

St Andrew's Parish, Kinson

SAFEGUARDING

HANDBOOK

including Policy and Guidelines

Date: 16 January 2020

 st andrewskinson

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Introduction

St Andrew's is part of the Kinson & West Howe Benefice within the Poole and North Bournemouth Deanery. We agree to work under the safeguarding rules and guidelines as outlined in this Policy and the Salisbury Diocese Safeguarding Framework and Good Practice Guidelines 2017.

For information only, copies of the current Safeguarding Policies are held in the St Andrew's, Kinson, Parish Office.

The Diocese of Salisbury Safeguarding Framework and Good Practice Guidelines 2017.

The guidelines state that

"The Diocese is committed to:

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

To this end:

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

- We will seek to offer pastoral care and support, including supervision and referral to the appropriate authorities to any member of our church community known to have offended against a child, young person or an adult at risk or is accused of abuse.
- In all these principles we will follow legislation, guidance and recognized good practice."

Using the "St Andrew's Church, Kinson, Safeguarding Handbook (including Policy and Guidelines)"

This handbook has been created to support 'The Diocese of Salisbury Safeguarding Framework and Good Practice Guidelines 2017'. This handbook should be read in conjunction with those guidelines.

Overall Safeguarding Aims of St Andrew's Church, Kinson

St Andrew's holds a trusted position in the community. To support this, the Church will adhere to the Policy, Guidelines and good practice as outlined in this document. This will ensure best practice by all who work with Children and Young People, and adults who may be at risk of abuse, as well as the Ministers and Leadership Team and that they know how to:

- Protect them from abuse.
- Act responsibly if abuse is discovered or disclosed;
- Work safely, promoting the well being of all.

In order to achieve these aims we have adopted:

- A Policy Statement
- Guidelines which are to be applied in our church setting

Statement of Intent

A policy on Safeguarding Children and Young People, and Adults who may be at risk of abuse has been formally adopted by the PCC. A statement that we have adopted the policy should appear on all information issued about work with children and young people and adults who may be at risk of abuse

Clarification of Terms

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

A WORKER is anyone who works or volunteers with children and/or young people or adults who may be at risk of abuse, on behalf of the Church.

A LEADER is anyone who has a supervisory, organisational or decision making role.
PSR refers to the Parish Safeguarding Representative.

An ADULT who may be at risk of abuse is any adult (any person aged 18 and over) who:

- (a) has needs for care and support (whether or not the local authority is meeting any of those needs),
- (b) is experiencing, or is at risk of, abuse or neglect, and
- (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Diocesan Safeguarding Adviser



Mrs Heather Bland: 01722 411922, heather.bland@salisbury.anglican.org

- Based at Church House, Salisbury
- Works 9am-5pm Mon/ Tue/ Wed; and Thu morning each week
- Available for urgent safeguarding discussions 7 days a week, 8am-9pm, on 07500 664800

Safeguarding Policy for St Andrew's Church, Kinson

This policy was given approval by the PCC members at the Parochial Church Council meeting on Thursday 16th January 2020.

The Church of England, along with the whole Christian community, believes each person has a value and dignity which comes directly from God's creation of male and female in God's own image and likeness. Christians see this as fulfilled by God's re-creation of us in Christ. Among other things, this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

St Andrew's Church, Kinson is committed to the safeguarding and protection of all and affirms that the needs of children and young people, and adults who may be at risk are paramount.

We recognise that we are all vulnerable to some degree, but that there is a particular care for those whose vulnerability is increased by situations, by disabilities or by reduction in capacities. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity and seeks to affirm the gifts and graces of all God's people.

This policy addresses the safeguarding of individuals. It is intended to be a dynamic policy. It is intended to support the Church in being a safe supportive and caring community for children, young people, adults who may be at risk, for survivors of abuse, for communities and for those affected by abuse.

- We recognise the serious issue of the abuse of children and adults who may be at risk and recognises that this may take the form of physical, emotional, sexual, financial, spiritual or organisational abuse or neglect.
- We acknowledge the effects these may have on people and their development including spiritual and religious development.
- We accept responsibility for ensuring that all people are safe in our care and that their dignity and right to be heard is maintained.
- We accept responsibility to support, listen to and work for healing with survivors, offenders, communities and those who care about them.
- We take seriously the issues of promotion of welfare so that each of us can reach our full potential in God's grace.

St Andrew's Church, Kinson commits to respond without delay to any allegation or cause for concern that a child, or adult who may be at risk of abuse may have been harmed, whether in the church or in another context. It commits itself to challenge the abuse of power of anyone in a position of trust.

St Andrew's Church, Kinson commits to the provision of support, advice and training for lay and ordained people that will ensure people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children and young people, and adults who may be at risk of abuse.

St Andrew's Church, Kinson affirms and gives thanks for the work of those who are workers or volunteers with children, and adults who may be at risk of abuse and acknowledges the shared responsibility of all of us for safeguarding children and adults who are on our premises.

St Andrew's Church, Kinson appoints **Sarah Davis** as **Parish Safeguarding Representative** and supports her in his role which is to:

- i) support and advise the minister and the church officers in fulfilling their roles
- ii) provide a point of reference to advise on safeguarding issues
- iii) promote safeguarding best practice within the local church.

a) Purpose

The purposes of this safeguarding policy are to ensure procedures are in place and people are clear about their roles and responsibilities regarding children, and adults who may be at risk in our care and using our premises. To be read in conjunction with 'The Diocese of Salisbury Safeguarding Framework and Good Practice Guidelines 2017'.

b) Good Practice

We believe good practice means that:

- i) All people are treated with respect and dignity.
- ii) Those who act on behalf of the Church should not meet or work alone with a child, young person or adult who may be at risk of abuse where the activity cannot be seen unless this is necessary for pastoral reasons, in which case a written note of this will be made and kept noting date, time and place of visit.
- iii) The church premises will be assessed for safety and the risk assessment report will be given annually to the Parochial Church Council in written form. This will include fire safety procedures. The Parochial Church Council will consider the extent to which the premises and equipment are suitable or should be made more suitable.

- iv) Any driver using their own vehicle for the transportation of children, young people or adults who may be at risk of abuse is responsible for ensuring the vehicle is roadworthy and comprehensively insured. (Drivers to check with their Insurance Company re the requirement for business cover)
- v) Promotion of safeguarding is recognised to include undertaking those tasks which enable all God's people to reach their full potential.

c) Appointment and training of workers

Workers and volunteers will be appointed after a Safer Recruitment process and a satisfactory Disclosure and Barring Service (DBS) check and completion of *SG7 - Confidential Declaration Form, Appendix 2*. Each worker/volunteer will be required to undergo basic safeguarding training, within the first six months of appointment. The other training needs of each worker will be considered (e.g. food hygiene, first aid, lifting and handling, etc.) and each worker will have an annual review conducted by their Supervisor. All workers across the parish **MUST** be listed on the Group Overview and Volunteer Register - **FORM 1**.

d) Lay Pastoral Assistants/Pastoral Visitors

In terms of safeguarding, LPAs will be required to attend safeguarding training before commissioning. Pastoral Visitors will be supported in their role with the provision of basic safeguarding training appointment.

e) Guidelines for working with children and young people and adults who may be at risk of abuse

The Guidelines exist and are reviewed annually. These are accessible to each worker with children and young people and adults who may be at risk of abuse outlining good practice.

f) Events with church groups off the premises

Adequate staffing will be ensured for such events. Notification of the event will be given to the PCC in advance.

g) E-safety

The Guidelines exist and are reviewed annually. These are accessible to each worker with children, young people and adults who may be at risk outlining good practice.

h) Other groups on church premises

Where the building is hired for outside use the person will be required to sign a letting agreement. If they are to be provided with a key they will be asked to sign a keyholder agreement.

i) Complaints procedure

It is hoped that complaints relating to safeguarding can be dealt with internally by individual group leaders. However, a complaint may be made to the Parish Safeguarding Representative. If a complaint is made to another person, it should be passed on to the Parish Safeguarding Representative who will arrange to meet with the complainant and attempt to resolve the complaint. If the complaint cannot be resolved, consideration will be given to invoking the complaints procedure of the Church of England.

j) Review

This policy will be reviewed annually by the Parochial Church Council.

k) Key concepts and definitions:

- i) **Safeguarding and protecting children, or adults who may be at risk of abuse:** preventing maltreatment; preventing impairment of their health and ensuring safe and effective care.
- ii) **Adult/child protection** is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect children/specific adults who are suffering or are at risk of suffering significant harm, including neglect.
- iii) **Abuse and neglect** may occur in a family, in a community and in an institution. It may be perpetrated by a person or persons known to the child or adult or by strangers; by an adult or by a child. It may be an infliction of harm or a failure to prevent harm.

All relevant people to annually read and sign the 'St Andrew's Church, Kinson Policies Read' checklist.

Dated 16th January 2020

Signed 

Chair of Parochial Church Council

All guidelines are valid for work with children and young people and adults who may be at risk

GUIDELINE 1

Adopt a policy on safeguarding the welfare of children and young people & adults who may be at risk.

This policy will be reviewed on an annual basis and the review date will be recorded in Appendix 1 - Policy Statement Review.

GUIDELINE 2

Plan your work so as to minimise situations where abuse may occur.

1. Guidelines for all workers

You should:

- treat everyone with respect and dignity;
- ensure that your own language, tone of voice and body language is respectful;
- always aim to work within sight of another adult;
- toilet breaks should be organised where applicable;
- ensure another adult is informed if a person needs to be taken to the toilet;
- ensure that young people and adults who may be at risk know who they can talk to if they need to speak to someone about a personal concern;
- respond appropriately to people's needs and concerns ensuring there are other adults around;
- if any activity requires physical contact, ensure that the child or young person, or adult who may be at risk adult and their parents/carers are aware of this and its nature beforehand;

- administer any necessary First Aid with others around;
- obtain consent for any photographs/videos to be taken, shown or displayed;
- record any concerning incidents and give the information to your group Leader. Sign and date the record;
- always share concerns about a child or young person or adult who may be at risk or the behaviour of another worker with your group leader and/or Parish Safeguarding Representative.

You should not:

- initiate physical contact. Any necessary contact should be initiated by the individual;
- invade the individual's privacy while washing or toileting;
- play rough physical or sexually provocative games;
- use any form of physical punishment;
- be sexually suggestive about or to an individual even in fun;
- touch an individual inappropriately or obtrusively;
- scapegoat, ridicule or reject an individual or group;
- permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying;
- show favouritism to any individual or group;
- allow an individual to involve you in excessive attention seeking that is overtly physical or sexual in nature;
- give lifts to an individual on their own or on your own unless it is an emergency in which case you should record the circumstances leading up to it;
- drink alcohol when responsible for children or young people or adults who may be at risk (with the exception of wine taken when participating in the Lord's Supper);

- share sleeping accommodation inappropriately;
- invite a child or young person or adult who may be at risk to your home alone;
- arrange social occasions with children or young people or adults who may be at risk (other than family members) outside organised group occasions;
- allow unknown adults access to children or young people or adults who may be at risk. Visitors should always be accompanied by a known person;
- allow strangers to give lifts to children or young people or adults who may be at risk.

