

Policy and Procedures for the Safeguarding of Children and Young People in our Church

The Parish of

All Saints, Scraptoft & Netherhall

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Child Safeguarding Policy Statement

The following policy was agreed at the Parochial Church Council (PCC) meeting held on **4th October 2019**

In accordance with the Church of England Safeguarding Policy our church is committed to:

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

The Parish will:

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

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints **Mrs Julie Harget** as the Parish Safeguarding Officer

Incumbent

Churchwardens

Date:

Procedures for Implementing the Child Safeguarding Policy:

A copy of these procedures will be made available to all clergy, staff (whether employed directly by the PCC or another body), volunteers and lay workers who have the responsibility for children or young people. They should sign a declaration afterwards saying that they have read and understood them.

1. Contacts

Our Child Safeguarding Coordinator is: Mrs Julie Harget

Address

Tel: 07769 685349

Email:

julie.harget@gmail.com

Our Independent Person/Children's Advocate to whom children or adults can talk to about worries and concerns about possible child abuse is Mrs Helen Gomes 07913 469636

She usually attends the service at 10.00am on Sunday or he/she can be contacted at the following address

2. Contact details for the main leader of each children's/youth group			
Name of Group	Leader's Name	Address & Email	Tel no.

3. The recommended minimum staffing levels set out in Protecting All God's Children will be maintained. These are as follows:

Age	Number of Leaders
0 to 2 years	1 leader to every 3 children
2 to 3 years	1 leader to every 4 children
3 to 8 years	1 leader to every 8 children
8 +	1 leader for the first 8 children followed by 1 to 12

Notwithstanding these minimum levels, each group is to have at least 2 adult workers present and a gender balance should be maintained wherever possible, particularly in mixed gender groups. More help may be required if children are being taken off site, are undertaking physical activities or if necessitated by other circumstances. This will be assessed by the leaders of these activities.

Adults who assist very occasionally or as a one-off must be responsible to an appointed leader. The same applies to young people under the age of 18. Adults who assist more regularly will be appointed formally using the safer recruitment procedures.

4. Safer Recruitment

When appointing/recruiting leaders and helpers for work with children and young people, the PCC will follow the guidelines set out in the Safer Recruitment Practice Guidance (July 2016 or subsequent update).

Templates for role descriptions, application forms and reference requests can be found in the appendices of the Practice Guidance.

The Safer Recruitment Practice Guidance can be downloaded from:

<https://www.leicester.anglican.org/about/safeguarding/> (See the document lists at foot of page.)

5. Code of Behaviour

The PCC commits to the following Code of Behaviour which those who work with children and young people are expected to follow:

You should:

- ▶ Treat all children with respect and dignity.
- ▶ Provide a Christian example you wish others to follow.
- ▶ Provide an example of good conduct that you wish others to follow.
- ▶ Ensure that there are at least two adults present during activities with children and young people, or at least that you are within sight or hearing of others.
- ▶ Respect personal privacy.
- ▶ Ensure that another adult is informed if a worker needs to take a child to the toilet.
- ▶ Be aware that physical contact with a child or young person may be misinterpreted. ▶ Challenge unacceptable behaviour in a responsible way
- ▶ Report all allegations/suspensions of abuse.
- ▶ Recognise that special caution is required in moments when you are discussing sensitive issues with children or young people.
- ▶ Operate within the organisation's principles and guidance.
- ▶ Only use social media and email in accordance with paragraph 14 below.

You should not:

- ▶ Ever hit a child or young person.
- ▶ Play rough, physical or sexually provocative games.
- ▶ Touch inappropriately.
- ▶ Show favouritism to any one child, young person or group.
- ▶ Give lifts to children on their own or on your own. If it is unavoidable ask the child to sit in the back of the vehicle and inform another adult where possible.
- ▶ Invite a child or young person to the youth leader/worker's home alone unless responding to an emergency situation, in which case the relevant people should be contacted.
- ▶ Permit abusive peer activities e.g. initiation ceremonies, ridiculing, bullying.
- ▶ Allow unknown adults access to children. A known person should always accompany visitors.

6. Procedure to be followed in the case of an allegation or disclosure of abuse

If there is an allegation or disclosure of abuse by a child, young person or by an adult who is disclosing or alleging historic child abuse:

- ▶ Listen. Keep listening.

- ▶ Do not question or investigate – this is the job of the authorities. In particular do not speak to the subject of the allegation.
- ▶ Do not promise confidentiality; tell them that the information they disclose needs to be shared.
- ▶ Assure them they are not to blame.
- ▶ Tell them what you are going to do. Reassure them that the matter will be reported to the investigating authorities. If the person needs reassurance that the alleged perpetrator will be punished, do not make any promises. There can be no guarantee as to what happens as that will be dependent upon the outcome of the investigation.
- ▶ As soon as possible after the conversation, make careful notes of what was said, record dates, times, events and when you were told.
- ▶ If there is immediate danger to a child or young person, contact the Social Services or the Police.
- ▶ Report the incident to your priest or Child Safeguarding Coordinator immediately.
- ▶ Do not contact the priest or Coordinator if the allegation concerns them or anybody related to them. Contact the Diocesan Safeguarding Adviser (DSA) directly if necessary.
- ▶ Do not discuss the incident with anybody else.
- ▶ The priest or Child Safeguarding Coordinator must then report the allegation or disclosure to the DSA by the end of the next working day. The DSA will advise on what needs to be done in line with Practice Guidance.
- ▶ In the absence of the DSA , the appropriate Archdeacon should be contacted.

Do not contact anybody who is implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure.

Do not talk to the media under any circumstances. The Diocesan Communications Director will handle any media statements.

