

Safeguarding Policy and Procedures for the Protection of Children, Young People and Vulnerable Adults

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1. Introduction

St Andrew's Church, Histon, has adopted the Diocese of Ely's Policy on Safeguarding children and vulnerable adults. In order to implement this the PCC has worked with the information and guidance provided in the Diocesan safeguarding framework and agreed the following guidelines for all work with children, young people and vulnerable adults undertaken on its behalf.

2. Scope

1. This policy applies to all activities that may involve children and vulnerable adults that are carried out on church premises (the church and its grounds, including the Stable Rooms, the Bell-Tower and the Saint Andrew's Centre).
2. This policy applies to all activities that involve children and vulnerable adults that are organised and supervised by the church (staff or volunteers), whether on church premises or not.
3. This policy does not cover activities of St Andrew's Stepping Stones which has a separate Safeguarding Policy.
4. Where parents are present with their children, or other carers of vulnerable adults are present, they hold the prime responsibility for safeguarding the child(ren) or vulnerable adult(s) ('adults experiencing, or at risk of abuse or neglect'). In this case, church staff or volunteers have only incidental and general responsibilities, e.g. to be aware of and react to any circumstance where they perceive possible harm to a vulnerable person.

2a. Definition of roles

Everyone has a role to implement this Safeguarding Policy. The Children and Youth Team Leader and the Youth Minister have a primary role in implementing the Policy in respect of children and young people. All those involved with children or vulnerable adults must regularly undertake Safeguarding Training and are responsible for Health and Safety risk assessments where necessary.

Role of the DBS Administrator :

The DBS Administrator is appointed by the PCC to process applications with the Disclosure and Barring Service (DBS) for all volunteers working with children, young people or vulnerable adults at St Andrew's. This process involves completion of (DBS) disclosure forms which are then sent on to the Diocesan Office who process them and send them on to the Disclosure and Barring Service. The DBS Administrator receives the results of applications and passes these to the relevant people (who always include the Vicar and either the Children and Youth Team Leader or Youth Minister). Our DBS Administrator is Heather Stone.

Role of the Safeguarding Officer

The role of the Safeguarding Officer is three fold. They are responsible for connecting and liaising with **People** including the Children and Youth Team Leader, the Youth Minister and the PCC regarding issues of **Policy** and the renewing of this policy twice yearly. They oversee the **Process** of renewing this document, ensuring that all affected parties are aware of changes made and that training in the implementation of the policy is provided. Our Safeguarding Office is Mark Strivens.

3. Guidelines for Working with Children, Teenagers and Vulnerable Adults

1. Ensure a safe environment for all work with children, young people and vulnerable adults. Please refer to the St Andrew's Church Health and Safety Policy and Procedures, a copy of which can be found in the church office.
2. Be aware of what action will need to be taken in case of accidents or emergencies, e.g. how to contact parents/carers, first aid (including who to contact if the worker does not have the necessary skills), fire procedures etc. A properly stocked first aid box is readily available and all workers should know where to find it. An entry must be made in one of the accident folders (these are yellow folders in the Stable Room kitchen, the St Andrew's Centre kitchen and in the blue youth folder in the upstairs office.) a copy given to the child's parent or carer following all incidents (Appendix 5).
3. Discipline: When a child misbehaves no worker should use physical punishment. If the worker is unable to deal with the situation calmly, the help of another worker or the group leader should be sought. If this does not help, one of the workers should fetch the child's parent/ carer. In the case of older children (as appropriate to their age) a child may be asked to leave (please refer to Guidelines for Discipline below).
4. Child abuse: All children must be protected from this and workers have a duty to ensure that it does not happen in a church setting. They must report if they suspect that it is happening to any child in any situation, at home or church or elsewhere. Please read the sections "What is Child Abuse?" and "What to do if you are told about or suspect abuse" If you have any suspicions please inform the Children's or Youth Minister or the Vicar. If none of these are available, contact one of the Diocesan representatives listed (see below page 16) or the Churches' Child Protection Advisory Service (CCPAS) on 0845 1204550. Do not discuss it with anyone else, including the child's parents/carers, as they may be involved or could react in a way which could warn the abuser or undermine any subsequent investigation by the police or social services. The church will provide male and female 'Children's advocates' and their names will be displayed in all venues used with children and young people.
5. Designated workers: People who are not assigned to the group or activity should not be allowed free access to children or vulnerable adults.
6. Collecting children at the end of a session: Workers should make sure that they know who will be collecting each child, and that only this person collects the child, unless any changes have been agreed with the parents. Younger children (especially those under 14) should not be allowed to go home alone except with the parent/carers' permission—this need not be gained each time, however, and should be age appropriate.
7. Physical contact: Socially acceptable physical contact between adults and children is quite proper in a public place. However, caution should be exercised if others cannot readily see the adult and child. Touch should be related to the child's needs, not the worker's. It should be age appropriate and generally initiated by the child. The child has the right to decide how much physical contact they have with others except when they need urgent medical attention, or to prevent harm to themselves or another child. In the latter circumstance any intervention should be preventative rather than punitive with the safety of the child and worker paramount at all times. Avoid rough games and any physical contact or comments that could be considered sexually provocative. Team members should help each other to keep to these guidelines, and should challenge one another if they do not, or report it if necessary.
8. There are two criminal offences in law to note in work with teenagers. It is a criminal offence for any adult to 'groom' a young person under 16 with the intention of developing a friendship or professional duty of care into a sexual relationship. It is important for all those who work with teenagers, including youth workers, to take care that their relationships with youth are kept within professional boundaries and that their behaviour does not give cause for concern in the families or community around young people in their care. When someone is employed in a position of trust, as defined by the current legislation, it is also a criminal offence for them to

groom for, or engage in, a sexual relationship with teenagers aged 16–18 in their care, even though they are over the age of consent. While the criminal penalty does not, under current legislation, cover those in volunteer posts, this is likely to change. In any case, the Diocese of Ely adopts the statutory agency standards in its expectations of those representing the Church.

9. Photographs of children and websites: If photographs of children are likely to be displayed (e.g. on the wall or in a magazine or flyer), then the permission of the parents must be sought. This is included in the form giving consent for children to attend the group (Appendices 7 and 8). Names should not be attached to the photograph, nor should it be displayed in a way from which the child's identity can be inferred. Separate consent should be sought if the photograph is to appear on a website. Personal contact details, and names attached to photographs of children, should not be given on any website. Please see Guidelines for the use of Social Networking, the Internet and Photographs in Appendix 11.
10. Adults should not work alone with children. Make sure that there is always another adult within earshot who can be called both by workers and children. This ensures that both abuse and false accusations of abuse are less likely to take place, and that there is another adult available to care for the children should an emergency occur. Groups should always have at least two leaders, preferably one of each gender, to ensure that the group need never be left unattended. Any one-to-one sessions should happen in a public space where other adults are within earshot.
11. It is vital that the ratio of adults to children is adequate to ensure safety. The standard ratios under the Children's Act for children are as follows:
 - under 2 years: 1 adult to 3 children
 - under 3 years: 1 adult to 4 children
 - under 8 years: 1 adult to 8 children
12. For children over eight the recommended ratio is a minimum two adults for up to twenty children and one additional adult for every ten extra children.
13. One of the leaders present in a group may be aged 16 or 17, but another adult aged 18 or over must always be present as well. Helpers under 16 count as children for these ratios. 16 and 17 year olds are not counted on this ratio (they are considered as a supervised helper). Outings and outdoor activities are generally more demanding to supervise and consideration should be given to requesting extra help when these are planned. Where an adult and young person need to speak on a one to one basis, say for counselling, another adult should be made fully aware of the meeting and be available until it ends.
14. Travel: If driving children or young people, it is better that they occupy the rear seats of the vehicle. Seat belts must always be worn. Drivers must have fully comprehensive car insurance. It is preferable not to be alone with a child or young person in a car. If unavoidable, another adult should know of the trip and the reason for it.
15. Visits to worker's homes: If a worker invites a child to his or her home, the group leader and parents should be fully aware of this. There must always be more than one adult at the home in this event, and it is better for children to visit worker's homes in groups than alone.
16. Record keeping:
 - 16.1. A register of all children and young people attending the activity and of all helpers attending should be kept, including the times of arrival and departure if they are not staying for the whole session. Records should also be kept of anyone else on the premises e.g. a maintenance person or guest speaker.
 - 16.2. Written information should be kept about the children in our care—name, address, telephone number, parent/carer's name and contact number, any special needs etc. This information will be provided by parents on the consent form. These must be kept locked away and confidential, but accessible during sessions.
 - 16.3. Consent forms, completed by a parent or carer, should be completed when young people or children join a group (Appendices 7 and 8). There should be space to note particular concerns relating to health problems and diet. Forms giving permission for

