# St Edyth's Church Safeguarding Policy

## *for Children, Young People and Vulnerable Adults*

Every person has a value and dignity which comes directly from the Genesis account of creation, which affirms that every human being is created in God's own image and likeness. Christians see this potential as fulfilled by God's recreation 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.

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# 1. Policy Context

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

# 2. Policy Statement

It is the responsibility of all members of the church of St Edyth's, hereby referred to as St Edyth's, to give paramount importance to the nurture and care of children, young people and vulnerable adults in a safe and secure environment. It is about preventing harm to children and adults wherever possible.

We will ensure there is clear information available regarding our safeguarding arrangements, including a copy of the Parish Safeguarding Policy and other relevant information on our website and displayed on the church safeguarding noticeboard.

We recognize that:

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

We will develop a culture in our church that:

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

When concerns are raised, we will:

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

If abuse has occurred, we will ensure:

- informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse, including support to make a complaint if so desired.
- supervision is provided for any member of the Church Community known to pose a risk of harm to others.

- appropriate pastoral care is provided to any member of our church against whom an allegation is made.

In all recruitment we will:
Carefully select those with any responsibility within the Church (including voluntary workers) in line with the Church of England Safer Recruitment Practice Guidance, 2016[1] (see also Appendix 2 - Safer Recruitment Policy) and provide ongoing supervision, support and training.

In our publicity we will:
Share information about good safeguarding practice with children, young people and vulnerable adults, their parents, carers and all those working and worshipping with them.

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

Children and young people:
For the purposes of this policy means anyone under the age of 18 years. Children and young people may be abused by an adult or child, male or female. It is far more common for a child or young person to be abused by a person known to them than by a stranger. This could be a parent, family member, friend, teacher, minister or anyone else. Children may be abused in person or via electronic media, they may experience harm as a result of seeing or hearing the abuse of others. Where conflicts of interest arise between the welfare of the child and that of adults, the child's well-being must always be of paramount importance and priority.

Adults who may be vulnerable:
The Care Act 2014 defines an adult to whom statutory safeguarding duties apply as an adult who: *has needs for care and support (whether or not the Local Authority is meeting any of these needs) is experiencing, or at risk of abuse or neglect and as a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect.* Care and Support Statutory Guidance, 2016.

The definition may apply to anyone 18 years old and over who may not be able to protect themselves from abuse, harm or exploitation, which may be by reason of illness, physical, sensory or learning disability or impairment, mental illness, use of drugs or alcohol. Increased vulnerability may be temporary or permanent and may be visible or invisible. An adult may be abused or neglected by family (including spouses, parents and children), friends, carers (paid and unpaid), strangers and professionals and members of the community. Those at risk may live alone or may live with family or in a care setting.

## 4. What is abuse and neglect?

Please see the table attached as Appendix 1. This outlines the forms of abuse noted in legislation related to safeguarding children, young people and adults alongside some examples and potential indicators that abuse, or neglect may be occurring.

[1] https://www.bristol.anglican.org/documents/c-e-safer-recruitment-2016/

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

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

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

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

If the situation is urgent i.e. there is an imminent risk of harm, call 999 for emergencies; otherwise, 101 and ask for the Safeguarding Coordination Unit.

| Children: | |
|---|---|
| First Response Team | 0117 903 6444 for any new referrals |
| Outside office hours | 01454 615165 Emergency Duty Team |
| Early Help Team | 0117 9038700 |
| Local Authority Designated Officer (LADO) | 0117 9037795 |

| Adults: | |
|---|---|
| Vulnerable adults safeguarding team | 0117 9222700 |
| Vulnerable adults out of hours | 01454 615165 |
| Age related concerns, Age UK | 0117 9297537 |

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

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

St Edyth's hopes that all will follow this policy but where there is any concern that an issue has not been reported and should be, or for any reason, you are reluctant to inform the church of an incident, St Edyth's wishes to make clear that the most important point is that those concerns are reported to the appropriate authority so that they can be acted upon where needed.

**If there is an allegation that a person in a position of trust (minister, PCC member, staff member or volunteer) has abused or neglected a child or adult or that such a person may present a risk to a child or adult:** The Diocese of Bristol 'Allegations Management Procedure[2]' will be followed (copies of this procedure can be found on the Diocesan website and copies are held by the Parish Safeguarding Officers, Clergy and in the Parish Office).

In brief this procedure requires that the concern should be reported as above;

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

**If a person is identified who has a caution or conviction for abuse of children and/or adults who may pose a risk to others** (usually those with convictions for sexual or violent offences) the Diocese of Bristol guidance 'Ministering to those who may pose a risk[3]' will be followed (Copies of this guidance can be found on the Diocesan website and copies are held by the Parish Safeguarding Officers, Clergy and in the Parish Office).

In brief this guidance advises that that Parish Safeguarding Officer and Diocesan Safeguarding Adviser are made aware and that the individual is informed that:

- to support their being part of the congregation as safely as possible, contact will be made with police, probation and other agencies connected with their case.
- the Diocesan Safeguarding Adviser and Church leaders will need to know of their circumstances.
- that a risk assessment will need to be completed.
- that a written agreement will be needed between the individual and the Church which agrees when the individual will or will not be involved in church services and activities, boundaries of behaviour and support offered.

[2] https://www.bristol.anglican.org/documents/allegations-management-procedure/

[3] https://www.bristol.anglican.org/documents/ministering-those-may-present-risk/

Confidentiality and Consent

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

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

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

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

## 6. Record Keeping

Records of all safeguarding concerns will be kept by the Parish Safeguarding Officer. They will keep a record of the initial concern and all actions taken. The records will be securely held in a locked cabinet to which only the Parish Safeguarding Officer and Deputy have the key. All those involved with any safeguarding concern must ensure that they provide the Safeguarding Officer with any records related to that case for secure storage.

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

Great care should be taken where email is used to ensure that confidential information is not open to being accessed by unauthorised individuals. An individual's confidential information should not be communicated via email (e.g. any information should not make the individual identifiable by name, address etc). Records must be maintained of staff and volunteer training and DBS checks. These will be maintained by the Parish Safeguarding Officer.

## 7. Safer Recruitment and ongoing support and supervision

All recruitment of staff and volunteers will be undertaken in line with Church of England policy 'Safer Recruitment, 2016'. See **Appendix 3** for the St Edyth's Safer Recruitment Policy for further information. Recruitment of staff and volunteers will only be undertaken by employees or licensed ministers, and they will only do so after consultation with the Incumbent. During vacancy the church wardens will be responsible instead of Incumbent. Recruitment of staff and volunteers will only be undertaken according to the agreed process. All recruited staff and volunteers will be made known to PCC, by having a standard staff matters update at all PCC meetings.

Anyone who has not been safely recruited will not be permitted to work unsupervised with children, young people or adults who may be vulnerable.

In brief, all staff and relevant volunteers will:

- have all recruitment checks completed and approved prior to starting in role.
- all eligible staff and volunteers will have a repeat DBS disclosure every 3 years. Any lapsed DBS check will require the post holder to stand down until the check has been completed.
- attend safeguarding training as required by the Church of England.
- attend any other training as decided by the PCC.