If a child or young person makes a disclosure by email or other electronic means the same procedure should be followed, with the person receiving the disclosure making careful and confidential use of email or other electronic means to continue to 'listen' and then passing on the disclosure via the appropriate channels.

The procedure is the same for abuse which happened in the past, possibly many years ago.

7. Procedure to be followed where there are concerns that someone may be committing abuse

If you are concerned, or it comes to your notice that someone may be committing abuse:

- ▶ Make notes of your concerns and discuss them with your priest or Child Safeguarding Coordinator.
- ▶ The priest or Child Safeguarding Coordinator must then report the concerns to the Diocesan Safeguarding Adviser by the end of the next working day.
- ▶ Do not contact the priest or Coordinator if the allegation concerns them or anybody related to them. Contact the Diocesan Safeguarding Adviser directly if necessary.
- ▶ Dates and times should be recorded of any observations which have been made and of the referral to the DSA.
- ▶ The DSA will act in line with Practice Guidance and will decide whether to
 - ◊ Report the concerns to Social Services and/or the Police, who will then investigate while the DSA liaises with the parish; or
 - ◊ Continue to observe closely – the process will be repeated in the event of any more concerns.

- ▶ There should be close communication between the priest/coordinator, the DSA and the appropriate Archdeacon until the situation is resolved.
- ▶ In the absence of the DSA, the appropriate Archdeacon should be contacted.

8. Procedure to be followed where people with convictions for offences against children or people under investigation are attending church

Where someone attending the church has been convicted of offences against children (or they have received a formal police caution) an agreement will need to be drawn up to minimize any risk to the safety of children within the church. An agreement may also be necessary where a person who has not been convicted is reasonably regarded as posing a risk (eg he/she is subject to investigation for alleged child abuse).

- ▶ The priest or, in the absence of the priest, the Child Safeguarding Coordinator, must inform the DSA of the situation.
- ▶ The DSA will act in line with Practice Guidance and will decide whether an agreement needs to be in place. A risk assessment may be necessary.
- ▶ The DSA will be responsible for producing any risk assessment and/or agreement.
- ▶ If the person is a convicted offender, there will need to be liaison with the person's Supervising officer (police or probation) who should be consulted about the agreement and, ideally, be a signatory to it.
- ▶ The offender or person under investigation will be asked to sign the agreement, which will then be reviewed annually.

Any blemished DBS check must be referred to the DSA who will follow up in line with Practice Guidance. The extent of the DSA's involvement will vary according to the nature of the information on the DBS check.

9. Allegations or concerns about clergy

- ▶ If an allegation involves a priest, it should be reported to the Diocesan Safeguarding Adviser
- ▶ If an allegation involves an archdeacon or dean, it should be reported to the Bishop of Leicester.
- ▶ If an allegation involves a bishop, it should be reported to the Archbishop of Canterbury.

10. Registration

A registration form will be completed for every child or young person who attends groups or activities. This does not include activities such as church services, which would take place regardless of whether or not children are present. Neither does it include activities which are family focused but which children attend with their parents (eg Messy Church). The form will be updated annually and include the following:

- ▶ Name and address
- ▶ Date of birth
- ▶ Emergency contact details
- ▶ Medical information
- ▶ Any special needs including activities that the child or young person is unable to take part in
- ▶ Consent for emergency medical treatment
- ▶ Consent for photographs and videos if relevant

All personal details and registration forms will be stored securely, not used for any other purpose, and shredded or disposed of securely when out of date or no longer in use.

Separate procedures apply to youth drop-in centres. In the event that a drop-in centre is being planned, the Youth Ministry Officer will be contacted for guidance.

11. Activities away from the church premises

Adequate arrangements will be made for children's and young people's activities which take place away from church premises as follows:

- ▶ No child can be taken off-site for activities without the consent of their parent/guardian/ carer.
- ▶ Details of the event must be given in advance and consent forms received in advance of the event taking place.
- ▶ Details of the arrangements will be given to the Child Protection Coordinator.
- ▶ A risk assessment will be undertaken and confirmation obtained that the event is covered by PCC* insurance.
- ▶ A detailed programme and list of contacts should be left with someone in the parish
- ▶ A leader will be designated to take responsibility for First Aid.

See Section D of the Child Protection Handbook for a model form.

12. Support, supervision and training

All those involved in working with children and young people will ensure that there is always more than one responsible adult available so that there is mutual supervision. Should one of the adults become ill or get called away, the other adult will call for additional help. In emergency situations where an individual cannot avoid working with children on his/her own because an unforeseen situation has arisen, he/she will inform another leader (or the Child Protection Coordinator or priest) of the situation, if at all possible at the time it arises, and a note will be kept by the Child Protection Coordinator.

Those who work with children and young people will be given the opportunity to review their work with the leader of their group/Child Protection Coordinator/priest/member of the PCC. This will enable them to comment on the work they are doing, give suggestions, review and further develop their work, if they so wish, and to discuss training opportunities.

From time to time the church may hold training events on Child Protection. There will also be other training events organised by the Diocese of Leicester which church staff, youth workers, volunteers and child protection coordinators may attend.

Every person who works with children will be given a copy of the Pocket Guide to Safeguarding Children and this policy. They will also be given information about how to access on the internet the Diocese of Leicester Child Protection Handbook and other national Church of England documents including Protecting All God's Children. Paper copies of these documents will be provided to those workers who request them.

13. Health & Safety and First Aid

Health and Safety will be managed as part of all activities. All buildings where activities with children and young people take place will be inspected by an appropriate person at least annually and the results will be noted and reported in writing to the PCC or other appropriate church organisation. Health and Safety issues observed by those working with children and young people should be reported to the Child Protection Coordinator or the person with responsibility for Health and Safety within the church.