specific activities should be used when undertaking visits or when going away (Appendices 9 and 10).

16.4. Records should be kept of any unusual incidents, including what happened, who was involved, what action was taken etc. As mentioned above, accidents should also be recorded and detailed records should be kept in cases of suspected child abuse. It is particularly important that such records are kept where no-one will see them, and original handwritten accounts should be kept indefinitely.

17. Confidentiality: Parents have a right to see our records under the Data Protection Act on written request and payment of the appropriate fee. This does not include cases where children may be put at risk by such a disclosure, in which case social services should be consulted first. Workers must respect the rights of children and parents to confidentiality in written records and discussions.

4. Appointment of Volunteers and Employees

People who work with our children and young people should be committed to the welfare of children, young people and their families. This is ensured by our recruitment processes, training and our working practices and guidelines.

Volunteers to work with children and young people are interviewed by the Children and Youth Team Leader or Youth Minister. Children and Youth Team Leaders, Children's Ministers, Families' Ministers and Youth Ministers are interviewed by the Vicar and two others appointed by the PCC. During the interview the person's previous experience and current motivation for children's or young people's work, along with their abilities and aims, will be explored. See Appendix 16 for sample questions. Volunteers appointed to work with vulnerable adults are interviewed by the Vicar or those with formal responsibility for the pastoral care of adults. They will be asked to complete the following forms:

An application form for a Disclosure and Barring Service (DBS) Disclosure (these are sent out by the DBS Coordinator). The DBS form is submitted to the Diocese so that the appropriate checks can be made. DBS disclosures are non-transferable for reasons of insurance and of processing and receiving information.

In the event that a DBS disclosure contains information that might affect a person's suitability to work with children, the Vicar seeks advice from the Diocesan Safeguarding Officer.

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS is an executive, non-departmental, public body of the Home Office.

The implementation of the Protection of Freedoms Act 2012 introduced changes, in line with the Government's intention to reduce the need for criminal records checks and to scale them back to what they describe as 'common sense levels'.

The code of practice 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. Please read Appendix 13 for our policy.

If a candidate/applicant etc for a position that is eligible for a DBS check is coming from overseas who, either has never lived in the UK or spent a period of time (i.e. lived abroad), we will seek further checks (see Appendix 14.2)

A Confidential Declaration. This form includes details of any criminal offences, prior experience and motivation for working with children or young people and a request for the names of two people who could comment on their suitability for children's or youth work. These referees should be independent of the selection process. At least one should know the potential worker in a capacity other than as a friend. They should both have known the applicant for at least 3 years. Completed Confidential Declarations are stored in the Vicarage in a locked cabinet. The DBS Administrator will send the Confidential Declaration form which is returned to the Vicar. The Vicar will send out the Referee letter and form.

Workers who are 16 or 17 years of age go through the same procedure. The minimum age for volunteers who work with children is 16.

For workers under the age of 21 we recommend the following procedures: It is advisable that those who work in a leadership capacity with 14-18 year olds should be over 21.

| Age | Title and Role | DBS? | Training | Mentoring |
|----------|---|------|----------|--------------|
| Under 16 | Junior Helper with under 11's | No | Informal | Informal |
| Under 16 | Junior Team with groups aged 11+ | No | C0 | Informal |
| 16-18 | Junior Team with under 11's | Yes | C0 | Yes |
| 16-18 | Junior Team with groups 11+ who are also a part of that group | Yes | C0 | Yes |
| 18-21 | Leader, who must not be part of the group membership | Yes | C0, C1 | Yes, regular |

The PCC is responsible for ensuring that interviews take place, forms are completed and that discrimination does not occur.

All appointments are only confirmed after the recruitment process is completed (see Appendix 15) and an agreed induction period during which the role can be clarified by all involved. All workers are given a contract setting out their job description and what they can expect from the church leaders and family (Appendix 4).

Those appointed as helpers who do not have primary responsibility should complete a Self Declaration form and references should be taken up.

The Children's / Youth Minister must inform the Safeguarding Officer of any new workers as they are recruited.

Need to change this once finalised: Application forms, referee forms and volunteer contracts should be kept together by the Children's Minister and the Youth Minister in a locked cabinet.

5. Caring for our Workers

- Workers under 18 years:** We encourage young people to get involved in all areas of ministry, including working with younger children. The contribution of such young people should be appreciated and appropriate support given to take account of their age.

2. **Accountability and Support:** Workers should know to whom they are directly responsible and should have regular contact with that person, including supervision in their regular work. They should be given contracts and job descriptions (Appendix 4) and their work should be reviewed annually with the person to whom they are responsible. This will give an opportunity for prayer, for personal development and for raising any concerns. The lines of accountability should be clear to all workers: Worker—Group Leader—Children’s Minister/Youth Minister—clergy/PCC. It is essential that all workers are given adequate support, including a good induction period so that they feel they understand and are trained to do the work, and an adequate budget and safe environment.
3. **Training:** Workers should have appropriate training available to them, funded by St Andrew’s. It is advisable for the church (e.g. Youth and/or Children’s Minister) to run training on child protection issues every year, depending on the number of new leaders.
4. **Concerns:** If workers are concerned about any aspect of their work with children at St Andrew’s and are unable to discuss this with the clergy or the Children’s/Youth Minister, they can contact the Diocesan representatives (see below, page 16). The Diocese of Ely has a Whistleblowing Policy which can be found at Appendix 14

6. Responsibilities of Workers

Workers should:

1. Seek to love the children, young people and vulnerable adults as God does and provide warm and consistent care;
2. Respect children, young people and vulnerable adults as individuals who are each precious and of equal value to God;
3. Be aware of, and provide for, individual needs, including those with special needs;
4. Protect the children, young people and vulnerable adults by following the guidelines in this document.