2. Additional guidelines for group leaders

In addition to the above the group leader should:

- ensure any health and safety requirements are adhered to;
- undertake risk assessments with appropriate action taken and record kept;
- keep register and consent forms up to date;
- have an awareness, at all times, of what is taking place and who is present;
- create space for children to talk - either formally or informally;
- liaise with Parish Safeguarding Representative over good practice for safeguarding;
- always inform the Parish Safeguarding Representative of any specific safeguarding concerns that arise. The Parish Safeguarding Representative will liaise with the relevant diocesan safeguarding adviser;
- liaise with the PCC.

3. GOOD PRACTICE WITH COLLEAGUES.

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

4. TOUCH

Taken from 'The Diocese of Salisbury Safeguarding and Good Practice Guidelines (2017)'

"Church-sponsored groups and activities should provide a warm, nurturing environment for children and young people, while avoiding any inappropriate behaviour or the risk of allegations being made. Child abuse is harm of a very serious nature. So that it is unlikely that any type of physical contact in the course of children and youth work could be misconstrued as abuse, all volunteers must work with or within sight of another adult.

Physical contact with a young person should always be avoided if you are alone with a young person and not sought after in other circumstances. Shaking hands is courteous and often appreciated by older people. If you do touch or hug, hands must always be outside the person's clothing and never on any part of the body which might be considered inappropriate. It is important that people with learning disabilities learn what form of body contact is appropriate in different social situations; this helps to keep them safe and helps them to become aware when people are behaving inappropriately and possibly exploiting them.

Very occasionally it may be necessary to restrain a child or young person who is harming her/himself or others. Use the least possible force and inform the parents as soon as possible. All such incidents should be recorded and the information given to the church safeguarding co-ordinator.

All physical contact should be an appropriate response to the child's needs not the needs of the adult. Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately."

5. MONEY/GIFTS

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

6. RECRUITMENT

Please refer to the Safer Recruitment Practice Guidance issued by the National Safeguarding Team, a copy of which is available in the Parish Office and on the Salisbury Diocesan Website. Corresponding Approved System for recruitment along with all required Forms and Templates are also available from the Parish Office

7. DATA PROTECTION

The Data Protection Act 1998 gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

There are seven golden rules to remember:

1. the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
2. Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.

5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
7. Keep a record of your decision and the reasons for it - whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

8. GENERAL SAFETY CHECK LIST.

CHECK THAT:

- Premises, including the lighting, and equipment used with children or young people or adults who may be at risk of abuse are safe, well maintained and suitable for the purpose.
- A system of regular checks before use needs to be established. Although it is not necessary to complete this form for each use it can be used as a guide.
- Undertake a risk assessment for each activity and in greater detail for an unusual activity or when away from the usual location.
- An up to date First Aid kit is available and a nominated person should be responsible for maintaining the kit and all adults should know where to find it. A First Aid kit is available in the Vestry for external visits.
- Encourage staff and volunteer workers to have some First Aid knowledge and provide access to First Aid training.
- No medication is given to a child under 18 years without the written consent of a guardian / parent.
- The taking of medication by adults who may be at risk of abuse remains their responsibility or that of their carer.
- All accidents/incidents are recorded in the accident book (which is kept in the Parish Office).
- Procedures are in place for dealing with sick or injured children, and for accompanying young children to the toilet. Remember that ratios still need to be correct if an adult goes out of the room.
- A parental consent form and a health form have been completed for each child/ young person.
- Consent forms, completed by a parent/guardian, should always be used for anyone under 18 when undertaking activities outside the normal meeting place.
- A register should be kept, and regularly updated, of all children or young people attending the group with details of home addresses, telephone number and a

parent/Carer or guardian's name. In the event of a fire the leader should take the register to check that everyone is out of the building.

- Fire notices are displayed informing people what to do in case of fire.
- Leaders and children/young people know what to do in the event of an emergency.
- Fire appliances and smoke detectors are suitable, serviced regularly and that leaders know where they can be found and how to use them.
- It is clear who is responsible for children after the activity is over, and who they are going home with.
- The rooms are secure from unwelcome people.
- Young people cannot go outside without leaders' agreement.
- Ensure that a telephone is available for all emergencies.
- The local authority Social Services Department should be informed, in advance, of intention to provide facilities which involve the care of under 8's for more than two hours even though registration is not required. (An up to date list of Under 8's Advisers is available from the Salisbury Diocesan Board of Education Officers based in the Diocesan Education Centre in Wilton.)
- Ensure that car insurances are appropriate for transporting members.
- Ensure that house insurances are appropriate for group meetings.
- Adult/ Children ratios are right for the group and occasion.

9. SAFETY PRINCIPLES

a. Application of the Children's Act 1989

No activity currently undertaken through St Andrew's children's and young people's work falls within the scope of the Children's Act 1989. The Parish Safeguarding Representatives will monitor all new activities and should an activity commence where the Act becomes applicable then the P.C.C. will be informed at its next meeting and steps taken to ensure its compliance with the legislation.

b. Insurance

The P.C.C. will finance the premium of insurance cover specifically for children's and young people's work. Such cover will be renewed annually under the Salisbury Diocesan Ecclesiastical Insurance Group Youth and Children's Work Insurance Scheme.

Activity leaders must study the policy document to ensure that they are familiar with the cover provided. In general, the scheme provides cover on indemnity for leaders and named volunteers against public liability in the event of an accident to a member of the public through an activity, and accidental damage to third party property due to an activity, leader or volunteer whilst an activity is in progress. The policy also provides personal accident cover for leaders, volunteers and activity group members in the event of death or a disabling injury sustained by them. However, this personal accident cover excludes certain activities and leaders must acquaint themselves of these exclusions.

c. Fire safety

Activities which take place in the Parish Centre or the Church building are subject to a regular fire drill. Fire safety (including policy and drills) will be organised by the Building Committee. A record of each drill, detailing the activity, date time, numbers and evacuation time will be made and kept in the Fire Drill Log. Activity leaders must ensure that all volunteers are appraised of the position of both the fire doors and the fire-fighting equipment. Activity leaders should acquaint themselves with the positions of the fire exits and assembly point in the event of a fire, and make sure that all volunteers are advised of these.

The overriding principle in the event of a fire is to evacuate the building as quickly, calmly and safely as possible, to contact the Emergency Services and to account for every activity member, leader and volunteer.

d. Accidents & First Aid

A first aid kit will be maintained and located in the hall near the kitchen door. The contents of the first aid kits will be in accordance with the Health and Safety Guidance for public places, and will be maintained by the Parish Safeguarding Representatives at the expense of the P.C.C. Each activity should have a volunteer present, who is a current holder of a recognised First Aider's Certificate. At activities away from the church building leaders must acquaint themselves of first aid facilities and the location of the nearest telephone in case of emergency. Use **FORM 8** as soon as practicable the same day incident occurs.

Where training is necessary for an activity to comply with these requirements, the P.C.C. will provide the necessary funds to enable such training to be undertaken up to a maximum of one volunteer per activity per year.

e. Extra Activities - Parental Consent

When extra activities outside the normal activity meeting place and time take place the activity leader must seek the consent of parents or guardians of each child or young person prior to allowing the child or young person to be involved in the activity. Leaders should plan well in advance and send out a schedule and **FORM 3** 'Information Sheet & Consent Form for Activities & Day Visits', to each parent or guardian for them to sign their approval.

In some circumstances it may not be possible to obtain prior permission, such as if a child simply turns up, but every effort must be made by the activity leader to gain prior permission before the trip sets off. In these circumstances common sense should prevail. Each activity leader must be able to justify including that child or young person on the basis that it was in the best interests of the child at the time.

f. Administering Medication

In general leaders and volunteers should not take on the responsibility of administering any form of medication. Where this is unavoidable, such as on overnight trips, the activity leader should check out the requirement with the child's parents prior to the trip and the child must be able to take the medication themselves, e.g. asthma medication or insulin injections, although the leader may take the responsibility for safe keeping of medication and associated equipment. One exception to this may be the use of an Epipen for dealing with allergic reactions. It is important that if a child may need the use of an Epipen, then at least one volunteer is trained in its use.

A section for parents to give permission for leaders to authorise medical treatment is found on **FORM 3**.

g. Swimming Trips

If a group wishes to take children or young people it should follow the usual procedures set out in this policy - it should be passed through the P.C.C or the Standing Committee. If it is approved and the trip goes ahead **FORM 5** 'Swimming Consent Form' should be completed by a parent/carer for each child/young person going. There should be an increased adult to child ratio for all swimming trips and prior to the trip the swimming ability of a child/young person should be established. A copy of the swimming consent form should be taken by the group leader on the trip. A copy should also be retained at the church/youth office or at the leader's home.

Before any visit to a swimming pool, check there will be a qualified lifeguard present at all times and first aid/rescue equipment is readily available including, a poolside telephone/alarm. If appropriate to your party, check that the pool caters for children with disabilities.

There should be adequate signs indicating the depth of the pool and depending on the age of the group you are taking, it is advisable to make sure that the shallow end is shallow enough. If the maximum depth of the pool is less than 1.5 metres, diving should not be permitted. Checks should also be made that the changing rooms are safe and hygienic and there is a changing room for each sex.

It is important children and young people know how to behave in and around water and that they have not eaten for at least half an hour before swimming.

h. Hire of Premises

The use of church premises by other organisations can cause problems. The following are guidelines. Advice ought to be taken from the church's insurers who will know any local issues:

- The observance of 'reasonable care' is a standard insurance condition.
- The hiring body is required to ensure that children and adults who may be vulnerable are protected at all times, by taking reasonable steps to prevent injury, illness, loss or damage occurring and that they carry full liability insurance for this.
- The owner of the building (the PCC) has a duty to adopt best practice, the insurance industry uses the term 'best practice' in a sense equivalent to that of 'good practice', which is normal in terms of child and adult welfare, based on the current and developing guidance.
- For both one-off and regular hiring it is recommended that a written hiring agreement be used.
- The hiring body should abide by their own safeguarding policies if they have them otherwise by that of the church with which they have a hiring agreement.

N.B. If the hiring body is required to register with OFSTED then the PCC should ask to see the registration certificate and record that it has been seen.

10. GENERAL PRINCIPLES

BULLYING

Adults can be bullied as well as children. We should never ignore or trivialise bullying in any form.

VISITING CHILDREN AT HOME

If for some reason it is felt that a worker/volunteer needs to visit a child and family, it is important that certain guidelines are put into effect.

Guidelines for visiting:

1. Inform an appropriate person of the proposed visit (activity leader, vicar, member of staff, Church Warden or Parish Safeguarding Representative).
2. Never go into a child's home if a parent/carer is absent.
3. Keep a written record of the visit detailing the following:
 - a. Purpose
 - b. Time you arrived and left
 - c. Who was present
 - d. What was discussed
4. If the parent/carer is absent when the call is made, leave some means of identification and explanation for the visit that can be given to them if the child is home alone or with other children.
5. The invitation of a child to a worker's home must be done with the knowledge of the appropriate people and the permission of the parent/carer. Normal guidelines and ratios apply

CHILDREN FROM THE STREET

Sometimes children playing outside or wandering the streets with no adult supervision will want to join in with church activities without the knowledge of their parents. The following is recommended:

- On arrival, welcome the child/children and try to establish their name, age, address and telephone number. Record their visit in a register.
- Ask the children if a parent/carer is aware where they are, and what time they are expected home. If this is before the session ends, the child should be encouraged to return home, unless permission to stay can be obtained from the parent/carer via a telephone call. In any event suggest the child seeks the parent/carer's permission to return the following week.
- Link the visiting child with a regular attendee who can introduce them to the group and show them the ropes.
- On leaving, give the child a leaflet about the group with contact telephone numbers etc and perhaps a standard letter to the parent/carer inviting them to make contact if they wish.
- Without interrogating the child, you will need to find out as soon as possible whether they have any special needs, (e.g. medication), so that you can respond appropriately in an emergency.