A First Aid kit will be available on site and will be checked monthly and updated as necessary. An accident book is maintained at all places where activities with children and young people take place.

If there is an emergency involving injury to a child or young person:

- ▶ Stay calm
- ▶ Provide immediate first aid when needed
- ▶ Alert others to the need for help
- ▶ Ensure that somebody is supervising the other children or young people
- ▶ Call an ambulance if needed
- ▶ Contact the parents/guardians of the child or young person
- ▶ Provide an appropriate handover and information about the situation to the parents/guardians
- ▶ Complete the accident book
- ▶ Consider whether there are implications for the Health & Safety policy and/or practices and report these to the Child Protection Coordinator.

14. Use of Social Media, email and texting

Social media sites enable users to create and share content and keep in touch with other users. They include maintaining a profile page on a networking site such as Facebook, Twitter, Instagram, Snapchat; writing or commenting on a blog, whether it is your own or the blog of another person; taking part in discussions on web forums or message boards. For many, especially young people, using social media is an extension of physical face to face relationships. It is therefore important that churches also engage with their community and worshippers through these platforms. However, this must be done safely to avoid the risk of:

- Forming inappropriate relationships.
- Saying things you should not, such as offensive, sexual or suggestive comments.
- Blurring the boundaries between public work/ministry and your private life.
- Grooming and impersonation.
- Bullying and harassment.

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, who should be a colleague or supervisor, 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.

Guidance for Church Officers

DO

- ✓ Have your eyes open and be vigilant.

- ✓ Maintain the upmost integrity – honesty, transparency, consistency and accountability are key. Treat online communication with children, young people and adults as you would communication that is face to face. Always maintain the same level of confidentiality.
- ✓ Report any safeguarding concerns that arise on social media to the PSO and the DSA.
- ✓ Always assume that everything you write is permanent and may be viewed by anyone at any time; that everything can be traced back to you personally as well as to your colleagues or the church. Always think before you post.
- ✓ Draw clear boundaries around your social media usage associated with your private life and your use of different social media for public ministry. Keep church account/s and profiles separate from your personal social media account/s e.g. only use a Facebook page, Twitter or blogs for public ministry, while keeping a separate Facebook profile for private life.
- ✓ Always ask parents/carers for written consent to:
 - Use and store photographs of children/young people from activities or events in official church publications, or on the church’s social media, website and displays.
 - Use telephone, text message, email and other messaging services to communicate with young people.
 - Young people connecting to the church’s social media pages.
- ✓ Only use an approved church/ministry account to communicate with children, young people and/or vulnerable adults. The named person should be able to access this and review conversations, and the account should be visible to young people and their parents. Young people must be made aware that any communication will be viewed by all users. Save any messages and threads through social networking sites, so that you can provide evidence to the named person of your exchange when required.
- ✓ Avoid one-to-one communication with a child or young person.
- ✓ Use clear and unambiguous language in all communications and avoid abbreviations that could be misinterpreted.
- ✓ Save and download to hard copy any inappropriate material received through social networking sites or other electronic means and show immediately to the named person, PSO, incumbent or, if appropriate, Diocesan Safeguarding Adviser.
- ✓ Use passwords and log off promptly after use to ensure that nobody else can use social media pretending to be you.

DO NOT

- Use a personal Facebook or any other social media account in your work with children, young people or vulnerable adults.
- Add children, young people or vulnerable adults as friends on your personal accounts.
- Facebook stalk (i.e. dig through people’s Facebook pages to find out about them).

- Say anything on social media that you would not be happy saying in a public meeting, to someone's face, writing in a local newspaper or on headed notepaper.
- Comment on photos or posts, or share content, unless appropriate to your church role.
- Use visual media (e.g. Skype, Facetime) for one to one conversations with young people, use only in group settings.

In particular, do not allow content to contain or share links to other sites that contain:

- Libellous, defamatory, bullying or harassing statements.
- Breaches of copyright and data protection.
- Material of an illegal nature.
- Offensive sexual or abusive references.
- Inappropriate language.
- Anything which may be harmful to a child, young person or vulnerable adult, or which may bring the church into disrepute or compromise its reputation.

Mobile Phones

Wherever possible, church officers should be supplied with a mobile phone dedicated for work purposes. This allows for the phone to be switched off outside working hours, and for usage to be accountable. This means that the work phone number is the only number that young people or adults are given, and the church officer's personal number can remain private. Texts or conversations that raise concerns should be saved and passed on to the named person or the PSO/incumbent (or if unavailable the DSA).

15. Identity Checking for DBS (criminal record) checks

The role of identity checker is an important one because the identity checker verifies the identity of the person applying for the DBS check. The identity checker will always be a person who has undergone a DBS check. Identity checking will be carried out in accordance with DBS and Diocese of Leicester guidelines.

16. Implementation of the Policy

The Child Safeguarding Coordinator will be responsible for monitoring the policy to see that it is being put into practice. He/she will be supported by the PCC* members, who have the ultimate responsibility for safeguarding.

17. Procedure for regular reporting to the PCC

The Child Safeguarding Coordinator will report annually to the PCC on child protection matters or after any incident with child protection implications (taking care to preserve confidentiality as necessary). The PCC will be kept informed on at least an annual basis of all regular and one-off children's activities as this is necessary for them to fulfil their duties as charity trustees and also for insurance purposes.

