



DIOCESE OF BATH & WELLS

Changing Lives, Changing Churches for Changing Communities

Safeguarding Children, Young People and Vulnerable Adults Policy 2011



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Bishop's Foreword

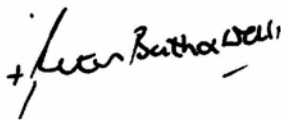
'Safeguarding' is a word that has only come into use over the last few years. We used to refer to 'Child Protection'; but we now also need to be aware of looking out for vulnerable adults. So, we have a new word for a new set of policies about how best to safeguard all those who might be exploited.

But it isn't only the vocabulary that is changing. The Church nationally, and here in Bath and Wells, has been developing its thinking at quite a pace. Those who were trained in these matters even two or three years ago will find much that is new in this document. Those who come to the subject for the first time will find it a comprehensive survey of all that you need to be know and do.

If, at first sight, it all looks too much to take in, then can I encourage you to read it in chunks? Start with what seems most relevant to you and your church, and then fill in your background knowledge from the other sections. Our Safeguarding Adviser stands ready to offer help and support at any stage – the contact number is on page 59.

It is tempting to think that all this safeguarding talk is just another unnecessary burden for parishes. I would say to them 'please think again'. Safeguarding is but one aspect of that responsible ministry to the whole community which is the heartbeat of the Church of England's life. Parishioners, families and those with particular needs expect us to do things properly and well. Much of what is set out here is just common-sense pastoral practice, and we ignore it at our peril.

Lastly, please do not fall into the trap of thinking that this document is about what you can do for other people. We were all children once; and at some time in our lives, we will all become vulnerable and in need of special protection and care. So as you read this, you may like to think not just of how it might affect you as the provider of pastoral care, but also of what it would be like to be on the receiving end. As Jesus said: *'Forasmuch as you do it to the least of these, you do it unto Me...'*



+Peter Bath & Wells



Introduction

Aims and purpose

The purpose of this policy document is to identify and outline the issues and principles of safeguarding children, young people and vulnerable adults for the Church of England.

At a national level it is the House of Bishops which approves the policy and provides recommended procedures where it is judged that the Church of England should have common practice across the dioceses.

The Diocese of Bath & Wells fully adopts the House of Bishops' publication document "Protecting all God's children 4th edition" published in November 2010, the policy for Safeguarding Children in the Church of England. In conjunction with the House of Bishops' publication document "Promoting a safe church" published in 2006, the policy for Safeguarding Adults in the Church of England, produce this Diocese of Bath & Wells Safeguarding policy.

Safeguarding is everyone's responsibility. National guidelines state that all organisations that work with children, young people and vulnerable adults share a commitment to safeguard and promote their welfare. Everyone in the church community has a responsibility to ensure there is a welcome for all people and a responsibility for the safety, well being and protection of others.

The Church works with statutory agencies to help safeguard children, young people and vulnerable adults. Since its first child protection policy, and before, the Church has taken the view that matters which are the subject of statutory provisions should be brought to the relevant agencies for determination. This is particularly important if there is a possible need for statutory action to protect a child or adult, or to bring an alleged offender to justice.

For faith communities to fulfil this commitment and for there to be an integrated approach there needs to be the following arrangements in place:

- Each parish needs to have appropriate arrangements in place for safeguarding and promoting the welfare of the children, young people and vulnerable adults involved in the Church community.
- Those involved with working with children, young people and vulnerable adults in the parish need to know how to report concerns that they may have about the children, young people or vulnerable adults they meet that are in line with national procedures.
- Those involved in working with children, young people and vulnerable adults need to adopt appropriate codes of practice.
- All who work directly with children, young people and vulnerable adults need to undergo safe recruitment procedures.

Principles Summary of the Policy

We are committed to:

- The care, nurture of, and respectful pastoral ministry with all children, young people and all adults within our church community.
- The safeguarding and protection of all children, young people and adults when they are vulnerable.
- The establishing of safe, caring communities which provide an environment where there is a culture of 'informed vigilance' as to the dangers of abuse.
- We will follow safe recruitment procedure to carefully select and train all those with any responsibility within the church for children, young people and vulnerable adults, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.
- We will respond to every complaint made which suggests that a child, young person or vulnerable adult may have been harmed, co-operating with the Police and local authority in any investigation.
- We will seek to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.
- We will care for and supervise any member of our church community known to have offended against a child, young person or vulnerable adult.
- We will seek to challenge any abuse of power, especially by anyone in a position of trust.
- We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

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

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

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

Theological Approach

The principles upon which we base our practice of Safeguarding are rooted in Scripture. There are some basic threads which can be traced as we consider the themes of both creation and salvation.

- All human beings are made in the image and likeness of God.
- Our vocation as Christians is to reflect the character of God.
- God is a God of justice, and justice is an outworking of love. Because God's justice calls us to welcome and care for victims of injustice, safeguarding is good practice for the Church, and we should continue to ensure safety for all God's children.
- In Jesus Christ God is revealed as one who enters into our vulnerability. Jesus showed himself as one who shared our pain, poverty, suffering and death. Day by day throughout his ministry he demonstrated compassion for the outcast, vulnerable, marginalised and stranger. Towards children he especially revealed God's love by giving them status, time and respect.
- Because each human being is equally precious to God, each needs to know they are valued, loved and respected. Those who suffer abuse need to know that in the life and ministry of the church they can find healing and wholeness.
- Everyone needs to experience re-assurance that they are to be respected precisely because they are made in God's image and likeness.

The realities of betrayal, exploitation, guilt, and sheer wickedness are not foreign to the Bible. As we acknowledge we live in a fallen world, we find that our faith has much to say about victims - and perpetrators.

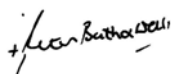
- Victims often feel that those who have sinned against them have too much mercy shown to them. Victims need to find justice.
- Perpetrators need to find healing and wholeness; to come to terms with what they have done and to find strength to avoid repeating their offending.

As scripture says 'When one suffers we all suffer.' Both victim and perpetrator need God's grace to bring them to a place of wholeness and healing.

As a body of people, called by God to witness to the values of his kingdom, the church has a particular role in safeguarding. It is a place where all must be welcome. Yet at the same time it is a place where all need to be safe. This tension is not easy to deal with.

- Child abuse is a scourge on individuals, on our Church, on our society. We must name it as such, and do all we can to prevent it. People who are vulnerable because in some way their human rights have been violated, need both protection and care.
- Offenders should not be excluded from church life, rather they should be treated as vulnerable and managed by appropriate people in the congregation to ensure their own well being and the safety of others.

Because God's message is one of good news of love and welcome, the Church therefore needs to take seriously humankind's propensity to sin and the reality of evil. But equally, it must never forget God's resources of goodness, peace, healing and justice: in short, God's love, God's life.



+Peter Bath and Wells.

Description and definitions

Safeguarding

The term safeguarding covers vetting and safer recruitment, safer working practices, responding to concerns, working with partner agencies, dealing with allegations against those responsible for children, young people and vulnerable adults. It is used for responding to concerns where it appears that a child, young person or vulnerable adult may have been harmed.

Child

There is no single law that defines the age of a child across the United Kingdom. The United Nations Convention on the Rights of the Child, ratified by the United Kingdom government in 1991, states that a child “means every human being below the age of 18 years unless, under the law applicable to the child, majority is attained earlier.”

A child is defined as anyone who has not yet reached their 18th birthday. ‘Children’ therefore means ‘children and young people’ throughout this document.

“Working Together to Safeguard Children 2010” states:

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, in prison or in a Young Offenders’ Institution, does not change his or her status or entitlement to services or protection under the Children Act 1989 & 2004.

Vulnerable Adult

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

Vulnerability

Vulnerability is not an absolute; an individual cannot be labelled as ‘vulnerable’ in the same way as a child is regarded as such. Childhood is absolute: someone who is not yet 18 years of age is, in the eyes of the law, a child; this is not the case with vulnerability.

Some of the factors that increase vulnerability include:

- A sensory or physical disability or impairment.
- A learning disability.
- A physical illness.
- Mental ill health (including dementia), chronic or acute.
- An addiction to alcohol or drugs.
- The failing faculties in old age.
- A permanent or temporary reduction in physical, mental or emotional capacity brought about by life events, for example bereavement or previous abuse or trauma.