WORKING WITH DISRUPTIVE CHILDREN

Sometimes children, young people and indeed adults who may be at risk become angry, upset and disruptive. Occasionally their behaviour may endanger themselves or others. The Government has developed national standards in relation to early years and day care. The following guidelines should be taken into consideration:

If a child/young person is being disruptive:

- Ask them to stop.
- Speak to the child to establish the cause(s) of upset.
- Inform the child that they will be asked to leave if the behaviour continues.
- Warn the child that if they continue to be disruptive, this might result in longer term exclusion from the group.

If a child/young person is harming him/herself or another person or property then other children/young people present should be escorted away from the area where the disruption is occurring. At the same time, and with a second worker present, request the child/young person to STOP. If your request is ignored, you might need to warn the individual that you will consider calling for additional help, (e.g. Police) if they do not stop. Only in exceptional circumstances and with assistance, should a child/young person be restrained to prevent them harming themselves, others or property whilst you wait for the police. The Police will inform of suitable action over the phone in such circumstances.

The workers involved should always record what happened as soon as possible after the incident, using **Form 8** 'Accident and Incident Form'. A copy should be given to the leader, a copy retained by the worker/volunteer and a copy kept with the logbook.

11. TRANSPORTING CHILDREN OR YOUNG PEOPLE OR ADULTS WHO MAY BE AT RISK ON BEHALF OF THE CHURCH

When organising youth events, transport can often be a huge obstacle. As long as the correct procedures and common sense are used, the following guidelines will ensure the protection of children, young people and adults who may be at risk during the transportation to such events.

If a trip or event isn't part of regular activity, it should always be submitted for approval to the P.C.C or the 'Standing Committee' prior to the event/trip. The plans for it should be discussed with the Vicar and Parish Safeguarding Representatives.

These guidelines should apply to all drivers involved in the transportation of children, young people and adults who may be at risk, organised by or on behalf of St. Andrew's.

Drivers appointed by St. Andrew's should always be regarded as 'workers/volunteers' and it follows therefore all the appropriate checks should be carried out and only those who have successfully gone through the St. Andrew's recruitment, application and selection procedure should transport children.

Obviously there are parents who transport children besides their own, but this is essentially an arrangement between those with parental responsibility and not something arranged by the church.

Drivers

- All those who drive children or young people or adults who may be at risk on church-organised activities should be aged 21 years or over and have held a full and clean driving licence for over two years; have adequate insurance and the vehicle should be road worthy.
- Drivers who are not workers with children or young people or adults who may be at risk should be recruited for the task through the normal recruitment process.
- Any driver who has an endorsement of 6 points or more on their licence should inform the group leader and the church/parish safeguarding representative.
- Any driver who has an unspent conviction for any serious road traffic offence should not transport children or young people or adults who may be at risk for the church.
- Drivers must always be in a fit state i.e. not over-tired; not under the influence of alcohol; not taking illegal substances; not under the influence of medicine which may induce drowsiness.

Private car

- Children and young people should not be transported in a private car without the prior consent of their parents or carers. This also applies to formally arranged lifts to and from a church activity.
- Independent adults who may be at risk of abuse can give their own consent regarding transportation in a private car. Otherwise consultation with carers or next of kin would need to take place to agree transport arrangements.
- Any driver using their own vehicle for the transportation of children or young people or adults who may be at risk is responsible for ensuring the vehicle is roadworthy and comprehensively insured. (Drivers to check with their Insurance Company re the requirement for business cover).
- All children must wear suitable seat belts and use appropriate booster seats. If there are insufficient seat belts, additional children should not be carried.
- At no time should the number of people in a car exceed the usual passenger number.
- There should be a non-driving adult escort as well as the driver. If in an emergency a driver has to transport one child or young person on his or her own, they must sit in the back of the car.

Minibus or coach

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

General guidelines for transporting children:

Parental consent should be given and all journeys should be carried out with the knowledge of the leadership of the church and knowledge of parents/guardians.

Any motor vehicle adapted to carry more than eight passengers for hire or reward is regarded in law as a Public Service Vehicle (PSV). A small bus permit is therefore required for all mini buses used to carry between 6 and 16 passengers. All minibuses used to transport children should therefore have a small bus permit, the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.

If a mini-bus is used and the children/young people are asked to make a contribution towards the trip, there is a legal requirement to obtain a Section 9 permit from the Department of the Environment, Transport & The Regions.

The law no longer permits car drivers who passed their test after 1st January 1997 to drive mini-buses without passing a Public Service Vehicle (PSV) driving test or unless they are driving under a section 19 permit. This does not apply to licence holders who were over 21 years of age in 1997.

It is reasonable to expect that drivers may be alone with a child for short periods e.g. dropping off the last child. Consideration could be given to dropping off the least vulnerable child last and plan routes accordingly. Two workers in a car does not in itself guarantee protection for a child. Ideally, all children, young people and adults who may be at risk should be picked up and dropped off at a 'central' venue e.g. the church carpark, ensuring as much as possible that parents/guardians will arrange for their journey from there.

Drivers should not spend unnecessary time alone in a car with a child. If a child wants to talk to a driver about something and has waited until other children have been dropped off, the driver should explain that it isn't convenient to talk there and then, but arrange to meet the child/young person at a location where there are other adults around. (Having said that, remember a child/young person may want to talk to the driver about an abusive situation so be sensitive to this possibility).

When travelling in groups with more than one vehicle it is good practice to insist children stay in the same groups on the out-going and return journey. This will avoid the confusion over whether a child has been transported home or at worst left behind.

If travelling in convoy with cars and minibuses, please note that the maximum speed for a minibus is 50 mph on single carriageway roads, 60 mph on dual carriageways, and 70 mph on motorways.

At collection or dropping off points do not leave a child on their own. Make sure that an appropriate adult collects children.

It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular child e.g. where there has been a disagreement or where a child/young person has a 'crush' on a driver.

If parents transport children around e.g. to and from activities, ensure that all are made aware that such arrangements are the responsibility of the parents involved and not the church.

When using minibuses for transporting children, seatbelts should be fitted for all passengers. This is compulsory for vehicles registered on or after 1/10/01.

FORM 4 'Consent for Transporting Children & Young People' should be completed and signed by parents/guardians and any other applicable forms for the activity.

12. PHOTOGRAPHING AND FILMING OF CHILDREN, YOUNG PEOPLE AND ADULTS WHO MAY BE AT RISK

As a Church we must be very careful using photographs, videos and web cams of clearly identifiable children, young people and adults who may be at risk. There are several issues to be aware of:

Permission must be obtained of all the people who will appear in a photograph, video or web cam image before the photograph is taken or footage recorded. **FORM 6** 'Consent Form for using Images of Children & Young People'.

It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.

If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.

If photographs or recordings of children's/youth groups are made and individual children can be easily identified, workers and volunteers must find out whether any parents do not want their children to be in the photograph.

Children, young people and adults who may be at risk should not be identified by surname or other personal details. These details include e-mail or postal addresses, telephone or fax numbers.

When using photographs of children, young people and adults who may be at risk, it is preferable to use group pictures.

13. E-SAFETY

A 'young person' is defined as anyone under the age of 18. However Facebook's own rules only allow those aged 13+ to join it. Please always follow the terms set out by Facebook.

Within our own work at **St Andrew's Church, Kinson** the following policy regarding contacting young people via email and mobile phones will be from the school year 8 (aged 12/13 years) and above. Therefore, young people below year 8 will not receive electronic communication.

'Adults' also use Facebook, Instagram, WhatsApp, emails and texts so the following principles should also be applied to communication with adults as well.

Social media and networking

"Social media includes web-based and mobile based technologies which are used to turn communication into interactive dialogue among organisations, communities and individuals"

Social networks, when used effectively, are a great way of communicating what's going on in our ministry. Because of their reach however, care must be taken in how they are established and used. Below are some guidelines on how social networks should be used within the ministry of **St Andrew's Church, Kinson**.

Personal use of Social Networks

It's important to realise that your personal use of social networks is really a portrayal of your position and the ministry of **St Andrew's Church Kinson**. People who follow you won't see the distinction of your personal life and your role in the church. Therefore, it's important to think through the message you are sending through these networks. A good guideline to use is "if you wouldn't send it from the **St Andrew's Church, Kinson** email address, don't post it to a social network".

Electronic Communications Policy

When electronic communication (Communication via Mobile Phone, Social Networking (if aged 13 or over) and Email) takes place between adults and young people the following practices must be followed:

It is important that parents are aware of and give consent to **appropriate adults** communicating electronically with their son or daughter. Parent's consent will be gained at the beginning of each academic year for their son or daughter to be contacted directly by **appropriate adults** via; Mobile Phone, Social Networking (if aged 13 or over) and Email using **FORM 9**.

Appropriate Adults are people who are working directly with young people or who have a pastoral responsibility for a young person for example Youth Worker or Worship Leader. **Appropriate Adults** will also sign a form and have permission from our Incumbent.

Appropriate Adults need to avoid contacting young people before 8:00am and after 10:00pm. This is unless the young person contacts you first in an emergency.

When communicating with a group of young people, the **appropriate adult** should send exactly the same email/text message to all recipients, as individually written ones with the same subject could be misinterpreted as favouritism.

When in discussion with a young person, topics, which are of a sensitive nature or could be easily misinterpreted, should not be discussed electronically and a face-to-face meeting should be arranged.

Conversations are best written/typed in full and the use of abbreviations avoided. This is due to the risk of a misinterpretation, for example, "LOL" traditionally means "Laugh out Loud" as a response to a joke or funny situation; however this can also be interpreted as "Lots of Love".

Some social networking websites and programs offer the option for one or both users in a conversation to display a live image of themselves via a webcam. Due to the increased risks of abuse with webcams, adults must not use webcams with young people; neither displaying themselves nor viewing young people.

Adults who minister to children and young people are strongly encouraged to set very stringent privacy settings on any social networking profile. Advice can be sought from the Diocesan Board of Education Youth Officers.

Adults should not submit "friend" requests to young people. Young people may not be able to decline such requests due to the disparity of power between young people and adults. Young people may ask to be "friends", and adults should discern the level of contact they want to maintain with young people prior to responding to these requests.

Adults should not be engaging with young people through Instant Messaging.

The E-safety policy will be reviewed and communicated to congregation and young people annually.

Guidelines when communicating with young people via Facebook, emailing and texting

Facebook:

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

You can set up a closed group for which the leader is the administrator. You do not need to be friends with the young people for this and you should make sure your own privacy settings do not allow members of the group to see your profile.

This should be a closed group and only young people you know and who attend your groups will be members of the group.

Allow young people to tag themselves in the photographs if they wish but don't tag them yourself.

If you are going to put up photographs on the site you should ensure you have parental consent for this for those under 18 using **FORM 6**.