7. Responsibilities of Parents

Parents should:

1. Inform workers if their child or young person has any medical conditions and how to deal with them. They should also inform workers of special needs (and how to meet them). It would be helpful if parents would advise workers of other significant issues which may affect a child’s behaviour. They will be asked to complete a form (Appendices 7 and 8), which asks for their consent for the child to participate in the normal activities of the group.
2. Allow workers to take responsibility for the child or young person while in their care including in areas of discipline. Consent forms must be filled in if the children or young people are being taken on a trip (Appendices 9 and 10).
3. Be prepared for workers to share the Christian faith with the children and young people.
4. Take an interest in what their child or young person has been doing in the group.
5. Collect their children promptly at the end of a session. Parents are responsible for their children after the Sunday service ends, and should not expect the workers to continue to care for their children during the coffee time.
6. Understand that the church is obligated to act if it is feared that the child is suffering or is likely to suffer significant harm. The Church of England requires all those who work with children to report any obvious or suspected case of child abuse to the relevant statutory authorities. This is intended to protect children at risk and it is important to recognise that where there are

grounds for suspicion, it is better to be safe than sorry. This does, however, mean that it is feasible for a case to be reported which, on investigation, proves unfounded. In the unlikely case of this occurring, it is hoped that parents, appreciating how difficult it is for the church to carry out this responsibility, would accept that its workers were acting in what they believed were the child's best interests.

8. Responsibilities of the PCC

It is the PCC's responsibility to:

1. Ensure that the workers are clear about their roles and to whom they are responsible and to delegate responsibility to them.
2. Ensure that all workers are supervised, reviewed and supported in their roles.
3. Ensure that an appropriate insurance policy is in place to cover work with children, young people and vulnerable adults.
4. Ensure the Safeguarding Policy statement (See Appendix) is posted on the relevant display boards.
5. Ensure that the premises are always as safe as possible. All church members should be vigilant and should report potential dangers to the Health and Safety officers concerned:
 - Stable Rooms: Stella Barrett, 01223 233063
 - St Andrew's Centre: Jo Roach, 01223 320420 or manager@standrewscentre.org.uk
 - Other premises and off site activities: Tim Blake 07905 321901

9. Communication and Structures

Communication at all levels is vital to ensure the best possible care for our children, young people and vulnerable adults and the maximum motivation and support of our workers. The basis for our communication is listening to each other—workers, children, parents and leaders—formally and informally. We must be sensitive in the way we communicate—ensuring respect and confidentiality.

Any concerns should travel up the chain of accountability. This is: workers—Children's/Youth Minister/Pastoral Worker—clergy. Any concerns about the safety of any child should be reported to the Children's/Youth Minister, Pastoral Worker or the Vicar. If this is not possible or appropriate then a worker may go directly to social services, or seek advice from the diocesan representative (see below, page 16) or the Churches Child Protection Advisory Service (0845 1204550).

10. Guidelines for Discipline

1. Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.
2. Discipline is the education of a person's character, it includes nurturing, training, instruction, verbal rebuke, teaching and encouragement. Discipline brings security, produces character, prepares for life, is evidence of love and is of God's heart. (Hebrews 12.5-12 and Proverbs 22.6)
3. Ask God for wisdom, discernment and understanding and pray for the child.
4. Work on each individual child's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.
5. Take care to give quieter and well behaved children attention and don't allow some children to

take all your time and energy.

6. Be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation.
7. Look honestly at your programme—if the children are bored they are more likely to misbehave. Is the programme at fault?
8. NEVER smack or hit a child and don't shout—change voice tone if necessary.
9. Discipline out of love NEVER anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger.)
10. Lay down ground rules e.g. no swearing, racism or calling each other names, a respect for property, and make sure the children understand what action will be taken if not kept.
11. Each child is unique, special and individual, and each child needs a different method of being dealt with. We need to ask why the child is behaving that way.
12. Some children have a tendency to be disruptive when together with others. Give them a chance, warn them and only separate them as a last resort.
13. If a child is being disruptive, have them sit right in front of you or get a helper to sit next to the child if appropriate.
14. Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation.
15. Take the child aside and talk to them, helping them to see the consequences of their actions upon other people. Challenge them to change, whilst encouraging them on their strengths.
16. Warn a child that you will speak to their parents, and do so if necessary. Warn them, send them outside the room (care re supervision), back into the service or ban them for a week. (Never a total ban without reference to your leader and ensure parents are advised in cases of banning.)
17. If a child's behaviour is constantly disruptive, seek advice and guidance from a leader.
18. Pray before you meet and talk over the session before you leave.

What to Do in the Case of a Disclosure

1. Significant Harm

1. 'Significant Harm', a term which came originally from the Children's Act 1989, is the threshold that changes concern and monitoring into referral to another agency. It applies to children and to vulnerable adults. You do not have to have proof that harm has taken place already, and you should not investigate—if you feel that something is happening that could lead to significant harm, this is grounds enough for referral to a specialist agency who will know what to do.
2. If you are worried about possible harm to a child or vulnerable adult, you should always seek advice. You can talk to your parish safeguarding officer (Mark Strivens) or Tim Blake in the first instance, or contact Sarah King (the Diocesan Safeguarding Officer) or Rebecca Boswell (The Bishop's Safeguarding Adviser) who can help you decide whether or not a referral should be made. All agencies would rather spend time looking at something that does NOT require action, than missing something that does. So you will not be blamed for making a mistaken judgement.
3. The Diocese of Ely is committed to working with other statutory and voluntary agencies to safeguard vulnerable children and adults in our communities. Remember, your trigger for action is a concern that something is going on that MIGHT lead to significant harm, even if that harm has not already happened.

2. What to do if someone tells you about abuse

1. Most people find it very difficult to talk about what has happened to them. If someone has summoned up the courage to talk, and has chosen you as the person s/he is going to tell, **it's important to listen carefully**. Now is not the moment to ask the child or adult to come back at a more convenient time, or to start an investigation. Simply **listen**.
2. Try to let the person go at his/her own pace. **Don't ask leading questions, don't jump in to fill awkward silences**; the teller might need this silence to process what's going on inside his/her head and your questions could confuse and divert the flow.
3. Show that you are keeping up, and understanding what's being said: nod encouragingly, make eye contact, repeat back the last thing said, and so on.
4. If the child or adult is really struggling to keep going, or you don't understand something, use the TED formula:
 - **Tell**
 - **Explain**
 - **Describe**For example, 'Can you tell me about that?....Could you explain what you mean?....I'm not sure I understand; describe that to me...'
5. **Let the teller talk for as long as s/he needs to**. Once you know that this is a safeguarding matter, you don't need to gather any more details: it is time to pass on what you have been told to a skilled, experienced person.

6. However difficult it is to believe what you are hearing, it must be taken seriously; at the very least, keep an open mind. It is devastating to a victim of abuse when the person s/he has chosen to tell refuses to believe what is being told. **Be prepared to believe the unbelievable and accept the unacceptable**, while somehow remaining calm and open-minded; that's the real skill of responding to people who tell you about abuse.
7. Thank the person for telling you what has happened, and reassure him/her that s/he has done the right thing and that you will do your best to help. Explain that this kind of thing has happened to lots of other people before, and that's why there are people you can talk to who will know what to do. **NEVER promise not to tell**: you will probably have to share the information to keep that child or adult—or others—safe.

