

The Diocese of Salisbury

Safeguarding and

Good Practice Guidelines

Working with children, young people and adults.

November 2012

Children and Young People are at the heart of what we do as a Church. We have a particular duty of care to them, as we also do to vulnerable adults. These Safeguarding Guidelines are based on what is thought to be best practice at the moment. This has been developed from some very painful experience. It is no longer enough just to follow 'common sense'. We need to be, and be seen to be, thoroughly professional in this area.

One of the troubles with needing these Guidelines is that they can make us anxious about work that should be a creative and joyful part of life. Used carefully the Guidelines will make this work secure and therefore easier. They will give confidence to those undertaking this work as part of the Church. Relationships will be strengthened and supported.

Thank you to Rachel Bussey and her colleagues for the immense amount of work and wisdom that has gone into drafting these Guidelines. We are required to have them and it is essential you use them.

The Rt Revd Nicholas Holtam
Bishop of Salisbury

Contents

Foreword by Bishop Nicholas

| | |
|---------|--|
| Page 4 | Introduction |
| Page 7 | Vision of our work with children, young people and adults |
| Page 8 | Working within a spiritual context |
| Page 11 | Safeguarding responsibility of the parish |
| Page 12 | Getting started |
| Page 14 | Code of practice |
| Page 16 | Setting up schemes involving vulnerable adults |
| Page 17 | Things to consider when setting up a regular group |
| Page 18 | Some tips for good discipline within children and youth groups |
| Page 19 | Taking vulnerable groups away |
| Page 21 | Communicating with young people via Facebook, emailing and texting |
| Page 23 | Safer recruitment |
| Page 25 | Criminal Records Bureau |
| Page 26 | Data Protection and sharing information |
| Page 27 | What to do if I suspect abuse |
| Page 28 | Parish Safeguarding Representatives |
| Page 29 | Positions of trust |
| Page 31 | Responding well to those who have been sexually abused |
| Page 34 | Responding to domestic abuse |
| Page 35 | Working with suspected abusers and known offenders |
| Page 36 | Hire of premises |
| Page 37 | Violent and Sex Offender Register (ViSOR) |
| Page 38 | Appendices |
| Page 78 | Acknowledgments and Diocesan Advisors' Details |

1 Introduction

- 1.1 This document sets out how we should work together within the diocese to safeguard and promote good practice when working with children, young people and vulnerable adults. Protecting people from harm and promoting their welfare depends on a shared responsibility and effective joint working between different agencies and within the diocese.
- 1.2 Everyone shares responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults, irrespective of individual roles.
- 1.3 In *Working Together to Safeguard Children*¹ there are three paragraphs primarily about faith communities, which include the following:

Churches, other places of worship and faith-based organisations provide a wide range of activities for children and young people. They are some of the largest providers of children and youth work, and have an important role in safeguarding children and supporting families. Religious leaders, staff and volunteers who provide services in places of worship and faith-based organisations will have various degrees of contact with children.

Like other organisations that work with children, churches, other places of worship and faith based organisations need to have appropriate arrangements in place for safeguarding and promoting the welfare of children.... in particular, these arrangements should include:

- Procedures for staff and others to report concerns that they may have about the children they meet that are in line with *What to do if you're worried a child is being abused* and LSCB procedures, as well as arrangements such as those described above;
- Appropriate codes of practice for staff, particularly those working directly with children;
- Recruitment procedures in accordance with safer recruitment guidance and LSCB procedures, alongside training and supervision of staff (paid or voluntary)

- 1.4.1 The four Diocesan advisors (safeguarding children and adults, working with young people and children) work closely together and thought that any policy and procedures ought to reflect that, therefore this is a new format. For us the welfare of children, young people and vulnerable adults is of paramount consideration in all we do.

¹ *Working Together to Safeguard Children*. A guide to inter-agency working to safeguard and promote the welfare of children. March 2010 Department of Children, Schools and Families

- 1.5 This document is intended to assist in the implementation of the House of Bishops' policies relating to safer working by the cathedral, parishes and church organisations within the Diocese. These are:
 Protecting all God's Children. The Policy for Safeguarding Children in the Church of England 4th edition 2010
 Promoting a Safe Church. Policy for safeguarding adults in the Church of England. 1st edition 2006
 Responding to Domestic Abuse. Guidelines for those with pastoral responsibility 1st edition 2006.
 Responding Well to those who have been Sexually Abused. Policy and guidance for the Church of England. 1st edition 2011
 Safeguarding Guidelines relating to Safer Recruitment. For all who work on behalf of the Church of England (interim 2010)
- 1.6 This document is intended to supplement, not duplicate, the policy documents which should be held by the cathedral, parishes and church organisations.
- 1.7 Whilst the following principles are taken from the House of Bishop's Policy for Responding Well to those who have been sexually abused, they underpin all aspects of this document.
- 1.8 The Diocese is committed to:
- The care, nurture of, and respectful pastoral ministry with all children and all adults.
 - The safeguarding and protection of all children, young people and adults when they are vulnerable.
 - The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.

To this end:

- We will carefully select, support and train all those with any responsibility within the church, in line with Safer Recruitment principles, including the use of criminal records disclosures and registration/membership of the relevant vetting and barring schemes.
- We will respond without delay to every complaint made, that any adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.
- We will seek to offer informed pastoral care and support to anyone who has suffered abuse, developing with them an appropriate ministry that recognises the importance of understanding the needs of those who have been abused, including their feelings of alienation and/or isolation.
- We will seek to protect survivors of sexual abuse from the possibility of further harm and abuse.
- We will seek to challenge any abuse of power, especially by anyone in a position of trust.

- We will seek to offer pastoral care and support, including supervision and referral to the appropriate authorities to any member of our church community known to have offended against a child, young person or vulnerable adult.
 - In all these principles we will follow legislation, guidance and recognized good practice.
- 1.9 We hope that this document is easy to use and appreciate any constructive feedback, as we seek always to provide information and support in a way which helps those working with children, young people and vulnerable adults. We are aware that no document can cover every situation and would ask that if anyone finds something missing they should contact the appropriate diocesan advisor.
- 1.10 If parishes wish to develop their own more detailed procedures they are asked to contact the appropriate advisor to ensure consistency with national and diocesan policy. The area of Criminal Records Bureau checks, in particular, is subject to frequent changes; which is why this document is in electronic form, as it enables changes to be made as soon as possible to keep the policy up-to-date. This document can be downloaded from the Diocesan Website (www.salisbury.anglican.org). However, hard copies can be provided on request to Diocesan Office, Church House.
- 1.11 These guidelines supersede those written in 2004.

2 Vision of our work with children, young people and adults

2.1 Children and Young People

2.1.1 The Diocesan vision is to engage, inspire and equip the people of Salisbury Diocese in order that they can share God's love with children and young people in their communities and provide opportunities for children and young people to develop and share their faith.

2.1.2 This guidance and the documents that support it are a part of delivering this vision. We hope that everyone will use them as a tool to help children and young people to be safer when they come to our churches, activities and groups; that leaders will feel informed and confident in knowing what is expected of them and clear where they can go for further help and guidance if they need it.

2.2 Vulnerable Adults

2.2.1 The Diocesan vision is of the church in its widest sense as a safe and sacred space which all God's children may enter, whether that is to worship, to explore their faith or to seek sanctuary from the world.

2.2.2 It is easy to assume that adults can take care of themselves – but if we are honest, we know that there are times when they can't. We need a friend, companion or advisor. Sadly, there are those who will try to take advantage of our vulnerability (our humanity) for their own gratification. Some of these may be among our congregations. We cannot assume that "it won't happen here" because it can and does.

2.2.3 The church (and society as a whole) now recognises the need to safeguard vulnerable adults in the same way as children and to provide pastoral care to those who have been abused, whenever and wherever that abuse has taken place. We need to be honest enough to understand the need for vigilance in this area and brave enough to do something about it when we see it.

This guidance, and the policy documents it supports, is a start but everyone has a role to play. The Diocesan Advisors are there to help provide safe, enjoyable and life giving activities for everyone – please use them.

3 Working within a Spiritual Context

3.1 The Church of England is committed to encouraging an environment where all people and especially those who may be vulnerable for any reason are able to worship and pursue their faith journey with encouragement and in safety². There is no single “spirituality” in any group – we are all who and where we are, formed by our experiences of life, love and loss - but the following thoughts on the spirituality of various groups may help to place safeguarding within the church context.

3.1.1 Healthcare professionals increasingly recognise that a person’s spirituality is an important aspect of care and recovery: sometimes this is known as ‘total care.’ As Jean Vanier wrote: *we cannot grow spiritually if we ignore our humanness, just as we cannot become fully human if we ignore our spirituality*³. Churches, committed to compassionate care for the outcast, the marginalized and the stranger⁴ have a responsibility to walk alongside vulnerable people on their faith journey. This is not always easy and we may need to seek the additional support of specialist organisations such as those dealing with mental or physical disabilities.

3.2 Spirituality of the elderly

3.2.1 With older people, as anyone else, spiritual care involves accompanying them on their journey. For some this will continue to be a journey of discovery as the 90-year old continues to be challenged and excited by new ideas and fresh expressions; for others it will be a return to the prayers of their childhood and the wonderful liturgy of the Book of Common Prayer (BCP). It is one of the great blessings of the church that we can provide both. Of course, in some cases, people may forget that they once had a faith, in which case, their partners may need particular support if this has been important to both of them.

3.2.2 Sometimes older people want to tell you their life stories, which may include some unhappy memories or issues which need to be resolved. Listen prayerfully and sympathetically, but do not be afraid to offer the support of others – you do not have to solve the world’s problems on your own. Always tell the person concerned if you feel you must share what you have heard; see also the section on ‘what do I do if I suspect abuse?’ on page 25

3.2.3 The best way to support older people in what may be the final stages of their faith journey is to ask them what they need but here are some suggestions which might help:

- Home Communion is a wonderful gift – but is it possible to get the person to church occasionally?
- Where there is a family carer, remember that their spiritual needs also need to be considered. Perhaps offering them a separate time of Communion – or to sit with the person they care for while they go to church themselves.
- Use familiar words and music to trigger memories and encourage participation.
- The Scripture Union *Being with God* series is a wonderful resource for people with dementia or memory loss.
- Try and find someone to take along the parish magazine, weekly service sheet or notes from a study group.