## 8. Roles and Responsibilities

| Name | Responsibilities |
|---|---|
| Parochial Church Council | • Agree, implement, monitor and review annually this safeguarding policy and all associated policies<br>• Ensure all staff and volunteers are recruited safely<br>• Agree and implement supporting good practice guidance and processes<br>• Ensure adequate insurance for all activities<br>• Recruit and support the Parish Safeguarding Officers<br>• Ensure all staff and volunteers are adequately trained and supervised |
| Parish Safeguarding Officer (PSO) supported by Deputy Safeguarding officer (DPSO) | • Respond to all safeguarding allegations and concerns according to policy and guidance<br>• Monitor and report to PCC regarding adherence to policy and practice<br>• Arrange safeguarding training and maintain records<br>• Process DBS disclosures for the church and maintain records |
| Incumbent | • Act as a point of contact should there be any safeguarding allegation or concern regarding a PSO |
| Church Wardens | • Take part in the allegations management procedure when required<br>• Take part in an 'agreement' as per 'ministering to those that may present a risk' |
| Social Media Named Person | • This person must be able to access all Social Media accounts for accountability and also be aware of current Safeguarding regulations in relation to Social Media. If they witness or have anything reported to them that is a Safeguarding concern, they are to report to the Parish Safeguarding Officer immediately. |

| | |
|---|---|
| Activity Leaders | • Follow the Safeguarding policy and associated good practice guidance<br>• Ensure that activities are run according to good practice guidance<br>• Report any safeguarding concerns as per policy<br>• Ensure all volunteers are safely recruited<br>• Ensure all volunteers have in date training and DBS checks as required<br>• Ensure all new volunteers receive agreed induction<br>• Supervise agreed volunteers |
| Staff and Volunteers | • Follow the safeguarding policy and associated good practice guidance<br>• Report any safeguarding concern as per policy |
| Church members | • Be aware of the safeguarding and associated policies<br>• Report any concerns as per policy |

# 10. Policy implementation and review

This policy was agreed by the Parish of St Edyth's PCC on 4th Nov 2024.
All staff, volunteers and ministers are required to abide by this policy and associated good practice guidance.

- This policy will be made available on the Church website, and the Safeguarding noticeboard.
- This policy will be monitored by the Bristol Diocese Safeguarding Team via the Church of England Safeguarding Dashboard
- This policy is to be reviewed annually. Next review due: Nov 2025

# 11. Additional Related Policies

Photographs and videos
It is the policy of St Edyth's Church that no one should take photographs on church premises of any individuals or groups to include children and adults. Only the vicar and / or wardens are authorised to appoint an official photographer to cover any special events or programmes. On such occasions, the authorised Photographer will hold an identity badge/ lanyard duly dated. Where photographs are to be taken written consent will be gained from parents and carers in advance, the purpose will be made clear to parents/carers including how they will be stored and after what period they will be destroyed.

All photos and videos taken for St Edyth's Church should be stored securely on devices belonging to PCC. No photo or video should be left stored on personal photography or videography equipment.

No photo will be taken, shared or used for any purpose which shows a child in any state of undress. Children will not be named in publicity related to photographs or videos.

Where an event may be photographed and is open to the public, signs will be displayed noting that photographs and or video may be taken and inviting anyone not wishing to be in any photos or video used to make this known to a named person. The photographer/ videographer will be named on these signs and will wear ID. Only those delegated with that responsibility by PCC may ask for parental consent and arrange the taking of any photo or video.

Communications and Social Media: It is the policy of St Edyth's Church that no one employed on a paid or voluntary basis, serving as a PCC member or as a licenced minister will contact children or young people directly via social media, email, phone or text without the knowledge and consent of that child or young person's parent or carer. Where such contact needs to be made (for example a text to advise of a change of time for an activity) the child's parent or carer will be asked for consent in advance and the parent or carer will be copied into that communication.

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

The Role of the PCC

The PCC must approve the use of social media and mobile phones by the church. Where there are Facebook or similar online groups set up on the church's behalf, the PCC must ensure there is a named person to whom all workers are accountable. The named person must be a church officer and should be aware of the account name and password so that they can at any time log on to the account to monitor the communications. The named person should be proactive in fulfilling this role. Communications must be shared with the named person. Church officers remain bound by professional rules of confidentiality. Where there is concern that a young person or adult is at risk of abuse, or they themselves pose a risk of abuse to others, safeguarding procedures must always be followed.

Sally Thomas and church wardens are the named people now approved by the PCC Nov 4th, 2024.

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

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

**Hire of Church Premises for non-church events/activities** (regardless of whether a fee is charged)
Organisations and individual users meeting at 'the parish church and halls of St Edyth's' will be expected to adhere to this safeguarding policy or where they work regularly with children, young people or adults who may be vulnerable, to have their own safeguarding policy.

St Edyth's is responsible for overseeing users and ensuring that the agreed hire process and forms are in use. This will include obtaining a copy of the hirer's safeguarding policy where relevant and providing a copy of this policy.

## 12. Useful contacts

Parish Safeguarding Officer (PSO)
Liz Fry 07932 503 724
Email: elizabeth.a.fry@icloud.com

Safeguarding Administrator
Katharine Wiltshire 0117 968 6965
Email: office@stedyths.org.uk

Diocesan Safeguarding Advisor (DSA)
Adam Bond Tel: 0117 906 0100 (office hours) Email: adam.bond@bristoldiocese.org

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

| Children: | |
|---|---|
| First Response Team | 0117 903 6444 for any new referrals |
| Outside office hours | 01454 615165 Emergency Duty Team |
| Early Help Team | 0117 9038700 |
| Local Authority Designated Officer (LADO) | 0117 9037795 |

| Adults: | |
|---|---|
| Vulnerable adults safeguarding team | 0117 9222700 |
| Vulnerable adults out of hours | 01454 615165 |
| Age related concerns, Age UK | 0117 9297537 |

## 13. Additional Information

**Child Sexual Exploitation:** All children and young people can be at risk of sexual exploitation. This includes boys and girls of any age. This is a form of sexual abuse. Whilst young people can give consent to sexual acts from the age of 16 (so long as they have the capacity to do so) they continue to be at risk of sexual exploitation beyond their 16th birthday.

**Any concern that a child or young person may be at risk of or experiencing sexual exploitation must be reported immediately to Children's Social Care or the police.**

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities.

Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/ economic and/or emotional vulnerability.