Criminal Records Bureau (CRB) definition of a vulnerable adult

The CRB defines a vulnerable adult as:

A person aged 18 or over who receives **services** of a type listed in paragraph 1) below and in consequence of a **condition** of a type listed in paragraph 2) below, has a **disability** of a type listed in 3) below:

1) The services are:

- Accommodation and nursing or personal care in a care home
- Personal care or support to live independently in his or her own home
- Any services provided by an independent hospital, independent clinic, independent medical agency or National Health Service body
- Social care services, or any services provided in an establishment catering for a person with learning disabilities.

2) The conditions are:

- A learning or physical disability
- A physical or mental illness, chronic or otherwise including an addiction to alcohol or drugs, or
- A reduction in physical or mental capacity

3) The disabilities are:

- A dependency upon others in the performance of, or a requirement for assistance in the performance of basic physical functions,
- Severe impairment in the ability to communicate with others, or impairment in a person's ability to protect him/herself from assault, abuse or neglect.

Those who regularly care for, train, supervise or are in sole charge of vulnerable people as described by the above definition are the only ones who should obtain a CRB enhanced disclosure.

Safeguarding Policy

The Law and guidance cited is that for England and Wales and is up to date as at August 2010. The Church of England, in all aspects of its life, is committed to and will promote the safeguarding of children, young people and vulnerable adults. It fully accepts and endorses the Children Act 1989 & 2004.

The welfare of the child should be paramount.

The Church of England will foster and encourage best practice within its community by setting standards for working with children, young people and vulnerable adults. It will work with statutory bodies, voluntary agencies and other faith communities to promote the safety and well-being of children, young people and vulnerable adults. It is committed to acting promptly whenever a concern is raised about a child, young person or vulnerable adult or about the behaviour of an adult or someone under the age of 18 in a position of trust, and will work with the appropriate statutory bodies when an investigation is necessary. It is also committed to the support of those who have been abused and to listening to the voices of survivors, who can help the church learn lessons from the past.

Discussion of the principles

The statement of principles is common for children, young people and for vulnerable adults.

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children, young people and adults
- The safeguarding and protection of all children and adults
- The establishment of safe, caring communities which provide an environment where there is a culture of informed vigilance regarding the dangers of abuse.

The safeguarding and protection of children, young people and vulnerable adults is everyone's responsibility, not just parents or those who have formal responsibilities for children, young people and vulnerable adults. Procedures and formal processes alone, though essential, will not protect children and adults. The community, including all its members, needs to be aware of the dangers and be prepared to report concerns and take action if necessary.

The child's welfare is the paramount consideration in matters of private or public law affecting children which come before the family courts. The Church accepts and extends this principle to all areas of its work with children. Where conflicts of interest arise between the welfare of children and that of adults, it is the welfare of children that will be given priority.

We will carefully select and train all those with any responsibility for children, young people and vulnerable adults within the church in line with safer recruitment principles, including the use of criminal records checks.

Safer recruitment guidance and the vetting procedures for the Church of England are set out in detail in “*Safeguarding Guidance for Safer Recruitment*”. The suitability of an applicant or nominated volunteer for work with children, young people or vulnerable adult should not be solely dependent upon CRB disclosures and vetting checks. Someone whose CRB disclosure is clear may still be unsuitable.

It is the policy of the Church that:

- All those who regularly work with children, young people and vulnerable adults including those who work on a rota, should have enhanced CRB checks;
- Those who work only occasionally will be asked to apply for a CRB check;
- Those who manage or supervise people who work with vulnerable groups will also be required to be CRB checked.

We will respond to every complaint made which suggests that an adult or child may have been harmed, co-operating with the Police and local authority in any investigation.

The Church accepts that, through its workers, it is responsible for children, young people and vulnerable adults when in a church building, on church property and other premises being used, and during church activities. Responsibility extends to travel between places, when it is organized by the church. However, a church is not responsible for private arrangements.

The term ‘complaint’ can cover an allegation, disclosure or statement, something seen or something heard. The complaint need not be made in writing but once received it must be recorded and acted upon. Complaints can be taken from potential victims and third parties.

We will seek to offer informed pastoral care with anyone who has suffered abuse.

The Church does not investigate allegations of abuse or neglect itself but refers them to the appropriate statutory agencies. The Church will need to make preliminary enquiries to establish the accuracy of information being passed to the statutory body.

If a child, young person or vulnerable adult comes to notice as having suffered abuse in the past, church officers will notify the appropriate authorities to ensure that the matter is on record. Support will be offered to adult survivors of child abuse, who will also be encouraged to make a statement to the Police if they have not done so before.

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

‘Position of Trust’ – when on behalf of the church one party, through their work or activity, whether paid or unpaid or as a volunteer, is in a position of care with a child or young person or vulnerable adult which puts him or her in a position of power or influence over that child or young person or vulnerable adult.

Allegations of abuse or misconduct in relation to children, young people or vulnerable adults by church officers will be referred to the Local Authority Designated Officer (LADO) and statutory agencies for investigation.

We will seek to offer pastoral care and support, including supervision and referral to proper authorities, of any member of our church community known to have offended against a child, young person or vulnerable adult.

If any member of our church community, known or alleged to have offended, comes to notice as having a conviction, caution, reprimand or warning for offences against children, young people or vulnerable adult or is considered to present a risk to children, young people or vulnerable adult we will seek to draw up a written agreement, where it is safe to do so. The agreement will contain safeguards as explained in detail later on. Breach of this agreement, or other concerns, will lead to a referral to the statutory agencies.

In all these principles we will follow legislation, guidance and recognized good practice. This will involve, in particular, openness among those with a legitimate need to know, confidentiality for those not directly involved, and the sharing of information with the statutory authorities.

Definitions of forms of harm and abuse

Mistreatment

Mistreatment is defined in Department of Health circular '*No Secrets*' published 20th March 2000, 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. The term covers abuse, bullying and harassment. These categories are not watertight and can merge into one another.

Harm and significant harm

Harm is what results from mistreatment or abuse. Harm means ill-treatment or the impairment of health or development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another.

The Children Act 1989 & 2004 introduced the concept of **significant harm** as the threshold that justifies compulsory intervention in family life in the best interests of children, and gives local authorities a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer, significant harm.

Significant harm has no precise definition. It can be caused by a single traumatic event or a cluster of smaller incidents over time. Any concern about significant harm requires careful investigation and assessment.

Forms of abuse towards a child

There are four identified categories of abuse described in "*Working Together to Safeguard Children 2010*", from which the following definitions are taken.

Physical abuse

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

Sexual abuse

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

Neglect

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

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

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

Emotional abuse

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

Other forms of child abuse (Special topics)

Church members should be aware that, within these categories, a wide range of abuse can occur. The Government issues guidance documents or advice for several of these special topics. Among those which have been the subject of attention are:

Stranger abuse

The majority of abuse is carried out by people known to the child, but abuse can also be carried out by strangers.

Internet-related abuse

Adults may target chat rooms, social networking sites, messaging services, digital cameras, mobile phones and the internet generally in order to groom and abuse children. Children are particularly vulnerable to abuse by adults who pretend to be children of comparable ages in social networking sites and who try to obtain

images or engineer meetings. Children themselves can also misuse these facilities, sometimes inadvertently and sometimes with malicious intent. The downloading, keeping or distributing of indecent images of children are all offences.

For detailed advice about protecting children from internet abuse, consult the Child Exploitation and On-line Protection Centre (CEOP), which also produces guidance suitable for children.

Bullying (abuse by other children)

There is no clear boundary between bullying and abuse, and some sex offenders are themselves minors. Young perpetrators of abuse are still children and are entitled to have their needs considered though steps may need to be taken to protect other children. Such cases should always be referred to the local authority Children's Social Care service.

Children affected by gang activity

Such children may be at risk of violent crime and are therefore considered vulnerable. Risks include access to weapons (including firearms), retaliatory violence and territorial violence with other gangs. Other risks include increased likelihood of involvement in knife crime, dangerous dogs, sexual violence and substance misuse.