Remember Facebook's own rules only allow those aged 13+ to join it. Always follow the terms set out by Facebook.

Email:

If young people and their parents/guardian consent then it is fine to send out information by email about the group and any extra activities and trips.

However, remember that not everyone has good reliable internet access so ensure information is provided in other ways too.

When emailing more than one person, emails should be sent blind carbon copy (BCC) so that other persons do not gain access to the other recipients address.

Text:

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

Use group rather than individual texting wherever possible.

It is advisable that an employed worker is supplied with a work-dedicated phone. This way all calls and texts can be accounted for via an itemised phone bill. It also protects the worker's right to a personal life outside work. Equally workers should make it clear that a work phone is what it says it is and not divulge their personal mobile number to the children/young people they work with.

Any texts or conversations that raise concerns should be saved and passed on/shown to the Parish Safeguarding Representative or Incumbent.

14. RESIDENTIAL, CAMPS & DAY ACTIVITIES

When planning a Residential, Camp or Day Activities, a number of things need to be checked and put into place. The planned event should also be passed by the P.C.C. or Standing Committee. A letter giving full details about the camp or activity should be sent to all parents/carers and the appropriate forms should also be filled in.

A Camp Child Protection Co-ordinator and a Deputy should be appointed, to which all allegations of abuse should be referred. They have the authority to contact either the Social Services Department local to the child's home, the SSD/Police local to the Camp. If the suspicions in any way involve the Camp Child Protection Co-ordinator then the matter should be reported to the Deputy Co-ordinator. If the suspicions in any way implicate both the Co-ordinator and the Deputy Co-ordinator, then Social Services should be contacted in accordance with this policy and practice guidelines.

If allegations involve a child or worker from another church then the leader of that church or a nominated person (i.e. their child protection co-ordinator) should be informed. It is expected they will keep confidence and not investigate the matter themselves.

Responding to Allegations

See Guideline 5 of this policy for specific information on what to do, but also apply the following...

Any allegation against a worker should be reported to the police local to the camp. It is important not to inform the worker of the allegation. Until the worker is seen by the police it would be necessary to supervise the worker as carefully as possible to prevent any possibility of further abuse or allegation. Once the worker has been interviewed by the police, they may well need to be asked to leave camp until the matter has been fully investigated. They should only return to the camp or other activity if the police are satisfied that there is no case to answer. The reason for not informing the worker of the allegation is to prevent him/her, if guilty, covering their tracks by silencing the young people before police arrive, or if innocent, false assumptions being made. Either way, this action will help to protect children/young people and/or an innocent worker. It is the expectation that all those at the Camp accept the camp policy and act according to it.

Appointment & Supervision of Workers

Where camps are organised with workers from various churches the procedure for appointment can be carried out by St. Andrew's and information passed to the Co-ordinator.

Volunteers and Workers should be given an opportunity of meeting together before the holiday to discuss the programme/activities. It is also essential that there is opportunity for workers and volunteers to meet together and receive supervision, to ensure a consistent approach to all work, particularly where a number of individual groups have come together.

Risk Assessment of the Group and Activities

Taking care of children, young people and adults who may be at risk who are away from home involves taking responsibility for their well-being at all times, being prepared for every eventuality, and anticipating situations where a child could be harmed and taking steps to minimise the risks.

Before undertaking any activity, a risk assessment is carried out and someone with the appropriate skills should be appointed to do this. For help with Risk Assessment, please consult the resource manual 'Health and Safety in Youth and Community Work'. A copy of this is kept in the St. Andrew's Parish Office. The following are some areas that should be considered:

Identification of hazards.

Consider who might be harmed and how this might happen.

Assess the risks and take action to remove or reduce them as far as possible.

Record the details and what action you have taken.

Compile a check list for each activity you are undertaking and include what risks could be encountered, the action required, the person responsible and the date completed. A daily log of all activities should be kept by every worker and significant incidents recorded in the log.

In a building the following may be considered hazards: *(the list is not complete and the camp organisers will need to ensure a comprehensive audit of the camp is carried out and completed beforehand)* electrical equipment, loose fitting carpets, uneven floors, over-filled cupboards or containers, very high shelves, blocked fire exits, glass doors, missing light bulbs, splintered floorboards, power points, electrical cables, window fastenings. On a campsite the hazards may be: Guy ropes and other fastenings, fires, calor and other flammable substances, access to fields where animals graze (e.g. bull).

Camp Safety

It is the responsibility of the workers/volunteers to know the whereabouts of every child and young person who is on Camp at all times, including monitoring access on and off the site.

General safety rules should be applied as appropriate (e.g. no running round tents due to the risk of injury from tripping over guy lines).

Fire Safety

The camp organisers should have a fire safety procedure, which should include the following:

Everyone on camp should be warned of the danger of fire. If the camp is in a building then everyone must be made aware of the fire exits. A fire drill should be practised on the first day of the camp/holiday.

When using a building as a residential facility, ensure that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. It should also comply with fire regulations.

In the case of an emergency, ensure measures are in place to alert children, young people and adults who may be at risk with disabilities (e.g. a child who is hard of hearing).

Electrical Equipment (PAT Testing)

Camp organisers should ensure all equipment has been PAT (Portable Appliance Inspection) approved. Any appliance with a plug attached to it is classed as a portable appliance. A PAT test minimises the risk of potential fire and/or electric shock and the HSE recommends that tests be carried out every 2-3 years. If this is not done there is a risk of invalidating insurance and it also runs the risk of a claim for damages/compensation as a result of accident or injury.

If young people wish to bring electrical equipment with them such as a CD player and they will be running it off mains electricity, measures should be in place to PAT test the equipment, in conjunction with the policies of the residential establishment (e.g. Youth Hostel) where they are staying. Better still; encourage the use of battery-operated equipment.

First Aid

There should be at least one worker who holds a recognised and valid First Aid Certificate. The First Aider should ensure that on the camp:

First Aid boxes are available and their location known.

That the First Aid kit contains those items recommended by St. John Ambulance.

The First Aider should record all accidents and injuries.

He/she is aware of the name and telephone number of the local GP practice, and the distance and location of the nearest hospital with an A&E Department.

He/she has access to medical consent forms for all those on the camp.

Any medication being stored on a child's behalf is kept securely and is always available to the child (e.g. Don't arrange a trip away from the camp without taking the child's inhaler if they are asthmatic).

Health and Hygiene

The Food Safety (General Food Hygiene) Regulations 1995 states that anyone who handles food, or whose actions could affect its safety, must comply with the regulations. It follows therefore that those with responsibility for food should possess the 'Basic Food Hygiene Certificate' and be aware of food safety (preparation, handling and storage, disposal of waste, etc).

Adventurous Activities

No child should participate in adventurous activities without the written consent of the parent/carer. The camp organisers should ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996, the Camp Organisers need to ensure that the premises are licensed.

Sleeping Arrangements

Arrangements for residential holidays should be considered carefully. It would be unwise for a worker to share sleeping accommodation with 1 or 2 children. In a large dormitory, adults sharing sleeping accommodation with children might be acceptable or on an activity such as youth hostelling where it is customary practice. Look at arrangements that are age-appropriate and provide security for the child and that would be considered safe for children and workers/volunteers. Ensure parents understand what the arrangements will be.

Insurance

It is important for the camp organisers to ensure there is adequate insurance cover for all eventualities such as personal accident (e.g. death or disablement), lost or stolen property and personal liability. If the trip is at a centre it is also important to establish that there is appropriate Public Liability Insurance. Checks should be made with the P.C.C. for each camp/residential to see if the St. Andrew's Insurance Policy covers this.

RECOMMENDED RATIOS:

(NB an adult is someone aged 18 or over)

Indoor Activities.

Under 8 years.

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

0 - 2 years = 1 member of staff to 3 children.

2 - 3 years = 1 member of staff to 4 children.

3 - 8 years = 1 member of staff to 8 children.

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

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

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

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

Eight years and over

The Children Act only specifies the ratios for under 8's. The recommended ratios for children and young people over 8 are as follows;

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

Outdoor Activities.

More help may be required.

GUIDELINE 3

Introduce a system whereby vulnerable people may talk to an independent person

In consultation with the Diocesan Safeguarding Adviser we have agreed that in our opinion children and young people are unlikely to talk to an appointed person, but rather that they would probably talk to their group leader or another adult they know well. Therefore, we will provide training to all people who work with children and young people to ensure that everybody knows what to do if issues are raised.

GUIDELINE 4

Use supervision as a means of protecting children and young people.

Each worker, however experienced, should have someone who oversees their work, for their own support as well as to protect the children and young people.

Good practice in supervision.

The supervisor should:

- a) Meet with workers regularly (once a term), to review and plan the work.
- b) Ask about working and personal relationships with the children and young people.
- c) Create regular (at least once a term) opportunities for observing the worker with the children and young people. Watch in particular for any child or young person receiving exceptional treatment, being highly favoured or treated unduly harshly.
- d) Be aware that workers using Church computers have access to chat rooms, child pornography etc.
- e) Keep a written record of the facts of each meeting, and anything of note, which is observed. These records should be stored in the workers Personal Record File.

If the Supervisor has any concerns regarding the worker the Minister should be informed as soon as possible.

It is important to keep accurate records of any Safeguarding concerns, disclosure or allegations. Facts observed or disclosed should be accurately recorded, signed and dated. Opinions should not be included unless clearly identified as such. If any records are to be kept without the subject of the record's knowledge, it should be made clear why this is so, for instance if there appears to be a worrying pattern of behavior which needs to be monitored. Try to be consistent about what is kept so that it can be justified if necessary. Actions taken and decisions made should all be noted. It should be recorded who knows about the information, for example the subject of the record, the child's parents etc.

Either the PSR or the Incumbent/Priest-in-Charge will keep all records securely. All confidential material will be placed with the Rural Dean during an interregnum or equally safe arrangements made.

Confidential declarations and any other confidential matters will be kept for as long as the person is in the post.

The Human Rights Act 1988 includes both the right to privacy of family life and also the right to life and the right not to be tortured. It is expected that the courts will uphold the need to pass on information for the purposes of protecting a child. The highest degree of confidentiality consistent with this should be maintained and only information necessary for the safeguarding of children passed on.

- f) All Supervisors will receive training to assist them and will also receive supervision themselves.
- g) Any concerns are passed on if the person concerned moves to another Church.

GUIDELINE 5

Agree and issue guidelines for procedure if abuse is suspected or disclosed.

In all cases, we must follow an agreed procedure of consultation and referral. It is not the task of an individual or the church to investigate. For the protection of both children and workers, sensible steps should be taken on the road to referral.

Where this section refers to a child it could also refer to a young person or adult who may be at risk.

PROCEDURES IF ABUSE IS DISCLOSED OR DISCOVERED.

If a child discloses abuse by someone outside the church the person to whom it is disclosed should tell the child what steps they are taking, make handwritten notes as soon as possible after the disclosure using **FORM 7**, and report it to the Incumbent, who will then inform the relevant Diocesan Safeguarding Adviser (contact details on Page 7 of this document).

If abuse is suspected, the concern should be passed onto the Incumbent as soon as possible, who will then assess the situation for the need for further referral.

If abuse by someone in the church is disclosed or suspected, it must be reported immediately to the Incumbent who will then inform the relevant Diocesan Safeguarding Adviser (contact details on Page 7 of this document).