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

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

## Next review due: November 2026



St Edyth's Church, Avonleaze, Sea Mills, Bristol BS9 2HU - 0117 968 6965 - office@stedyths.org.uk - Charity No. 1141128

# Appendix 1: Categories of Abuse and additional information

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

| Type Of Harm | Definition | Examples | Indicators |
|---|---|---|---|
| Neglect<br><br>Adults and Children | Failure of any person who has responsibility for the charge, care, or custody of an adult at risk or child to provide the amount and type of care or treatment that a responsible person could be expected to provide. | Fail to meet basic needs including food, environment, access to health care and education, failure to provide for social needs. | Unwashed/ dirty appearance, clothes too small/big, untreated sores or infections, isolation. |
| Financial<br><br>Adults | The unauthorised taking (theft), deprivation or misuse of any money, income, assets, funds, personal belongings or property or any resources of an adult at risk without their informed consent or authorisation. | Misuse of power of attorney or appointeeship. Money and possessions stolen, misuse or misappropriating money, valuables or property, possessions or benefits, undue pressure in connection with wills, property, inheritance, or financial transactions, denying the adult at risk the right to access funds, unauthorised disposal of property or possessions, being asked to part with money on false pretences. | Unexplained or sudden inability to pay bills, Power of Attorney obtained and misused when a person lacks or does not lack mental capacity to understand, unexplained withdrawal of money with no benefits, person lacking goods or services that they can afford, extortionate demands for payments for services. |
| Organisational<br>Adults | Involves the collective failure of an organisation to provide safe, appropriate, and acceptable standards of service to adults at risk.<br><br>Mainly relates to health and social care provision but aspects may be relevant to Church settings. | Lack of individualised care, inappropriate confinement or restriction, sensory deprivation, inappropriate use of rules, custom and practice. | Whistle blowing policy not in place and accessible, insufficient employees training and development. Organisational standards not meeting those laid down by regulatory bodies, service users not treated with dignity and respect, diverse needs not recognized and valued in terms of age, gender, disability, ethnic origin, race or sexual orientation, services not flexible. |

| Type Of Harm | Definition | Examples | Indicators |
|---|---|---|---|
| Discriminatory Adults | Exists when values, beliefs, or culture result in a misuse of power that denies opportunity to some groups or individuals. | Verbal abuse, harassment or similar treatment, unequal treatment, deliberate exclusion from services such as education, health, justice and access to services and protection, harmful or derisive attitudes, inappropriate use of language. | Repeated exclusion from rights afforded to citizens such as health, education, employment, and criminal justice. |
| Modern Slavery | Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive, and force individuals into a life of abuse, servitude and inhumane treatment. | Adult or Child trafficked into UK or between places in UK for purpose of sexual abuse or labour.<br>Adult or Child forced to work as domestic servant.<br>Adult or child forced to work as sex worker, farm labourer, car cleaner. | Individual may not have their passport or Identity documents. They may not have access to or contact with friends and family. May never be left alone, live in poor conditions, not be able to leave of own free will. May have no access to funds. May not know where they are or who they are with. |
| Self-Neglect | A wide range of behaviour involving neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such a s hoarding. | May not react to or appropriately fulfil needs for health care, food, warmth. May live in an environment that is an environmental or fire risk and not take any measure to reduce risk or inadequate measures. | Environment, which is poorly maintained, dirty, animal infested, cramped to the degree that it places the individual's wellbeing at risk.<br>May have untreated or inadequately treated physical health issues. |
| Domestic Violence | Incident or pattern of incidents of controlling, coercive or threatening behaviour, violence, or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality. Age range 16+. | Includes: psychological, physical, sexual, financial, emotional abuse; so, called 'honour' based violence; Female Genital Mutilation; forced marriage. | Appears to be afraid of partner / of making own choices, behaves as though she/he deserves to be hurt or mistreated, low self-esteem or appear to be withdrawn, appears unable or unwilling to leave perpetrator, makes excuses for or condones the behaviour of the person alleged to have caused harm, blames abuse on themselves. |

| Type Of Harm | Definition | Examples | Indicators |
|---|---|---|---|
| Spiritual Abuse[4] (not defined in Statutory Guidance) | Inappropriate use of religious belief or practice. | The misuse of the authority of leadership or penitential discipline, oppressive teaching or intrusive healing or deliverance ministries which may result in various types of harm. | Could be any of the above. |

[4] Child abuse linked to faith or belief: national action plan - GOV.UK

# Appendix 2: Safer Recruitment policy

All recruitment of paid staff to any post within the Church of England must comply with the Church of England 'Safer Recruitment Practice Guidance, 2016'. Failure to follow this policy in full may invalidate insurance cover, place children and adults at risk and constitute a reportable breach to the Charity Commission. The recruitment of volunteers who work in a leadership role, or a role that could be seen by others as a leadership role, must follow the same procedures as the recruitment of paid staff.

It is particularly important to make sure that anyone having substantial contact with children and vulnerable adults within the church is safely recruited.

The practice of ensuring that all paid and relevant volunteer staff are recruited in a way that ensures those individuals have the values and skills to do the work we ask of them and that people who present a risk to vulnerable groups e.g. children or vulnerable adults, do not work with them. One of the strengths of church is the coming together of people of all ages and backgrounds. However, where someone wants to cause harm, this is also one of church's weaknesses. By recruiting safely, we meet our responsibilities to those we support to do all we can to ensure that those that lead, guide and work with the most vulnerable people are there to do good rather than to cause harm.

St Edyth's is committed to implementing safer recruitment practice in the recruitment of all relevant volunteers and employees. The relevant vetting scheme is that of the Disclosure and Barring Service. The suitability of an applicant to work with children or adults at risk is never solely dependent on the outcome of a DBS check and the full safer recruitment process will be used to determine suitability of the candidate for the role. Those who work with children and/or vulnerable adults, and those who supervise those workers, who are eligible for a DBS check, will be required to undertake that check prior to starting in any role, whether employed or voluntary, within the Diocese of Bristol, as part of a safer recruitment process.

Those who are not eligible for a DBS check will be recruited in line with safer recruitment practice including the use of applications forms, references, and interview where applicable. Suitable induction, training and supervision will be provided to all those serving the church in a named role.

The PCC has agreed that best practice is that those who have joined the church should wait for six months before taking on a named role or joining a rota, and to be safely recruited into any role when the time comes. There may be exceptional circumstances where a different approach should sensibly be taken, in consultation with the Leadership Team, though safer recruitment will always apply.

## Recruitment process

Be clear about who is responsible for recruitment and who will be involved in the process.
Write down in a role description; what the person will do, where, when, and a person specification: what skills are needed?

Use the role description to decide:

- What recruitment process is required
- Application
- Interview
- References
- Is the role eligible for a DBS check?

Ensure that the process is clear to applicants. Further information on how to decide on the process can be found in the Church of England 'Safer Recruitment policy, July 2016'. Advertise the role, making it clear what the role is, what the application process is and whether the role is eligible for a DBS disclosure check. This is your first chance to publicly state your commitment to safeguarding and safer recruitment.

Prepare application form. The aim is to find out why the applicant wants the role and what skills and experience they bring to it. What questions are asked on the form will depend on what the role is but where a role involves contact with vulnerable people it should always include:

- Name, address, and telephone number.
- Qualifications and experience.
- Employment history with an explanation for any gaps and reason for leaving (paid roles only)
- Contact details of named referees.
- Information (based on the job description and person specification) in support of the application for the role.
- A declaration that all the information contained in it is true and that the applicant agrees to a Disclosure check being carried out where eligible should the organisation wish to appoint them.
- Date and signature box for applicant.

