



## **SAFEGUARDING POLICY**

### **Benefice of St. Bartholomew**

Revision Date: May 2018

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## **Introduction**

The Benefice of St. Bartholomew's Safeguarding Policy and Guidelines have been developed in conjunction with the Diocese of Salisbury Safeguarding and Good-Practice Guidelines (2013 revision).

## **The Diocese of Salisbury safeguarding and good-practice guidelines**

(May 2013)

The guidelines state that "The Diocese is committed to:

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

To this end, we will:

- carefully select, support 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/membership of the relevant vetting and barring schemes;
- respond without delay to every complaint made, that any adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation;
- seek to offer informed pastoral care and support to anyone who has suffered abuse, developing with them an appropriate ministry that recognises the importance of understanding the needs of those who have been abused, including their feelings of alienation and/or isolation;
- seek to protect survivors of sexual abuse from the possibility of further harm and abuse;
- seek to challenge any abuse of power, especially by anyone in a position of trust;
- seek to offer pastoral care and support, including supervision and referral to the appropriate authorities to any member of our church community known to have offended against a child, young person or vulnerable adult or is accused of abuse.

In all these principles we will follow legislation, guidance and recognized good practice. "

## **Overall safeguarding aims of the Benefice of St. Bartholomew**

Our churches hold a trusted position in the community; to support this, the Benefice will adhere to the policy, guidelines and good practice as outlined in this document. This will ensure best practice by all who work with children, young people and vulnerable adults, as well as the ministers and leadership team and that they know how to:

- protect them from abuse;
- act responsibly if abuse is discovered or disclosed;
- work safely, promoting the well being of all.

In order to achieve these aims we have adopted:

- a policy statement;
- guidelines which are to be applied in our church setting;
- forms and documentation.

## **Statement of intent**

A policy on safeguarding children, young people and vulnerable adults has been formally adopted by St. Bartholomew's Benefice Council.

***A copy of this document – and any other related information – may be found on the Benefice's website: [www.benofbart.org.uk](http://www.benofbart.org.uk)***

## **Clarification of terms**

SAFEGUARDING – in the past people talked about child and vulnerable adult ‘protection’ but a number of organisations have found that this language created a culture of apprehension and negativity, which prevented children and vulnerable adults participating in a number of activities. It is now called ‘safeguarding’, which is creating an environment which is safe physically, emotionally and spiritually and which has the welfare and well-being of all at its heart.

A CHILD or YOUNG PERSON, under the Children Act 1989, is anyone under the age of 18.

A WORKER is anyone who is engaged in children’s work, young people’s work or works with vulnerable adults on behalf of the Church.

A VULNERABLE ADULT is any person 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 / herself, or to protect him / herself from significant harm or exploitation.

A LEADER is anyone who has a supervisory, organisational or decision making role.

A HELPER is anyone who assists a leader or worker on an occasional basis. They will work under supervision and will not be left alone with children or vulnerable adults.

PSR refers to the parish safeguarding representative/s.

DBS Disclosure and Barring Service

BC refers to the Benefice Council.

CAW refers to Children’s Activity Week

DBS (Disclosure and Barring Service) certificates will be needed by people volunteering on a regular basis in any Church activity involving children, young people or vulnerable adults. Occasional helpers will not be required to have a DBS certificate provided the activity leader has been DBS checked.

Workers and leaders may be in any group belonging to the Church; where either children or young people are mentioned both are intended.

## **Safeguarding policy for the Benefice of St. Bartholomew**

This policy was agreed at the Benefice Council held on

. .02.11.2016 . . . . .

### **(i) Underpinning beliefs**

The Church of England, along with the whole Christian community, believes each person has a value and dignity which comes directly from God's creation of male and female in God's own image and likeness. Christians see this 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.

### **(ii) Commitment to safeguarding**

The churches within the Benefice of St Bartholomew are committed to:

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

### **(iii) Recognition of impact of abuse**

The Benefice recognises the serious issue of the abuse of children and vulnerable adults and is aware that this may take the form of physical, emotional, sexual, financial, spiritual or institutional abuse or neglect. We acknowledge the effects these may have on people and their development including spiritual and religious development.

### **(iv) Response to allegations**

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 and we will have a clear reporting procedure in place.

### **(v) Pastoral care**

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

### **(vi) Challenge of abuse of power**

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

### **(vii) Care of offenders**

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.

### **(viii) Support and training**

We commit ourselves to providing support, advice and training for lay and ordained people that will ensure people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children, young people and vulnerable adults.

(ix) Appointment and training of workers

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.

We will advise the Diocesan Safeguarding Adviser if we receive a disclosure which is 'blemished' or 'positive'.

(x) Information

We will ensure that the contact details of the parish safeguarding representatives, along with relevant helpline numbers, are displayed in all church premises

(xi) Insurance

We will ensure that there is appropriate insurance for all activities undertaken with children and adults in the Benefice.

(xii) Statute and guidance

In all these principles we will follow statute, guidance and recognized good practice.

(xiii) Review

We will review this policy annually and check that our policies are up to date.

**Our safeguarding Officer(s) is/are:**

Name Jo Johnson.....

Address 15 Barton Hill, Shaftesbury, SP7 8DQ.....

Telephone...01747 854 992 e-mail...jjbartonhill@btinternet.com

Name Bob Thackray.....

Address Lilac Cottage, Charlton Lane, Charlton, Shaftesbury, SP7 OEL

Telephone 01747 829 035 email...bt.thackray@googlemail.com

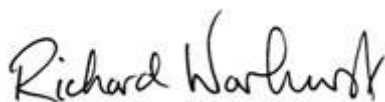
**Our officer for DBS applications is:**

Name Jo Johnson.....

Address as above.....

Telephone.....e-mail.....

Signed Incumbent...





## **Safeguarding policy for the parish of .....**

This policy was agreed at the PCC meeting held on

.....

### **(i) Underpinning beliefs**

The Church of England, along with the whole Christian community, believes each person has a value and dignity which comes directly from God's creation of male and female in God's own image and likeness. Christians see this 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.

### **(ii) Commitment to safeguarding**

We are committed to

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

### **(iii) Responsibility**

We recognize that whilst this policy has been adapted by the Benefice of St. Bartholomew as a whole, legal responsibility continues to rest with each individual parish.

### **(iv) Recognition of impact of abuse**

The Benefice recognises the serious issue of the abuse of children and vulnerable adults and is aware that this may take the form of physical, emotional, sexual, financial, spiritual or institutional abuse or neglect. We acknowledge the effects these may have on people and their development including spiritual and religious development.

### **(v) Response to allegations**

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 and we will have a clear reporting procedure in place.

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We commit ourselves to providing support, advice and training for lay and ordained people that will ensure people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children, young people and vulnerable adults.

(x) Appointment and training of workers

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.

We will advise the Diocesan Safeguarding Adviser if we receive a disclosure which is 'blemished' or 'positive'.

(xi) Information

We will display in church premises the contact details of the parish safeguarding representatives, along with relevant helpline numbers.

(xii) Insurance

We will ensure that there is appropriate insurance for all activities undertaken with children and adults in this parish.

(xiii) Statute and guidance

In all these principles we will follow statute, guidance and recognized good practice.

(xiv) Review

We will review this policy annually and check that our policies are up to date.

Our safeguarding Officer(s) is/are:

Name.....

Address.....

Telephone.....e mail.....

Name.....

Address.....

Telephone.....e mail.....

Signed Incumbent.....

Churchwarden.....

Churchwarden.....

Date.....

## **GUIDELINES**

All guidelines are valid for work with children, young people and vulnerable adults.

### **GUIDELINE 1: Recruitment**

A role outline will be provided.

Potential workers and leaders will be required to complete an application form and a confidential declaration form.

Two references will be requested, one of which should be from the person's current employer or previous church.

There will be an interview with the incumbent or agreed other.

DBS screening will be required for certain roles. Where there is uncertainty as to whether a DBS screen is required, or where a disclosure is 'blemished' or 'positive', the Diocesan Safeguarding Advisor will be consulted.

When all information has been considered, a letter will be sent to the applicant, informing them of the decision. All appointments will be subject to a probationary period.

Each worker / leader will be expected to undergo basic safeguarding training as appropriate to their role within the first year of appointment relevant to their position.

### **GUIDELINE 2 – Establishing a safe, caring environment which promotes the welfare of children, young people and vulnerable adults.**

Plan your work to minimise situations where abuse may occur.

#### **2.1 Guidelines for all workers**

You should:

- treat everyone with respect and dignity;
- ensure that your own language, tone of voice and body language is respectful;
- always aim to work within sight of another adult;
- ensure another adult is informed if a person needs to be taken to the toilet;
- ensure young people and vulnerable adults know who they can talk to if they need to speak to someone about a personal concern;
- respond appropriately to people's needs and concerns ensuring there are other adults around;
- if any activity requires physical contact, ensure that the child, young person, vulnerable adult and their parents/carers are aware of this and its nature beforehand;
- administer any necessary first aid with others around;
- obtain consent for any photographs/videos to be taken, shown or displayed;
- record any concerning incidents and give the information to your group leader then sign and date the record;

- share concerns about a child, young person or vulnerable adult or the behaviour of another worker with your group leader and/or Parish Safeguarding Representative.

You should not:

- initiate physical contact unless necessary for the activity and agreed beforehand;
- invade the individual's privacy while washing or toileting;
- play rough physical or sexually provocative games;
- use any form of physical punishment;
- be sexually suggestive about or to an individual even in fun;
- touch an individual inappropriately or obtrusively;
- scapegoat, ridicule or reject an individual or group;
- permit abusive peer activities e. g. initiation ceremonies, ridiculing or bullying;
- show favouritism to any individual or group;
- allow an individual to involve you in excessive attention seeking that is overtly physical or sexual in nature;
- when responsible for children, young people or vulnerable adults, drink alcoholic beverages above the legal limit or drink in front of children, young people or vulnerable adults;
- share sleeping accommodation inappropriately;
- invite a child, young person or vulnerable adult to your home alone;
- arrange a meeting with any child, young person or vulnerable adult (other than family members) outside of organised group occasions, unless in a public situation and with prior parental consent;
- allow unknown adults unrestricted access to children, young people or vulnerable adults (visitors should always be accompanied by a known person);
- allow strangers to give lifts to children, young people or vulnerable adults without parental or carer permission.