If the complaint is against the Incumbent the details must be referred to the relevant Diocesan Safeguarding Adviser (contact details on Page 7 of this document).

The Church and all its appointed children's and youth workers are committed to the protection of children from all kinds of abuse. (Refer to 'Protecting all God's Children 2010' Pages 11-16, for more detail). A copy can be found in the Parish Office.

TYPES OF ABUSE

Physical	Where children's bodies are hurt or injured.
Emotional	Where children don't receive love and affection, may be frightened by threats or taunts, or are given responsibilities beyond their years.
Sexual	Where adults (and sometimes other children), use children to satisfy sexual desires.
Neglect	Where adults fail to care for children and protect them from danger, seriously impairing health and development.

SIGNS OF ABUSE.

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

PHYSICAL	Unexplained or hidden injuries, lack of medical attention.
EMOTIONAL	Reverting to younger behaviour, nervousness, sudden under achievement, attention seeking, turning away, stealing, lying.
SEXUAL	Preoccupation with sexual matters evident in words, play, drawings; Disturbed sleep, Nightmares, bed wetting; Secretive relationship with adults or children; Tummy pains with no apparent cause.
NEGLECT	Looking ill-cared for and unhappy, being withdrawn or aggressive. Having lingering injuries or health problems.

IF ABUSE IS DISCLOSED OR DISCOVERED.

Do not delay.

Do not act alone.

Do not start to investigate.

Consult with the Parish Safeguarding Rep or Incumbent immediately.

WHAT TO DO IF A PERSON DISCLOSES THAT THEY ARE HARMING A CHILD, YOUNG PERSON OR VULNERABLE ADULT

Look at them directly.

Accept what they say.

Do not press for information.

Explain that the Incumbent will be informed, as the Church cannot keep abuse confidential.

Inform them that support will be offered by a suitable person.

As soon as possible make handwritten notes of exactly what was said, record the time, date and action to be taken.

Inform the Incumbent as soon as possible.

Do not discuss the matter with anyone, unless requested by the Incumbent.

Ensure that you receive support.

WHAT TO DO IF A CHILD TELLS ABOUT ABUSE

The following is a summary is provided for reference only. It is no substitute for training.

Above all else LISTEN.

Keep calm.

Look at the child directly.

Accept what the child says.

Be aware that the child may have been frightened.

Tell the child they are not to blame for the abuse.

Do not press for information.

Reassure the child they are right to tell and you believe them.

Let them know what you are going to do next, who you are going to tell and why, and roughly what will happen. DO NOT promise confidentiality!

Offer support to the child.

Finish on a positive note.

As soon as possible afterwards make hand-written notes of exactly what the child said and the date and time, recording and agreements made.

Ensure that you get support, ideally through the Incumbent.

WHAT TO DO IF A PARENT OR OTHER PERSON REPORTS ABUSE

Parents, other adults or a teenager may report abuse but be reluctant to inform the relevant authorities in such circumstances. They should be encouraged to discuss the matter with Social Services or with another trusted professional with Safeguarding Children and Young People training. In any case it is the responsibility of the Church to inform the Social Services Department of the allegation so that the child or young person and other children are protected.

UNTRUE ALLEGATIONS

Occasionally an untrue allegation may be made. It is important not to make judgments and to allow an allegation to be carefully investigated to try to ascertain the truth. Untrue allegations can be the result of some other concern or unhappiness in the child's life. It is very important that people working with children do not put themselves in vulnerable situations.

COMMUNICATIONS WITH THE MEDIA

In the event of an incident communications both within and outside the Diocese of Salisbury will be handled by the Diocesan Communications Co-ordinator who will consult with the Bishop, the parish and the relevant Diocesan Safeguarding Adviser. Particular care should be taken regarding any public statement or public prayer.

GUIDELINE 6

Sex offenders within the Congregation

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

Present research suggests that sexual offending can be a kind of addiction that is very hard to control and can only be managed. This will be borne in mind when welcoming an ex-offender into the church community.

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

If a person convicted of sexual abuse against a child or young person or adult who may be at risk of abuse is discovered within the congregation an assessment of risk must be carried out, which should be done together with the police, probation services and Social Services, and with the Diocesan Safeguarding Adviser. The statutory agencies will provide appropriate information and guidance in this.

INTEGRATION OF A KNOWN SEXUAL OFFENDER INTO THE CONGREGATION

If a known offender joins the church we will extend love and friendship to the individual but at the same time the Church will ensure that a frank discussion takes place with the person concerned and that efforts are made to sustain open communications.

It will be necessary to establish clear boundaries for both the protection of the young people and to lessen the possibility of the adult being wrongly accused of abuse or put into a High Risk Situation. In all circumstances when a known sex offender wishes to join a church congregation, the Diocesan Safeguarding Adviser must be contacted.

MINISTERING TO PEOPLE WHO ARE KNOWN TO HAVE SEXUALLY ABUSED CHILDREN

Please refer to 'Protecting All God's Children'.

GUIDELINE 7

Other groups and their use of Church premises

Church organised activities remain the responsibility of the church. Non church organized groups remain the responsibility of the named person on the booking form. Although other groups and functions that involve children on church premises are not the direct responsibility of the PCCs, there is a duty of care that means informing outside groups of the procedures they are recommended to follow.

1. Agreements for hiring premises which are the responsibility of the P.C.C. must contain the following clause (or one of similar effect): *"In the use of premises you make yourself responsible for ensuring the safety of any and all children that use the premises during the hire period, and you agree to take proper steps to prevent the occurrence of any injury, loss, damage or harm to children, young person or other vulnerable people in the course of the hiring"*. This agreement should be signed by the hirer.
2. *One-off bookings*
If the group includes children or young people or adults who may be at risk they should be asked to sign up to the Church Safeguarding Policy.
3. *Regular bookings.*
Regular bookings should be the subject of investigation of the processes followed by the user. If there is no procedure in place or if the P.C.C. is unhappy with the procedures in operation, the P.C.C. should consider refusing to renew or continue the booking unless they agree to follow a suitable procedure disclosed to the P.C.C. If a key is to be issued to any person needing access to the building out of hours then a keyholder agreement must be completed. A template form is available on the diocesan website.
4. No agreement should ever be made that the P.C.C. will approve or vet any procedure to be followed by others.

5. Observation by a member of the P.C.C. (usually the PSR) of the activities of the hirer must be for information purposes only and no member of the P.C.C. should become involved in the following, or implementing, of any procedure other than the one the P.C.C. uses for its functions.
6. If in doubt about the responsibilities involved contact the Diocesan Safeguarding Adviser.

GUIDELINE 8

Insurance

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

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

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

All groups need to record any activities and events with the P.C.C. In principle it must show the insured party (the P.C.C.) has agreed to the activity being undertaken in specific rather than in broad or general terms. The decisions need to be minuted. For example the P.C.C. has agreed to "this" disco, with "these" staff, between "these" hours, for "this" purpose - **NOT** simply agreed to the concept of a disco in general).

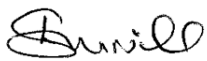
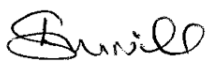
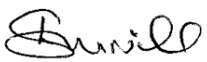
There are many activities which are excluded from the church insurance. These are as follows:

Aqualung diving

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

Appendix 1 - Policy Statement Review

The Safeguarding Policy for **The Kinson & West Howe Benefice, St Andrew's Kinson Parish** was approved at the P.C.C. meeting held on 16th January 2020. This document details the annual reviews by the P.C.C and any additional review made along with dates of any changes.

Version	Review Date	Signed	Position (Chair of P.C.C)	Comments/Updates made
2017	March 2018		Chair of PCC	
2019	Nov 2019		Chair of PCC	Reference to Vulnerable Adults changed to "Adults who may be at risk".
2020	Jan 2020		Chair of PCC	

Appendix 2

Information About The Sexual Abuse Of Children

Although these statements refer to the abuse of children the information could equally refer to young people and adults who may be at risk.

Frequently asked questions about the behaviour of sexual abusers

Who sexually abuses children and young people?

Whilst women do perpetrate sexual abuse and there is under reporting of females committing abuse, evidence at present shows it is predominantly an offence committed by males.

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

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

Why do people abuse?

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

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

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

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

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

Can we recognise a sexual abuser?

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

Does sexual abuse just happen?

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

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

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

How can sexual abusers live with themselves?

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

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

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

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

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

Can a sexual abuser be cured?

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

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

How do adults target particular children for abuse?

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

The "grooming" process

The process by which abusers introduce the child into a sexually abusive relationship is sometimes known as "grooming". Often this involves getting to know the child and showing them special attention before slowly progressing into sexual abuse. Alcohol, drugs, internet chat rooms and pornography can be used in the process. If undiscovered, this behaviour is likely to become increasingly intrusive, and a sexual abuser can regularly abuse the same child over many years. The abuse of other children at the same time is also possible depending on the level of access and opportunity.

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

Are certain children more vulnerable than others?

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

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

Why don't children tell?

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

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

How does a sexual abuser gain access to children?

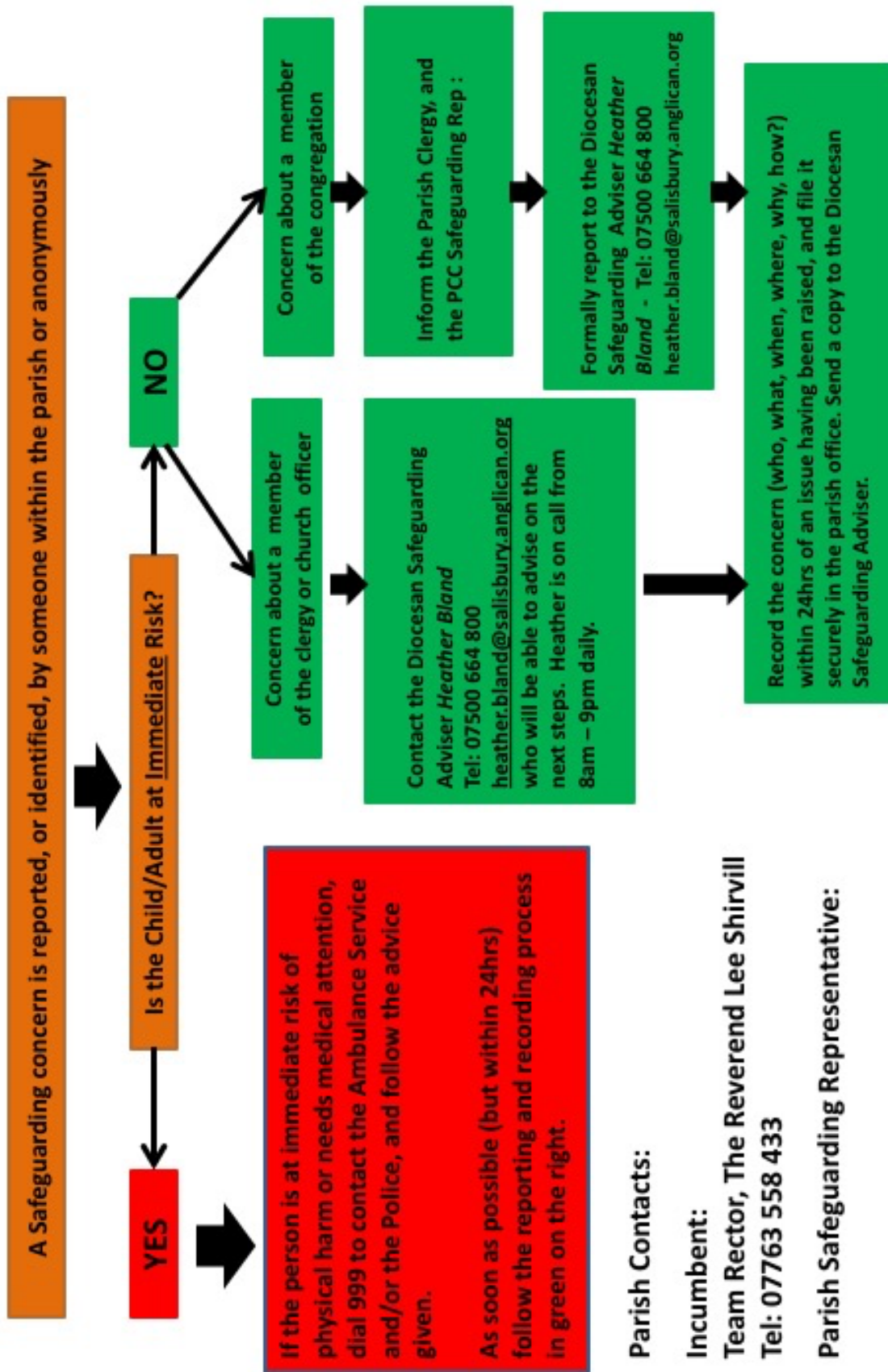
Those wishing to abuse children can gain access to them in many different ways.

