of relevance to survivors, children and alleged or known perpetrators of domestic abuse.

When concerns are raised –

- Ensuring that those who have experienced abuse can find safety and informed help;
- Working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community.

In our care –

- Ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse;
- Identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse.

If you have any concerns or need to talk to any one please contact the Priest in Charge

Appendix 8 Sexual Harassment Policy

Our sexual harassment policy aims to protect men and women in our church from unwanted sexual advances.

Our churches rules on sexual harassment:

- **No one has the right to sexually harass our church members;** Any person in our church who is found guilty of serious harassment will be reported to the police or to the Diocesan Safeguarding Officer. Also, if representatives of our contractors or vendors sexually harass our members we will demand that the company they work for takes disciplinary action and/or refuse to work with this person/company in the future.
- **Sexual harassment is never too minor to be dealt with.** Any kind of harassment can wear down individuals and create a hostile environment. We will hear every claim and punish offenders appropriately.
- **Sexual harassment is about how we make others feel.** Many do not consider behaviours like flirting or sexual comments to be sexual harassment, thinking they are too innocent to be labelled that way. But, if something you do makes your colleagues uncomfortable, or makes them feel unsafe, you must stop.
- **We assume every sexual harassment claim is legitimate unless proven otherwise.** We listen to victims of sexual harassment and always conduct our investigations properly. Occasional false reports do not undermine this principle.
- **We will not allow further victimization of harassed employees.** We will fully support employees who were sexually harassed and will not take any adverse action against them. For example, we will not allow others to retaliate against them.
- **Those who support or overlook sexual harassment are as much at fault as offenders.** Clergy and PCC especially are obliged to prevent sexual harassment and act when they have suspicions or receive reports. Letting this behaviour go on or encouraging it will bring about disciplinary action. Anyone who witnesses an incident of sexual harassment or has other kinds of proof should report to The PSOs, Priest in Charge or the Church Wardens.

How to report sexual harassment

If you are being sexually harassed (or suspect another person is being harassed), please report it to The Priest in Charge, PSOs or Church Wardens In serious cases like sexual assault, please call the police and inform them that you plan to press charges. We acknowledge it's often hard to come forward about these issues, but we need your help to build a fair and safe environment for you and your church members.

If you want to report sexual harassment within the Stratton Team Ministry, there are two options:

- **Ask for an urgent meeting with your** Priest in Charge, PSOs or Church Wardens Once in the

meeting; explain the situation in as much detail as possible. If you have any hard evidence (e.g. emails), forward it or bring it with you to the meeting.

- **Send your complaint via email.** If you address it to your Priest in Charge, PSOs or Church Wardens please attach any evidence or information that can be used in the investigation. Priest in Charge, PSOs or Church Wardens will discuss the issue and contact you as soon as possible.

If you report assault to the police, our church will provide any possible support until the matter is resolved. In any case, we will ensure you are not victimized and that you have access to relevant evidence admissible in court, like security video footage or emails (without revealing confidential information about other church members.)

Speak up, we listen

Sexual harassment can exhaust those who endure it. Speaking up about this issue is often tough for fear of not being heard, upsetting managers and challenging corporate culture.

Please don't let these fears deter you. Our church will do everything possible to stop sexual harassment and any other kind of harassment from happening, while supporting harassed church members. We need to know what's going on so we can act on it. And by raising your voice on this issue, you help our company create a happy church and thrive.