Carry out the interview. Depending on the role this could be informal or formal. The aim is to explore further the information on the application form, allowing the applicant to demonstrate their skills and experience in relation to the role, what support or training they might need.

Offer the role to successful applicant. Use an offer letter, which also explains the next steps (NB: they must not start the role at this point!). Any offer of appointment to a role, paid or voluntary, must clearly state that this is subject to references and, where required, a DBS check.

Take up references. What is required will depend on the role. Where the role is paid and/or involves substantial contact with children and/or vulnerable adults ensure that at least one referee is a person from outside of the church. Obtaining references is an essential part of gathering information about the applicant. Ideally at least one reference should be from the current employer or a previous employer if they are not currently working/volunteering. The reference request should include requests for the following information:

- Comments about the applicants' ability to perform the duties of the role (the job description and person specification / volunteer role profile should accompany the reference request).
- Comments about the applicant's attitude towards children/vulnerable adults and towards safeguarding generally; and,
- Any further information that might give rise to concern, either about the applicants' attitudes, values or known practices.

Information given by the referee can then be compared with information provided by the applicant. References should be followed up with a telephone call in order to verify their identity and it provides an opportunity to clarify any queries you may have. It also provides an opportunity to thank the referee for their time in completing the reference. Two references should be obtained. It is good practice to inform those applying to work for you that you reserve the right to telephone referees and to contact any previous employer if necessary.

Where the role involves substantial work with children and /or vulnerable adults ask the person to complete a "Confidential Self Declaration". This can be requested at the application stage and placed by the applicant into a sealed envelope but should not be opened until the post has been offered subject to referencing and a DBS check if eligible.

The person must only be confirmed in role and start once the whole process is complete. This includes satisfactory references and DBS disclosure certificate having been seen and any risk assessment required having been completed. The PCC must then be informed that the person has been recruited.

## Probation and Review

It is important that once a new staff member, including volunteers, is in post that they are supervised to ensure that they are coping with their new role. Each individual should start on a probationary period. This is a period in which the individual can try out their role and the employer can ensure that the person they have recruited is working in the way expected. This is usually 3-6 months. A review should happen at intervals e.g. 3 and 6 months and then annually. Suitable induction, training and support should be offered during and after the probationary period.

Any individual working with children and/or vulnerable adults must have basic safeguarding training during induction and attend a refresher course at least every 3 years. Some roles will require additional or more advanced training. After recruitment, it is Church of England policy that all staff and volunteers in eligible roles apply for a new DBS Disclosure within 3 years of the last certificate.

## Policy implementation and review

- All staff, volunteers and ministers are required to abide by this policy and associated good practice guidance.
- This policy will be made available from the Church office and from the Parish Safeguarding Officer
- This policy will be monitored via an annual audit and annual report to PCC.
- This policy is to be reviewed annually.

# Appendix 3: Policy on the recruitment of ex-offenders

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), St Edyth's complies fully with the code of practice[5] and undertakes to treat all applicants for positions fairly.

2. St Edyth's undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

3. St Edyth's can only ask an individual to provide details of convictions and cautions that St Edyth's are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

4. St Edyth's can only ask an individual about convictions and cautions that are not protected.

5. St Edyth's is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

6. St Edyth's has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.

7. St Edyth's actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

8. St Edyth's selects all candidates for interview based on their skills, qualifications and experience.

9. An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

10. St Edyth's ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

11. St Edyth's also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

12. At interview, or in a separate discussion, St Edyth's ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.

[5] https://www.bristol.anglican.org/psoresources

13. St Edyth's makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.

14. St Edyth's undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

# Appendix 4: Safeguarding Recording Form - Private and Confidential

This form is to be used within a parish when a concern is raised, or disclosure is given. The form should be started and kept up to date by the Parish Safeguarding Officer and kept in a safe and secure location. The form can be typed or written as required.

Section 4 should be kept up to date to provide a record of activity and actions taken. If you require advice regarding the use of this form please contact the Diocese Safeguarding Team, Tel: 0117 9060100 safeguarding@bristoldiocese.org

Please fill in as many details as possible

## Section 1: Who is this record about?

| | | | |
|---|---|---|---|
| Details of the person you are concerned about: | | | |
| Is this person the alleged victim or the alleged perpetrator: | | Victim ☐ Perpetrator ☐ | |
| Please provide as much information about the person about whom you are concerned. | | | |
| Subject of concern is an: | Adult ☐ Child ☐ | Gender | Female ☐ Male ☐ |
| Surname: | | Forenames: | |
| If the person is a child please provide their parent/carers details if known: | | | |
| Surname: | | Forename: | |
| Address: | | Postcode: | |
| Telephone number: | | Email: | |
| Surname: | | Forename: | |
| Address: | | Postcode: | |
| Telephone number: | | Email: | |
| Have the parents/ carers been notified of this incident? | | | Yes ☐ No ☐ |
| If Yes please provide details of what was said and what if any action has been agreed: | | | |
| If No please explain why the child's parents haven't been informed: | | | |

## Section 2 – What is this record about?

| Details of the disclosure/incident | | | | |
|---|---|---|---|---|
| Time and date of disclosure/ incident: | Time: | | Date: | |
| Name and contact details of person making the disclosure/ reporting the incident: | | | | |
| Surname: | | Forenames: | | |
| Address: | | | Postcode: | |
| Telephone number: | | Email: | | |
| Location of disclosure/ incident: | | | | |
| Names of anyone else (witnesses) who was present: | | | | |
| Position if any within the Parish/Church: | | | | |
| Surname: | | Forename: | | |
| Address: | | Postcode: | | |
| Telephone number: | | Email: | | |
| Record of disclosure/incident (*attach any notes made by others regarding the disclosure/Incident*) | | | | |
| | | | | |
| Has a previous referral been made: | YES ☐ NO ☐ | Name of agencies involved already: | | |
| Have you informed the DSA? | YES ☐ NO ☐ | Time/Date of Discussion: | | |
| Who else have you spoken to: | | | | |
| Your name: | | | | |
| Your contact number: | | | | |
| Your role: | | | | |
| Signed: | _____ | | Date: | |

## Section 3 – Who else has been contacted?

| Onward referrals and external agency involvement | | | | |
|---|---|---|---|---|
| External referral made: | YES ☐ NO ☐ | | | |
| | Time: | | Date: | |
| With consent: | YES ☐ NO ☐ (If No please give reason) | | | |
| Referral form sent? | YES ☐ NO ☐ (Attach a copy of the referral form if used) | | | |
| Name of social worker/ police officer/ team: | | | | |
| Telephone number: | | | | |
| Outcome of referral to external agency: | NFA☐ongoing enquiries ☐open case ☐ | | | |
| Other Action taken: | | | | |
| | | | | |
| Details of support offered: | | | | |
| | | | | |
| Name of person in the parish dealing with this referral: | | | | |
| Signed: | | Date: | | |

## Section 4 – What are we doing?

Use this section to record ongoing actions and notes of any contact with other parties regarding this situation. It is advisable to type the information into the form to aid legibility.

| Date | Details | Response/ Action | Signed |
|---|---|---|---|
| | | | |
| | | | |
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# Appendix 5: Code of Conduct, Management of Workers, and Good Practice Guidelines

