

A Guide to Safeguarding for the Stratton Team Ministry

2023



Foreword

This guide is to be read in conjunction with the Stratton Team Ministry Safeguarding Policy 2023.

It is intended as a working document for Team Leaders and their teams as a reminder and an aide memoire.

Some elements in this guide are a repetition of those found in the Safeguarding Policy

It offers guidelines for safeguarding practice for members of the Stratton Team Ministry, that is the churches of St Margaret's Stratton, St Leonard's Stanton Fitzwarren, St Mary Magdalene South Marston and Coleview.

Contents

FOREWORD	2
CONTENTS.....	3
SECTION 1	6
Safer Recruiting for Volunteers Supporting the Work of the Church:	6
Step by step procedure	6
The Safe Recruitment process	6
Fair Recruitment policy:.....	7
What can the PCC ask?	7
Induction of new recruits to leadership roles	7
Section 2 – Working with People	9
Code of Conduct for Church Members	9
Working with Children, Young People or Adults at Risk	10
Everyone involved in work with Children and young people within Stratton Team Ministry should: ...	10
Code of Conduct: Work with Adults	11
Appropriate behaviour	12
Any person meeting children or vulnerable adults should:	13
Staff-child ratios	13
Pastoral relationships	14
Use of social media	14
Communications and Social Media Policy	15
Working with colleagues.....	15
Staff, volunteers and helpers.....	16
Youth work.....	17
Young Helpers.....	17
Positions of trust.....	17
Home groups	18
Affiliated youth groups	18
Charity Commission reporting of Blemished DBS Certificates	18
Transport	18
Private Transport.....	19
Cars:.....	19
Minibus:	19
Coaches:	19
Registration and consent forms.....	20
Health and safety	20
Risk assessments	20
Mixed-age activities.....	20
Insurance.....	20
Hire of premises.....	21
Reporting serious breaches of Safeguarding or Health and Safety to the Charity Commission	22
SECTION 3	22
Recognising and responding appropriately to an allegation or suspicion of abuse	22
Understanding abuse and neglect.....	22
Definition of a child and young person.....	22
Definition of vulnerable adult / adult in need of protection.....	23

Definitions of Abuse	23
Significant Harm	23
Physical Abuse	24
Sexual Abuse.....	24
Neglect.....	24
Psychological/ Emotional Abuse	24
Domestic Abuse.....	24
Organisational Abuse.....	24
Financial Abuse	25
Modern Slavery	25
Signs and Symptoms of possible abuse (Children and Young Adults)	25
Physical.....	25
Sexual.....	25
Emotional.....	26
Neglect.....	26
Signs and Symptoms of Possible Abuse (Vulnerable adults)	26
Physical	26
Sexual.....	26
Psychological.....	27
Financial or Material	27
Neglect or Omission	27
Institutional / Discriminatory Abuse- referred to as organizational abuse above (institutional has changed to organizational in the guidance accompanying the Care Act 2014).....	27
Where could safeguarding information come from	27
How to respond to a child or adult wishing to disclose abuse	28
Effective Listening.....	28
Helpful responses.....	28
Don't say	28
Safeguarding awareness.....	29
Responding to allegations of abuse	29
Professional support available	30
Detailed Procedures following Referral	31
Allegations of Sexual Abuse	32
Allegations of abuse against a person who works with children	33
Safeguarding awareness	33
Confidentiality (See Stratton Team Ministry Safeguarding policy)	33
Consent	34
Data Protection	34
SECTION 4	35
Managing difficult situations	35
Home Visiting for Pastoral Support, Home Communion and Ministry	35

Sensible actions:.....	35
Open church environments and lone workers.....	35
SECTION 5	36
Responsibilities.....	36
The Incumbent.....	36
The PCC.....	36
The Parish Safeguarding Officers.....	36
APPENDICES	38
DOCUMENTATION TEMPLATES.....	38
Form 1: Background information Form for Volunteers and Staff	38
Form 2: Job Description Form	40
Form 3: Application Form for Voluntary Work	41
Form 4: Confidential Declaration Form.....	44
Form 5 Event Risk assessment Guidance Notes	47
Form 6 - Safer Recruitment Check Lists Combined and By Individual Church Role.....	49
COMBINED PARISH CHECKLIST FOR SAFER RECRUITMENT	49
Form 7 Example of a Safe Recruitment Check List by Interview Panel roles	52
PARISH PANEL CHECKLIST FOR SAFER RECRUITMENT	52
Form 8 Example of a Safe Recruitment Job Application Form.....	55
REFERENCES	56

Section 1

Safer Recruiting for Volunteers Supporting the Work of the Church:

Information and support for the recruitment process for all volunteers as team leaders or supporting team members will be undertaken under the guidance of the Diocese of Bristol 'Safer Recruitment' process:

Step by step procedure:

The process of recruiting paid and volunteer staff into roles must be undertaken via the 'Safer Recruitment' process. This process must be used for all paid and volunteer staff who will have substantial contact with children and / or adults at risk.

"The harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed..."

Sir Michael Bichard in his report following the Soham murders (CWDC, 2009, Recruiting Safely)

"If you are not going to recruit safely don't offer activities for children or vulnerable adults. You are placing them at risk without them knowing that you have done this. Is that fair?"

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

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

The Safe Recruitment process:

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

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate

- A disclosure and barring check if required (DBS) has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.
- There is a documented development plan for the newly appointed person, a named supervisor, and a time limited review period for review meetings. The supervisor must document each review meeting and report progress to the PCC
- Each recruit will be given a 'Code of Conduct' expectation by the PCC

Fair Recruitment policy:

- Where a person has a criminal record or has previously had allegations raised against them, the Diocesan Safeguarding Officer and the PCC will go through a process of risk assessment to decide whether the role is appropriate.
- Stratton Team Ministry must have a 'Fair Recruitment of Ex-Offenders Policy' in place and a 'Fair Use of Disclosure Information Policy'. (See Safeguarding Policy 2023)

What can the PCC ask?

Where a role involves **substantial** contact with children and or vulnerable adults the PCC can ask the individual to disclose spent and unspent convictions and cautions.

The PCC will use a Self-Declaration form and DBS Enhanced + Barring check disclosure to do this.

Where a role does **not involve substantial** contact with vulnerable groups the PCC can only ask about unspent convictions and cautions.

The PCC can ask about these on an application form and can use a self-declaration form- but only if the PCC amends it to ask about unspent convictions and cautions only.

Induction of new recruits to leadership roles

All staff and volunteers working with children or adults at risk **MUST** complete the Basic Awareness (C0) and the Foundation Level Safeguarding (C1) Training and this must be updated every 3 years. Staff with specific supervisory responsibilities will need to complete higher-level Leadership Safeguarding Training. The Diocese will provide this.

- All newly appointed volunteers in roles will be under the supervision of a more experienced church leader or a nominated member of the PCC
- The new volunteer will have regular meetings with the mentor for the first year. The time span between meetings will be established by mutual consent and the experience of the new member. The mentor will keep records of the contents and actions from the meeting. The PCC will appoint the mentor
- Any training requirements will be established and arranged by the mentor

- All members of the churches in a leadership or training role will hold a DBS certificate appropriate to the church role and this will be reviewed every 3 years. The Parish Safeguarding Officers (PSOs) will keep a record of this and issue appropriate reminders
- There will be a probationary period established at the start of the role. If the new volunteer is found to be lacking, the mentor will give fair warning and support.
- If after three warnings the work has not improved, the leader will be asked to relinquish the post

Section 2 – Working with People

Code of Conduct for Church Members

This code of behaviour should not only be an important safeguarding measure but should also be about modelling positive patterns of Christian behaviour.