## **2.2 Additional guidelines for group leaders**

In addition to the above, the group leader should:

- ensure any health and safety requirements are adhered to;
- undertake risk assessments with appropriate action taken and record kept (for an example of a risk assessment, see Appendix 6);
- keep register and consent forms up to date;
- have an awareness, at all times, of what is taking place and who is present;
- be sensitive to the fact that children or vulnerable adults might want to talk – either formally or informally;
- liaise with Parish Safeguarding Representative over good practice for safeguarding;
- always inform the Parish Safeguarding Representative of any specific safeguarding concerns that arise. The Parish Safeguarding Representative will liaise with the diocesan safeguarding adviser;

- liaise with the Benefice Council;
- avoid drinking any alcoholic beverages when directly responsible for children, young people or vulnerable adults.

## **2.3 Good practice with colleagues**

If you see another Leader or Worker acting in a way, which might be misconstrued, be prepared to speak to your PSR about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

## **2.4 Touch**

Touching/hugging with adults, young people or children: you should always ask whether they wish to be touched or hugged. Some may, but many do not (at least not on first acquaintance). Shaking hands is courteous and often appreciated by older people. If you do touch or hug, hands should always be outside the person's clothing and never on any part of the body which might be considered inappropriate (knees, bottom, breasts). It is important that people with learning disabilities learn what form of body contact is appropriate in different social situations; this helps to keep them safe and helps them to become aware when people are behaving inappropriately and possibly exploiting them.

## **2.5 One-to-one situations**

Ideally, one to one situations should be avoided. If someone is distressed and it is desirable to take them to one side to give them privacy, tell one of the other leaders what you are doing and why. When making home visits, if possible this should be done in pairs – it makes the occasion more social for the person concerned. If you have concerns, you have someone to share them with or in the event of any subsequent complaint about the visit you have the support of your colleague.

## **2.6 Money and gifts**

If you are given money or gifts for any reason, ensure the donation is acknowledged (by receipt and/or thank you letter) as soon as possible. This both preserves the audit trail for the donation and protects you against any complaint that money has been taken without the knowledge or consent of the vulnerable adult, young person or child.

## **GUIDELINE 3: Health and safety**

### **3.1 General safety**

- An up to date first aid kit should be available within each church and should include an accident book.
- A nominated person should be responsible for maintaining the kit and all adults should know where to find it.
- The first aid kit should travel with you, if applicable.
- All workers should know what to do in an emergency.
- No medication should be given to a child under 18 years without the written consent of a guardian / parent.
- All accidents/incidents should be recorded in the accident book

- Procedures should be in place for dealing with sick or injured children, and for accompanying young children to the toilet. Remember that it is recommended that ratios still need to be correct if an adult goes out of the room.
- A parental consent form and a health form should be completed for each child/ young person.
- Consent forms, completed by a parent/guardian, should always be used for anyone under 18 when undertaking activities outside the normal meeting place.
- A register should be kept, and regularly updated, of all children or young people attending the group with details of home addresses, telephone number and a parent/carer or guardian's name. In the event of a fire the leader should take the register to check that everyone is out of the building.
- It should be clear who is responsible for children after the activity is over, and who they are going home with.
- Rooms should be secure from unwelcome people.
- A telephone should be available for all emergencies.
- Car insurances should be appropriate for transporting members.
- Adult/ children ratios should be right for the group and occasion.
- Risk assessments should be carried out as appropriate by the person responsible for that activity.

### **3.2 Recommended ratios**

(NB an adult is someone over 18)

#### **3.2.1 Indoor Activities: under 8 years.**

The standard ratios required under the Children Act are as follows;

- 0 – 2 years = 1 member of staff to 3 children;
- 2 – 3 years = 1 member of staff to 4 children;
- 3 – 8 years = 1 member of staff to 8 children.

It should be noted that these are ratios of adults to children. On no account should a worker be by themselves with this age-group. The minimum number of adults should always be two, and preferably three. It is recommended that there be one male and one female.

If small groups are in the same room or adjoining rooms with open access between them, it is possible to have only 1 adult per group, dependent on the nature of the activity.

Young people who are being encouraged to develop their leadership skills through helping should always be overseen by an appointed worker who will be responsible for ensuring that good practice and safeguarding procedures are followed and that the work they are doing is appropriate to both their age and understanding.

Adults who assist on one or two occasions must be responsible to an appointed worker. Thereafter, they should become part of the team and be properly appointed through the normal recruitment process.

### 3.2.2 Eight years and over

The Children Act only specifies the ratios for under 8's. The recommended ratios for children and young people over 8 are 1 person for the first 8 children and then 1 extra person for every 12 children.

Outdoor Activities: more help may be required.

## **GUIDELINE 4: Transporting children / vulnerable adults on behalf of the church**

### **Drivers**

This section applies to anyone involved in transporting children / vulnerable adults on behalf of the church, including staff employed by the church, volunteers recruited to help with church groups and activities, and those who have specifically offered their services as 'driver'. (It does not apply to parents / carers transporting their own children, or any arrangements over transport made privately between parents / carers).

Leaders arranging transport need to ensure that all those who drive children / vulnerable adults on church – organized activities sign a statement before each activity declaring that they:

- have held a full license for over two years;
- do not have an endorsement of 6 points or more on their license;
- do not have any unspent convictions for any serious road traffic offence;
- are in a fit state i.e. not over-tired; not under the influence of alcohol; not taking illegal substances; not under the influence of medicine which may induce drowsiness.

### **Private car**

- Children and young people should not be transported in a private car without the prior consent of their parents or carers.
- Any driver using their own vehicle for the transportation of children or vulnerable adults is responsible for ensuring the vehicle is roadworthy and comprehensively insured. (Drivers to check with their Insurance Company re the requirement for business cover). All cars that carry children should be in a roadworthy condition.
- All children must wear suitable seat belts and use appropriate booster seats. If there are insufficient seat belts, additional children should not be carried.
- At no time should the number of children in a car exceed the usual passenger number.
- Ideally there should be a non-driving adult escort as well as the driver.

### **Minibus or coach**

- Workers and helpers should sit among the group and not together.
- If noise or behaviour appears to be getting out of control, stop the vehicle until calm is restored.
- Before using a self drive minibus, ensure you know the up-to-date regulations for its use and have had a trial drive.

## **GUIDELINE 5: E-Safety**

Currently Facebook or other Social Media are not used by the Benefice or those working on behalf of the Benefice to communicate Benefice activities to individuals, although e-mails and messaging on a mobile phone sometimes are.

Young people below year 8 will not receive e mail or electronic communications from the Benefice. Any communications will be directed towards their parents / carers.

When communication via mobile phone and Email takes place between adults and young people or vulnerable adults, the following practices must be followed:

- It is important that parents / carers of children / young people are aware of and give consent to Youth Leaders communicating electronically with their son or daughter. The parent's consent will be gained at the beginning of each academic year for their son or daughter to be contacted directly by appropriate adults via mobile phone and / or e mail.
- Appropriate Adults must avoid contacting young people and vulnerable adults before 8: 00am and after 9: 00pm.
- When in discussion with a young person or vulnerable adult, topics which are of a sensitive nature or could be easily misinterpreted should not be discussed electronically and a face-to-face meeting should be arranged.
- Conversations are best written/typed in full and the use of abbreviations avoided. This is due to the risk of a misinterpretation, for example, "LOL" traditionally means "Laugh out Loud" as a response to a joke or funny situation; however this can also be interpreted as "Lots of Love".

### **Adults**

- Adults who work with children, young people and vulnerable adults are strongly encouraged to set very stringent privacy settings on any social networking profile.
- Adults should not submit "friend" requests to young people. Young people may not be able to decline such requests due to the disparity of power between young people and adults. Young people should be told not to ask to be 'friends' on social networking sites. If they do ask, the request should be declined.

## **GUIDELINE 6 – Ensuring vulnerable people may talk to an independent person**

In all church premises, the contact details of the Parish Safeguarding Representatives will be displayed, along with appropriate helpline numbers.

Children and young people are unlikely to talk to a designated person, but rather to their group leader or another adult they know well. Therefore we will endeavor to provide training to all people who work with children and young people to ensure that everybody knows what to do if issues are raised.

## **GUIDELINE 7 – Procedure if abuse is suspected or disclosed.**

In all cases, we must follow an agreed procedure of consultation and referral. It is not the task of an individual or the church to investigate.



Regardless of circumstances, if you see or hear something that makes you think that a child, young person or adult may be being neglected or abused in any way, you should not hesitate to report your concerns. Do not attempt to investigate or resolve the situation yourself.

Contact your incumbent and the Parish Safeguarding Representative. If for any reason this is not appropriate, for example, if the allegation is about the incumbent or PSR, then contact the Diocesan Safeguarding Advisor.

The incumbent will discuss with the PSR, and one of them will contact the local social care to discuss their concerns. They will also contact the appropriate Diocesan Safeguarding Advisor either before or after their contact with social care.

All referrals to social care need to be followed up in writing within 48 hours. If it was seeking advice, good practice indicates that it is worthwhile confirming the discussion in writing.

There is no confidentiality in safeguarding with regard to any discussion with the statutory agencies, but there is within the diocese and parish.

If you suspect abuse somewhere other than your church community, you still need to tell someone. If you are visiting a care home or school, for instance, you must act within their policies and guidelines. If you are visiting as a member of your church you must tell your priest and PSR.

#### 7.1 IF ABUSE IS DISCLOSED OR DISCOVERED.

- Do not delay.
- Do not act alone.
- Listen carefully, but do not press for information.
- Make hand written notes as soon as possible after the disclosure.
- Do not start to investigate.
- Do not confront the alleged abuser.
- Consult with the Incumbent and PSR immediately.

#### 7.2 WHAT TO DO IF A CHILD / VULNERABLE ADULT REPORTS ABUSE

Following is a summary, only for reference; it is no substitute for training:

- Listen carefully, but do not press for information.
- Look at the child / vulnerable adults directly.
- Accept what the child / vulnerable adult says.
- Be aware that they may have been frightened.
- Tell them that they are not to blame.
- Reassure them that they are right to tell and you believe them.
- Let them know what you are going to do next, who you are going to tell and why, and roughly what will happen.
- Offer support to the child / vulnerable adult.