5.1 We are committed to:

- The care, nurture of, and respectful pastoral ministry with all adults and children.
- This includes paying due regard to the beliefs and wishes of adults and children both when a safeguarding concern arises and, in the development, and delivery of church-led activities including worship.
- The safeguarding and protection of all children, young people and adults when they are at risk, and the establishment of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.
- We will carefully select and train all those with any responsibility within the Church, in line with safer recruitment principles, including the use of references, and Disclosure and Barring Service record checks.
- We will respond without delay to every concern raised which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation.
- We will seek to work with anyone who has suffered abuse, developing with him, or her, an appropriate ministry of informed pastoral care.
- We will seek to challenge any abuse of power, especially by anyone in a position of trust.
- We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended or whose behaviour indicates that they pose a risk to against a child, young person, or vulnerable adult.
- In all these principles we will follow legislation, guidance and recognised good practice. Consequently, this policy and all the following procedures and guidance will be regularly updated in order to reflect current legislation, guidance and best practice.

## 5.2 Policy and procedures

- A copy of this policy statement will be displayed permanently within the church and be available on the Parish website.
- Each worker with children and young people whether paid or voluntary will be a given access to a full copy of the policy and associated Good Practice Guidance and will be expected to follow them.
- A full copy of the policy and procedures will be made available on request to any member of the church, the parents or carers of any child or young person from the church or any other person associated with the church or community.
- The policy and procedures will be monitored and reviewed annually by the PCC.

This policy must be read alongside the Good Practice Guidance relevant to the group a worker is involved with and with the Code of Conduct for church members.

## 5.3 Code of Conduct for Church Members

This code of behaviour should not only be seen as an important safeguarding measure but should also be about modelling positive patterns of Christian behaviour.

The following guidelines should be followed at all times, irrespective of circumstance:

- Follow the Church Safeguarding Policy and Procedures and associated Good Practice Guidelines at all times.
- Treat all children, young people and adults with respect and dignity. Acts of aggression, bullying or harassment are not acceptable.
- Physical Contact: Remember that not all children and adults will receive or express friendship in the same way. Encourage handshaking rather than hugging as a greeting with children, any physical contact with children should be child led. Be careful about what physical contact you have with adults and check whether they are happy with the contact.
- All control and discipline of children should only be given by parents and carers and without the use of physical punishment or any form of aggression. Unless the child's parents or carers have requested assistance with this. Speak to the Churchwarden if you are concerned about a child's behaviour. The Churchwarden, and/ or member of the Ministry Team or Parish Safeguarding Officer will speak with a parent to agree how a child can be supported with their behaviour if needed.
- A child's own parent or carer should undertake any personal care that a child needs.
- Do not respond to or encourage excessive attention seeking from children, but do inform your Parish Safeguarding Officer if you are concerned about a child's behaviour towards you.
- Children and young people are expected to be accompanied to church by their parents and carers. The exception being designated youth activities.
- Where children and young people attend church or church events without a parent or carer they will need to be made known to the relevant children and young people's workers who will follow the Good Practice guidance for working with children and young people and also follow the Policy for Unaccompanied Children.
- Adults who have not been authorised to work with children and young people should not approach lone children except in the case of emergency, instead going to find a children's or young people's worker.
- We do not engage in any of the following:
  - Invading the privacy of children, young people or adults when they are using the toilet.
  - Rough games involving physical contact between an adult and a child.
  - Discriminatory activities or games focused on sexual behaviour, body image or sexuality.
  - Making any comment which could be sexually suggestive about or to another person.
  - Scapegoating, belittling, ridiculing, or rejecting a child or adult.
  - Giving personal gifts directly to children or young people.
  - Inappropriate use of social media, text, or mobile devices. Please do not contact children and young people using these methods unless their parents/ carers are aware of this and the reason for it. This includes becoming 'friends' with children on Facebook.
  - Taking photographs of children or young people at church events unless you have been authorised to do so and have parental/ carer consent or the picture is of your own child only.
  - Drink alcohol (other than communion wine) or otherwise be under the influence of drugs or alcohol when responsible for children or young people on church premises.

- Arrange to see a child outside of church unless this is with their parents/ carer's express permission and, if you are a church volunteer, officer, staff member or minister, where this is in line with the Good Practice guidance.
- Enter the space in which a children's or youth group is happening. Only authorised staff and volunteers should be involved.

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers will be issued with a code of conduct towards children, young people and vulnerable adults. The Leadership undertakes to follow the principles found within the 'Abuse Of Trust 'guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

All paid and volunteer workers at St Edyth's agree to follow this code of conduct as below. It is important there is a culture of dignity and respect towards those being cared for.

## 5.4 Good practice guidance: Working with Children and Young People

### 5.4.1 Guidance Context

This guidance must be followed by all staff and volunteers working for the Parish of St Edyth's.

This guidance is provided for all staff and volunteers to enable them to understand the behaviours and standards expected in relation to work with children and young people and the provision of activities within the Parish of St Edyth's.

The guidance contained within this document is based on 'Protecting All God's Children, 2010[6]' and 'Guidance for safer working practice for those working with children and young people in education settings, October 2015[7]'.

### 5.4.2. Code of conduct

Everyone involved in work with Children and young people within the Parish of St Edyth's should:

- Ensure that they are aware of the relevant policies: e.g. safeguarding (including social media and communication, photos and videography), lone child, lone working and that those policies are followed alongside the good practice guidance.
- Commit to training that is required as part of the role and for Safer Recruiting
- Treat all children and young people with dignity and respect befitting their age.
- Ensure that their own tone, language and body language is non-threatening and age appropriate.
- Ensure that discipline is maintained without use of threat or physical punishment or control which is illegal for children's workers.
- Ensure that any physical contact with a child is child led. All children should be able to choose what form physical contact takes including 'no contact'. All workers must be aware that children should not be picked up, sat on knees or be hugged.

[6] https://www.churchofengland.org/sites/default/files/2017-11/protecting-all-gods-children.pdf
[7] https://www.rrrecruitment.com/wp-content/uploads/2016/04/Guidance-for-Safer-Working-Practice-October-2015.pdf

- Children may find eye contact and a handshake, high five or hand on the shoulder acceptable. Where a child is hurt or upset they may seek a hug - this should only occur in the sight of another adult.
- Ensure that they do not enter into a romantic or sexual relationship with any young person under 18 and within their care. Care should be taken where a young person is over 18 and has recently been within an adults care due to the potential inequality in the relationship.
- Use supervision as a means of protecting children and young people.
- Work with or insight of another volunteer or staff member. A minimum of two adults should work with any group of children at all times
- Not offer personal gifts to any child in the group worked with, any prizes or gifts should be from the Parish of St Edyth's rather than personal (the exception is where the child is a family member or friend's child, and the gift is given in the context of that relationship).
- Maintain a professional manner as a helper or leader. Staff and volunteers should not 'befriend' children or meet with them outside the context of their work (except where the child is a family member or friend's child and the contact is in the context of that relationship).
- Avoid taking children to the toilet. Where this is unavoidable, ensure that another staff member or volunteer is informed and in the area
- Try to ensure that a mixed group has both male and female staff/ volunteers. Couples should not be the only adults working with a group.
- Ensure that children and young people know that they can raise any concerns and that they can speak to the Parish Safeguarding Officer or a Children's advocate, where a church has them, if they wish to.
- Visitors who require access to an area in which children or young people are meeting should always be accompanied by a known person.