3. What to do next

What happens next depends on the individual circumstances in which you find yourself and it is not possible to give exact advice. But here are some things to try and keep in mind:

1. If the person telling you is a child, **the information must be passed on regardless of whether or not the child wishes you to do this**, although you should clearly explain what you are going to do, and why. However, with an adult you should **try to seek that person's consent**; offer to make the referral on his/her behalf, or go with him/her to talk to someone. If the adult insists that they do not want a referral made, you should not be passing information on unless you think that there is something that prevents the adult having the capacity to think through the risks of their situation e.g. if there are substantial learning difficulties or mental health problems. But if you believe an adult to be at risk, and you feel a referral should be made, consult the Bishop's Safeguarding Adviser for advice about how to proceed.
2. Is the person safe to go home, or is s/he in immediate danger?
 - If there is immediate danger, call the police.
 - Outside this emergency situation, it is usually best to take a bit of time to make sure the person will be safe and looked after overnight, and call your local children's or adults' services team.
 - Gather as much background information as you can: the full name, date of birth, address, the names of parents or carers, the alleged abuser (if you know it) and any other children or vulnerable adults in the home are basic essentials, if you have them.
 - Whoever you call, ask advice about what to do next, and write down what they say.
3. Who else needs to know? Your Vicar and/or safeguarding co-ordinator should have the right training and skills to help you, and should be told unless there is a reason not to. But remember that safeguarding information is always handled on a 'need to know' basis. Sometimes you will be sharing just a part of what you know e.g. the PCC should be told that safeguarding procedures have been followed, but they don't need to know the names and details of those involved.
4. **Make a handwritten log of everything that has happened as soon as you can**: date it (day, month, year), sign and print your name and keep it safe until it is needed by those who are handling the case. There is a logging form to help you (see Appendix 8). This form must NOT be scanned or kept on any computer.
5. Who can support the person, and you, until this case is resolved? Help the person choose someone s/he feels comfortable with, and choose someone to support you, too (it doesn't have to be the same person).
6. Does the alleged abuse involve a worker or volunteer in the church? Report the allegation to the Bishop's Safeguarding Adviser who will refer the matter to the Police where appropriate, help to identify advice and support for the alleged victim and for you, and support your working together with the appropriate agencies outside the Church. **Never try to handle an allegation within your own church, however minor or unbelievable it may seem.**
7. **If a safeguarding concern is brought to your attention by someone who is not the alleged victim, write this down as above and take it to the Safeguarding coordinators.**

Vulnerable Adults

1. Understanding Vulnerability in Adults

A vulnerable adult has the right to choose how to live and to be as independent as possible. This choice includes the right to make what others might see as unwise choices or errors of judgement, just as all adults do. Adults also have a right to confidentiality, and the circumstances where choice and confidentiality can be overridden are much more limited than is the case when working with children. Therefore, we need to do our best to ensure that we treat vulnerable adults in our church and community with respect and dignity, seeking their consent wherever possible for sharing information about them, and making sure that we follow strict guidelines if we feel we have to share information without consent in order to protect a vulnerable adult from significant harm.

Vulnerability can be temporary and short-term e.g. during a time of personal crisis, or it can be permanent or long-term e.g. where vulnerability arises from physical frailty. Old age is NOT, in itself, a marker of vulnerability, but some of the health problems that are more common in old age may make a person more vulnerable. Furthermore, vulnerability in one area of life does not necessarily mean a person is universally vulnerable: for example, a person whose physical frailty leads to a dependence upon others for physical care and mobility may still be competent in financial affairs and lead an active social life.

The Diocese of Ely has not adopted a hard and fast definition of vulnerability. Instead, those who work with adults are encouraged to be alert to the needs of each individual person and to the context in which they are working, with an understanding that vulnerability may occur.

Some of the factors that would generally be regarded to increase vulnerability include:

- a sensory or physical disability or impairment;
- a learning disability;
- a physical illness;
- chronic or acute mental ill health (including dementia);
- addiction to alcohol or drugs;
- physical and/or mental health issues;
- physical, mental or emotional frailty (temporary or permanent) that leaves the person unable to protect him or herself from exploitation or harm
- a permanent or temporary reduction in physical, mental or emotional capacity, brought about by life events such as bereavement or previous abuse or trauma.

Where a person is receiving support from services offered by the church, always consider whether or not that person could be seen as vulnerable.

2. Considerations in the Pastoral Care of Vulnerable Adults

In church ministry, the boundaries between work and private life can be difficult to distinguish clearly. These guidelines are not for application to informal friendships arising from church membership, but rather to relationships formed when services are more formally offered by or on behalf of the church. Church workers, paid or volunteer, are expected to endeavour to uphold Christian values in both 'public' and 'private' areas of their lives.

1. Where possible, arrange visits to a person's home beforehand rather than 'cold-calling'; this is especially important the first time you visit e.g. at the beginning of a planned programme of visiting. Avoid times or places to meet (including your own home) when you and the vulnerable person will be alone.
2. Make clear from the outset what is being offered (e.g. bereavement counselling) and discuss

with the person how s/he would like to be supported, within the structure of the service offered.

3. Consider carrying a form of identity that links you to the church so that the vulnerable person can, if s/he wishes, check you out before letting you in to the home.
4. On a home visit, leave a card or note with your name, role and contact number so that the person, or a carer, knows who you are and how to contact you.
5. Keep a written note of all visits and 1:1 work with adults e.g. in a work journal or diary. Include the reason for the visit or session, and a note of any concerns that arose.
6. Respect a person's independence. Always knock before entering a person's room or home; consider the appropriateness of initiating or receiving physical contact when greeting someone.
7. Do not assume the use of first names rather than the more formal Mr/Mrs/Miss/Ms is acceptable; always ask.
8. Someone who lacks capacity to act for him/herself in one area of life may nonetheless be quite capable in other areas; ensure participation and inclusion wherever it is possible. Remember also that, as the Mental Capacity Act 2005 makes clear, every adult who has capacity retains the right to make decisions that others may deem to be unwise.
9. In conversation, consider the appropriate level of language for the needs of the vulnerable adult and be aware of any special difficulties e.g. use of hearing aids, speech impediment or learning disability. Where communication skills are impaired, ask the adult if he or she is comfortable involving a member of the family or a friend to help communication, and let the adult choose who this should be.
10. Where you are seeking to find out the views of a person, or you are asking him or her to make a choice, offer clear unbiased choices and allow the person time to consider and express a decision.
11. Respect the person's right to personal space and privacy. Particular consideration should be given when assisting someone to use the toilet; balance the need for physical assistance with the need for dignity and privacy, and involve the person in any decision to either assist or to leave a door unlocked etc.
12. Consider the potential difficulties of home visits and discuss with fellow workers how risks to the vulnerable adult, and to the visitor(s) can be minimised. Keep a log of all visits made: times, dates, the purpose of the visit and any concerns that arose should be recorded.
13. Be sensitive to a person's own beliefs and faith; do not try to persuade the person to adopt your own views.
14. When dealing with financial affairs, be very cautious. Honesty, integrity and transparency are all vital. Do not engage in any activity that involves a personal financial gain; do not canvass for church donations from those who may be vulnerable, e.g. the recently bereaved.
15. Do not accept gifts, other than small-unsolicited tokens of thanks or birthday/Christmas gifts that are of low value (of the order of an ordinary box of chocolates, say). Tell a colleague or your supervisor about any gift, even a small one.
16. Be sensitive to any signs of a developing dependency upon you that might be inappropriate, especially where the person's vulnerability has arisen in a time of personal crisis. Where you feel an inappropriate attachment might be forming, seek advice from an appropriate source (the incumbent, the co-ordinator or the Bishop's Safeguarding Adviser may be able to offer support).
17. If ever you feel that you are moving out of your depth in a relationship with a vulnerable person, or you do not feel competent to deal with a developing situation, step back and seek advice. Make sure you know your routes to support if you are in difficulty.
18. In working on behalf of the church with an adult who is vulnerable, it would never be appropriate to promise total confidentiality. Always make clear that, although you will keep matters confidential if you possibly can, you reserve the right to share information with appropriate people if you feel someone is at risk of significant harm.