- Finish on a positive note.
- As soon as possible afterwards make hand-written notes of exactly what the child / vulnerable adult said, and the date and time, recording any agreements made.
- Inform the incumbent as soon as possible.
- Ensure that you get support, ideally through the Incumbent.

### 7.3 WHAT TO DO IF A PARENT OR OTHER PERSON REPORTS ABUSE

Parents, other adults or other children may report abuse but be reluctant to inform the relevant authorities in such circumstances. They should be encouraged to discuss the matter with Social Services or with another trusted professional with Safeguarding Children and Young People training (see 'Useful Numbers' section). In any case it is the responsibility of the Church to inform the Social Services Department of the allegation so that the child or young person or vulnerable adult is protected, as well as other children / adults who may be at risk.

### 7.4 UNTRUE ALLEGATIONS

Occasionally an untrue allegation may be made. It is important not to make judgements and to allow an allegation to be carefully investigated to try to ascertain the truth. Untrue allegations can be the result of some other concern or unhappiness in the child's life. However it is not your job to investigate, but to hear and report the allegation as described in the previous sections.

It is very important that people working with children do not put themselves in vulnerable situations

### 7.5 WHAT TO DO IF A PERSON DISCLOSES THAT THEY ARE HARMING A CHILD OR VULNERABLE ADULT

- Look at them directly. Accept what they say.
- Listen carefully, but do not press for information.
- Explain that the Incumbent will be informed, as the Church cannot keep abuse confidential.
- Inform them that support will be offered by a suitable person.
- As soon as possible make handwritten notes of exactly what was said, record the time, date and action to be taken.
- Inform the Incumbent as soon as possible.
- Do not discuss the matter with anyone, unless requested by the Incumbent
- Ensure that you receive support.

### 7.6 COMMUNICATIONS WITH THE MEDIA

In the event of an incident communications both within and outside the Diocese of Salisbury will be handled by the Diocesan Communications Co-ordinator who will consult with the Bishop, the parish and the Diocesan Safeguarding Adviser. Responsibility for this lies with the incumbent.

Particular care should be taken regarding any public statement or public prayer.

## **GUIDELINE 8 - Sex offenders within the congregation**

The Church is a place for all who fall short and sin, for the vulnerable and for those in need. We will offer help and support to an ex-offender but the protection of the children in the Church will come first. Abusers of children are usually people who get on well with children and who children like.

Many ex-offenders will seek God's forgiveness for their crimes. Genuine repentance implies that the person concerned will accept that future help is required to prevent a reoccurrence of the offence and to deal with the human and social effects of the sin. As well as professional therapy, this may require continuing supervision and discipline within the Church as part of the ministry to the ex-offender. An ex-offender will need to accept that no further contact or work with children or young people can be permitted and that a continuing pastoral role may be impossible. Sensitive care of the offender is needed in these circumstances.

In this Diocese, work with suspected abusers and known offenders is not undertaken by the church. However, in partnership with statutory agencies we will support all known and suspected abusers and offenders in a way that protects the community while allowing an abuser or offender to maintain his or her right to worship in as safe a way as possible.

It will be necessary to establish clear boundaries, both to protect children, young people and vulnerable adults and to lessen the possibility of the abuser or offender being wrongly accused of abuse. In many cases a written agreement will be the way to do this and the Safeguarding Advisors must be consulted at all stages as well as the relevant statutory agency.

It is important that co-operation between the church and the statutory agencies is assured at all stages.

## **GUIDELINE 9: Insurance**

All groups should ensure there is adequate insurance for the work they are doing, including public liability insurance. The terms of the church insurance policy provide cover for the church building and the church activities.

The Benefice Council will ensure that the policy includes legal protection insurance to cover legal costs resulting from allegations made against its employees or volunteers.

The insurance company must be notified of any allegations of abuse that are likely to affect the insurance held by the parish. This notification should be directed to the manager or director and marked strictly private and confidential. Failure to notify the insurers could prejudice the cover under the insurance policy.

## **GUIDELINE 10: Events with church groups off the premises**

The incumbent needs to be made aware in advance of any church activities or events to be held off church premises. Details of the activity / event, including nature and purpose of the activity, date, times, place, staffing, anticipated number of participants, and travel arrangements should be given to the incumbent or his representative via the Benefice Office. No event may take place without prior approval.

There are many activities which are excluded from the church insurance. Some of these are:

- Aqualung diving
- Flying – except air travel
- Hang gliding
- Parachuting
- Hunting on horseback, Polo
- Pot-holing
- Motor Cycling
- Mountaineering necessitating the use of ropes or guides
- Association football – other than acting as an official
- Power boating in a boat capable of more than 30 knots
- Rugby football – other than acting as an official
- Tree felling or lopping other than work within the scope of the jobbing gardener
- Use of scaffolding unless professionally erected
- Racing other than on foot
- Service in the armed forces
- Show Jumping
- Ice Hockey
- Winter sports except curling or ice skating

***The above is not an exhaustive list but gives guidance as to the type of activity that insurance companies are unlikely to cover. Organisers must contact their insurer if any proposed activity is likely to come close to being as dangerous, or if they are uncertain.***

## **Appendix 1 - Information about child abuse**

### **Definitions of child abuse from 'Working Together to Safeguard Children'**

#### **What is abuse and neglect?**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

#### **Physical abuse**

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

#### **Emotional abuse**

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 insofar 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 involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the 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.

#### **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person 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**

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); or
- ensure access to appropriate medical care or treatment.

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

### **Signs of abuse**

The following may indicate abuse, but do not jump to conclusions. There could be other explanations.

**PHYSICAL** Unexplained or hidden injuries, lack of medical attention.

**EMOTIONAL** Reverting to younger behaviour, nervousness, sudden under achievement, attention seeking, turning away, stealing, lying.

**SEXUAL** Preoccupation with sexual matters evident in words, play, drawings; Being sexually provocative with adults; Disturbed sleep, Nightmares, bed wetting; Secretive relationship with adults or children; Tummy pains with no apparent cause.

**NEGLECT** Looking ill-cared for and unhappy, being withdrawn or aggressive. Having lingering injuries or health problems.

## **Appendix 2: Definitions of adult abuse from 'Promoting a Safe Church'**

### **Mistreatment, abuse or harm**

Mistreatment is defined in No Secrets<sup>23</sup> as 'a violation of an individual's human and civil rights by any other person or persons.' In a church context it could be any misuse of a pastoral or managerial relationship, from the most serious to less severe behaviour, which lies at its root. The term covers abuse, bullying and harassment. These categories are not watertight and can merge into one another. Harm is what results from mistreatment or abuse.

### **Spiritual aspects of abuse**

Churches need to be sensitive so that they do not, in their pastoral care, attempt to 'force' religious values or ideas onto people, particularly those who may be vulnerable to such practices. Within faith communities harm can be caused by the inappropriate use of religious belief or practice; this can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries, which may result in vulnerable people experiencing physical, emotional or sexual harm. If such inappropriate behaviour becomes harmful it should be referred for investigation in the usual way. Careful supervision and mentoring of those entrusted with the pastoral care of adults should help to prevent harm occurring in this way. Other forms of spiritual abuse include the denial to vulnerable people of the right to faith or the opportunity to grow in the knowledge and love of God.

### **Physical abuse**

The ill-treatment of an adult, which may or may not cause physical injury, is regarded as physical abuse. Instances might include hitting, slapping, pushing, kicking, inappropriate restraint, withholding or misuse of medication, squeezing, biting, suffocating, poisoning, drowning or killing. It could include racially or religiously motivated attacks. A requirement for someone to work in an unsafe environment can be construed as physical abuse.

**Emotional or psychological abuse**

The use of threats or fear or the power of the carer's or other adult's position to negate the vulnerable person's independent wishes. Such behaviour can create very real emotional or psychological stress. Bullying, sexual and racial harassment would also come into this category if physical harm were not used. It includes lack of privacy or choice, denial of dignity, deprivation of social contact or deliberate isolation, making someone feel worthless, lack of love or affection, threats, verbal abuse, humiliation, blaming, controlling, pressurising, coercion, fear, ignoring the person.

Other behaviours which may take place within a working relationship include public or unreasonable criticism, insults and shouting, ignoring a person's wishes or point of view, setting unreasonable work targets, removing areas of responsibility, undervaluing a person's efforts. Harassment may include name calling, victimization and ostracism, unwanted sexual attention, stalking, compromising invitations or gifts, the display of images that are racially or sexually offensive, the suggestion that sexual favours might further promotion prospects.

**Financial or legal abuse**

The wilful extortion or manipulation of the vulnerable person's legal or civil rights must be construed as abuse. Such activity may include misappropriation of monies or goods, the misuse of finances, property or possessions, or withholding money, the exploitation of a person's resources or embezzlement. Such abuse may involve the use of a position of authority or friendship to persuade a person to make gifts, to leave legacies or change a will.

**Neglect**

Neglectful behaviour is any pattern of activity by another person, which seriously impairs an individual. Neglect can include: failure to intervene in situations where there is danger to a vulnerable person or to others, particularly when a person lacks the mental capacity to assess risk, not giving personal care, deliberately withholding visual or hearing aids, withholding food, drink, light and clothing, restricting access to medical services, denying social, religious or cultural contacts, denying contact with family, lack of appropriate supervision.

**Sexual abuse**

A sexual act carried out without the informed consent of the other individual is abuse. Such behaviour includes contact and non-contact abuse. The issue of informed consent is a fraught one and would need to be carefully investigated. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or have a position of trust.

Non-contact abuse may include sexual remarks and suggestions, introduction to indecent material, indecent exposure.

Contact abuse may include rape, indecent assault, being forced to touch another person, sexual intercourse or being pressurized into consenting to sexual acts.

### **Appendix 3: Information about the sexual abuse of children**

Frequently asked questions about the behaviour of sexual abusers:

Who sexually abuses children and young people?

Approximately 90% of convicted abusers are male. Whilst women do perpetrate sexual abuse, and there is under reporting of females committing abuse, evidence at present shows it is predominantly an offence committed by males.

Children can be sexually abused by adults or by other young people. In the UK young people under the age of 21 account for approximately a third of all cautions and convictions for sexual offences.

What are the implications of this?

Many adult sexual offenders report that they began their behaviour around the age of 13 or sometimes younger. This means that when they are finally discovered they may have been sexually abusing others for many years and their behaviour will have become hard to stop. It also means that if a young person engages in inappropriate sexual behaviour it would be dangerous simply to view it as teenage "experimentation" which they will grow out of.