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

Adapted from information supplied by Elizabeth Pennington and taken from the Safeguarding Policy of Christ Church, Creekmoor.

Appendix 3

APPENDIX 3 - Safeguarding Flowchart: What to do, by whom and by when



Appendix 4

It is not the purpose or place of any activity leader or volunteer to investigate allegations of abuse.

In case of disclosure, the activity leader or volunteer should set in motion the correct procedure. Where possible, Parish allegations or concerns should be immediately passed on to the Incumbent and the Parish Safeguarding Representatives but difficulty in contacting these individual(s) should not delay action being taken.

The Incumbent, should then inform the Bishop's representative. If the Incumbent or Parish Safeguarding Representatives are implicated then the Churchwardens should be the first port of call and if this is so then the Churchwardens should inform the Bishop. Allegations in a parish context must also be reported to the insurance company in the event of a future claim being made and so as not to render the policy void.

If you have any fear that a child, young person or vulnerable adult is in immediate danger from an abuser then the Police Child Protection Unit or the Social Services Child Protection Team should be contacted immediately.

If there is a concern that a child or vulnerable adult may have been abused, the **Parish Safeguarding Representatives and Incumbent** should follow the guidelines listed below.

Note: the following action has been written below to show what action the Parish Safeguarding Representatives and/or incumbent should take and to inform those reading the policy of the action that will be taken - it is not the responsibility of a volunteer or activity leader to do this, unless the Parish Safeguarding Representatives and the incumbent cannot be contacted. However, should the Parish Safeguarding Representatives and Incumbent not feel it necessary to refer the matter to Social Services but the volunteer/activity leader has serious concerns for a child's safety, then they should contact the relevant authorities direct. The safety of children, young people and adults who may be at risk over-rides all other considerations.

Where a child has a physical injury or symptom of neglect

Contact Social Services direct (Child Protection Team or out of hours the emergency duty team) if there are concerns that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. The parents will not be told in such circumstances.

If a child needs urgent medical attention an ambulance should be called or they should be taken to hospital, informing the parents/carers afterwards of the action that was taken. The hospital staff should be informed of any child protection concerns. They have a responsibility to pass these concerns on to the statutory authorities.

If the concerns for the child centre around poor parenting it may be appropriate to speak to the parent/carer, offer practical domestic help and suggest, for example, a chat with the health visitor, doctor or the Social Services Department.

If a parent/carer is unwilling or frightened to seek help, then offer to accompany them. If they still fail to acknowledge the need for action it is possible to informally discuss the situation with Social Services without divulging their personal details (such as names and addresses) unless, of course, Social Services consider the situation to be serious enough to do so. In these circumstances it is important to realise there may be a bigger picture. Information may have come to light that might be a vital missing piece in the jigsaw.

It is important to take older children's wishes into account when deciding whether to talk to parents/carers unless other children are potentially at risk.

Where there are allegations or concerns of sexual abuse

Contact Social Services (Out-of hours, the Emergency Duty Team). DO NOT try to investigate the matter. The important thing is to relay the information in order for Social Services and the Police to carry out an investigation and take appropriate action under Section 47 of the Children Act 1989.

In the case of very severe sexual assault (such as rape) which may have occurred over the last few days, and where it has not been possible to get an immediate response from Social Services, contact the police in order to facilitate a medical examination by a designated police surgeon. This could provide evidence, which could be used in any criminal prosecution. (Older young people are able to decline such an examination if they are considered to be of sufficient age and understanding). Do not touch or tamper with any evidence, such as stained clothing.

DO NOT tell the parents/carers, they could be involved. It is also important no one else who might be involved is inadvertently alerted to the situation because this may lead to the child being 'silenced'. Allegations of sexual abuse are usually denied and often difficult to prove. Remember, the child's welfare must be the first consideration at all times.

Keep information on a "need to know" basis so that any alleged perpetrator is not "tipped off". The child or young person also has a right for their privacy to be respected as much as is possible.

Definitions of Child Abuse

The definitions of child abuse recommended as criteria for registration throughout England and Wales by the Department of Health, Department for Education and Employment and the Home Office in their joint document, *Working Together to Safeguard Children* (1999) are set out below. Each definition is preceded by a typical example...

Physical Abuse

John (13 years). A teacher noticed bruises when John was changing for PE. Stepfather had told John to say that they were the result of a rough game of football. A doctor found bruises on his trunk, arms, buttocks and legs. John later said that stepfather had "hit him all over".

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 feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or 'Munchausen Syndrome' by proxy.

Sexual Abuse

Susan (6 years). Friend of the family Mary aged 14, who baby-sits, started getting into her bed to play secret games. Susan now cries if she is going to be left.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Simon (3 years). Child is left in his cot most of the day and fed on a diet of cola and chips. He is of normal intelligence but behind. Police had to break into the house when Simon was left on his own. His father was out with friends and his mum was working nights at a supermarket.

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. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to protect a child from physical harm or danger, or the failure to 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

Tracey (10 years) - has never received any positive messages from her parents. She is told continually that she is stupid and her mum also says she wishes Tracey had never been born. Tracey is not taken out by her parents very often because she is seen as an embarrassment. She has even had to eat in a different room. Tracey is not doing well at school, she never manages to be good, even though she tries and she seems isolated from other children of her own age.

Emotional abuse is the persistent emotional ill-treatment 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 insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

Organised abuse

Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children, young people and adults who may be at risk. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse. Organised and multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

(A child may suffer more than one category of abuse)

Important point: Abuse by children, young people and adults who may be at risk is more common than generally realised.

Children, young people and some adults who may be at risk have always been curious about the opposite sex and/or experimented sexually. However, where a child is in a position of power and responsibility over another child, as in the case of Mary and Susan, and abuses that trust through some sexual activity, then this is abuse. Where one child forces themselves on another child of any age, this is also abusive. Such situations should be taken as seriously as if an adult were involved and would be investigated in the same way by the child protection agencies. This is important as the effect on the child victim may be as great, and the perpetrator could himself be a victim. Since abuse is addictive, it is important to establish the chain and to take action. You can't assume the young person will *grow out of it*.

Signs and Symptoms of Abuse

The warning signs of abuse are many and varied and an expert in the field can only make 'diagnosis'. The following behavioural signs may or may not be indications that abuse has taken place, but the possibility should be considered.

Physical signs of abuse

Any injuries not consistent with the explanation given for them.

Injuries which occur to the body in places, which are not normally exposed to falls, rough games etc.

Injuries which have not received medical attention.

Neglect - under-nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care etc.

Reluctance to change for, or participate in, games or swimming.

Repeated urinary infections or unexplained stomach pains.

Bruises, burns, bites, fractures etc, which do not have an accidental explanation.

*Cuts, scratches, substance abuse.

*These signs may indicate the possibility that a child or young person is self-harming, mostly by cutting, burning or self-poisoning. See section

Emotional signs of abuse

Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression, extreme anxiety.

Nervousness, frozen watchfulness.

Obsession or phobias.

Sudden under-achievement or lack of concentration.

Inappropriate relationships with peers and/or adults.

Attention-seeking behaviour.

Persistent tiredness.

Running away, stealing, lying.

Signs of possible sexual abuse

Any allegations made by a child concerning sexual abuse.

Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.

Sexual activity through words, play or drawings.

Child who is sexually provocative or seductive with adults.

Inappropriate bed-sharing arrangements at home.

Severe sleep disturbance with fears, phobias, vivid dreams, or nightmares, sometimes with overt or veiled sexual connotations.

Eating disorders - anorexia, bulimia.

Racial, cultural and religious patterns

Crucial to any assessment is a knowledge and sensitivity to racial, cultural and religious aspects, and between different neighbourhoods and social classes. While different practices must be taken into account, it is also important to remember that all children have basic human rights. Differences in child rearing do not justify what in Britain would be regarded as child abuse.

Effect of abuse on the spirit

There can be problems of poor self-image and blame. A child may feel s/he is 'dirty' or unlovable. Self-esteem may be affected. 'God couldn't love me, I am too bad'. We need to stress that they are not to blame for the abuse. Sensitive pastoral support can help a child to accept that God loves them just as they are, no matter what. Romans 8:35-39 asks if anything or anyone can separate us from the love of God. The answer is no, nothing can.

As this truth begins to dawn on them, their self-esteem and confidence may grow. They also need to know that you will not reject them either because of the 'shameful' things that have happened to them. John 15 v12 says, 'Love each other as I have loved you.'

Abused children and adults will often speak of difficulties in relating to 'Father God'. This may be because 'Father' represents an absent, silent, mocking, violent or sexually abusive person in a position of power and authority. A child or young person needs to understand the truth that Father God will not treat them as the abuser did, but it may take some time to fully accept. Be patient - God is patient!

Some survivors may relate more comfortably to Jesus, the Good Shepherd, or the imagery of a Mother Hen (Matthew 23 v37).

Self Harm

Self-harm is a term used to describe deliberately injuring oneself through a variety of means such as cutting, poisoning, burning. It's a way of communicating distress about feelings that are difficult to cope with and can't be expressed in any other way. Some people say it's like screaming without words.

Some facts about self-harm:

- Self-harm is not the same as attempted suicide, although those who self-harm are more likely to go on to take their own lives.

- Girls are more likely to self-harm than boys.

- Adolescents who self-harm are likely to have fewer people they feel they can turn to.

- Young people with more problems - at school, at home or with friends, are more likely to self-harm.

- The main reason young people give for self-harming is to get relief from a terrible state of mind.

- Nearly half of young people who self-harm try to seek help from someone before they hurt themselves mainly from their friends and family.

- Those who seek help generally find it hard to ask for 'professional' help including from teachers - because they are too embarrassed, or feel their problems aren't important enough.