² Promoting a Safe Church. The Policy for safeguarding adults in the Church of England 2006 Page 5

³ Vanier, Jean (1999/2003) *Becoming Human* London: Darton, Longman and Todd page 2

⁴ PSC Page 3

- Be willing to discuss funeral planning – your parish may have a form that you can use for this.

3.3 Young people's spirituality

- 3.3.1 The teenage years are a time of huge change, physically, emotionally and spiritually⁵. Young people are developing their own identity, separate from their parents. Their relationships are changing. Their peers begin to have a stronger influence on how they see themselves and how they behave. Concerns about body image, a feeling of nobody understanding, a lack of awareness of how their behaviour may impact on those around them and risk taking behaviour are all characteristic of this stage of development. This is coupled with a pressure to achieve at school and make decisions about their futures. All these changes and the commonly associated behaviours can mean that many churches feel they are unable to connect with this age group. However, it is also the stage of life where the ability for abstract thought and questioning is developed. Therefore it is vital that there are opportunities for young people to discuss and explore their questions. They need time to discuss their ideas, explore the evidence and the experiences of others as well as their own experience to form their own views and opinions and develop their own faith.⁶
- 3.3.2 The process of adolescent development is not a straight forward, linear one, young people may fluctuate between being very child like, to being very mature and everything in between. Providing a variety of opportunities for young people to explore spiritual ideas, have times of quiet reflection, assert their own identity and voice in church life and take on responsibilities, with appropriate support, within the life of the church and community are all ways that can help and encourage their development.
- 3.3.3 Churches that provide good quality, safe opportunities for young people to explore their questions of faith and life, take on responsibility and have fun positive experiences with peers and across generations are in a great position to help young people negotiate this stage of development, accompanying and supporting them through it. This will help young people to develop their own adult identities and to make an informed decision about their own faith.
- 3.3.4 For many, their questioning, other demands and choice may see them drift away from church during this time. However finding ways to maintain a connection and being interested in them as a person in their own right can help to demonstrate Christ's love in a very powerful way, and as the parable of the prodigal son reminds us they may choose to come back and we should welcome them.

⁵ P Maidment and S Mapledoram (2011) *Reconnecting with Confirmation* Church House Publishing

⁶ *ibid*

3.4 Children's spirituality

- 3.4.1 Christ taught that children have a full relationship with God; He gave them status, time and respect. Children's spirituality is the development of a conscious relationship with God, through Jesus Christ within a Christian community.
- 3.4.2 As children will be influenced by the church context, the church should work in a variety of ways to foster their relationship with God and help children to understand and grow in that relationship with God through Jesus Christ. To do this the church needs to create a space where children can flourish and express their deep spirituality. Given the opportunity children will ask the most searching questions about faith, God and the church. The church has a vital role in children's spiritual formation through encouraging genuine worship, teaching about faith, and being part of a practicing community. This means that as a church we should be committed to promoting and supporting environments which are child-friendly and nurture their positive development, and enable them to be active contributors to the church community whilst avoiding practices that discourage healthy spiritual development. It needs to protect children from actual or potential harm, enable and encourage concerns to be raised and responded to openly and consistently value, listen to and respect children.
- 3.4.3 Parents are also a key influence on the spiritual growth of children, there is growing evidence that children are more likely to remain or come back to the church as adults if their parents have supported their spiritual growth. As within the church, the learning relationship between children and parents is a two way process. Children can minister to parents, and parents can learn from children, because children can also hear from God and be used by God. As a result both parents and children can foster an atmosphere of spiritual vitality in the home and wherever they may be. Churches should acknowledge and teach about this role and provide support and encouragement of parents in it

4 Safeguarding responsibility of the parish⁷

Each parish should:

- Adopt and implement safeguarding policies for children, young people and adults, accepting as a minimum the House of Bishops' Policies but informed by additional diocesan procedures and recommended good practice.
- Appoint at least one co-ordinator (previously known in the diocese as Local Child Protection Administrator, now known as Parish Safeguarding Representatives (PSRs) to work with the incumbent and PCC⁸ to implement policies and procedures. There may be two PSRs -with one concentrating on children and the other on adults. See page 28.
- Display in church premises where activities are taking place, the contact details of the co-ordinator(s), along with helpline numbers e.g. Childline, Parentline Plus, Action on Elder Abuse, Domestic Violence Forum (further contacts can be found in appendix 22)
- Ensure that all those authorised to work with children and adults are appropriately recruited according to safer recruitment practice and are trained and supported.
- Ensure that there is appropriate insurance cover for all activities undertaken with children and adults in the name of the parish.
- Review the implementations of the safeguarding policies, procedures and good practice at least annually.
- If appropriate, in rural parishes or parishes held in plurality, consider joining together to implement the policies and procedures, while remembering that legal responsibility will continue to rest with the individual parishes.
- If working with the Local Ecumenical Partnerships (LEPs), agree which denomination or organisation's safeguarding policies to follow, including where to seek advice in urgent situations. This decision should be ratified both by the bishop and other appropriate church leaders in the partnership. In the event of a specific safeguarding concern, ensure that all the LEP partners are notified.

For advice on preparing an appropriate policy, please contact the Diocesan Safeguarding Team.

⁷ The term 'Parish' is used to denote the PCC and incumbent who are together responsible for ensuring the policies are implemented.

⁸ The term 'PCC' is used to denote the body legally responsible for the church in that parish/benefice/team and the cathedral

5 Getting Started

5.1 So you have an idea to start work with children, young people or adults where do you begin? In this section we look at the things which need to be in place to ensure that you and your colleagues can enjoy your work and that the people with whom you are working feel safe and cared for.

5.1.1 All work needs to begin with a plan and careful preparation therefore you need the following:

5.2 TIME

5.2.1 It is a well known fact that one never seems to have enough time and deadlines approach very fast and often catch us unawares. This must not happen when planning any kind of work with people and the maxim of “if it’s worth doing it’s worth doing well” is something that ought to be a mantra throughout this planning stage.

5.2.2 Fix a realistic date when the project is to begin and work backwards from that being equally realistic about the time it takes to recruit helpers, provide any training necessary, arrange venue and timings etc. Have you checked the insurance, has the PCC given its approval, have all the health and safety risk assessments been completed?

5.2.3 It is better to take time at the beginning to get it right.

5.3 FORMS

5.3.1 Check which forms are required. Copies are in the Appendix.

5.3.2 Although it may appear bureaucratic, the use of standard forms across the Diocese will help ensure that we adopt a consistent approach to situations and prevent problems before they arise.

5.3.3 Some forms will only be required once; others annually or for a special event outside the group’s normal activities.

5.4 RISK ASSESSMENT

5.4.1 Risk assessment is something most people do naturally but we need to be proactive when organising an activity, for example:

- If you are holding a Lent course and one of the participants is recovering from a hip operation, hold the course downstairs rather than up and ensure the rugs don’t trip her up.
- When having a “bring & share” buffet, ensure someone provides a vegetarian and gluten free option – and label the plates so people know what is being offered.

5.4.2 The forms (appendix 24) mark the formal end of the process of thinking through what you are going to do, how, where etc and are useful for showing why you decided to

operate in a particular way. Written procedures help ensure consistency and will also help train new volunteers once the group is up and running.

6 Code of practice

- 6.1 In general, ask yourself what you are doing, why are you doing it and who benefits. Think about what is safe for you and your volunteers as well as for any children, young people and vulnerable adults in your parish, congregation or group.
- 6.2 Touching/hugging: with adults, young people or children you should always ask whether they wish to be touched or hugged. Some may, but many do not (at least not on first acquaintance). Shaking hands is courteous and often appreciated by older people. If you do touch or hug, hands should always be outside the person's clothing and never on any part of the body which might be considered inappropriate (knees, bottom, breasts). It is important that people with learning disabilities learn what form of body contact is appropriate in different social situations; this helps to keep them safe and helps them to become aware when people are behaving inappropriately and possibly exploiting them.
- 6.3 One-to-one situations: ideally, one-to-one situations should be avoided. If someone is distressed and it is desirable to take them to one side to give them privacy, tell one of the other leaders what you are doing and why. When making home visits, we recommend this is done in pairs – it makes the occasion more social for the person concerned. If you have concerns, you have someone to share them with or in the event of any subsequent complaint about the visit (and these things do happen), you have the support of your colleague.
- 6.4 Money/gifts: if you are given money or gifts for any reason, ensure the donation is acknowledged (by receipt and/or thank you letter) as soon as possible. This both preserves the audit trail for the donation and protects you against any complaint that money has been taken without the knowledge or consent of the vulnerable adult, young person or child.
- 6.5 Behaviour/Language – leaders should model the standard of behaviour they expect from others and ensure that everyone is treated with dignity and respect, regardless of age, gender, ethnicity, disability or sexuality. Avoid favouritism. Be prepared to challenge any unacceptable behaviour or language from both the leaders and service users.
- 6.6 Bullying: adults can be bullied as well as children. Never ignore or trivialise bullying.
- 6.7 E-safety: see the advice on page 21. Though most often thought about in connection with children, remember that adults may also belong to on-line communities.
- 6.8 Medication: group leaders should not be responsible for giving routine medication to adults, young people or children. However there may occasions when this is unavoidable, at these times the designated leader needs to have been trained by the person's parent/guardian/carer.
- 6.9 First aid: see the advice in appendix 9.
- 6.10 Food hygiene: if you are preparing and serving food for others it is common sense to ensure that good hygiene has been preserved. Courses on food hygiene are run by most local authorities and we would recommend that at least one person on the team attends one of these courses.

- 6.10 Monitor and evaluate activities regularly to ensure they remain suitable.
- 6.12 Have a support or debriefing time for group leaders to share what went well or to offload concerns.
- 6.13 Allow volunteers to say “no” occasionally – mistakes and poor practice happen when people are tired or disengaged.
- 6.14 Provide regular training and awareness sessions for all volunteers.

