



St Andrew's Parish, Kinson

# **SAFEGUARDING**

# **HANDBOOK**

*including Policy and Guidelines*

Date: 25<sup>th</sup> November 2021

 st andrews**kinson**

## Contents and Key:

Introduction	Page 4
St Andrew's Parish Safeguarding Policy - Promoting a Safer Church	Page 5
Overall Safeguarding Aims of St Andrew's Church, Kinson	Page 6
Definition of Terms	Page 7
Diocesan Safeguarding Advisor Contact Details Parish Safeguarding Officer and Incumbent details	Page 7
Responding to a Safeguarding Concern - Diocese of Salisbury flowchart	Page 8
Safeguarding Policy for St Andrew's Church, Kinson (including Complaints procedure on page 11)	Page 9
Guideline 1 - Adopt a policy on safeguarding the welfare of children, young people and vulnerable adults - the Parish Safeguarding Policy (PSP)	Page 13
Guideline 2 - Plan your work so as to minimise situations where abuse may occur 1. Guidelines for all workers - page 13 2. Additional guidelines for group leaders - page 15 3. Good practice with colleagues - page 15 4. Touch - page 15 5. Money/gifts - page 16 6. Recruitment - page 16 7. Data Protection - page 16 8. General Safety Checklist - page 17 9. Safety Principles - page 18 10. General Principles - page 21 11. Transporting children, young people and vulnerable adults on behalf of the Church - page 23 12. Photographing & Filming - page 25 13. E-safety - page 26 14. Residential camps and day activities - page 29 15. Recommended Ratios - page 32	Page 13
Guideline 3 - Introduce a system whereby vulnerable people may talk to an independent person	Page 33
Guideline 4 - Use supervision as a means of safeguarding children, young people and vulnerable adults	Page 33
Guideline 5 - Agree and issue guidelines for a procedure if abuse is suspected or disclosed	Page 34
Guideline 6 - Sex Offenders within the congregation	Page 37
Guideline 7 - Other Groups and their use of Church premises	Page 38
Guideline 8 - Insurance	Page 39
<b>APPENDICES</b>	
Appendix 1 - Policy Statement Review	Page 40

Appendix 2 - Information About The Sexual Abuse Of Children	Page 41
Appendix 3 - Reporting Procedures	Page 44
Appendix 4 - Definitions of Abuse	Page 46
Appendix 5 - Other Contacts	Page 52
Appendix 6 - Parish Safeguarding Checklist	Page 57
Forms 1 to 9 - St Andrew's Internal Checklists and Agreements	Page 60
Forms 10 - 14 Safer Recruitment and People Management	Page 74

## **Key**

Parish Safeguarding Officer - PSO

Diocesan Safeguarding Officer - DSA

Parochial Church Council - PCC

Parish Safeguarding Policy - PSP

St Andrew's Safeguarding Handbook - SASH

Diocese of Salisbury - DoS

Parish Safeguarding Handbook - PSH

Promoting a Safer Church - PaSC

Protecting All God's Children - PAGC

Lay Pastoral Assistant - LPA

Church Warden - CW

Church of England - CofE

Diocese of Salisbury - DofS

## Introduction

"Safeguarding is at the heart of our Christian faith. We are all made unique and in the image of God. Jesus came that we might have life and have it in abundance."

(See John 10:10)

Extract from the introductory message by Archbishop Justin Welby in  
The Parish Safeguarding Handbook (PSH)

The St Andrew's Safeguarding Handbook (SASH) is a document that reinforces and expands on all the declarations made by the Church of England (CofE) and Diocese of Salisbury (DofS) to ensure a safe and caring environment for everyone but especially children, young people and vulnerable adults who may be at risk of abuse and neglect.

It is therefore vital that this Handbook is at the heart of everything we do at this Church, providing the relevant advice, up to date information and appropriate resources to help the entire Church achieve the best possible standards of Safeguarding and Signposting for those who may wish to report a serious safeguarding incident, raise a concern or access support.

The Parochial Church Council (PCC) of St Andrew's wants to ensure the Church worshipping community and all related activities, including external groups and individual hirers of the Church centre and all its facilities, are a safe place. It is everyone's responsibility, and a vital part of our care for one another, to be alert and responsive using the Handbook as a template for all reporting and procedural matters.

While this Handbook is a detailed document the PCC has decided that certain guidelines and Appendices are essential in achieving the aforementioned high standards. The Handbook draws on, and on occasion replicates and reproduces in full, policies, guidelines and guidance published by the DofS ([www.salisburyanglican.org](http://www.salisburyanglican.org)) and the CofE ([www.churchofengland.org](http://www.churchofengland.org)), should you wish to consult them further and in more detail.

As of the 25 November 2021 all the information contained within this Handbook is relevant and up to date. However, should you become aware of any required amendments or updates please do not hesitate to contact the Parish Safeguarding Officer (PSO) who will bring the matter to the attention of the PCC as soon as possible.

Sarah Davis  
Parish Safeguarding Officer

## **St Andrew's Church Parish Safeguarding Policy - Promoting a Safe Church**

The following policy was agreed at the PCC meeting held on 16th September 2021. In accordance with the CofE Safeguarding Policy our Church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those who may pose a present risk to others.

Additionally the Parish will:

- Create a safe and caring environment.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and vulnerable adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate Insurance cover for all activities involving children, young people and vulnerable adults undertaken in the name of the Parish.
- Display on the church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following the House of Bishop's guidance, including notifying the Diocesan Safeguarding Advisor (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and vulnerable adults whilst maintaining appropriate confidentiality and the safety of all parties.

-Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.

-Review the implementation of the Safeguarding Policy, procedures and practices at least annually.

A copy of this Parish Safeguarding Policy (PSP) can be found on the noticeboard within the church centre and in the entrance porch of the church: it was signed by the Reverend Lee Shirvill on the 28th September 2021.

## **Overall Safeguarding Aims of St Andrew's Church, Kinson**

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, policies and guidelines as outlined in this Handbook. All of the DoS Safeguarding guidelines, policies and documents can be found at - [www.salisbury.anglican.org](http://www.salisbury.anglican.org) - 'Safeguarding:click here' on the front page. This Handbook draws on the following documents: Parish Safeguarding Handbook (PSH), Promoting a Safer Church (PaSC) (2018) and Protecting All God's Children (PAGC) (2018) - House of Bishop's, Church of England.

(For information copies of all these documents, the PSP and this Handbook are held in the St Andrew's Parish Office.)

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 Handbook. This will ensure best practice by all who work with children, young people and vulnerable adults as well as the Ministers and Leadership Team. To this end everyone will be aware of, and 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 Parish Safeguarding Policy (PSP) - see page 5.
- Guidelines which are to be applied in our church setting; these guidelines and all supporting information relating to them are held in this Handbook and begin at page 13.

As previously, the PSP was formally adopted by the Parochial Church Council (PCC), on the 16th September 2021 and signed by the Incumbent, Reverend Lee Shirvill on the 29th September 2021. A statement that the Church has adopted this policy should appear on all information issued about work with children, young people and vulnerable adults who may be at risk of abuse.

## **Definition of Terms**

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

A YOUNG PERSON in the UK, is a person generally from 14-17 years of age.

A VULNERABLE ADULT is any person aged 18 and over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; for that purpose, the reference to being 'impaired' is to being temporarily or definitely impaired.

A WORKER is anyone who works, helps or volunteers with children, young people or vulnerable adults on behalf of the Church.

A LEADER is anyone who has a supervisory, organisational or decision making role.