### 5.4.3. Arrangements for children and young people's activities

All activities provided for children and young people by The Parish of St Edyth's are the responsibility of the Parochial Church Council (PCC).

The PCC requires that all activities are therefore safely and appropriately managed. Every activity must ensure the following, and it is the responsibility of the activity leader effectively supported by the PCC to ensure this happens:

- Have an up-to-date risk assessment of the activity - reviewed annually or following an incident
- Have appropriate staff ratios: In line with Ofsted advice, the following are recommended:

| Age of child | Maximum group size<br>With 2 adults | Additional adults<br>Required |
|---|---|---|
| 0-2 years | 4 | Additional children up to max of 2 – one additional adults |

| | | |
|---|---|---|
| 2-3 years | 8 | Additional children up to max of 4 – one additional adult |
| 3-8 years | 16 | Additional children up to max of 8 – one additional adult |
| 8+ | 20 | Additional children up to max of 12 – one additional adult |

NB: where a group of children is of mixed age defer to the ratio requirements for the lower age group

- Keep a register of staff and children in attendance, and file historic papers in the Safeguarding filing Cabinet in the church office
- Have access to First Aid kit, accident book and appropriately qualified first aiders[8].
- Ensure that there is a clear fire evacuation procedure
- Ensure that leaders have access to a phone and hold emergency numbers
- Keep up to date registration and consent forms
- Be clear about which children have parental consent to make their own way home, which will be collected and by whom.
- Ensure that where young children are present there are adequate arrangements to ensure they cannot leave the areas without an adult being aware.
- Complete a log in the accident book for any accident
- Only ever use staff/volunteers that have been safely recruited and who have up to date DBS and Reference checks and training (There will be times when an individual would like to "see" an activity and to be involved prior to making a decision to commit to being a volunteer and going through the recruitment process. Whilst understandable, any such involvement should be for a maximum of one session only and under close supervision).
- Ensure that the space used for the group is:
  - Adequately heated or cooled
  - Big enough for the activity and number of children/ young people
  - Is safe and that any broken furniture or fittings are reported and not causing a health and safety risk

Ensure that where children are transported by staff or volunteers that:

- Consent has been obtained from parents/ carers
- The driver has no unspent driving convictions
- The driver has adequate insurance[9]

[8] First Aid Courses and specifically Paediatric First Aid courses are often available from St John's Ambulance Paediatric First Aid Courses & Training | First Aid Bristol

- The required level of DBS check has been obtained for the volunteer driver
- There are at least two adults and two children in each car or where an emergency necessitates a child being transported by one adult that the child sits in the back and an incident form is completed.

- That where off-site activities or visits occur that:
  - Specific consent is obtained from parents or carers
  - The activity is specifically risk assessed and PCC has given consent for the activity
  - The activity provider, where there is one, has public liability insurance

### 5.4.4. Young Helpers

Young helpers, those under 18 years of age may require particular support and supervision where they help with activities for younger children.

- Young people aged 16 and 17 should be recruited via the Safer Recruitment process and are old enough to apply for a DBS check where the role requires one. They should not however be given supervision responsibility and should always work under the supervision of an adult. They should not be counted in the ratios.
- Young people under 16 may act as helpers with activities. Consideration should be made regarding their level of maturity and their ability to behave responsibly and to follow instruction. Any young helper must have a clear role and be able to understand and follow the code of conduct. Young helpers will require parental consent to be present and assist with activities.
- Care should be taken to ensure that young helpers are not working with their own peers and that they do not hold leadership responsibility where a boyfriend or girlfriend is in the group they are working with.

## 5.5 Good practice guidance - Working with Adult

### 5.5.1. Guidance Context

This guidance must be followed by all staff and volunteers working for the Parish of St Edyth's. There are additional guidelines for clergy contained within 'Guidelines for the Professional Conduct of Clergy, 2015'[10].

This guidance is provided for all staff and volunteers to enable them to have an understanding of

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[9] Volunteer Drivers and Insurance (from Volunteer Now)
It is important that volunteers and organisations are aware of their responsibilities with regard to insurance for volunteers who drive as part of their volunteer role. If the organisation owns the vehicles that volunteers use in the course of their volunteering then it is the organisation's responsibility to arrange insurance cover and see evidence of the driver's credentials. If the volunteer uses his/ her own vehicle then they must arrange insurance cover.

- If volunteers are required to use their own cars in the course of their volunteering the organisations should inform the volunteer that it is essential for them to let their insurance company know that they will be using their car in the course of volunteering. This should be done in writing and the insurance company should send written clearance to the volunteer. In general this should not involve an increase in premiums.
- Organisations should assist their volunteers by providing them with a letter, which they can forward to their insurance company. The letter should:
  - Explain that they are a volunteer with your organisation
  - State if they are using their car to carry passengers in the course of their volunteering.
  - Ask for written confirmation that their insurance policy covers any passenger or third party claim, which might arise out of the use of the vehicle for this purpose.

[10] https://www.churchofengland.org/media/2287115/guidelines2ewebversion.pdf

the behaviours and standards expected in relation to work with adults and the provision of activities within the Parish of St Edyth's.

The guidance contained within this document is based on 'Promoting a Safe Church, 2006[11]'

### 5.5.2. Code of Conduct

Everyone involved in work with adults within St Edyth's Church should:

- Ensure that they are aware of the relevant policies: e.g. safeguarding, lone working and that those policies are followed alongside the good practice guidance.
- Treat all adults with dignity and respect, avoiding any language or actions which may be perceived as threatening, harassment, bullying or abusive.
- Exercise care when ministering to persons with whom they have a close personal friendship or family relationship. Ask for another person to provide this pastoral care where appropriate.
- Be aware of the risks associated with pastoral and professional relationships and seek advice or supervision when these concerns arise (this could include development of inappropriate feelings towards the person providing ministry or a level of dependency that places unreasonable or excessive demands on time and availability).
- Recognise that pastoral relationships may develop into romantic attachments and such situations should be handled sensitively. Alternative arrangements should be made for the ongoing pastoral care of the person concerned.
- Ensure that if they exercise a healing ministry that they have been trained in the theology and non-intrusive practice of that work and are part of a supported and supervised team.
- Recognise their limits and not undertake any ministry that is beyond their competence or role (e.g. therapeutic counselling, deliverance ministry, counselling victims of abuse and domestic violence, or their perpetrators, or giving legal advice). In such instances the person needed such support should be referred to another person or agency with appropriate expertise.
- Avoid behaviour that could give the impression of inappropriate favouritism or the encouragement of inappropriate special relationships.
- Treat those with whom they minister or visit with respect, encouraging self-determination, independence and choice.
- Not provide any assistance with physical needs, including washing and toileting.
- Not undertake any pastoral ministry while under the influence of alcohol or non-prescribed drugs/substances. (There may be occasions when a prescribed substance affects the capacity of the person to engage in a ministry activity if this is the case they should either step down from the ministry or limit their role until they are safely able to resume).
- Be aware of your own language and body language, e.g. using innuendoes or compliments of a sexual nature are always inappropriate.