7 Setting up schemes involving vulnerable adults

- 7.1 Establishing schemes to support and involve members of your congregations, particularly those who might be regarded as vulnerable in any way, is an important part of being a church in mission in local communities. You will know what your community needs best, some successful schemes include lunch clubs, Bible study and other courses, book groups, drop-in centres, wives groups, men's breakfast groups – anything which gets people together.
- 7.2 Remember that people are generally the experts on what they want and need – do your research and find out what is available already, how you might fit in with these or what gaps need to be filled (This will be particularly important if you are applying for external funding for your activity). An activity specifically for a group which is considered vulnerable might actually be less beneficial than one which is open to all.
- 7.3 Do not re-invent the wheel but talk to other church groups, social care or organisations such as Age Concern about the practicalities of getting a scheme off the ground. Also, if your parish has not appointed someone to be responsible for the needs of Vulnerable Adults, please contact the Diocesan Advisor for advice on implementing the policy contained in *Promoting a Safe Church* and arranging any necessary training for volunteers.
- 7.4 People organizing activities for children and young people are used to thinking about ratios of adults to children: it is worth thinking about this for activities involving vulnerable adults as well. We recommend a minimum of two helpers for any activity (one male and one female if you have a mixed group) but preferably three for groups of up to 20; more for larger groups. You will of course need to consider the specific needs of the people in your group, any particular issues raised by the place in which you are meeting and the type of support participants may need as these may affect the ratios of helpers to members.

8 Things to consider when setting up a regular group

- 8.1 Involve potential members, parents and carers in planning the group so that it meets the needs of the group that it is aimed at. Ensure that the group fits in with the purpose and mission of the church and is discussed and approved at PCC. Identify a budget for the group.
- 8.2 Define the age range/membership criteria of the group and clearly advertise and inform relevant people about the group.
- 8.3 Contact the church's insurance company to check that the group and its activities are covered by the existing policies.
- 8.4 Complete risk assessments for the activities and the premises to ensure that the activities and locations proposed are suitable (appendix 24)
- 8.5 Have an identified team of leaders; follow the recruitment process, ensure those who need it have a CRB check for your church (see page 23). Make sure there are enough leaders so that member to leader ratio remains safe in the event of a leader being unable to attend at short notice.
- 8.6 Develop your own code of practice so that all leaders and volunteers are aware of your expectations (see page 12).
- 8.7 Identify training needs for leaders. If training is required contact the appropriate Diocesan Advisor as they can help source this for you.
- 8.8 Every child or young person under 18 who attends the group needs a completed consent form from their parents/guardians to attend. Ensure that there are spare consent forms available in case new members come along.
- 8.9 The law recognises everyone over the age of 18 as an adult so no one can give consent for an adult to do something. However in some situations it is sensible (and may be a courtesy) to talk to carers or care staff to help understand the person's needs. It may be useful to keep basic contact details or medical information in case of emergency. It is also a courtesy to ask if they are happy for their photographs to be used.
- 8.10 Have a behaviour policy and work with the group members to come up with rules for the group. Have these clearly displayed during the session. (appendix 4)

9 Some tips for good discipline within children and young people's groups

- Have clear rules that the young people have helped to create – display them during the group meeting times, ensure that they are consistently followed.
- Have positive incentives to keep to the rules e.g. points for listening well or helping out, arranging children into teams to be awarded points can help as they then encourage one another to behave.
- Have a written behaviour agreement signed by both the young people and their parents.
- Ensure all the leaders model good behaviour.
- Make sure you vary activities and sessions to suit all learning styles and that the young people are engaged and have enough to do.
- Have a system of warnings and clear sanctions for bad behaviour.
- If you are speaking to someone about their behaviour make sure it is clear that is their behaviour you are not happy with for example saying “the way you spoke to John was unkind and not acceptable” rather than “you are horrible”.

Maintaining discipline can be hard but being calm and consistent, having clear expectations of young people and rewarding good behaviour can all help. Whilst we may be keen to ensure young people have fun and that any groups we run do not feel like school, it is important that there is respect for one another and the premises, and that everyone can enjoy themselves. Any reprimand should be fair, appropriate and be given with a clear explanation of what the young person is receiving it for.

Bullying should also be dealt with. You may want to write a specific bullying policy so people are clear what will happen and that they will be taken seriously. Ensure that teasing and joking does not go too far and that leaders do not make personal jokes or remarks about young people, even if it seems like it is just a bit of fun.

10 Taking vulnerable groups away

10.1 From time to time, group leaders may wish to organise trips or take people who come regularly to activities away from the normal meeting place – for example Christmas shopping, to a local flower festival or to the Cathedral for major services, Ten Pin Bowling, or any activity centre. We want to encourage this and offer the following suggestions as part of the forward planning process:

- Does the PCC's insurance cover this activity? It is always worth confirming formally with the PCC that it counts as a "church activity" for insurance purposes. Do this in good time as the PCC may need to check with their insurers.
- Do you need additional volunteers for this activity e.g. pushing wheelchairs? If so, do they (and indeed any of your regular volunteers) need any special instruction or training?
- Complete a Risk Assessment for the activity. If appropriate, for example, for adventurous activities check that all instructors have the appropriate qualifications and safety measures in place. We recommend that you contact your local council for a list of approved centres.
- Has everyone been reminded to ensure they have the appropriate medication for the time they are away? Some medication needs to be taken at a particular time to maintain effectiveness.
- Everyone under 18 must have a completed consent form for the trip signed by their parent or guardian. Parental consent forms should include mode of travel.
- Once at your destination, remember to confirm the meeting place and time for the return. For some groups, it may be worth considering an emergency meeting point at times during the day.
- Ensure you have a list of emergency contacts for each participant – and that someone in the parish (a base contact) has a similar list, together with details of all those who are on the outing (including helpers), a mobile phone number for emergencies and a copy of the itinerary with estimated journey times, routes and stopping points. You may also wish to ensure that there is also a full list of names on any coach or minibus. Remember to tell them you are safely home.
- Think about meals and refreshments, you may need to book in advance if you decide to eat as a group.
- You may wish to ensure that one of the leaders has a current first aid qualification and that they bring their first aid kit (see also appendix 9)

10.2 If travelling by car or minibus, please also consider:

- If hiring vehicles, they should be fit for purpose and have appropriate insurance cover, breakdown cover and emergency equipment and the documentation should be in order (any reputable company will understand and welcome your questions).

Passengers must have their own seat and seat belt; young children will need an appropriate car seat; luggage and equipment must be stored securely.

- If the hire is a “self-drive,” drivers must have the correct licences and should report any vehicle defaults/defects on their return. There should also be at least one other adult in addition to the driver in case of emergencies, these too need to have the correct licences.
- Drivers using their own cars should check their personal vehicle insurance to ensure they are covered.
- If you are going on a long journey the driver(s) should not be involved in the activity so they are refreshed for the journey home; they must also take appropriate rest breaks.
- Consideration should be given to any need for extra training or equipment required to transport people with special needs or disabilities.
- There should be a mobile phone in the vehicle for emergencies – and don’t forget the first aid kit.
- Age limits for drivers – these are not specified but we recommend taking a look at the age and experience of any drivers. This should be supported by the PCC.
- Consideration also needs to be given to those who have been giving people lifts to church activities for many years but who now may be classed as a vulnerable adult e.g. those with the early onset of Alzheimer’s disease or deteriorating eyesight.

11 Communicating with young people via Facebook, emailing and texting

11.1 Many young people regularly communicate using the internet and mobile phones. Using these methods can really help the church/group to stay connected with their group members and keep them up to date with what is going on. However it is important to use these methods in a safe way to protect yourself and the young people with whom you work.

11.2 Below are some specific guidelines for each of these ways of communicating with young people. There is also a template for a consent form that should be completed by the parent/guardian of anyone under 18 with whom you will communicate in this way.

11.3 **Facebook:** We recommend that leaders are not 'friends' with group members on Facebook as this blurs the line between being a youth leader for, and a friend of, the young person.

- You can set up a closed group for which the leader is the administrator. You do not need to be friends with the young people for this and you should make sure your own privacy settings do not allow members of the group to see your profile.
- This should be a closed group and only young people you know and who attend your groups will be members of the group.
- Allow young people to tag themselves in the photographs if they wish but don't tag them yourself
- If you are going to put up photographs on the site you should ensure you have parental consent for this for those under 18.
- Remember Facebook's own rules only allow those aged 13+ to join it. Always follow the terms set out by Facebook.

11.4 **Email:** If young people and their parents/guardian consent then it is fine to send out information by email about the group and any extra activities and trips. However, remember that not everyone has good reliable internet access so ensure information is provided in other ways too.

11.4.1 Avoid using chat rooms and instant messaging to communicate with young people. Encourage young people to think about their personal safety when using the internet. You could run a young people group session on this topic

11.5 **Text:** If young people and their parents/guardian consent then text can be a good way to send out reminders of what is happening. Below are a few guidelines for good practice in communicating in this way:

- Use group rather than individual texting wherever possible.

- It is advisable that an employed worker is supplied with a work-dedicated phone. This way all calls and texts can be accounted for via an itemised phone bill. It also protects the worker's right to a personal life outside work. Equally workers should make it clear that a work phone is what it says it is and not divulge their personal mobile number to the children/young people they work with.
- Avoid abbreviations in texts that can have ambiguous meaning e.g. 'lol' which could mean 'laugh out loud' or 'lots of love' and always end your texts with your name and no 'kisses' etc.
- Any texts or conversations that raise concerns should be saved and passed on/shown to a supervisor or incumbent
- Mobile phone usage (e.g. not texting after a certain time at night) should be included in the church's ICT Safety Policy for communicating with children.

Remember adults use Facebook, emails and texts too so these principles should also be applied to communication with adults.

12 Safer Recruitment

12.1 The House of Bishops have produced an interim document - *Safeguarding Guidelines relating to Safer Recruitment. For all who work on behalf of the Church of England 2010*⁹.

12.2 The guidelines state:

- “We will carefully select and train all those with any responsibility within the Church, in line with Safer Recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.
- We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.
- We will seek to challenge any abuse of power, especially by anyone in a position of trust
- In all these principles we will follow legislation, guidance and recognised good practice.