## **Diocesan Safeguarding Advisers (DSA)**

Jem Carter - Working Hours Tuesday - Friday inclusive  
On Call until 9pm Wednesday & Thursday  
Telephone 07469 857888  
E-mail: [jem.carter@salisbury.anglican.org](mailto:jem.carter@salisbury.anglican.org)

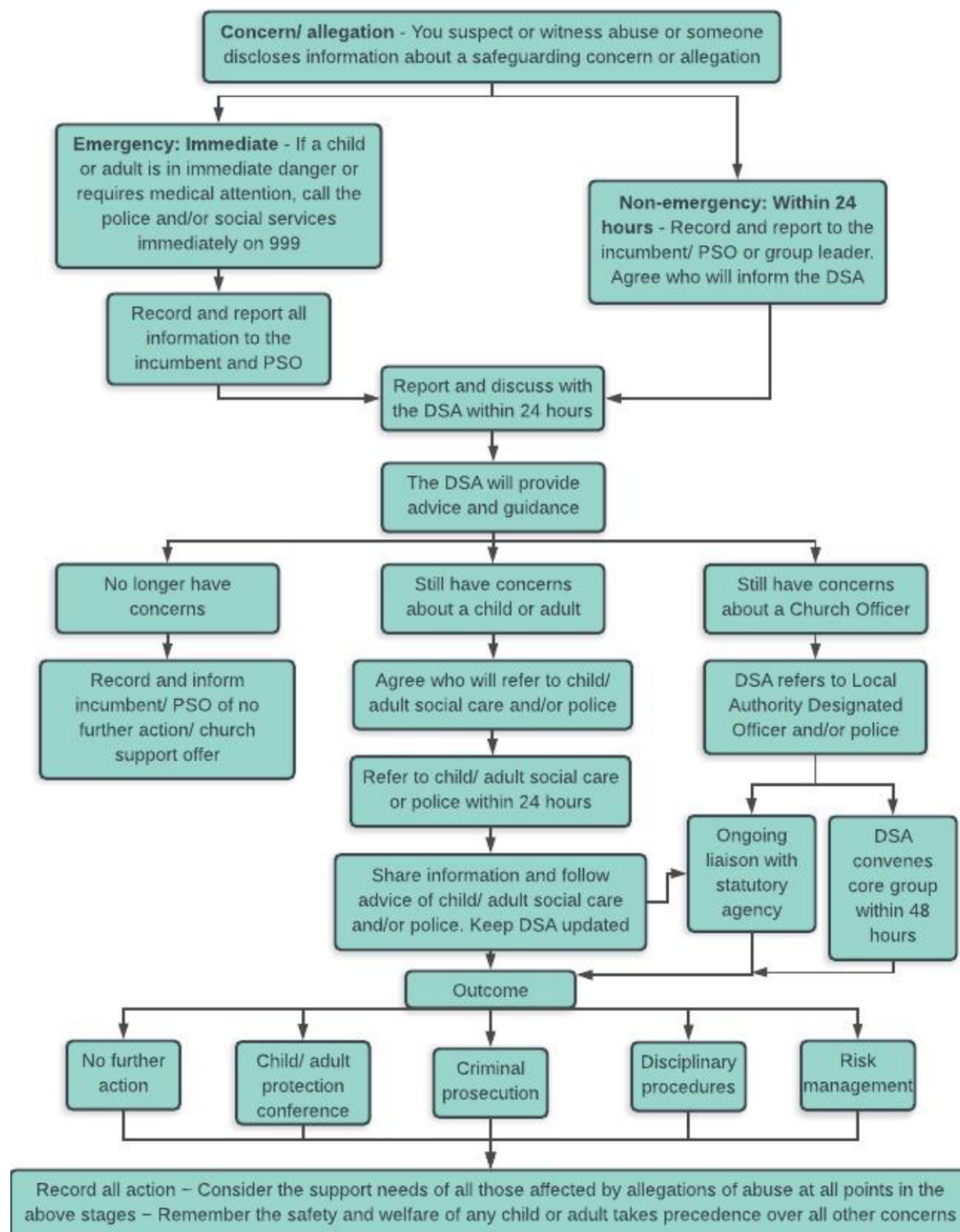
Suzy Futch - Working hours Monday - Thursday inclusive  
On call until 9pm Monday & Tuesday  
Telephone 07500 664800  
E-mail: [suzy.futch@salisbury.anglican.org](mailto:suzy.futch@salisbury.anglican.org)

## **Incumbent**

Rev. Lee Shirvill  
E-mail: [rector@standrewskinson.org](mailto:rector@standrewskinson.org)  
Telephone - 07763 558433

## **Parish Safeguarding Officer**

Sarah Davis  
E-mail: [mosella0320@gmail.com](mailto:mosella0320@gmail.com)  
Telephone - 07748 208468



Copied from: Church of England Template - Parish Safeguarding Handbook (Oct 2018)



## **Safeguarding Policy for St Andrew's Church, Kinson**

The Safeguarding policies in this Handbook were given approval by the PCC members at the PCC meeting on Thursday 25th November 2021.

The CofE, 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 is committed to the safeguarding and protection of all and affirms that the needs of children, young people, and vulnerable adults 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.

The policies contained in this Handbook address the safeguarding of individuals. It is intended to be a dynamic document. It is intended to support the Church in being a safe, supportive and caring community for children, young people and vulnerable adults, for survivors of abuse, for communities and for those affected by abuse.

- We recognise the serious issue of the abuse of children, young people and vulnerable adults. We recognise 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 commits to respond without delay to any allegation or cause for concern that a child, young person or vulnerable adult 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 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, young people and vulnerable adults who may be at risk of abuse.

St Andrew's Church affirms and gives thanks for the work of those who are leaders or workers with children, young people and vulnerable adults and acknowledges the shared responsibility of us **all** for safeguarding everyone who is on our premises.

St Andrew's Church appoints **Sarah Davis** as **Parish Safeguarding Officer (PSO)** and supports her in this 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 Handbook are to ensure procedures are in place and people are clear about their roles and responsibilities regarding children, young people and vulnerable adults in their care and using our premises. Please also see the Parish Safeguarding Handbook (PSH), a copy of which is available from the Parish Office. The PSH is a nationally published House of Bishop's Handbook that underpins all the policies, guidelines and processes gathered together here.

#### **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 vulnerable adult 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 detailing date, time, place of visit and those present.
- iii) The Church premises will be assessed for safety and the risk assessment report will be given annually to the PCC in written form. This will include fire safety procedures. The PCC 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 and/or vulnerable adults is responsible for ensuring the vehicle is roadworthy and comprehensively insured. (Drivers to check with their Insurance Company regarding 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\*\*, 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**.

**\*\* What is 'Safer Recruitment'?**

'Safer Recruitment and People Management' is a set of principles to ensure all leaders, workers, helpers, volunteers and staff are suitable to work with children, young people and vulnerable adults. 'Safer Recruitment' as a general principle fulfills two important functions - it can identify at an early stage people who should not be working with children, young people and vulnerable adults. It also sends a clear message to the wider community that should they attempt to do so, such people will be identified and prevented from taking on roles of trust.

An overview of 'Safer Recruitment and People Management' is available at section 5 of the PSH. It is also detailed on the DofS website and a hard copy is held in the Parish office.

**d) Lay Pastoral Assistants (LPA)/Pastoral Visitors**

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

**e) Guidelines for working with children, young people and vulnerable adults**

The Guidelines exist and are reviewed annually. These are accessible to everyone outlining good practice, relevant procedures and up to date processes.

**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, and should not take place without its approval.

**g) E-safety**

E-Safety guidelines exist and are reviewed annually. These are accessible to everyone outlining good practice, relevant procedures and up to date processes.

**h) Other groups on Church premises**

Where the Church centre is hired for outside use the hirer will be required to sign the 'St Andrew's Church Centre 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, any complaint may be made to the PSO. If a complaint is made to another person, it should be passed on to the PSO who will arrange to meet with the complainant and attempt to resolve the complaint.