18. Recording, Data Protection and Information Sharing

Opening a Church Safeguarding Case File

Good record keeping is an important part of the safeguarding task. A record, called a case file, should be opened whenever a safeguarding concern or allegation occurs in a church. The record should include key contact details, dates of when the information became known and the nature of the concerns. The record should include ongoing actions with dates, other key documents on the case file (e.g. observation notes, reports, consent forms etc.) and the case closure date. Records should use straightforward language and be concise and accurate so that they can be understood by anyone not familiar with the case. Please see Model Parish Recording Template.

Record Retention and Security

The safeguarding case files, whether electronic or paper, must be stored securely by the incumbent and the PSO. This should include identifying who should have access to them. Records in relation to safeguarding issues, even if they have not been proven, should be maintained in accordance with the Church's retention guidance. If the incumbent moves from the church, the records should be passed to the new incumbent.

Data Protection and Information Sharing

In May 2018, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 replaced the Data Protection Act 1998. The GDPR contains the principles governing the use of personal data. It should be noted that the GDPR and the Data Protection Act 2018 place greater significance on organisations being accountable and transparent in relation to their use of personal data. Parishes handling personal data need to have the proper arrangements for collecting, storing and sharing information⁴⁷.

Personal information in relation to safeguarding will often be sensitive and is likely to be classed as what is called "special categories of personal data" under the GDPR, which means extra care will need to be taken when handling such data. Nevertheless, it is important to be aware that the Data Protection Act 2018 includes specific reference to processing data in relation to the "safeguarding of children and individuals at risk" and allows individuals to share, in certain situations, personal data without consent (see below)⁴⁸. "The GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of safeguarding purposes.

Reporting Concerns about Adults

Referrals of suspected abuse are made to Adult Social Services and the police. Where possible, for a person over 18, this should be done with their written consent.

The starting point is the presumption that an adult can give consent and has the mental capacity to do so. The provisions of the Mental Capacity Act 2005 are complex and questions and concerns about consent and mental capacity should always be discussed with the DSA.

Sharing without consent

Information can be shared legally without consent, if a person is unable to or cannot reasonably be expected to gain consent from the individual concerned; or if to gain consent could place somebody at risk. Relevant personal data can be shared lawfully without consent if it is to keep a child or vulnerable adult safe from neglect or physical, emotional or mental harm, or if it is protecting their physical, mental or emotional well-being.

Never make these decisions on your own. If you are going to share personal data, this should always be discussed with the DSA. Of course, you may be able to share data, at least initially, without identifying the individual concerned both within the church and with the statutory services.

Ultimately, the most important consideration is whether the sharing of information is likely to support the safeguarding of a child, young person or vulnerable adult.

Caring Pastorally for Church Officers who are the Subject of Concerns or Allegations of Abuse (The Respondent) and Affected Others

Support for the respondent

Support for the respondent is provided by a Link Person. All church officers who are the subject of a concern will be offered a Link Person.

The statutory agencies, where involved, will inform the DSA about when and what they can tell the respondent about an allegation that has been made. It may be that the statutory agencies themselves inform the respondent as part of their own investigative practices i.e. where a voluntary interview or arrest is necessary.

Where the statutory agencies are not involved, the core group will determine when and what the respondent should be told. This will normally be done by the diocesan bishop's nominated representative and the DSA, at an arranged meeting with the respondent. At this meeting the respondent will also be offered a Link Person and the support needs of the respondent's family will be considered.

The role of the Link Person is set out in the House of Bishops' guidance⁵⁴. What the Link Person offers will be agreed with the respondent, but it is likely he/she will:

- Keep the person up to date with the progress of their case.
- Help with access to advice and additional support.
- Make and keep a written record of any meetings or contact with the respondent and share relevant information with the DSA.

For clergy or lay workers whose accommodation is provided by the Church, alternative temporary accommodation for the respondent may need to be considered by the diocese.

Support to parishes and others affected by safeguarding concerns or allegations

When a member of clergy leaves a parish in which they have lived and worked for some time, there is usually a period of notice during which they can take their leave and parishioners can say their goodbyes. The pastoral relationship between the respondent and parishioners can be very close, so when it is ending it is to be expected that there will be some sense of loss and sadness; but there is also an opportunity to mark their departure.

When someone in a position of office or ministry must step aside at short notice or is suspended because of a safeguarding concern or allegation, a crisis arises for them, but also for the parishioners who have had no warning. The feelings that can arise for parishioners in these circumstances can be very varied and can include disbelief about the allegation, defensiveness about the respondent, shock, disappointment, anger and confusion. People can feel abandoned, especially if they had been working closely with that person in some element of parish life.

The term 'respondent' refers to the person about whom a safeguarding concern or allegation has been made. Sometimes called the 'subject of concerns or allegations' or 'alleged perpetrator'. This should not be confused with the term 'respondent' that is used under the CDM to describe the person who is the subject of a complaint.

The core group will advise the DSA, in close liaison with the archdeacon, who should support the affected parish.

During the period of investigation, which may last for many months, the information that can be shared with the parish and its congregation will be limited. Advice and support is available from the DSA, the archdeacon and the Diocesan Communications Officer.

Acceptable Touch

Sympathetic attention, humour, encouragement and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, is wholly appropriate. The following guidelines regarding touching are suggested:

- Always ask permission.
- Be mindful of your body position.
- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be in response to a child's needs and not related to the worker's needs. It should be age appropriate, welcome and generally initiated by the child, not the church officer.
- Avoid any physical contact that is or could be construed as sexual and/or abusive/offensive.
- Allow the child to determine the degree of physical contact with others except in exceptional circumstances (e.g. when they need medical attention).

