

Diocese of Bristol

Benefice of St Paul's, Clifton with St Mary and St Saviour, Cotham

Safeguarding Children, Young People and Vulnerable Adults: Policy and Procedure

“Every person has a value and dignity which comes directly from the creation of male and female in God’s own image and likeness. Christians see this potential as fulfilled by God’s re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm”
Diocese of Bristol 2014

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1. Policy Context

Introduction

Our churches have similar ethos, expressed in the following statements:

St. Paul's aims to be an "Open Church" in our Christian faith and practice:

- Open to questions of faith & doubt, lifestyle, justice and peace
- Open to people of all backgrounds
- Open above all, to the ultimate mystery we call God and to the life & teaching of Jesus

Our congregation includes: old and young; single and married; gay and straight; waged and unwaged; students; people from a range of differing church, cultural and ethnic backgrounds.

At Cotham Church we aspire to cherish all, regardless of marital and social status, sexual orientation or level of Church commitment.

In developing this policy the Benefice commits to following the safeguarding policies of the Church of England, safeguarding policy and guidance as issued by the Diocese of Bristol and commits to working within legislation and statutory guidance as related to the Safeguarding of Children, Young People and Adults.

The main relevant policies and guidance documents are:

Church of England:

Protecting all God's Children 2010
Promoting a Safe Church 2006
Safer Recruitment 2015
Responding to Domestic Abuse 2010
Responding Well 2012
Risk Assessment 2015
Practice Guidance Safeguarding Records 2015
Safeguarding Records Retention Tool Kit 2015
General Statement on Safeguarding Children In Towers Dec 2015

Diocese of Bristol:

Safeguarding Policy
Allegations Management Procedure
Ministering to those who may present a risk

These documents can all be found on the Diocese of Bristol website:

www.bristol.anglican.org/parish-resources/safeguarding/policies-and-procedures And descriptions are given where these policies are referenced in this policy document.

Statutory Guidance:

Working Together 2015 : This guidance from the Department of Education describes safeguarding processes and the safeguards that every organisation must have in place, including faith organisations. See the guidance at <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Care and Support Statutory Guidance 2016 This guidance from the Department of Health describes safeguarding processes for adults and the responsibilities of different organisations <https://www.gov.uk/guidance/care-and-support-statutory-guidance>

2. Policy Statement

It is the responsibility of all members of the Benefice to give paramount importance to the nurture and care of children, young people and vulnerable adults in a safe and secure environment. It is about preventing harm to children and adults wherever possible.

We recognise that:

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

We will develop a culture in our church that:

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

When concerns are raised we will:

- Respond without delay to every concern raised that a child, young person or vulnerable adult may have been harmed, or may be at risk of harm, through abuse or neglect.
- Work with police, local authority and other partners in any investigation, including where allegations are made against a member of the Church community.
- Challenge any abuse of power, especially by anyone in a position of trust.

If abuse has occurred we will ensure:

- Informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse, including support to make a complaint if so desired.
- Supervision is provided for any member of the Church Community known to pose a risk of harm to others.
- Appropriate pastoral care is provided to any member of our church against whom an allegation is made.

In all recruitment we will:

- Carefully select those with any responsibility within the Church (including voluntary workers) in line with the Church of England Safer Recruitment Practice Guidance 2015 (See Benefice Safer Recruitment Guidelines) and provide ongoing supervision, support and training.

In our publicity we will:

- Share information about good safeguarding practice with children, young people and vulnerable adults, their parents, carers and all those working and worshipping with them.

3. Who is a child, young person, adult who may be vulnerable?

Children and young people: for the purposes of this policy means anyone under the age of 18 years. Children and young people may be abused by an adult or child, male or female. It is far more common for a child or young person to be abused by a person known to them than by a stranger. This could be a parent, family member, friend, teacher, minister or anyone else. Children may be abused in person or via electronic media, they may experience harm as a result of seeing or hearing the abuse of others.

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

Adults who may be vulnerable: The Care Act 2014 defines an adult to whom statutory safeguarding duties apply as an adult who:

Has needs for care and support (whether or not the Local Authority is meeting any of these needs)

Is experiencing, or at risk of abuse or neglect

As a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect.

(Care and Support Statutory Guidance 2016)

The definition may apply to anyone over the age of 18 who may not be able to protect themselves from abuse, harm or exploitation, which may be by reason of illness, physical, sensory or learning disability or impairment, mental illness, use of drugs or alcohol. Increased vulnerability may be temporary or permanent and may be visible or invisible.

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An adult may be abused or neglected by family (including spouses, parents and children), friends, carers (paid and unpaid), strangers and professionals and members of the community. Those at risk may live alone or may live with family or in a care setting e.g. residential home.

4. What is abuse and neglect?

Please see the table attached as Appendix 2 This outlines the forms of abuse noted in legislation related to safeguarding children, young people and adults alongside some examples and potential indicators that abuse or neglect may be occurring.

5. What to do if you are concerned that abuse or neglect may be happening

You may see or hear something of concern or someone may tell you something of concern (a disclosure). If a child, young person or adult tells you that they have experienced abuse, are experiencing abuse or are concerned that they may be at risk:

Do	Don't
Listen. Try to move to a quiet space if possible	Tell them to speak to someone else
Let the person talk at their own pace and say what they want to say. If you need to clarify points ask open questions like: Tell me.. what happened, Explain ... about the incident Describe ...where it was , what happened	Investigate. Ask leading questions e.g. why did they do that, was it 'name', did it hurt you?
Take it seriously	Try not to react as though unbelieving or shocked
Reassure. Confirm they are doing the right thing by telling you.	Tell them not to tell stories
Tell them you need to share the concern with the right people e.g. Parish Safeguarding Officer, police, social care	Promise to keep a secret or tell people who don't need to know.
Record what was said and the facts as accurately as possible as soon as possible	Try to just remember it
	Contact the person the allegation is about

Whether a child, young person or adult has shared a concern with you or you have seen or heard something of concern...