The following guidelines should always be followed, irrespective of circumstance:

- Always follow the Church Safeguarding Policy and Procedures and associated Good Practice Guidelines.
- Treat all children, young people and adults with respect and dignity. Acts of aggression, bullying or harassment are not acceptable.
- Physical Contact: Remember that not all children and adults will receive or express friendship in the same way. Encourage handshaking rather than hugging as a greeting with children, remembering that any physical contact with children should be child led. A handshake or hand on the shoulder may give comfort, making a hug unnecessary. Be careful about what physical contact you as a church member has with adults and check whether they are happy with the contact.
- All control and discipline of children should be done without using physical punishment or any form of aggression and only by parents and carers unless those parents or carers have asked or agreed to an individual assisting them with this. Speak to the Churchwarden if you are concerned about a child's behaviour. The Churchwarden and or Standing Committee members will speak with the parent to agree how a child can be supported with their behaviour if needed.
- A child's own parent or carer should undertake any personal care that the child needs.
- Do not respond to or encourage excessive attention seeking from children but do inform your Parish Safeguarding Officer if you are concerned about a child's behaviour towards you.
- Children and young people are expected to be accompanied to church by their parents and carers. The exception being designated youth activities.
- Where children and young people attend church or church events without a parent or carer they will need to be made known to the children and young people's workers who will follow the Good Practice guidance for working with children and young people.
- Adults who have not been authorised to work with children should not approach lone children except in the case of emergency, instead, go and find the child's parents or a youth worker.
- As church members we do not engage in any of the following:
 - Invading the privacy of children, young people or adults when they are using the toilet.
 - Rough games involving physical contact between an adult and a child.
 - Discriminatory activities or games focused on sexual behaviour, body image or sexuality.
 - Making any comment that could be sexually suggestive about or to another person.
 - Scapegoating, belittling, ridiculing or rejecting a child or adult.

- Giving personal gifts directly to children or young people- if you wish to give a gift check with the parent/carer first and give only if they agree.
- Inappropriate use of social media, text or mobiles. Please do not contact children and young people using these methods unless their parents/carers are aware of this and the reason for it. This includes becoming 'friends' with children on Facebook.
- Taking pictures of children or young people at church events unless you have been authorised to do so and have parental/carer consent or the picture is of your own child only.
- Drink alcohol (other than communion wine) or otherwise be under the influence of drugs or alcohol when responsible for children or young people on church premises.
- Arrange to see a child outside of church unless this is with their parents/carer's express permission and, if you are a church volunteer, officer, staff member or minister, where this is in line with the Good Practice guidance.
- Enter the space in which a children's or youth group is happening. Only authorised staff and volunteers should be involved.

Working with Children, Young People or Adults at Risk

The aim of the following guidelines is to help our church groups provide a warm and nurturing environment for everyone. In doing so, it may be necessary at times to comfort those who are distressed or hurt. Helpers should take their clues from the distressed person as to the extent of this comfort. Be aware that the person may be vulnerable due to home circumstances, discrimination such as racism, age, medical or mental conditions or personal difficulties. For these people, the church may be a rare place of safety.

Everyone involved in work with Children and young people within Stratton Team Ministry should:

- ❖ Ensure that they are aware of the relevant policies: safeguarding (including social media and communication, photos and videography), lone child, lone working and that those policies are followed alongside the good practice guidance.
- ❖ Treat all children and young people with dignity and respect befitting their age
- ❖ Ensure that their own tone, language and body language is non-threatening and age appropriate
- ❖ Ensure that discipline is maintained without use of threat or physical punishment or control
- ❖ Ensure that any physical contact with a child is child led. All children should be able to choose what form physical contact takes including 'no contact'. All workers must be aware that children should not be picked up, sit on knees or be hugged. Children may find eye contact and a handshake, high five or hand on the shoulder acceptable. Where a child is hurt or upset, they may seek a hug- this should only occur in the sight of another adult.

- ❖ Ensure that they do not enter into a romantic or sexual relationship with any young person under 18 and within their care. Care should be taken where a young person is over 18 and has recently been within an adult's care due to the potential inequality in the relationship.
- ❖ Use supervision as a means of protecting children and young people
- ❖ Work with or insight of another volunteer or staff member. A minimum of two adults should work with any group of children
- ❖ Not offer personal gifts to any child in the group worked with, any prizes or gifts should be from Stratton Team Ministry rather than personal (the exception is where the child is a family member or friend of the child and the gift is given in the context of that relationship).
- ❖ Maintain a professional manner as a helper or leader. Staff and volunteers should not 'befriend' children or meet with them outside the context of their work (except where the child is a family member or friends' child and the contact is in the context of that relationship).
- ❖ Avoid taking children to the toilet. Where this is unavoidable, ensure that another staff member or volunteer is informed and, in the area,
- ❖ Try to ensure that a mixed group has both male and female staff/volunteers. Couples should not be the only adults working with a group.
- ❖ Ensure that children and young people know that they can raise any concerns and that they can speak to the Parish Safeguarding Officers if they wish to.
- ❖ Visitors who require access to an area in which children or young people are meeting should always be accompanied by a known person.
- ❖ Know where the First Aid kit and Accident Book are kept and make sure they are available and accessible

Code of Conduct: Work with Adults

Everyone involved in work with adults within Stratton Team Ministry should:

- ❖ Ensure that they are aware of the relevant policies: safeguarding and lone working and that those policies are followed alongside the good practice guidance.
- ❖ Treat all adults with dignity and respect, avoiding any language or actions which may be perceived as threatening, harassment, bullying.
- ❖ Exercise care when ministering to persons with whom they have a close personal friendship or family relationship. Ask for another person to provide this pastoral care where appropriate.
- ❖ Be aware of the dangers of dependency in pastoral and professional relationships and seek advice or supervision when these concerns arise.
- ❖ Ensure that if they exercise a healing ministry that they have been trained in the theology and non-intrusive practice of that work
- ❖ Recognise their limits and not undertake any ministry that is beyond their competence or role (e.g. therapeutic counselling, deliverance ministry, counselling victims of abuse and domestic violence, or their perpetrators, or giving legal advice).

In such instances the person should be referred to another person or agency with appropriate expertise.

- ❖ Avoid behaviour that could give the impression of inappropriate favouritism or the encouragement of inappropriate special relationships.
- ❖ Treat those with whom they minister or visit with respect, encouraging self-determination, independence and choice.
- ❖ Not assist with physical needs, washing and toileting.
- ❖ Recognise that pastoral relationships may develop into romantic attachments and such situations should be handled sensitively. Alternative arrangements should be made for the on-going pastoral care of the person concerned.
- ❖ Not undertake any pastoral ministry while under the influence of drink or non-prescribed drugs.
- ❖ Be aware of own language and body language. For example, innuendoes or compliments of a sexual nature are always inappropriate.
- ❖ Consider the appropriateness of initiating or receiving any physical contact, for example a hug may not be welcome.
- ❖ Where visiting a person at home be careful to:
 - Go only when and where invited.
 - Avoid entering private areas such as bedrooms if possible.
 - Only assist with tasks that are an agreed part of the role
 - Consider working in pairs with a colleague if appropriate
- ❖ Not seek personal financial gain from their position beyond any salary or recognised allowances.
- ❖ **Any gifts received should be disclosed to a Team Leader or colleague where it should be decided whether they could be accepted.**
- ❖ Care should be taken not to canvass for church donations from those who may be vulnerable, e.g. the recently bereaved.

Appropriate behaviour

Guidance here is taken from two Church of England policies, *'Promoting a Safe Church (2006)'* and *'Protecting Gods Children' (2010)*.

Any person meeting children, young people or vulnerable adults should consider:

- Helping in such a way as to maximize a person's independence. People with additional needs can and do lead active and fulfilled lives but some may need support and resources to do so.
- Always respecting the person and all their abilities.
- Recognizing the choices people make even if they may appear risky.
- Giving people the highest level of privacy and confidentiality possible in the circumstances.
- Including everyone in decisions affecting their life.
- Creating an environment within the Church that can include everyone.