If the complaint cannot be resolved, written complaints about Safeguarding matters should be directed to the DSA:

Diocesan Safeguarding Advisor,  
Church House  
Crane Street  
Salisbury  
SP1 2QB

E-mail: [safeguarding@salisbury.anglican.org](mailto:safeguarding@salisbury.anglican.org)

In the absence of the DSA, or if the complaint is about the DSA, the complaint should be directed to:

The Bishop's Chaplain

South Canonry

The Close

Salisbury

SP1 2QB

E-mail: [bishops.chaplain@salisbury.anglican.org](mailto:bishops.chaplain@salisbury.anglican.org)

(Details taken from the Diocese of Salisbury Safeguarding Complaints Policy on the Diocese of Salisbury website.)

#### j) Review

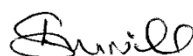
The PSP and SASH will be reviewed and agreed annually by the PCC.

#### k) Key concepts and definitions:

1. **Safeguarding and protecting children, young people and vulnerable adults** - preventing maltreatment; preventing impairment of their health, ensuring safe and effective care and provision of support.
2. **Children, young people and vulnerable adult protection** is a fundamental part of safeguarding and promoting welfare. Safeguarding refers to the activity which is undertaken to protect children, young people and vulnerable adults who are suffering or are at risk of suffering significant harm, including neglect.
3. **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 and/or by strangers, an adult and/or by a child. It may be an infliction of harm or a failure to prevent harm.
4. **All relevant people** should read and sign the 'St Andrew's Church Policies Read' checklist annually.
5. **All members of St Andrew's congregation** to be made aware of the PSP and SASH, as well as the existence of the Safeguarding Posters in the Church Centre and Church entrance.

Dated 25th November 2021

Signed



Chair of Parochial Church Council

**All guidelines here apply to any type of work and or recreational activity with children, young people and vulnerable adults.**

## **GUIDELINE 1**

**Adopt a policy on safeguarding the welfare of children, young people and vulnerable adults.**

The Parish Safeguarding Policy (PSP) 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 children, young people and vulnerable adults 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, young person, or vulnerable 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, both signing and dating the record;
- always share concerns about a child, young person or vulnerable adult or the behaviour of another worker with your group leader and/or the PSO.

*You should not:*

- initiate physical contact, any necessary contact should be initiated by the individual;
- invade any 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 inform the group leader beforehand, recording the circumstances leading up to it;
- drink alcohol when responsible for children, young people and/or vulnerable adults (with the exception of wine taken when participating in the Lord's Supper);
- share sleeping accommodation inappropriately;
- invite a child, young person or vulnerable adult who may be at risk to your home alone;
- arrange social occasions with children, young people or vulnerable adults (other than family members) outside organised group occasions;
- allow unknown adults access to children, young people or vulnerable adults. Visitors should always be accompanied by a known person;
- allow strangers to give lifts to children, young people or vulnerable adults.

## **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, young people or vulnerable adults to talk - either formally or informally;
- liaise with PSO and Incumbent over good practice for safeguarding;
- always inform the PSO and Incumbent of any specific safeguarding concerns that arise. The PSO will report to and liaise with the relevant DSA.
- liaise with the PCC.

## **3. Good Practice with Colleagues**

If you see another leader or worker acting in a way which may be misconstrued you must speak to your supervisor, the PSO and/or Incumbent 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**

"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.

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."

(Taken from 'Protecting All God's Children - the national policy for Safeguarding Children in the Church of England', pages 64 & 65, a copy of which is available from the Parish

Office. For the purposes of this Handbook the 'church safeguarding co-ordinator' is the PSO.)

Physical contact with a child, young person or vulnerable adult should always be avoided if you are alone and not sought after in other circumstances. If you 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. Shaking hands is obviously courteous and often appreciated by older people.

It is important that everyone learns what are appropriate forms of bodily contact in social situations - this will enable everyone to feel safe and be aware when people are behaving inappropriately and possibly exploiting them and/or others.

## **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 vulnerable adult, young person or child.

## **6. Recruitment**

Please refer to the 'Safer Recruitment and People Management Guidance' (April 2021) available as an e-manual from the DoS website, as issued by the CofE National Safeguarding Team. A copy of this guidance, along with all required forms and templates, is available from the Parish Office.

Please note that this guidance is a nationally recognised set of policies, processes and protocols; it **must** be used for the recruitment of any and all leaders, workers, volunteers, helpers and employees in all of St Andrew's Church mission activities.

## **7. Data Protection**

The Data Protection Act 1998 and the General Data Protection Regulations 2018 (GDPR) give individuals the right to know what information is held about them. They provide a framework to ensure that personal information is handled properly. There are seven golden rules to remember:

1. The Data Protection Act and GDPR are not a barrier to sharing information but provide 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 what is being recorded and why, what, how and with whom information will, or could be shared.
3. Keep a record of your actions, decision(s) 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.



4. If you are in any doubt about the situation and/or these rules, seek advice from the PSO and/or Incumbent, or the DSA without disclosing the identity of the person where possible.
5. 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.
6. 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.
7. 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 provided in a timely fashion, and is stored securely.

## 8. General Safety Checklist

*You must check that:*

- Premises, including the lighting, and equipment used with children, young people or vulnerable 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.
- 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 or young person under 18 years without the written consent of a guardian / parent.
- The taking of medication by vulnerable adults remains their responsibility, or that of their carer.
- All accidents/incidents are recorded in the accident book, which is kept in the Parish Office as soon as possible after the accident/incident.
- Procedures are in place for dealing with sick or injured children, young people and vulnerable adults, and for accompanying young children to the toilet. Remember that ratios still need to be in place if an adult goes out of the room.
- A parental consent form and a health form have been completed for each child, young person and vulnerable adult.
- 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, young people and vulnerable adults attending the group with details of a home address, 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 and vulnerable adults 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.
- Children, young people and vulnerable adults 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 any intention to provide facilities which involve the care of under 8's for more than two hours even though registration is not required. Please contact the DSA's with regard to this issue - see page 7 for details.
- 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.

## **Safety Principles**

### **a) Application of the Children's Act 1989 and 2004.**

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 and 2004. The PSO will monitor all new activities and should an activity commence where the Acts become applicable then the PCC will be informed at its next meeting and steps taken to ensure its compliance with the legislation.

(For further information please see 'Working Together to Safeguard Children - Inter Agency Working, July 2018').

### **b) Insurance**

The PCC 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.

(For queries please telephone Ecclesiastical Insurance - Youth and Children's Cover, Telephone number 0845 777322, Church Insurance Team.)

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 Church 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 PSO at the expense of the PCC. Each activity should have a volunteer present who is a current holder of a recognised first aid Certificate. At activities away from the church building leaders must acquaint themselves with first aid facilities and the location of the nearest telephone in case of emergency. Use **FORM 8** - 'Accident and Incident' - as soon as practicable after the accident/incident occurs.

Where training is necessary for an activity to comply with these requirements, the PCC 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, guardians or carers of each child, young person or vulnerable prior to allowing the child, young person or vulnerable adult 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. However, 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, young person or vulnerable adult on the basis that it was in their best interests at the time.

### **f) Administering Medication**

Generally leaders and workers 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, young people and/or vulnerable adults on a swimming trip it should follow the usual procedures set out in this policy. The proposal should be passed through and approval sought from the PCC. No trip should take place without PCC approval. If approval is granted and the trip goes ahead **FORM 5** 'Swimming Consent Form' should be completed by a parent/carer for each child, young person and/or vulnerable adult 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 and a copy retained at the church/youth office.

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.

### **h) Hire of Premises**

The use of Church premises by other organisations can raise safeguarding issues and concerns. The following are guidelines only, if in doubt advice ought to be taken from the Church Insurers - see guideline 9(b).

- The observance of 'reasonable care' is a standard insurance condition.
- The hiring body is required to ensure that children, young people and vulnerable adults 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' equivalent to that of 'good practice', which is normal in terms of child and adult welfare, based on the current and developing guidance.
- For any one-off family, child, young person and/or vulnerable adult inclusive Church centre and facility hire, only the standard 'St Andrew's Hall Church Centre

Booking' form and the St Andrew's Church Centre Letting Agreement' should be used; it **must** be signed by the Hirer.