12.3 The statutory sector including the departments implementing the Safeguarding Vulnerable Groups Act 2006 (England and Wales) (SVGA) recognise that safer recruitment is a greater task than simply creating lists of those barred from such work or criminal records checks concerning unsuitability. Employers (including those who recruit volunteers) should ‘develop and apply robust recruitment procedures, including checking identity, qualifications and references and enquiring into career history’¹⁰. This policy document is the Church of England’s response to this challenge.”¹¹

12.4 This is also a challenge to our Diocese, how do we recruit¹² safely and, at the same time, respond to the needs we see. For those parishes who already have put a safer recruitment policy in place it appears to be providing people with more confidence; workers feel supported and parents/carers feel that everything has been done to create a safe place for children, young people and adults to explore and learn more about the Christian faith.

12.5 One learning point is that time needs to be taken to get it right before starting.

⁹ The full document can be downloaded from the Diocesan Website.

¹⁰ From *Safer from Harm*, Home Office 1993, not replaced or updated.

¹¹ Paragraph taken from the Introduction to *Safeguarding Guidelines 2010*

¹² throughout this document the term ‘recruit’ relates to both the recruitment of paid workers and volunteers

12.6 Prospective appointees should:

- Be regarded as job applicants and have a defined role
- Complete an application form
- Name two referees, one of which should be from their current employer or previous church.
- Complete a Confidential Declaration form
- Have an appropriate interview

If the decision is made to appoint, the appointee should:

- Provide a disclosure at the appropriate level from the Criminal Records Bureau
- Be offered the post subject to a probationary period
- Have the appointment confirmed in writing by the authorizing body
- Be formally commissioned for their role.

12.7 A step by step guide taken from the Safeguarding Guidelines relating to Safer Recruitment (interim) can be found in appendix 1.

12.8 It is essential that a record is kept of what procedures you have taken for each person; a form can be found in appendix 2.

13 Criminal Records Bureau (CRB)

- 13.1 The CRB continues to operate and we still need to obtain a disclosure for potential employees and volunteers engaged in relevant work with children and vulnerable adults. Standard checks have now been abolished for work with vulnerable groups.
- 13.2 There is often confusion around who ought to be subject to a CRB check and this is not helped by the changing thresholds and different emphasis between CRB and the Independent Safeguarding Authority (ISA) guidance over the last year or so. There is still uncertainty as to what will replace the system the Government suspended in 2010.
- 13.3 With regards to the question of whether to CRB check or not, Appendix 1 and 2 in *Safer Recruitment* provide an indicative list of those who should, those who may and those who should not be subjected to CRB checks and a checklists for decision-making in any individual situation.
- 13.4 If there is any uncertainty as to whether a CRB check is required the Diocesan Safeguarding Advisor Children should be contacted as she currently administers the CRB process.
- 13.5 At the moment there are two requirements on the parish with regards to the Independent Safeguarding Authority:
- From November 2010 the parish must check whether an individual is barred under the ISA registration scheme, this information is made available on the CRB disclosure.
 - The parish must not have any one working, either in a paid or volunteer role, if they are barred.
- 13.6 As with the CRB checks, contact the DSA Children for support and advice.¹³
- 13.7 For further information, Section 7.33 in PROTECTING ALL GOD'S CHILDREN explains further about the ISA and when it is right to refer to ISA and Safer Recruitment.

¹³ Full list of the automatic barring offences can be found in the following Statutory Instruments: The Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009 (S1 2009 No 37) and The Safeguarding Vulnerable Groups Act 2006 (Regulated Activity, Miscellaneous and Transitional Provisions and Commencement No 5) Order 2009 (S1 2009 No 2610).

14 Data Protection and sharing information

14.1 The Data Protection Act¹⁴ gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly; it is not a barrier to sharing information. The Act states that anyone who processes personal information must comply with eight principles, which make sure that personal information is:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up-to-date
- Not kept for longer than is necessary
- Processed in line with your rights
- Secure
- Not transferred to other countries without adequate protection.

14.2 The Act also provides the individual with rights including the right to find out what personal information is held on computer and most paper records.

14.3 When it comes to safeguarding there is no confidentiality between agencies or between the church and statutory agencies and, when necessary, all information will be given to Statutory Agencies. As stated in *Working Together to Safeguard Children*:

Safeguarding and promoting the welfare of children – and in particular protecting them from significant harm - depends on effective joint working between agencies and professionals that have different roles and expertise.
(Page 31)

14.4 A useful booklet entitled *Information Sharing: Pocket Guide*¹⁵ outlines what they call the 'seven golden rules'. Section 6 *Responding to concerns* in *Protecting All God's Children* and Procedure 2 *Reporting mistreatment* in *Promoting a Safe Church* outlines clearly the steps to be taken when making referrals. As can be seen there is little difference between the response to children, young people and adults. In the House of Bishops' *Responding to domestic abuse* document there is a disclosure flow chart on page 9.

¹⁴For further information about the Act go to www.dataprotection.gov.uk

¹⁵The booklet can be downloaded from www.education.gov.uk/publications

15 What to do if I suspect abuse?

- 15.1 If you see or hear something which makes you think that a child, young person or adult may be being neglected or abused in any way, you should not hesitate to report your concerns. Do not attempt to investigate or resolve the situation locally.
- 15.2 All the documents from the House of Bishops' make it clear how we are to respond, as does Working Together to Safeguard Children (WTSC). The following is a précis of these documents and is what is required within this diocese:
- Contact your incumbent and the Parish Safeguarding Representative (PSR) (see page 26) this might well be your incumbent, unless they are the alleged abuser. In this case contact the relevant Diocesan Safeguarding Advisor.
 - The incumbent will discuss with the PSR and one of them will contact the local social care to discuss their concerns. They will also contact the appropriate Diocesan Safeguarding Advisor either before or after their contact with social care.
 - All referrals to social care need to be followed up in writing within 48 hours; if it was seeking advice good practice indicates that it is worthwhile confirming the discussion in writing.
 - Whether it is a referral or seeking advice any directions and advice given by social care should be recorded and followed.
 - There is no confidentiality in safeguarding with regard to any discussion with the statutory agencies, but there is within the diocese and parish and therefore there must be clear guidelines as to who will give support within the parish. The appropriate Diocesan Advisor will give support as well as advice and can be contacted at any point in the process.

Appendix 25 contains a flow chart of the process of a referral to the social care taken from WTSC and appendix 23 contains body maps. These body maps are used to indicate where the person may have been hurt or touched, but there **must not** be any examination of the alleged victim including allowing the alleged victim to alter their clothing to show where they may have been hurt or touched.

16 Parish Safeguarding Representative (previously known in this Diocese as Local Child Protection Administrators) (PSR)

- 16.1 The change of title is to come in line with the House of Bishops' policies and the following is an outline of the PSR role. This may differ within parishes¹⁶. As with any changes these need to be discussed with the appropriate Diocesan Advisor.
- 16.2 One of the responsibilities of the parish is to appoint at least one PSR to work with the incumbent and PCC to implement policies and procedures. There may be two PSRs, with one concentrating on children and the other on adults. Ideally the PSR ought to be someone who is not already an office holder (this includes clergy) or responsible for children, young people or adult work in the parish so that independence can be maintained. They ought either to be a member of the PCC or have the right to attend the PCC meeting and should report at least annually on the implementation of the policies within the parish.
- 16.3 They will be responsible for the following:
- Keeping the PCC informed of any changes needed as advised by the appropriate Diocesan Advisor; this will entail having safeguarding issues on the PCC's agenda as a regular item.
 - Working with the incumbent to make certain that the policies and procedures are known and acted on within the parish. This may include administering the process for new appointments, or working closely with the person who does this within the parish, to ensure that the safer recruitment guidelines are followed.
 - Receiving with the incumbent any concerns about children or adults in the parish and making sure that the proper advice is sought and that a proper referral is made.
 - Being the link person(s) between the Diocesan Safeguarding Advisors and the parish.
 - Arranging provisional training in safeguarding matters for all workers, in discussion with the appropriate Diocesan Advisor to ensure a standard across the diocese. Diocesan wide training is provided by the Diocesan Advisors and both clergy and laity are expected to attend these

¹⁶ Parish is shorthand for other terms e.g. 'benefice', 'team', 'cathedral' etc

17 Positions of Trust

- 17.1 Exercising any kind of ministry, paid or voluntary, 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.
- 17.2 All those who work, or have significant contact, with children, young people or adults and their families on behalf of the church are in positions of trust. Staff handbooks, codes of safer working practice and contracts should make clear the importance of accepting the expectations of such work and the possible grounds for disciplinary actions if they are not met.
- 17.3 Workers, both paid and volunteer, will be seen as role models by those with whom they are in contact at all times, including when they are off duty, therefore all church workers should conduct themselves in accordance with reasonable expectations of someone who represents the church. They should:
- take care to observe appropriate boundaries between their work and their personal life.
 - seek advice immediately if they come across a child, young people or adult who may have been harmed (including self-harm) or a colleague whose conduct appears inappropriate.
 - 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.
- 17.4 It is contrary to the policy of the Church of England for those in a position of trust, including priests and young people workers among others, to have sexual or inappropriate personal relationships with those for whom they are responsible. A breach of this is likely to be considered as a disciplinary offence. It will be referred to 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 (ISA) for possible barring.
- 17.5 Promoting a Safe Church contains detailed guidance for those in positions of trust or exercising pastoral ministry with vulnerable people.¹⁷ Key points include:
- Church workers should take particular care when ministering to people with whom they have (or develop) close personal friendships.
 - Maintenance of appropriate pastoral and professional relationships.
 - Care with language and behaviour and appropriate locations for meetings.

¹⁷ Pages 13-16

- Personal integrity in financial relationships.

17.6 It is important to recognise that behaviour outside the church environment can have an impact, not just on personal ministry but on the way the church as a whole is perceived by the community.

18 Responding well to those who have been sexually abused

18.1 All actions that are perceived as unwanted sexual experiences in childhood or adulthood can be termed abusive. It is important to keep an open mind in understanding such abusive acts, as the context is vital in understanding the trauma experienced. Court convictions do not provide a reliable guide to whether or not abuse has taken place. It is estimated that less than one in fifty sexual offences leads to a criminal conviction, since the balance of proof is hard to establish. Remember that sexual abuse has almost always been repeated many times on the individual, often by the same perpetrator.