Any person meeting children or vulnerable adults should:

1. Work with or within sight of another adult
2. Watch their own language, tone of voice and body language
3. Learn to control and discipline children and young people without physical punishment
4. Ensure that another adult is informed if a child needs to be taken to the toilet and that this is done in privacy
5. Try to ensure a mixed group has male and female leaders
6. Seek parental advice if it is necessary to see a child on their own, and another adult should be nearby, and the child should know this
7. Ensure that children and young people know they can speak to an independent person – the **Nominated Person** in the church (**Parish Safeguarding Officer**)
8. The group should know who the Safeguarding Officer is and how to contact her
9. If any activity requires physical contact, make sure that the child and the parents are aware of this and its nature. First Aid should be administered by someone qualified and with another person present.
10. If it is necessary to restrain a child who is harming themselves or others use the least possible force and inform the parents as soon as possible.
11. Record all incidents and inform the Nominated Person
12. Seek permission from parents before any photographs of children are taken and used by the church
13. Undertake pastoral follow-up if the child does not attend regularly

Other adults should be prepared to speak out and take necessary action if any adult is behaving inappropriately and make sure the **Nominated Person** is aware of the situation

Staff–child ratios

OFSTED prescribes minimum staff–child ratios for those groups that are required to register with it. For those groups not subject to registration these ratios are advisory and should be seen as minimum standards.

0–2 years

1 person for every 3 children

2–3 years

1 person for every 4 children

3–8 years

1 person for every 8 children

Over 8 years

1 person for the first 8 children and then 1 extra person for every extra 12 children

Pastoral relationships

This section is mainly focused towards adults but could involve the pastoral care of children depending on the situation.

Exercising any kind of ministry involves workers developing an understanding of themselves and how they relate to others, how they increase the well-being of others and how they ensure their own well-being and safety. People in positions of trust necessarily have power, although this may not be apparent to them, therefore respecting professional boundaries is particularly important. Many pastoral relationships can become intertwined with friendships and social contacts, making this guidance even more necessary.

- Church workers should exercise particular care when ministering to persons with whom they have a close personal friendship or family relationship.
- Church workers should be aware of the dangers of dependency in pastoral and professional relationships and seek advice or supervision when these concerns arise.
- Church workers should recognise their limits and not undertake any ministry that is beyond their competence or role (e.g. therapeutic counselling, deliverance ministry, counselling victims of abuse and domestic violence, or their perpetrators, or giving legal advice). In such instances the person should be referred to another person or agency with appropriate expertise.
- Church workers should avoid behaviour that could give the impression of inappropriate favouritism or the encouragement of inappropriate special relationships.
- Church workers should treat those with whom they minister or visit with respect, encouraging self-determination, independence and choice.
- Care should be taken when helping with physical needs, washing and toileting, always respecting the choices of the individual concerned.
- Pastoral relationships may develop into romantic attachments and such situations should be handled sensitively. Workers need to recognise such a development and make it clear to both the person concerned and a supervisor or colleague. Alternative arrangements should be made for the on-going pastoral care of the person concerned.
- Church workers should not undertake any pastoral ministry while they are under the influence of drink or non-prescribed drugs.

Use of social media

Stratton Team Ministry wants to have an active presence on the Internet so that members of the congregation can connect with one another online. We are aware that deliberate or thoughtless posts or texts can harm the positive benefits of platforms such as Facebook and Twitter. The PCC ask everyone to follow our social media guidelines, as follows:

Communications and Social Media Policy

It is the policy of Stratton Team Ministry that no one employed on a paid or voluntary basis, serving as a PCC member or as a licenced minister will contact children or young people directly via social media, email, phone or text without the knowledge and consent of that child or young person's parent or carer. It is sensible to have a second independent adult included in all emails to individual children. This ensures transparency of action and intent.

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

Working with colleagues

The standards maintained within a pastoral relationship are equally relevant in relationships with colleagues. Harassment or bullying should never be condoned. All workers need to be aware of the possibility of stress within the workplace. The needs of family should be acknowledged and all who work together should acknowledge the

boundaries between work and home, allowing sufficient time for relaxation and holidays. Everyone who works with vulnerable people should know to whom they are accountable and have a designated person with whom to discuss their work.

- Church workers should be aware of the responsibilities, function and style of other church workers and encourage cooperation and consultation between workers in the tasks they do.
- Colleagues should not be discriminated against, harassed, bullied or abused for any reason.
- Colleagues should not be penalised for following this guidance or for taking action regarding others and this guidance.
- When leaving office or relinquishing any task church workers should relinquish any pastoral relationship except with the agreement of any successor.
- Church workers should know to whom they are accountable and be regularly mentored by them or another person who can assist. Such mentoring is especially necessary for those undertaking a continuing individual pastoral ministry of counselling, or when their ministry takes them outside normal church work.
- Church workers should ensure that another could carry out their tasks if they are ill or otherwise unable to fulfil their responsibilities.
- Church workers should be aware of the 'whistle blowing' procedures available with Stratton Team Ministry (see the Safeguarding Policy 2023)

Staff, volunteers and helpers

Paid staff appointed to work with children should be recruited according to the principles of safer recruitment set out in the companion volume, *Safeguarding Guidance for Safer Recruitment*. Church organisations should consult the Diocesan Safeguarding Adviser for advice before embarking on the recruitment process.

Volunteers should also be recruited according to safer recruitment principles, although it will not be necessary to consult the diocesan advisers before recruitment. Only volunteers who have been formally appointed to an appropriate role may take responsibility for children.

Other adults may help with children's groups on an occasional basis but must be accountable to an appointed worker. If they are to join the team on a regular basis they must be properly recruited as above. They will all also be asked to complete a confidential declaration.

Young people aged 16 or 17 may help with groups but must be supervised by an adult worker and **cannot be counted as part of the staffing**. They will also need a DBS check. Young people aged under 16 may act as helpers but should not have responsibility for children and must be supervised. If they are on work experience a reference should be obtained from their school, with a specific question as to whether there have been any safeguarding issues. See also the next section.

Youth work

The guidance in this section is a response to the statutory duties and codes of practice now in place for youth workers in the statutory sector. These do not technically apply to the voluntary sector. However, the Church is committed, in its own guidance and codes of practice, to reflecting the good practice required in the statutory sector.

All work with those under 16 must be adequately supervised according to at least the minimum OFSTED standards as noted above. Although the age of 18 marks the legal division between adulthood and childhood, it may be appropriate to require a minimum three-year difference between the age of the young adult youth worker and the ages of the children he or she supervises.

Young Helpers

Those under 18 years of age may require support and supervision where they help with activities for younger children.

- Young people aged 16 and 17 should be recruited via the *Safer Recruitment* process and are old enough to apply for a DBS check where the role requires one. They should not however be given supervision responsibility and should always work under the supervision of another adult. They should not be counted in the ratios
- Young people under the age of 16 may act as helpers with activities. Consideration should be made regarding their level of maturity and their ability to behave responsibly and to follow instruction. Any young helper must have a clear role and be able to understand and follow the code of conduct. Young helpers will require parental consent to be present and assist with activities
- Care should be taken to ensure that young helpers are not working with their own peers and that they do not hold leadership responsibility where a boyfriend or girlfriend is in the group, they are working with

Positions of trust

All those who work with children or who have significant contact with them and their families on behalf of the Church are in positions of trust. Stratton Team Ministry Safeguarding Policy and associated guidelines, codes of safer working practice and contracts make clear the importance of accepting the expectations of such work and the possible grounds for disciplinary action if they are not met: they will be seen as role models by the children with whom they are in contact at all times, including when they are off duty; all church workers should, therefore, conduct themselves in accordance with the reasonable expectations of someone who represents the Church:

- They should take care to observe appropriate boundaries between their work and their personal life. For example, they should ensure that all communications they may have with or about children are appropriate in their tone;
- They should seek advice immediately if they come across a child who may have been harmed (including self-harm) or a colleague whose conduct appears inappropriate;

- They should not expose themselves or others to material, which is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, politically inflammatory, defamatory, or in violation of any British, European or international law.
- It is contrary to the policy of the Church of England for those in a position of trust, including priests and youth workers among others, to have sexual or inappropriate personal relationships with those aged 16 or 17 for whom they are responsible. A breach of this is likely to be considered as a disciplinary offence. It will be referred to the Diocese, and the Local Authority Designated officer (LADO) and in some cases it may also constitute a criminal offence. Anyone found guilty of a criminal or disciplinary offence of this kind is likely to be dismissed and referred to the Independent Safeguarding Authority for possible barring.