3. Supporting Adults who have been Abused

Abuse in childhood can be so devastating that it leads to vulnerability in adult life. Each abusive situation is unique and it is impossible to predict how children involved will cope when they grow up. Some will come to terms with what happened and move on to reach their full potential; others may have their life chances irreparably damaged by the abuse, and may never recover from the effects. Some of the lasting effects of childhood abuse that may be seen in adults are depression; fear of others; inability to cope with situations of conflict; self-harm; abusive behaviour; misplaced guilt; very low self esteem; an inability to relate to partners or children. However, none of these patterns in a person's life are exclusively linked to abuse.

Vulnerable adults who become targets for abuse may suffer the same damage in their daily lives as adults who were abused as children. In both cases, it is important for them to find people who will take what they say seriously and act to support them. Where abuse has occurred, the vulnerable person may find it difficult or impossible to react to situations that others might see as 'normal' or completely innocent e.g. sharing the peace in church services; safe hugs and other physical gestures shared between friends. Images and examples used in the service around selflessness and submission and obedience to the will of God, which many Christians take for granted, may have been twisted and manipulated in the context of abuse to wield control and fear rather than the reassurance of grace and mercy.

It is important to recognise the vulnerability of those who are coping with an abusive past, and to be careful to ensure that pastoral care is kept within respectful, well-defined boundaries.

Useful Contact Details

If you think you or the child or adult is in immediate danger and needs urgent help, please call the police on 999.

SOCIAL SERVICES

Cambridgeshire Direct Social Service (Children) 0345 0455203
Out of hours: 01733 234724

Cambridgeshire Direct Social Service (Adults) 0345 045 9090
Out of hours: 01733 23472

South Cambs 01223 718011

Addenbrookes 01223 216540

POLICE

Cambridge (Parkside) 01223 358966

Child and Domestic Abuse 01480 428 082

NSPCC 24 hour Helpline

0800 8005000
(Can be contacted for advice, guidance and consultation)

CHILDLINE 0800 1111

DIOCESAN NUMBERS

The Bishop's Secretary 01353 662749

The Bishop of Huntingdon 01353 662137

Archdeacon of Cambridge 01223 350424

Archdeacon of Huntingdon and Wisbech 01353 658404

The Bishop's Child Protection Adviser 01223 276957
rebecca.boswell@elydiocese.org

Diocesan Safeguarding Officer 01353 652735
sarah.king@elydiocese.org

Safeguarding Administrator 01353 652721
safeguardadmin@elydiocese.org

CCPAS (Churches' Child Protection Advisory Service) 0845 120 4550

APPENDICES

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1. Checklist for Leaders of Regular Groups/ Activities for Children or Vulnerable Adults

Premises suitable, with accessible entry and facilities for the target group
Appropriate insurance in place
OFSTED registration in place, if applicable
Equipment checked and tested as appropriate
Risk assessments completed and up to date (review annually)
Health and Safety Policy in place
First Aid provision in place
Registration and permission forms completed and filed for each participant
Permission form for pictures and images completed and filed for each participant
Transport permission form completed and filed for each participant (if applicable)
Sufficient numbers of group leaders in place (both genders)
Staff and volunteers DBS checked as appropriate: Helpers without main responsibility to complete Self Declaration Form and References to be gained but no DBS required?
Staff and volunteers trained for the activity (including safeguarding training)
Staff and volunteers have read and agreed the safeguarding policy and behavioural guidelines
Emergency contact numbers displayed prominently on premises

Nb, need to go through this and make it specific to us TB 18 Aug 2017

2. Application Form

FOR PEOPLE INTENDING TO WORK WITH CHILDREN AND YOUNG PEOPLE

Your Full Name..... Date of birth.....

Your Address..... Tel No.

.....

Referees:

We will be taking up references from those you indicated on the Self Declaration form.

Please give details of any previous experience you may have had working with children and/or young people:

Please explain in a few sentences why you would like to work with children and/or young people at St Andrew's:

One copy of this form should be kept by you, one will be held by the person named above to whom you are responsible and a third copy will be kept by the PCC in the Church Office.



3. CONFIDENTIAL DECLARATION FORM

FOR PEOPLE INTENDING TO WORK WITH CHILDREN AND VULNERABLE ADULTS

This document is based on the House of Bishops' 'Safeguarding Guidelines Relating to Safer Recruitment' (appendix 6) 2010.

The position for which you have applied or currently hold gives opportunities for regular or unsupervised contact with children and/or vulnerable adults. You are therefore required to complete the enclosed confidential declaration and return it to the person designated at the end of the form. Information declared here will either be checked with the Disclosure and Barring Service or with other relevant authorities. If you have any questions regarding the declaration, then please ask the person designated on the form or the Safeguarding Adviser.

The information you supply about your history of working with, or caring for, children and/or vulnerable adults is confidential. It may be shared, on a 'need-to-know' basis, in order to protect children and/or vulnerable adults. A confidential declaration must be held by the person who makes the appointments or provides the licence for all clergy and those paid employees and volunteers who have contact with children/vulnerable adults.

CONFIDENTIAL DECLARATION

Your Full Name Date of birth

Your Address Tel No.

e-mail address

Please answer the following questions by ticking the appropriate boxes. If you answer 'yes' to any question, please give details on a separate sheet.

1. Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance? (<https://www.gov.uk/government/publications/dbs-filtering-guidance>). You do NOT need to declare fixed penalty speeding tickets, but include everything else. A criminal offence in the past does not necessarily mean that you will not be able to take the post applied for.

- Yes (please give details)
- No

2. Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

- Yes (please give details)
- No

3. Have you ever had allegations made against you, or been the subject of an investigation or disciplinary action by any official body in relation to your conduct with children or vulnerable adults, even if no further action was taken? (Include information arising from a paid or voluntary job OR from a situation where you had care of a child/vulnerable adult outside work.)

- Yes (please give details)
- No

4. Are you at present under investigation by any agency or employer?

- Yes (please give details)
- No

5. Has a child in your care, or for whom you have a parental or family responsibility, ever been removed from your care or been the subject of child protection planning, intervention or a court order involving the care or welfare of the child?

- Yes
- No

DECLARATION

I declare that the information given is accurate and complete to the best of my knowledge.

Signed

Date

References

Please give the names of two people who would be able to provide a reference. They should be people who have known you at least two years, and who are not in your family. If you are employed, one of the referees should be your current employer.

Name:

Name:

Address:.....

Address:.....

.....

.....

Tel no

Tel no.

Email:.....

Email:.....

How does this person know you?

How does this person know you?

.....

.....

.....

.....

Note: Before an appointment can be confirmed applicants must provide an enhanced disclosure from the Disclosure and Barring Service. Consult with the Diocesan Office, your incumbent or child protection co-ordinator for details of the process.

Please return the completed to the Vicar at The Vicarage, Church Street, Histon, CB24 9EP

4. Letter for Referees

**RE: REFERENCE FOR VOLUNTARY WORK
WITH CHILDREN & YOUNG PEOPLE**

Dear

.....(name of volunteer worker) has offered to work with our children/young people/vulnerable adults at St Andrew's Church, Histon.

Legal guidance indicates that all those wishing to work with children, young people and vulnerable adults for a voluntary organisation must provide the names of suitable referees. The person named above has given us your name as someone who can give a character reference.

I would be grateful if you could complete the reference form attached below, which will be treated in the strictest confidence, and return it in the pre-paid envelope as soon as possible.