- There is a paragraph within the Agreement - 'Safeguarding and Risk Assessment' - explaining the need for this type of group/hirer to abide by the policies and guidelines contained in this Handbook and the PSP.
- Any regular hiring group should abide by their own safeguarding policies if they have them. If they do not they should abide by the St Andrew's PSP and this Handbook (the 'SASH'). A copy of the group's own Safeguarding policy will be retained in the Parish office with their signed letting agreements, once examined by the PSO.

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**

### **i) Bullying:**

Adults can be bullied as well as children. Our church will never ignore or trivialise bullying in any form. Any incident of bullying should be reported to the PSO and/or Incumbent immediately.

### **ii) Visiting Children at Home:**

If for some reason it is felt that a leader/worker needs to visit a child, young person or vulnerable adult and their family in their home, it is important that certain guidelines are put into effect:

1. Inform an appropriate person of the proposed visit, for example the activity leader, Incumbent, PSO or Church Warden; it may be that after this discussion a home visit is not considered to be the best course of action.
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 and the child, young person or vulnerable adult is home alone, or with other children or young people when the call is made, leave some means of identification and explanation for the visit that can be given to the parent/carer upon their return.
5. The invitation of a child, young person or vulnerable adult to a worker's home must be done with the prior full knowledge and approval of the appropriate people, usually the PSO and/or Incumbent, and the permission of the parent/carer. Normal guidelines and ratios apply.

### **iii) 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, if at all possible, give the child a leaflet or note 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.

#### iv) Working with Disruptive Children

Sometimes children, young people and vulnerable adults can become angry, upset and disruptive, without knowing how to handle themselves or the situation constructively. Very 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 or vulnerable adult is being disruptive:

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

If a child, young person or vulnerable adult is harming him/herself or property then other children, young people and/or vulnerable adults 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, for example the Police, if they do not stop. Only in exceptional circumstances and with assistance, should the disruptive person be restrained to prevent them harming themselves, others or property whilst you wait for the police. The Police will inform you 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, Young People and Vulnerable Adults 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 vulnerable adults 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 PCC prior to the event/trip. The plans for the trip should be discussed with the Incumbent and PSO; the trip should not go ahead without PCC approval.

These guidelines should apply to all drivers involved in the transportation of children, young people and vulnerable adults 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 Diocesan 'Safer Recruitment and People Management' process should transport children, young people and/or vulnerable adults.

Obviously there are parents, guardians or carers 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, young people and/or vulnerable adults 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, young people and/or vulnerable adults 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, young people and/or vulnerable adults for the church.
- Drivers must always be in a fit state - not over-tired, not under the influence of alcohol, not taking illegal substances nor under the influence of medicine which may induce drowsiness.

### ***Private car***

- Children, young people and vulnerable adults 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, young people and/or vulnerable adults who may be at risk is responsible for ensuring the vehicle



is roadworthy and comprehensively insured. (Drivers must check with their Insurance Company regarding 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, young person or vulnerable adult on his or her own, they must sit in the back of the car.

### ***Minibus or coach***

- Leaders and workers 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.

### **Additional guidelines for transporting children:**

Any motor vehicle adapted to carry more than six passengers for hire or reward is regarded in law as a Public Service Vehicle (PSV). A permit is therefore required to drive all minibuses used to carry between six and sixteen passengers; the driver must also possess the necessary insurance with a valid driving licence.

The law no longer permits car drivers who passed their test after 1st January 1997 to drive minibuses without passing a PSV driving test, unless they are driving under a section 19 or section 22 permit (updated December 2020). This does not apply to licence holders who were over 21 years of age in 1997.

You can access information about section 19 and section 22 permits - Transport Act 1985, as amended, at [www.gov.uk](http://www.gov.uk) - Department of Transport - section 19 & 22 permits; not for profit passenger transport. Please note that any formal or informal transporting of children, young people or vulnerable adults should be brought to the PCC for its approval before any section 19 or section 22 permit is applied for.

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.

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

It is reasonable to expect that drivers may be alone with a child for short periods, for example dropping off the last child. Consideration should be given to dropping off the least vulnerable child last and routes planned accordingly. Two workers in a car does not in itself guarantee protection for a child. Ideally all children, young people and vulnerable adults should be picked up and dropped off at a 'central' venue e.g. the church car park,



ensuring, as far 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, young person or vulnerable adult. If they want to talk to a driver about something and have waited until other people 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 or vulnerable adult at a location where there are other adults around. Additionally, the driver should contact the PSO and/or Incumbent **as soon as possible** should this occur. It is understood by the PSO and Incumbent that a child, young person or vulnerable adult may want to speak with the driver only about an abusive situation.

At collection or dropping off points do not leave a child, young person or vulnerable adult on their own; make sure that a parent/guardian/carer is responsible for collection.

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 or vulnerable adult 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.

**FORM 4** 'Consent for Transporting Children, Young People and Vulnerable Adults' 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 vulnerable adults**

As a Church we must be very careful using photographs, videos and webcams of clearly identifiable children, young people and/or vulnerable adults. There are several issues to be aware of:

- Permission must be obtained from all the people who will appear in a photograph, video or webcam image before the photograph is taken or footage recorded - **FORM 6** 'Consent Form for using Images of Children, Young People and Vulnerable Adults'. When using a photograph of children, young people and vulnerable adults it is preferable to use group pictures.
- 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.
- Children, young people and vulnerable adults should not be identified by surname or other personal details. These details include e-mail or postal addresses, telephone or fax numbers.

### 13. E-Safety

A 'child' and 'young person' is defined as anyone under the age of 18, please refer to the definitions on page 32. However, Facebook's own rules state only those aged 13+ are allowed to join the platform, therefore the terms set out by Facebook should always be adhered to.

Within our own work at St Andrew's Church the following policy regarding contacting young people via email and mobile phones will be - no child below school year 8 will receive electronic communication of any sort, noting that year 8 covers children aged 12/13.

As 'adults' also use Facebook, Instagram, WhatsApp, emails and texts the following principles should also be applied to communication with adults as well, while any communication with vulnerable adults should be considered on a person by person/case by case basis.

#### **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. However because of their reach 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.

#### **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. 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 email address, don't post it to a social network.**

#### **Electronic Communications Policy**

When electronic communication - communication via mobile phone, social networking and email - takes place between vulnerable 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.

Please note that in English law an 'appropriate adult' is a parent, guardian or social worker, or if no such person matching this description is available, a responsible person over 18. The term 'appropriate adult' applies in England and Wales as part of the Police and Criminal Act 1984. For the purpose of this document, appropriate adults are also 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 to fulfill this role.

- 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 will not contact young people before 8:00am or 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; a face-to-face meeting with all appropriate protocols in place 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 in these circumstances adults should discern the level of contact they want to maintain with young people prior to responding to these requests. However it is recommended that any adult should not accept such a request.

- 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:**

- If the setup of a Facebook group is proposed by any group leader or worker, the PSO and Incumbent should be notified, and approval sought first.

-If the Facebook group goes ahead the activity group leader should be the administrator of the group.

-The leader, and any workers, should not be on-line 'friends' with the group members outside of the Facebook group; additionally they should ensure their own privacy settings do not allow the members to see their personal profile. We recommend that leaders and workers are not 'friends' with group members on Facebook as this can blur the line between being a youth leader or worker for and a friend of, the young person.

-Any Church activity Facebook group should be a closed group and only young people and/or vulnerable adults known and who attend the Church will be members.

-Vulnerable adults and young people can tag themselves in the photographs if they wish but should not be tagged by the administrator of the group. 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 rules 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.

-Remember that not everyone has reliable internet access so ensure information is provided in other ways too so no-one misses any important dates, messages or group information.

-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 recipient's address.

#### **Text:**

-If young people and their parents/guardians consent then texting can be a good way to send out reminders of what is happening.

-Use a texting, messaging, social media 'group' rather than sending individual texts or messages.