Home groups

These are groups of people who meet in private houses but who have a connection with the church. Home groups for young people or for mixed-age groups need a degree of adult supervision if these groups are to be recognised by the church. The leaders must observe good practice and the diocesan code of safer working practice. Mixed-age home groups should include members named and recruited as responsible for safeguarding young people in the group. The Diocesan Safeguarding Adviser should be asked to check and confirm the arrangements.

Affiliated youth groups

Sometimes a church or group of churches may set up a youth group as an independent organisation. The Diocesan Safeguarding Adviser should be consulted and should check where the legal responsibility for such a group lies. Unless it has been set up as an independent charity it will usually be with the parent PCC. Dioceses should not make arrangements to process DBS except for groups which have a clear and demonstrable connection with the church and where they are either involved with, or satisfied by, the arrangements made for risk assessments in the event of 'positive' or 'blemished' DBS disclosure certificates. The DSA should always be consulted if a blemished DBS is reported

Charity Commission reporting of Blemished DBS Certificates

It is important to ensure that reporting serious blemishes to the Charity Commission does not prejudice any criminal investigation, which should always be undertaken first. In such circumstances, advice should be sought from the registrar and the Diocesan Safeguarding Adviser. It will usually be appropriate to anonymise the report to the Charity Commission, initially. The Charity Commission may then request further details.

Transport

Transport, travel or escort arrangements to or from church activities are the responsibility of parents/ individuals if they make informal arrangements among themselves. They are the responsibility of the PCC if the PCC formally organises them. It should be clearly understood by all concerned at which point responsibility for the child

/ vulnerable adult is passed from parent / carer to church officer and at which point it is returned to the parent.

Parish safeguarding guidance sets clear policies for transporting children / vulnerable adult/s on behalf of the church. These are:

- Drivers need to have appropriate insurance and to comply with the law in relation to seat belts, child seats and booster cushions
- Children / vulnerable adult/s should travel in the back seats of cars.
- Those driving minibuses on behalf of the church should make appropriate arrangements, for example regarding insurance and driving qualifications.
- Transporting children / vulnerable adults on behalf of a church is a regulated activity and DBS checks are required.

Private Transport

Cars:

- a. Children and young people should not be taken out in private cars without the prior consent of their parents. This also applies to giving lifts to and from church activities
- b. If any leader or helper use their own car for youth and children's work, it is essential that they consult their insurers about such use and confirm this with the PCC
- c. Whoever makes the transport arrangements, it is always the responsibility of the driver to ensure the vehicle is roadworthy and adequately insured
- d. Any driver who has unspent convictions for a driving offence should not transport children
- e. At no time should the number of children in the car exceed the maximum passenger number. There must be a seat belt for every passenger, and these must be worn
- f. There should be 2 adults in each car in which children are travelling and a maximum of 2 children where reasonably possible
- g. Drivers who are not normal children / youth workers should have DBS clearance

Minibus:

If a minibus is hired, motor insurance must be arranged, and this should be available as part of the hiring arrangements. A minibus with seat belts should be used and all children / young people must have a proper seat. Some minibus companies require evidence of a MIDAS Minibus test

Coaches:

The PCC should check that any independent coach company used for transporting children has appropriate insurance in place.

Registration and consent forms

Registration and consent forms are not required for attendance at worship, although if young children regularly attend without their parents, contact should normally be made with a parent. Contact details and special requirements should be noted for all who regularly attend other church activities, such as Sunday schools, youth groups and mixed-age activities such as choirs, and registers taken. Consent should be obtained for all activities and should include, as appropriate, consent for making and using appropriate images of children.

Health and safety

Health and safety should be managed as part of all activities. A First Aid box should be obtained and maintained on site. An accident book should be maintained at all places where children's activities take place. Buildings should be checked for health and safety regularly, at least once a year, and the results noted and reported in writing to the PCC or other appropriate church organisation.

Risk assessments

- Risk assessments of new and existing activities should be made, in order to identify hazards and take action to minimise risk. The same approach should be taken if buildings are hired or let for church activities involving children.
- Risk assessments should be made covering outside activities including travel arrangements. If specialised activities are to be undertaken, appropriate instructors should be engaged, and their credentials confirmed. However, even when specialised instructors are involved, the parish or other church body retains the duty to supervise the children
- Risk assessments for individual workers are covered by the document, *Safeguarding Guidance for Recruitment*.
- For risk activities or changes to the normal pattern of church activities must be notified to the Church Insurers

*****See Appendix for risk assessment advice (Form 5)**

Mixed-age activities

Care should be taken to ensure that children in mixed-age activities such as choirs, bell ringing and serving are appropriately supervised. It is not possible to request DBS checks for adults in those groups unless they have specific responsibilities for children. In groups where children are present, at least one person as well as the person leading the activity needs to be recruited safely, including a DBS check, and to be designated to supervise the welfare of children involved. It may be more convenient to have a team of such people taking responsibility on a rota.

Insurance

Groups working within church-organised activities will be insured through several different companies whose policies will be subject to various terms, conditions and

exceptions. However, the majority of PCCs, parish groups, etc. will be insured with Ecclesiastical, who have made the following statement in respect of those policies they have issued for: churches, in use for worship; through the Diocesan Youth Group Scheme.

“Under such policies Public Liability (Third Party) insurance, where in force, will operate to protect the interests of the insured where they are found to be legally liable for accidental death of or bodily injury to a third party or accidental loss of or damage to third party property, subject to the policy terms, conditions and exceptions.

The policy will provide an indemnity to the insured if they are held legally liable for an incident leading to accidental bodily injury or illness as a result of abuse.

It is not Ecclesiastical’s intention to provide an indemnity to the perpetrator of an incident of abuse.

This statement clearly only applies to policies issued by the Ecclesiastical. Where parishes are insured with another company the position of that company should be clarified including confirmation of the scope of cover.

Policies of insurance require the insured to take all reasonable steps to prevent injury, loss or damage occurring. Failure to take such precautions may prejudice the insurance arrangements in force. A duty therefore exists upon the insured to research and adopt best upon current and on-going guidelines.

It is also a condition of a policy of insurance that any incident or allegation is notified to the insurer immediately. Failure to comply with this requirement may prejudice any cover provided by the policy.

Public Liability insurance indemnity limits should be kept under regular review. Guidance is available from Ecclesiastical.”

Hire of premises

- Many churches possess buildings that they hire out to community groups and others. Some of these may undertake work with children. Note that:
- The observance of ‘reasonable care’ is a standard insurance condition;
- The hiring body is required to ensure that children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring, and that they carry full liability insurance for this; the owner of the building (normally the PCC) has a duty to adopt best practice based upon current and developing guidance.
- For both one-off and regular hirings it is recommended that a written hiring agreement be used. A model form is available on the Church of England website.
- The hiring body should abide by their own child protection or safeguarding policy if they have one, otherwise by that of the church with whom they have a hiring agreement.
- If the hiring body is required to register with Ofsted, then the safeguarding children co-ordinator should ask to see the registration certificate and record that it has been seen.

Reporting serious breaches of Safeguarding or Health and Safety to the Charity Commission

The PCC has delegated responsibility for reporting serious breaches to Health and Safety or Safeguarding to the Diocese as soon as possible after the event. The PCC has also delegated the Diocese to onward report the incident to the Charity Commission if considered by the Diocese to be serious enough. The PSO will act as the communication channel between the two groups.

SECTION 3

Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

Defining child abuse or abuse against an adult at risk is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution, or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 that states that:

- 1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
- 2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and as appropriate, for judicial involvement.*

Also, for adults the UN Universal Declaration of Human Rights with reference to Article 5 which states:

No one shall be subjected to torture or to cruel, inhuman, or degrading treatment or punishment.

Detailed definitions of signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included in this policy.

Definition of a child and young person

The legal definition of a child is someone under the age of 18. Some legislation in the UK

allows young people from age 16 to make certain decisions for themselves (e.g. getting married), but safeguarding legislation applies to anyone under the age of 18 because this is the legal definition of a child. The Children Act 1989 and 2004 in England and Wales, the Children (Scotland) Act 1995 in Scotland and the Children (Northern Ireland) Order 1995 in Northern Ireland similarly define a child as someone under 18.