In commenting on the volunteer, please bear in mind that it is the church's duty to protect children and young people from harm of a physical, emotional or sexual nature, and all volunteers are required to sign an undertaking to this end.

Yours sincerely

Vicar

5. Reference Form for Work with Children, Young People or Vulnerable Adults

Private and Confidential

Name of Candidate:

1) What is your relationship to the person named above? (please tick)

Relative

Friend

Employer

Other (please detail)

2) How long have you known the person?.....

3) Would you feel comfortable to know that this person is appointed to work with children/youth/
vulnerable adults?

If no, please indicate any reasons. Please continue overleaf if you need to.

4) Are there any other comments you would like to make?

Signed **Date**

Print Name

Address

.....

**This form should be returned to the Vicar at The Vicarage, Church Street, Histon,
CB24 9EP .**

7. Accident and Incident Form

This form should be completed immediately after any accident or significant incident. A copy should be given to the child's parents/carers and the original kept by the group leader. The worker should discuss with the minister what follow up action is necessary.

1) Day, date and time of the incident:

.....

2) What are the names, addresses and ages of those involved in the incident?

.....

.....

3) Where did this incident take place?

.....

4) Name of your group:

.....

5) Who is normally responsible for group? (name, address and telephone number)

.....

.....

6) Who was responsible for the group at the time of the incident, if different from the above?
(name, address and telephone number):

.....

.....

7) Which other workers were supervising the group at the time of the incident? (names addresses
and telephone number):

.....

8) Who witnessed the incident? (names, addresses, telephone numbers, and ages if under
eighteen). Normally only two witnesses would be needed.

.....

.....

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

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

10) Have you retained any defective equipment? YES / NO / NONE INVOLVED

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

.....

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

.....
.....

12) Is the site or premises still safe for your group to use? YES / NO

13) Is the equipment still safe for your group to use? YES / NO

14) Who else do you need to inform?

.....

15) Have they been informed? YES / NO

If so, when and by whom?.....

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

.....Print name.....

Date

Form seen by Minister/Leader:

Signature.....

Date

This form should be kept in the Church Office in the locked 'Accident and Incident file'.

8. Logging a Concern about a Child, Young Person or Vulnerable Adult's Welfare

WORKER'S ACTION SHEET

Name of Church/Group:

Your name:

CONFIDENTIAL

Full name of person about whom you are concerned

Address

Date of birth (if U18)

Other members of the family (indicate age, if U18)

Account of what happened

Write what happened as accurately as you can on a separate sheet of paper and attach it securely to this form. Put your name, the date and the name of the person about whom you are writing at the top of each sheet you use. In your log, include:
who was involved, what happened (what you saw or heard or were told about) when it happened (day, month and time) where it happened, the names of any other witnesses, and contact details, if you know them. If your log includes an injury, describe it in as much detail as you can and say exactly where it was on the person's body.

Action taken

What did you do?

Whom did you tell? (Give name, role, and contact details)

What action was agreed?

If you contacted another agency (e.g. Cambs Direct or Social Care or Police) note down any names, contact numbers or file reference numbers you are given

Your name and role in the church (sign and print)

Your contact details:(Telephone/mobile/email)

Please ensure that once the information here has been shared confidentially with those who need to know, this document is stored securely in your church's safeguarding file. This is usually held by the safeguarding co-ordinator for the parish, or the Vicar.

If your concern involves inappropriate behaviour by a member of the church, you must also contact the Bishop's Safeguarding Adviser. This is currently Rebecca Boswell: tel 01223 276957

9. Children's Work Registration Form

1. Child's Details

1. Full Name:
2. Date of Birth: School Year:.....
3. Address:
.....
.....
4. Are there any medical, dietary or general concerns that we should know about your child? Please give any relevant details.
.....
.....
.....
.....

2. Parent/Guardian's Contact Details

1. Name of Parent/Guardian:

Contact Number(s):
This must be a number that we can reach you on in an emergency.

Email Address(es):
So that we can keep you informed of St Andrew's Children's Work activities, including updating you on any changes to the time or venue of the group your young person attends.
2. Additional Contact Name (in case of emergency):

Contact Number(s):

3. Permission

1. I give my permission for my child to attend and take part in the activities of St Andrew's Children's Work. At the end of the session, I agree to collect my child and I understand they will no longer be the responsibility of the St Andrew's Children's Work leaders.
2. I give my permission for St Andrew's Children's Work leaders to administer First Aid (as far as they are qualified).
3. In an emergency, if I cannot be contacted, I am willing for my child to receive necessary hospital treatment, including anaesthetic.
4. I give permission for *(please tick as appropriate)*:
 - St Andrew's to email me about relevant children's work activities *(it is important we can contact you about the timings and venues of the groups your child attends)*.
 - unnamed photographs of my child taken at a St Andrew's Children's Work activity to be used by St Andrew's for publicity.
5. The information provided on this registration form will be stored in accordance with our privacy policy. To view our privacy policy please visit our website:
<http://www.standrewshiston.org/about/privacy-policy>
6. All St Andrew's Children's Work leaders are checked with the Disclosure and Barring Service and receive ongoing training in their work. St Andrew's Church, Histon operates a Safeguarding Policy in line with the guidelines laid down by the House of Bishops of the Church of England (a copy of this policy can be found on our website:
<http://www.standrewshiston.org/about/safeguarding>).

Signed (parent/guardian): **Date:**

10. Youth Work Registration Form

1. Young Person's Details

1. Full Name:

2. Date of Birth: School Year:.....

3. Address:

.....

4. Mobile Number (of young person, if appropriate):

.....

5. Email Address (of young person, if appropriate):

.....

6. Are there any medical, dietary or general concerns that we should know about your child? Please give any relevant details.

.....

.....

.....

.....

2. Parent/Guardian's Contact Details

1. Name of Parent/Guardian:

Contact Number(s):

This must be a number that we can reach you on in an emergency.

Email Address(es):

So that we can keep you informed of St Andrew's Youth Work activities, including updating you on any changes to the time or venue of the group your young person attends.

2. Additional Contact Name (in case of emergency):

Contact Number(s):

3. Permission

1. I give permission for my child to attend and take part in the activities of St Andrew's Youth Work. Afterwards, my child may make their own way home, at which time they will no longer be the responsibility of St Andrew's Youth Work leaders.
2. I give my permission for St Andrew's Youth Work leaders to administer First Aid (as far as they are qualified).
3. In an emergency, if I cannot be contacted, I am willing for my child to receive necessary hospital treatment, including anaesthetic.
4. I give permission for *(please tick as appropriate)*:
 - St Andrew's to email me about relevant youth work activities *(it is important we can contact you about the timings and venues of the groups your child attends)*.
 - My child to be emailed about relevant youth work activities.
 - The St Andrew's Youth Minister and/or Children's and Youth Team Leader to communicate with my child via use of telephone, text message or other messaging services, in accordance with St Andrew's Safeguarding Policy.
 - My child to connect to St Andrew's social media pages.
 - Unnamed photographs of my child taken at a St Andrew's Youth Work activity to be used by St Andrew's for publicity.
5. The information provided on this registration form will be stored in accordance with our privacy policy. To view our privacy policy please visit our website:
<http://www.standrewshiston.org/about/privacy-policy>
6. All St Andrew's Youth Work leaders are checked with the Disclosure and Barring Service and receive ongoing training in their work. St Andrew's Church, Histon operates a Safeguarding Policy in line with the guidelines laid down by the House of Bishops of the Church of England (a copy of this policy can be found on our website: <http://www.standrewshiston.org/about/safeguarding>).