In addition:

- ✓ You can allow people you support to give you brief hugs if you feel comfortable with this.
- ✓ You can allow people you support to hold hands or link arms with you to help with travel and stability.
- ✓ You should discourage people you support from touching your face. You can offer your hand instead.
- ✓ You should discourage people you support from sitting on your lap. You can offer to sit side by side.
- ✓ You should avoid using touch if the person you support is very distressed and is unlikely to tolerate it.

Ensure that church officers at all levels must take responsibility for monitoring one another in the area of physical contact. They should be encouraged to challenge one another if necessary. Concerns about possible abuse or inappropriate behaviour should always be reported.

Annual Registration Form To be completed annually for all children and young people attending church groups.

Name of Church :

Church Group(s) attended (day and times)
.....
.....

Child's Details Full name:.....

Date of Birth

School: School Year Group:

Name(s) of parent(s)/guardian(s)/carer(s):

Address
.....

Tel: Day Mobile.....

Email:

Whilst your child is in our care are there any specific needs your child has e.g. allergies, medical conditions?
.....
.....

Name and telephone number of a relative or friend in case of emergencies if we are unable to contact you:
.....

My child will be brought and collected from the group Yes/No

My child has my permission to travel to and from the above group without me Yes/No

I give consent for my child to be in photographs Yes/No

I give consent for the photographs to be used for publicity purposes Yes/No

I agree to my child attending the above group(s) and taking part in their activities.

Signed :

(Parent/Carer/Guardian) Date:

Print Name:

Permission Form For the filming or video recording of an event Name of Church :

Church Group/Club: . . .

.....

Leader(s) in charge

Event at which the filming or video recording is to take place:

.....

Date of event :

Name/s of child/children:

I give consent for my child's/children's image to be recorded on film/video of the event? Yes / No

I give consent for film/video of the event with my child's/children's image be used for publicity purposes
Yes / No

Signed :

Parent/Carer/Guardian) Date:

Print Name:

To comply with the Data Protection Act 1998, we need your permission before any image of your child/children are taken on our premises or at an event and for its use

Suggested Texts For Inclusion In Hire Agreements For Use With External Groups & Bookings

a) For those groups with no Child Protection Policy of their own and for one-off bookings

The Parochial Church Council of All Saints, Scruptoft & Netherhall has a child protection policy a copy of which is attached.

Your booking agreement is conditional upon your working within the terms and conditions of this policy. Any concerns or allegations that arise about children in the course of your activities should be communicated to our child protection coordinator.

You are required to ensure that children are protected at all times, by taking steps to prevent the occurrence of any injury, loss, damage or harm.

Full Name:

Address

.....

Tel:

I have received and agree to abide by the child protection policy, procedures and guidelines of All Saints, Scruptoft & Netherhall, and I will show evidence of this to the parish child protection coordinator if requested. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed :

Position:

Organisation:

Date:

Please sign two copies of the document, one to be retained by the church and one by the organisation.

b) For organisations with their own Child Protection Policy

We (organisation) follow our own child protection procedures based on the Home Office recommendations "Safe from Harm".

We understand that this booking agreement is conditional on our keeping to these procedures and that the agreement can be terminated if we fail to comply with them. We will show evidence of our compliance to the parish child protection coordinator if

requested.

We will inform the parish child protection coordinator if there are any concerns or allegations arising about children in the course of our activities.

Signed :

Position:

Address:

.....

Date:

Please sign two copies of the document, one to be retained by the church and one by your organisation.

Appendix of Diocese of Leicester Specifications.

Outings and Overnight Events

For all events when children and young people are taken off the church premises:

- A specific Risk Assessment should be carried out, including an assessment of the appropriate ratio of adults to children.
- Parents should be informed in writing of the arrangements.
- The children and young people should be divided into groups, each with a responsible adult, even if the whole group is to remain together. Each adult should be given a written list of those children or young people for whom they have responsibility.
- If travelling in several small groups, it is good practice to insist that the same group of children or young people travel with the same adult on both the outgoing and return journeys. This minimizes the possibility of children or young people going astray because of false assumptions that someone else has taken them.

Overnight events

For overnight events particular care needs to be taken, not least when it comes to making arrangements for sleeping accommodation. It is impossible to lay down hard and fast rules to cover all situations. However, sensible precautions will minimize the risks for children or young people and workers.

All of the above bullet-points should apply. In addition the following best practice should be followed:

Risk assessment

- Particular note should be taken regarding the proposed venue and its suitability for providing sufficient rooms for children and adults to sleep together with arrangements for toilets and washing etc.
- Are there sufficient fire exits from the sleeping accommodation in the event of a fire?
- Are all of the workers conversant with the procedures in the event of a fire?
- Ascertain prior to the event the local telephone numbers and other information that would be needed in the event of an emergency (caretaker or other contact for property if not on site, local doctor, the location of the nearest **Accident and Emergency Hospital etc**).

Parental consent

- Separate parental consent should be obtained for each event where the child or young person will be cared for overnight.
- A contact phone number overnight for the parent/carer should be obtained for the particular night(s) of the event.
- Parents/carers should be given the address of the overnight venue together with a contact phone number for making contact in the event of an emergency. If giving a mobile phone number as the main point of contact please ensure beforehand that the signal strength at the venue is sufficient to make and receive calls.
- Ensure that parents/carers have returned a health form stating any special dietary requirements and current medication, and also giving the name and telephone number of the child's doctor and consent for emergency medical treatment.
- Consideration should be given to having a meeting with parents/carers prior to the event.

Sleeping arrangements

- Males and females should sleep separately.
If it is a mixed group of both boys and girls, there must be a mix of male and female adult workers.

- Come to a measured judgement based on the circumstances of the group you are taking away as to whether it is wise for adults to share sleeping accommodation with children or young people. This will depend on the ages of the children, their need of support, the likelihood of older children bullying younger children, and the nature of the venue. If adults share sleeping accommodation with children and young people, children and young people should always be able to dress and undress separately from adults. An adult should never sleep alone in a room with children or young people.