-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.

-Employees 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 to show to the PSO and/or Incumbent.

#### **14. Residential Camps and Day Activities**

When planning a Residential, Camp or Day Activities, a number of things need to be checked and put into place. Firstly the planned event and all related details **must** be presented to and approved by the PCC before any planning or publicity takes place.

A letter giving full details about the camp or activity should be sent to all parents/carers/guardians and the appropriate forms should also be filled in well in advance of the trip/activity start date/time.

A Child Camp Protection Co-ordinator and a Deputy should be appointed, to which all allegations of abuse should be referred. They should have the authority to contact either the Social Services local to the child's home and the Police (if required) 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 the Police and Social Services should be contacted immediately in accordance with this policy and practice guidelines. If allegations involve a child, young person, vulnerable adult or worker from another Church then the leader of that Church or a nominated person (i.e. their Child Camp 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 and Appendix 3 of this Handbook for specific information on what to do, but also apply the following:

Any allegation against a leader/worker should be reported to the police local to the camp. It is important not to inform the accused person of the allegation. Until they are seen by the police it will be necessary to supervise that person as carefully as possible to prevent any possibility of further abuse or allegation. Once the leader/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 accused person of the allegation is to prevent them, if guilty, covering their tracks by silencing the person(s) 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 will be undertaken as per the aforementioned policies and rules in the 'Safer Recruitment and People Management' documents. no deviation from these policies will be undertaken or actioned. The appropriate checks can be carried out by St. Andrew's and information passed to both the PSO and Camp-Co-ordinator(s) involved.

All leaders and workers involved in the activity, in whatever capacity, should be given an opportunity of meeting together before the holiday to discuss the programme/activities. It is also essential that there is an opportunity for leaders and workers to meet together and receive some direction, management and supervision prior to the activity thereby ensuring a consistent approach to all planned activities, particularly where a number of individuals, or separate groups, have come together.

### **Risk Assessment of the Group and Activities**

Taking care of children, young people and vulnerable adults who are away from home involves taking responsibility for their well-being at all times. This includes but is not limited to being prepared for every eventuality and anticipating situations where a child could be harmed, then taking steps to minimise the risk.

Before undertaking any church led activity, a risk assessment must be carried out and someone with the appropriate skills should be appointed to do this. Please contact the PSO and/or the Incumbent in the first instance.

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 checklist 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 gas 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 - for example, no running around tents, no matches or candles etc.

## **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 vulnerable adults 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:

- first aid boxes are available and their location known,
- The First Aider should record all incidents and injuries,
- That the first aid kit contains those items recommended by St. John Ambulance,
- The First Aider 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.
- The First Aider 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 (as amended 1999, 2004)

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). Please note the introduction of 'Natasha's Law' - 1<sup>st</sup> October 2021.

## **Adventurous Activities**

No-one should participate in adventurous activities without the written consent of the parent/carer or guardian. 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 are 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 2004, 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 essential that camp organisers 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, before the trip begins. Therefore, and as previously, the PCC **must** be consulted about any planned activities or trips well in advance of their proposed start date. This will ensure the event is covered by the St Andrew's Insurance Policy.

If the trip is at a centre it is essential that there is appropriate Public Liability Insurance at the Centre.

## **15. Recommended Ratios**

### **Indoor Activities.**

#### **Under 8 years old:**

The standard ratios required under the Children Act 1989 and 2004 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 it is strongly recommended that wherever possible there is one male and one female present.



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, depending on the nature of the activity.

### **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.

If any young person who is considered to be a 'worker' is being encouraged to develop their leadership skills through helping should always be overseen by an appointed worker or leader 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. See the Diocesan 'Safer Recruitment and People Management' guidance for further details.

### **Outdoor Activities.**

Depending on the nature of the outdoor activities and the ages of the participants more help may be required, and the amount of help decided and agreed upon on a case by case, event by event basis.

## **GUIDELINE 3**

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

In consultation with the DSA we have agreed that in our opinion, children, young people and vulnerable adults may be unlikely to talk to an appointed person, but would rather talk to their known group leader or another adult they know well. Therefore the Diocese provides training to all people who work with children and young people to ensure that everybody knows what to do if a situation such as this arises.

## **GUIDELINE 4**

**Use supervision as a means of protecting children, young people and vulnerable adults.**

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

The supervisor should:

- Meet with workers regularly (once a term), to review and plan the work.
- Ask about working and personal relationships with the children and young people.
- 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.
- Be aware that workers using Church computers have access to chat rooms, child pornography etc.
- 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 PSO and Incumbent should be informed as soon as possible.

It is important to keep accurate records of any Safeguarding concerns, disclosures 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 within the record why this is so, for instance if there appears to be a worrying pattern of behaviour which needs to be monitored. Try to be consistent about what information is retained so that any action taken can be justified, if necessary. Additionally it should be recorded who knows about the information, for example the subject of the record, the child's parents etc.

Either the PSO or the Incumbent 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 under Article 2 the right to life, Article 3, the right not to be tortured and Article 8, the right to privacy of family life. 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.

Any appointed supervisors will receive training to assist them and will also receive supervision themselves.

Any concerns will be 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 hence the PSP, this Handbook and the other policies and guidance mentioned herein. It is not the task of an individual or the Church to investigate but to raise the concern or disclosure through the appropriate channels at the appropriate time. For the protection of both children and workers, sensible steps should be taken on the road to referral.

Where this Guideline refers to a 'child' it will also refer to a young person or vulnerable adult.

### **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**, report it to the PSO and/or Incumbent as soon as

possible, who will then inform the relevant DSA (contact details on page 7 of this document).

If abuse is suspected, the concern should be passed onto the PSO and/or Incumbent as a matter of urgency, who will then refer the matter to the DSA within 24 hours\*.

If abuse by someone in the church is disclosed or suspected, it must be reported immediately to the PSO and Incumbent who will then inform the relevant DSA - contact details on page 7 of this document.

If the complaint is against the Incumbent the details must be referred to the relevant DSA - contact details on page 7 of this document.

\*The DSA **must** be consulted when a safeguarding concern/disclosure of any kind arises in the Church/Parish within 24 hours of that concern/disclosure being made. The PSO and/or Incumbent **must** report any safeguarding concern/disclosure to the Police and/or Social Services and/or other appropriate agencies immediately where such report is necessary.

### **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 and may threaten them accordingly.  
**Neglect** -Where adults fail to care for children and protect them from danger, seriously impairing health and development. This includes abandonment.

### **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 PSO and/or Incumbent immediately.

(At this point please note that Bishops are no longer included in any safeguarding decision-making process in any Diocese within the CofE. Diocese Safeguarding Teams are now managed nationally to ensure the consistency of safeguarding practices and processes across the entire CofE.)

### **What to do if a person discloses that they are harming a child:**

- Look at them directly.
- Accept what they say.
- Do not press for information.
- Explain that the PSO and 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 PSO and Incumbent as soon as possible.
- Do not discuss the matter with anyone, unless requested by the PSO and/or Incumbent.
- Ensure that you receive support.

### **What to do if a child tells someone about abuse:**

(Provided for reference only; there is no substitute for formal 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 and teenagers may report abuse but be reluctant to inform the relevant authorities, for whatever reason. They should be encouraged to discuss the matter with Social Services or with another trusted professional with safeguarding training, this includes the PSO and Incumbent. In such a case it is the responsibility of the Church to inform Social Services, and Police if necessary, of the allegation so that the child, young person and/or vulnerable adult are protected.

The person reporting the abuse should also be informed that the involvement of the Police, Social Services or other agencies may be mandatory and their wishes cannot be adhered to in the circumstances they have described.

### **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 by the appropriate agencies to try to ascertain the truth. Untrue allegations may be the result of some other concern or unhappiness in that child's life. This is why it is important that people working with children, young people and vulnerable adults 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 Director (DCD) who will consult with the Bishop, the parish and the relevant DSA. Particular care should be taken regarding any public statement or public prayer request(s) and it is suggested that no public statement be issued by the Church/parish but all enquiries directed to the DCD's office.