If the situation is urgent i.e. there is an imminent risk of harm: contact the police on 101 or 999 as appropriate or contact the Local Authority Children or Adults safeguarding Teams:

Bristol Children's Safeguarding Team

Telephone number - 'First Response' Monday to Friday 0117 9036444

Telephone number - Out of hours/Weekends (See Website)

Bristol Adult Safeguarding Team

Telephone Number - Monday to Friday 0117 922 2700

Telephone number - Out of hours/Weekends - answerphone

Once you have sought advice from police or the Local Authority and the situation is made safe, inform the Parish Safeguarding Officer as soon as possible of the concern and actions taken, provide a written record of this. If the concern is about the Parish Safeguarding Officer contact the Incumbent or Diocesan Safeguarding Adviser.

If the situation is of concern but is not urgent: Contact the Parish Safeguarding Officer to report the concern and provide a written record (if the concern is about the Parish Safeguarding Officer contact the Incumbent or Diocesan Safeguarding Adviser). They will decide with you whether to discuss with the child, their parents or carers or the adult and any carers and whether a referral to the Local Authority Children or Adults Safeguarding Team is needed or any other action.

Note: Anyone can report a concern directly to police or the Local Authority at anytime.

The Benefice hopes that all will follow this policy but where there is any concern that an issue has not been reported and should be or any reluctance to inform the church of an incident the Benefice wishes to make clear that the most important point is that those concerns are reported to the appropriate authority so that they can be acted upon where needed.

If there is an allegation that a person in a position of trust (minister, PCC member, staff member or volunteer) has abused or neglected a child or adult or that such a person may present a risk to a child or adult: The Diocese of Bristol 'Allegations Management Procedure' will be followed (copies of this procedure can be found on the Diocesan website and copies are held by the Parish Safeguarding Officers, Clergy and in the Parish Office). In brief this procedure requires that:

- The concern should be reported as above; report should reach police and Local Authority within 1 working day.
- The concern should not be made known to the person against whom the allegation is raised without agreement with police and or the Local Authority.
- Next steps will be decided in conjunction with police, Local Authority representatives (including Local Authority Designated Officer where there is a concern for the welfare of a child), the Diocesan Safeguarding Adviser and parish representatives (usually PSO, Incumbent and Churchwardens).

If a person is identified who has a caution or conviction for abuse of children and or adults who may pose a risk to others: (usually those with convictions for sexual or violent offences) the Diocese of Bristol guidance 'Ministering to those who may pose a risk' (Copies of this guidance can be found on the Diocesan website and copies are held by the Parish Safeguarding Officers, Clergy and in the Parish Office) will be followed. In brief this guidance advises that that Parish Safeguarding Officer and Diocesan Safeguarding Adviser are made aware and that the individual is informed that:

- To support their being part of the congregation as safely as possible, contact will be made with police, probation and other agencies connected with their case.
- The Diocesan Safeguarding Adviser and Church leaders will need to know of their circumstances.

- That a risk assessment will need to be completed
- And that a written agreement will be needed between the individual and the Church which agrees when the individual will or will not be involved in church services and activities, boundaries of behaviour and support offered.

6. Confidentiality and consent

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

Consent: The Benefice accepts that all people have a right to make their own views and wishes known and that these wishes should be followed wherever possible.

Children: Where there is a concern that a child is experiencing or at risk of abuse or neglect they may ask those that know not to tell anyone. The Benefice accepts that we can not do this; these concerns must be reported to the appropriate authorities to enable the child or young person to receive appropriate help and support. The Benefice asks all staff, ministers and volunteers to explain this to children in their care when appropriate. Where there is concern that a child is experiencing or is at risk of abuse or neglect the Benefice expects that parents and carers will be communicated with and will have their consent sought for information to be shared with the Local Authority or other agencies. This should happen except where there is concern that to do so would place a child at increased risk or where a parent or carer may be involved in the sexual abuse of the child. In those circumstances advice of the Local Authority or police should be sought before informing the parents or carers of the concern. Where the allegation is against an individual who may have access to other children or vulnerable adults the referral should be made without seeking consent from parents or carers- how they are made aware of the concerns will be decided alongside statutory agencies.

Adults: Adults have the right to make their own decisions about their lives. Consent should be sought from an adult before information is shared about them. However, where an adult withholds consent for a safeguarding concern to be shared with statutory authorities (police and local authority), this should be accepted except where there may be others at risk (e.g. if the abuse or neglect is happening in a care home or hospital or the abuser has access to other vulnerable adults or children) or where there is reason to doubt that the individual has capacity to make that decision or where there is imminent risk of serious harm. Advice should be sought from statutory services (Adult social care or police) or the Diocesan Safeguarding Adviser where there is any doubt as to whether a concern should be referred.

7. Record Keeping

Records of all safeguarding concerns will be kept by the Parish Safeguarding Officers. They will keep a record of the initial concern and all actions taken. The records will be securely held in a locked filing cabinet in the minister's vestry at St Paul's church or in a locked filing cabinet at Cotham Parish Church. All those involved with any safeguarding concern must ensure that they provide to the Safeguarding Officer any records related to that case for secure storage.

Records will be retained as per Church of England guidance 'Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church' 2015 (Available on the Diocese of Bristol website).

The Benefice does not have access to secure email systems. Therefore great care should be taken where email is used to ensure that confidential information is not open to being accessed by unauthorised individuals. Individual's confidential information should not be communicated via email (e.g. any information should not make the individual identifiable by name, address etc.).

Records must be maintained of staff and volunteer training and DBS checks. These will be maintained by the Parish Safeguarding Officers.

Further information about Data Protection and Storage of Records

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

Consider the following with respect to personal information under DPA requirements:

Is it Lawful?	Is it relevant /adequate?	Is it Accurate/updated	Is it to be Retained? (it maybe time limited)	DPA Process applied must be	Protect information	Store securely
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Golden rules for information Sharing:

DPA is framework for sharing information	Be honest with family or others involved in safeguarding issues.	Seek advice if in doubt.	Share information as appropriate with consent/ without consent if necessary.	Above all consider safety of individuals.	Keep a record of any decisions made.	All info. must be necessary, proportionate, relevant, accurate, timely, and secure.
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Storage

Safeguarding records both paper and electronic must be stored securely so that only those with a need to access them can do so. They should be kept in a secure cabinet / area of the computer with access enabled by the Parish Safeguarding Officer and the incumbent only.

Information about what is being stored and how long it should be kept is available on the diocesan website.

Clearly record whether the individual the information is about is aware that the records are being stored. If they have not consented ensure the reason for this is valid.

8. Safer Recruitment and ongoing support and supervision

All recruitment of staff and volunteers will be undertaken in line with Church of England policy 'Safer Recruitment' 2015. See the Benefice Safer Recruitment Guidance for further information.

Recruitment of staff and volunteers will only be undertaken by those delegated such responsibility from PCC.

Recruitment of staff and volunteers will only be undertaken according to agreed process.

All recruited staff and volunteers will be made known to PCC.

No one who has not been safely recruited will be permitted to work unsupervised with children, young people or adults who may be vulnerable.

In brief: All staff and volunteers will:

- ❖ Have all recruitment checks completed and approved prior to starting in role.
- ❖ All eligible staff and volunteers will have a repeat DBS disclosure every 5 years. Any lapsed DBS check will require the post holder to stand down until the check has been completed.
- ❖ Attend safeguarding training as required by the Church of England
- ❖ Attend any other training as decided by the PCC
- ❖ Have a named supervisor

9. Roles and Responsibilities

Name	Responsibilities
Parochial Church Council	<ul style="list-style-type: none"> ❖ Agree, implement, monitor and review annually this safeguarding policy and all associated policies ❖ Ensure all staff and volunteers are recruited safely ❖ Agree and implement supporting good practice guidance and processes ❖ Ensure adequate insurance for all activities ❖ Recruit and support adequate Parish Safeguarding Officers ❖ Ensure all staff and volunteers are adequately trained and supervised
Parish Safeguarding Officer (PSO)	<ul style="list-style-type: none"> ❖ Respond to all safeguarding allegations and concerns according to policy and guidance ❖ Monitor and report to PCC regarding adherence to policy and practice ❖ Arrange safeguarding training and maintain records ❖ Process DBS disclosures for the church and maintain records
Incumbent	<ul style="list-style-type: none"> ❖ Act as a point of contact should there be any safeguarding allegation or concern regarding a PSO
Church Wardens	<ul style="list-style-type: none"> ❖ Take part in the allegations management procedure when required ❖ Take part in an 'agreement' as per 'ministering to those that may present a risk'
Activity Leaders	<ul style="list-style-type: none"> ❖ Follow the Safeguarding policy and associated good practice guidance ❖ Ensure that activities are run according to good practice guidance ❖ Report any safeguarding concerns as per policy ❖ Ensure all volunteers are safely recruited ❖ Ensure all volunteers have in date training and DBS check as required ❖ Ensure all new volunteers receive agreed induction ❖ Supervise agreed volunteers
Staff and Volunteers	<ul style="list-style-type: none"> ❖ Follow the safeguarding policy and associated good practice guidance ❖ Report any safeguarding concern as per policy
Church members	<ul style="list-style-type: none"> ❖ Be aware of the safeguarding and associated policies ❖ Report any concerns as per policy

10. Additional Related Policies

a) Photograph, Video and Social Media Policy

A form is available which should be completed when groups wish to display photographs or use video footage of children and young people under the age of eighteen years old. No one should take photographs of children or young people without the consent of the child's parent(s) or carer and the consent of the child where they are old enough to give consent.

Where photographs are to be taken:

- Consent must be gained from parent(s) /carers in advance, using the agreed form. This will stipulate: who will take the photographs, for what purpose they may be used and how they will be stored and after what period they will be destroyed.

All photographs and videos should be stored securely on devices belonging to the PCC. No photograph or video should be left stored on personal photography or video equipment.

- No photograph will be taken, shared or used for any purpose which shows a child in a state of undress
- Children will not be named in publicity related photographs or video.
- Where an event may be photographed and is open to the public; signs will be displayed noting that photographs or video may be taken and inviting anyone not wishing to be in any photographs or video. To make this known to a named person. The photographer or video recorder will be named and wear ID.
- Only those delegated with that responsibility by the PCC may ask for parental consent and arrange the taking of photographs or video.

Communications and Social Media: It is the policy of the Benefice that no one employed on a paid or voluntary basis, serving as a PCC member or as a licenced minister will contact children or young people directly via social media, email, phone or text without the knowledge and consent of that child or young persons parent or carer.

Where such contact needs to be made (for example a text to advise of a change of time for an activity) the child's parent or carer will be asked for consent in advance and the parent or carer will be copied into that communication.

Very rarely contact may be made with a child or young person without the knowledge of the child's parents or carers (for example where there are serious safeguarding concerns for a child and it would increase the risk to the child to contact the parent). In this case the person making contact with the child must agree in advance with the Parish Safeguarding Officer that this is appropriate, a second adult should be copied into all communications e.g. Parish Safeguarding Officer or Incumbent and must

keep a record of all communications and provide these to the Parish Safeguarding Officer for the case record.

Where a group wishes to have a social media account to publicise or communicate regarding their group or activity the following will apply:

- ❖ The account shall not be a personal account belonging to any group member or leader; it will be a separate group account.
- ❖ More than one adult will be administrator for the account so that all content and messages can be seen by more than one adult.
- ❖ All users will be made aware that bullying, harassment or other anti social behaviour will not be tolerated. Information will be available to all users about how to raise a concern about the conduct of others and who with.
- ❖ Steps must be taken to prevent people outside the group having access to the names or personal details of anyone who is part of the group e.g. if a group Facebook page is used, the account settings should prevent group members being identified and any message sent to anyone other than the administrator.
- ❖ All those in a leadership role will ensure that their language is professional and appropriate e.g. not adding 'xx' to messages, not using nicknames that are not what the leader is called by everyone else, avoiding addressing others by endearments which would be ambiguous, such as 'love'.

b) Hire of Church Premises for none Church events and activities (whether a fee is chargeable or not)

Statement for Hirers

Safeguarding Policy for one-off bookings:

The PCC will provide the hirer or responsible person with a copy of the parish safeguarding policy and ask him/her to sign this statement which confirms that he/she has seen it and agrees to abide by it. For one-off bookings such as parties or wedding receptions the PCC does not need or expect the hirers to obtain Disclosure and Barring Service Certificates for Leaders.

Safeguarding Policy for regular bookings:

Organisations regularly working with children and or adults who may be vulnerable should have their own policies and procedures. The PCC will ensure that a copy of their procedure is obtained before agreeing the booking. The responsibility for implementing the hirer's safeguarding policy rests with the hiring organisation and not the PCC, however the PCC needs to take reasonable steps to ensure that this is being done.

The PCC will ensure that the hirer complies with the guidelines for running activities for children and/or vulnerable adults (for example: ensuring sufficient safely recruited leaders are on site).

Access to the area being hired will be available to Church Wardens, the Vicar, the Halls Administrator, volunteer opening-up person and maintenance persons. Hirers will need to ensure that, where there are shared facilities with other groups, children are sufficiently well supervised to reduce the risk of harm occurring.

Enquiries will be made as to whether the hirer intends to care for children under 8 years of age for 2 hours or more without their parents or carers present. If so, they may need to register with Ofsted. No booking with such a group will be formalised until the administrator has seen evidence of its Ofsted registration, or confirmation that registration is not required.

Safeguarding Conditions for the Hire of Church Premises

This Benefice Policy for Safeguarding Children and Vulnerable Adults can be viewed on the website of each parish, and is available from the Benefice Administrator, Sue Hawkins.

Your booking agreement is conditional upon you complying with this policy, or if you have one, your own Safeguarding Policy providing it is equivalent. You are required to ensure that children and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring, and that you carry full liability insurance for this.

In particular this means that:

- You will comply with the parish policy and procedures for Safeguarding children and vulnerable adults, or your own equivalent policy.
- You will provide the Church with a copy of your organisation's Safeguarding Policy and Procedures if you have one.
- You will recruit safely all current paid and voluntary workers who work with children and vulnerable adults and where enabled by law to do so obtain satisfactory disclosures from the Disclosure and Barring Service (DBS)
- You will keep an up to date list of the names of all paid and voluntary workers who work with children and vulnerable adults.
- You will always have at least two leaders in any group of children and young people, no matter how small a group.
- You will adhere to the following guidelines for the ratio of adults to children/young people as recommended by OFSTED

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0-2 years 1 person for every 3 children
2-3 years 1 person for every 4 children
3-8years 1 person for every 8 children
Over 8 years 1 person for the first 8 children and then one extra person for every 12 children
NB. The above is guidance, but there should be a minimum of two adults present at any time.

No person under 18 may be left in sole charge of any children of any age. Young people who assist with caring for other children/young people must complete a Supervised Worker Registration Form. They must be supervised at all times by an adult.

Gender: Leaders of both sexes should, if possible, should be present at every activity.

- You will ensure no person under the age of 18 years will be left in charge of any children of any age
- You will ensure no child or group of children or young people should be left unattended at any time
- You will ensure a register of children or vulnerable adults attending the activity will be kept. This will include their name, address, date of birth and next of kin.
- You will complete details as soon as possible of any accident or injury during your occupation of the premises which did or could give rise to injury
- You will immediately (within 24 hours) inform the Parish Safeguarding Officer of
 - (a) Any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation
 - (b) Any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

Insurance: the church holds insurance in respect of its own property, church activities and public liability. This insurance does not protect you, the hirer of the hall, and we therefore require that the hirer arranges insurance in respect of liability arising from death, injury or damage to third parties and/or their property. We reserve the right to require you to produce evidence of your insurance to us at any time.

Declaration

I have received and agree to abide by the Parish of Safeguarding of Children and Vulnerable adults policy. I understand that the booking agreement for the hire of Church premises is conditional on my organisation keeping to these procedures and that the agreement can be immediately terminated if we fail to comply with them.

Print Name..... Signed.....
Designation..... Organisation.....
Date.....

Organisations and individual users meeting at premises of either church in the Benefice will be expected to adhere to this safeguarding policy or where they work regularly with children, young people or adults who may be vulnerable, to have their own safeguarding policy.

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

This Statement for Hirers is available as a separate document as an appendix to this policy.

Insurance (Church activities)

“Policies of insurance require the insured to take all reasonable steps to prevent injury, loss or damage occurring. Failure to take such precautions may prejudice the insurance arrangements in force. A duty therefore exists upon the insured to research and adopt best practice based upon current and ongoing guidelines.” (A statement from the Ecclesiastical Insurance Group)

Some points to note:

- Public liability Insurance should be for a minimum of £2 million in respect of any one claim
- Workers who use their own cars for transporting children, young people and vulnerable adults should check their own insurance covers this. This means social, domestic, pleasure and business for a car. They should never carry more people than their vehicle may legally carry.
- A copy of the insurance policy should be displayed in the church and in the hall.
- At present we are only insured for normal activities on church premises.
- Other activities, including day-trips and residential weekends, and particularly adventurous activities will require separate insurance.
- Insurance only covers activities when the PCC has:
 1. Agreed to the activity taking place
 2. Accepted responsibility for that activity
 3. Recorded it in its minutes.

Equality and Diversity

Our equality and diversity policy is expressed in the mission statements of our parishes:

Policy Date: June 2016
Version Number: 2
Due for review: June 2017

St. Paul's aims to be an "Open Church" in our Christian faith and practice:

- Open to questions of faith and doubt, lifestyle, justice and peace.
- Open to people of all backgrounds.
- Open above all to the ultimate mystery we call God and to the life and teaching of Jesus. Our congregation includes: old, young, single and married, gay and straight, waged and unwaged, students, people from a range of differing church , cultural and ethnic backgrounds.

At Cotham Church we aspire to cherish all, regardless of marital and social status, sexual orientation or level of Church commitment.

All forms are available from the Parish Safeguarding Officer

Safe Recruitment

Our Benefice is committed to a safe recruitment process. This will be conducted in line with the Diocese of Bristol Safer Recruitment Guidelines (Diocese of Bristol 2014) which are based on the current Church of England Policy (Safer Recruitment Policy for the Church of England and Methodist Church of Britain, 2013). The process adopted by the PCC will be used when recruiting any paid or voluntary staff and will include use of the Disclosure and Barring Service when appropriate.

The recruitment Process will involve

- Disclosure and Barring where necessary, and handling of Disclosure information
- Fair Recruitment of ex-Offenders Policy where applicable.

Safeguarding Recruitment Process

1. Advertise Role
2. Give out application forms to volunteers and Role Description (this includes the skills required and the role purpose). The Declaration form is included (this is returned to the PSO sealed until the post is offered.
3. On receipt of the application form etc. send for references using official letter with the address of the vicarage.
4. Interview and inform the candidate about the Disclosure and Barring Service check as appropriate.
5. Use official letter to offer or decline post.
6. Undertake Disclosure and Barring Service check as required (renewable every five years)
7. The role cannot be undertaken until the post has been offered in writing. There will be a three month trial period – the role reviewed, then the position confirmed or not and the outcome recorded
8. The Role Description is signed at this point.
9. Training is then arranged.

11. Policy implementation and Review

This policy is agreed by The Benefice at a Joint PCC on 21st June 2016.

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Due for review: June 2017

Signed.....Chair of PCC's of Cotham Parish Church and St Paul's Clifton

All staff, volunteers and ministers are required to abide by this policy and associated good practice guidance.

This policy will be made available on the Church websites. A copy will be available in each church.

This policy will be monitored via annual audit and annual report to PCC

This policy is to be reviewed annually.

Next Review Due: June 2017

Appendix 1: Useful Contact numbers

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- The individual PCC's of each parish are responsible for safeguarding in each parish.

Each parish has a Safeguarding Officer:

Selma Eaton - St Paul's selmaeaton@gmail.com

Olive Gascoigne - Cotham olive@amber.org.uk

The Incumbent, with the churchwardens, has overall oversight of Safeguarding arrangements.

- Our Diocesan Safeguarding Adviser can be contacted on 0117 906 0100.
- If advice is needed on a safeguarding issue and the PSO or DSA are not available, the Churches Child Protection Advisory Service (CCPAS) provide a helpline that can be contacted on 0845 120 4550. Please state that you are calling from a Diocese of Bristol church and contact your PSO as soon as possible to report that you sought advice from CCPAS and action taken.

Bristol Children's Safeguarding Team

Telephone number - 'First Response' Monday to Friday 0117 9036444

Telephone number - Out of hours/Weekends (See Website)

Bristol Adult Safeguarding Team

Telephone Number - Monday to Friday 0117 922 2700

Telephone number - Out of hours/Weekends - answerphone

- Police: 999 (emergency) or 101 (non emergency)

Appendix 2: Categories of Abuse and additional information

Categories, Definitions and Indicators of Harm Last Updated July 2015 V2

Type Of Harm	Definition	Examples	Indicators
Physical Adults and Children	Non-accidental harm to the body. From careless rough handling to direct physical violence. Unlawful or inappropriate use of restraint or physical interventions.	Hitting, slapping, pinching, shaking, pushing, scalding, burning, dragging, kicking, physical restraint, locking an individual in a room or a car.	History of unexplained falls or minor injuries, bruising which is characteristic of non-accidental injury – hand slap marks, pinch marks, grip marks, bite marks, scalds, flinching, reluctant to undress.
Sexual Adults and Children	Direct or indirect involvement in sexual activity without capacity and/or consent. Individual did not fully understand or was pressured into consenting. Note: A child under 16 years old can never consent to any sexual act	Coercion to be involved in the making or watching of pornographic material. Coercion to touch e.g. of breasts, genitals, anus, mouth, masturbation of either self or others, penetration or attempted penetration of vagina, anus, mouth with or by penis, fingers and or other objects	Pregnancy in a woman unable to give consent, difficulty in walking or sitting with no apparent explanation, torn, stained or bloody underclothes or bedding, Bleeding, bruising to the rectal and/or vaginal area, bruising. Behavioural changes, sexually explicit behaviour, explicit language, self harm, obsession with washing, fear of pregnancy may be exaggerated
Emotional Adults and Children	Behaviour which has a harmful effect on an individual's emotional well being or development, causing mental distress undermining their self-esteem and affecting individual's quality of life. Wilful infliction of mental suffering by a person in a position of trust and power.	Shouting, coercion, bullying, blaming, insulting, ignoring, threats of harm or abandonment, intimidation, harassment, humiliation, depriving an individual of the right to choice and their privacy, dignity, self-expression, deprivation of contact, undermining self-esteem, isolation and over-dependence. Failure to provide a loving environment for a child.	Loss of interest, withdrawn, anxious or depressed, frightened, avoiding eye contact, irritable, aggressive or challenging behaviour, unexplained sleep disturbance, self harm, refusing to eat, deliberate soiling, unusual weight gain or loss
Neglect Adults and Children	Failure of any person who has responsibility for the charge, care or custody of an adult at risk or child to provide the amount and type of care or treatment that a responsible person could be expected to provide.	Fail to meet basic needs including food, environment, access to health care and education, failure to provide for social needs.	Unwashed/ dirty appearance, clothes too small/big, untreated sores or infections, isolation.

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Type Of Harm	Definition	Examples	Indicators
Financial Adults	The unauthorised taking (theft), deprivation or misuse of any money, income, assets, funds, personal belongings or property or any resources of an adult at risk without their informed consent or authorisation.	Misuse of power of attorney or appointeeship. Money and possessions stolen, misuse or misappropriating money, valuables or property, possessions or benefits, undue pressure in connection with wills, property, inheritance or financial transactions, denying the adult at risk the right to access funds, unauthorised disposal of property or possessions, being asked to part with money on false pretences,	Unexplained or sudden inability to pay bills, Power of Attorney obtained and misused when a person lacks or does not lack mental capacity to understand, unexplained withdrawal of money with no benefits, person lacking goods or services that they can afford, extortionate demands for payments for services
Organisational Adults	Involves the collective failure of an organisation to provide safe, appropriate and acceptable standards of service to adults at risk. Mainly relates to health and social care provision but aspects may be relevant to Church settings	Lack of individualised care, inappropriate confinement or restriction, sensory deprivation, inappropriate use of rules, custom and practice	Whistle blowing policy not in place and accessible, insufficient employees training and development. Organisational standards not meeting those laid down by regulatory bodies, service users not treated with dignity and respect, diverse needs not recognized and valued in terms of age, gender, disability, ethnic origin, race or sexual orientation, services not flexible
Discriminatory Adults	Exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals.	Verbal abuse, harassment or similar treatment, unequal treatment, deliberate exclusion from services such as education, health, justice and access to services and protection, harmful or derisive attitudes, inappropriate use of language	Repeated exclusion from rights afforded to citizens such as health, education, employment and criminal justice

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Type Of Harm	Definition	Examples	Indicators
Modern Slavery	Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.	Adult or Child trafficked into UK or between places in UK for purpose of sexual abuse or labour. Adult or Child forced to work as domestic servant. Adult or child forced to work as sex worker, farm labourer, car cleaner.	Individual may not have their passport or Identity documents. They may not have access to or contact with friends and family. May never be left alone, live in poor conditions, not be able to leave of own free will. May have no access to funds. May not know where they are or who they are with.
Self Neglect	A wide range of behaviour involving neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.	May not react to or appropriately fulfil needs for health care, food, warmth. May live in an environment that is an environmental or fire risk and not take any measure to reduce risk or inadequate measures.	Environment which is poorly maintained, dirty, animal infested, cramped to the degree that it places the individuals wellbeing at risk. May have untreated or inadequately treated physical health issues.
Domestic Abuse	In 2013, the Home Office announced changes to the definition of domestic abuse: Incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality. Age range 16+	<ul style="list-style-type: none"> • Includes: psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence; Female Genital Mutilation; forced marriage. 	Appears to be afraid of partner / of making own choices, behaves as though she/he deserves to be hurt or mistreated, low self-esteem or appear to be withdrawn, appears unable or unwilling to leave perpetrator, makes excuses for or condones the behaviour of the person alleged to have caused harm, blames abuse on themselves
Spiritual Abuse	Inappropriate use of religious belief or practice	The misuse of the authority of leadership or penitential discipline, oppressive teaching or intrusive healing or deliverance ministries which may result in various types of harm.	Could be any of the above.

Some Additional Information:

Child Sexual Exploitation: All children and young people can be at risk of sexual exploitation. This includes boys and girls of any age. This is a form of sexual abuse. Whilst young people can give consent to sexual acts from the age of 16 (so long as they have the mental capacity to do so) they continue to be at risk of sexual exploitation beyond their 16th birthday. **Any concern that a child or young person may be at risk of or experiencing sexual exploitation must be reported immediately to Children's Social Care or the police.** Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Female Genital Mutilation: Female genital mutilation (sometimes referred to as female circumcision) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK. It has been estimated that over 20,000 girls under the age of 15 are at risk of female genital mutilation (FGM) in the UK each year, and that 66,000 women in the UK are living with the consequences of FGM. However, the true extent is unknown, due to the "hidden" nature of the crime. The girls may be taken to their countries of origin so that FGM can be carried out during the summer holidays, allowing them time to "heal" before they return to school. There are also worries that some girls may have FGM performed in the UK. Any concern that a child or adult who may be vulnerable may be at risk of FGM must be reported immediately to the relevant Local Authority or directly to police.

Terrorism and Extremism: Any person may become drawn into extremism or sympathy with such views and into terrorism. This will often happen through contacts made via the internet but a culture that supports this can develop in any community, group, school or faith organisation. The Counter-Terrorism and Security Act 2015 places duties on certain bodies, not including Faith Organisations (excepting where such an organisation runs a school or other relevant premises) to have due regard to the need to prevent people from being drawn into terrorism. Everybody should be alert to any indication that a person or group may be developing or has developed an interest or ideology that may include harm to others. **Any concern related to this whether for a child or adult must be reported to the police without delay.**

Appendix 3: Example Forms

St. Paul's Church Clifton/St. Saviour and St. Mary Cotham

Consent for the use of Photographs and Video Material

This form should be completed when groups wish to display photographs or use video footage of children or young people under the age of eighteen years old. The form should be completed prior to the use of material and filed by the group co-ordinator/Parish Safeguarding Officer.

Name:

Address:

Postcode:

Telephone Number:

Photographs to be taken by.....

Reason for photographs to be taken

What will the photographs be used for?

The photographs will be stored by the Church for months/ weeks/ years.....

I give / do not give permission for St. Paul's Church, Clifton to use the photographs of my children as part of a display.*

I give / do not give permission for St. Paul's Church, Clifton to use the video footage of my children as part of a display.*

*Delete as appropriate.

Signed:

Date:

Relationship to the nam

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St. Paul's Church Clifton
Request for Reference

Vicar Richard Holroyd. Address: 12 Belgrave Road, Bristol BS8 2AB

Volunteer role for which applying:

Dear

.....has given your name as a reference for the above Job. Can you please give details as to the suitability of for this role their attitude towards children and their attitude to the Safeguarding of children. Please find enclosed role description.

Thank you for your help.

Parish Safeguarding Officer

Please return to address above.

Yours Sincerely

Parish Safeguarding Officer.

St. Paul's Church/St. Saviour and St. Mary Cotham

Application form for Volunteers

Copies of this form should be retained by the Parish Safeguarding Officer

Personal details:

Name:

Address

Post Code:

Telephone Number: Home

Mobile:

How long have you lived at the above address;

Years:

(If less than 12 months please state your previous address and parish church)

Name of Group with which you intend to work:

Experience of working with children and Qualifications please give details:

Please give employment history and reason for any gap:

Please give any other relevant experience useful for this post on attached blank page.

References

Please provide the names and addresses of two people who have known you for at least two years and would be able to provide you with a personal reference. If you are employed please give you Managers name or HR managers name as one of the referees.

Where appropriate I agree to comply with the requirement for a Disclosure and Barring Service check.

I have received a copy of the Parish Safeguarding Policy. Please tick:

Signature.....Date.....

.....

St. Paul's Church Clifton/St. Saviour and St. Mary Cotham

Residential Consent Form

Participants Name:

Date of Visit:

Name of Group:

Please complete this form and hand it to the person in charge of your group. This form must be completed and signed by a parent or guardian if the participant is under 18 years old.

Details of Participant: (capital letters please)

Last Name Nationality	First names	Date of Birth	Male/Female
Address:			
Telephone Numbers:			
Home:		Work:	Mobile:
Useful Contacts:			
Person to contact in case of emergency			
Name:		Address:	
Telephone Number:			
Doctors Name:			
Telephone Number:		Address:	
Parents/Guardian/Partner/Husband /Wife:			
Address:			
Telephone Number			
Any Additional Contact Details:			

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Participants Name:

Date of Visit:

Information provided on this form will be treated as Confidential.

Have you ever had	Yes /No	If yes please give details
Heart trouble, raised blood pressure?		
Asthma, bronchitis, tuberculosis?		
Diabetes?		
Epilepsy, fainting attacks, severe head injury, migraine?		
Hayfever or any other allergy?		
Allergy to insect bites, especially wasps		
History of fractures or tendon/ligament damage (e.g. back, neck, arms, ankles, knees?)		
A tetanus Injection?		
Are you suffering from, or are you a carrier of any infectious diseases?		
Have you been treated by a doctor or been in hospital in the last 12 months?		
Are you taking any medication? If so please give details, state dose and ensure you bring enough.		
Have you any special dietary requirements (e.g. vegetarian or vegan) or food allergies (e.g. Nuts)		
Do you suffer from any other medical or physical condition?		

In signing for a participant who is under the age of 18 years old, you endorse the following: I wish the above named participant to be allowed to take part in the residential and consent to him/her taking part in all the activities and have ensured that he/she is willing to take part in all aspects of the event.

Signed:

Date:

In the event of an emergency and leaders are unable to contact me, I give my permission for any medical treatment deemed necessary to ensure the well being of the above named to take place.

Signed:

Date:

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Session Record Form

Name of Leader(s): Session:	Date of
Number of children /young people:	
Description of the session:	
Any issues that have arisen:	
Issues that need to be dealt with next session:	
Signed:	

St. Paul's Church Clifton/St. Saviour and St. Mary Cotham

Risk Assessment form Transport

Location or project title:	Usage of car:	Assessors name: (capitals)	Date of Assessment:
Project description:	Risk assessment cover:	Trips outings by NRG	Risk assessment No.

Activity or incident identified	Persons at risk	Severity of consequences	Likelihood of occurrences	Risk rating S x L 1 - 9	Existing risk control measures necessary	Additional control measures necessary	Date of R/A's to be implemented	Review date if any

St. Paul's Church Clifton/St. Saviour and St. Mary Cotham

Declaration Form

For Volunteers seeking to work with Children Young Adults

This form is strictly confidential, and will only be seen by the Parish Safeguarding Officer.

Please circle the answer most appropriate to yourself:-

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

Yes No

1b Have you ever been cautioned by the Police or bound over to keep the peace?

Yes No

1c. Have you ever been found by a court exercising civil jurisdiction (including matrimonial or Family jurisdiction) to have caused significant harm to a child or young person under the age of eighteen years or has such a court order made against you on the basis of any finding or allegation that any child was at risk of significant harm against you?

Yes No

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

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

Yes No

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

Yes No

5. Have you had any health problems which might affect your work with children or young people under the age of eighteen?

Yes No

6. Have you, during the past five years, had any home address other than that given below/
Yes No

If you have answered 'YES' to any of the questions then please give details on a separate sheet and attach to this document before submitting.

*All previous convictions with the exception of technical motoring offences leading only to a fine should be disclosed.

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

<u>Declaration</u>
I declare that the above information (and that on the sheet attached) is accurate and complete to the best of my knowledge.
Signed..... ...
Date..... ...
Full Name.....
Address.....
Please return this form in a sealed envelope with your name on the front to the parish Safeguarding Officer.
You may be required to complete a Disclosure and Barring Service Check.

Statement for Hirers

Safeguarding Policy for one-off bookings:

The PCC will provide the hirer or responsible person with a copy of the parish safeguarding policy and ask him/her to sign this statement which confirms that he/she has seen it and agrees to abide by it. For one-off bookings such as parties or wedding receptions the PCC does not need or expect the hirers to obtain Disclosure and Barring Service Certificates for Leaders.

Safeguarding Policy for regular bookings:

Organisations regularly working with children and or adults who may be vulnerable should have their own policies and procedures. The PCC will ensure that a copy of their procedure is obtained before agreeing the booking. The responsibility for implementing the hirer's safeguarding policy rests with the hiring organisation and not the PCC, however the PCC needs to take reasonable steps to ensure that this is being done.

The PCC will ensure that the hirer complies with the guidelines for running activities for children and/or vulnerable adults (for example: ensuring sufficient safely recruited leaders are on site).

Access to the area being hired will be available to Church Wardens, the Vicar, the Halls Administrator, volunteer opening-up person and maintenance persons. Hirers will need to ensure that, where there are shared facilities with other groups, children are sufficiently well supervised to reduce the risk of harm occurring.

Enquiries will be made as to whether the hirer intends to care for children under 8 years of age for 2 hours or more without their parents or carers present. If so, they may need to register with Ofsted. No booking with such a group will be formalised until the administrator has seen evidence of its Ofsted registration, or confirmation that registration is not required.

Safeguarding Conditions for the Hire of Church Premises

This Benefice Policy for Safeguarding Children and Vulnerable Adults can be viewed on the website of each parish, and is available from the Benefice Administrator, Sue Hawkins.

Your booking agreement is conditional upon you complying with this policy, or if you have one, your own Safeguarding Policy providing it is equivalent. You are required to ensure that children and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring, and that you carry full liability insurance for this.

In particular this means that:

- You will comply with the parish policy and procedures for Safeguarding children and vulnerable adults, or your own equivalent policy.
- You will provide the Church with a copy of your organisation's Safeguarding Policy and Procedures if you have one.
- You will recruit safely all current paid and voluntary workers who work with children and vulnerable adults and where enabled by law to do so obtain satisfactory disclosures from the Disclosure and Barring Service (DBS)
- You will keep an up to date list of the names of all paid and voluntary workers who work with children and vulnerable adults.
- You will always have at least two leaders in any group of children and young people, no matter how small a group.
- You will adhere to the following guidelines for the ratio of adults to children/young people as recommended by OFSTED

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- 0-2 years 1 person for every 3 children
 - 2-3 years 1 person for every 4 children
 - 3-8years 1 person for every 8 children
 - Over 8 years 1 person for the first 8 children and then one extra person for every 12 children
- NB. The above is guidance, but there should be a minimum of two adults present at any time.

No person under 18 may be left in sole charge of any children of any age. Young people who assist with caring for other children/young people must complete a Supervised Worker Registration Form. They must be supervised at all times by an adult.

Gender: Leaders of both sexes should, if possible, should be present at every activity.

- You will ensure no person under the age of 18 years will be left in charge of any children of any age
- You will ensure no child or group of children or young people should be left unattended at any time
- You will ensure a register of children or vulnerable adults attending the activity will be kept. This will include their name, address, date of birth and next of kin.
- You will complete details as soon as possible of any accident or injury during your occupation of the premises which did or could give rise to injury
- You will immediately (within 24 hours) inform the Parish Safeguarding Officer of
 - (c) Any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation
 - (d) Any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

Insurance: the church holds insurance in respect of its own property, church activities and public liability. This insurance does not protect you, the hirer of the hall, and we therefore require that the hirer arranges insurance in respect of liability arising from death, injury or damage to third parties and/or their property. We reserve the right to require you to produce evidence of your insurance to us at any time.

Declaration

I have received and agree to abide by the Parish of Safeguarding of Children and Vulnerable adults policy. I understand that the booking agreement for the hire of Church premises is conditional on my organisation keeping to these procedures and that the agreement can be immediately terminated if we fail to comply with them.

Print Name..... Signed.....
Designation..... Organisation.....
Date.....