Why do people abuse?

The reasons why adults abuse are very complex. The majority abuse because they want to. Sometimes they will have been abused themselves or be responding to past hurts or unmet needs. Sexual abuse of vulnerable children may meet a need for power and control or for self-gratification.

Are sexual abusers likely to abuse a particular type of child?

Sexual abusers will be attracted to children of different ages and characteristics. Some will abuse only pre-pubescent children, others will approach older children. Some will abuse boys, others girls and some children of both sexes.

If any abuser is having a sexual relationship with another adult, this does not mean that they are not a risk to children.

Some abusing adults may operate alone whilst others may be linked into an organised network.

Can we recognise a sexual abuser?

It is not possible to easily identify someone who will sexually abuse children because they are found in all walks of life and sections of the community, within all professional groups and from all social classes and racial and cultural backgrounds.

Does sexual abuse just happen?

A sexual abuser may claim that they did not know why the behaviour happened or that it was a result of stress, sexual frustration or misuse of drugs or alcohol. There is no evidence that this is the case. Sexual abuse is usually carefully and meticulously planned, often over a long period of time. Abusers may choose friendships or relationships with adults who already have children or careers where they will have positions of responsibility over children.



Can an adult who sexually abuses a child stop by themselves?

All the available evidence suggests that over a period of time an abuser will have developed powerful sexual urges, fuelled by fantasy, towards children and will find it very difficult to control these feelings. A sexual abuser will need to put controls on their behaviour to ensure that they do not have opportunities to abuse other children.

How can sexual abusers live with themselves?

Unless the sexual abuser is a sadistic offender who thrives on the pain of others, he or she will have to develop thought patterns that deny or minimise the harm caused to others. This allows them to live with themselves. Some of the ways an abuser tries to justify their abusive behaviour include claims like:

- The child wanted the sexual experience.
- Children are seductive and provocative.
- It won't harm them.
- They liked the sexual experience.
- It was a "one-off" and it won't happen again.

The distorted thinking of a sexual abuser can be fed in a number of different ways including pornographic literature, seeking out other like-minded adults, or by misrepresenting children as sexual beings. In attempting to deny or minimise the effects of their abusive behaviour, a sexual abuser may appear very plausible. This can draw other people into their way of thinking.

One of the ways an abuser can deny responsibility or seek to avoid having to address their behaviour through treatment is by claiming a religious conversion.

When this is the case, it would be important to know whether faith in God has really lead to true repentance, taking full responsibility for the abuse, seeking to repair its damage and seeking to prevent a relapse by receiving the support of others.

Can a sexual abuser be cured?

There is no evidence that a sexual abuser of children can be cured of an attraction to children. This is because the behaviour will have developed over many years and will be so entrenched that it will have become an integral part of a person's character.

The best way to stop is for them to develop an insight into their pattern or cycle of behaviour and by keeping away from situations where child abuse could occur. To ensure that there is no further offending the abuser is likely to require a long-term specialist programme and long-term supervision so that they cannot develop or reinforce their distorted thinking.

How do adults target particular children for abuse?

Adults who sexually abuse children are extremely good at relating to children and gaining their confidence and trust and are often well known to the child or their family particularly if they are seen as a safe and trusted person.

The "grooming" process

The process by which adults introduce the child into a sexually abusive relationship is sometimes known as "grooming". Often this involves getting to know the child and showing them special

attention before slowly progressing into sexual abuse. Alcohol, drugs, internet chat rooms and pornography can be used in the process. If undiscovered, this behaviour is likely to become increasingly intrusive, and an adult sexual abuser can regularly abuse the same child over many years. The abuse of other children at the same time is also possible depending on the level of access and opportunity.

In addition to “grooming” the child, an abuser will also “groom” other people around them to create the impression that they would not be capable of such an action. If they are discovered, the people around them may find it difficult to believe the allegations and may defend the abuser rather than think about the needs of the child. In such situations the child will feel very distressed that they are not believed and may be under pressure to retract their allegations.

Are certain children more vulnerable than others?

All children are potentially at risk from a sexual abuser. However, children may be especially vulnerable if they are:

- left alone for long periods of time without proper supervision.
- in Care or away from home, at school or on holiday
- emotionally deprived and particularly looking for love, affection or seeking attention.
- lonely or bored.
- in need of high levels of intimate care or have communication difficulties because they suffer from a disability.
- open to manipulation because they have a special enthusiasm such as sport or music and are dependent upon a group leader or coach to succeed.

Why don't children tell?

Children are put under immense pressure by their abuser to keep areas of the abuse secret and not to tell anyone. Some of the main ways that this is done include:

- The abuser may offer children gifts or other treats.
- The abuser may threaten the child, their family, friends or pets.
- The abuser may entrap the child into thinking they have a special relationship or secret.
- The child may be told that no one will believe an allegation.
- The abuser may place the responsibility for the abuse onto the child so that there is a feeling of guilt.
- The child may feel that if a disclosure is made the family will be split up.
- The abuser may isolate the child and discourage the child from making relationships with others who could be told.
- The child may be emotionally dependent upon the abuser and may fear losing them.

How does a sexual abuser gain access to children?

Adults wishing to abuse children can gain access to them in many different ways.

Any organisation that works with children has the potential to be targeted by a sexual abuser. This is why it is vital that churches develop safe practices in their work with children.

(Adapted from information supplied by Elizabeth Pennington. )

## Appendix 4: Useful self-help organisations

This is not an exhaustive list!

**Childline** – for children aged up to 18 who are worried about anything big or small. Freephone helpline: **0800 11 11**, or the child can speak to a counsellor online (<http://childline.org.uk/chat/pages/onlinechat.aspx>) or visit Childline’s explore section (<http://childline.org.uk/explore/pages/explore.aspx>)

**Stop It Now** –for adults who are concerned about the behaviour of another adult, or concerned that they themselves might abuse children. A freephone helpline – **0808 1000 900** – is available from 9 am – 9 pm Mondays to Thursdays and from 9 am – 5 pm on Fridays. Alternatively they can be e-mailed on [help@stopitnow.org.uk](mailto:help@stopitnow.org.uk) or visited on their website, <http://www.stopitnow.org.uk>

**One in Four** [www.oneinfour.org.uk](http://www.oneinfour.org.uk) offers a voice to and support for people who have experienced sexual abuse and sexual violence. Tel: 0208 697 2112

**Rape and Sexual Abuse Support Centre (RASASC)** [www.rasasc.org.uk](http://www.rasasc.org.uk) national Freephone helpline for female and male survivors, partners, friends and family. Tel: 0808 802 9999

**National Domestic Violence** [www.ncdv.org.uk](http://www.ncdv.org.uk) gives information on housing, welfare, health and legal rights, refers women and children to refuges across the country, makes referrals to temporary emergency accommodation and helps to get support from the police. Free 24 hour national domestic violence helpline. Tel: 0808 200 0247

**Respect** [www.respect.uk.net](http://www.respect.uk.net) for information on national services for perpetrators of domestic violence

**Mankind** [www.mankind.org.uk](http://www.mankind.org.uk) a helpline service for male victims of domestic abuse or domestic violence. Tel: 01823 334244.

**Lucy Faithful Foundation** <http://lucyfaithfull.org> works with adult male and female sexual abusers; young people with inappropriate sexual behaviours; victims of abuse and other family members

**Hope UK** [www.hopeuk.org](http://www.hopeuk.org) is a Christian organisation that works with communities throughout the UK to prevent drug and alcohol-related harm to children and young people.

**Alcohol Concern** [www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk) directory of local advice centres and services across the nation. Tel: 020 7928 7377

**Drinkline** [www.patient.co.uk/support/drinkline.htm](http://www.patient.co.uk/support/drinkline.htm) Telephone support for adults and young people. Tel: 0800 917 8282

**Drugscope** [www.drugscope.co.uk](http://www.drugscope.co.uk) is the UK’s leading independent centre of information and expertise on drugs. Tel: 020 7928 7377

**Action on Elder Abuse** [www.elderabuse.org.uk](http://www.elderabuse.org.uk) works to protect and prevent the abuse of vulnerable older people. Tel: 020 8835 9280

## Appendix 5: Useful numbers

**Benefice of St. Bartholomew** – Parish Office 01747 830174

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**Diocesan Safeguarding Advisor:** Mrs Heather Bland: 01722 411922

- Based at Church House, Salisbury
- Works 9am-5pm Mon/ Tue/ Wed; and Thu morning; each week

Available for urgent safeguarding discussions 7 days a week, 7am-10pm, on 07500 664800

website - <http://www.salisbury.anglican.org/parishes/safeguarding>

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### **Children's Social Care Team Multi-Agency Safeguarding Hub (MASH)**

If you think a child or young person is at risk of significant harm, or is injured, contact the Children's Social Care Team Multi-Agency Safeguarding Hub (MASH) on 0300 4560108 (out of hours: 0845 6070 888) or if there is immediate danger phone the police or emergency services on 999.

The Multi-Agency Safeguarding Hub (MASH) team are the first point of contact and will receive all referrals from professionals, parents and other members of the public when there are concerns regarding the safety and/ or welfare of child.

Multi-Agency Safeguarding Hub (MASH)  
County Hall  
Bythesea Road  
Trowbridge  
Wiltshire BA14 8JN

**Telephone:** 0300 4560108; **Out of hours:** 0845 6070 888

**Email:** [mash@wiltshire.gov.uk](mailto:mash@wiltshire.gov.uk)

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### **Reporting concerns about abuse of vulnerable adults**

If you have any concerns about a vulnerable person being abused you should contact the Social Care Help Desk or one of the Wiltshire Police Vulnerable Adults' Units.

#### **Social Care Help Desk**

**Tel:** 0300 456 0111; **Textphone:** 01225 712501

**Email:** [customeradvisors@wiltshire.gov.uk](mailto:customeradvisors@wiltshire.gov.uk)

**Weekdays:** Monday – Thursday - 08:30 – 17:20 Friday - 08:30 – 16:20

If you need urgent help outside of these hours, you can telephone the Emergency Duty Service on

**Tel:** 0845 607 0888

#### **Wiltshire Police Vulnerable Adults' Units**

**Weekdays:** 8.00am – 4.30pm

All based in one unit in Devizes. The telephone number of the Unit is 01380 734212.