Signed (parent/guardian): **Date:**

11. [Name of Event] Consent Form

1. Young Person's Details

1. Full Name:
2. Date of Birth: School Year:
3. Address:
.....
4. Mobile Number (of young person, if appropriate):
.....
5. Are there any medical, dietary or general concerns that we should know about your child? Please give any relevant details, particularly of how this may impact your child's experience of this event.
.....
.....
.....
.....

2. Parent/Guardian's Contact Details

1. Name of Parent/Guardian:

Contact Number(s):
This must be a number that we can reach you on in an emergency.

Email Address(es):
So we can keep you update you with details specific to this event.
2. Additional Contact Name (in case of emergency):

Contact Number(s):

3. Permission

1. I give my permission for my child to attend [name of event] and take part in all the activities involved.
2. My child clearly understands behavioural expectations and will abide by any reasonable instructions given by a responsible adult. I agree that St Andrew's, Histon are not held responsible for any loss or damage to my child's personal belongings and my child is responsible at all times for all of their own belongings.
3. I give my permission for St Andrew's Youth Work leaders to administer First Aid (as far as they are qualified).
4. In an emergency, if I cannot be contacted, I am willing for my child to receive necessary hospital treatment, including anaesthetic.
5. I give permission for *(please tick as appropriate)*:
 - St Andrew's to email me about relevant youth work activities that my child may be interested in.
 - Unnamed photographs of my child taken at a St Andrew's Youth Work activity to be used by St Andrew's for publicity.
6. The information provided on this registration form will be stored in accordance with our privacy policy. To view our privacy policy please visit our website:
<http://www.standrewshiston.org/about/privacy-policy>
7. All St Andrew's Youth Work leaders are checked with the Disclosure and Barring Service and receive ongoing training in their work. St Andrew's Church, Histon operates a Safeguarding Policy in line with the guidelines laid down by the House of Bishops of the Church of England (a copy of this policy can be found on our website: <http://www.standrewshiston.org/about/safeguarding>).

Signed (parent/guardian): **Date:**

13. Guidelines for the use of Social Networking, the Internet and Photographs

1. The speed of developments in social networking makes it impossible to design a hard-and-fast policy or guidelines in this area of the church's activity. Facebook, for example, and mobile messaging tools are widely used and accepted as essential for general communication, advertising events and sharing news and views. At St Andrew's we ask those who are representing us to be careful and considered in their approach to social networking and to strive to uphold Christian principles and practice in their activities.
2. The use of social networking poses problems when it comes to the permeable barrier between the private and the public life. Photographs of family, personal celebrations, your views on political or theological issues etc can be fraught with difficulties and can sometimes lead to accusations of unprofessional behaviour. Even if you have been careful with your security settings, those to whom you send information or pictures may not, and what you think has been sent to friends and family can be shared more widely without you knowing. If you are called to account for your communications with young or vulnerable people, you need to be able to show that you have maintained the highest standards of care.
3. Always give due care and attention to the security settings and permissions that direct your social networking sites (e.g. your status page and use of private messaging on Facebook). Think carefully before posting information or responding to people with whom you have a professional relationship. As a general principle, use only public communications when you are working on behalf of the church.
4. When you are using social networking in your church role, do not respond to requests to join lists, sign petitions, 'click to agree', share photographs or engage in any personally-based activity. Try to make sure that the boundary between the private and public life are kept clear. In social networking, as in conversation, it is important to watch what you say, where you say it, and who is listening.

What Should and Shouldn't We Include on Our Website?

5. When you provide youth and children's activities you have a duty to ensure that children and young people in your care are safe. One of the aspects of this, if you have a website for your organisation, is to ensure that no individual child could be identified or contacted by visitors to the website. Consequently, websites should not include personal details or names of any child or adult in a photograph, personal email/postal addresses, telephone/fax numbers, surnames (if including an email address, it may contain your surname), sufficient details about life,, home addresses, telephone/fax numbers or work or locality which could enable families or children to be located..
6. Do not use the first name and surname of individuals in any photograph included on a website. This reduces the risk of inappropriate, unsolicited attention from people. An easy rule to remember is: if a child is named, avoid using their photograph. If a photograph is used, avoid naming the child.
7. Photographs are a great way to share information about events and activities and to 'put faces to names'. However, there are a few guiding principles that should be observed when taking and storing photographs of people during church activities. Those using their own cameras in order to take pictures for the church must be clear that the resulting pictures are not to be duplicated or stored for personal use.
8. Make sure you have everyone's permission. Where children or vulnerable adults are involved, get the permission of the parent or carer as well. (This is stated on the permission forms). There may be good reasons why an individual does not want a photo displayed or published: for example, if the person has fled a violent partner, or has foster—or adopted children whose parents are not allowed to know their whereabouts.

9. Make sure people know in advance how the photo(s) will be used e.g. will they be only on the notice board in the church hall, or will they be sent to the local paper or posted on an internet site? Be careful to stick to what you say you are going to do; don't widen your audience without going back for further permission.
10. Particularly with children, do not give detailed identity indicators by labelling pictures with full names, ages etc. Ideally, take photographs of children in small or mixed age groups, with a general heading.
11. Give careful thought to storage of photographs. Use locked filing cabinets, especially if photographs accompany names, addresses and other personal identifiers. If photographs are stored online, use password protection.
12. Do not store images/photographs of those for whom you hold a professional duty of care on your personal phone, computer or any internet device; an authorized device must be used in these circumstances. Sensitive information (anything subject to data protection/child protection requirements) MUST be password protected.

14. Formal Definitions of Safeguarding Terms for Children, Youth and Vulnerable Adults

Children

Anyone who has not yet reached his or her 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.

Safeguarding

The term safeguarding covers vetting and safer recruitment, safer working practices, responding to concerns, working with partner agencies, dealing with allegations against those responsible for children and vulnerable adults and other matters that may be relevant.

Child Protection

The term child protection is used for responding to concerns where it appears that a child may have been harmed or is at risk of harm.

Abuse

A form of maltreatment of children and vulnerable adults. Somebody may abuse or neglect children and vulnerable adults by inflicting harm, or by failing to act to prevent harm. Children and vulnerable adults may be abused in a family or in an institutional or community setting by those known to them or by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Physical Abuse

Actual or likely physical injury to children and vulnerable adults, or failure to prevent physical injury (or suffering) to children and vulnerable adults including deliberate poisoning, suffocation and Munchausen's syndrome by proxy.

Emotional Abuse

The persistent emotional maltreatment of children and vulnerable adults such as to cause severe and persistent adverse effects on children and vulnerable adult's emotional development. It may involve conveying that the child or vulnerable adult is worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child or vulnerable adult opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child or vulnerable adult's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child or vulnerable adult participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children and vulnerable adults frequently to feel frightened or in danger, or the exploitation or corruption of children and vulnerable adults. Some level of emotional abuse is involved in all types of maltreatment of children and vulnerable adults, though it may occur alone.

Sexual Abuse

Involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, not necessarily involving a high level of violence, whether or not they are aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children, young people and vulnerable adults to behave in sexually inappropriate

ways, or grooming a child or young person in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. It should be noted that women can also commit acts of sexual abuse, as can other children.

Neglect

The persistent failure to meet children and vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. In the case of children, neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Spiritual Abuse

Spiritual abuse is a form of emotional abuse and can include: forcing religious ideas onto a child or adult where there is either no capacity to engage in debate, or undue pressure to lay aside the person's own views; inappropriate use of religious belief or practice e.g. intrusive healing or deliverance ministries to which the person has not given informed consent.