Fabricated or induced illness

Parents and carers can induce or pretend to observe symptoms in a child which lead to unnecessary investigations or treatment.

Abuse of disabled children

Research has shown that disabled children are more likely than able-bodied children to be subjected to abuse. Disability covers not only physical disabilities of various kinds but also mental illness and learning disability.

Deliberate self-harm (e.g. overdoses, cutting, misuse of drugs or alcohol).

Local Safeguarding Children Boards vary in their approach to deliberate self-harm. It will always be appropriate to discuss such a case with the local authority children's social care. Help can also be obtained from child and adolescent mental health services (CAMHS), through the general practitioner (GP) and, sometimes, from direct access counselling services.

Domestic violence or abuse

The terms 'violence' or 'abuse' are used interchangeably and carry the same meaning. Domestic violence is the abuse of adults within a household. It need not involve physical assault to count as violence, and the adults concerned need not be married or of opposite sexes. If there are children in the household they are witnesses to the abuse and are considered to be emotionally abused at least, whether or not they are in the same room.

Parents who are themselves vulnerable adults

It is not uncommon for the parents of children who are abused or neglected to be themselves vulnerable adults. Particularly common are problems of mental ill-health, domestic abuse and substance abuse (i.e. drugs and alcohol), often in combination. Where someone with such a difficulty is known to be a parent with a

child living with them, a referral to the local authority children's social care service may be required.

Allegations of possession by evil spirits

It is sometimes suggested that a child is possessed by evil spirits and that this may account for behavioural issues in the child or be considered to justify harsh treatment by the parents or carers. Parents may seek the assistance of clergy or other church members. Parish priests and others should consult the Bishop and should note that most parish insurance policies do not cover deliverance ministry.

Female genital mutilation

This is an offence and any suggestion that it is being sought or has been carried out should be referred to the local authority Children's Social Care or the Police.

Child trafficking

Child trafficking is the bringing of children into the country, sometimes without proper immigration arrangements, for a variety of illegal purposes which can include domestic service, illegal adoption, organ harvesting, benefit claims or prostitution. Such children may speak little English. The police or local authority Children's Social Care service should be contacted immediately if a church member comes across such a child.

Sexual exploitation and involvement in prostitution

Children can be exploited by being given rewards in return for sexual activities. Internet and other media technology may be used in the abuse. Violence, coercion and intimidation are common. Regardless of the challenging behaviours they may display, exploited children should be viewed as victims of child sexual abuse, not as criminals.

Forced marriage and honour-based violence

Disclosures of actual or possible forced marriage should not be treated as a family matter or be disclosed to family members. Local authority Children's Social Care or the Police should be contacted.

Complex (organized or multiple) abuse

This is abuse which involves one or more abusers and a number of children. The abusers may be acting in concert, or in isolation, or may be using an institutional framework or position of authority to abuse children. The internet may also be used.

Spiritual abuse

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 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. Any of these could result in children experiencing physical, emotional or sexual harm. These incidents 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 rite to faith. If anyone in the Church is uncertain whether or not abuse has taken place, he or she can contact the Diocesan Safeguarding Adviser or the local authority Children's Social Care team.

Children in need

A child is a **child in need** if:

- He or she is unlikely to achieve or maintain, or have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for him or her of services by a local authority;
- His or her health or development is likely to be significantly impaired, or further impaired, without the provision for him or her of such services;
- He or she is disabled.

The critical factors to be taken into account in deciding whether a child is in need under the Children Act 2004 are:

- What will happen to a child's health or development without services being provided;
- The likely effect of services on the child's standard of health and development.

Forms of abuse towards an adult

What is mistreatment, abuse or harm?

- Unexplained fear.
- Denial of a situation.
- The person becoming extremely withdrawn and non-communicative or non-responsive.
- The adult telling you they are being verbally or emotionally abused.

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. It could include racially or religiously motivated attacks. A requirement for someone to work in an unsafe environment can be construed as physical abuse.

Possible indicators of physical abuse:

- Cuts, lacerations, puncture wounds, open wounds, bruising, welts, discolouration, black eyes, burns, broken bones and skull fractures.
- Untreated injuries in various stages of healing or not properly treated.
- Poor skin condition or poor skin hygiene.
- Dehydration and/or malnourishment without an illness-related cause, loss of weight, soiled clothing or bedding.
- Broken eyeglasses or frames, physical signs of being subjected to punishment, or signs of being restrained.
- Inappropriate use of medication, overdosing or under dosing.
- The adult telling you they have been hit, slapped or mistreated.

Emotional or psychological abuse

The use of threats or fear, 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. 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, pressurizing, coercion, fear, ignoring the person.

Possible indicators of emotional/psychological abuse:

- Feelings of helplessness.
- Hesitation in talking openly.
- Implausible stories.
- Confusion or disorientation.
- Anger without an apparent cause.
- Sudden changes in behaviour.
- The person becoming emotionally upset or agitated.
- Unusual behaviour (sucking, biting or rocking).

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

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.

Possible indicators of financial abuse:

- Signatures on cheques etc. that do not resemble the adult's signature or which are signed when the adult cannot write.
- Any sudden changes in bank accounts including unexplained withdrawals of large sums of money.
- The inclusion of additional names on an adult's bank account.
- Abrupt changes to or creation of wills.
- The sudden appearance of previously uninvolved relatives claiming their rights to a vulnerable person's affairs or possessions.
- The unexplained sudden transfer of assets to a family member or someone outside the family.
- Numerous unpaid bills, overdue rent, when someone is supposed to be paying the bills for the vulnerable person.
- Unusual concern from someone that an excessive amount of money is being expended on the care of the vulnerable person.
- Lack of amenities, such as TV, personal grooming items, appropriate clothing, that the vulnerable person should be able to afford.
- The unexplained disappearance of funds or valuable possessions such as art, silverware or jewellery.
- Deliberate isolation of a vulnerable person from friends and family resulting in the caregiver alone having total control.

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.

Possible indicators of neglect:

- Dirt, faecal or urine smell, or other health and safety hazards in the vulnerable person's living environment.
- Rashes, sores, lice on the vulnerable person.
- Inadequate clothing.
- Untreated medical condition.
- Poor personal hygiene.
- Over or under medication.
- Lack of assistance with eating or drinking.
- Unsanitary and unclean conditions.

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.

Contact abuse may include rape, indecent assault, being forced to touch another person, sexual intercourse or being pressurized into consenting to sexual acts. Non-contact abuse may include sexual remarks and suggestions, introduction to indecent material, indecent exposure.

Possible indicators of sexual abuse:

- Bruises around the breasts or genital areas.
- Unexplained venereal disease or genital infections.
- Unexplained vaginal or anal bleeding.
- Torn, stained or bloody underclothing.
- The vulnerable person telling you they have been sexually assaulted or raped.

Other indications that abuse may be occurring:

- The vulnerable person may not be allowed to speak for themselves, or see others, without the caregiver (suspected abuser) being present.
- Attitudes of indifference or anger towards the vulnerable person
- Family member or caregiver blames the vulnerable person (e.g. accusation that incontinence is a deliberate act)
- Aggressive behaviour (threats, insults, harassment) by the caregiver towards the vulnerable person.
- Previous history of abuse of others on the part of the caregiver.
- Inappropriate display of affection by the caregiver.
- Flirtations, coyness, etc., which might be possible indicators of an inappropriate sexual relationship.
- Social isolation of the family or restriction of activity of the vulnerable person by the caregiver.
- Conflicting accounts of incidents by the family, supporters or the vulnerable Person.
- Inappropriate or unwarranted defensiveness by the caregiver.
- indications of unusual confinement (closed off in a room, tied to furniture, change in routine or activity).
- Obvious absence of assistance or attendance.

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 rite to faith or the opportunity to grow in the knowledge and love of God.