Throughout this policy when we refer to a child or young person our meaning (unless otherwise stated) is a person under the age of 18.

Children and young people may be abused by an adult, a child, a male, or female. It is far more common for a child or young person to be abused by a person known to them than by a stranger. This could be a parent, family member, friend, teacher, minister, or anyone else. Children may be abused in person or via electronic media, they may experience harm as a result of seeing or hearing the abuse of others.

Where conflicts of interest arise between the welfare of the child and that of adults, the child's well-being must always be of paramount importance and priority

Definition of vulnerable adult / adult in need of protection

An adult is someone over 18 (unless specific legislation states otherwise). The Universal Declaration of Human Rights (1948), the European Convention on Human Rights, the Human Rights Act 1998 and the UN Convention on the Rights of Persons with Disabilities (2008) all state that adults should be free from abuse. It follows that some adults because of circumstance or vulnerability or risk may be in need of protection. Vulnerable adults are also known as 'adults at risk'. Throughout this policy we will use the terms vulnerable adults and adults in need of protection interchangeably.

'No secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse' - Department of Health and Home Office (March 2000) states a vulnerable person is someone:

'Who is or may need community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'.

(CCPAS 'In Focus' 2015)

The definition may apply to anyone over the age of 18 who may not be able to protect themselves from abuse, harm or exploitation, which may be by reason of illness, physical, sensory or learning disability or impairment, mental illness, use of drugs or alcohol. Increased vulnerability may be temporary or permanent and may be visible or invisible. An adult may be abused or neglected by family (including spouses, parents and children) friends, carers (paid and unpaid), strangers, professionals, and members of the community. Those at risk may live alone or may live with a family or in a care setting e.g. residential home

Definitions of Abuse

Significant Harm

This relates to the degree of harm that triggers statutory action to protect a child. It is

based on the individual child's health or development compared to that which could reasonably be expected of a similar child. e.g. severity of ill treatment, degree, and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

Physical Abuse

Including assault, hitting, slapping, smacking, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Bruising- particularly in unusual areas, bleeding, burns, ligature marks, may become withdrawn or flinch at physical contact.

Sexual Abuse

Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

****Note: a person under 16 cannot consent to any sexual act.**

Neglect

Ignoring medical, emotional or physical care needs, failure to provide access to health, care and support or educational services, the withholding of the necessities of life such as medication, adequate nutrition and heating.

Psychological/ Emotional Abuse

Including threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks. It also includes witnessing the abuse of another e.g. child witnessing parental domestic abuse.

Domestic Abuse

In 2013, the Home Office announced changes to the definition of domestic abuse:

- Incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse... by someone who is or has been an intimate partner or family member regardless of gender or sexuality
- Includes: psychological, physical, sexual, financial, emotional abuse; so-called 'honour' based violence; Female Genital Mutilation; forced marriage.
- Age range extended down to 16.

Organisational Abuse

Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill treatment. It can be through neglect or poor professional practice as a result of structure, policies, processes and practices within an organisation.

Financial Abuse

Including theft, fraud, Internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern Slavery

Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

(Church of England Foundation Course 2020)

Signs and Symptoms of possible abuse (Children and Young Adults)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc.
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained abdominal pains
- Bruises on babies, bites, burns, fractures etc. which do not have an accidental explanation
- Cuts/scratches/substance abuse

Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia
- Emotional changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour

- Persistent tiredness
- Running away/stealing/lying
- Neglect
- Under nourishment, failure to grow, constant hunger, stealing or gorging food
- Untreated illnesses
- Inadequate care

These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food
- Untreated illnesses
- Inadequate care

These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year

Signs and Symptoms of Possible Abuse (Vulnerable adults)

Physical

A history of unexplained falls, fractures, bruises, burns, minor injuries
 Signs of under or overuse of medication and/or medical problems unattended
 Sexual

Sexual

Pregnancy in a woman who is unable to consent to sexual intercourse
 Unexplained change in behaviour or sexually implicit/explicit behaviour
 Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
 Infections or sexually transmitted diseases
 Full or partial disclosure or hints of sexual abuse
 Self-harming

Psychological

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

Financial or Material

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property
- Recent changes of deeds or title to property neglect or omission

Neglect or Omission

- Malnutrition, weight loss and /or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors

Institutional / Discriminatory Abuse- referred to as organizational abuse above (institutional has changed to organizational in the guidance accompanying the Care Act 2014)

- Lack of flexibility or choice over meals, bedtimes, visitors, and phone calls etc.
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity
- Discriminatory inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

[CCPAS In Focus 2015]

Where could safeguarding information come from

An adult or child discloses abuse

An adult or child discloses concern for another child or an adult

You notice signs of potential abuse of a child or adult

You notice specific vulnerability of an adult or a child

Accident to a child or an adult in your care (are there safeguarding or health and safety issues?)

Disclosure regarding an offender against a child or an adult
Behaviour which poses risk to others or themselves

How to respond to a child or adult wishing to disclose abuse

Every member of the church, the Ministers, Volunteers, Team leaders, and the whole congregation have a responsibility to act if they have any concerns regarding actual or potential abuse of children, young people or vulnerable adults.

*****A note must be made at the time or very shortly afterwards indicating what was said, who said it, who was listening and who was present. This should be timed and dated.***

Effective Listening

- Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.
- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

Helpful responses

You have done the right thing in telling
I am glad you have told me
I will try to help you

Don't say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

It is crucially important that you do not put words or ideas into the mind of the respondent (it could nullify any resulting court case)

Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis through courses organised by the Diocese of Bristol Safeguarding Team

The Leadership will also ensure that children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying, or any other matter where they have a concern.

Responding to allegations of abuse

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **Mrs. Mary Boshier** (hereafter the "Parish Safeguarding Officer") tel no: **01793 827422** who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

In the absence of the Parish Safeguarding Officer or, if the suspicions in any way involve the Safeguarding Officer, then the report should be made to **Dr. Mike Boshier** (hereafter the "Deputy ") tel no: **01793 827422**. If the suspicions implicate both the Safeguarding Officer and the Deputy, then the report should be made in the first instance to the Diocesan Safeguarding Advisor Adam Bond on **0117 9060100**. Out of hours contact for urgent advice call the **Churches Child Protection Advisory Service – Thirtyone: eight**, on **0303 003 11 11**

- Where the concern is about a child the Parish Safeguarding Officer/s should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services.
- The Swindon Borough Council (SBC) Children's Social Services office telephone number (office hours) is **01793 466903** The out of hours emergency number is **01793 436699**
- Where required the Parish Safeguarding Officer should then immediately inform the insurance company and other strategic personnel within the denomination and the Bristol Diocesan Safeguarding Adviser (Adam Bond) tel no: **0117 906 0100**.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Parish Safeguarding Officer, the absence of the Parish Safeguarding Officer or Deputy should not delay referral to Social Services, the Police or taking advice from the

Diocese

- The Leadership will support the Parish Safeguarding Officer/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from the Diocese although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Parish Safeguarding Officer/Deputy has not responded appropriately, or where they have a disagreement with the Parish Safeguarding Officer(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.
- The role of the Parish Safeguarding Officer/ Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Professional support available

Bristol Diocesan Safeguarding Adviser Adam Bond tel no: **0117 906 0100** in office hours

Alternatively contact Social Services or the police.

Where the concern is about a child the Parish Safeguarding Officer/s should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services.

Local numbers for Swindon and Wiltshire:

The Swindon Borough Council (SBC) Children's Social Services office telephone number (office hours) is **01793 466903** The out of hours emergency number is **01793 436699**
The Swindon Borough Council Adult Social Services office telephone number (office hours) is **01793 463555**

The out of hours emergency number is **01793 436699**

The SBC Adults with Learning Disabilities No **01793 466724**

The SBC Adults with Mental Health Issues: **01793 835787**

The Police Child Protection Team telephone number is **999 or 101**.