18.2 The effects of sexual abuse

18.2.1 Survivors of sexual abuse are not suffering from an illness, but are people who live as well as they can manage, often within walls of silence concealing their experiences from us. Thus a survivor may take many years to break that silence and even longer to be healed. Helping survivors may initially be about making sure they are heard and believed, and that they have a voice. In this way we begin to reverse the powerless position they experienced in the abuse.

18.3 How do we respond?

18.3.1 Churches are communities of people, who are expected to be able to offer compassion to the vulnerable. There will inevitably be a proportion of people coming through our doors who have been sexually abused. They will need and look for people prepared to engage with their pain, especially when they risk belonging to a group and eventually telling their story. It is more likely that it will be an adult survivor who will want to share their story, because they may feel more able to risk telling. They may also want to make a difference, or protect others from abuse.

18.3.2 Sometimes churches trigger disclosures by the nature of their worship, eg references to “Father God” or “loving families” may elicit memories quite contrary to the image desired. There may be allusions to our childhood experiences. Even our positioning in services (for instance, kneeling in front of a man) may invoke unpleasant memories.

18.3.3 After finding a safe place to talk, we need to:

- Know when expert help is required and where it can be obtained.
- Offer choice of seat-position and the promise of confidentiality (with the proviso that action will be taken if there is continuing risk to children and young people).
- Be dependable – a person may require several meetings. When and where they take place and what record-keeping is appropriate should be agreed jointly.
- Reassure that the discloser will be heard sympathetically and believed. We need to emphasise our belief that such accounts are very seldom fabricated. The church’s culture should be one of openness and careful listening that differentiates from gossip. So avoid judgements or statements but listen and listen again.

- Be aware that it is dangerous to require a survivor to forgive the perpetrator immediately. Such forgiveness can easily curtail hearing the real extent of the abuse and may reflect our own desire to escape the pain of hearing it.
- Continue to emphasise that to share the account of the abuse, though painful, is more beneficial in the long term than retaining the secret. Telling and retelling the story gives some possibility for the guilt to be redirected to the abuser.
- If there are children still at risk, you should involve the Diocesan Safeguarding Advisor (children)

18.4 In the longer term

18.4.1 We may want to help those disclosing by pointing them to published stories of other survivors and possibly help the person to join a support group.

18.4.2 Training our pastoral carers and others in our church is very important. Many will not have had any experience of listening to the stories of adults who have been sexually abused in the past. They need to hear some survivor accounts and thus prepare them to cope with the shock and the invasiveness of the evil described. This in turn may lead to some of the carers' disclosing uncomfortable truths from their own pasts.

18.5 Recovering from the effects and experiences of sexual abuse

18.5.1 Be aware that survivors may experience some or all of the following responses:

- **Guilt and shame:** Somehow they feel they were to blame even though the perpetrator was the one in the position of power. Individuals may thus suffer from low self-esteem and be constantly searching for approval and the nurture of others.
- **Depression, fear and anxiety:** Disturbances in the form of nightmares, flashbacks, sleep disorders or anxiety attacks are common. The blocking out of some memories is a common way some survivors cope.
- **Inability to trust:** Sexual abuse assaults not only the body but also our sense of security. Having been violated, probably by someone they have trusted, they may now appear withdrawn. Some survivors find it difficult to enforce boundaries; they may both seek and fear control and abandonment.
- **Poor self-image:** At the core of the personality is often the thought: "I must be a really bad person if someone who is supposed to love me could treat me this way."
- **Sadness & loss:** The abused child may never have been allowed to be a child. Rather s/he was given an adult role or responsibilities before being ready to handle them. This feeling of loss of innocence can contaminate relationships in adulthood and lead to obsessive behaviour, drug and alcohol abuse etc

- **Anger & Frustration:** Coming to terms with what has taken place may lead to rage against the perpetrator and/or the person who failed to protect them, and sometimes God. Alternatively survivors may internalise the anger and become self-harming or even suicidal.
- **Physical symptoms:** Survivors may suffer from swallowing problems, unexplained abdominal pain, pain while making love, all kinds of chronic pain, often inexplicable. Eating disorders are also quite common.
- **Sexual dysfunction:** Since their sexuality was often the arena of childhood pain, adult survivors typically have conflicting feelings regarding their own sexuality. At one extreme they may be promiscuous, or at the other utterly fearful of sexual acts, as well as confused about their sexual identity.

18.6 Recovery may include:

- Breaking ties with, or confronting the abuser.
- Speaking about the abuse and receiving support and therapeutic counselling.
- Turning to God.
- Fighting back and speaking publicly, or helping other survivors.
- Working to protect children from abuse.
- Reporting the abuser to the police or other agencies.

18.6.1 Remember that advice can always be sought from the Diocesan Safeguarding Advisors. There is also much more information in the House of Bishops “Responding Well to those who have been sexually abused. Policy and guidance for the Church of England 2011”.

19 Responding to domestic abuse

19.1 What is domestic abuse?

19.1.1 All forms of abuse can cause damage to the survivor, particularly to their self-esteem and express an imbalance of power in the relationship. Abuse can on rare occasions happen once, but usually it is systematic, repeated and often escalating pattern of behaviour by which the abuser seeks to control, limit and humiliate, often behind closed doors.

19.2 Who experiences domestic abuse?

19.2.1 People experience domestic abuse regardless of the social group, class, ethnicity, age, disability or sexuality. Most abuse is carried out by men against female partners but abuse can be inflicted by women on men and can also occur in same-sex relationships. There is also evidence of parents being abused by teenage children, of the elderly being abused by members of their family and carers being abused by the person for whom they care. Domestic abuse occurs among people within our church communities. Clergy and prominent members of churches have been found to be abusers.

19.3 Who perpetrates abuse?

19.3.1 Perpetrators come from all walks of life and professions. The behaviour they exhibit in public can be very different from their private behaviour to their partners. Often the abusive partner is able to be charming in public yet switch to abusive conduct quickly when behind closed doors and alone with their partner. The abuser can also exhibit rapid changes in behaviour, being loving and apologetic towards the partner at one moment and abusive the next. They often will not hesitate to say sorry and to say it will never happen again. For long periods the situation may appear tolerable. However, experience shows that abuse will almost invariably happen again and will get worse.

19.3.2 It is vital that church workers should not attempt work with perpetrators which is inappropriate or for which they are not qualified.

For further information read The House of Bishops' policy on Responding to Domestic Abuse

20 Working with suspected abusers and known offenders

- 20.1 In the diocese this work is not undertaken by the church. However, in partnership with statutory agencies we will support all known suspected abusers and offenders in a way that protects the community while allowing an abuser or offender to maintain his or her right to worship in as safe a way as possible.
- 20.2 It will be necessary to establish clear boundaries, both to protect children, young people and vulnerable adults and to lessen the possibility of the abuser or offender being wrongly accused of abuse. In many cases a written agreement will be the way to do this and the Safeguarding Advisors must be consulted at all stages as well as the relevant statutory agency.
- 20.3 It is important that co-operation between the church and the statutory agencies is assured at all stages.
- 20.4 For further information read Protecting all God's Children Chapter 8.

21 Hire of premises

21.1 The use of church premises by other organisations can cause problems. The following are taken from Protecting all God's Children however, advice ought to be taken from the church's insurers who will know any local issues:

- 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 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, the insurance industry uses the term 'best practice' in a sense equivalent to that of 'good practice', which is normal in terms of child and adult welfare, based on the current and developing guidance.
- For both one-off and regular hiring it is recommended that a written hiring agreement be used. A useful link is http://www.churchcare.co.uk/pdf_view.php?id=52
- The hiring body should abide by their own safeguarding policies if they have them, otherwise by that of the church with which they have a hiring agreement.
- If the hiring body is required to register with OFSTED then the PCC should ask to see the registration certificate and record that it has been seen.

22 Violent and Sex Offender Register (ViSOR)

(often referred to as The Sex Offenders Register)

- 22.1 In the United Kingdom the ViSOR is a database of records of those required to register with the Police under the Sexual Offences Act 2003 and those jailed for more than 12 months for violent offences. The Register can be accessed by the Police, National Probation Service, and HM Prison Service personnel. Private companies running prisons are also granted access.
- 22.2 Upon initial registration, within 72 hours of being convicted or cautioned, offenders must provide the police with the following information:
- Full name
 - Home address
 - Date of birth
 - National Insurance number
 - Vehicle details (if the offender has a vehicle): make, model, colour and registration number of vehicle(s)
- 22.3 Initial reporting to a police station has to be in person. The police may apply for anyone convicted of a sex offence abroad to be placed on the register.
- 22.4 Offenders must inform the police within 3 days if there are any changes in their name, address or vehicle details.
- 22.5 Offenders must also inform the police at least 7 days in advance if they intend to leave the United Kingdom for a period of 3 days or more, and they must register any addresses in the UK at which they stay for more than a total of 7 days within any 365-day period.
- 22.6 Offenders must confirm their registration annually. That is, if they have not needed to inform the police of any changes above, they must attend a designated police station to register if they have not done so for a year. Failure to comply is an offence, subject to a penalty of up to five years imprisonment.