Responsibilities

Responsibilities of the Diocese

Each diocese should:

- Adopt the House of Bishops' Safeguarding Children policy and Safeguarding Adults policy, together with any additional diocesan procedures and good practice guidelines which should be endorsed by the diocesan synod.
- Provide a structure to manage safeguarding in the diocese.
- Appoint a suitably qualified Diocesan Safeguarding Adviser, directly accountable to the diocesan Bishop, and provide appropriate financial, organizational and management support.
- The adviser must have full access to clergy files and other confidential material. The adviser may need to act as complainant under the Clergy Discipline Measure 2003. The duties of the adviser may also include work on behalf of vulnerable adults or other matters at the discretion of the diocese.
- Ensure that the Diocesan Safeguarding Adviser is informed of all safeguarding situations, including any allegations made against a member of the clergy, or anyone else holding the Bishop's licence, concerning misconduct in respect to children or vulnerable adults.
- Include the monitoring of safeguarding in parishes as part of the Archdeacons' responsibilities.
- Provide access to the Criminal Records Bureau for parishes, the Cathedral, the Bishop's office and the diocesan office for those beneficed and licensed clergy, paid workers and volunteers who need to obtain disclosures. This should normally be by way of registering with the Criminal Records Bureau as a registered or umbrella body.
- Keep a record of clergy and church officers that will enable a prompt response to *bona fide* enquiries. This record should include start and finish dates, all posts held and next post when known.
- Where there have been safeguarding concerns, these should be clearly indicated on file.
- Provide access to a risk assessment service so that the Bishop or others can evaluate and manage any risk posed by individuals or activities within the church.
- Select and train those who are to hold the Bishop's licence, in safeguarding matters.
- Provide training and support on safeguarding matters to parishes, the Cathedral, other clergy, diocesan organizations, including religious communities and those who hold the Bishop's licence;
- Provide a complaints procedure which can be used for those who wish to complain about the handling of safeguarding issues.
- Refer relevant information about individuals with other dioceses, other denominations, organizations and statutory agencies or the national church as appropriate.
- Currently the diocese has a legal responsibility under the Safeguarding Vulnerable Groups Act 2006 to refer any person of concern.

Responsibilities of the Parish

Each parish should:

- Adopt the House of Bishops' Safeguarding Children policy and Safeguarding Adults policy, together with any additional diocesan procedures and good practice guidelines which should be endorsed by the diocesan synod.
- Appoint at least one co-ordinator to work with the incumbent and the Parochial Church Council (PCC) to implement policy and procedures. The co-ordinator must ensure that any concerns about a child, young person or vulnerable adult or the behaviour of an adult are appropriately reported both to the statutory agencies and to the Diocesan Safeguarding Adviser. It may be appropriate for this co-ordinator to be someone without other pastoral responsibility for children, young people or vulnerable adults in the parish. The co-ordinator should either be a member of the PCC or have the right to attend the council and should report at least annually on the implementation of the policy within the parish.
- Consider appointing a person, who may be different from the coordinator, to be a children's advocate. This should be someone whom children know they could talk to about any problems, if they so wish. It can be useful if the co-ordinator is not someone whom children know personally.
- Display in church premises where children's activities take place, the contact details of the co-ordinator or children's advocate, along with the 'ChildLine' telephone number.
- Ensure that all those authorized to work with children, young people or vulnerable adults are appropriately recruited according to safer recruitment practice, and are trained and supported.
- Ensure that there is appropriate insurance cover for all activities involving children undertaken in the name of the parish.
- Review the implementation of the safeguarding policy, procedures and good practice, at least annually.
- If appropriate, in rural parishes or parishes held in plurality, consider joining together to implement the policy and procedures, while remembering that legal responsibility will continue to rest with the individual parishes.
- If working within Local Ecumenical Partnerships (LEPs), agree which denomination or organization's safeguarding policy 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 Local Ecumenical Partnership partners are notified.

Responding to concerns

Making referrals

If somebody believes that a child, young person or vulnerable adult may be suffering, or is at risk of, significant harm that person should take the concerns seriously and always, without delay, make an immediate referral of the concerns to local authority Children's Social Care or the NSPCC or the Police.

In all cases the Diocesan Safeguarding Adviser should be informed.

Confidentiality, information sharing and consent

Where a child or an adult is judged to be at risk of significant harm and in need of protection, it will normally be necessary to share all relevant information with the statutory agencies.

Government guidance on sharing information about the possible abuse of a child is as follows:

- *You should explain to children, young people and families at the outset, openly and honestly, what and how information will, or could be shared and why, and seek their agreement.*

The exception to this is where to do so would put that child, young person or others at increased risk of significant harm or an adult at risk of serious harm, or if it would undermine the prevention, detection or prosecution of a serious crime . . . including where seeking consent might lead to interference with any potential investigation.

- *You must always consider the safety and welfare of a child, young person or vulnerable adult when making decisions on whether to share information about them. Where there is concern that the individual may be suffering or is at risk of suffering significant harm, the individual's safety and welfare must be the overriding consideration.*
- *You should, where possible, respect the wishes of children, young people, families or vulnerable adults who do not consent to share confidential information. You may still share information, if in your judgment of the facts of the case, there is sufficient need in the public interest to override that lack of consent.*
- *You should seek advice where you are in doubt, especially where your doubt relates to a concern about possible significant harm to a child or serious harm to others.*
- *You should ensure that the information you share is accurate and up to date, necessary for the purpose for which you are sharing it, shared only with those people who need to see it, and shared securely*

Procedures and Associated Guidelines

If you are concerned or have a sense of unease about any behaviour or abuse toward a child, young person, or vulnerable adult take the concerns seriously. If a child, young person or vulnerable adult tells you that they or someone they know is being abused this must be taken seriously.

All and any concerns should be referred to the Diocesan Safeguarding Adviser.

What to do:

- Listen carefully to what is said, rather than directly question him/her.
- Accept what is said – children or vulnerable adults rarely tell lies about being abused.
- Take the abuse seriously (no incident of abuse is ever insignificant).
- Reassure them that they have done the right thing in bringing it to your attention.
- Write down exactly what was said, including any inappropriate language that might have been used, whilst it is still fresh in your mind, making a note of the timing, setting and people present.
- Explain what actions you are going to take – that the information must be shared.
- Report what you have heard, seen or suspect, either to Diocesan Safeguarding Adviser, Children’s Social Care, the Police, or the NSPCC.

What not to do:

- Dismiss your concerns – the diocese will take them seriously.
- Approach the person about whom you have concerns, instead seek advice from either the Diocesan Safeguarding Adviser, your local Children’s Social Care, the Police or the NSPCC.
- Confront the alleged abuser.
- Ask questions to obtain further information.
- Promise confidentiality, or make promises to them that cannot be kept.
- Stop the person who is freely recalling what has happened. If they are interrupted at this stage, they may not continue and might not let you, or anyone else know what has happened.

Survivors of past abuse

In the course of their work, many priests and those offering pastoral support in the church will find themselves hearing disclosures from adults of abuse that happened to them when they were children. There is no single, correct procedure for dealing with a disclosure of previous abuse by an adult. The wishes of the person disclosing abuse will be very important. For some adults, just being able to talk to a trusted person about the experiences can be a powerful healing event. The pastoral care of the person who has been abused should be a priority.

People who have committed sexual abuse against someone years ago could well be abusing children today. The individual survivor should be encouraged and supported to report the matter to the police if this has not already been done. A prosecution may or may not be possible.

The survivor does also need to be made aware that if, the alleged abuser is known to be still working with children either in an employed or a voluntary capacity, a referral to the Local Authority Designated Officer (LADO) must be made. This can be either by the person hearing the complaint or disclosure or by the Diocesan Safeguarding Adviser who must in any case be informed.

If the alleged abuser is not working with children but caring for them, then either the person hearing the complaint or disclosure or the Diocesan Safeguarding Adviser should make a referral to Children's Social Care. The timing of any such communication needs to be carefully judged in order to support the survivor while if at all possible not creating a sense that all initiative has been removed from him or her completely. Professional support and consultation should always be obtained.

In some cases the subject of the allegation may have died or proved untraceable. If the church was involved in any way, the diocese will still need to examine its actions at the time and consider whether they were appropriate in the light of what was known and good practice. The police should be consulted in case there are links with potential abusers still living or other matters of concern. In all disclosures of past abuse, a record should be made and filed in an appropriate place.

If a child comes to notice as having suffered abuse when younger, a referral will need to be made to the local authority Children's Social Care service.

Managing allegations against church officers

Definition of a church officer

The term church officer is used for anyone appointed by or on behalf of the church to a post or role, whether they are ordained or lay, paid or unpaid.

When it is alleged that a church officer has:

- Behaved in a way that has harmed, or may have harmed, a child, young person or vulnerable adult.
- Possibly committed a criminal offence against, or related to, a child, young person or vulnerable adult.
- Behaved in a way that indicates that he or she is unsuitable to work with children, young people or vulnerable adults.

Allegations that fall short of these criteria may nevertheless amount to inappropriate conduct, in which case the employer will need to consider whether to handle this by way of advice, supervision and training, to use disciplinary processes, or a combination of these.

There may be up to three strands in the consideration of an allegation:

- A police investigation of a possible criminal offence.
- Enquiries and assessment by children's social care about whether a child is in need of protection or in need of services.
- Consideration by an employer of disciplinary action in respect of the individual.

All allegations of this kind must be reported to the Diocesan Safeguarding Adviser and Local Authority Designated Officer (LADO).

For the purposes of this procedure it makes no difference whether the person is paid or a volunteer. If the person holds the Bishop's licence or Permission to Officiate then the Bishop and the Diocesan Registrar should also be involved. The employer will usually be the Parochial Church Council (PCC). It should be noted that the employer has the same duties to both paid staff and volunteers in respect of children, young people and vulnerable adults for whom it is responsible. The Clergy Discipline Measure 2003, the Clergy Discipline Rules 2005 and the associated Code of Practice have specific provisions for such cases.

Suspension

It may be necessary to suspend a church officer, as a precautionary measure, pending further investigation and a hearing, if:

- Their presence might impede a proper investigation.
- Their presence might cause an unacceptable risk until the matter has been resolved. This could be related to, for example, inappropriate conduct or a prima facie case of violence against a child, young person or vulnerable adult.

This suspension is a neutral act and in no way seeks to pre-empt the investigation and final decision-making.

If the alleged misconduct involves sexual abuse or allegations of child abuse where there is a risk that the alleged perpetrator may destroy evidence it is essential that the police are consulted before the alleged perpetrator is informed about any suspension decision. The Police must be given the opportunity to investigate first.

In cases where there is a prima facie case of serious misconduct or abuse the Registrar and the Diocesan Safeguarding Adviser should always be consulted immediately.

Pastoral support

During the investigation the child, young person, vulnerable adult and family will need support. A separate person will need to support the alleged perpetrator. People involved in support should not be involved with the investigation or disciplinary proceedings and may be chosen from outside the diocese to ensure neutrality. The police advise that it is important that these parties should not communicate with each other about the allegation so that evidence is not contaminated. In the case of allegations against a priest, the Archdeacon will need to manage the impact of the investigation on the parish.

These situations always require sensitive pastoral care together with the wider congregation and community. This will include overseeing appropriate communications of the situation to the congregation, advice upon which should be sought from the Diocesan Director of Communications.

Known offenders and suspect abusers

The term 'offender' applies only to those who have a conviction or who have accepted a caution, reprimand or warning for a criminal offence. Note that acceptance of a caution is an admission of the offence and is, therefore, equivalent to a conviction. The caution will appear on the CRB disclosure. The term 'suspected abuser' is used here to refer to those who have been the subject of allegations which have not been formally substantiated but which appear to be reasonably well founded.

Under the Rehabilitation of Offenders Act 1974 some old convictions and cautions are deemed spent after a period of time, which varies according to the offence. However, for the purpose of work with children or vulnerable adults no offence is considered spent. Some of those putting themselves forward for roles in the church which involve or could involve working with children or vulnerable adults might have convictions or cautions on their record. A CRB check containing information of this kind is termed a positive, blemished or unclear disclosure. The term is also used if other relevant material is supplied.

It is the policy of the Church of England and this diocese that all people with positive or blemished CRB disclosures should undergo an assessment from a suitably qualified person. The same approach will be taken where the matters disclosed are not convictions but other relevant information which warrants or is in the process of investigation.

Anyone who seeks a position in the church whose CRB check discloses that they are barred from working with children or vulnerable adults will be reported to the police by the CRB, as it is an offence for such a person to seek such work or for an employer knowingly to offer it.

Convicted offenders against children and vulnerable adults

Research has indicated that a higher proportion of convicted offenders against children and vulnerable adults may be found in church congregations, than in the population generally. It is therefore probable that many congregations will have people who have abused children or vulnerable adults among their worshippers, some of whom will be known. Not all will have committed sexual offences; some will have been guilty of neglect, physical or emotional abuse. They may still present a risk to children or vulnerable adults. The church's duty to minister to all imposes a particular responsibility to such people. However, this must not compromise the safety of children or vulnerable adults. If a congregation is generally aware of how offenders will be treated it will be easier to deal confidentially with a specific case, should one occur.

As well as people with convictions against children or vulnerable adults there are others who's position in a congregation may need to be carefully and sensitively considered to decide whether they pose a risk to children or vulnerable adults. This would include people convicted of violent or sexual offences against adults, including: domestic violence; people involved in drug or alcohol addiction; adults with a mental disorder or special needs which might, in rare cases, result in erratic behaviour. It would also include those who do not have convictions or cautions but where there are sound reasons for considering that they might present a risk to children or vulnerable adults.

Ministering to people who are known to have offended

When it is known that a member of the congregation has offended against a child or vulnerable adult, or is under investigation for an offence against a child or vulnerable adult, the Diocesan Safeguarding Adviser must be consulted, so that a safe course of action can be agreed in conjunction with the relevant statutory agencies, if required.

A written agreement, drawn up by the Diocesan Safeguarding Adviser, will usually be entered into with the offender which reflects the seriousness of the offence. This also applies when the person is alleged to have committed offences against a child or vulnerable adult and is undergoing court proceedings.

It must be made clear that no one else apart from those identified on the agreement will be informed of the facts without the offender's knowledge. The highest levels of confidentiality should be maintained unless there is a breach of the agreement and it is necessary to inform others to protect a child or vulnerable adult.

Promoting safer practice

Safer recruitment policy

This policy applies to all those who are working with children, young people or vulnerable adults. It includes, but is not restricted to, those involved in teaching, training instruction, care or supervision, and transport. It also includes those who work regularly but infrequently. It is the policy of the Church that all those who regularly work with children, young people or vulnerable adults, including those who work on a rota, should have enhanced CRB checks. Those who work only occasionally, or who manage or supervise those who work with children, young people or vulnerable adults will be asked to apply for CRB checks.

At the time of printing, the Government has suspended full implementation of the new system for Independent Safeguarding Authority (ISA) registration. The Government has undertaken a review and the recommendations have now been published. These will form part of the Freedom Bill. It is expected the primary legislation will be in place by early 2012 and will begin introducing changes as soon as practicable. At this time the present arrangements for CRB initial and renewal checks and for referring matters of concern to ISA continue unchanged.

12 steps to safer recruitment

- Ensure that you have an up to date recruitment and selection policy that describes the process and roles before you begin.
- 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.
- Ensure that you have an up to date job description and person specification for the role(s) you wish to recruit to, that have been agreed with the recruiting manager.
- Ensure that you have an appropriate advertisement prepared that contains all necessary information about the role, timetable for recruitment and your commitment to safeguarding.
- 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.
- 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.
- Ensure that all appropriate checks have been undertaken on your shortlisted candidates including references and completion of self declaration form.
- Ensure that all shortlisted candidates receive the same letter of invitation to interview, supplying them with all necessary information.
- 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.
- 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.

- Ensure that you are able to make a confident selection of a preferred candidate based upon their demonstration of suitability for the role.
- 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.

Registration with OFSTED (Office for Standards in Education, Children's Services and Skills)

It is the responsibility of the parishes who provide and manage groups for children under the age of 6, who attend regularly for more than two hours at a time or for more than fourteen days in a twelve months period, to register with OFSTED unless an exemption applies. Many children's groups provided by parishes will be exempt from OFSTED registration, but will still be required to inform OFSTED of the activity.