Or

Concerns for children (under18): Wiltshire Council Multi Agency Safeguarding Hub. Daytime number **0300 456 0108**. Out of hours Emergency Duty Service: **0845 607 0888**

Concerns for adults (Over18) Wiltshire Council Social Care Help Desk **0300 456 0111 (daytime)**. Out of hours Emergency Duty Service **08456 607 0888**

Not sure whether to report a concern? Please do! It is better to report something that you didn't need to than stay quiet about something that turns out to be important

Where required, the Parish Safeguarding Officer should then immediately inform the insurance company for the Stratton Team Ministry (**Ecclesiastical Insurance Co Ltd**) and other strategic personnel within the Diocese.

Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

Whilst allegations or suspicions of abuse will normally be reported to the Parish Safeguarding Officer, the absence of the Parish Safeguarding Officer or Deputy should not delay referral to Social Services, the Police or taking advice from the Diocese.

The PCC Leadership will support the Parish Safeguarding Officer/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from the Diocese although the Leadership hopes that members of the place of worship/organisation will use this procedure. If, however, the individual with the concern feels that the Parish Safeguarding Officer/Deputy has not responded appropriately, or where they have a disagreement with the Parish Safeguarding Officer(s) as to the appropriateness of a referral they are free to contact an outside agency direct. The PCC hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Parish Safeguarding Officer/ Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed Procedures following Referral

Allegations of physical injury, neglect or emotional abuse (Child)

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Parish Safeguarding Officer/Deputy will:

Contact Children's Social Services (or Diocese) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.

Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.

Seek medical help if needed urgently, informing the doctor of any suspicions.

? For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.

? Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.

? Seek and follow advice given by Bristol/ Thirtyone: eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the Parish Safeguarding Officer/Deputy will:

? Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will **NOT** speak to the parent/carer or anyone else.

? Seek and follow advice given by Diocese/Thirtyone: eight (who will confirm their advice in writing) if unsure whether to refer a case to Children's Social Services.

The following procedure will be followed where there is a concern that an adult needs protection:

Suspicious or allegations of physical or sexual abuse

If a vulnerable adult has a physical injury or symptom of sexual abuse the Parish Safeguarding Officer/Deputy will:

? Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.

? If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

? For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively, Diocese/ CCPAS can be contacted for advice.

**** Refer to the flow chart 'Is the person safe' Appendix 2 of the Stratton Ministry Safeguarding Policy 2022 document for guidance**

Allegations of abuse against a person who works with children

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Parish Safeguarding Officer, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a **Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO)**. **Also contact Diocesan Safeguarding Adviser Adam Bond**

**** Consideration must be made here as to whether it is necessary to contact the Disclosure and Barring Service (DBS)**

In addition to this, whether there are such mechanisms in operation, consideration should be given to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or vulnerable adults. Where you are liaising with a DSA/ LADO, discuss with them about the need to refer to the DBS.

Safeguarding awareness

The STM Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis from the Diocese of Bristol Safeguarding Team

The STM Leadership will also ensure that children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying, or any other matter where they have a concern.

Confidentiality (See Stratton Team Ministry Safeguarding policy)

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

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

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

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

Consent *(See Stratton Team Ministry Safeguarding policy)*

Data Protection

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

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

- Personal information must be processed fairly and lawfully.
- It must be obtained for one or more lawful and specified purposes and processed in a manner compatible with that purpose or those purposes.
- It must be adequate, relevant, and not excessive in relation to the purpose(s) for which it is processed.
- It must be accurate and where necessary, kept up to date.
- It must not be kept for any longer than is necessary for the purpose(s) for which it is processed (see Safeguarding Record Retention Periods).
- It must be processed in accordance with the rights conferred by the GDPR on the person who is the subject of the information (‘the data subject’).
- Appropriate measures must be taken to protect the information from unauthorised or unlawful processing and against accidental loss, destruction or damage.
- The information must not be transferred to a country outside the European Economic Area unless that country has an adequate data protection regime.
- The GDPR also provides that certain information is to be treated as ‘sensitive personal data’ in relation to which conditions apply. This includes information about a person’s religious beliefs, racial or ethnic origin, political opinions, sexual life, physical or mental health, union membership or criminal record (including any allegation that a criminal offence has been committed).
- The data controller - defined as a person who (either alone or jointly or in common with others) determines the purpose for which, and the manner in which, any personal data is processed - is required under the DPA to notify the Information Commissioner if he or she processes personal data electronically, unless the processing falls within certain exempt categories. Failure to notify is a criminal offence. The details provided are used by the Information Commissioner to

maintain a public register of data controller and the categories of personal information which they process.

- Persons storing safeguarding information:
- All data associated with safeguarding is kept electronically on an encrypted password protected memory stick deposited in the parish safe in the Church. Access to the safe is strictly limited to the Priest in Charge and 1 Church Warden. Data is required by statute to be stored for 7 years

Section 4

Managing difficult situations

Home Visiting for Pastoral Support, Home Communion and Ministry

At risk are the visited and the visiting

Sensible actions:

- The person visiting could be open to allegations, they may face risks in the home environment e.g. slips, dogs etc. Be aware of the environment as you enter
- Safer recruitment should have been employed in the selection of the visitor/s
- Consider two people visiting together
- Announcing the visit by phone before arrival
- Carry Church ID
- Have a mobile phone with you and a code word for emergencies (See Lone Worker Appendix 4 in Parish Safeguarding Policy)
- Tell someone where you are going and for what reason
- Have a clear job description and set of boundaries which cover the visit
- Keep a record of your visit

Open church environments and lone workers

- Refer to Lone Worker (Appendix 4) in Parish Safeguarding Policy
- Receive training in the handling of alcohol related incidents, members with mental health issues, the bereaved, the ill, the lonely
- Keep in line of sight of each other
- Each have a mobile phone
- Close off areas which are secluded or hidden from view and don't allow people into those areas
- Don't leave children unattended
- Have a list of resources and contacts for those who are looking for additional support

Section 5

Responsibilities

The Incumbent

Has responsibility for overseeing the work of the PCC in ensuring that the people and buildings associated with Stratton Team Ministry are safe to work in. There is an additional responsibility to ensure that all policies associated with Safeguarding are adhered to and rigorously enforced. The minister has the additional responsibility to ensure that everyone is welcome in the church without favour or discrimination

The PCC

- The PCC has a duty to ensure that the premises are safe and maintained.
- Provide adequate insurance
- Provide adequate funds and resources for training
- Support the work of the Priest in Charge and the Parish Safeguarding Officers
- Undertake the 'Safer recruiting' process when required
- Provide a mentor role for the support and review of all new voluntary leaders and their work
- Ensure there is an appropriate job description for every voluntary leadership post in the church and review it annually
- Undertake appropriate risk assessments for all activities planned by voluntary groups within the benefice
- Ensure that there is a rota of trained and designated First Aiders on duty at all church services and church events
- Set the appropriate boundaries within the job descriptions for volunteers
- Ensure that the Safeguarding legislation is in place and enforced
- Appoint a Parish Safeguarding Officer
- Listen to the groups and support the leaders and helpers of those groups
- Ensure that the Parish Safeguarding Policy is reviewed annually

The Parish Safeguarding Officers

- Undertakes the role of the Nominated Person safeguarding role for the ministry
- Undertakes the registration and renewal of all DBS certificates for leaders and volunteers
- Maintain a register of all who are certificated
- Be part of the safer recruitment process
- Be available for referrals about abuse concerns within Stratton Team Ministry
- Manage any such referrals in line with diocesan guidance
- Be aware and constantly update information regarding safeguarding
- Keep all church members informed and updated regarding safeguarding
- Work as a team with the incumbent to maintain a safe environment for all members of the church
- Be part of a team which updates the Parish Safeguarding Policy
- Lead or arrange for safeguarding training within the Ministry

- Work with the Incumbent and the PCC in the reporting of any serious safeguarding of Health and Safety issues to the Diocesan Safeguarding Advisor

Appendices

Documentation Templates

Form 1: Background information Form for Volunteers and Staff



Confidential Stratton Team Ministry

The Parochial Church Council is responsible for all the work undertaken in the name of the Church and for those who carry it out whether paid or voluntary.

Legislation requires the PCC to request all those who work with children and young people to complete a form indicating their relevant background and experience. The PCC therefore requests all staff and volunteers to provide the following information

Full Surname	First Name/s	
Former Name/s		
Date of Birth		
Address		
Post Code		
Tel Number Home	Mobile	Work
Church Attended		
Address of Church		
Name of Minister		
Please give details of any appropriate training or qualifications		
References		

Please give the name, address, post code and telephone number of two people (not relatives or friends in the Stratton Ministry) who have known you in the last two years and are able to provide a personal reference

1.

2.

Confidential declaration Form: Please complete

Under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075 the age range you will be working with is a 'vulnerable group' and this means that you are exempt from the Act and can be asked to declare any previous criminal convictions including spent convictions. This information can be used for deciding whether you are suitable to work with the age range group. Failure to disclose criminal convictions may result in the termination of your services.

DBS Enhanced Disclosure: In order to work with children and young people an Enhanced Disclosure through the Diocese must be obtained from the DBS through CCPAS

Signed

Date

Please check that you have completed ALL sections of this form and the confidential declaration and return the form to the Parish Safeguarding Officer as soon as possible.

Data protection

In order to comply with the Data protection Act 1998, it is necessary to inform you that the information that you provide on this form will be held securely within or recruitment system indefinitely

Form 2: Job Description Form

Stratton Team Ministry

Job Description Form

Name	Name of Group (Sunday school, Youth Group, Choir, etc.)
<p>Where they meet</p> <p>When they meet</p>	
Age Range	Person to whom responsible (e.g. Minister/Director of Music/Youth Group Leader/Sunday School Leader)
Work to be undertaken	
TO BE COMPLETED BY THE APPOINTED PERSON	
<p>I understand the nature of the work I am agreeing to do with the vulnerable, children or young people. I have received a copy of the PCC's Safeguarding Policy and understand that I must comply with the procedures set down in the policy. I have read the Guidelines. I understand that it is my duty to safeguard the wellbeing of all people with whom I come into contact. I know what action to take if abuse is disclosed or discovered. I agree to undertake such training as is arranged on behalf of the PCC by the Nominated Person(s).</p> <p>Signed _____ Date _____</p>	
TO BE COMPLETED BY THE INCUMBENT OR PCC NOMINATED PERSON(S)	

Form 3: Application Form for Voluntary Work



CONFIDENTIAL

DIOCESE OF BRISTOL - Stratton Team Ministry

APPLICATION FORM

The Parochial Church Council is responsible for all the work undertaken in the name of the Church and for those who carry it out whether paid or voluntary.

In the light of the Home Office recommendations Safe from Harm 1993 PCCs have been asked to request all those who work with the vulnerable, children and young people to complete a form indicating their relevant background and experience. The PCC therefore requests all staff and volunteers to provide the following information.

Full Surname	First Name(s)	
Former Name(s)		
Date of Birth		
Address		
Postcode		
Tel. No. Home	Work	Mobile
How long have you resided at this address?		
<i>If less than twelve months, please give the following information</i>		
Previous address		
Postcode		
Church attended		
Address of church		
Name of Minister		

Period of attendance

Please give details of any previous experience of looking after or working with the vulnerable, children and/or young people.

Please give details of any qualification or appropriate training

REFERENCES

Please give the name, address and telephone number of two people (not relatives or friends in Stratton Ministry Parish) who have known you **for at least two years** and are able to provide a personal reference.

Name

Address

Postcode

Tel. No

Name

Address

Postcode

Tel. No

CONFIDENTIAL DECLARATION FORM

Please complete the attached Confidential Declaration form

Under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075 the people you will be working with is a 'vulnerable' group and this means that you are exempt from the Act and can be asked to declare any previous criminal convictions including 'spent' convictions. This information can then be used for deciding whether or not you are suitable to work with the age range group. Failure to disclose criminal convictions may result in the termination of your services.

CRIMINAL RECORDS BUREAU ENHANCED DISCLOSURE

In order to work with children and young people an ENHANCED Disclosure through the Diocese must be obtained from the Disclosure and Barring service (DBS).

Please contact the DBS (instruction sheet enclosed) at the same time as completing this application form.

Signed

Date

Please check that you have completed ALL sections of this form and the Confidential Declaration form and return the forms to the Secretary of the PCC as soon as possible.

DATA PROTECTION

In order to comply with the GDPR Act it is necessary to inform you that the information provide on this form will be held securely within our recruitment system Indefinitely.

Form 4: Confidential Declaration Form

Confidential Declaration

DIOCESE OF BRISTOL
Stratton Team Ministry

Name

Position applied for

Under the terms of the Rehabilitation of Offenders Act 1074 (Exceptions) Order 1975 the age range you will be working with is a 'vulnerable' group and this means that you are exempt from the Act and can be asked to declare any previous criminal convictions including 'spent' convictions. This information can then be used as a basis for deciding whether you are suitable to work with the age range group. The disclosure of an offence will not necessarily be a bar to your appointment. Failure to disclose criminal convictions may result in the termination of your services.

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 Officer. 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, using a separate sheet if necessary, giving the number of the question you are answering.**

Please tick either the YES or NO Box in answer to EVERY QUESTION

1a. Have you ever been convicted of a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)? *

YES

NO

1b. Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

YES

NO

1c. Are you at present under investigation?

YES

NO

1d. Have you ever been found by a Court exercising Civil Jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm** to a child or young person under the age of 18 years, or 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?

YES

NO

2a. Has your conduct ever caused or been likely to cause significant harm to a child or young person under that age of 18, or put a child or young person at risk of significant harm?

YES NO

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

YES NO

2c. To your knowledge, has it ever been alleged that your conduct has resulted in any of these things?

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.

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, a Child Assessment Order or an Emergency Protection Order under the Children Act 1898, or a similar Order under other legislation.

YES NO

4 Have you any health problem(s) which might affect your work with children or young people under the age of 18 or vulnerable adults?

YES NO

5 Have you ever been known by any name other than that given on this form?

YES NO

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

YES NO

* All previous convictions, except for technical motoring offences leading only to a fine, should be disclosed.

** Significant harm involves serious ill treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.

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.....

Full Name..... Date of Birth.....

Address.....

..... Postcode.....

Tel. No..... e-mail.....

*** Please delete if not applicable.

Please return the completed form to the name/address highlighted below.

Your Nominated Person

Mike and Mary Boshier (PSOs)
12 Godwin Road
Stratton
Swindon
SN3 4XN

Before an appointment can be confirmed applicants must provide an Enhanced Disclosure from the Disclosure and Barring Service

Form 5 Event Risk assessment Guidance Notes

Step 1: What is the Task/Activity You Are Assessing?

The organiser should conduct a risk assessment for all activities or tasks involved in organising the event. This includes activities during setting up and breaking down the event, as well as activities that take place during the event.

Examples: erecting a stage, dismantling a stage, managing crowds, fireworks display, abseil, separating spectators and vehicles, fun fair

Step 2: What Hazards Are Present or May Be Generated?

Look for hazards that you could reasonably expect to result in significant harm under the conditions at your event.

Examples:

- Slipping/tripping hazards (e.g. trailing cables)
- Emergencies (e.g. power failure, disorder, access/egress)
- Crowd management (e.g. over-crowding)
- Extreme weather conditions (e.g. heat, cold, rain)
- Hazardous substances (e.g. petrol, needles, fireworks)
- Moving parts of machinery (e.g. fun fair)
- Work at height (e.g. from temporary structures, ladders)
- Vehicles (e.g. forklift trucks, mix of vehicles and pedestrians)
- Electricity (e.g. use of generators, earthing, temporary overhead/underground cables)
- Noise (e.g. employees and audience sound levels)
- Lost children
- LPG
- Lighting
- Fire
- First aid
- Toilets and water
- Temporary structures and barriers
- Cash handling
- Manual handling
- Rubbish/litter

Step 3: Who may be harmed by the hazards?

List groups of people who may be affected by the hazard

Examples: contractors, employees, members of the public, spectators

Step 4: What Precautions are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening (Existing Controls)?

For the hazards listed, do the precautions already taken:

- Meet the standards set by a legal requirement?
- Comply with a recognised industry standard?
- Represent good practice?
- Reduce risk as far as reasonably practicable

Have you provided for your employees?

- Adequate information, instruction or training?
- Adequate systems and procedures?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place (you may refer to procedures, etc.)

Example: traffic control, use of lighting, provision of stewards, provision of lost children facility.

Step 5: What additional precautions do you need to either eliminate the risk or reduce the risk?

Where the risk is not adequately controlled, indicate what more you need to do in this section (an 'action' list)

Example: Use suitable barriers, make hazards clearly visible, use safety equipment if appropriate, ensure stewards are clearly visible.

Other notes

- You must have adequate Public Liability Insurance for your event
- Please enclose a copy of the current insurance certificate(s) with your risk assessment

Further Help and Advice:

- The following publications and leaflets (current versions) give practical guidance to help with risk assessments and managing health and welfare events.
- They can be obtained from www.hsebooks.co.uk or tel 01787 881165
 - Five Steps to Risk Assessment INDG 163
 - Electrical Safety for Entertainers INDG 247
 - The Event safety Guide HSG 195
 - Managing Crowd Safety HSG 154
 - Bouncy Castle – Information for Hirers

If you need any extra help regarding health and safety advice for any event associated with your

Form 6 - Safer Recruitment Check Lists Combined and By Individual Church Role

Combined Parish Checklist for Safer Recruitment

Parish Name:

Post Applied for:

When undertaking an appointment to a position the parish paid or unpaid, ordained or lay, and all age groups the PCC must ensure that the safer recruiting steps specified by the Dioceses are followed. The check list below is meant as an aide memoire to make sure that following the full and successful completion of the list no significant steps are missed or avoided. Appointment to the post must only take place following successful DBS check

Why Recruit Safely - The Church Context

Churches will always be a target because they profess authority and enable access to vulnerable people

'An Abuse of Faith' 2017

Action Check	Date completed	By whom
Parish safeguarding policy in place		
Detailed Job role/ spec in place		
Role advertised		
Appropriate application form for role available		
Ex -Offenders notice in place		
Date of interview agreed + closing date		
Application requests and information sent out		
Applications received and sorted post-closing date		
Short listing undertaken if necessary		
Interview panel selected (must have at least one Safer Recruiting person + possibly PSO)		
Chair of interview and lead agreed		
Letters to interview invite + information sent out to candidates		
Confirmation of attendance by applicants received		
Confidential statements received		
Interview hosting responsibilities agreed, and responsible personnel nominated		
Interview panel briefing		
Short listed candidates called		
Interviews take place		
Post interview panel meeting and preferred applicant decided		
Feedback offered to unsuccessful candidates		
References called for		
Telephone call to check references and offer thanks to referees		
DBS check undertaken for successful candidate		
Blemished DBS explored if necessary related to role applied for		
Formal acceptance communicated to candidate subject to checks		
Formal acceptance received and noted		
Monitoring and support in place – how often and by whom		
Interim review dates agreed		
Interview documentation stored safely		

Information for candidates:

Letter confirming post applied for

Job Spec

Safeguarding Policy available on request

Ex-offenders' statement

Day /date/ time/location for interview specified

Closing date for applications

Confidential statement

DBS intent notification

Referees names/ and contact details

- Previous minister or Church representative
- Referee from child or adult setting as per role

Form 7 Example of a Safe Recruitment Check List by Interview Panel roles

Parish Panel Checklist for Safer Recruitment

Parish Name:

Post Applied for:

When undertaking an appointment to a position the parish paid or unpaid, ordained or lay, and all age groups the PCC must ensure that the safer recruiting steps specified by the Dioceses are followed. The check list below is meant as an aide memoire to make sure that following the full and successful completion of the list no significant steps are missed or avoided. Appointment to the post must only take place following successful DBS check

Why Recruit Safely - The Church Context

Churches will always be a target because they profess authority and enable access to vulnerable people

'An Abuse of Faith' 2017

Action Check	Date completed	By whom
Administrator		
Read through the Diocesan Safer Recruiting Toolbox guide		
Discuss recruiting process with PSO		
Parish safeguarding policy in place		
Detailed Job role/ spec in place		
Role advertised		
Appropriate application form for role available		
Ex -Offenders notice in place		
Date of interview agreed + closing date		
Application requests and information sent out		
Letters to interview invite + information sent out to candidates		
Confirmation of attendance by applicants received		
Confidential statements received		
Short listed candidates called		
References called for		
Chair of Panel/ Incumbent		
Applications received and sorted post-closing date		
Short listing undertaken if necessary		
Interview panel selected (must have at least one Safer Recruiting person + possibly PSO)		
Chair of interview and lead agreed		
Interview hosting responsibilities agreed, and responsible personnel nominated		
Interview panel briefing		
Interviews take place		
Post interview panel meeting and preferred applicant decided		
Feedback offered to unsuccessful candidates		
Telephone call to check references and offer thanks to referees		
Formal acceptance communicated to candidate subject to checks		
PSO		
DBS check undertaken for successful candidate		
Blemished DBS explored if necessary related to role applied for		
Incumbent/Chair		
Formal acceptance received and noted		
Monitoring and support in place – how often and by whom		
Interim review dates agreed		
Interview documentation stored safely		

Information for candidates:

Letter confirming post applied for

Job Spec

Safeguarding Policy available on request

Ex-offender's statement

Day /date/ time/location for interview specified

Closing date for applications

Confidential statement

DBS intent notification

Referees names/ and contact details

- Previous minister or Church representative
- Referee from child or adult setting as per role

Form 8 Example of a Safe Recruitment Job Application Form

Application form

This is a simple model application form template for a volunteer which can be used, amended or substituted by a local model as required.

Name of Church

Application form for voluntary workers with children and / or adults experiencing, or at risk of abuse or neglect.

Application for the post of:

<p>Full Name:</p> <p>Date of birth</p>	<p>Previous experience of working with children or adults experiencing, or at risk of, abuse or neglect - continue overleaf if necessary</p>
<p>Former Name</p>	
<p>Home address</p> <p>Postcode</p> <p>Telephone:</p> <p>Day:</p> <p>Evening:</p>	
<p>How long have you lived at the above address?</p> <p>If less than 12 months</p> <p>Previous address</p> <p>Postcode</p> <p>How long there?</p> <p>Church attended</p> <p>Name of Minister</p>	<p>Please provide two references one of which must be from current employer or previous church</p> <p>Name</p> <p>Address</p> <p>Postcode</p> <p>Tel:</p> <p>Name</p> <p>Address</p> <p>Postcode</p> <p>Tel:</p>
<p>Relevant Qualifications / Training</p>	<p>Signed</p> <p>Print Name</p> <p>Date</p>

application, Bristol City Council's Health and Safety Team may be able to advise you.

Email: health_safety@bristol-city.gov.uk

Tel: 0117 9222144

References

Bristol Diocese '*Fair Recruitment of Ex-Offenders Policy*'

Bristol Diocese '*Fair Use of Disclosure Information Policy*'.

Care Act 2014

Church of England '*Promoting a Safe Church 2006*'

Church of England '*Protecting Gods Children*' 2010

Church of England '*Working Together*' 2015

Data Protection Act 1998

Department of Health and Home Office '*No secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse*' - Department of Health and Home Office (March 2000)

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075

Safe from Harm 1993

St John's Hayden Wick *Use of Social Media*

Stratton Team Ministry Safeguarding Policy 2022.

Guide Distribution List

Electronic Copies

Clergy – Priest in Charge, Curate

Saturday Scene Co-ordinator

LLMs X3

Church Wardens (Stratton with South Marston, St Leonards,)

Pastoral Care Team

PCC Secretaries- Stratton and South Marston, Stanton

PSOs X2

PCCs all members for Stratton and south Marston and Stanton

Church web site

Bumps and Babes Lead and deputy

Tower Captain

Hard Copies

Parish Office

Parish Safe with Parish Safeguarding Policy

1 copy in each of the churches

This Guide will be reviewed annually by the PSOs, the Priest in Charge and the PCC

Dr M A Boshier PSO

Reviewed: At the first full PCC meeting after the APCM

Next review: At the first full PCC meeting after the APCM

June 2023