Checklist for Residential Activities

- The following checklist will help to identify a number of important issues that should be considered for the safety and well-being of the children and young people when planning residential events:
- At least one of the workers/leaders should be responsible for First Aid and should hold an appropriate, valid certificate.
- The person responsible for catering should hold a Basic Food Hygiene Certificate.
- Check the insurance cover of any building in which you will be sleeping. There may be a limit on numbers it accommodates. If you exceed these, insurance can be invalid.
- Check the building and know where water, electricity and gas can be turned off.

Fire safety

- Know the fire drill for the building, and make sure you have a fire drill as soon as possible after entering the premises.
- Know where the fire extinguishers are.
- A Location Specific Plan should be displayed alongside the Fire Notice in each room.
- Church halls and rooms used for sleeping larger numbers of people must have two means of exit.
- Know where the nearest hospital and doctor are. It is good practice to make contact with a local doctor prior to the event.
- It is a good idea to notify the local police. This applies if you are sleeping in any building, even if only for one night, and even if it is your own church. Also it is helpful to inform the fire brigade.
- Ensure that parents/carers have returned a health form stating any special dietary requirements and current medication, giving the name and telephone number of the child's doctor and consenting to emergency medical treatment.
- Residential activities must have safety rules.
- Letting adults know where you are.
- Not entering the kitchen without asking the cook, etc.
- Make sure the children have correct clothing for whatever activity they are taking part in. It is useful to issue a 'kit list' for residential activities.
- Where outdoor activities are concerned, either leaders should have the appropriate qualification, or if the activity is being provided by an outside organisation, then you should check that this organisation is registered with the Adventure Activities Licensing Authority and has appropriate insurance. Current guidelines suggest that for any camping or hill walking activity, the basic qualification which should be held is the Basic Expedition Leader Award (BELA) or an equivalent, for example a scout or guiding qualification.

This information comes from the Baptist Union of Great Britain website and is used with permission.

The Multi-Generational Dramatic or Musical Production

The experience of putting on a dramatic or musical production that brings the whole church family together can be a powerful way of building relationships across the church family. However, care should be taken that the church's Safeguarding Children

Policy is not compromised during the process, thus putting children or young people at risk. However, neither should fears about safeguarding issues make such a project unworkable, because it is thought that everyone who has any kind of contact with children or young people will have to have a DBS Disclosure.

Children and young people will be appropriately protected if the following guidelines are followed:

- Named people will be responsible for the care and welfare of children and young people during the rehearsals and production;
- These people will be appointed under the procedures laid down under the church's Safeguarding Children Policy and will be fully conversant with the church's policy and procedures;
- At least two of these named people will be present whenever children and young people are involved in rehearsals and for the production itself;
- These named people will be responsible for ensuring the welfare of children and young people and in particular will be vigilant to ensure that all interaction between adults and children is appropriate and does not pose a risk of harm to children and young people.

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Guidelines For Bellringers, Church Musicians And Servers

- Arrangements for children and young people involved in bell-ringing, church music and serving must comply with the Child Safeguarding Policy. This applies equally where these groups are mixed-age groups, although the situation regarding DBS checks may be different for such groups (see the Safer Recruitment Policy).
- Adults involved in mixed-age activities should be made aware of safeguarding procedures.
- Where it is known that somebody has been convicted of an offence against a child or young person an agreement must be put in place with the assistance of the Bishop's Adviser so as to ensure that they will not be allowed unregulated or unsupervised participation in church activities involving children or young people.
- There must always be two adults present (preferably one male and one female) when children or young people are being taught, during rehearsals and supervising during a break away from the rest of the group.
- If separate tuition is provided to individual children or young people or in groups then DBS checks must be obtained. This is the case even if a parent is present as chaperone.
- A parent/guardian/carer must complete and sign a registration form for their child when they join the group, which also sets out the arrangements for the activity e.g. arrangements for weddings, dropping off and collecting, what, if any, physical contact will be needed during training.
- The leader of the activity must keep a register of those under 18. Consent forms must be signed by a parent/guardian/carer for any outings or holidays.
- Safety must be a priority in the bell tower or organ loft and awareness is needed of the insurance requirements for the activity, which will include an appropriate risk assessment.
- If private lessons take place away from the church property, arrangements must be made separately with the parents/guardians/carers. Isolated situations where no other adults are in the vicinity must be avoided. The PCC should do all it can to ensure that a clear distinction is drawn between church activities and private lessons.

Guidelines For Transport For Children And Young People Where This Is Arranged By The Church

Transport by car

- Another adult should always be present in addition to the driver. It is possible to transport a child without another adult present where failure to do so would put the child at risk, e.g. they would be left on their own waiting to be picked up. Where this happens the driver must make reasonable efforts to contact the parents/guardians/carers to explain the situation and seek their agreement and the child must sit in the back. Any such situations should be reported to the Child Safeguarding Coordinator.
- All laws regarding children in cars must be obeyed: age restrictions regarding who sits in the front, booster seats, seat belts, only one person per seat.
- Children and young people should not be taken out with transport without the prior consent of a parent/guardian/carer. The only exception to this is where the alternative would be to leave the child or young person in a potentially unsafe situation.
- Drivers who take children on church organised activities should be over 25 and should have held a full driving licence for over 2 years.
- The insurance of all cars used to transport children should be fully comprehensive.
- All cars should be in a roadworthy condition.
- All children must wear suitable seatbelts. If there are no seatbelts, then children should not be carried.
- Any driver who has been convicted of driving offences (other than minor ones) should not transport children.
- Where possible, a signed undertaking, covering the above issues, should be obtained from those people who are prepared to transport children in their cars.