Staff-child ratios

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

0-2 years 1 person for every 3 children

2-3 years 1 person for every 4 children

3-8 years 1 person for every 8 children

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

Each group should have a minimum of two adults and it is recommended that a gender balance be maintained if possible.

If a person who has been assigned to help staff a group is prevented from attending at short notice, there is no automatic obligation to cancel the group. It may be possible to secure the services of another suitable person or to make other appropriate temporary arrangements so that the group can still run as scheduled.

The working environment, health and safety and use of vehicles

- It is vital that the environments where work is carried out with children or young people are safe, provide adequate facilities and are as accessible as possible.
- Premises should be well maintained and comply with Health and Safety standard, this will include carrying out a risk inspection of the building, to identify potential hazards and how you are going to reduce the risk, see advice on five steps to risk assessment www.hse.gov.uk
- Maintenance should not be carried out during a session unless in a time of emergency i.e. clearing up broken glass, a spillage of liquid or when an electricity switch is tripped.
- When carrying out emergency maintenance always ensure that the immediate area around the hazard is safe and clear of children and young

people. If the hazard cannot be dealt with, make the area safe around the hazard for the rest of the session, then at the first opportunity inform the relevant person who is responsible for the building and its maintenance.

- Where work is carried out with children and young people there should ideally be access to toilet facilities.
- Food preparation should comply with food and hygiene standards, for further information www.food.gov.uk
- There should be access to a first aid kit and the contents should be regularly checked. If any items are used or out of date they will need to be replaced, a record of any incident or accidents should also be recorded.
- It is recommended that at least one member of staff should know how to administer basic first aid.
- Staff need to know where the nearest telephone is for emergencies (mobiles don't always have a signal).
- Staff should know where any fire extinguishers are kept and on what type of fire they can be used (types of fire extinguishers: water, powder, foam, carbon dioxide).
- Everyone should know where the emergency exits are and where the emergency assembly point is.
- Emergency exits must be clearly marked, they also need to be kept clear and accessible at all times.
- Electrical equipment used during activities must be safe and in good working order. It is advised that all electrical equipment is PAT (Portable Appliance Tested) some local electricians may be able to provide this service.
- There must be adequate insurance cover for all on site and off site activities.
- Activities should also be agreed with the PCC.
- Where private cars are used to transport children and young people, drivers must ensure that the vehicles are road worthy; there is adequate insurance (with written confirmation); the maximum capacity is not being exceeded; seat belts are used at all times and the correct car seats are used for children who require them.
- Where mini-buses are used to transport children and young people, the above recommendations apply. Drivers must also ensure that luggage is stored safely and securely and that they have undergone relevant driver training, for further information see www.rospa.com or www.uk-roadsafety.co.uk
- Transport should only be provided when there are two adults available who have completed safe recruitment procedures, and where consent from parents or guardians has been obtained.
- It is inappropriate for adults to regularly offer lifts to children or young people to and from activities unless agreed with parents.
- Where possible it is advised that youth/children's groups are run in halls, churches or rooms connected with the church. If a private house is used on a regular basis, there need to be clear boundaries and rules and the PCC need to be informed.

Physical contact, comforting a distressed child

- A no touch approach for adults who work with children and young people is often impractical. Every child and young person is different and every situation is unique therefore adult leaders should maintain self awareness of the dynamic of each situation and judge what is appropriate based on the needs of the individual child and young person. Any such contact will need to be age and gender appropriate and of limited duration. Where a child and young person seeks out or initiates physical contact with an adult leader, the situation should be handled with sensitivity and must never be exploited. Physical contact should never be secretive or for the gratification of the adult.
- Physical intervention should, where possible be avoided. However there are occasions when the use of physical intervention is appropriate in order to control or prevent a potentially dangerous or harmful situation. The scale of any such intervention must be proportionate to the behaviour and the nature of the harm they may cause. The minimum necessary force should be used.

Important information, permissions and consent

- Up to date relevant information, and obtaining consent is a vital part of safeguarding children and young people.
- A register of up to date information and contact details must be kept of the children and young people. It is also recommended that up to date information and contact details of the staff is also kept. All must be stored safely.
- It is good practice to keep an incident or accident book where incidents or accidents can be recorded for future reference if required.
- For any activities away from the normal meeting place, ensure that parents or guardians know where the group is going and that they have signed and returned the relevant consent forms.
- Consent from parents or guardians will also need to be obtained if leaders are going to take photographs or videos of children or young people, especially if they are for public viewing.

Social networking

Social networking sites e.g. 'Facebook', have become increasingly popular for contacting people and advertising events. Users need to be careful about those they accept as 'friends' on sites such as these, as they are essentially designed for peer to peer contact.

Many youth groups use social networking sites to share information and photographs. Young people often initiate these groups and promote them with friends.

If an account is set up in the name of the church or youth group, it is important that an adult leader becomes a member and oversees the content and activity.

Considerations to be aware of:

- Leaders should maintain boundaries between their personal and professional lives by customising their privacy settings and avoid uploading inappropriate personal information.
- Diocesan guidelines on photographs should be followed when uploading images.
- Leaders should monitor conversations, images and behaviour of members of the group and challenge as necessary.

Emails

Consideration when using email to communicate with children and young people

- Make sure the child's parent or guardian know and agree to this method of communication.
- Use clear, appropriate language.
- Where possible have a separate email account for church activity communications.
- Never use the terms such as 'love' or kiss('x') to end the message.
- Never forward chain emails.
- Make sure any image sent is appropriate.
- Make sure any hyperlinks do not lead to inappropriate content.
- Always copy another adult into the emails and save copies sent.

Text Messages

The benefit of sending a text message is the ability to communicate and respond immediately in a given situation. It is important to ensure that the content of the message can not be misinterpreted.

Consideration when using text message to communicate with children and young people:

- Make sure the child's parent or guardian know and agree to this method of communication.
- Where possible use a separate mobile phone from your personal one.
- Only give out to young people contact details that the church has placed in the public domain.
- Use appropriate language.
- Never use kiss ('x') to end a text.
- Always copy another adult into the text message.

Computers

Where children or young people have access to computers as part of church activities the group leader has a duty to ensure that:

- Measures are in place to ensure that the likelihood of children or young people accessing inappropriate material is reduced e.g. parental controls or software to filter out internet material.
- Children or young people are aware that their personal details should not be disclosed e.g. name, address, school, password, email address, telephone number.
- Children/young people know that they should never send photographs.

- Children or young people should be advised of the dangers of using chat rooms.
- Children or young people are aware that they should advise a leader or use the report abuse button on line (if the site has one) about an email or anything online that makes them feel uncomfortable.
- Downloading material should not be allowed.
- Limit the time of the child or young person on the computer.
- The computers used should be running up to date antivirus and antispyware software. Complete virus and spyware scans should be carried out on a regular basis.

Safety advice for children or young people

Children or young people can communicate very easily and this could make them vulnerable to individuals who may wish to harm them. People who work with children or young people, in the church, are in a position of trust and they have a unique opportunity to help them develop personal safety skills.

Consideration of advice to be given to children or young people when discussing technology:

- Keep safe by being careful not to disclose personal information to people.
- Meeting someone from online can be dangerous. Never arrange to meet someone unless you have discussed it with and have your parent or guardian permission.
- Do not accept emails, IM messages, open files, pictures or texts from people you do not know.
- Information found on the internet is not always reliable or accurate.
- Inform your parent or guardian or trusted adult if someone or something makes you feel uncomfortable or worried. You can report online abuse to the police at www.thinkuknow.co.uk

Record keeping and data protection

The Data Protection Act 1998 contains principles governing the use of personal data. These are reproduced below.

Personal data should be:

- Processed fairly and lawfully.
- Obtained and used for specific purposes.
- Adequate, relevant and not excessive.
- Accurate.
- Not kept for longer than is necessary.
- Processed in line with a person's rights.
- Secure.
- Not transferred to non-UK countries without adequate protection.

The parish should also maintain records relating to parish appointments, including a note of when a CRB check was obtained.

Records should be kept secure and retained after the people concerned have left the diocese. The national Church issues a series of records management guides to assist Bishops, dioceses and parishes in good record keeping.