- Young people are more likely to self-harm if their friends or family have self-harmed.

- People who self-harm tend to be more anxious, depressed and have lower self-esteem than those who do not.

The incidence of self-harm tends to be greater for those children, young people and adults who may be at risk coping with stressful life events such as:

- Separation of parents, serious illness, death of parent or close relative
- An increase in the parent's mental health problems
- An increase in the degree of family discord
- An increase in the frequency of punishment

If a volunteer or worker suspects a young person is self-harming or have told by that person that they are, strongly advise them to see their GP. Self-harm should be treated with great care. Report any concerns in the same way you would with other forms of abuse. Fill in **Form 7**.

Female Genital Mutilation (FGM)

FGM is not an issue that can be decided on by personal preference - it is an illegal, extremely harmful practice and **a form of child abuse and violence against women and girls**.

If any child (under 18) discloses that they have *had* FGM, you must report to the police, using the 101 non-emergency number.

If a vulnerable adult is identified as having had or being at risk of FGM, this should be responded to within the existing safeguarding processes to protect adults who may be at risk.

If an adult discloses to you that a child has had FGM, this is a report of child abuse. You should follow local safeguarding processes, which would normally mean referring to the police and/or social services. This is because a crime has been committed and a child has suffered physical (and potentially other) abuse.

For more information see Department of Health's booklet - Female Genital Mutilation - Risk & Safeguarding (May 2016). A copy is available in the Parish Office.

Providing Support

Once an official investigation has begun leaders and volunteers may have an important supportive role in a very stressful situation. Links with the abused person's family should be maintained (unless they are implicated) and the church should actively avoid contributing to rumour or speculation. In the case of a high profile allegation, the church should maintain its links with the community and seek to ensure that the abused person's family is not isolated by the community. In general, the incumbent will need to provide the lead in cases of abuse investigation and activity leaders and volunteers should seek guidance from them or the Bishop's representative if appropriate.

Appendix 5

Who to Contact and When

If a child or young person IS NOT in immediate danger:

Parish Safeguarding Representative

Ms Sarah Davis
Tel: 07748 208 468

Team Rector

Reverend Lee Shirvill
Tel: 07763 558 433

If a child or young person IS in immediate danger:

(When immediate action is required and in case of deliberate injury or if concerned about a child's safety or if a child is afraid to return home)

Bournemouth Council - Children's Social Care - Assessment & Safeguarding Team

01202 458101 (office hours)
01202 657279 (out of hours)

Dorset Police Child Protection Unit

Ferndown Police Station - East Division Headquarters
Dorset
Postcode: BH22 9HQ
Telephone: 01202 226145 or 101
E-mail: john.merrick@dorset.pnn.police.uk
Website: www.dorset.police.uk

Other Contacts

Diocese of Salisbury...

Diocesan Safeguarding Advisor

Mrs Heather Bland: 01722 411922

heather.bland@salisbury.anglican.org

Churches' Child Protection Advisory Service

Provides support and training across all Christian denominations and can advise and support in policy formulation and help in individual cases of abuse. They also operate a 24hr helpline on 0845 120 4550 every day of the year, although out of office hours it is for urgent advice only. It is staffed only by social workers and counsellors who have decades of collective experience in the field. All are knowledgeable, practical and approachable.

Everybody is welcome to use the helpline. It serves individuals such as parents, children and young people and adults. It is also available to church leaders, organisations, social workers, local safeguarding children boards and other professional bodies

Users can receive advice and support about

Policy and good practice

Allegations of abuse

Best practice management of sex offenders at places of worship and elsewhere

Personal help with issues such as past abuse or reoffending

PO Box 133

Swanley

Kent

BR8 7UQ Tel: 0845 120 45 50

Helpline (24hr) 0845 1204550

01322 517817

e.info@ccpas.co.uk

Web site: www.ccpas.co.uk

General...

Note: The following organisations may be helpful. They are not designed to help a leader/volunteer investigate anything, as this isn't their job to do. Please use it as a reference tool in helping you understand more about children, young people and adults who may be at risk, to keep up-to-date of the latest information/legislation available. Some of the organisations, may be useful for recommending to children and young people who may be going through a tough time but aren't willing to talk about problems to anyone in church/elsewhere, in particular the free phone help lines.

NSPCC - The *National Society for the Prevention of Cruelty to Children* is the UK's leading charity specialising in child protection and the prevention of cruelty to children. The Helpline gives advice to anyone about child abuse issues.

Weston House
42 Curtain Road
London
EC2A 3NH
Tel: 0207 825 2500
Child Protection Helpline: 0808 800 5000 (Free phone & 24 hrs)
Web site: www.nspcc.org.uk

Childline - ChildLine is a free 24-hour helpline for children and young people in the UK. They will offer advice and direct help and can act if the child requests practical help. The 0800 number is specifically for children's use. They will offer advice and direct help and can act if the child requests practical help. Childline offer an additional telephone helpline - 'The Line' - for children living away from home (in foster care or residential care) which operates as follows: Mon - Fri 3.30 p.m. to 9.30 p.m. Sat - Sun 2.00 p.m. to 8.00 p.m. The helpline is specifically for children in care to share their feelings of separation and loss etc. 0800 884444

Weston House
42 Curtain Road
London
EC2A 3NH
Tel: 0207 825 2500
Helpline for Children: 0800 1111 (Free phone & 24 hrs)

Web site: www.childline.org.uk

Kidscape - National charity teaching children how to keep safe. They publish a lot of useful information on protecting children from both abuse and bullying.

Kidscape 2 Grosvenor Gardens London SW1W 0DH Phone: 020 7730 3300
Fax: 020 7730 7081 **Helpline: 08451 205 204**
Yvonne Richards - Safeguarding Training Manager yvonne@kidscape.org.uk
Web site: www.kidscape.org.uk

National Children's Bureau - NCB promotes the interests and well-being of all children, young people across every aspect of their lives.

8 Wakley Street
London
EC1V 7QE
Tel: 020 7843 6000
Fax: 020 7278 9512
Web site: www.ncb.org.uk E-Mail: enquiries@ncb.org.uk

Samaritans - Samaritans is available 24 hours a day to provide confidential emotional support for people who are experiencing feelings of distress or despair, including those which may lead to suicide.

Bournemouth & District

Freephone for help: 116123

Admin Line: 01202 558090

E-Mail: jo@samaritans.org

Callers in person: 1 Durrant Road, Bournemouth, BH2 6LE
(9am - 9pm)

Mind - leading mental health charity in England and Wales. They have produced award-winning booklets on variety of subjects, including self-harm.

Mind Info Line: 0300 1233393 or text 86463

Web site: www.mind.org.uk

National Self-harm Network - The National Self-Harm Network is a UK focused survivor-led organisation, committed campaigners for the rights and understanding of people who self-harm.

NSHF PO Box 7264

Nottingham

NG1 6WJ

Email: info@nshn.co.uk

Web site: www.nshn.co.uk

CCI (Christian Camping International) - An association of Christian organisations and individuals involved in camps and similar activities, provide a lot of helpful advice in organising and running residential activities.

CCI UK

Unit 8,

Castle House

Dawson Road,

Bletchley

Milton Keynes

MK1 1QT

Tel: 01908 447951

Email: office@cci.org.uk

Web: www.cci.org.uk

Group Overview and Volunteer Register

Date/...../.....

Group Name

Group Leader(s)

.....

Description of Group

.....

.....

Age group worked with

Place of meeting

Day & time of meeting.....

Number of leaders/volunteers

Numbers attending

How often do the leaders meet to review, plan and share concerns and ideas?

.....

Other comments about the group in general

.....

.....

.....

Main Activity Leader(s):

1

2

Name

Address

Town

Postal Code

Telephone No

Volunteers/Workers in the Group:

	1	2
Name
Address
Town
Postal Code
Telephone No
	3	4
Name
Address
Town
Postal Code
Telephone No
	5	6
Name
Address
Town
Postal Code
Telephone No
	7	8
Name
Address
Town
Postal Code
Telephone No

See St. Andrews Church Safeguarding Policy Handbook - Guideline 2, Section 3
This form is for regular activities – Form 2 should be filled in for 'one-off' visits or activities

General Information and Consent Form

Church GroupEvent/Activity.....

Full name of child/young person

Date of Birth:/...../.....

Address.....

Name of GP Tel No

Address

NHS No Date of last anti-tetanus injection.....

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability, which may affect normal activity

.....

Name of parent(s)/carer(s).....

Daytime Tel No.....Evening Tel No.....

Mobile Tel No..... Work Tel No

Additional contact (grandparent etc or other holding parental responsibility)

NameTel No

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc) please give details of those with parental responsibility

Name(s)Tel No

Address

I give permission forto take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the church/organisation leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity. In an emergency and/or if I am not contactable, I am willing for my child to receive doctor/hospital or dental treatment including an anaesthetic . YES / NO (Please circle)

Signed (by parent/or adult with parental responsibility)

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB This may not include a foster carer).

See St. Andrews Church Safeguarding Policy Handbook - Guideline 2, Sections 9 e & f

Information Sheet and Consent for Activities & Day Visits

For Camps & Residential a letter should be sent to parents/carer giving detailed information about the camp/residential - see the Parish Safeguarding Representatives for help with this.

Name of Church Group.....

Information about visit or activity

Proposed Visit or Activity

Date/...../.....Venue/destination.....

Departure place and time.....

Return place and time

Cost.....

Transport arrangements.....

Items to be brought.....

.....

Date by which reply is to be made, and person to whom it should be sent

...../...../.....

Contact number during the visit

(During which those with parental responsibility can contact leader/child/young person)

See St. Andrews Church Safeguarding Policy Handbook - Guideline 2, Section 11

This form should accompany Form 2 or 3, giving details about the event, trip or activity

Consent Form for Transporting Children and young people

Church GroupEvent/Activity

St. Andrew's is able to provide transport for children to and from their homes and/or for specific activities. This transport will be in a minibus/car/other and the following principles will be adhered to:

- a. All drivers will be recruited under the guidelines recommended in the government publication 'Safe From Harm' and will have undertaken a Criminal Records Bureau check.
- b. Transport will be provided in vehicles that are roadworthy i.e. MOT and appropriate insurance.
- c. All mini bus drivers are over 21 years of age and have held a full driving license for at least 2 years.
- d. Seat belts will be worn at all times by all occupants of the vehicle.

I give permission for my child to be transported to and from the activity/I understand that my child will be transported to/from the address on this form (delete where appropriate).

Full Name of child/young person.....

Date of Birth/...../.....

Address

Pick-up Point Time

Drop off Point Time

Signed(by parent/adult with parental responsibility)

Date/...../.....

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB This may not include a foster carer).

See St. Andrews Church Safeguarding Policy Handbook - Guideline 2, Section 9 g& f

This form should be accompanied by a separate letter and/or Form 2 – giving details of the activity, date, time and any travel arrangements and details of any costs.

Swimming Consent Form

NB: This form will be taken with the worker on the activity or visit. A photocopy will be kept securely at a leaders home or in the Church/Youth Office

Church Group

Full name of child/young person

Date of Birth/...../.....

Address

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect the swimming activity and/or activity where being able to swim is essential

.....

.....

Date of last anti-tetanus injection/...../.....

Name of parent/carer (or person holding parental responsibility)

.....