**Weekends and weekdays:** 4.30pm -8.00am

**Tel:** 101; In an emergency dial 999 (Please note that your call will be recorded)

## Appendix 6 – Forms and Other Documentation

### Risk assessment – guidelines

**Individual risk assessments:** Sometimes in order to meet the needs of a person with additional needs, challenging behaviour or a criminal record, it may be necessary to work with the person concerned to make a risk assessment for their involvement that helps them to access the group or church as safely and as fully as possible.

**Insurance cover:** All church groups should be minuted by a PCC or standing committee to mark them as official church activities and therefore be covered by the church's insurance. If it is a new group that is being set up then ensure that this is minuted and also if you do any off site trips then ensure they are minuted. If a church group is meeting in a private home it should still be covered by the church's insurance as it is a church, not private activity. If you are undertaking an activity that is a bit beyond the realms of a normal church type activity then do check that it will be covered by the church's insurance.

**Contact us:** If you have any queries or concerns regarding risk assessments for your church then please do contact the Diocesan Safeguarding Officer or the Advisers for Work with Children and Young People. Contact details can be found on the Diocesan website here:

[www.salisbury.anglican.org/parishes/safeguarding](http://www.salisbury.anglican.org/parishes/safeguarding) [www.salisbury.anglican.org/parishes/cypaf](http://www.salisbury.anglican.org/parishes/cypaf)

### Standard church groups taking place in a church or community venue

These may include Lunch club, toddler group, Sunday school, youth club etc

**Step 1:** Ensure that there is already a risk assessment for the building you are using (there should be if it is already hired out). These should be updated annually. This should include things like fire escapes, trip hazards, appropriate use of equipment, first aid kits

**Step 2:** Carry out a risk assessment for the group, which in places may refer back to the one for the building – this should include things like medical emergencies, allergies, slips trips falls, abuse, bullying, cuts and scrapes etc, hazards associated with specific activities for example food poisoning if providing food, sports injuries if playing football.

**Step 3:** Note the action that you will undertake to mitigate the risks against each identified hazard. For example consent and medical info collected, leaders made aware of any allergies and activities planned taking this info into account, safer recruitment of leaders, appropriate leader to child ratio that takes into account age and needs of children, types of activities and space that needs to be supervised, appropriate food hygiene training. Template can be found here:

<http://www.salisbury.anglican.org/resourceslibrary/parishes/safeguarding1>

**Step 4:** Make leaders and attendees aware of any action that they need to undertake to reduce the risks that have been identified. Keep a copy of the risk assessment on file. Review and update it as required or if anything changes. This general risk assessment should be ok for the year if it is a regular group meeting, as will the consent form for the children. Do a full review of the risk assessment annually and complete a new copy.

**Standard church groups taking place in a private home:** The process is very similar to above but you will also need to include a risk assessment of the premises in which the meeting is taking place not just the activity proposed. All adults who live in the house must also have a DBS check.

**More-hazardous or different special activities:** If you undertake a more-hazardous activity on site (for example maybe making something that involves proper tools, or cooking that involves sharp knives and hot ovens) then complete a separate risk assessment for that specific activity. Identify the hazards of the activity and ways in which to mitigate the risk as outlined above. Keep a copy of this risk assessment.

If you are going to go on an offsite trip, anywhere away from the normal venue of the group you will need a separate risk assessment for the trip that includes getting there and back. In the same way as above identify the possible risks and how you can mitigate them. Inform leaders and attendees of any additional information they need to reduce risks. If you are going to a public venue, for example, a bowling alley then your risk assessment can refer to the venues risk assessment where appropriate. You will also need a separate permission form for an offsite activity that includes permission for any travel arrangements that the church is making. If you are doing **adventurous activities** we would only ever recommend that you do these through approved centres so that you are using their risk assessments and use their equipment and leaders with appropriate qualifications.

**Risk assessment form for Parish:** \_\_\_\_\_

**Activity:**

**Location:**

**Time/frequency:**

**Date of first risk assessment:**

**Name of leader with responsibility:**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Done</b>
Slips, trips and falls	Leaders, group participants	Visually checking for trip hazards throughout the session and moving anything that is in the way.  Set up the room so the tables are at the edge and there is space to play icebreaker game in the middle  First aid kit and consent forms with allergy info available	Remind children, in the instructions for the game, to be careful and not to run	All leaders to be vigilant throughout the session  Group leader to ensure visual check is done before Children arrive	Before and during each session	

## **Recruiting volunteers safely - appointing a volunteer (three pages)**

The information outlined here is about recruiting volunteers safely. It is not about how to attract or interest volunteers.

Volunteers are a valuable resource to voluntary organisations, charities and churches, and yet we sometimes need to persuade people to take on volunteer roles. So, for some, the idea that there need to be safe/ safer recruitment procedures appears to be an additional barrier. Instead, this is about the valuable work that is to be commenced, especially with vulnerable people. It is also ultimately about valuing the volunteer and volunteering as well. Safer recruitment or the appointment of suitable people for volunteer roles will ultimately benefit everyone, as these will be the people who are suitable for the work or the tasks and they will also more likely flourish in it.

Christian organisations should safeguard children and vulnerable adults, first and foremost because it is the right thing to do. They should therefore not rely on legislation or liabilities as the main incentives for safer recruitment. The precise legal obligations for churches and other faith-based organisations to protect children and vulnerable adults are not obvious. Nevertheless, there is a clear Duty of Care, which means that should leaders and officers not respond promptly to abuse or to a persistent disregard for Safeguarding, then the organisation could be held legally responsible and negligent. A similar care needs to be taken over recruiting the right people for a volunteer role.

### **Why is safer recruitment of volunteers essential?**

Safer recruitment is important as part of your overall safeguarding policy implementation. The procedures that need to be adopted are in order to prevent or reduce potential for situations where abuse or misconduct may occur. It will also ensure that you appoint people who will look out for and promote the welfare of those they are working with and not disregard important safeguarding procedures. Safeguarding is not simply about avoiding abusive situations or preventing harm. It also includes the active promotion of the welfare of vulnerable individuals, that is, children and vulnerable adults.

### **The key points of safer recruitment for volunteers:**

- volunteer application/registration forms;
- a 'self-declaration' section for convictions/cautions;
- an enhanced criminal record check should be undertaken for an eligible role;
- appropriate references must be sought;
- candidates are interviewed effectively to determine attitude and disposition to safeguarding vulnerable groups;
- satisfactory probationary period and effective support/ supervision, training and development;
- robust safeguarding policy and procedure and training;
- adequate disciplinary procedures.

#### **1. Volunteer registration forms and self-declaration**

Volunteer registration forms are essential in order that the organisation has all the basic information on the volunteer in one place. The information on the form is therefore checkable against other sources of information, for example if a DBS check is required (additional formal ID is required) or if letters need sending to the person. Furthermore, the volunteer should state on the form their experience and any relevant training, so that the appointing body is better informed and better able to assess how suitable they may be and what may be needed in order for them to do the role. This location of the completed



form needs to be where all the records of the volunteer should be kept together, safely and confidentially as it is an important data protection requirement.

The volunteer's self-declaration should give an opportunity for them to declare any unspent convictions, unless an Enhanced DBS check is required which will also reveal unspent convictions; however, at this stage it is a voluntary disclosure. It is important as it can subsequently be checked against any information on a DBS disclosure. Discrepancies can be illuminating and assist in an assessment concerning suitability. Information disclosed voluntarily can also be useful in ensuring that the volunteer is placed appropriately. Non-relevant information cannot be used to decline or refuse to appoint. However, if given the information the volunteer him/ herself may be made more vulnerable (perhaps by having too much responsibility) then the information can be used in appointing or declining the appointment. There could be situations better suited to the candidate or the candidate may be unsuitable, due to the lack of a sufficient level of supervision.

## **2. Undertake an enhanced criminal records check**

If a volunteer is being recruited to work in a regulated role he/she should be asked to obtain an enhanced criminal records disclosure check. Regulated activity is defined as work that involves regular and direct 'unsupervised contact' with children or vulnerable adults. For example a Sunday school teacher who teaches Sunday school weekly and who does so unsupervised, will be eligible for an enhanced criminal records check with a check of the children's barring list to see if the volunteer has been barred from working with children. If the volunteer will be working in close contact with children but will be supervised, they won't be considered to be in a regulated role, however they can still have an enhanced criminal records check. This check will not involve a check of the children's barred list neither will it involve a check of the vulnerable adults barred list, if it is for work with a vulnerable adult. Please note that volunteers working in a specified place such as a crèche or nursery school will be considered to work in regulated activity whether or not they have direct contact with children in their work. A specified place is a school, nursery or care home.

The definition of vulnerable adult has also now changed and they are called adults who may be at risk of abuse. A adult who may be at risk of abuse is anyone who is eligible to receive a service or support whether or not the service is being provided.

For the above reasons, it is important that churches note the difference between a supervised and unsupervised role and how this affects eligibility and content of a criminal record disclosure. It is also important that churches do not rely solely on criminal records checks for making a recruitment decision, but ensure they have robust recruitment procedures in place to so that due care when recruiting volunteers.

Note that anyone under the age of 16 volunteering to work with children or vulnerable adults is no longer be required to have a criminal records check. It will therefore be illegal to request a check for anyone under 16. However, churches should make sure that volunteers under the age of 16 are always supervised by an appropriate person whilst working.

## **3. Appropriate references must be sought**

The views of people who know the applicant are crucial, especially when appointing people who are previously not known to the organisation. Are they able to vouch for them? Even when they are known it is important to have the names of people who could vouch for their work with the relevant groups including a work referee.

A referee needs to know the kind of work required and level of responsibility in order to provide a reference which fulfils this purpose. It is not sufficient for a reference to simply ask about character; appropriate questions may include: do they:

- think the person may be suitable for this work? If so why;
- have any reservations about their ability to work in this setting? If so what.

#### **4. Candidates are interviewed effectively to determine attitude and disposition to safeguarding vulnerable groups**

It is not possible to be really sure that a person is entirely suitable. However, it is certainly not possible without having a meeting to discuss the type and the scope of the work, the abilities and aptitude of the person being appointed. Ideally there should be two people involved in the meeting as the opinion of more than one person may benefit your assessment of suitability.

#### **5. Satisfactory probationary period and effective support/ supervision, training and development**

The only way to really assess or test someone's suitability is to try them out. So a trial or probationary period is essential. It also gives the volunteer a period to assess for themselves whether they can do the job and what they may need in order to fulfil what is required of them. Along with this monitoring in the form of supervision or a time to reflect upon the role and their work with a supervisor is vital and is a good way of ensuring that the volunteer feels valued and supported in their role. It is also incumbent upon the organisation to ensure that adequate training and the opportunities for development are available and followed through. Each volunteer should also have some sort of description of their role and expectations of them, line management offered and training required so that this can be reviewed annually.

#### **6. Robust safeguarding policy, procedure and training**

Safer recruitment is not just about obtaining DBS checks, it is also about having robust and up to date safeguarding policy and procedures in place and ensuring that all volunteers with children or vulnerable adults are trained and understand their safeguarding responsibilities. You should have a safeguarding policy and procedure.

#### **7. Adequate disciplinary procedures**

Volunteers deserve to be dealt with fairly and transparently. Organisations also need to have proper procedures in place in order to ensure that if someone is unsuitable or may have broken codes of practice of committed some form of misconduct or abuse there are steps that can be taken in order for them to be removed.

These procedures are also necessary in order to test and decide whether cases of misconduct, bullying or other abuses are referred to the Independent Safeguarding Authority.

In the case of illegal behaviour these matters must first be referred to the police and disciplinary procedures would then be applied. The Local Authority Designated Officer can also assist with disciplinary matters related to the safeguarding of children. In all such cases whether it is illegal behaviour or misconduct in the form of bullying or a disregard for safeguarding, then the DBS should be notified. It will also be incumbent upon the organisation, where it is registered with the Charity Commission to report any incident and proceedings which may have a bearing on the organisation's reputation and financial risks at an early stage.

**Role application form (*two pages*): for voluntary workers with children, young people or vulnerable adults.**

**The PCC/Benefice is responsible for the acceptance and accreditation of all workers with children or vulnerable adults. Every worker should fill in a copy of this form which should be securely retained by the incumbent/ warden/ secretary to the PCC.**

Full name: \_\_\_\_\_

Former names: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Day: \_\_\_\_\_

Evening: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Church: \_\_\_\_\_

Parish: \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

*If less than 12 months please give the following information:* Previous address:

\_\_\_\_\_  
\_\_\_\_\_

How long there? \_\_\_\_\_

Church attended: \_\_\_\_\_

Name of minister/priest: \_\_\_\_\_

Please give details of previous experience of looking after or working with children, young people or vulnerable adults (*as relevant to this role*):

## **References**

Please give the name, address, telephone number and position or relationship of two people who know you well, including one who has managed or supervised your work with children, young people or vulnerable adults. If you are currently in employment, one of the references should be your current employer, unless there are specific reasons why this is not appropriate – in which case, please indicate this.

Please give details of any relevant qualification or appropriate training.

Have you successfully completed one of the following training programmes?

**Specific training for the work YES/NO WHEN?**

*What course was this?* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Safeguarding children or vulnerable adults YES/ NO WHEN?**

Who delivered this? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other relevant training YES/ NO WHEN?**

Please give details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you prepared to undertake appropriate training? Yes/No

Are you prepared to undertake further training as agreed or as the PCC require? Yes/No

*(Note: If you decline to undertake initial training or further training without good reason (e.g. because of previous experience/ training in another diocese) the PCC might withdraw your authority to work with children or vulnerable adults.)*

The volunteer agreement and role outline should also be completed.

**N.B.** All information will be held safely and in confidence, in accordance with the Data Protection Act 1998.

## Protection of children, young people and vulnerable adults

### Confidential declaration form (*two pages*)

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the Diocesan Safeguarding Adviser. All forms will be kept securely under the terms of the Data Protection Act 1998. If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

- 1a Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

Please tick Yes ☐ No ☐

Convictions obtained abroad must be declared as well as those from the UK.

- 1b Are you at present under investigation by the police or an employer for any offence?

Please tick Yes ☐ No ☐

- 1c Have you ever been found by a civil matrimonial or family court to have caused significant harm to a young person under the age of 18 years?

Please tick Yes ☐ No ☐

Significant harm involves serious ill treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such a sexual relationship with a young person or adult for whom you had pastoral responsibility.

- 1d Has any such court made an order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you?

Please tick Yes ☐ No ☐

- 1e Has your name been placed on the Protection of Children Act (POCA), list 99 or the Protection of Vulnerable Adults list (POVA), barring you from work with children or vulnerable people?

Please tick Yes ☐ No ☐

- 2a Has your conduct ever caused or been likely to cause significant harm to a child or vulnerable adult, or put a child or vulnerable adult at risk of significant harm?

Please tick Yes ☐ No ☐

- 2b To your knowledge, has it ever been alleged that your conduct has resulted in any of the things listed in 2a above?

Please tick Yes ☐ No ☐

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or vulnerable adult. Any allegation or complaint investigated by the police, Children's Services, an employer or voluntary body must be declared. Checks will be made with the relevant authorities.

- 3 Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection register or been the subject of a care order, a supervision order or child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

Please tick Yes ☐ No ☐

All these matters will be checked with the relevant authorities.

4 Have you any health problems(s) which might affect your work with children or vulnerable adults?

Please tick Yes ☐ No ☐

Declare in confidence any health issues that may affect your ability to work with children or adults. This question is primarily intended to help you if you subsequently need to withdraw from work e.g. because of a recurring health issue.

5 Have you, since the age of eighteen, ever been known by any other name than that given below?

Please tick Yes ☐ No ☐

6 Have you, during the past five years, had any home address other than that given below?

Please tick Yes ☐ No ☐

### **Declaration**

I declare that the above information (and that on the attached sheets) is accurate and complete to the best of my knowledge.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Before an appointment can be confirmed, applicants may need to apply for Disclosure and Barring Service disclosure. Consult the above named person for details of the process.

## Reference request form (*two pages*)

The Parish Church or Benefice of \_\_\_\_\_

Name and address of referee:

Name and address of incumbent or  
person requesting a reference:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Dear \_\_\_\_\_

REQUEST FOR REFERENCE FOR VOLUNTARY WORKERS WITH CHILDREN AND YOUNG PEOPLE, OR  
VULNERABLE ADULTS.

*(delete as relevant, except when all apply).*

RE: Rev, Mr, Mrs, Miss, Ms \_\_\_\_\_

Address

\_\_\_\_\_

Post applicant applying for: \_\_\_\_\_

The above has given your name as someone who may be contacted in relation to their application to work with children and young people or vulnerable adults. Guidelines from the Government and the Church of England advise that all voluntary organisations including churches should take steps to safeguard these groups entrusted to their care. I would be grateful if you could comment on the following factors as they may apply to the applicant:

- previous experience of looking after or working with children, young people or vulnerable adults.
- their ability to provide appropriate and consistent care;
- evidence of their willingness to respect the background and culture of children or vulnerable adults in their care;
- their commitment to treat all children, young people or vulnerable adults as individuals and with equal concern;
- their physical health, mental stability, integrity and flexibility;
- any evidence or concern that they would not be suitable to work with children, young people or vulnerable adults.

Please use the questions on Page 2 of this letter for your reply. Thank you for your assistance.

Yours sincerely, \_\_\_\_\_

*The incumbent or on behalf of the incumbent.*

How long have you known the applicant? \_\_\_\_\_ years.

Their previous experience of looking after or working with children, young people or vulnerable adults:

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Their ability to provide appropriate and consistent care:

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Evidence of their willingness to respect the background and culture of children, young people or vulnerable adults in their care:

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Their commitment to treat all children, young people and vulnerable adults as individuals and with equal concern:

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Their physical health, mental stability, integrity (including financial integrity) and flexibility:

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Any evidence or concern that they would not be suitable to work with children, young people and vulnerable adults:

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***N.B.*** All information will be held in accordance with the Data Protection Act 1998.



## Record of recruitment process

Name & Role		Date			Signature/initials
Role outline given					
Application form given					
Application form received					
Interview					
Referees					
Confidential Declaration Form completed					
DBS (if necessary)					
Letter of appointment					
Read the Safeguarding & Good Practice policy & guidelines					
Supervision sessions					
Annual Review					
Training received					

## Volunteer agreement form – including role outline (*two pages*)

This form should be completed by all voluntary workers with children or vulnerable adults in accordance with House of Bishops/Diocesan Safeguarding guidance policy and procedures.

If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC (*or other responsible body*) and the person to whom the worker is responsible (*ie the supervisor*).

To be completed on behalf of the PCC/Benefice, (*or other appointing body*)

Church: \_\_\_\_\_

Name of worker: \_\_\_\_\_

Name of group/club: \_\_\_\_\_

(*e.g. Junior Church/luncheon club for disabled people*)

Where/when they meet: \_\_\_\_\_

\_\_\_\_\_

Age range of children/range of vulnerabilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person to whom responsible/supervising: \_\_\_\_\_

(*e.g. Young people group leader/church community worker/warden/incumbent*)

Work to be undertaken (*5–10 points describing the duties and responsibilities in this role*):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Group to whom responsible/the appointing body (e.g. PCC)**

What training is needed? Contact the relevant training officer, training secretary or Diocesan Safeguarding Adviser for details of training opportunities. (*Details may be inserted here*)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When is training to take place? *(usually within a year of appointment)*

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Date/month when this role description is to be reviewed: \_\_\_\_\_

*(i.e., toward the middle and end of a probationary period of six months and then annually)*

**Signed:** \_\_\_\_\_

*(on behalf of the PCC or other appointing body)*

**To be completed by the worker with children/young people/adults:**

I have understood the nature of the work I am to do with children, young people and vulnerable adults. I have read the guidelines produced by the Church for safeguarding children, young people and vulnerable adults. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact. I know what action to take if abuse is discovered or disclosed.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**N.B.** All information will be held safely and in confidence, in accordance with the Data Protection Act 1998.

## General consent form (*two pages*)

In the interest of your child, it is important that you should sign this consent form and declare any known medical conditions and any medication that he or she may be receiving. To enable ease of retrieval during activities both at **Church/group name** and on any trips out, this information will be stored on an Excel Document on a computer. Please indicate your consent to this (or otherwise) at the bottom of this form.

Name of child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Any known medical conditions: \_\_\_\_\_

Details of any medication being taken: \_\_\_\_\_

**If your child requires medication during the activity please ensure it is clearly named and the dose required clearly indicated and it is given to a leader when your child arrives.**

Details of allergies and dietary requirements: \_\_\_\_\_

Due to the legislation contained within The Children Act 1989, it is also important that the young people leaders are made aware of any court orders which have been made against your child. Should this be applicable, please indicate the nature of the order below. Details of any court orders: \_\_\_\_\_

### **Your contact phone numbers (include dialling code)**

Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Work (if applicable): \_\_\_\_\_

Email address: \_\_\_\_\_

### **Additional contact & contact phone numbers (if the above is not available)**

Name: \_\_\_\_\_

Mobile: \_\_\_\_\_ Home: \_\_\_\_\_

Work (if applicable): \_\_\_\_\_

**Family Doctor**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Telephone Number: \_\_\_\_\_

I have read and completed the information above and give my permission for my child to take part in the normal activities of this group, which will include some of the following: *(insert details here of usual activities)*

I also give my consent to any necessary medical or dental treatment (including an anaesthetic) that may be necessary in event of an emergency and/or if I am not contactable.

I understand that I must update the leaders of any changes to the information that I have provided on this form.

Separate permission will be required for certain activities and any off-site activities.

**Signature of parent/guardian (or adult with parental responsibility)**

\_\_\_\_\_

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

I give consent to **photographs** being taken of my child whilst they are participating in the activities in this group. **Yes /No** (delete as appropriate)

I give consent to my child's photograph being displayed on a notice board in church/being displayed on the church website/ displayed *add other places you may wish to display it* (delete as appropriate)

Signed: \_\_\_\_\_ (parent/guardian)

Date: \_\_\_\_\_

I give my permission for this information to be stored on a computer / I do not give my permission for this information to be stored on a computer (Delete as appropriate)

Signed: \_\_\_\_\_ (parent/guardian)

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_

## Behaviour agreement form

**We want everyone to be able to have a fun and safe time at *(Insert Activity or group.)* How you behave will contribute to this. So please read through the expectations set out below and sign to say that you will follow these. You also need to get your parent/guardian to sign them as well.**

I \_\_\_\_\_ (name) understand that, whilst I am participating in (insert activity or group) I am expected to:

- join in with the activities etc to the best of my ability;
- follow instructions given by leaders;
- not be verbally or physically aggressive or to bully, discriminate or intimidate any of the other participants or leaders;
- not bring or use alcohol, tobacco, illegal drugs or substances under any circumstances;
- look after the equipment and property and understand that theft or deliberate damage of equipment or property is unacceptable;
- accept responsibility for my personal conduct.

I have read and understand this behaviour agreement, which operates to ensure safety for all individuals and groups. If I break any of the above rules, I understand that I may be asked to leave.

Signed \_\_\_\_\_ (participant)      Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed \_\_\_\_\_ (Parent/guardian) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Email, Facebook and mobile phone consent form (*adapt for adults*)

Please note that the information on this form is for the use of the young people leadership of *Church/Group* and is not available for the use of any other individuals or groups. This means that we will not disclose your email address or mobile number to another individual without your permission. This form will be filed for retrieval at subsequent dates.

To improve communication and the distribution of information via text we would be grateful if you could give us your mobile number – if you can receive text messages.

A 'closed' Facebook group has been set up for the young people at

'Closed' means that only people who regularly attend the group will be accepted as members of the Facebook group and can access the site. On this site there is information about ***add the things you will use the site for e.g. details of events, the programme for the term, young people's views and opinions about church etc***

Do you have regular (at least once a week) connection to the Internet? Yes/ No

Would you like to join the *young people work/group name* online group? Yes/ No

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Email address: \_\_\_\_\_

Mobile: \_\_\_\_\_

To be completed by Parent/Guardian/adult with parental responsibility (please delete those that are not appropriate):

I give my consent to my child \_\_\_\_\_

Receiving text messages regarding arrangements about the young people's work at \_\_\_\_\_ (*young people work/group name*)

Joining the \_\_\_\_\_ (*young people work/group name*) page

I give/do not give my permission for this information to be stored on a PC

I understand that this information (email address &/or mobile number) will not be disclosed to another individual or group without my permission.

**Signature of parent/ guardian (or adult with parental responsibility)**

\_\_\_\_\_

Printed name \_\_\_\_\_ Date \_\_\_\_\_

## Information form for trip or special activity

### Dear Parent/Guardian (or adult with parental responsibility)

I am writing to inform you of an activity that we are proposing for *young people work/group*  
*name* : \_\_\_\_\_

Details of the activity: \_\_\_\_\_

Name of Activity/Visit: \_\_\_\_\_

Type of activity (please specify any particular adventurous or more hazardous activity e.g.  
outdoor pursuits, go karting etc) \_\_\_\_\_

Venue: \_\_\_\_\_

Date: \_\_\_\_\_ Cost: \_\_\_\_\_

Time of event \_\_\_\_\_ Departure: \_\_\_\_\_

Return: \_\_\_\_\_

Transport arrangements: \_\_\_\_\_

Extra details e.g. Insurance details, ratio of adult to child, person responsible for the activity  
and their qualifications: \_\_\_\_\_

**Date by which confirmation & payment is required:** \_\_\_\_\_

You must bring *e.g. SUITABLE ATTIRE, LUNCH, POCKET MONEY ETC* (provide a separate 'kit  
list' if appropriate)

If you need to contact the group during the trip please call (name and number)

**Your child MUST return the completed activity consent form by \_\_\_\_\_ in  
order to take part in this trip.**

**If you have any further questions about this trip please contact:**



## Consent form for trip or special activity

In the interests of your child it is important that you let us know any changes to the details you have given us on the General Consent Form (health e.g. allergies, emergency contact numbers etc.)

I, the parent/guardian/(or adult with parental responsibility) or participant over 18 years hereby give permission for \_\_\_\_\_ (name of participant)

to fully take part (or with the exception of \_\_\_\_\_)

in the \_\_\_\_\_ (name of trip) Run by  
*young people work/group name*

taking place on \_\_\_\_\_ (date and times).

I have read the information sheet regarding the activity/trip and understand what is involved. I acknowledge the need for responsible behaviour on his/her part throughout the period and the need for him/her to take special note of any safety instructions.

My child can swim 50m unaided YES/NO (*only ask if activity includes watersports or swimming*)

I consider the participant to be medically fit to participate in the activities outlined.

I give my consent to any necessary medical or dental treatment (including an anaesthetic) that may be necessary in event of an emergency and/or if I am not contactable.

Any new information to be added here: \_\_\_\_\_

\_\_\_\_\_

I confirm that the completed General Consent Form is up to date and applicable to this activity.

Signed Parent/Guardian (or adult with parental responsibility):

\_\_\_\_\_

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

## Leader's checklist for trips

Group going on trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Date: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Number of Leaders: \_\_\_\_\_

All consent forms and medical info received ☐

Emergency contacts received for all participants and leaders ☐

Risk assessments completed ☐

Name and contact number of base person:

\_\_\_\_\_

Details of all participants and leaders have been left with base person in case of a major serious incident ☐

Contact Number for trip destination left with base person ☐

First aid kits up to date and complete ☐

Insurance cover organised ☐

Contact number for transport company: \_\_\_\_\_

Contact number for destination, e.g. activity centre: \_\_\_\_\_

## Information on first aid

- Have at least one recently trained First Aider on the team so you always have someone available for all group activities.
- Ensure that all premises used have a properly equipped First Aid kit. Ensure that you have first Aid kits with you on any off site activities
- First Aid kits should be clearly located and recognisable but out of reach of children. The contents should be stored in a waterproof container and the designated worker should regularly check the contents.
- First Aid containers must be identified by a white cross on a green background.
- Make sure that an accident book is available, properly used and that notifiable incidents (i.e. particular illnesses or injuries which require disclosure are recorded and dealt with correctly (see template form for recording accidents and incidents)
- Ensure contact information regarding any trained First Aiders is readily accessible.
- Make sure everyone is aware who is responsible for First Aid.
- Provide a sign giving the nearest available telephone for emergency calls; this should also give the post code to help the emergency services to find you.
- Always have a mobile phone if there is not access to a land line at the venue. Make sure you check there is good signal. Find out where the nearest landline is.

What to include in your First Aid Kit, ensure everything is in date and that when used items replaced:

- First Aid in an Emergency leaflet
- HSE Medium Sterile Plastic wrapping 12x12cm dressing
- HSE Large (18x18cm) dressing in sterile plastic wrapping
- Disposable Triangular bandage 90x90x127cm
- Non woven disposable triangular bandages
- No 16 Eye pad in sterile plastic wrapping
- Assorted washproof plasters in packs of ten
- Cleansing wipes individually wrapped, antibacterial wipes impregnated with Cetrimide. Pack of 10 alcohol free wipes
- Microporous tape 1.25cm x10cm
- SJS Nitrile Powder Free examination gloves
- Finger dressing (3.5 x 3.5cm) sterile in plastic wrapping
- Revive Aid face shield with a one-way valve
- Clinical Waste Bag Small (35.5 x45.5cm) Disposable, yellow bags for the safe disposable of clinical waste.
- Disposable Heat Retaining blanket (metallised polyester film) 210 x 160 cm
- Eye Wash Phials 20ml Pack of 25 x 20ml phials
- Burnshield dressings (10x10cm) each contain the specially formulated Hydrogel which is non toxic and non irritant
- Heavy duty Tuff-Kut scissors
- An accident report book with forms

Remember if you are going offsite on a trip you must take a First Aid Kit with you.

## Accident and incident report form (two pages)

This form should be completed immediately after any accident, significant incident or near miss. Discuss with the appropriate leader for the group/activity what follow up action is necessary.

Day, date and time of the incident

\_\_\_\_\_

Names, addresses and ages of those involved in the incident

\_\_\_\_\_

\_\_\_\_\_

Where did this incident take place?

\_\_\_\_\_

Name of place of worship/organisation: \_\_\_\_\_

Name of the group: \_\_\_\_\_

Who is normally responsible for group? (name, address and telephone number)

\_\_\_\_\_

\_\_\_\_\_

Who was responsible for the group at the time of the incident, if different from the above?  
(name, address and telephone number)

\_\_\_\_\_

\_\_\_\_\_

Which other workers were supervising the group at the time of the incident? (names, addresses and telephone numbers)

\_\_\_\_\_

\_\_\_\_\_

Who witnessed the incident? (names, addresses, telephone numbers, and ages if under 16)  
Normally only two witnesses would be needed.

\_\_\_\_\_

\_\_\_\_\_

Describe the accident/incident (include injuries received and any first aid or medical treatment given)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you retained any defective equipment?      YES   NO   NONE INVOLVED  
(Please circle)

If so, where is it being kept and by whom? \_\_\_\_\_

\_\_\_\_\_

What action have you taken to prevent a recurrence of the incident?

\_\_\_\_\_

\_\_\_\_\_

Is the site or premises still safe for your group to use? YES NO (Please circle)

Is the equipment still safe for your group to use? YES NO (Please circle)

Who else do you need to inform? \_\_\_\_\_

Have they been informed? YES NO (Please circle)

If so, when and by whom? \_\_\_\_\_

\_\_\_\_\_

Signature of person in charge of group at time of accident/incident

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

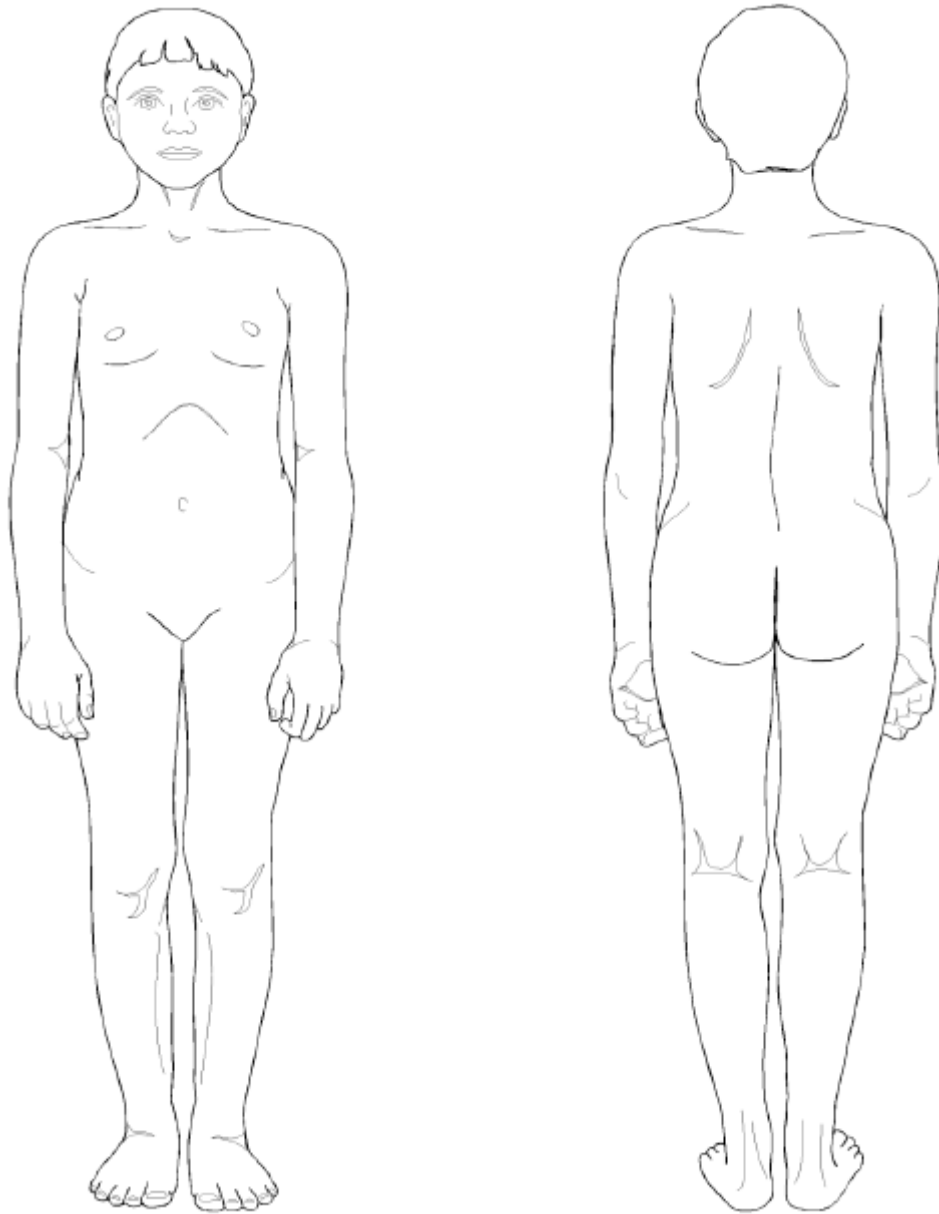
Form seen by: \_\_\_\_\_

(state role e.g. Team Rector, Head of Organisation)

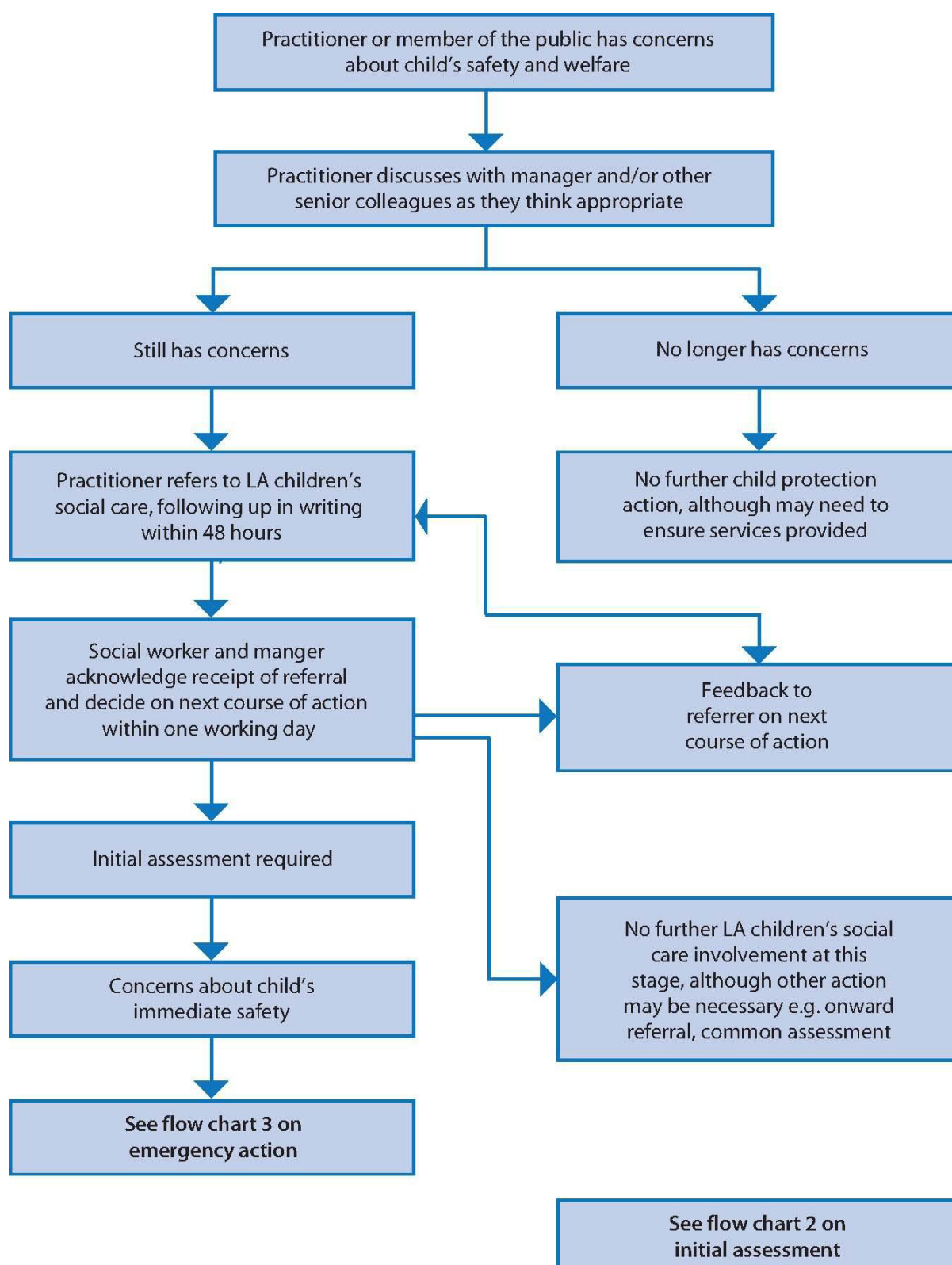
Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Body maps (for adults and children)



## Flow chart of referral process



## Status Check Permission

I give permission for the diocese of Salisbury to undertake a Status Check, and understand that the diocese will carry out a Check every 5 years whilst I remain in post.

Signed: ..... Date: ...../...../.....

**To be completed by your verifier ie, your incumbent or sponsor**

### DBS CERTIFICATE DETAILS

Title		Name													
Address of applicant															
Town								Postcode							
Role & workforce															

DOB	D	D	M	M	Y	Y	Certificate Number					
Certificate Date	D	D	M	M	Y	Y	Level of clearance					

<b>I confirm that I have seen and verified the DBS Certificate</b>							Date	D	D	M	M	Y	Y
Signed													
Print name													

**Please return this form as soon as possible, to:**

Mrs Alex Weedon, Diocesan Office, Church House, Crane Street, Salisbury, SP1 2QB



## Status Check Permission (Clergy)

I give permission for the diocese of Salisbury to undertake a Status Check, and understand that the diocese will carry out a Check every 5 years whilst I remain in post.

Signed: 


Date: ..30./...01/.18....

### For Office Use only

#### DBS CERTIFICATE DETAILS

Title	Rev'd	Name	Richard																			
Address of applicant			The Rectory																			
			Semley																			
Town			Shaftesbury										Postcode			S	P	7		9	A	U
Role & workforce			Rector of the Benefice of St Bartholomew																			

DOB	0	6	0	9	7	6	Certificate Number	001491317335									
Certificate Date	2	4	0	6	1	5	Level of clearance	Enhanced									

I confirm that I have seen and verified the DBS Certificate										Date	3	0	0	1	1	8
Signed																
Print name		J JOHNSON														