Records of child protection matters should be kept, together with a note of the outcome. These should be retained even if the information received was judged to be malicious, unsubstantiated or unfounded.

Records of known offenders against children should be retained indefinitely, together with a copy of any agreement and reviews.

Nothing in data protection legislation seeks to limit appropriate disclosure in order to protect an individual who either is, or may be, at risk. What matters is that the process of information sharing is reasonable and proportionate.

Further advice if necessary is available from the data controller in the diocese, from the Diocesan Safeguarding Adviser and from the website of the Information Commissioner.

Roles in the Church and CRB checks

The following is an indicative list – it is neither prescriptive nor exhaustive. The criteria will still need to be checked for most roles. There will be those roles where a parish or diocese needs to carefully consider the role descriptions, Vetting and Barring Scheme eligibility criteria and definitions, and apply them to new roles.

If the diocese (the counter signatory) obtains a CRB check where they are not legally allowed or required to do so they may be acting illegally and could be prosecuted. If in any doubt please contact your Diocesan Safeguarding Adviser.

The roles which will usually require a CRB check

These roles must be assessed in advance of recruitment. Dioceses will need to stipulate a requirement for a CRB check, especially at the outset of selection or recruitment, or for ordination training, because the role will be highly likely to involve regulated activity both during training and following.

National, Diocese, Cathedral, Parish Task or Role

Archbishop, Bishop, Dean, Archdeacon

Stipendiary Parish Clergy

Self Supporting Ministry & Non Stipendiary Ministry Clergy

Local Ordained Clergy

House for Duty Clergy

'Permission to Officiate' Clergy

Seeking ordination training or ordination

Safeguarding officers in a national, diocesan or parish context

Designated safeguarding leads on PCC (i.e. those who have a supervisory/management role in relation to all safeguarding matters for and on behalf of the PCC)

Readers

Chaplains

Licensed evangelists

Pastoral Assistants

Commissioned Lay Workers, including lay ministers, youth, children and family workers

Musical Director, Organist, Choir leader, where the choir or musical group is wholly or mainly for children and young people

Youth Club (u 18) Leaders & helpers

Sunday School (u18) Teachers & helpers

Leaders/Assistant Leaders of church parent and toddlers group (not the parents who supervise only their own children)

PCC approved Home Visitors for schemes that are wholly or mainly for families with children or vulnerable adults

PCC approved Luncheon Club/specialist club leaders/assistants/drivers for schemes that are wholly or mainly for vulnerable adults

All Tower Captains, Ringing Masters and Adults Ringers who train/teach

children under 16, where a group has only children aged 16–18, then checks are not mandatory but would still be advisable

Choir Directors, Music Directors and organists, where they teach, train or supervise children under 16, where a group has only children aged 16–18, then checks are not mandatory but would still be advisable
PCC approved drivers for PCC sponsored arrangements for children, young people or arrangements wholly or mainly for adults who are vulnerable

The roles which may require a CRB check

Careful evaluation of these roles will be needed.

Churchwardens, for instance, a CRB check will be required if a churchwarden is identified as one of the PCC safeguarding leads

Head Server, minimum two adults per group

Sacristan/Verger

Church/Church Hall Cleaners/Caretaker

Church tour guides

The roles which do not usually qualify for a CRB check

Unless there are specified aspects of their role which mean this person will be responsible for children or vulnerable adults.

Musical Director, Organist, Choir leader, where the choir or musical group is mainly for adults

Choir members (adults and those over 16)

Adult servers

Sidesmen and sideswomen

Those serving refreshments

People in the church welcome team for services

Flower arrangers

Family members or other vulnerable adults, assisting the leader in providing a regulated activity

Safer Recruitment checklist for making decisions about CRB checks

Decision making around CRB checks for roles within the Church of England

YES or NO?

QUESTION Yes – CRB check No – move to next question

- Is the activity with children or targeted at vulnerable adults?
 - Frequent (once per week or more)
 - Intensive (4 days per month or more)
 - Overnight (between 2am and 6am)
- Is the activity 'specified' – that is, one of the following with children or targeted at vulnerable adults:
 - Teaching, supervision, training, advice, care, treatment or transportation
- Where the activity with the child or vulnerable adult does not meet the frequency threshold (above). Does the activity place the person in 'a position of trust' with children or vulnerable adults?

- Does the role involve the supervision or management of people carrying out any of the above activities?
- Is the person a trustee that carries out work targeted at children and/or vulnerable adults (e.g. a PCC) and is the person one of the nominated leads for safeguarding on that trustee body?
- Is the person either an ordained member of the clergy or is the person seeking ordination or is the person seeking training for ordination?
- Is the person either a Reader or lay worker or is the person seeking appointment as either a Reader or lay worker?

If you have marked 'No' to all questions but still have safeguarding concerns, speak to your Diocesan Safeguarding Adviser.

Criminal Record Bureau (CRB), Checks and Disclosures

The policy on renewal of CRB checks is currently for all checks to be renewed after three years or earlier at any stage where safeguarding concerns arise and a CRB check is needed for the assessment.

The CRB defines 'portability' as the 're-use of a CRB check, obtained for a position in one organisation and later used for another position in another organisation.' There are also times when it is unclear whether a previous CRB check can apply within the organisation for example when someone who has been checked for youth work now volunteers for working with a vulnerable adults group in the same church.

There are serious risks with portability, which need to be balanced with the bureaucratic challenge of serial CRB checks. The Church of England is currently discussing this matter, through the regional and diocesan safeguarding groups, and further information will be included in the substantive guidance following this interim document. The CRB guidance is provided at: www.direct.gov.uk/crb

An Enhanced CRB Check reveals the person's full criminal record and all relevant information held locally by the Police.

It is very important to ensure that anyone placed in a position of trust within the church, whether paid or otherwise, which gives them direct access to children or vulnerable adults is selected with the utmost care. The use of CRB within the church should not replace any normal recruitment practice such as gathering of personal details, face to face interview and taking up of references nor should it be seen as a substitute for carrying out these pre-appointment checks.

Those working from home

The CRB form contains a question about whether the applicant works from home. Applicants need to be prepared for the fact that, where they tick this box, (section x, box 66), the Police may disclose any information held, relating to everyone known by the Police to be living at that address.

Practice across police forces may vary. If conviction information from the Police National Computer (PNC) appears they will exercise judgement as to its likely relevance to the role and if considered relevant will disclose it in the section headed Approved Information. Old and minor matters, e.g. criminal damage or even theft if committed some time ago would probably not be considered relevant. Sexual offences and offences of violence would be considered relevant in all circumstances.

In order to minimise intrusion into private life, this 'working from home' box should only be ticked if 'relevant' work with children or vulnerable adults is to take place on the premises. For example, a youth group meeting in an applicant's home means that the box should be ticked.

However a youth worker, who returns home after the club session and writes up his or her notes, would not need to tick the box if that is the only 'work' being undertaken.

Safeguarding employment practice

Church settings are safe environments for the great majority of children and vulnerable adults and, of course, the vast majority of people who work with them have their safety and welfare at heart. It is known that some people seek access to children and vulnerable adults in order to abuse. Some victims of abuse do not disclose the abuse at the time, so the perpetrator may remain active in the church.

If employees and or volunteers are unsupported, stressed or are not set proper boundaries, poor working practices can develop and normal interpersonal boundaries sometimes become compromised.

Ensure that safeguarding features highly in all processes, policies, procedures and practice sends a clear message to employees and volunteers. This helps to deter unsuitable and inappropriate individuals.

Normally all employees and volunteers, should receive safeguarding training from their Diocesan Safeguarding Adviser or another diocesan authorised source, as soon as possible after beginning their post regardless of their previous experience. They should also attend regular refresher training – at a minimum every three years.

Employees or volunteers with a focus on work with children or vulnerable adults may also benefit from attending training provided by the local statutory authorities.