Transport by minibus or coach

- The minibus or coach must be fitted with seatbelts throughout.
- All children must have a proper seat.
- Laws respecting booster seats and child restraints must be respected.
- An escort must always accompany the children or young people. It is best that they are seated near to the door. They should check that all seat belts remain fastened and should ensure that a reasonable standard of behaviour is maintained during the journey. The adult should also supervise the boarding and alighting to and from the vehicle.

Use of Photographs and Images

The taking and using of photographs and images of children on websites and other publications

The taking and publishing of photographs of children is usually enjoyed by children and parents and can bring good publicity, but there are some important issues to note. Issues are the same for still photographs, videos and films, and regardless of the particular technology used. For convenience they are all referred to as images.

Images count as personal data under the Data Protection Act 1998. It is therefore important that the consent of the parents/guardians/carers is obtained for the taking and use of images.

Youth/children's leaders and those taking photographs need to bear in mind that parents and carers may have good reasons for refusing consent, for example:

- If individual children are identified, it would be possible for paedophiles to use the images to target prospective victims;
- Some children may have been subject to disputed custody matters, local authority care, or adoption, and their whereabouts should not be too widely known; parents and carers of the affected children will know this and will appropriately withhold consent without necessarily giving the reason;
- Photographs which are taken or turned into digital images can be manipulated to create child pornography.

Advice and good practice guide for the taking and using of images

- Consider using models or illustrations instead of photographs if you are promoting an activity.
- Obtain parental permission before taking images of their child taking part:
- In activities at their club or organisation which is held on a regular basis. This can be asked for with the annual consent form for attending the club.
- In activities at an event or when off site on an outing or organised holiday.
- At a holiday club.
- It is the leader's responsibility to see that children are not included in photographs if consent has not been given.
- Avoid the use of both first name and surname of individuals in a group photograph. Use a general caption instead e.g.
- 'Making Christmas Decorations'.
- If the child is fully named in print, avoid using their photograph.
- If a photograph is used, avoid fully naming the child.
- After taking photographs, ask for parental permission to use an image of their child if you wish to use it for promotional purposes. This ensures that parents are aware of the way the image of their child is representing the organisation or activity.
- Consider also asking for the child's permission to use their image.
- To reduce the risk of inappropriate use, only use images of children in suitable dress. The content of the photograph should focus on the activity not on a particular child and should avoid full face and body shots.

Guidelines for the use of photographers (e.g. for a local newspaper) at events

- Provide a clear brief about what is considered appropriate in terms of content.
- Issue the photographer with identification, which must be worn at all times.
- Inform children and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
- Do not allow unsupervised access to children or one-to-one photo sessions at events.

Photographs at a public event

It is necessary to exercise common sense in the application of these guidelines in the case of a general photograph of a public event, such as a church fete, where no individual or group of people is the focus. It would not be practicable to obtain the prior consent of everyone concerned, nor is this required by data protection law. It is still appropriate to consider carefully where and how such photographs are displayed. Parents attending an activity, if you give them permission, are allowed to take visual images as long as they are only for their own private use e.g. for a family album. This information can be communicated to them by the circular or invitation to the activity before it takes place.

Please Note: It is the person taking visual images for personal use that shall be held responsible for any unlawful processing or misuse.

Filming and Videos

Often a number of sequences are taken by the person(s) producing the video/CD/webcam. Once the final version has been produced it is advisable that further permission is sought from the parents/guardian/carer and they should be given an opportunity to view it before it is shown to a wider audience. This is in case they have any objections as to how their child has been portrayed and the context in which images of him/her have been used.

The Internet and Websites

Apply an increased level of consideration to the images of children and young people on a church or other website. Once it has been decided which visual images to use for these purposes parental consent should be obtained for use in this context.

Concerns about use of images

Concerns about the way in which images are used should be dealt with in the same way as any other child protection concerns.

An Independent Person

An Independent Person is nominated to act as somebody to whom children may talk to about any problems in the event that this cannot be done by the Safeguarding Co-ordinator or through other arrangements.

Contact numbers for Children & Adult services in Leicester, Leicestershire & Rutland:

- Leicester City Children and Adults Services (incl. out of hours for Children's Services) 0116 454 1004
 - Leicester City and Leicestershire Adult Services out of hours – 0116 454 1004
 - Leicestershire Children's Service (incl. out of hours) – 0116 232 3232
 - Leicestershire Adult Services (daytime) – 0116 305 0004
 - Rutland Children's Services (daytime) – 01572 758 307
 - Rutland Adult Services (daytime) – 01572 758 122
 - Rutland Children's Services (out of hours) – 0116 305 0005
 - Rutland Adult Services (out of hours) – 0116 255 1606
 - UAVA (United Against Violence and Abuse) – 0808 8020028

The Leicester Diocesan Safeguarding Team is:

Rachael Spiers, Diocesan Safeguarding Adviser
Tel 0116 261 5341 Email: rachael.spiers@leccofe.org

Peter Holloway, Assistant Diocesan Safeguarding Adviser
Tel 0116 261 5241 Email: peter.holloway@leccofe.org

Rachel Boyes, Diocesan Safeguarding Training Officer
Tel 0116 261 5383 Email: rachel.boyes@leccofe.org

Julie Foulds, Safeguarding Team Administrator
Tel 0116 261 5360 Email: julie.safeguarding@leccofe.org

ThirtyOne:Eight (out of hours) – 0303 003111

Claire Wood Archdeacon of Loughborough
Tel 0116 2615321 Email: claire.wood@leccofe.org

Richard Worsfold Archdeacon of Leicester
Tel: 0116 261 5309 Email: richard.worsfold@leccofe.org

Mike Kelly Youth Ministry Officer
Tel: 0116 261 5342 Email: mike.kelly@leccofe.org

Louise Warner Children and Families Officer
Tel: 0116 261 5313 Email: louise.warner@leccofe.org

Andy Brockbank Director of Operations and Governance
Tel: 0116 261 5312 Email: andrew.brockbank@leccofe.org

Safer Recruitment Policy

1 Purpose

The purpose of this policy is to set out the implementation of the Church of England's Practice Guidance: Safer Recruitment¹ by the Parish Church of All Saints, Scraptoft (The Parish Church).