Appendices

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|-------------|---|
| Appendix 1 | 12 Steps to safer recruitment |
| Appendix 2 | Record of recruitment process |
| Appendix 3 | Accident and incident form |
| Appendix 4 | Behaviours agreement |
| Appendix 5 | Email and mobile phone consent form |
| Appendix 6 | General Consent form |
| Appendix 7 | Information for trip/special activity |
| Appendix 8 | Consent for special activity or off site trips |
| Appendix 9 | Information on first aid |
| Appendix 10 | Leaders to participant's ratios |
| Appendix 11 | Leaders checklist for trips |
| Appendix 12 | Role application form |
| Appendix 13 | Volunteer agreement form |
| Appendix 14 | Reference request form |
| Appendix 15 | Confidential declaration form (children, young people and adults) |
| Appendix 16 | Confidential declaration form (vulnerable adults) |
| Appendix 17 | Confidential declaration form (children and young people) |
| Appendix 18 | Definitions of child abuse |
| Appendix 19 | Definition of spiritual abuse |
| Appendix 20 | Definitions of adult abuse |
| Appendix 21 | Other definitions |
| Appendix 22 | Contacts |
| Appendix 23 | Body Maps |
| Appendix 24 | Risk assessment form |
| Appendix 25 | Flow chart of referral process |

Appendix 1 12 Steps to Safer Recruitment¹⁸

- Step 1** Ensure that you have an up to date recruitment and selection policy that describes the process and roles before you begin.
- Step 2** Ensure that your organization has a safeguarding policy and that a statement about the organization's commitment to safeguarding is included in all recruitment and selection materials.
- Step 3** Ensure that you have an up to date job description and person specification¹⁹ for the role(s) you wish to recruit to, that have been agreed with the recruiting manager.
- Step 4** Ensure that you have an appropriate advertisement prepared that contains all necessary information about the role, timetable for recruitment and your commitment to safeguarding.
- Step 5** Ensure that you have compiled a suitable candidate information pack containing all the required information about the organization, role, recruitment timetable, safeguarding policy/statement and application form.
- Step 6** Ensure that each application received is scrutinised in a systematic way by the short listing panel in order to agree your shortlist before sending invitations to interview.
- Step 7** Ensure that all appropriate checks have been undertaken on your shortlisted candidates including references.
- Step 8** Ensure that all shortlisted candidates receive the same letter of invitation to interview, supplying them with all necessary information.
- Step 9** Ensure that a face-to-face interview is conducted for ALL shortlisted candidates based on an objective assessment of the candidate's ability to meet the person specification and job description.
- Step 10** Ensure that all specific questions designed to gain required information about each candidate's suitability have been asked, including those needed to address any gaps in information supplied in the application form.
- Step 11** Ensure that you are able to make a confident selection of a preferred candidate based upon their demonstration of suitability for the role
- Step 12** Ensure that your preferred candidate is informed that the offer of employment (including volunteer positions) is conditional on receiving satisfactory information from all necessary checks; including Criminal Record checks.

To implement Steps 1 and 2 the parish needs to adopt the House of Bishops' documents, details of how to obtain these are available online.

The sample forms for the collection of the information needed in recruiting e.g. application form, reference request are in Appendices 12 and 14.

¹⁸ From *Safeguarding Guidelines* 2010

¹⁹ For volunteers please use the 'role outline'

A note on using the templates

The templates have been provided to help you complete the paperwork you need for running groups and activities with children, young people and vulnerable adults. We hope that they will help you to be clear about the type of information that you will need to gather.

Please ensure that you add your church's name to the forms where appropriate. (You may also want to add your logo.) On some of the forms there are points where you will need to add further information about the activities being undertaken.

The general consent form can be used for all regular groups and should be updated at least annually. On the form list the regular activities of the group this can include local (walking distance) offsite activities such as playing football in the local park to save you collecting separate consent forms each time. However, for any trips further afield then you should use the special activity consent form in addition to the general consent form. It is the responsibility of parents/carers to update leaders of any changes of details e.g. medication, allergies throughout the year.

During group sessions and on trips emergency contact numbers and medical information should be easily accessible for the leaders in case of an emergency. At other times the forms should be kept in a secure place e.g. a locked filing cabinet.

For any further advice or information regarding these templates, or other aspects of working with children and young people please contact the Diocesan Advisor for Work with Young People (lizzie.whitbread@salisbury.anglican.org) or the Diocesan Children's Advisor (barbara.meardon@salisbury.anglican.org). For issues relating to Safeguarding contact rachel.bussey@salisbury.anglican.org (under 18 year olds), norma.fergusson@tiscali.co.uk (over 18 year olds)

Appendix 2 Record of Recruitment Process

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

Appendix 3

Accident and Incident Form

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

Day, date and time of the incident

Names, addresses and ages of those involved in the incident

Where did this incident take place? _____

Name of place of worship/organisation: _____

Name of the group: _____

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

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

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

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

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

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

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

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

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

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

Who else do you need to inform? _____

Have they been informed? YES NO (Please circle)

If so, when and by whom? _____

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

Signed: _____ Print Name: _____

Date: ____/____/____

Form seen by: _____
(state role e.g. Team Rector, Head of Organisation)

Signed: _____ Print Name: _____

Date: ____/____/____

Appendix 4

Behaviour Agreement

We want everyone to be able to have a fun and safe time at *(Insert Activity or group.)*

How you behave will contribute to this. So please read through the expectations set out below and sign to say that you will follow these.

You also need to get your parent/guardian to sign them as well.

I _____(name) understand

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

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

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

Signed _____ (participant) **Date** ___/___/___

Signed _____ (Parent/guardian) **Date** ___/___/___

Appendix 5

Email and Mobile Phone Consent (please adapt for adults)

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

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

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

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

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

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

Name _____

Date of Birth _____ Age _____

Email address _____

Mobile _____

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

I give my consent to my child:

Receiving text messages regarding arrangements about the young people work at *young people work/group name*

Joining the _____ *young people work/group name* page

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

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

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

Printed name _____ Date _____

Appendix 6

General Consent Form

In the interest of your child, it is important that you should sign this consent form and declare any known medical conditions and any medication that he or she may be receiving.

To enable ease of retrieval during activities both at **Church/group name** and on any trips out, this information will be stored on an Excel Document on a computer. Please indicate your consent to this (or otherwise) at the bottom of this form.

Name of child _____ Date of Birth _____

Address: _____

Any known medical conditions _____

Details of any medication being taken:-

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

Details of allergies and dietary requirements _____

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

Details of any court orders _____

Your contact phone numbers (include dialling code)

Home _____

Mobile

Work (if applicable) _____

Email address

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

Name _____

Mobile No _____

Home No _____

Work (if applicable) _____

Family Doctor

Name _____

Address

_____.Telephone Number _____

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

(insert details here of usual activities)

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

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

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

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

Printed name _____

Date: _____

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

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

Signed: _____parent/guardian

Date: _____

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

Signed: _____parent/guardian

Printed name _____

Date _____

Appendix 7 Information for Trip/Special Activity

Dear Parent/Guardian (or adult with parental responsibility)

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

Details of the activity:

Name of Activity/Visit _____

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

Venue _____

Date _____ Cost _____

Time of event _____ Departure _____

Return _____

Transport arrangements _____

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

Date by which confirmation & payment is required _____

You must bring e.g. *SUITABLE ATTIRE, LUNCH, POCKET MONEY ETC (provide a separate 'kit list' if appropriate)* If you need to contact the group during the trip please call (name and number)

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

If you have any further questions about this trip please contact

Appendix 8

Consent for Special Activity or Offsite Trip

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

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

to fully take part (or with the exception of _____)

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

taking place on _____ (date and times).

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

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

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

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

Any new information to be added here

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

Signed Parent/Guardian (or adult with parental responsibility)

Print name _____ Date _____

Appendix 9

Information on First Aid

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

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

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

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

Appendix 10

Leader to Participants Ratios

There are recommended ratios for supervising children under 8. For over 8's you should risk assess your activities and group and decide how many leaders are required (NB you will always need at least 2 adult leaders, ideally one male and one female for mixed groups.)

Indoor Activities

| Age | Ratio |
|-----|-------|
| 0–2 | 1:3 |
| 2–3 | 1:4 |
| 3–8 | 1:8 |

8 and over complete a risk assessment on the activities and then set ratios accordingly (see note below).

Outdoor activities

| Age | Ratio |
|-----|-------|
| 0–2 | 1:3 |
| 2–3 | 1:4 |
| 3–8 | 1:8 |

8 and over complete a risk assessment on the activities and then set ratios accordingly taking note of the age of the children and the activity and location. We would recommend for a low risk activity with independent young people of secondary school age you have no more than 16 young people to each adult, with at least 2 adults for the group. However, your risk assessment may identify a need for higher ratio than this.

NB:

Remember: You should always have at least 2 adults with a group of children.

These are recommended ratios your activity, trip or group may require closer supervision depending on what you are doing and the needs of your group., if in any doubt please contact the appropriate advisor.

Adults

People organizing activities for children and young people are used to thinking about ratios of adults to children: it is worth thinking about this for activities involving vulnerable adults as well. We recommend a minimum of two helpers for any activity (one male and one female if you have a mixed group) but preferably three for groups of up to 20; more for larger groups.

Appendix 11

Leaders Checklist for Trips

Group going on trip: _____

Destination: _____

Date: _____

Number of Participants: _____

Number of Leaders: _____

All consent forms and medical info received

Emergency contacts received for all participants and leaders

Risk assessments completed

Name and contact number of base person: _____

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

Contact Number for trip destination left with base person

First aid kits up to date and complete

Insurance cover organised

Contact number for transport company: _____

Contact number for destination e.g. activity centre: _____

Appendix 12 Application form

– for voluntary workers with children, young people or vulnerable adults in parishes.

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

Full name

Former names

.....

Home address

.....

..... Postcode

Telephone Day

Evening Date of birth

Church

Parish

How long have you lived at the above address?..... *If less than*

12 months please give the following information: Previous address

.....

.....

How long there?.....

Church attended

Name of minister/priest

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

References

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

Please give details of any relevant qualification or appropriate training.

Have you successfully completed one of the following training programmes?

Specific Training for the work YES/NO WHEN?

What course was this?

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

Safeguarding children or vulnerable adults YES/ NO WHEN?

Who delivered this?

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

Other relevant training YES/ NO WHEN?

Please give details

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

Are you prepared to undertake appropriate training? Yes/No

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

(Note: If you decline to undertake initial training or further training without good reason²⁰ the PCC might withdraw your authority to work with children or vulnerable adults.)

The volunteer agreement and role outline should also be completed – see page 56.

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

²⁰ This might be because of previous experience/ training in another diocese

Appendix 13

Volunteer Agreement – including Role Outline

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

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

To be completed on behalf of the PCC

(or other appointing body)

Church

Name of worker

Name of group/club

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

Where/when they meet

.....

Age range of children/range of vulnerabilities

.....

.....

Person to whom responsible/supervising

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

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

.....

.....

.....

.....

.....
.....

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

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

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

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

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

..... Date/month

when this role description is to be reviewed

(ie toward the middle and end of a probationary period of six months and then annually)

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

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

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

Signed

Date

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

Appendix 14

Reference Request Form

The Parish Church of

.....

Name and address of referee: Name and address of incumbent or person requesting a reference

.....

.....

.....

.....

Date:

Dear

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

(delete as relevant, except when all apply).