[11] https://www.churchofengland.org/sites/default/files/2017-11/promoting-a-safer-church-policy-notes.pdf

- Consider the appropriateness of initiating or receiving any physical contact, for example a hug may not be welcome by everyone.
- Not seek personal financial gain from their position beyond any salary or recognised allowances.
- Any gifts received should be disclosed to another e.g. a colleague, Churchwarden, Incumbent, relevant activity leader where it should be decided whether they could be accepted.
- Care should be taken not to canvass for church donations from those who may be vulnerable, e.g. the recently bereaved.

### 5.5.3 Visiting in the home

(See also guidance on 'Pastoral visiting') Where visiting a person at home be careful to:

- Visit in pairs, but recognising this is not always possible for pastoral and practical reasons ensure that appropriate risk assessments are completed before visiting alone.
- Go only when and where invited, and do not follow the person being visited into e.g. kitchen or bedroom
- Avoid entering private areas such as bedrooms if possible.
- Only assist with tasks that are an agreed part of the role
- Do not administer any medication, or take food gifts that may interfere with medication
- If confined to bed, then knock on door before entering (even if open) and sit on a chair and not the bed, leaving the door open
- Do not accept personal gifts of money, If they wish to donate it should be done in an official way through the church
- If you do any shopping this will need an agreed system. e.g. check with family, carer, keep a separate purse, receipts etc[12].
- Record visits in a notebook or similar that is accessible to other visiting the same persons and the pastoral visiting co-ordinator

### 5.5.4 Driving

Where a volunteer is driving adults for church activities (i.e. collecting them for services etc.) they must be recruited safely, and the organiser of this activity should ensure that the driver has adequate insurance[13] cover if they are using their own vehicle.

### 5.5.5. Arrangements for activities involving adults

All activities provided for adults by The Parish of St Edyth's are the responsibility of the Parochial Church Council (PCC).

The PCC should require that all activities are safely and appropriately managed. Every activity must have the following and it is the responsibility of the activity leader, supported by the PCC, to ensure this happens:

- An up-to-date risk assessment- reviewed annually or following any incident

[12] Shopping is a regulated activity as it involves the administration and use of another persons finances it must only be done by those with sufficient DBS clearance and as part of an agreed pastoral care arrangement.

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- Pay due consideration to the access needs of all involved
- Access to a First Aid kit, an accident book and appropriately qualified first aiders[14] where meeting at Church
- Ensure that there is a clear fire evacuation procedure from the premises
- Ensure that leaders have access to a phone and hold emergency numbers
- Complete a log in the accident book for any accident
- Use staff that have been safely recruited where a group or activity is specifically for vulnerable adults and or where any 'regulated activity[15]' will occur.
- Ensure that the space used for the group is:
  - Adequately heated or cooled
  - Big enough for the activity and number of people attending
  - Is safe and that any broken furniture or fittings are reported and not causing a health and safety risk
- Ensure that where adults are visited in their own homes that:
  - The adult and their visitor are clear of the purpose of the visits, the duration, frequency and boundaries to the relationship
  - That risk assessments are completed, and due consideration made to lone working requirements
  - That the adult has the opportunity to have a friend or relative with them when visits occur if they choose
- Ensure that where visits are made to hospitals or care home settings that:
  - Staff and volunteers follow the sign in / out procedures for the setting and observe agreed timings (duration and e.g. 2pm to 4pm) of visits (and whether appropriate to the person being visited) and agreed purpose
  - That you are aware of what areas are open to visitors
  - Staff and volunteers do not interfere with provided care and that advice is sought from the staff within the setting if it is not clear what the visitor should/ should not do
  - That any concerns about care are reported to the setting manager and reported as a safeguarding concern if appropriate.

[14] First Aid training is often available from British Red Cross (http://bit.ly/2hRdoss) or St John Ambulance (https://www.sja.org.uk/courses/schools-first-aid/schools-first-aid-course/book-sfa/?gad_source=1&gclid=Cj0KCQiA_9u5BhCUARIsABbMSPuxmotbPQUYRBqIgNbzH5qGb5JGhyofcrmNBidQ25L_wx3KAV2fzpsaAjXwEALw_wcB )

[15] https://assets.publishing.service.gov.uk/media/5a7cba32ed915d63cc65c7ce/Regulated-Activity-Adults-Dec-2012.pdf

# Appendix 6: St Edyth's Handling of Disclosure Information Policy

Storage and Access: DBS Disclosure Certificates must never be kept in an applicant's personal file. They must be stored separately in a secure, lockable, non-portable cabinet, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling: In accordance with Section 124 of the Police Act 1997, disclosure information is only passed to those who are authorised to receive it in the course of their duties. A record should be kept of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage: Disclosure information must only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

A disclosure certificate must be for the correct workforce only and at the correct level. i.e. a person recruiting for a role in the child workforce at enhanced level should not ask to see a certificate for child and adult workforce at enhanced plus level as the certificate may include information that the recruiter is not entitled to see.

Retention: Once a recruitment (or other relevant) decision has been made, a disclosure certificate should not be kept for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, consultation should be made with the umbrella body CCPAS. Advice can then be given regarding the Data Protection and Human Rights of the individual. The above conditions regarding safe storage and strictly controlled access would still apply in these circumstances.

Disposal: Once the retention period has lapsed, Disclosure certificates must be suitably destroyed by secure means, i.e. shredding, pulping or burning. Whilst awaiting destruction, Disclosure certificates must not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). No copies of the Disclosure certificate may be kept, in any form. However, a record can be kept of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.
This includes any copies or downloads.

# Appendix 7: Health and Safety

1. An up to date First Aid Kit should be available at all times. This will be maintained by the Office Staff.

2. All accidents should be recorded in the Accident Book, indicating what happened, when, who was present and who was affected by the accident. The report should be signed and dated and a copy held in the church office.

3. Incidents which occur which could give rise to an accident in the future should be noted and reported to the Youth and Children's leader for future reference in order that steps may be taken to avoid such accidents.

4. A register should be kept of attendance at all Youth groups, including a list of the adults who were present. Parental consent should be obtained for regular attendance at all Youth and Children's groups. These records will be kept by the Youth Leader in a locked cabinet for a minimum of 5 years.

5. Church premises will not be used to provide sleeping accommodation without the specific permission of the PCC.

6. If a church group wishes to take a party of young people on a day trip or for residential activities they should ensure that parental consent to the trip, risk assessments, health forms etc. are properly completed.

7. Risk assessments should be completed for all children and youth groups and for any unusual activities, e.g. cooking.

## 7.1 Guidance on Unaccompanied and Uncollected Children at Church Services and Activities and on Church Premises.

There may be occasions when a child attends church on their own either for a specific children's activity or service or comes into the church at another time. Further there may also be occasions when a child is not collected by a parent or carer. This guidance outlines what will be done in these situations.