Diocese of Salisbury DCD - Reverend Carole Peters-King

Tel.no. - 01722 438652

Mobile - 07799 900610

Email - [carole.peters-king@salisbury.anglican.org](mailto:carole.peters-king@salisbury.anglican.org)

## **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 recurrence 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 contact or work with children, young people or vulnerable adults can be permitted and that any pastoral role will be impossible - sensitive care of the offender is needed in these circumstances.

If a person convicted of sexual abuse against a child, young person or vulnerable adult 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 DSA. The statutory agencies will provide appropriate information and guidance for this particular situation.

### **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 DSA must be contacted.

### **Ministering to people who are known to have sexually abused children.**

Please contact the Incumbent and/or PSO directly.

## **GUIDELINE 7**

### **Other groups and their use of Church premises**

Church organised activities remain the responsibility of the church. Non-church organised 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 PCC 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 always be signed by the hirer.
2. One-off bookings - please see page 11 as previously. If a one-off Centre/Hall hire includes children, young people and/or vulnerable adults they will be asked to sign up to the St Andrew's PSP and SASH. The St Andrew's Hall Letting agreement includes a paragraph about safeguarding at this Church and no agreement outside of this paragraph, St Andrew's PSP or the SASH will ever be entered into agreement with by the PCC.
3. Regular bookings - please see page 11 as previously. Regular bookings should be the subject to an enquiry by the PSO/Office Administrator/Incumbent as to the safeguarding processes followed by the hirer/user/group. If there is no procedure in place or if the PCC is unhappy with the procedures in operation, the PCC should consider refusing to renew or continue the booking unless they agree to follow the St Andrew's PSP and SASH. If the hirer has their own safeguarding policy a copy will be retained in the Parish Office with their signed Letting Agreement. (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.)
4. No agreement should ever be made outside of this Handbook that the PCC will approve or vet any other policy or procedure for Safeguarding guidelines.
  5. Observation by a member of the PCC (usually the PSO) of the activities of the hirer must be for information purposes only and no member of the PCC should become involved in the following, or implementing, of any procedure other than the one the PCC uses for its functions.
  6. If in doubt about the responsibilities involved contact the DSA.

## **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 PCC 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.

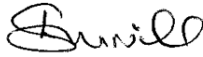
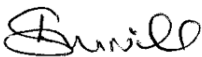
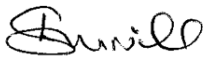
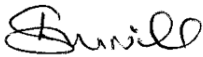
All groups need to record any activities and events with the PCC. In principle it must show the insured party (the PCC) has agreed to the activity being undertaken in specific rather than in broad or general terms. The decisions need to be minuted. For example the PCC has agreed to "this" disco, with "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:

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 16<sup>th</sup> January 2020 (updated in July 2021) . 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	Mar 2018		Chair of PCC	
2019	Nov 2019		Chair of PCC	Vulnerable Adults changed to "Adults who may be at risk".
2020	Jan 2020		Chair of PCC	
2021	Nov 2021		Chair of PCC	SASH fully reviewed, amended and updated



## **Appendix 2**

### **Information About The Sexual Abuse Of Children**

(Although these statements refer to the abuse of children, the following information applies equally to young people and vulnerable adults and should be read in that context.)

### **Frequently asked questions about the behaviour of sexual abusers**

#### **Who sexually abuses children and young people?**

Whilst women do perpetrate sexual abuse, current evidence shows it is predominantly an offence committed by males.

Children can be sexually abused by adults and/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 led 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, 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, looking for love, affection or seeking attention.
- lonely or bored.
- in need of high levels of intimate care
- have communication difficulties because they suffer from a disability.
- open to manipulation because of a reliance upon a group leader/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 trap the child into thinking they have a special relationship.
- The abuser may persuade the child they have a special secret.
- The abuser may place the responsibility for the abuse onto the child.
- The child may be told no-one will believe them or any allegation they make.
- The child may feel guilty.
- The child may feel that if a disclosure is made the family will be split up.

- The abuser may isolate the child.
- The abuser may 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 and the procedures in this Handbook are followed.

## **Appendix 3**

It is not for any activity leader or worker to investigate allegations of abuse; they should respond appropriately as per the guidance within this Handbook and refer the matter to the PSO and/or Incumbent as quickly as possible.

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

The PSO and/or incumbent should report the disclosure to the DSA as soon as possible and within 24 hours of a disclosure being made. If the incumbent or PSO are implicated then the Churchwardens should be contacted and inform the DSA. 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 and the Social Services Child Protection Team should be contacted immediately.**

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

*Note: the following has been written to show what action the PSO and Incumbent should take when a safeguarding issue is raised, and to inform those reading the Handbook of the action that will be taken in every and any case of a safeguarding concern or allegation being raised at St Andrew's Church. It is not the responsibility of a leader or worker to interview, progress or investigate any disclosure or allegation; neither is it the PSO's nor Incumbent's. The PSO and/or Incumbent progress the matter to the DSA who takes the decision to progress the matter further, after all relevant agencies have been contacted. However, where a DSA or PSO/Incumbent does not feel it necessary to refer the matter to Social Services but the leader/worker feels the disclosure has serious safeguarding concerns for a child's safety, then they should contact the relevant authorities directly. The safety of children, young people and vulnerable adults who may be at risk overrides all other considerations.*

## **Where a child has a physical injury or symptom of neglect**

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/guardian, or carer will not be told in such circumstances. Contact Social Services directly:

Bournemouth, Christchurch and Poole Council (BCP) - e-mail: [bournemouth.gov.uk](mailto:bournemouth.gov.uk)

Multi-Agency Safeguarding Hub - office hours, telephone number 01202 123334 -

Out of hours telephone number 01202 738256 - Monday-Friday 5pm - 9am, all day Saturday and Sunday, all bank holidays including Christmas Day and New Year's Day.

You will also have to contact the police as a matter of urgency - dial 999.

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/carers, offer practical domestic help suggesting, for example, a chat with the health visitor, doctor or the Social Services Department.

If a parent/carers 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 direct via Bournemouth, Christchurch and Poole Council (BCP)

Multi-Agency Safeguarding Hub - office hours, telephone number 01202 123334 -

Out of hours telephone number 01202 738256 - Monday-Friday 5pm - 9am, all day Saturday and Sunday, all bank holidays including Christmas Day and New Year's Day.

[bournemouth.gov.uk](mailto:bournemouth.gov.uk)

DO NOT try to investigate the matter. The important thing is to relay the information as soon as possible 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.

## **Appendix 4**

### **Definitions of Child Abuse**

The NSPCC defines child abuse as being when '....a child is intentionally harmed by an adult or another child - it can be over a period of time but can also be a one-off action. It can be physical, sexual or emotional and it can happen in person or online. It can also be a lack of love, care and attention - this is neglect' (NSPCC website October 2021).

This definition also applies to young people and vulnerable adults and is repeated by various statutory agencies, support organisations and charities. The Department of Education 'Working Together to Safeguard Children' (2018, as amended December 2020 and available via [www.gov.uk](http://www.gov.uk)) also provides similar definitions.

The explanations below expand on those previously given in this Handbook and each 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 and includes abandonment.

### **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 occurs both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

**Important points:** A child may suffer more than one category of abuse and abuse by children, young people and adults is more common than generally realised.

Children, young people and vulnerable adults 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 a '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, young person or vulnerable adult may feel '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 vulnerable adults 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 leader or worker suspects a young person is self-harming or has been 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, 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, via the involvement of the PSO and Incumbent. This is because a crime has been committed and a child has suffered physical (and potentially other) abuse.

For more information see [www.gov.uk](http://www.gov.uk) - Children's Health and Welfare - Mandatory Reporting of FGM: Procedural Information (October 2015 - Updated 22.01.20), Multi-Agency Statutory Guidance on FGM (July 2020) and FGM Factsheet.

### **Domestic Abuse**

Under section 5 of the Safeguarding and Clergy Discipline Measure 2016, all PCC's, Church Wardens, Clergy, Readers, Commissioned Pastoral Visitors and LPA's must have knowledge of, and due regard to the House of Bishop's Domestic Abuse policy - 'Responding Well to Domestic Abuse - Policy and Practice Guidance', March 2017.

St Andrew's is committed to addressing and responding effectively to any report of domestic abuse. The safety of any individual suffering domestic abuse or seeking help is always the first priority, as well as the need for confidentiality within the bounds of good Safeguarding practice. Please contact the PSO/Incumbent as soon as possible (or the DSA if the PSO/Incumbent are unavailable) should anyone disclose an incident of domestic abuse unless you have witnessed a violent incident or a person requires

medical attention in which case dial 999 immediately for an ambulance and the Police.

Please be aware an intervention may heighten risk but it is more important to keep the person at risk safe at that point.

Further guidance, help and support are available from:

[www.gov.uk](http://www.gov.uk) - Domestic Violence

Refuge - National Domestic Abuse Helpline - 0808 2000 247

[www.nationadahelpline.org.uk](http://www.nationadahelpline.org.uk) - on-line chats are available via this website.

### **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 PSO and/or Incumbent will need to provide the lead in cases of abuse investigation. Volunteers, activity leaders and workers should seek guidance from them in the first instance and/ or the DSA if appropriate.

## **Appendix 5**

### **Other Contacts**

**Who to contact and when:**

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

Parish Safeguarding Officer  
Miss 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:**

(In case of deliberate injury and/or harm, when immediate action is required, or if concerned about a child's safety or if a child is afraid to return home)

Contact Social Services direct via Bournemouth, Christchurch and Poole Council (BCP) Multi-Agency Safeguarding Hub - office hours, telephone number 01202 123334 - Out of hours telephone number 01202 738256 - Monday-Friday 5pm - 9am. This includes all day Saturday and Sunday, all bank holidays including Christmas Day and New Year's Day.  
bournemouth.gov.uk

#### **Dorset Police Public Protection Unit**

Protecting vulnerable people, details on how to contact the relevant police team and officers are now available at [www.dorset.police.uk](http://www.dorset.police.uk) Search 'Safeguarding Emergency' Speak to a Public Protection Officer by telephoning 101  
ALWAYS Telephone 999 in an emergency

### **Other Contacts**

#### **Diocese of Salisbury**

Diocesan Safeguarding Advisor(s)

Jem Carter - Working Hours Tuesday - Friday inclusive  
On Call until 9pm Wednesday & Thursday  
Telephone 07469 857888  
E-mail: [jem.carter@salisbury.anglican.org](mailto:jem.carter@salisbury.anglican.org)

Suzy Fatcher - Working hours Monday - Thursday inclusive  
On call until 9pm Monday & Tuesday  
Telephone 07500 664800  
E-mail: [suzy.fatcher@salisbury.anglican.org](mailto:suzy.fatcher@salisbury.anglican.org)

Outside of the DSA working hours detailed above please contact:

thirtyone:eight

(formerly known as Churches' Child Protection Advisory Service - CCPAS)

thirtyone:eight 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 and allegations of abuse; best practice management of sex offenders at places of worship and elsewhere and personal help with issues such as past abuse or reoffending.

Help, Advice and Guidance - 0303 003 1111

E-mail - [info@thirtyoneeight.org](mailto:info@thirtyoneeight.org) or write to PO Box 133, Swanley, Kent, BR8 7UQ

### **General**

The following organisations may be helpful. They are not designed to help a leader/worker, PSO or Incumbent to investigate anything as this is not within their remit. Please use this section as a reference tool in helping you understand more about children, young people and vulnerable adults, to keep up-to-date with the latest information/legislation available. Some of the organisations may be useful for recommending to children, young people and vulnerable adults who may be going through a difficult experience but aren't willing to talk about problems to anyone in Church or elsewhere, in particular the free phone help lines.

Please note this is not to say these Helplines should be used as a substitute for action when a disclosure or concern requires immediate and mandatory reporting.

**Safe Spaces** at [www.cofengland.org- safeguarding- reporting abuse and finding support- safespaces](http://www.cofengland.org- safeguarding- reporting abuse and finding support- safespaces) - launched September 2020.

A free and independent support service for anyone who has experienced abuse in relation to the Church of England, Wales or Catholic Church of England and Wales. Church funded but independently run by Victim Support.

Contact Details - 0300 3031056 - Answerphone available outside normal opening hours,

E-mail - [safespaces@victimsupport.org.uk](mailto:safespaces@victimsupport.org.uk)

Webchat via the Safe Spaces Website

**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. Help line gives advice to anyone about child abuse issues.

Child Protection Helpline: 0808 800 5000, 8am - 10pm Monday - Friday and 9am - 6pm at the Weekend. Outside of these hours e-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Web site: [www.nspcc.org.uk](http://www.nspcc.org.uk)

Tel: 0207 825 2500 (Supporter's Telephone Number)

**Childline** - ChildLine is a free 24-hour organisation 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

**Helpline for Children: 0800 1111 (Free phone & 24 hrs)**

Web site: [www.childline.org.uk](http://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.

**Helpline: 08451 205 204**

Web site: [www.kidscape.org.uk](http://www.kidscape.org.uk)

E-mail: [info@kidscape.org.uk](mailto:info@kidscape.org.uk)

For further information please visit the Kidscape website as there are numerous contact details available depending on the circumstances of the issue.

**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**

**Telephone: 0330 094 5717**

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

E-mail: [jo@samaritans.org](mailto:jo@samaritans.org)

Write: Freepost, SAMARITANS LETTERS.

**Respect Phoneline** - help provided for the perpetrators of domestic violence and abuse.

[info@respectphoneline.org.uk](mailto:info@respectphoneline.org.uk)

Freephone 0808 802 4040 Mon - Fri 9am - 8pm

**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](http://www.mind.org.uk)

E-mail: [info@mind.org.uk](mailto:info@mind.org.uk)

Write: Mind Info Line, PO Box 75225, London, E15 9FS

**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. The National Self Harm Network has no specific telephone helpline so visit the website and look for 'Contact Us'.

**Telephone Number - 0808 800 8088**

**Text Number - 0780 047 2908, Monday- Friday.**

**Email: [info@nshn.co.uk](mailto:info@nshn.co.uk)**

**Web site: [www.nshn.co.uk](http://www.nshn.co.uk)**

### **OTHER USEFUL HELPLINES**

**PAST CASES REVIEW - NSPCC - Helpline for Children and Adults**

**0800 802020 (24 Hours - Free)**

**NATIONAL DOMESTIC ABUSE HELPLINE -**

**0808 200 0247 (24 Hours - Free)**

**ACTION ON ELDER ABUSE HELPLINE -**

**0808 808 8141 - Freephone - Monday- Friday 9am - 5pm**

**NATIONAL RAPE CRISIS HELPLINE -**

**0808 802 9999 - Daily 12pm-2:30pm & 7pm-9:30pm**

**SURVIVOR'S TRUST -**

**0808 801 0818 - Monday & Tuesday, 10am-7:30pm, Thursday 10am-6pm, Friday 10am-2pm**

**LGBT+ DOMESTIC ABUSE HELPLINE -**

**0800 999 5248**

**[www.help@gallop.org.uk](mailto:www.help@gallop.org.uk)**

**MEN'S ADVICE LINE -**

**0808 801 0327**

**[info@mensadvice.org.uk](mailto:info@mensadvice.org.uk)**

**AGE UK -**

**0800 678 1602 - 8am - 7pm 365 Days a year, including Christmas Day**

**Further support services details are available on the Church of England Website**

**[www.churchofengland.org](http://www.churchofengland.org)**

### **Diocesan Safeguarding Team**

Jonathan Whiter - Diocesan Safeguarding Trainer - Working 30 hours a week flexible working