2 Introduction

The Parish Church recognises that safer recruitment practice is an essential part of the approach of this parish to Safeguarding. It is also recognised that failure to implement and adhere to this policy and guidance may invalidate the church's insurance.

3 Adoption of the Church of England Guidance

The Parish Church has adopted in full the Church of England's Practice Guidance: Safer Recruitment.

4 Scope of this policy

This policy sets out safer recruitment practices for people working or volunteering in a parish setting with children² and adults experiencing, or at risk of abuse or neglect. It addresses two main issues:

- The Recruitment Process
- Criminal Record Checks

5 The recruitment process

5.1 Responsibility to appoint

- All appointments whether paid or voluntary will only take up their roles on the authority of the Parochial Church Council (PCC).

5.2 Recruitment of ex-offenders

- The code of practice³ published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed.
- The code also obliges registered bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to DBS applicants at the outset of the recruitment process.
On the 29 May 2013, legislation came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure.
- in addition, employers will no longer be able to take an individual's old and minor cautions and convictions into account when making decisions
- all cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded

- 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), this parish church complies fully with the code of practice and undertakes to treat all applicants for positions fairly
- this Parish Church undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- this Parish Church will only ask an individual to provide details of convictions and cautions that this parish church 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)
- this Parish Church will only ask an individual about convictions and cautions that are not protected
- this Parish Church 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
- this Parish Church 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
- this Parish Church 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
- this Parish Church selects all candidates for interview based on their skills, qualifications and experience 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
- this Parish Church ensures that all those in the parish who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- this Parish Church 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
- at interview, or in a separate discussion, this Parish Church 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 withdrawal of an offer of employment
- this Parish Church makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice⁴ and makes a copy available on request
- this Parish Church undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

5.3 Job description or role

Every job or role in the parish will have a clear job description which sets out the tasks the person will do and what skills are required.

5.4 Job description or role and Criminal Record Checks

In broad summary, it is the policy of the Church of England that all those who work regularly with children and/or adults experiencing, or at risk of abuse or neglect, including those on a rota, must have, where appropriate, an enhanced criminal records check. In addition those who work only occasionally with vulnerable groups will also be asked to apply for enhanced checks provided they are eligible.

5.5 Application form/references

An application form will always be necessary in a paid role to assess the person's suitability for the role.

5.6 Confidential Declaration

At the start of the recruitment process where an individual is going to work or volunteer with vulnerable people the person will be asked to complete a 'Confidential Declaration'. A copy of this declaration is to be found at Appendix 5 of the Church of England's Practice Guidance: Safer Recruitment.

6 Criminal Record Checks

6.1 In broad terms all who work closely with children and/or adults experiencing, or at risk of abuse or neglect must have an enhanced criminal record check. The roles that are seen to be eligible for an enhanced criminal record check are shown at Appendix 7 Church of England's Practice Guidance: Safer Recruitment.

6.2 How long do criminal record checks last in the Church context?

The House of Bishops has decided that criminal record checks must be renewed every five years. However a new check will be required where:

- a person changes jobs or roles and moves from the local church where they were approved to work or volunteer to another church or
- a person moves from working with children to adults or vice versa or
- the level of check required is a higher level

A new check will not be required if:

- the person has subscribed to the DBS web based update service and
- the outcome of the update service has been seen and
- the individual is continuing to work with the same 'work force' for which

they were initially approved.

6.3 The DBS on-line service and portability

6.3.1 Portability within a parish or church

Any one applying for a further role within the same parish/benefice does not require a second criminal record check, provided the work is within the same 'workforce'. If someone does wish

to work with a different 'workforce' (ie children to adults) then a new criminal record check is required.

6.3.2 Portability from outside a church

To accept a pre-existing criminal record check from a body outside The Church of England, all the following must be met:

- A Confidential Declaration form must be signed
- The original criminal record check must be examined
- The individual in his/her new role must be eligible for the same level of criminal record check as in his/her previous role
- The criminal record check must be completely clear
- The criminal record check must be less than two years old
- the criminal record check must be for the same 'workforce'
- the applicant's identity must be verified
- the applicants current organisation must confirm that the applicant was

appointed following receipt of all relevant checks, is currently still in post; there are no disciplinary matters pending and they can recommend them to the new role.

7 What activities make a person eligible for an enhanced criminal record check?

The parish adheres to the rules set out at paragraph 7 of the Church of England's Practice Guidance: Safer Recruitment.

The procedures and guidelines were last reviewed and agreed by the PCC on 16th November 2020

Signed by the Incumbent

Signed by the Vice-Chair of the PCC/Churchwarden:

Date for policy review

The next review of this policy is due by
Date: 1st November 2021

Please keep a copy for your parish records, give a copy to everybody involved in work with children and young people and send one to:

Safeguarding Administrator
St Martins House
7 Peacock Lane
Leicester
LE1 5PZ.
julie.safeguarding@leccofe.org