Address (if different to that of child/young person)

.....

Please state suitable telephone numbers or other ways of contacting you should there be any emergencies during the visit/activity

Daytime Tel No Evening Tel No

Mobile Tel No..... Work Tel No

Additional contact (grandparent etc or other holding parental responsibility)

NameTel No

SWIMMING ABILITY (delete as appropriate)

Is your child able to swim 50 metres? YES / NO

Is your child water-confident in a pool? YES / NO

Is your child confident in the sea or in open inland water? YES / NO

Is your child safety conscious in water? YES / NO

FORM 5 continued...

I give permission forto take part in the specified visit and, having read the information provided, agree to him/her taking part in the activities described. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the church/organisation leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity. I confirm that my child is in good health and I consider him/her fit to participate. In an emergency and/or if I am not contactable, I am willing for my child to receive doctor/ hospital or dental treatment including an anaesthetic

YES / NO (Please circle)

Signed (parent/or adult with parental responsibility)

Date/...../.....

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB This may not include a foster carer).

Consent Form for Using Images of Children & Young People

Consent form for St. Andrew's Church (name of church group commissioning photography)

To

Name of parent/carer* (*person with parental responsibility)

Full name of child/young person

Location of photograph

St. Andrew's Church (name of church group) would like to take photograph(s)/make a video/webcam recording of(name of child/ren).

These images may appear in our printed publications, on our website, or both. (Delete/add as appropriate).

To comply with the Data Protection Act 1998, permission must be granted by the parent/carer before any images of your child/children are taken and used. Please answer questions 1 and 2 below, then sign and date the form where shown. Please return the completed form to (name of the worker commissioning the photography and the return address):

.....

To the parent or person holding parental responsibility (Delete as appropriate)

May we use your child's image in our printed promotional publications?
YES / NO (Please circle)

2. May we use your child's image on our website? YES / NO (please circle)

Signed: (parent/adult with parental responsibility)

Date/...../.....

Youth/Children's Worker/Activity Leader

3. I have checked which parents are happy for their child/ren's images to be used in the (churches/groups')printed publications or on its website or both. YES/NO

Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies.

I have read and understood the conditions for using these images as detailed below.

Signed (Activity Leader)

Print name.....Date/...../.....

Conditions of use

1. This form is valid for (length of time in years) from the date of signing/*for this project only. Your consent will automatically expire after this time.
2. We will not re-use any images *after this time/*after the project is completed.
3. We will not include details or full names (which means first name and surname) of any person in an image on website, or in printed publications, without good reason and only with your express consent.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website or in printed publications.
5. We may use group images with very general labels, such as "youth enjoying sport" or "children making Christmas decorations".
6. We will only use images of pupils who are suitably dressed; to reduce the risk of such images being used inappropriately e.g. we will not publish material from the youth group's swimming activity.

*Please delete the option that does not apply

See St. Andrews Church Safeguarding Policy Handbook - Guideline 5

Responding to Abuse - Workers/Volunteers Action Sheet

Name of Church Activity Group.....

Name of Child/Young Person/Vulnerable adult.

Address

Date of Birth/...../.....

Name of Person Reporting Incident

Names of those present whilst incident was disclosed

.....

Date/...../..... Time and location of disclosure.....

.....

Sequence of events/actual words used/observations:

.....

.....

.....

.....

Action taken (including person(s) contacted):

.....

.....

Action to be taken

.....

.....

Date//..... Time

See St. Andrews Church Safeguarding Policy Handbook - Guideline 2, Section 9 d

Accident and Incident Form

This form should be completed immediately after any accident or significant incident. The worker should discuss with the appropriate leader what follow up action is necessary (Staff, Warden, Parish Safeguarding Representatives)

Day, date and time of the incident / /

Names, addresses and ages of those involved in the incident

.....

.....

.....

Where did this incident take place?

Name of the group

Who is normally responsible for group?

Who was responsible for the group at the time of the incident, if different from the above?

.....

Which other workers were supervising the group at the time of the incident?

.....

.....

Who witnessed the incident? (names, addresses, telephone numbers, and ages if under 16)

.....

.....

.....

.....

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

.....

.....

.....

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

Have you retained any defective equipment?

YES / NO / NONE INVOLVED (Please circle)

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

.....
.....

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

.....
.....

Is the room or area still safe for your group to use YES / NO (Please circle)

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

Who else do you need to inform?

Have they been informed? YES / NO (Please circle)

If so, when and by whom?

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

SignedPrint Name

Date/...../...../

Form seen by Staff/ Wardens/Parish Safeguarding Representatives

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

Print Name Position

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

Print Name Position

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

Print Name Position

Email and Mobile Phone Consent (please adapt for adults)

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

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

A 'closed' facebook group has been set up for the young people at *St Andrew's, Kinson* 'closed' means that only people who regularly attend the group will be accepted as members of the facebook group and can access the site.

On this site there is information about .

.....

Do you have regular connection to the Internet? Yes/ No

Would you like to join the *St Andrew's, Kinson young peoples* online group? Yes/ No

Name _____

Date of Birth _____ Age _____

Email address _____

Mobile _____

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

I give my consent to my child:

Receiving text messages regarding arrangements about the young people work at *St Andrew's, Kinson* and/or joining the *St Andrew's, Kinson young people's group* page

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

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

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

Printed name _____ Date _____

See St. Andrews Church Safer Recruitment Policy Handbook

Volunteer Confidentiality Agreement

As a volunteer for St Andrew's Church, Kinson, you may have access to (or may learn of) information of a confidential nature including personal volunteer, donor and/or client details.

When someone gives us any confidential information, they need to be sure that we will not pass this on to anyone else without their prior permission.

The only exception to this is if you have been party to any information which raises a concern to you, such as a safeguarding matter. In this case, you will be expected to share this with the nominated safeguarding person for St Andrew's Church, Kinson.

Confidential information includes (but is not limited to) data collection system entries, spoken words and presentations, printed documents, loose notes, diaries, memoranda, drawings, photographs, electronic, magnetic and optical storage, and computer printouts.

Confidentiality Statement

I understand that while volunteering with St Andrew's Church, Kinson I may come across information that is confidential. I agree that I will never disclose such confidential information to anyone, subject to the exception outlined above.

I understand breaches of this agreement could result in termination of volunteering with the foodbank.

Signed Date

Name.....

See St. Andrews Church Safer Recruitment Policy Handbook

Health and Safety Information Checklist

Volunteer Name (BLOCK CAPITALS) _____

Your supervisor will advise prospective volunteers of health and safety requirements and any hazards associated with their responsibilities.

Boxes should be ticked once topic has been covered with prospective volunteer.

☐ Guided tour of Church/ Church Centre

Prospective volunteers must be given a tour of the Church and/or Church Centre and shown where they will be working. All volunteers should be familiar with the Mission & Ministry of the Church.

☐ Hygiene

Toilets and hand-washing facilities are provided. Volunteers must:

- wash hands before commencing work and after using the toilet
- cover cuts and burns with a first-aid dressing
- not report for work if suffering from a contagious disease or illness without clearance from their doctor

☐ Fire alarm and emergency evacuation

In the event of a fire, volunteers must proceed to the fire assembly point. Volunteers are expected to familiarise themselves with the location of the fire assembly point and with fire exits.

☐ First aid

Volunteers are expected to familiarise themselves with the location of first aid boxes.

☐ Accident procedure

All accidents, however minor, must be reported to the project manager or warehouse manager, and the details recorded in the accident book.

☐ Absence procedure

Volunteers unable to attend any of their pre-arranged volunteering commitments with us (for whatever reason) should notify their Supervisor or the Church Administrator before the beginning of their shift.

☐ **Health and safety notices**

Volunteers are expected to familiarise themselves with the location and contents of health and safety notices.

☐ **Signing in and out**

Volunteers are expected to sign in and out at the beginning and end of every shift.

☐ **Use of the telephone**

Volunteers must ask permission before using the telephone.

☐ **Health and safety and manual handling**

Health and safety posters are located in the Hallway.

Please do not work at height until you have been shown how to safely do so and never lift or move anything heavy which you are not confident or able to do. When lifting and carrying heavy objects volunteers should remember to bend their knees and keep their back straight and should ask for assistance when required. Please refer to guidelines provided.

I, _____ (PRINT NAME), confirm that the St Andrew's Church, Kinson health and safety guidelines have been explained to me.

Signed: _____

Date: ____ / ____ / ____

See St. Andrews Church Safer Recruitment Policy Handbook

New Volunteer Starting Checklist

Name: _____

Project(s): _____

Start date: _____

Regular day(s)/time(s): _____

Supervisor: _____

Buddy (if appropriate): _____

Actions:

Please tick the boxes to indicate when an action is complete

- ☐ Interview completed
- ☐ Tour of workplace given
- ☐ Introduced to Project Manager/Supervisor
- ☐ Buddy arranged (tick if appropriate) ☐ Name of buddy: _____
- ☐ References requested (tick as appropriate) 1 ☐ 2 ☐
- ☐ References received (tick as appropriate) 1 ☐ 2 ☐
- ☐ Taster day completed
- ☐ Agreed start date, time & location On hold ☐ Other _____
- ☐ Confidentiality agreement signed
- ☐ Photograph permission form signed
- ☐ Induction arranged. To be carried out by: _____
- ☐ Added to database of volunteer contacts ☐ Added to Birthday calendar
- ☐ Badge made
- ☐ DBS check (if required)

Once started:

- ☐ Induction & welcome on first day
- ☐ Health & Safety tour given
- ☐ Health & Safety form signed
- ☐ Role description/volunteer agreement supplied
- ☐ Volunteer handbook supplied
- ☐ Added to email list for newsletters
- ☐ Update volunteer rotas
- ☐ 1st week check OK
- ☐ 1st month review

See St. Andrews Church Safer Recruitment Policy Handbook

Permission to use Volunteer photographs for promotional purposes

Name (BLOCK CAPITALS): _____

St Andrew's Church, Kinson may wish to use your photograph for promotional purposes. Images may be sent out to the media with a press release, used in internal or external publications, or appear on our website.

To comply with the Data Protection Act 1998 we need your permission before we take or use any photographs.

If you are happy to give your permission, please sign and date the form where shown.

We will not use the images taken, or any other information you provide, for any other purpose.

I grant permission for my photograph to be used for publicity

Please note that websites can be seen throughout the world and not just in the United Kingdom where the UK law applies.

Signed (volunteer): _____

Date: ____ / ____ / ____

Address: _____

Addresses will not be disclosed in detail, but we may give a vague indication of where you live: for example, 'Molly from Salisbury'. Personal e-mail addresses, telephone or fax numbers will **not** be disclosed.

See St. Andrews Church Safer Recruitment Policy Handbook

Confidential Volunteer Reference Form

Name of prospective volunteer:

Name of referee:

Date:

1. How long have you known the prospective volunteer?

.....

2. In what capacity do you know them?

.....

3. How you would describe their general conduct/character?

.....

4. Do they work best in a team environment or independently?

.....

5. Are you aware of anything they particularly struggle with or need support in?

.....

6. Would they be able & willing to do the tasks required of this ministry?

.....

7. Would you have any reservations about recommending them to undertake a voluntary placement at St Andrew's Church and in a ministry such as this? If so, why?

.....

.....

8. Is there anything else you think we should know about them?

.....

.....