Telephone Number 07702 494665

E-mail [jonathan.whiter@salisbury.anglican.org](mailto:jonathan.whiter@salisbury.anglican.org)

Hilary Abbott- Safeguarding Admin Support - Training Enquires - Working hours Monday 9am - 12pm , Tuesday 9am - 3pm, Wednesday 9am - 3pm , Thursday 10am-1pm

E-mail is [safeguarding.admin@salisbury.anglican.org](mailto:safeguarding.admin@salisbury.anglican.org)

Sally Finn - Safeguarding Admin Support/DBS Enquiries - Working Hours - Tuesday, Wednesday and Friday - 9am - 3:30pm

E-mail is [safeguarding.admin@salisbury.anglican.org](mailto:safeguarding.admin@salisbury.anglican.org)

Christine Romano - Safeguarding Admin Support/DBS Enquiries - Working Hours Wednesday and Friday 9am - 5pm

E-mail is [safeguarding.admin@salisbury.anglican.org](mailto:safeguarding.admin@salisbury.anglican.org)

Adrian Smale - Safeguarding IT Support- Microsite Enquiries - Working Hours - Monday-Wednesday - 9am - 5pm

E-mail is [safeguarding.admin@salisbury.anglican.org](mailto:safeguarding.admin@salisbury.anglican.org)



## **Appendix 6**

### **Model Parish Safeguarding Checklist**

At St Andrew's Kinson we recognise that the few who are determined to harm children or adults, deliberately seek out groups or organisations where they can meet children or other vulnerable people. The Church is particularly vulnerable to these people. Creating and maintaining a safeguarding culture will discourage them from becoming involved for the wrong reasons and make it difficult for them to harm or abuse children or adults if they do.

To assist with the creation of a safeguarding culture each PCC (or equivalent charitable body) must:

#### **Appoint:**

- ☐ At least one appropriately experienced designated Parish Safeguarding Officer (PSO) to work with the incumbent and PCC. This PSO should be a lay person. The PSO may also be the DBS administrator for church officers who work with children or vulnerable adults but if not, the PCC should appoint another individual. The PSO should be supported, trained and given a copy of the parish safeguarding policy and procedures; (see separate Model PSP role description)

#### **Safer Recruit, Support and Train:**

- ☐ Ensure that all church officers who work with children, young people and/or vulnerable adults are:
  - o recruited following the House of Bishops' Safer Recruitment practice guidance;
  - o aware of and work to House of Bishops' safeguarding guidance (includes both policies and practice guidance);
  - o attend diocesan safeguarding training at least every three years;
- ☐ Provide appropriate insurance to cover for all activities undertaken in the name of the PCC which involve children and vulnerable adults;

#### **Display:**

- ☐ A formal statement of adoption of the House of Bishops 'Promoting a Safer Church; safeguarding policy statement'. This should be signed on behalf of the PCC.
- ☐ Contact details of the PSO, Churchwarden and any other local leaders.
- ☐ Contact details for the Diocesan Safeguarding Team – including phone, email and website details.
- ☐ Information about where to get help with child and adult safeguarding issues, domestic abuse and key helplines e.g. ChildLine (See separate 'Model Safeguarding in parishes-who's who')
- ☐ Provide access to a hard copy Parish Safeguarding Handbook (see separate Handbook)
- ☐ Provide access to a hard copy of the Diocese Safeguarding Manual

**Respond:**

- ☐ Create an environment, which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently;
- ☐ Have a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse in accordance with the relevant policy and practice guidance and in consultation with the Diocesan Safeguarding Adviser;
- ☐ Report all safeguarding concerns or allegations against church officers to the Diocesan Safeguarding Adviser;
- ☐ To ensure that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the Diocesan Safeguarding Adviser;
- ☐ Comply with all data protection legislation especially in regard to storing information about the 'church workforce', including volunteers and any safeguarding records;
- ☐ Ensure that an "activity risk assessment" is completed and reviewed regularly for each activity, which is associated with either children or vulnerable adults, and run in the name of the Church.

**Review and Report Progress:**

- ☐ The PSO should regularly report on safeguarding in the parish. Safeguarding should be a standing agenda item at each PCC meeting. At the APCM the PCC should provide an annual report in relation to safeguarding. In the PCC's annual report will be a statement which reports on progress and a statement as to whether or not the PCC has complied with the duty to have "due regard" to the House of Bishops' guidance in relation to safeguarding.

**Other points to consider:**

**Are you working in an LEP?**

- ☐ If working within Local Ecumenical Partnerships (LEPs), agree which denomination or organisation's safeguarding policy to follow, including where to seek advice in urgent situations in line with the practice guidance. This decision should be ratified both by the bishop and other appropriate church leaders in the partnership and shared with the DSA; in the event of a specific safeguarding concern, ensure that all the LEP partners are notified.

**Irrespective of this choice all abuse cases arising in Church of England settings must be notified to the Diocesan Safeguarding Team.**

**Hire out your church premises?**

- ☐ Any hire agreement with any person/body wishing to hire church premises must contain a provision whereby the person/body hiring the premises agrees to comply with the relevant safeguarding guidance issued by the House of Bishops and the diocese (see separate Model Safeguarding Provision that can be attached to any Hire of Church Premises Agreement).
- ☐ The hire agreement should also contain a provision whereby all those hiring church premises are required to ensure that children and vulnerable adults are protected at all times, relevant staff have had appropriate DBS checks and that all reasonable steps have been taken to prevent injury, illness, loss or damage occurring.
- ☐ Ensure that all those hiring church premises carry full public liability insurance for this or are covered through the church insurance (for example hire for a children's party).

**Do you have a clergy vacancy?**

- ☐ During an interregnum the PCC must, working with the churchwardens, ensure that all information about safeguarding matters is securely stored before passing the information on to the new incumbent. The departing incumbent must give the safeguarding information to the Parish Safeguarding Officer who can pass the information on to the new incumbent when he/she takes up his new role.

**Support & Compliance**

The measures identified in the list above will be checked during parish visitations and the documents referred to can be found on National website or Diocesan Website. If you have questions or need support to complete the steps on the checklist you can contact the DSA for further support and advice:

**Diocesan Safeguarding Phone Number:**

## 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 Safeguarding Handbook - Guideline 2, Section 3 **FORM 2**

This form is for regular activities – Form 2 should be filled in for 'one-off' visits or activities

### General Information and Consent Form

Church Group .....Event/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)

Name .....Tel 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 for .....to 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).*

## Information Sheet and Consent for Activities & Day Visits

For Camps & Residentials a letter should be sent to parents/carers 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 Safeguarding Handbook - Guideline 2, Section 11 **FORM 4**

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 Group .....Event/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 Safeguarding 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)

Name .....Tel 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

I give permission for .....to 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).*

## FORM 6

See St. Andrews Church Safeguarding Policy Handbook - Guideline 2, Section 12

### 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 a 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

## **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 the 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 .....

## 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 the 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

Signed .....Print 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.

Please note that 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 a regular connection to the Internet? Yes/ No

Would you like to join the *St Andrew's, Kinson young people's* 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 the Diocese of Salisbury 'Safer Recruitment and People Management' guidance on the DofS website or within the Parish office.

## **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 onto 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.

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

Name.....

---

See the Diocese of Salisbury 'Safer Recruitment and People Management' guidance, details as previously.

## **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 the 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 the Diocese of Salisbury 'Safer Recruitment and People Management' guidance, details as previously.

## 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
- 1<sup>st</sup> week check OK
- 1<sup>st</sup> month review

## FORM 13

### 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' however personal e-mail addresses, telephone or fax numbers will **not** be disclosed.

See St Andrew's Safeguarding Handbook and DofS 'Safer Recruitment and People Management' guidance - details as previously.

## 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 would you 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? .....