In relation to safeguarding, induction for all new employees and or volunteers should include the following:

- A clear job description/role outline.
- Understanding of the disciplinary procedures and behaviour which may result in disciplinary action being taken.
- Safeguarding conduct expected of them..
- Good practice for the work in which they are involved
- Understanding of parish/diocesan policies relating to safeguarding, health & safety, expenses.
- Knowledge of level of support being offered.
- Opportunity to raise issues with their line manager or supervisor.
- Identification of any training requirements.

A clear process of supervision should be identified. There should be a regular review for all those who work with children and vulnerable adults. The timing of which will be related to the role they have and for clergy this will be seen as part of their Ministerial Development Review.

An exit interview should be offered to all employees and volunteers.

Safe Recruitment Appendices

Forms

All these forms can be downloaded from the Diocese website under Safeguarding

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Job Description Form

This form should be completed by all paid and voluntary workers with children or vulnerable adults in accordance with House of Bishop's and 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.

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

Church

Position applied for

Name of group/club

Where/when they meet

.....

Age range of children/range of vulnerabilities

.....

.....

Person to whom responsible/supervising

Job description, work to be undertaken (*points describing the duties and responsibilities in this role*)

.....

.....

.....

.....

.....

Group to whom responsible/the appointing body (e.g. PCC)
What training is needed? Contact the relevant training officer, training secretary
or Diocesan Safeguarding Adviser for details of training opportunities.
(Details may be inserted here)

.....
.....

When is training to take place?

.....
.....

Date/month when this role description is to be reviewed
(e.g. 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 or adults

Name of applicant.....

I have understood the nature of the work I am to do with children, young people
and 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

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

Job Application Form

This form should be completed by all paid and for voluntary workers with children 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, or secretary to the PCC.

Full name

Former names

.....

Date of birth

Address.....

.....

..... Postcode.....

Telephone number

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.

Name.....

Address.....

..... Postcode

Telephone number

Name.....

Address.....

.....Postcode

Telephone number

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
What course was this and when?

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

Safeguarding children or vulnerable adults Yes/No
Who delivered this and when?

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

Other relevant training Yes/No
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 requires? Yes/No

(Note: If you decline to undertake initial training or further training the PCC will be entitled to withdraw your authority to work with children or vulnerable adults.)

Confidential Self Disclosure Form

Please complete the attached confidential self disclosure form Under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 the age range you will be working with is a 'vulnerable' group and this means that you are exempt from the Act and can be asked to declare any previous criminal convictions including 'spent' convictions. This information can then be used for deciding whether or not you are suitable to work with the age range group. Failure to disclose criminal convictions may result in the termination of your services.

Criminal Records Bureau (CRB) Enhanced Check

In order to work with children and young people or vulnerable adults an enhanced CRB check must be obtained, through the diocese, from the Criminal Records Bureau (CRB).

Signed by applicant.....

Date

Please check that you have completed ALL sections of this form and the confidential Self Disclosure Form and return the forms to

.....**as soon as possible.**

DATA PROTECTION

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

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

Confidential Declaration Form

This pro-forma is based on the form in “*Promoting a Safe Church*”, House of Bishops 2006.

To be completed by those wishing to work with children or vulnerable adults. The Confidential Declaration Form applies to clergy, employees, ordinands, other adults and volunteers who are likely to be in regular contact with children or vulnerable adults.

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the Diocesan Safeguarding Adviser or someone in a similar position. 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)?

Yes/No

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

Note: 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 from the Rehabilitation of Offenders Act 1974. Convictions obtained abroad must be declared as well as those from the United Kingdom.

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

Yes/No

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

3. Are you at present under investigation by the Police or an employer for any offence?

Yes/No

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

4. Has your name been placed on the Protection of Children Act (POCA), List99, the Protection of Vulnerable Adults List (POVA) or the barred lists maintained by the Independent Safeguarding Authority, barring you from work with children or vulnerable people?

Yes/No

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

5. Has a family court ever made a finding of fact in relation to you, that you 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?

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 as a sexual relationship with a young person or adult for whom you had pastoral responsibility or were in a position of trust.

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*?

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 those things?

Yes/No

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

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

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 child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989 & 2004, or a similar order under other legislation?

Yes/No

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

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

Declaration

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

Signed.....Date.....

Full name.....

Date of birth

Address.....

.....

Please return completed form to:

Before an appointment can be confirmed applicants will be required to obtain a disclosure from the Criminal Records Bureau. 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.

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 paid or voluntary workers with children, young people or vulnerable adults.

Re.....

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, 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 the vulnerable 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
- 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.

Thank you for your assistance.

Yours sincerely

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

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

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

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 and vulnerable adults as Individual's 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

.....
.....

If needed please use additional paper

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

Young Helper's Form

Job Description and Support Agreement for Young Volunteers

Parish.....

Thank you very much for agreeing to help with the work for children and young people in our church. We really value the support you are able to give, and will help you all we can.

When children and young people attend things like clubs or Sunday schools run by the church, the church is responsible for their care and safety. All volunteers, whether adults or young people have to agree to do everything they can to make sure that members of clubs or Sunday schools are safely cared for, and there are rules and suggestions to make sure that everything is done properly. By agreeing to volunteer, you are agreeing to help us care properly for the children and young people who belong. The person who will supervise you will help you to understand the best way of doing things. If you have any problems or questions or anything you are unsure about, it is this person who will help you.

This form makes clear what you have agreed to do, confirms your parent or guardian's permission for you to volunteer, and names the person who will supervise you and accept responsibility for you.

NameDate of birth.....

Name of group.....

Age range of group.....

Where and when group meets.....

Person to whom responsible.....

Work to be undertaken and main responsibilities.....

.....

.....

To be completed by all in the three-way partnership agreement

I understand the work with children and young people I am agreeing to help with. I have read and understood this agreement and enter into it with the support of others. I understand that I must help safeguard the well-being of all children and young people with whom I come in contact. I also understand that at pressure times, such as when I have to do exams, I will not be expected to help as a young volunteer.

Volunteer.....Date.....

Parent/Guardian.....Date.....

I accept the responsibility of supervising and supporting this young volunteer.

Person with responsibility.....Date.....

Medical Consent Form

Event to be attended.....

Date of event.....

Name..... Date of birth.....

Address.....

.....Postcode.....

Any medical details of which the leader(s) should be aware

.....
.....

Doctor's name.....

Address.....

.....

Telephone number.....

Emergency contact

Name.....

Address.....

.....

Telephone numbers (home).....(mobile).....

To be completed by person(s) with parental responsibility for all participants under 18

I/we give my permission for.....to attend and take part in the above named event, and all activities, with the exception of

.....

In case of illness or accident, I/we authorise: The leader(s) of the event to sign on behalf of the parent/guardian any written form of consent required by medical authorities, if a delay in obtaining the signature is considered inadvisable or unnecessary by the doctor or surgeon concerned.

The leader(s) to administer prescribed medication and following contact with the child's parent/guardian or medical profession to administer non-prescribed medication.

Signed.....Parent/Guardian

Name.....

Law and documents used in reference to formulate this policy

United Nations Convention on the Rights of the Child

Rehabilitation of Offender's Act 1974

The Children's Act 1989 & 2004

Data Protection Act 1998

Working together to safeguard children 2000

Department of Health circular 'No Secrets' 2000

Safeguarding Vulnerable Groups Act 2006

Church of England 'Promoting a safe Church' 2006

Diocese of Bath & Wells 'Safeguarding Children Policy' 2008

Church of England 'Safeguarding guidance for Safer Recruitment' 2010

Church of England 'Protecting all God's children' 2010

Useful telephone numbers

Somerset Children's Social Care	0845 345 9122
North Somerset Children's Social Care	01275 888266
Bath and North East Somerset Children's Social Care	01225 396312
Somerset Adult Team	0845 345 9133
North Somerset Care Connect Adult Social Care	01275 888801
Bath and North East Somerset Adult Care	01225 396000
NSPCC	0808 800 5000
ChildLine	0800 1111
Avon and Somerset Constabulary	0845 456 7000
Diocesan Main Switchboard	01749 670777
Diocesan Safeguarding Adviser	01749 685135
Assistant Diocesan Safeguarding Adviser	01749 685103

This policy has been published on the diocesan website www.bathandwells.org.uk under Safeguarding. All further amendments to the policy will be published on line.