RE: Rev, Mr, Mrs, Miss, Ms, Address

.....

Post applicant applying for

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

- previous experience of looking after or working with children, young people or vulnerable adults.
- their ability to provide appropriate and consistent care.
- evidence of their willingness to respect the background and culture of children or vulnerable adults in their care.

- their commitment to treat all children, young people or vulnerable adults as individuals and with equal concern.
- their physical health, mental stability, integrity and flexibility.
- any evidence or concern that they would not be suitable to work with children, young people or vulnerable adults.

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

Yours sincerely

The incumbent or on behalf of the incumbent.

Interim Guidance

How long have you known the applicant.....years.

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

.....

Their ability to provide appropriate and consistent care

.....

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

.....

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

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

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

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

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

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

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

Appendix 15

Protection of Children, Young People and Vulnerable Adults

Confidential Declaration

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 Child Protection Advisor. All forms will be kept securely under the terms of the Data Protection Act 1998. If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

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

Please tick Yes No

Declare all convictions, cautions, warnings or reprimands however old or whether you are at present under investigation by the police. Motoring offences that cannot be dealt with by a prison sentence need not be declared. Posts were the person is working or coming into regular contact with children or vulnerable adults are exempt for the 'Rehabilitation Act 1974'. Convictions obtained abroad must be declared as well as those from the UK.

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

Please tick Yes No

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

Please tick Yes No

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

Please tick Yes No

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

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

Please tick Yes No

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

Please tick Yes No

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

Please tick Yes No

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

Please tick Yes No

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

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

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

Please tick Yes No

All these matters will be checked with the relevant authorities

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

Please tick Yes No

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

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

Please tick Yes No

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

Please tick Yes No

Declaration

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

Signed

Date Date of Birth

Full Name

Address.....

Appendix 16

Protection of Vulnerable Adults Confidential Declaration²¹

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 Advisors. All forms will be kept securely under the terms of the Data Protection Act 1998. If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

- 1 Have you ever been convicted of a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)?
Please tick Yes No

Declare all convictions, cautions, warnings or reprimands however old or whether you are at present under investigation by the police. Motoring offences that cannot be dealt with by a prison sentence need not be declared. Posts where the person is working or coming into regular contact with children or vulnerable adults are exempt for the 'Rehabilitation Act 1974'. Convictions obtained abroad must be declared as well as those from the UK.

- 2 Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace? Please tick Yes No

- 3 Are you at present under investigation by the police or an employer for any offence?
Please tick Yes No

- 4 Has your name been placed on the Protection of Children Act (POCA), list 99 or the Protection of Vulnerable Adults list (POVA), barring you from work with children or vulnerable people? Please tick Yes No

- 5 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 vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child or vulnerable adult was at risk of significant harm from you? Please tick Yes No

Note: Declare any finding of fact by a civil court that your actions have significantly harmed a child or vulnerable adult. Declare any court orders made on this basis

- 6 Has your conduct ever caused or been likely to cause significant harm to a child or vulnerable adult, or put a child or vulnerable adult at risk of significant harm?
Please tick Yes No

Note: Make any statement you wish regarding any incident you wish to declare

- 7 To your knowledge, has it ever been alleged that your conduct has resulted in any of these things? Please tick Yes No

²¹ Promoting a Safe Church page 26-27

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

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

8 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 1989, or a similar order under other legislation?

Please tick Yes No

Note: All these matters will be checked with the relevant authorities

9 Have you any health problems(s) which might affect your work with children or vulnerable adults? Please tick Yes No

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

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

Declaration

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

Signed

Date Date of Birth

Full Name

Address.....

.....

.....

** please delete if not applicable

Before an appointment can be confirmed applicants may be required to provide an enhanced/standard disclosure for the Criminals Records Bureau – see incumbent or parish coordinator/safeguarding representative for details.

All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people or vulnerable adults

Appendix 17 Protection of Children and Young People Confidential Declaration

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 Child Protection Advisor. All forms will be kept securely under the terms of the Data Protection Act 1998. If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

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

Please tick Yes No

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

Please tick Yes No

1c Are you at present under investigation?

Please tick Yes No

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

Please tick Yes No

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

Please tick Yes No

2a Has your conduct ever caused or been likely to cause significant harm to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm? Please tick Yes No

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

Please tick Yes No

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

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

Please tick Yes No

4 Have you any health problems(s) which might affect your work with children or young people under the age of eighteen?

Please tick Yes No

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

Please tick Yes No

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

Please tick Yes No

* All previous convictions, with the exception of 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 Date of Birth

Full Name

Address.....

.....

.....

**Please delete if not applicable

Please return completed form to :

.....

.....

Before an appointment can be confirmed applicants may need to apply for Criminal Records Bureau disclosure. Consult the above named person for details of the process.

Appendix 18

Definitions of Child Abuse from Working Together to Safeguard Children

What is abuse and neglect?

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

Physical abuse

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

Emotional abuse

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

Sexual abuse

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

Neglect

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

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

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

Appendix 19

Spiritual Abuse

Taken from Protecting all God's Children

Spiritual Abuse is not covered by the statutory definitions but is of concern both within and outside faith communities including the Church.

Within faith communities, harm can also be caused by inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries. Any of these could result in children experiencing physical, emotional or sexual harm. If such inappropriate behaviour becomes harmful, it should be referred for investigation in co-operation with the appropriate statutory agencies. Careful teaching, supervision and mentoring of those entrusted with the pastoral care of children should help to prevent harm occurring in this way. Other forms of spiritual harm include the denial to children of the right to faith or the opportunity to grow in the knowledge and love of God.

If anyone in the Church is uncertain whether to not abuse has taken place, he or she can contact the diocesan safeguarding children advisor or the, local authority children's social care team.²²

²² Protecting All God's Children Page 16

Appendix 20

Definitions of Adult Abuse from Promoting a Safe Church

Mistreatment, abuse or harm

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

Spiritual aspects of abuse

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

Physical abuse

The ill-treatment of an adult, which may or may not cause physical injury, is regarded as physical abuse. Instances might include hitting, slapping, pushing, kicking, inappropriate restraint, withholding or misuse of medication, squeezing, biting, suffocating, poisoning, drowning or killing. It could include racially or religiously motivated attacks.

A requirement for someone to work in an unsafe environment can be construed as physical abuse.

Emotional or psychological abuse

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

²³ Dept of Health guidance accompanying the Care Standards Act 2000

Other behaviours which may take place within a working relationship include public or unreasonable criticism, insults and shouting, ignoring a person's wishes or point of view, setting unreasonable work targets, removing areas of responsibility, undervaluing a person's efforts.

Harassment may include name calling, victimization and ostracism, unwanted sexual attention, stalking, compromising invitations or gifts, the display of images that are racially or sexually offensive, the suggestion that sexual favours might further promotion prospects.

Financial or legal abuse

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

Neglect

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

Sexual abuse

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

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

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

Appendix 21

Other definitions

Safeguarding

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

Volunteer

A person engaged in any activity which involves spending time, unpaid (except for travelling and/or other approved out of pocket expenses), doing something which aims to benefit some third party (individuals or groups) other than, or in addition to, close relatives.

Child

In the Children’s Acts 1989 and 2004, a child is anyone who has not reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under the Children Act 1989²⁴.

Vulnerable adult

Any adult aged 18 years or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.²⁵

Vulnerability

Vulnerability is considered to be something anyone might experience whenever they are in a situation where another person can exercise power, in the form of legitimate authority, over them.²⁶

Social Care

The new term for Social Services

²⁴ Working Together to Safeguard Children March 2010

²⁵ Promoting a Safe Church

²⁶ Safeguarding Vulnerable Group Act 2006

Appendix 22

Contacts

This is neither exhaustive nor mandatory – if you know of any other useful contacts which should be added to the list, please let us know

Special Children Special Needs Simon Bass (2003) Church House Publishing ISBN: 0-7151-4999-7

Through the Roof www.throughtheroof.org An organisation established to help churches include those with disabilities into church life.

Dyslexia <http://www.bdadyslexia.org.uk> Useful ideas to help you make your sessions more accessible to children and young people with dyslexia

Self Harm www.selfharm.org.uk Information and advice for those who Self Harm and those supporting them.

Hope UK www.hopeuk.org is a Christian organisation that works with communities throughout the UK to prevent drug and alcohol-related harm to children and young people.

Eating Disorders www.anorexiabulimiare.org.uk Information and advice for those who have an eating disorder and those supporting them.

Children's Spirituality Rebecca Nye (2009) Church House Publishing ISBN978-0-7151-4027-7 www.drrebeccanye.co.uk

What Every Volunteer Young people Worker Should Know, Danny Brierley, Authentic Lifestyle (2003) ISBN: 1-85078-541-4

Employing Young people and Children's Workers, Paul Godfrey and Nic Sheppard (2008) Church House Publishing ISBN: 978-0-7151-4058-1

Top Tips Booklet Series, Scripture Union

Children are Welcome Pack for PCCs (available from Lizzie Whitbread, lizzie.whitbread@salisbury.anglican.org)

Schools Work www.schoolswork.co.uk resources inspiration and training for work in schools

Young people Work Magazine www.youngpeoplework-magazine.co.uk ideas, resources and guidance for Young people ministry

Amaze www.amaze.org.uk The association of Christian young people and children's workers

Participation Works www.participationworks.org.uk Information and resources to help effectively involve children and young people in the development, delivery and evaluation of services.

National Young people Agency www.nya.org.uk information on programmes and policies for Young People. The NYA works in partnership with a wide range of public, private and voluntary sector organisations

A healthy Church for Children www.wymad.st398.com/?page_id=63 Training resource for how to be a healthy church for Children

Toddler Groups www.engagetoday.org.uk/playtime Support and advice for those involved in running toddler groups

One in Four www.oneinfour.org.uk offers a voice to and support for people who have experienced sexual abuse and sexual violence. Tel: 0208 697 2112

Rape & Sexual Abuse Support Centre (RASASC) www.rasasc.org.uk national freephone helpline for female and male survivors, partners, friends and family.
Tel: 0808 802 9999

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

Respect www.respect.uk.net for information on national services for perpetrators of domestic violence.

Mankind www.mankind.org.uk a helpline service for male victims of domestic abuse or domestic violence. Tel: 01823 334 244

Language Line Immediate interpreter provision in 100 languages, 24 hr service. Tel: 020 7520 1430

Young Minds www.youngminds.org.uk support for anyone with concerns about the mental health of a child or young person.

Alcohol Concern www.alcoholconcern.org.uk directory of local advice centres and services across the nation. Tel: 020 7928 7377

Drinkline www.patient.co.uk/support/drinkline.htm Telephone support for adults and young people.
Tel: 0800 917 8282

Drugscope www.drugscope.co.uk is the UK's leading independent centre of information and expertise on drugs. Tel: 020 7928 1211

DIAL UK (Disablement Information and Advice Lines) www.dialuk.org.uk information and help for people with a disability and their families. Tel: 01302 310 123

Gingerbread www.gingerbread.org.uk information, help and local groups for lone parents.
Tel: 0800 018 4318

Citizens Advice www.citizensadvice.org.uk helps people resolve their legal, money and other problems by providing free, independent and confidential advice.

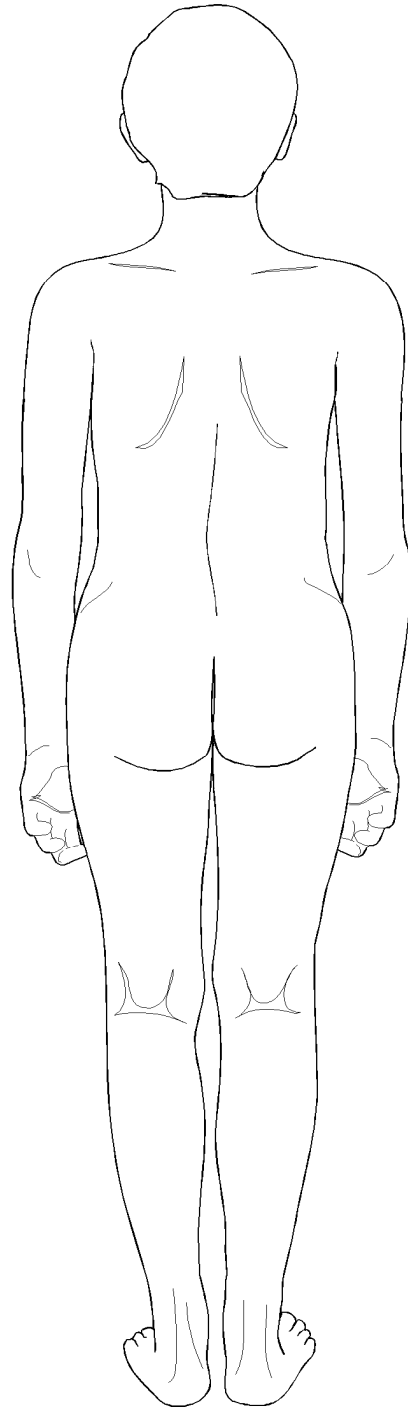
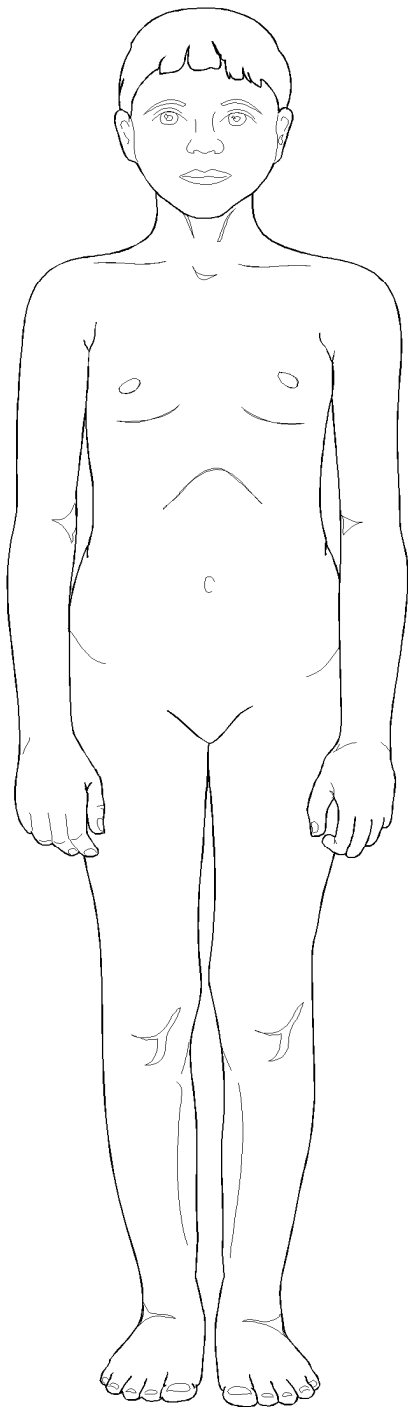
First Signs www.firstsigns.org.uk a self injury guidance and support network that helps raise awareness about self-injury and helps people who rely on self-injury.

Equality and Human Rights www.equalityhumanrights.com helps to promote equality and human rights, provides guidance and raising awareness of your rights.

Action on Elder Abuse www.elderabuse.org.uk works to protect, and prevent the abuse of, vulnerable older people. Tel:020 8835 9280

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

Appendix 23
Body Maps (for adults and children)



Appendix 24

RISK ASSESSMENT FORM

ACTIVITY: _____

DATE OF ACTIVITY: _____ DATE RISK ASSESSED: _____

NAME AND POSITION OF ASSESSOR: _____

SIGNED BY ASSESSOR: _____

| Identify Hazard | Hazard Effect | Severity of Hazard Effect | Probability of the Hazard Effect | Risk | Minimise risk by... | Residual Risk |
|----------------------|-----------------------------------|--------------------------------|----------------------------------|------|--|---------------|
| Loose carpet by door | Trips leading to cuts and bruises | 2 (cuts, bruises, sprains etc) | 5 (likely/often occurs) | 10 | Securing carpet so it is no longer loose | 0 |

Date Reviewed: _____

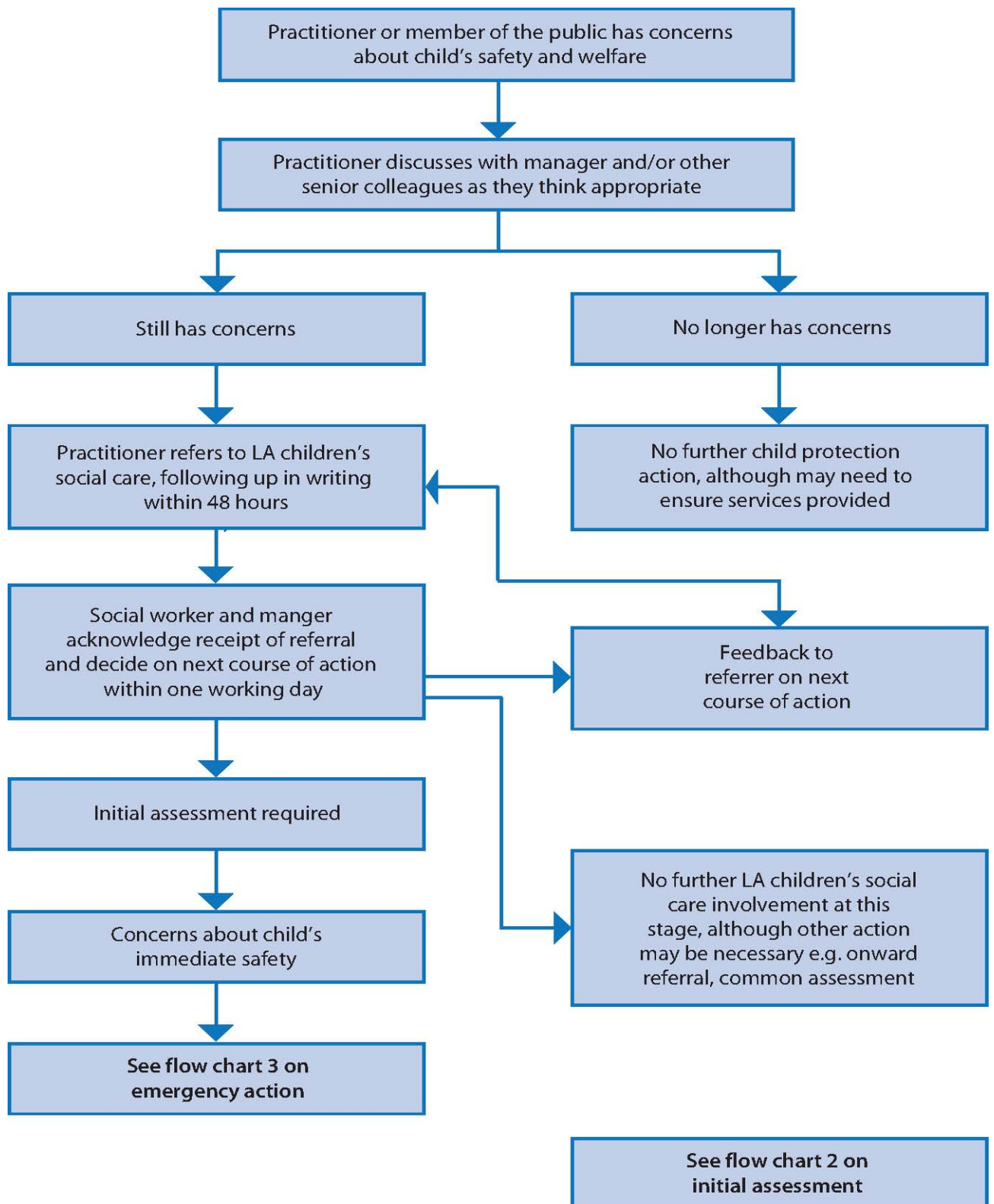
Probability ratings: 1= Remote, 3 =occurs but rare, 5 = likely/often occurs

For severity ratings: 1 = very minor – cut scratch to 5= fatal

Risk = Severity of Hazard effect x Probability of the hazard effect

Residual Risk – once steps have been taken to reduce the risk what is the remaining level of risk – it is not always possible to eliminate all risk but we can reduce it.

Appendix 25



Acknowledgements and Diocesan Advisors Details

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