## 7.2 General Principles

All children/ young people, up to the age of 18, attending church groups including those on a Sunday should be registered using an annual information form completed by parents. If over 16 this form can be completed by the child themselves. The form will have medical information, contact numbers, and travel arrangements to and from church. They should be filed in a secure place in the Church where ministers, Parish Safeguarding Officer (PSO) relevant activity leaders or Church Wardens can access them. Relevant contact information and medical information should be made available to all activity leaders.

Generally children under the age of 11 years (Primary school age) should always be taken to and collected from an activity for which they have been registered by their parents/carers.

If a child is over 11 years of age, it is the responsibility of their parent/carer to make arrangements with their child for arriving at and leaving an activity. Children over the age of 11 may have suitable road sense and safety skills to manage their own way to church. However, the adult leaders of an activity should always be aware of any children making their own way home and have written consent, from their parent/ carer, for this to happen (this is included on the Registration Form).

Any concerns about these arrangements should be discussed with the child's parents/carers.

## 7.3 Children arriving at a church activity or on church premises unaccompanied

On occasion, a child may attend church or church activities unaccompanied without their parents/carers knowledge and/or consent. If this happens especially of it is a regular occurrence it could be a sign that something is amiss at home. Children in this situation should always be listened to in case this is an indication of a more serious concern.

## 7.4 Known Child

Where the child does not usually attend alone or parent has not consented to them attending alone then the Activity Leader / Minister/ Parish Safeguarding Officer should speak with the child and ask why they are at church alone. If the child says anything that suggests that they are at risk or would be at risk of harm if they returned home follow the usual Safeguarding procedures.

If the child is not deemed to be in any danger at home, parent/carer is to be contacted to come and collect the child.

All adult leaders should be alert before and after services when children don't always stay in the presence of their parents in order to ensure that they remain safe. However, Parents should be reminded that they are responsible for their children in church when an activity session has ended.

## 7.5 Unknown Child

If an unaccompanied child who is not known to the Church attends a service/ activity the following steps should be taken:

- Make them welcome and ensure that they are looked after by a 'safer recruited' adult leader.
- If there are any safeguarding concerns follow the safeguarding policy and procedure.
- Try to find out who the parent/carer is and their contact details
- Contact the parent carer and:
  - Explain that the child is wanting to take part in the activity
  - Get permission for the child to remain for this activity
  - Explain there is a consent form (Email this to them or give a copy to the child to take home after)
  - Get all of the next of kin contact information/details of any medical needs and allergies
  - Ensure that they know what time the activity finishes; try to encourage the parent/carer to come and collect their child at this time. If the child is to return home unaccompanied (with parental permission: it is not advisable that a child under 11 is permitted to leave the church on their own), make sure they take with them details of the activity they have attended along with contact details, inviting the parent/carer to get in touch with the activity leader.

## 7.6 In the event you cannot contact the parent/carer

- Try to discover from the child if their parents/carers know where they are and what time they are expected to return home. If this is before the session is due to end, encourage them to return home at this time unless their parents/carers can be contacted.
- Try to establish the child's name, age, address and home (parents) telephone number and complete a registration form with as much detail as the child can provide.
- Make sure they take with them details of the activity they have attended along with contact details, inviting the parent/carer to get in touch with the activity leader.
- If there are any safeguarding concerns follow the safeguarding policy and procedure

## 7.7 Uncollected children

It is rare in church life for children to be left uncollected at the end of an activity session except in exceptional circumstances. Occasionally this does happen, when this is the case, the following steps should be taken:

- Telephone the parents/carers and ask them to collect their child as soon as possible.
- If contact cannot be made, two leaders must wait with the child until this is possible.
- A child should not be escorted home, except in exceptional circumstances.
- If no contact can be made and the child appears to have been abandoned, the out-of-hours duty social worker should be contacted at your local authority. [Tel:01454 615165 ]
- Another adult should not be allowed to take responsibility for a child without receiving parental consent, written whenever possible. Church officers should not offer to take responsibility for uncollected children.

Any safeguarding concerns should be reported immediately to the Parish Safeguarding Officer.

If there is a risk that the child may run away before parent/carer arrives then, as appropriate, do not share with child that parent/carer has been called. Make a note of what they are wearing in case they need to be searched for. Additionally consider moving to a place in the building, which is less open to quickly run away from, and think of something to occupy them in the meantime. Ensure that one adult is not left alone with the child.

If the parent/carer of a young child or young person with additional needs is unable to be contacted by the end of the service, then provision must be made to supervise the child while continuing to try to contact parent/carer or another relative. If all avenues to contact a family member are unsuccessful then contact the Local Authority out of hours Emergency Duty service (Tel: 01454 615165) to advise them a lone child is in church and that parents/carers are not contactable. Continue to try to contact the parent/carer.

If the child leaves the building then:

- If possible immediately contact the parent/ carer.
- If contact has not been able to be made with parent/carer - police to be contacted and child reported as missing.
- Generally the Child not to be followed in case it makes behaviour more unpredictable and therefore dangerous with traffic, etc. (if in doubt follow the advice of the police).
- If parent/carer is on the way make contact again with parent/carer and check that they are satisfied with the child not being followed.

In case of an emergency call the police on 999. In the event of a non-emergency safeguarding concern contact the Local authority or the police (101)

Always follow your safeguarding policy and procedures.

# Appendix 8: Insurance

1. A comprehensive insurance policy will be in place.
2. Organisations which use the building may need to have their own additional insurance arrangements.
3. Where children are being taken off the premises, the organisers must ensure that there is appropriate insurance cover for transport to and from the activities involved. The PCC needs to be informed of all planned external activities; the Leadership team can be informed on behalf of the PCC if there is no PCC meeting in advance of the trip.

# Appendix 9: Policy for Responding to Domestic Abuse

All forms of domestic abuse are wrong and must stop. We are committed to promoting and supporting environments which:

- ensure that all people feel welcomed, respected and safe from abuse;
- protect those vulnerable to domestic abuse from actual or potential harm;
- recognise equality amongst people and within relationships;
- enable and encourage concerns to be raised and responded to appropriately and consistently.

We recognise that:

- all forms of domestic abuse cause damage to the survivor and express an imbalance of power in the relationship;
- all survivors (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse;
- domestic abuse can occur in all communities;
- domestic abuse may be a single incident, but is usually a systematic, repeated pattern which escalates in severity and frequency;
- domestic abuse, if witnessed or overheard by a child, is a form of abuse by the perpetrator of the abusive behaviour;
- working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

We will endeavour to respond to domestic abuse by:

In all our activities –

- valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse.

In our publicity –

- raising awareness about other agencies, support services, resources and expertise, through providing information in public and women-only areas of relevance to survivors, children and alleged or known perpetrators of domestic abuse.

When concerns are raised –

- ensuring that those who have experienced abuse can find safety and informed help;
- working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community.

In our care –

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse;
- identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse.

## Next review due: November 2025