<https://resources.workable.com/sexual-harassment-policy>

Appendix 9 DBS Certificated Church Leaders

Priest in Charge: Rev V Fleming

Assistant Curate: Rev M Tidey

Assistant Priest: Rev G Fleming

Lay Ministers: Mr. D Read, Dr. L Lodwick, Mrs. A Burston

Church Wardens for Stratton: Mrs. J Lewis, Mr. R Pflieger

Deputy Church Wardens: Mr. D Horne, Mr. R England

Church Wardens South Marston: Mr. R Sansum, Vacant

Church Wardens Stanton Fitzwarren: Mrs. E Hillman, Mrs. E Bannister

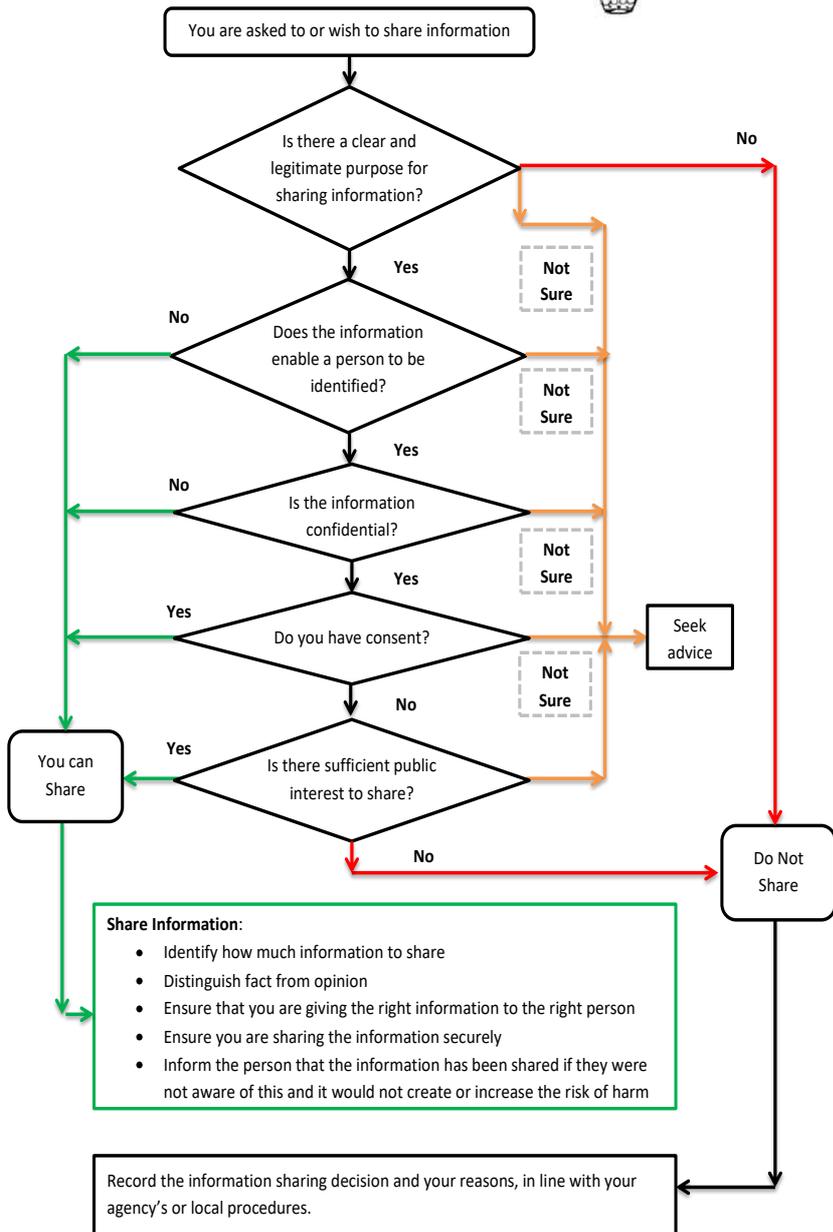
Bell Tower Captain: Vacant

Choir: Mr. G Walters

Pastoral Care Team: Mr. D Read, Mrs. A Burston, Mrs. P Jell, Mrs. M Kent
Dr. L Lodwick, Mrs. J Lewis

Saturday Scene: coordinator Mrs. K Mitchell

Flowchart for Information Sharing



Based on 'Flowchart of key questions for information sharing in Information sharing advice for safeguarding practitioners HM Gov. <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice> [January 2018]

References

Bristol Dioceses Safeguarding Policy 2015 & 2016

Bristol Diocese Information Sharing and Storage- the Basics for Parish Safeguarding Policy 2015

Capacity Act 2014

Care Act 2014

| CCPAS Model Safeguarding Policy 2013

CCPAS Safe and Secure

CCPAS 'In Focus' 2015

CCPAS Word blog 2018

Church of England 2015 SG1 course material

Church of England policies:

- *Protecting All Gods Children 2010 Safeguarding Children*
- *Promoting a Safer Church 2006 (Safeguarding Adults)*
- *Safer Recruitment 2015*
- *Responding to Domestic Abuse 2006*
- *Responding Well: to those who have been sexually abused 2011*
- Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church 2015'
- Working Together 2015
- Fair Recruitment of Ex offenders policy
- Managing Serious Safeguarding Situations
- Responding Well

Data Protection Act 1998

GDPR 2016

Home Office document '*Abuse of Trust Caring for Young people and the Vulnerable*'

Diocesan Safeguarding Advisor advice

Lone Working www.peoplesafe.co.uk 2015

Police Act 1997

The Faith and Order Commission (2016) *The Gospel, Sexual Abuse and the Church*, Church House

publishing

Sexual Harassment <https://resources.workable.com/sexual-harassment-policy>

Diocesan Support

The Bristol Diocese may be contacted on: 0117 906 0100

The Diocesan Safeguarding Advisor is Mr Adam Bond 0117 906 0100

The Diocesan Safeguarding Administrator is Mrs K Caithness 0117 906 0100

The Diocesan Safeguarding Training and Development Officer is Mrs H Styles
0117 906 0100

The Diocesan Safeguarding Case worker is Mr N Papuca 0117 906 0100

Policy and Guide Distribution List

Clergy X2
Parish Office
Parish Safe with Parish Safeguarding Policy
Saturday Scene Co-ordinator
LLMs X3
Church Wardens (Stratton with South Marston, St Leonards,) X10
Pastoral Care Team X2
PCC Secretaries
PSOs
PCC

Policy Review Date

The Stratton Parish Safeguarding Officers and DBS Lead Recruiters should review this policy annually.

Last Reviewed February 2019

Next Review date: January 2020