In a church setting, this might involve pressure on someone who is receiving support from a church-led service to convert to the church or to the worker's beliefs about spiritual matters. (Remember that a child or vulnerable adult may still have capacity to make decisions in some areas if not in others; it is important not to 'take charge' unnecessarily, or rush someone into making choices.)

Financial or Legal Abuse

The use of a vulnerable adult's property, assets or income without their informed consent constitutes abuse. For example: extortion or manipulation of a vulnerable person's legal or civil rights; misappropriation of money or goods; misuse of finance or property, including the exploitation or fraudulent use of a person's resources; exerting pressure on a vulnerable person to make gifts or legacies, or to change a will.

In a church context, repeated or direct requests to a vulnerable person to contribute to fundraising initiatives or to leave bequests in a will could be seen as abusive.

Institutional Abuse

This involves the collective failure of an organisation to provide an appropriate and professional service to vulnerable people. It can be seen in attitudes and behaviour that amount to prejudice, ignorance, thoughtlessness or stereotyping. It also involves failing to have appropriate safeguards in place to protect vulnerable children or adults from harm. Institutional abuse can be deliberate or unwitting; it can be embedded into the accepted culture and customs of an organisation or seen through the behaviour and attitudes of its representatives.

In a church context, this points to the need for a clear safeguarding policy and appropriately trained workers. It also requires that we treat people as individuals, rather than carriers of labels. A person with learning disability, for example, may find some things very difficult, but talk through with the person what s/he CAN do rather than automatically rule him/her out of certain activities.

Young Carers

Young carers are children and young persons under 18 who provide or intend to provide care assistance or support to another family member. They carry out, on a regular basis, significant or substantial caring tasks and assume a level of responsibility, which would usually be associated with an adult. The person receiving care is often a parent but can be a sibling, grandparent or other relative who is disabled, has some chronic illness, mental health problem or other condition connected with a need for care, support or supervision.

15. Policy statement on the recruitment of ex-offenders

The Code of Practice 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 because of a conviction or other information revealed. See further information below for recent changes to the disclosure of criminal information on DBS certificates.

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.

To help you meet this requirement the DBS has produced the following sample policy statement which can be used or adapted for this purpose.

This policy statement can also be included within your company's equal opportunities policy.

Sample Policy Statement

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), [Organisation Name] complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. [Organisation Name] undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

[Organisation Name] can only ask an individual to provide details of convictions and cautions that [Organisation Name] 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), [Organisation Name] can only ask an individual about convictions and cautions that are not protected.

[Organisation Name] 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.

[Organisation Name] has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.

[Organisation Name] 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. [Organisation Name] select 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.

[Organisation Name] ensures that all those in [Organisation Name] who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. [Organisation Name] 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, [Organisation Name] 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.

[Organisation Name] 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.

[Organisation Name] undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

[1] Based on material from www.writeenough.org.uk

16. Additional Supplements and Links to documents

1. Diocese of Ely Whistleblowing Policy: <http://www.elydiocese.org/safeguarding/section-3/>
2. Diocese of Ely Safeguarding and Complaints Policy and Procedure <http://www.elydiocese.org/safeguarding/section-3/>
3. Overseas applicants.

If a candidate/applicant etc. for a position that is eligible for a DBS check is coming from overseas who, either has never lived in the UK or spent a period of time (i.e. lived abroad), the person making the appointment should request an additional check and ask the applicant to obtain criminality information (also known as a certificate of good conduct/character) from his/her relevant embassy/high commission (or police force). This means that in addition to the DBS check, the candidate/applicant must seek this additional check to cover the time he/she spent abroad. (Further advice can be found on the Home Office website).¹¹

[Home Office advice on overseas applicants.](#)

If such information is not available from the embassy/high commission etc. or if there are concerns about the reliability of the information provided, the person(s) making the appointment should take extra care when taking up references and checking any previous employment record. In such cases, additional references should be sought and at least one reference from a previous employer should be contacted by telephone as well as by letter.

17 Recruitment Process Checklist

Applicants Name: _____

Group Applying For: _____

Recruiter: _____

Date: _____

| Steps | | Date of Completion |
|--|--|--------------------|
| 1. Initial Conversation/Interview | | |
| 2. All paperwork/links given to applicant: Application Form, Job Description, | | |
| 3. Application form received | | |
| 4. References Taken | | |
| 5. DBS Form Filled in/sent off | | |
| 6. Confidential Declaration filled in and put in vicarage locked cabinet | | |
| 7. Safeguarding Policy Read by applicant | | |
| 8. References Received | | |
| 9. DBS certificate seen and photocopied | | |
| 10. Contract filled in with Applicant | | |
| 11. Applicant starts with group | | |

Check List Completed on: _____

Signed: _____ RECRUITER

18 Model interview / discussion

This is a simple model interview / discussion form template for a volunteer which can be used, amended or substituted by a local model as required.

Name of Church

Interview / discussion questions for a volunteer seeking to work with children / adults experiencing, or at risk of abuse or neglect and outcome

The purpose of the interview / discussion is to explore the applicant's suitability. Notes of the interview / discussion must be retained and attached to this form which must be returned to the Priest to be held on behalf of the PCC. The following factors must be addressed:

Name and address of applicant:

1. What experience have you of working with children / adults experiencing, or at risk of abuse or neglect?
2. Can you give an example of something that you have done that demonstrates your commitment to working with vulnerable groups (i.e. children and/or adults experiencing, or at risk of abuse or neglect)?
3. Can you give some examples of how you would provide kind, consistent and safe care?
4. Can you describe how you would respect the background and culture of children / adults experiencing, or at risk of abuse or neglect with whom you would volunteer?
5. How would you treat all children / adults experiencing, or at risk of abuse or neglect as individuals with equal concern?
6. Do you know of any reason why you should not be working with children or adults experiencing, or at risk of abuse or neglect? Are there any police or employment matters outstanding which could affect your ability to volunteer?

Outcome

| | |
|---|----------|
| Are there any issues in the Confidential Declaration? | YES / NO |
| Do the references support the appointment? | YES / NO |
| Do you recommend their approval to the PCC? | YES / NO |

Signed:

Name (Print):

Date Approved by PCC:

Church Safeguarding Policy Statement

To be displayed on church notice boards

The following policy was agreed by the church PCC on September 3 2018.

- As leaders of the church we are committed to the nurturing, protection and safeguarding of all, especially the young and vulnerable.
- We recognise that safeguarding is everybody's responsibility.
- We are committed to following the agreed procedures of St Andrew's Church, Histon for the protection of children and young people.
- We will review this policy at least annually.

If you have any concerns relating to a child, young person or vulnerable adult or in relation to any safeguarding matter please speak to one of the following:

- Mark Strivens (Safeguarding Officer) 07769 586355
- If your concern relates to a child or young person speak to Tim Blake (Children and Youth Team Leader) 07905 321 901

Alternatively, you can contact:

CCPAS (Churches Child Protection Advisory Service)
0845 120 4550, info@ccpas.co.uk, www.ccpas.co.uk

Diocese of Ely—the following may be consulted for advice: Rebecca Boswell 01353 652731 or Out of hours: 07904 487912, Email: rebecca.boswell@elydiocese.org (The Bishop of Ely's Child Protection Adviser)

(please make it clear that you are ringing about a situation relating to work undertaken on the Church's behalf)

A copy of the full policy can be seen in the church office.

Signed

Date: