

Poynton Parish Church

St. George with St. Martin



Safeguarding Policy for Children and Vulnerable Adults 2015

Child and Vulnerable Adult Protection Policy

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Terminology

Applicant:	An individual who has applied for a position of worker (e.g. leader or helper).
Appointer:	The person who leads the process of deciding whether applicants are suitable for particular roles. At Poynton Parish Church this is the Incumbent, with the Youth and Children's Leader being an Assistant Appointer.
Child / Children:	For the purpose of this Policy this is defined as anyone under the age of 18.
Church:	Refers to Poynton Parish Church which comprises the churches of St. George's and St. Martin's. Where relevant it includes all authorised activity carried out in the name of Church.
Church Safeguarding: Co-ordinator	This person is responsible for the maintenance and upholding of the Child Protection Policy and overseeing Child Protection as a whole. The person also monitors the internal checks and references made by Poynton Parish Church.
CCPAS:	(The Churches' Child Protection Advisory Service) is the umbrella organisation, appointed by the Diocese of Chester, through which Poynton Parish Church has DBS checks made.
DBS:	Disclosure and Barring Service. This is the newly created public body which combines the functions of the Criminal Records Bureau and the Independent Safeguarding Agency.
Helper:	These are other workers who assist leaders.
Incumbent:	This is the ordained person licensed by the Bishop of Chester and given the charge for the Cure of Souls in the Parish. The incumbent may from time to time delegate his authority to another licensed ordained person, while retaining overall responsibility. In the event of there being no incumbent, responsibility is transferred to the Churchwardens, who may, in the same manner as the incumbent, delegate authority to a licensed ordained person.
Leader:	This is the person designated by the incumbent with oversight of a particular group or activity, but not necessarily in a supervisory capacity over other helpers. Where more than one leader is present, it should be agreed among them who is responsible on that occasion.
Lead Recruiter:	This person liaises with the CCPAS, gathers the required information from those who need to have criminal records checks made, sends for such checks and receives their results.
Parent(s):	When used this should be understood as to refer to parent(s) or carer(s) as appropriate.
PCC:	The PCC is the Parochial Church Council. Certain matters require that the PCC share responsibility with the incumbent. It should be noted that PCCs are not defined to be Children's Charities, so its members are not required to seek CRB checks merely because they are charity trustees.
Policy:	When this is used without further clarification, it refers to Child and Vulnerable Adult Protection Policy of Poynton Parish Church.
Volunteers:	These are others who, on occasional basis only, have contact with children or vulnerable adults during an activity or event carried out by the Church.

- Vulnerable Adults: The 2002 government report No secrets: the Protection of Vulnerable Adults informs the Church's understanding of a vulnerable adult. The part of the report relevant for the purposes of this Policy defines a vulnerable adult as: "a person aged 18 years or over, who... by reason of mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation."
- Workers: This is a generic description of anyone who works with children or vulnerable adults irrespective of whether they are an employee or serving in a voluntary capacity.
- Youth and Children's Leader: The employed member of staff who oversees and supervises the youth and children's work of Poynton Parish Church, whilst working under the authority of the Incumbent and the PCC.

Section 1: Policy

1.1 Statement of Compliance

This Church Child Protection Policy is prepared in accordance with national Church of England policy as stated in the third edition of the House of Bishops document Protecting All God's Children. Recruitment aspects of the policy are now superseded by the Safer Recruitment Policy JUNE 2013, for the Church of England and the Methodist Church of Britain. As the national policy envisaged, further guidance has been provided by the diocese in the Diocese of Chester's own Safeguarding and Vulnerability – Safe in our Care. That guidance is also reflected in this Church Policy.

The Promoting a Safe Church (2006) policy is the Church of England's primary protection policy for vulnerable adults.

This document is intended to be compliant and consistent with the national and diocesan policies and no contradiction is intended. In the event of inconsistency, the diocesan and national policies take precedence over this Church Policy.

1.2 Theological Approach

Every human being has a value and dignity which comes directly from God's creation of male and female in His own image and likeness. That image belongs to us by virtue of our creation and is not dependent on age, sex, health, mental health, social status or the like. Though that image is distorted by the fall, it is not destroyed and amongst other things this implies a duty to respect all people and to protect them from harm. We therefore believe that all people should be protected from harm.

A Christian approach to child protection will therefore ask both individuals and communities to create a safe environment for children, to act promptly on any complaints made, to care for those who have been abused in the past and to minister appropriately to those who have abused. The Church must take seriously both human propensities to evil but also the God-given resources of goodness.

A Christian approach to the protection of vulnerable adults begins by recognising that an individual remains fully human even if they are unable to exercise control or care over themselves, and even if they are unable to form or sustain relationships in a normal pattern. It will call individuals and communities to uphold in practice the dignity of a vulnerable adult, to offer support and help in an appropriate and timely way and to care for and to promote the well-being of those in need.

1.3 The Child Protection Policy Statement

The Church of England, in all aspects of its life, is committed to and will champion the protection of children and young people both in society as a whole and in its own community. It fully accepts, endorses and will implement the principle enshrined in the Children Act 1989 that the welfare of the child is paramount. The Church of England will foster and encourage best practice within its community by setting standards for working with children and young people and by supporting parents in the care of their children. It will work with statutory bodies, voluntary agencies and other faith communities to promote the safety and well-being of children and young people. It is committed to acting promptly whenever a concern is raised about a child or young person or about the behaviour of an adult, and will work with the appropriate statutory bodies when an investigation into child abuse is necessary.

1.4 The House of Bishops Policy Statement on safeguarding adults in the Church of England

The Church of England is committed to encouraging an environment where all people and especially those who may be vulnerable for any reason are able to worship and pursue their faith journey with encouragement and in safety. Everyone, whether they see themselves as vulnerable or not, will receive respectful pastoral ministry recognizing any power imbalance within such a relationship.

All church workers involved in any pastoral ministry will be recruited with care including the use of the Disclosure and Barring Service when legal or appropriate. Workers will receive training and continuing support.

Any allegations of mistreatment, abuse, harassment or bullying will be responded to without delay. Whether or not the matter involves the church there will be cooperation with the police and local authority in any investigation.

Sensitive and informed pastoral care will be offered to anyone who has suffered abuse, including support to make a complaint if so desired: help to find appropriate specialist care either from the church or secular agencies will be offered.

Congregations will often include people who have offended in a way that means they are a continuing risk to vulnerable people. The risks will be managed sensitively with the protection of adults and children in mind.

1.5 Responsibilities of the Church

In seeking to implement the Child and Vulnerable Adults Protection Policy, the responsibilities of the Church include:

- 1.5.1 ensuring the well-being of children and vulnerable adults in the Church community as a prime duty of care;
- 1.5.2 creating a culture of informed vigilance which takes children and vulnerable adults seriously and considers the inclusion of those with special needs and people from ethnic minorities (see 1.6 below);
- 1.5.3 ensuring that people who are authorised to work with children and vulnerable adults or who hold a position of authority are properly appointed, trained and supported;
- 1.5.4 appointing a Church Protection Coordinator and a Lead Recruiter to work with the incumbent and PCC to implement and review policy, procedures and practice;
- 1.5.5 providing support to parents and families in the congregation, particularly to children who have suffered abuse and adults abused as children;
- 1.5.6 ensuring that people who may pose a threat to children are effectively managed and monitored;
- 1.5.7 ensuring that appropriate health and safety policies and procedures are in place and provide insurance cover for activities undertaken in the name of the Church;
- 1.5.8 reviewing annually the implementation of the Church Child and Vulnerable Adult Protection Policy. The review should cover:
 - the number of confidential declarations and DBS checks completed since the last review;
 - whether people working in children's groups have written details of the role they are expected to fulfil;
 - how many acting as workers in groups have been on appropriate training courses in child protection;
 - how many acting as workers amongst vulnerable adults have been on appropriate training courses;
 - whether those working amongst children and vulnerable adults are supplied with the resources necessary to allow them fulfil their responsibilities under the terms of the Policy.

1.6 A Culture of Informed Vigilance

It is people who protect, not just procedures. As a Church we are committed to creating a culture of informed vigilance. This means we will:

- 1.6.1 raise awareness of the issues involved in protecting children and vulnerable adults within the Church;
- 1.6.2 address the needs of children and vulnerable adults in all their cultural, spiritual, intellectual, racial and physical diversity;
- 1.6.3 support and train those who work with children and vulnerable adults, encouraging them to collaborate in their work experience;
- 1.6.4 respond to the needs of children and adults who have been abused;
- 1.6.5 care for those in the Church who have abused children.

1.7 Best Practice

In wanting to protect children and vulnerable adults the Church seeks to promote best practice as part of its work for and witness to God's kingdom. Therefore:

- 1.7.1 the Church understands that it is required by God to foster relationships of the utmost integrity, respect, truthfulness and trustworthiness;
- 1.7.2 clergy and laity need to have an awareness of their use of authority and power and never betray the trust that is given them;
- 1.7.3 clergy and laity in the Church should seek to maintain the highest standards of conduct in worship, pastoral, educational and recreational situations;
- 1.7.4 the Church acknowledges the prime responsibility of statutory agencies to investigate any significant harm to children and will never itself investigate incidents of suspected child abuse;
- 1.7.5 the Church will work with statutory agencies to manage the presence in congregations of offenders, including those who are on the Sex Offenders Register;
- 1.7.6 the Church will work with others as appropriate to promote the welfare and safety of children and vulnerable adults.
- 1.7.7 the Church will regularly inspect the buildings in order to ensure that the premises enable the church to carry out its duties under the Disability Discrimination Acts of 1995 and 2005, and meets current Health and Safety standards.
- 1.7.8 The Church will display the name of the Church Advocate for Children.
The telephone numbers that children may seek e.g. Child Line.

Section 2: Procedures and Practice

2.1 Appointment of the Church Safeguarding Co-ordinator

- 2.1.1 The Church will appoint a Church Protection Coordinator to work with the incumbent and the PCC to implement the Policy, and to ensure that any concerns about a child or an adult are reported to the statutory authorities and to the Diocesan Safeguarding Co-ordinator.
- 2.1.2 The appointment process for the Safeguarding Co-ordinator will involve:
- An appropriate interview carried out by the incumbent and / or PCC nominated representative – as a minimum this will require an extended formal conversation to ascertain the abilities of the prospective Church Protection Coordinator; future training needs should also be identified.
 - Completion of a Registration Form – the prospective Safeguarding Co-ordinator should complete the form as set out in Appendix 5. This should be returned to the PCC nominated representative.
 - Completion of a Confidential Declaration Form – the prospective Safeguarding Co-ordinator should complete the form as set out in Appendix 4 and return to the PCC nominated representative.
 - The taking up of references – the prospective Safeguarding Co-ordinator will be asked to supply the name of two referees in order to assess their suitability for the post. The PCC nominated representative will obtain written references, using the pro forma set out in Appendix 7.
 - When the incumbent and the PCC nominated representative are satisfied that the prospective Safeguarding Co-ordinator is suitable for appointment, a DBS Criminal Record Check will be made. This process will normally be managed by the PCC nominated representative. The incumbent will verify the documentation supplied as proof of identity.
- 2.1.3 Assuming that the appointment is to be made, the Safeguarding Co-ordinator will be appointed for a probationary period of not less than three months. The appointment will be subject to periodic review by a PCC nominated representative. A DBS Criminal Record Check will be required to be renewed every five years.
- 2.1.4 The PCC will make arrangements for the safe confidential storage of information gained during the appointment process as defined according to relevant data protection legislation and regulations, and any locally adopted Church policy.
- 2.1.5 The Safeguarding Co-ordinator will be provided with a copy of the House of Bishops document Protecting All God's Children, the Safer Recruitment Policy JUNE 2013, for the Church of England and the Methodist Church of Britain and Promoting a Safe Church, together with the Diocese of Chester's Child Protection Policy. In addition the Church Protection Coordinator will undertake training and receive support from the Diocesan Safeguarding Officer.
- 2.1.6 The role of Advocate for Children supplements this normal practice and identifies a specific adult for a child to speak to should they wish to discuss any concerns that they may have. Leaders should ensure that the details of the Advocate for Children are made known to those in their care. The PCC will appoint a person to serve as the Church Advocate for Children.

2.2 Appointment of the Lead Recruiter

- 2.2.1 The Church will appoint a Lead Recruiter to be registered with the CCPAS and to assist the incumbent and the PCC by ensuring that those adults appointed to work with children and vulnerable adults are only authorised to practise after the appropriate checks have been satisfactorily completed;
- 2.2.2 The appointment process for new Recruiters will be as required by CCPAS. An Appointment Form (Appendix 15) and relevant documents will be sent to CCPAS.

2.3 Recruitment and Appointment of Workers

2.3.1 The Church will exercise care when placing people in situations where they are likely to have significant contact with children or vulnerable adults. The responsibility for the appointment of leaders resides with the PCC who exercise their authority through the incumbent. The incumbent will work with leaders in the appointment of others as helpers. However, in all cases the recruitment and appointment of any workers will include:

- An appropriate interview – as a minimum this will require an extended formal conversation to ascertain the abilities of the prospective worker, together with any previous work with children. In addition, future training needs should also be identified.
- A suitable role description will be provided. This will include responsibilities generally and in respect of child protection. It should also clearly define to whom the prospective worker is accountable. A model role description is set out in Appendix 3.
- Completion of a Confidential Declaration Form – the prospective worker should complete the form as set out in Appendix 4.
- Completion of a Registration Form – the prospective worker should complete the form as set out in Appendix 5. Prospective workers under the age of eighteen will be asked to have this form countersigned by their parents.
- The taking up of references – the prospective worker will be asked to supply the name of two referees in order to assess their suitability for working with children and vulnerable adults. On behalf of the incumbent the Lead Recruiter will seek to obtain written references (Appendix 6), using the pro forma set out in Appendix 7. Where a reference appears vague or raises concern the referee will be contacted to discuss the issue further.
- The Appointer, with advice from the Lead Recruiter, will ascertain whether there is eligibility and requirement for any DBS checks to be made (Appendix 2), and if so will ask the Lead Recruiter to instigate such checks.
- The Applicant can only be permitted to work in Groups 1 or 2 (Appendix 2), after the results of the DBS checks have been returned.

2.3.2 Assuming that the appointment is to be made, the worker will be appointed for a probationary period of not less than three months.

2.3.3 Helpers aged 16 or 17 should be interviewed and asked to complete a Confidential Declaration Form and a Registration Form. They should not be asked to apply for further DBS checks. They should never be solely responsible for a group including a crèche. They should always be supervised and supported by an adult. Once they reach 18 they should be treated as adults and asked to apply for further DBS checks if there is suitable eligibility and requirement then.

2.3.4 Upon appointment a worker (of any age) should expect the incumbent (or designate) to undertake periodic review of the ministry with which they are trusted. Subsequent DBS checks are required to be renewed every five years.

2.3.5 In addition to workers, the incumbent will give regard to child protection issues in the appointment of other Church officials whose office of trust gives them the opportunity or the expectation that they have regular or unsupervised contact with children or vulnerable adults. In such a situation, the Registration Form and Confidential Declaration Form should be completed, references collected and any relevant DBS checks made.

2.3.6 Volunteers and other individuals who have irregular, infrequent or supervised contact with children or vulnerable adults are not required to complete a DBS disclosure. Appendix 2 explains the eligibility and requirement of different workers to obtain DBS checks. The decision to seek a DBS check is made for demonstrable reasons based upon an assessment of the circumstances and settings under which an individual will operate.

- 2.3.7 The existence of a criminal record will not necessarily bar an individual from working with children and / or vulnerable adults; the Diocesan policy relating to the recruitment of ex-offenders is set out in Appendix 8.
- 2.3.8 The Church recognises that the responsibility for ensuring the suitability of clergy in matters relating to child protection resides with the Diocese and that the Diocese will hold and maintain all paperwork pertaining thereto.
- 2.3.9 In accordance with data protection legislation and regulations, and any locally adopted Church policy, the PCC will ensure that completed Registration Forms, Confidential Declaration Forms, references and information relating to DBS checks are safely and securely stored.

2.4 Staffing and Adults in the Company of Children

- 2.4.1 Following guidance that accompanies the Children Act 1989, the Church seeks the following ratio of adult workers to children:
- For 0-2 year olds – one adult worker to every three children
 - For 2-3 year olds – one adult worker to every four children
 - For 3-8 year olds – one adult worker to every six children
 - For over 8s – one adult worker for the first eight children and then one adult worker for every 10 children.
- 2.4.2 Ordinarily, there should always be two adult workers (that is, over the age of 18) for any group.
- 2.4.3 If two smaller groups meet together in the same room, or in rooms in adjoining rooms where a separating door could be left open, then leaders are granted discretion in deciding how many leaders each smaller group needs.
- 2.4.4 Where possible, in mixed-sex groups the Church will seek to have workers of both sexes present.
- 2.4.5 The Church will ensure that helpers under the age of 18 have ready access to adult leaders and they will never be left in an isolated situation with children.
- 2.4.6 For the protection of both children and adults, the Church we will take all reasonable steps to ensure that adults are not placed in a position where they are left alone with a child.
- 2.4.7 In circumstances where a worker needs to talk confidentially to a child, this should be done within sight of others, by, for example, moving to another part of a room or leaving a door open so as to be visible.
- 2.4.8 Touch is a normal part of human relations: it can be used to stop a young child being hurt; it is natural way of responding to someone in distress. Workers and volunteers should not therefore consider touch as unacceptable. Workers and volunteers should, however, give thought to what constitutes appropriate and inappropriate physical contact, both in general terms and in relation to a particular individual. Workers must be alert to situations in which their actions, however well intentioned, could be harmful or be misconstrued by others.
- 2.4.9 Corporal punishment must never be used.
- 2.4.10 Workers enjoy the privilege of a position of trust and as such it is unacceptable for any worker to engage in any behaviour which might allow a sexual relationship to develop. Any worker with any concerns (either about themselves or another worker) should raise them with the Church Protection Coordinator or a member of the clergy.
- 2.4.11 Provided that there are the correct number of appropriately recruited workers (see 2.2 above), we recognise that there may be additional casual volunteers for occasional or 'one-off' events. Such volunteers are required to complete a Registration Form and a Confidential Declaration. Leaders must not under any circumstances permit a casual volunteer to be left alone with a child nor place a volunteer in such a situation where such a scenario may arise.
- 2.4.12 Leaders will seek to provide parents with clear information regarding the beginning and end of meetings. Parents are advised not to leave their children until two adult workers are present.
- 2.4.13 In those groups where parents and guardians are not ordinarily expected to be present, parents and guardians are welcome to go to any group in order to help settle their child. Where such an arrangement exceeds four weeks then parents and guardians will be asked to complete a Registration Form, Confidential Self-Declaration Form and supply references. Leaders will need to exercise sensitivity in seeking to ask parents to comply with this.

2.5 Premises and Insurance

- 2.5.1 Leaders should be satisfied that premises are suitable for purpose. Ordinarily this will entail ensuring that premises are of an appropriate temperature and adequately lit. It will always involve being certain that premises are well-ventilated and safe.
- 2.5.2 Where risk assessments in respect of premises are provided, leaders should be familiar with these and follow the appropriate advice in order to mitigate risks.
- 2.5.3 Doorways should be secured so that children cannot get out (nor strangers in) without the knowledge of a worker. If children are being collected by parents, workers should ensure that children do not leave the building on their own.
- 2.5.4 Outside of group activities, which includes when parents have arrived to collect their children, parents are responsible for exercising sufficient supervision of their children. To the full extent permitted by law, the PCC cannot accept responsibility for accidents that happen on its premises when children are in the care of their parents.
- 2.5.5 Children, except for a properly risk assessed activity, should not be permitted in any kitchen areas.
- 2.5.6 No child should be out of sight without a worker's knowledge. Workers should be aware how long children are out of the room and check if they have been away for an unreasonably long time.
- 2.5.7 All workers should be familiar with the Church Fire Policy and be aware of their responsibilities under the terms of that policy, including the importance of holding a regular fire drill.
- 2.5.8 The Church will ensure that a first aid kit will be provided in each of its premises and workers should be aware where this is located. Ideally there should be a worker who has a current first aid qualification.
- 2.5.9 The completion of the Parental Consent Form (Appendix 11) gives permission for first aid to be administered in the event of illness or an accident. In the absence of parental consent, workers should try to contact a parent or emergency contact before administering first aid.
- 2.5.10 In an emergency, while every attempt should be made to contact a parent, medical treatment should not be delayed irrespective of whether a Parental Consent Form has been received. In such situations, the Church assumes that consent is granted by virtue of participation in a group or activity.
- 2.5.11 No prescribed medication should be administered without parental consent. While such permission should ideally be given via the Parental Consent Form, consent may be given verbally.
- 2.5.12 Workers should have ready access to a telephone and know where it is. Any incident (including accidents) should be recorded by a worker in the site incident book with a note of action taken.
- 2.5.13 All authorised activities and groups will ordinarily be insured under Public Liability (Third Party) insurance. Workers should be aware, however, that such insurance may be invalidated by a failure to adopt best practice based upon current and ongoing guidelines in respect of child protection. A statement from Ecclesiastical Insurance is reproduced in Appendix 9.

2.6 Risk Assessment

- 2.6.1 Risk is an unavoidable part of everyday life. Indeed part of the attraction of certain activities is the perceived risk associated with them. The need to assess risk should not of itself be used as an excuse for not undertaking a particular activity.
- 2.6.2 The purpose of risk assessment is not to eliminate risk but rather to encourage careful consideration of it with the intention of minimising it where possible. Risk assessment should therefore not be seen as merely a paper exercise, but rather a mindset adopted by all workers.
- 2.6.3 Each hazard has a probability (how likely it is to happen) and a severity (how serious it would be if it did happen). Good practice is to rate each on a scale of 1 to 5 where 1 is a low probability or severity and 5 is a high probability or severity. The formula for calculating the risk factor is probability multiplied by severity. The highest risk factor is therefore 25. The possible risk factors are shown in the table below:

Level of Risk Calculation			Severity				
			Slight inconvenience	Minor Injury – minor first aid	Medical attention needed	Major injury – hospitalisation	Fatality or serious injury/ disablement
			1	2	3	4	5
Probability	Highly unlikely	1	1	2	3	4	5
	May occur, but rare	2	2	4	6	8	10
	Does occur, but rare	3	3	6	9	12	15
	Occurs from time to time	4	4	8	12	16	20
	Likely to occur often	5	5	10	15	20	25

- 2.6.4 The goal is not to establish risk factor for its own sake, but rather to highlight those risks for which mitigating action is required. The calculation of a risk factor is not intended to produce a number beyond which an activity should not take place. Workers are encouraged to take action so that risks are brought down to acceptable levels.
- 2.6.5 Workers are encouraged to make a written risk assessment part of normal practice. A written risk assessment is preferred to a mental one in that it is more likely to ensure that the risks are more thoroughly assessed and minimized and provides proof of due diligence in the event of an accident.
- 2.6.6 It is good practice for workers to share risk assessments amongst themselves and so ensure a consistent approach to the management of risk.
- 2.6.7 A Risk Assessment pro forma is shown in Appendix 10.

2.7 Parental Consent for Non-Residential Activities and Administration

- 2.7.1 For all children enrolled in a regular activity, or on an activity that requires pre-registration, the Church will seek to obtain parental consent. Parental consent in no way transfers parental responsibility and parents may withdraw consent at any time.
- 2.7.2 Parental consent will include the child's full name, address and telephone number together with dates of birth, parent's names, emergency contact, medical permission (as appropriate), known medical and allergic conditions and any other information the Church might consider relevant. The Parental Consent Form is set out in Appendix 11.
- 2.7.3 From time to time the Church may choose to photograph or video children within the course of an activity or group. The Church may seek to use images gathered in this way in publicity material, including use on the Church website. The Church will not identify any individuals in such publicity and will keep any captions at a general level. At the time of seeking consent, parents will be asked whether they are happy to allow images of their child to be used in this way and the Church (and those acting for it) will respect the decision made.
- 2.7.4 Parental consent, when given, is deemed by the Church as having applicability for all groups or activities in which the child will take part.
- 2.7.5 The Church will endeavour to have the information contained within a Parental Consent Form checked annually, though the responsibility for the accuracy of the information supplied remains with parents. In all circumstances we will assume that consent is perpetual and remains operative so long as the individual remains a child (as defined by this Policy) or parents withdraw consent.
- 2.7.6 All information contained on a Parental Consent Form will be treated as confidential in accordance with data protection legislation and regulations, and any locally adopted Church policy. The Church will centrally store and manage the information that it holds and supply to those who need it when necessary.
- 2.7.7 Workers, receiving an original copy of a Parental Consent Form, should send that original to the person who has been appointed by the incumbent to manage parental consent data.
- 2.7.8 Workers should request from the person managing parental consent data a copy of the Parental Consent Form for each child in their group or activity.
- 2.7.9 In all cases, leaders are responsible for the maintenance of registers, which should be completed promptly at the start of each session.

2.8 Communication with Children Outside of a Group Session

2.8.1 Visits between Children and Workers

Apart from interaction in a group setting or at the invitation of parents, workers should be extremely careful about meeting with children and any such meetings should ordinarily be done only with parental knowledge and agreement.

2.8.2 Email, Telephone and Letter Contact

Sustained email or telephone contact should not be continued between a child and a worker of the opposite sex. It is a worker's responsibility to ensure that this does not happen. In all cases, copies of all emails and letters between a worker and a child should be retained by the worker involved and made available to the Safeguarding Co-ordinator on request. A worker who receives an email from a child which makes them wary about either the personal situation of the child or the relationship between the child and themselves, should forward it directly to the Safeguarding Co-ordinator.

2.8.3 Text Messaging (SMS)

Text messaging is a common part of many children's lives. Workers should exercise caution in using text messaging to communicate to children and should ordinarily only use it for the purpose of passing on information such as, for example, meeting times. Only use group texts and copy parents in.

2.8.4 Chat Rooms and Message Boards

Workers should at all times avoid arranging a meeting with a child or a group of children via a chat room or message board. In addition to which, workers should never reveal any personal details such as names or contact details of either themselves or children whom they know.

2.8.5 Social Networking Websites (including Twitter, MySpace and Facebook)

A group may wish to set up a social networking presence, but this should only be done with the agreement of the group overall leader and clergy and with the knowledge of the Church Protection Coordinator. This can be a useful way of keeping in touch with the children in a particular group and be a spur to them inviting friends along. Where a site such as BEBO, MySpace or Facebook is set up the following points should be taken into consideration:

- Minimum age for the site: My Space 14 and over Facebook 13 and over BEBO 13 and over. This may exclude some younger children;
- Responsibility for administration of the site should be given to an appointed leader(s) and not left open or given to children;
- Where possible the group should be a 'closed group' and the administrator should control which photos are uploaded;
- Any site should be reviewed regularly (at least every week) in order to monitor the appropriateness of material written and photos posted;
- Personal information should not be given out;
- Workers should not ordinarily accept a child as a 'friend';
- Workers should not delete any private email / message conversations between themselves and children, in case there is a need to refer back to them at a later stage.

2.8.6 Photography

Ensure you have parental consent to use photo images of a child to be used within Church.

When having a photographer ensure they are clear about who will hold the recorded images after use.

2.9 Transport

2.9.1 Adults who are asked by a leader to provide transport for recognised activities need to exercise particular care. In addition to having completed the necessary appointment process (see section 2.3 above), those driving should affirm that:

- they are insured to drive the vehicle they are using;
- the vehicle is taxed and has a current MOT certificate;
- the vehicle is road safe and in satisfactory legal working order;
- they hold a full UK Driving Licence, and have done so for at least twelve months;
- they have no more than six penalty points on their licence.

Where doubt exists, the leader has the right to ask for documentary proof of each and any of these requirements.

2.9.2 It will also be necessary for the leader to establish how many people may safely be allowed to travel in a particular vehicle. Drivers must never carry more passengers than the number of seats stated by the manufacturers or specifically noted in the insurance policy.

2.9.3 Drivers will also be required to declare that they

- will remain fit to drive at all times;
- will not drive when affected by alcohol, drugs or medicines;
- will not drive when affected by illness;
- will not drive when they are too tired to do so safely;
- will adopt good practice in respect of driving, observing the Highway Code and applicable laws;
- understand their responsibilities in respect of seat belts and child restraints as prescribed by the regulations in force at the time.

2.9.4 Although it would be unusual for a mileage rate to be paid, any mileage rate paid by the Church to a volunteer driver must be agreed in advance. Drivers have a duty to inform their insurance company of the fact that they are:

- transporting children and that expenses are to be reimbursed by a charity (i.e. the Church), not by the passengers;
- that there is no implied contract between the driver and Church;
- that driving is not being done as part of normal employment.

If the insurance company objects to this arrangement, expenses may not be reimbursed by the Church for miles driven. However, drivers should inform their insurance company even if they are not to claim expenses as some companies require notification if the driving is not for personal use.

2.9.5 Adults who are driving should take steps to ensure that ordinarily they are not placed in a position where they are left alone with a child. This is best done by arranging a time and place for pick up and drop off. If circumstances are such that children are being picked up or dropped off at their homes, the adult who is driving should take reasonable steps to try and ensure that another adult is present in the car with them.

2.9.6 A copy of the Driver Declaration Form, together with a summary of the regulations in respect of child restraints, can be found in Appendix 12.

2.10 Off Site and Residential Activities and Activities Under the Leadership of Others

- 2.10.1 Any activity off site, residential or under the leadership of others requires parental consent in addition to the consent gathered in the course of usual activities (Appendix 11). Each child under the age of 18 (unless they are over 16 and living away from home or married) must have the written consent of parents; this gives authority to the leader named as responsible for the activity to take the child away and to act as a careful parent would. It does not transfer parental responsibility.
- 2.10.2 It is important that parents have full information before giving consent. This should include:
- the aims and objectives of the event or activity;
 - clearly setting out the activities to be undertaken;
 - the date of the event and its duration;
 - the details of venue (including arrangements for accommodation if appropriate);
 - details of travel arrangements;
 - the name of group leader and contact numbers;
 - information about financial, medical and insurance arrangements.
- It may also be helpful to hold a briefing session for parents before the event.
- 2.10.3 Parents may only grant partial consent if there is an aspect of the activity with which they are unhappy.
- 2.10.4 The leader organising the event should ensure that they have copies of parental consent with them at all times.
- 2.10.5 In an emergency, while every attempt should be made to contact a parent, medical treatment should not be delayed.
- 2.10.6 The provisions of 2.4.1-2.4.10 (Staffing and the Adults in the Company of Children) continue to apply. There must be no volunteers without valid Church authorised DBS checks present at a residential activity.
- 2.10.7 The provisions of 2.5 (Premises and Insurance) continue to apply.
- 2.10.8 The provisions of 2.5 (Risk Assessment) continue to apply and are especially important for those off site and residential activities supervised by Church leaders.
- 2.10.9 No child under the age of 8 can be taken away on residential activities without being accompanied by a parent.
- 2.10.10 Where a proposed activity is away from Church premises and under the supervision of others, the leader should be satisfied that issues of child protection and risk assessment are appropriately considered. Where doubt exists, advice should be sought in advance from the Incumbent or Church Protection Officer.
- 2.10.11 Ensure building, if for overnight stay, have current building and fire certificate. Ensure building meets all the needs of all participating.
- 2.10.12 A Leader should be First Aid trained.
- 2.10.13 The leader must ensure that all risk assessments plus consent forms travel with the group.
- 2.10.14 Have an evaluation meeting after the event.

2.11 Bullying Definition

2.11.1 Bullying is not easy to define, takes many forms and is usually repeated over a period of time. The three main types of bullying are: physical (e.g. hitting, kicking), verbal (e.g. name calling, racist remarks, threats) and emotional (e.g. isolating a child or vulnerable adult). Bullying will include:

- deliberate hostility and aggression towards the victim;
- a victim who is weaker than the bully/bullies;
- an outcome which is painful and distressing for the victim.

It may also include:

- other forms of violence;
- sarcasm, spreading rumours, persistent teasing or theft;
- tormenting, ridiculing, humiliation;
- racial taunts, graffiti, gestures;
- unwanted physical contact or abusive/offensive comments of a sexual nature.

2.11.2 The Church takes bullying seriously and a leader or the Safeguarding Co-ordinator will investigate any incidents that take place on Church premises.

2.11.3 In situations where bullying is reported a leader or the Safeguarding Co-ordinator will talk to all parties separately. They will decide on the appropriate action which may include:

- obtaining an apology from the bully/ies to the victim;
- informing parents (where appropriate);
- insisting on the return of items of property;
- insisting on compensation by the bully/ies to the victim.

2.11.4 In extreme situations, a bully can be excluded from a group.

2.12 Some Help in Recognising Child Abuse

2.12.1 Children may be abused by someone causing them harm, or by a failure to prevent harm. They may be abused by people they know (or who know them), or more rarely by a stranger. A child may abuse another child.

2.12.2 Child Abuse can be defined and categorised as being:

- Physical Abuse. This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after.
- Emotional Abuse. This is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on a child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.
- Sexual Abuse. This involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- Neglect. This is the persistent failure to meet a child's basic physical and/or psychological needs. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failure to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
- Organised Abuse. Organised or multiple abuse may be defined as abuse involving one or more abusers and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

2.12.3 In addition to the defined categories of child abuse the Church will be vigilant in identifying the inappropriate use of any religious belief or practice which may harm a child spiritually, emotionally or physically.

2.12.4 The categories of abuse listed in 2.12.2 above are not mutually exclusive: a child may suffer more than one category of abuse.

2.12.5 Those who work with children have a responsibility to be aware and alert to signs that all is not well with a youngster. It is important to keep an open mind and consider carefully what is causing concern. The following may be signs of abuse:

- Physical abuse: unexplained injuries or those that have received no medical attention, hidden injuries, signs of neglect;
- Sexual abuse: allegations made by the child or young person, preoccupation with sexual matters, sexual activity through words, play or drawings, severe sleep disturbances with fears and phobias, being sexually provocative with adults;
- Emotional abuse: regression of behaviour, nervousness, sudden under-achievement, inappropriate relationships with peers/adults, attention seeking, running away/stealing/lying, looking uncared for;
- Other: unexplained reluctance of children to be left in the care of an individual – unexplained mood changes.

2.12.6 Physical abuse and neglect are difficult to hide. Sexual abuse can be almost impossible to identify and prove. Many symptoms of distress can point to abuse but there may be other explanations. It is important therefore that the signs in 2.11.4 are not taken as indications that abuse has taken place: they should be warnings, but should not automatically lead to conclusions.

2.12.7 A worker has a duty to act on any direct report or suspicion of child abuse. An allegation or suspicion of abuse must not be ignored. Annex 1 identifies what should be done if an incident of child abuse is reported, or where it is suspected.

2.13 Supporting Adults Abused as Children

- 2.13.1 In the course of their work, clergy, or other people offering pastoral support, may be told by an adult that they were abused as a child. This is a complex and difficult area of work and professional advice should be sought as to how to take the matter forward. Advice is available from a member of the Diocesan Child Protection Advisory Group.
- 2.13.2 There is no single, correct procedure for dealing with a disclosure of historical abuse by an adult. The wishes of the person disclosing abuse will be very important. For some adults, just being able to talk to a trusted person about their experiences can assist the process of healing. The pastoral care of the person who has been abused should be a priority. A referral to the police will not always be necessary unless the individual wishes to report the offence; however, they should be encouraged and supported to do so. Adults do need to be made aware, however, that if the alleged abuser is still working with or caring for children a referral to Social Services will be made by the person hearing the complaint or the Diocesan Child Protection Adviser, who must in any case be informed. People who have committed sexual abuse against someone years ago could well be abusing children today.

2.14 Some Help in Recognising Abuse of Vulnerable Adults

2.14.1 Abuse occurs for many reasons and the causes are not fully understood.

The following risk factors have been identified as being associated with physical and psychological abuse (one or more may be present in any abusive situation):

- Social isolation – as those who are abused usually have fewer social contacts than those who are not abused.
- There is a history of a poor-quality long-term relationship between the abused and the abuser.
- A pattern of family violence exists. The person who abuses may have been abused when younger.
- The person who abuses is dependent upon the person they abuse for accommodation, financial or emotional support.
- The person who abuses has a history of mental health problems or a personality disorder or a substance addiction.
- In care settings abuse may be a symptom of a poorly run establishment. It appears that it is most likely to occur when staff are inadequately trained, poorly supervised, have little support from management or work in isolation.

2.14.2 Abuse of Vulnerable Adults can be defined and categorised as being:

- Spiritual aspects of abuse. Churches need to be sensitive so that they do not, in their pastoral care, attempt to 'force' religious values or ideas onto people, particularly those who may be vulnerable to such practices. Within faith communities harm can be caused by the inappropriate use of religious belief or practice; this can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries, which may result in vulnerable people experiencing physical, emotional or sexual harm. If such inappropriate behaviour becomes harmful it should be referred for investigation in the usual way. Careful supervision and mentoring of those entrusted with the pastoral care of adults should help to prevent harm occurring in this way. Other forms of spiritual abuse include the denial to vulnerable people of the right to faith or the opportunity to grow in the knowledge and love of God.
- Physical Abuse. The ill-treatment of an adult, which may or may not cause physical injury, is regarded as physical abuse. Instances might include hitting, slapping, pushing, kicking, inappropriate restraint, withholding or misuse of medication, squeezing, biting, suffocating, poisoning, drowning or killing. It could include racially or religiously motivated attacks. A requirement for someone to work in an unsafe environment can be construed as physical abuse.
- Emotional or Psychological Abuse. The use of threats or fear or the power of the carer's or other adult's position to negate the vulnerable person's independent wishes. Such behaviour can create very real emotional or psychological stress. Bullying, sexual and racial harassment would also come into this category if physical harm were not used. It includes lack of privacy or choice, denial of dignity, deprivation of social contact or deliberate isolation, making someone feel worthless, lack of love or affection, threats, verbal abuse, humiliation, blaming, controlling, pressurizing, coercion, fear, ignoring the person. Other behaviours which may take place within a working relationship include public or unreasonable criticism, insults and shouting, ignoring a person's wishes or point of view, setting unreasonable work targets, removing areas of responsibility, undervaluing a person's efforts. Harassment may include name calling, victimization and ostracism, unwanted sexual attention, stalking, compromising invitations or gifts, the display of images that are racially or sexually offensive, the suggestion that sexual favours might further promotion prospects.
- Financial or Legal Abuse. The wilful extortion or manipulation of the vulnerable person's legal or civil rights must be construed as abuse. Such activity may include misappropriation of monies or goods, the misuse of finances, property or possessions, or withholding money, the exploitation of a person's resources or

embezzlement. Such abuse may involve the use of a position of authority or friendship to persuade a person to make gifts, to leave legacies or change a will.

- Neglect. Neglectful behaviour is any pattern of activity by another person, which seriously impairs an individual. Neglect can include: failure to intervene in situations where there is danger to a vulnerable person or to others, particularly when a person lacks the mental capacity to assess risk, not giving personal care, deliberately withholding visual or hearing aids, withholding food, drink, light and clothing, restricting access to medical services, denying social, religious or cultural contacts, denying contact with family, lack of appropriate supervision.
- Sexual Abuse. A sexual act carried out without the informed consent of the other individual is abuse. Such behaviour includes contact and non-contact abuse. The issue of informed consent is a fraught one and would need to be carefully investigated. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or have a position of trust. Non-contact abuse may include sexual remarks and suggestions, introduction to indecent material, indecent exposure. Contact abuse may include rape, indecent assault, being forced to touch another person, sexual intercourse or being pressurized into consenting to sexual acts.

2.14.3 The categories of abuse listed in 2.14.2 above are not mutually exclusive: a vulnerable adult may suffer more than one category of abuse.

2.14.4 Those who work with vulnerable adults have a responsibility to be aware and alert to signs that all is not well. It is important to keep an open mind and consider carefully what is causing concern. The following may be signs of abuse:

- Physical abuse: cuts, lacerations, puncture wounds, open wounds, bruising, welts, discolouration, black eyes, burns, broken bones and skull fractures; untreated injuries in various stages of healing or not properly treated; poor skin condition or poor skin hygiene; dehydration and/or malnourishment without an illness-related cause, loss of weight, soiled clothing or bedding; broken eyeglasses or frames, physical signs of being subjected to punishment, or signs of being restrained; inappropriate use of medication, overdosing or under dosing; the adult telling you they have been hit, slapped or mistreated.
- Emotional or psychological abuse: feelings of helplessness; hesitation in talking openly; implausible stories; confusion or disorientation; anger without an apparent cause; sudden changes in behaviour; the person becoming emotionally upset or agitated; unusual behaviour (sucking, biting or rocking); unexplained fear; denial of a situation; the person becoming extremely withdrawn and non-communicative or nonresponsive; the adult telling you they are being verbally or emotionally abused.
- Financial or legal abuse: signatures on cheques etc. that do not resemble the adult's signature or which are signed when the adult cannot write; any sudden changes in bank accounts including unexplained withdrawals of large sums of money; the inclusion of additional names on an adult's bank account; abrupt changes to or creation of wills; the sudden appearance of previously uninvolved relatives claiming their rights to a vulnerable person's affairs or possessions; the unexplained sudden transfer of assets to a family member or someone outside the family; numerous unpaid bills, overdue rent, when someone is supposed to be paying the bills for the vulnerable person; unusual concern from someone that an excessive amount of money is being expended on the care of the vulnerable person; lack of amenities, such as TV, personal grooming items, appropriate clothing, that the vulnerable person should be able to afford; the unexplained disappearance of funds or valuable possessions such as art, silverware or jewellery; deliberate isolation of a vulnerable person from friends and family resulting in the caregiver alone having total control.
- Neglect: dirt, faecal or urine smell, or other health and safety hazards in the vulnerable person's living environment; rashes, sores, lice on the vulnerable person; inadequate clothing; untreated medical condition; poor personal hygiene; over or under medication; lack of assistance with eating or drinking; unsanitary and unclean conditions.

- Sexual abuse: bruises around the breasts or genital areas; unexplained venereal disease or genital infections; unexplained vaginal or anal bleeding; torn, stained or bloody underclothing; the vulnerable person telling you they have been sexually assaulted or raped.
- Other indications that abuse may be occurring: the vulnerable person may not be allowed to speak for themselves, or see others, without the caregiver (suspected abuser) being present; attitudes of indifference or anger towards the vulnerable person; family member or caregiver blames the vulnerable person (e.g. accusation that incontinence is a deliberate act); aggressive behaviour (threats, insults, harassment) by the caregiver towards the vulnerable person; previous history of abuse of others on the part of the caregiver; inappropriate display of affection by the caregiver; flirtations, coyness, etc., which might be possible indicators of an inappropriate sexual relationship; social isolation of the family or restriction of activity of the vulnerable person by the caregiver; conflicting accounts of incidents by the family, supporters or the vulnerable person; inappropriate or unwarranted defensiveness by the caregiver; indications of unusual confinement (closed off in a room, tied to furniture, change in routine or activity); obvious absence of assistance or attendance.

2.15 The Risk of False Allegations

People who work in isolated settings with children are especially vulnerable to false allegations. If a member of the clergy or worker becomes uneasy about working with a specific individual, they should make a record of events, sign, date and file it and seek advice, support and, where appropriate, supervision as soon as possible. Workers should discuss difficult situations with the person to whom they are responsible, the Church Protection Coordinator or the incumbent.

2.16 Pastoral Care of Individuals During an Investigation

- 2.16.1 The period in which an allegation of abuse is being investigated by the police calls for increased pastoral care of all those directly involved. The Church will exercise caution so as to prevent the contamination of evidence and will seek advice from the police if there is uncertainty about personal contact between those involved in the case.
- 2.16.2 The basic principle that the Church seeks to observe is that the person responsible for the pastoral care of the accused person and his / her family should not have communication about the case with the person supporting the victim or the person who reported the abuse. The Church may seek support from outside of the Parish if that is thought to be appropriate.

2.17 Dealing with Adults who have Harmed children

- 2.17.1 Adults who have been convicted of serious offences against children may seek to join the Church. The Church recognises that the presence of offenders often gives rise to concern (and even hostility) and is committed to taking responsible action to ensure the ongoing well-being of children. While seeking to make an appropriate welcome for offenders, the Church is aware that there is a continued and ongoing risk presented by the presence of those who have previously offended and that they may employ manipulative strategies to repeat past behaviour. Appropriate good practice, as recommended by the Diocese of Chester, is shown in Appendix 13.
- 2.17.2 On learning of the presence of someone who has offended, the Church will work in partnership with those agencies who share the responsibility for helping offenders integrate safely into the community. The Church will also request its inclusion on the local Risk Assessment Team.
- 2.17.3 When someone who has offended is identified within the Church, the situation will be immediately referred to the incumbent, who will then seek advice from the Diocese's Child Protection Advisory Group. An agreement will be drawn up and will identify which Church activities an offender may participate in and any conditions attached to that involvement. An illustrative contract is shown in Appendix 13.

2.18 Agreement with Outside Users of Church Premises

- 2.18.1 The Church recognises that those groups and activities that are carried out in the name of the Church are the responsibility of the PCC. In addition to those groups and activities there are also other, outside users of Church premises. Although any other groups and activities involving children on Church premises are not the PCC's direct responsibility, there is a duty of care and a responsibility for health and safety which means an ongoing requirement to ensure outside groups and organisations follow appropriate procedures.
- 2.18.2 The following clause will be incorporated in any booking form for Church premises for which the PCC is responsible, both for one-off bookings and regular bookings: "You are required to ensure that children are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm."
- 2.18.3 Some outside groups will be registered with OFSTED, in which case those receiving the booking should request to see a copy of their registration certificate and record the date on which it was seen. Other organisations (e.g. Guides) will already have their own child protection procedures. Except for registered groups, all other regular outside users of Church premises should complete the agreement shown in Appendix 14. Groups and organisations that do not have their own Child Protection Policy will be required to adopt the Church Policy and to cooperate with the Church Protection Coordinator. Groups with their own policy should declare it and cooperate with the Church Protection Coordinator as necessary. In all cases, a failure to follow child protection procedures may result in the termination of the booking agreement.

Appendices

Appendix 1: Procedure for Recruitment

Procedure for Safe Recruitment

The following process demonstrates the procedure that should be followed for all recruitment.

Step 1 – The Appointer interviews (this can be quite informal but needs to take place) a potential Applicant and asks them to take up a particular role, with a Role Description (as in Appendix 3).

Step 2 – The Appointer decides which of the 6 Groups (Appendix 2) this role fits into.

Step 3a – If the role is from Groups 3 or 4 references may be taken. Self-declaration forms and DBS checks must not be taken. The Procedure for Safe Recruitment ends here.

Step 3b – If the role is from Groups 1 or 2, then a Confidential Self-Declaration Form (Appendix 4), a Registration Form (Appendix 5) and 2 References (Appendices 6 & 7) will be required. These will all be issued by the Lead Recruiter. The Confidential Self-Declaration Form should be returned to the Lead Recruiter. The Registration Form and References (which are our required internal checks) should be returned to the Church Protection Officer.

Step 4 – The Lead Recruiter sends for a DBS Criminal Record Check + Barring Check (if required).

Step 5 – The results from the DBS Criminal Record and Barring Checks are sent to the Applicant, with the Lead Recruiter being able to view the results online. The Lead Recruiter, will then (subject to the results) approve the Applicant for work. An Applicant is not permitted to engage in any work from Groups 1 or 2 until the Lead Recruiter has given approval.

Step 6 – In the event of a criminal record check with any information on it the Lead Recruiter will take advice from the Diocesan Safeguarding Adviser, who will work with the Lead Recruiter and Incumbent in order to establish whether the Applicant is suitable for that work. The 3 possible outcomes are: approval, approval with conditions and not approved.

Appendix 2: Eligibility for Criminal Record Checks

Eligibility for Criminal Record Checks

In Relation to Children, Young People (CYP) and Vulnerable Adults (VA)

Group 1 – Regulated Activity with CYP/VA	Those who undertake “Regulated Activity” with children or vulnerable adults. There is a legal requirement to check whether the individual is barred from “Regulated Activity”. See notes below for further information in defining this group. This group includes all clergy, youth and children’s work supervisors and non-parental drivers.
Group 2 – Substantial CYP/VA Contact	Eligible for enhanced criminal record checks because of substantial involvement with children, young people or vulnerable adults but not within the changed narrower definition of “Regulated Activity”, (for instance, because they are supervised). Checks for this group will NOT include information about whether the individual is barred.
Group 3 – Limited CYP/VA Contact	Those who work for the Church and have limited contact with people (including children and vulnerable adults) through their role, but this contact is insufficient to cross the threshold for eligibility. Enhanced criminal record checks cannot be carried out for this group.
Group 4 – Church Workers with no CYP/VA Contact	Those who work for the Church and where it would be useful to know about any convictions but, as their work does not relate to children, young people or vulnerable adults, safeguarding provisions do not apply. Enhanced criminal record checks cannot be carried out for this group.
Group 5 – Congregation	People within the congregation or known through community engagement. Enhanced criminal record checks cannot be carried out on these groups.
Group 6 – Community	

Note: Only people of 18 and over should do Church work within Groups 1 and 2, and so NO criminal record check to be undertaken for anyone aged 16-18.

Group 1 (Regulated Activity)

To meet the definition of ‘Regulated Activity’ both of the following criteria must be met:

1. The period condition must meet one of the following:
 - Frequently (at least once a week)
 - Intensively (4 days in a 30 day period)
 - Overnight (between the hours of 2am and 6am)
2. The worker needs to be working in an unsupervised capacity. In most church situations, one worker will not be acting as the formal supervisor of another worker. The more usual pattern would be for people to co-work.
 The Church of England defines supervised activity as: Activity where the supervisor - who has him / herself been safely recruited - is always able to see the supervised worker’s actions during his / her work. Where you are uncertain whether this level of monitoring can be maintained continuously – for example, ensuring cover for all holidays and sickness absence by the supervisor - then the role is not a supervised position. If two leaders are always present then both leaders can be classed as ‘supervised’.

(In addition, those who supervise / are responsible for people undertaking work which meets these criteria, are deemed to be undertaking Regulated Activity, regardless of the above criteria.)

Vulnerable Adults

According to 'Promoting a Safe Church' those who "regularly care for, train, supervise or are in sole charge of vulnerable adults," are the only ones who are to be classed in groups 1 or 2 and will subsequently require DBS checks.

Some examples of roles at Poynton Parish Church

Role	Group	Notes
Clergy	1	All clergy DBS checks are made by the Diocese of Chester
Youth and Children's Worker(s)	1	
Gap Year Workers	1	
Readers	3	
Bell Ringers	1 / 2 / 4	This is dependent upon whether there are any under 18s in the 'tower' or being trained. If so, those in charge will need to be checked accordingly.
Sunday Group Leaders	2	All workers in Sunday groups are classed as 'leaders', in that neither leader is to be classed as a 'supervisor' of the other. One leader can still take the lead in the delivery of the session.
Midweek Group Leaders	2	All workers in Sunday groups are classed as 'leaders', in that neither leader is to be classed as a 'supervisor' of the other.
Parent and Toddler Group Leaders	2	As parents are present with their children leaders are never working with children in an unsupervised capacity.
Holiday Club Helpers	2	No adult should be in an unsupervised situation and so Group 2 is sufficient.
Car Drivers	1	If the drivers are workers and not parents then they will be unsupervised with children.
Day Away Leaders	1 / 2	As long as no leader is left alone with children they fall into Group 2. If their work means that they are likely to be unsupervised then Group 1.
Camp Leaders	1 / 2	As long as no leader is left alone with children they fall into Group 2. If their work means that they are likely to be unsupervised then Group 1.
Mentors	1	As these workers will be left alone with children a Barring Check is required.
Holiday Sunday Leaders	2	These workers lead children's work during school holidays when there are no regular groups. The same level of checks and safeguarding is required as at Sunday groups.
Lead Musicians	2	Those who lead a band, choir etc where children are present, but where other adults are also present.

Appendix 3: Model Role Description

Role Description

Name of Worker or Helper _____

Address _____

_____ Postcode _____

Thank you for agreeing to work as _____ in part of our overall work with children and young people.

The Parochial Church Council (PCC) puts a very high value on work with children and young people. The PCC intends to make sure that the appropriate resources and support are available from the Parish and from the Diocese and intends that no one should work unsupported.

These are the particular responsibilities of the volunteer’s work that have been discussed with you in detail:

- _____
- _____
- _____

The PCC hopes that you find this work rewarding. Any further questions that arise from time to time can be discussed with _____

Once a year there will be a parish Child Protection meeting, which we expect you to attend. We will look at any changes to the policy, and provide opportunity for you to talk about your work, and if you wish to continue, we can discuss training opportunities so that there is an opportunity to continue to develop skills.

The volunteer acknowledges receipt and has read a copy of the Parish Child Protection Procedures and understands who to contact and the referral procedures.

Working with children and young people is a big responsibility but it also brings enormous satisfaction.

This agreement assures you of the continuing prayerful support of the Parish for volunteers and the work which is undertaken on our behalf.

Signed _____ (incumbent or designate) Date _____

On behalf of the PCC.

Signed _____ (worker or helper) Date _____

Appendix 4: Confidential Self-Declaration Form for a Position Requiring a Disclosure

Confidential Self-Declaration Form for a Position Requiring a Disclosure

STRICTLY CONFIDENTIAL

As a place of worship we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form, detach it from the Application Form and return it, to the Recruiter detailed below, in a separate sealed envelope

To: Liz Powell

Address: Poynton Parish Church Office, Fountain Close, Poynton. SK12 1NH.

Appointment applied for:

CONVICTION HISTORY

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974** and the DBS filtering guidance*.

Do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes No (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

POLICE INVESTIGATIONS

Please complete this section if you are applying for an Enhanced Disclosure Check.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction (and is not subject to DBS filtering rules)*?

Yes No (please tick)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?

Yes No (please tick)

If yes, please provide details, we will need to discuss this with you.

Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes No (please tick)

If yes, please give details.

DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) _____ of (address) _____ consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: _____ Date: _____

Those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.

I confirm that I am not barred from working with children / vulnerable adults.

Signed: _____ Date: _____

NB: Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above.

*<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>

<http://www.ccpas.co.uk/Documents/QRGDBSFiltering.pdf>

**https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/148542/rehabilitationoffenders.pdf.pdf

LEGALESE – ATTACHED NOTES

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves working contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales), SCRO (Scotland), ACCESS NI (Northern Ireland).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS/SCRO/PVA (NI) Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk. As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS/SCRO/ACCESS NI Service.

Notes for England, Wales & Northern Ireland Only - Children and Young People

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check. The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1st December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

DBS Eligibility from: <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checkingserviceguidance/eligibility-guidance>

Appendix 5: Registration Form

Registration Form

This form is to be completed by leaders, helpers and others whose office of trust gives rise to the expectation that they will have regular or unsupervised contact with children and vulnerable adults. It may also be completed by others at the discretion of the Church Protection Coordinator.

1a. Full Name _____

1b. Previous Name(s) (if relevant) _____

2. Date of Birth _____

3a. Home Address _____

_____ Postcode _____

3b. How long have you lived at this address? _____

If less than five years please supply all previous addresses (including postcodes) for this period, including the dates at which you resided at those addresses. Where relevant please include details of any Church attended together with the name of the incumbent. Details may be given on the reverse of this form.

4. Please give details of any previous experience of working with children, young people or vulnerable adults:

5. Please give details of any relevant qualifications or training:

6. Are you willing to undertake a course of training pertinent to your area of work, within the next 12 months?

Yes No

7. Please provide the name address, telephone number and position (or your relationship with) two people who know you well. This should not be family members.

Name _____ Name _____

Address _____ Address _____

Postcode _____ Postcode _____

Telephone _____ Telephone _____

Position/ Relationship _____ Position/ Relationship _____

Previous Address 1 _____

_____ Postcode _____

Dates at which you lived there _____

Church Attended _____

Name of Incumbent _____

Previous Address 2 _____

_____ Postcode _____

Dates at which you lived there _____

Church Attended _____

Name of Incumbent _____

Previous Address 3 _____

_____ Postcode _____

Dates at which you lived there _____

Church Attended _____

Name of Incumbent _____

Previous Address 4 _____

_____ Postcode _____

Dates at which you lived there _____

Church Attended _____

Name of Incumbent _____

Appendix 6: Reference Request Letter

Dear

RE:

The above named has volunteered to work with children and young people or with vulnerable adults at Poynton Parish Church; they have supplied your name as a referee.

The Church has a Child and Vulnerable Adult Protection Policy in order to ensure that those for whom we care are safeguarded from physical emotional or sexual harm when taking part in activities within the Church. We take all reasonable steps to ensure that we create a safe environment for children and vulnerable adults to operate. Each volunteer signs a declaration to this end and agrees to abide by our Child and Vulnerable Adult Policy.

I should be grateful if you would complete the enclosed questionnaire regarding the above volunteer's ability and suitability.

Within the terms of Data Protection legislation, we will treat all information in confidence.

I enclose a stamped addressed envelope for your reply.

If you would like to discuss this matter in confidence please ring me on 01625 873775.

Thank you for your time.

Yours Sincerely,

Kath McAllister (Mrs.)
Poynton Parish Church, Church Protection Officer

Appendix 7: References

Reference

Private and confidential

Please complete in ball point pen and in BLOCK CAPITALS

Part 1

Name of Volunteer _____

Address _____

_____ Postcode _____

Position volunteered for _____

Part 2

1. What is your relationship to the volunteer, and how well do you know them?

2. _____ How long have you known the volunteer? _____

3. Please describe any previous experience of looking after or working with children or vulnerable adults that the candidate has. In your opinion, would the candidate be willing to undertake training within the first twelve months?

4. _____ Does the candidate demonstrate an ability to provide warm and consistent care and knowledge of appropriate boundaries/ behaviour?

5. Does the candidate demonstrate a commitment to treat all children and young people as individuals and with equal concern?

6. Is the candidate a person of integrity and flexibility, whose physical and emotional well-being are appropriate for the service he or she is offering?

7. To your knowledge, has the candidate ever been convicted of a criminal offence (including any "spent convictions" under the Rehabilitation of Offenders Act 1974), or placed on probation, or discharged absolutely or conditionally for a criminal offence?

Yes No

8. To your knowledge, has the candidate ever had a child removed from her / his custody or placed under supervision by a Local Authority?

Yes No

9. To your knowledge, has the candidate's conduct ever caused or been likely to cause harm to a child, or put a child at risk, or (to your knowledge), has it ever been alleged that her / his conduct has resulted in any of these things?

Yes No

If the answer to any of questions 7, 8 or 9 was "Yes" please give details on a separate sheet.

Overall, in my opinion and from my knowledge of this person, I consider them to be suitable/unsuitable for this work (please delete as appropriate).

Please provide any other comments about the volunteer that you consider relevant.

Part 3

Your Name _____

Address _____

Postcode _____

Telephone Number _____

Email _____

Signed _____ Date _____

Please return this reference to Poynton Parish Church

Appendix 8: Diocese of Chester's Policy Relating to the Recruitment of Ex-Offenders

Recruitment of Ex-Offenders

It is a requirement of the Criminal Records Bureau (CRB) Code of Practice that all Registered Bodies must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges Registered Bodies to have a written policy on the recruitment of ex-offenders, a copy of which can be given at the outset of the recruitment process.

The Diocesan Policy on the Recruitment of ex offenders

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, the Diocese complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of information revealed.
- The Diocese is committed to the fair treatment of its parish staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical disability or offending background.
- We actively promote 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. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form a part of the recruitment process, we encourage applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate confidential cover, to a designated person, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows the Diocese to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in the Diocese who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- This policy should be made available to all Disclosure applicants at the outset of the recruitment process.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might relate to the position. Failure to disclose information that is directly relevant to the position sought may lead to withdrawal of an offer of employment.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working for us

Procedure for dealing with a Blemished Disclosure

The House of Bishop's policy (2004 – p.41) states that "as well as people with convictions against children there are others whose position within a congregation may need to be carefully and sensitively considered to decide whether they pose a risk to children. This would include people convicted of violent or sexual offences against adults including domestic violence, people involved in drug or alcohol addiction, adults with mental disorder or special needs which may in rare cases result in erratic behaviour".

Stage 1

When a blemished disclosure is received within the diocese it will be given to the Diocesan Child Protection Adviser for initial assessment and enquiries to be made.

It should be checked with the applicant that they accept the personal information – if not they need to take this up with the DBS.

Following these enquiries a decision can be made that: -

- a) It is safe and appropriate to appoint, or
- b) It is unsafe to appoint

If unsafe the applicant will be informed and a copy of the appeals procedure given (see below)

Stage 2

Where further assessment is required or an appeal by the applicant is made, a Risk Assessment Group will be convened. This group will be made up of three individuals taken from three local diocesan Child Protection Advisory Groups. The Risk Assessment Group will examine the information available and will:

- Detail whether further clarification of existing information would resolve the issue.
- Identify what new information or assessment is required and how to obtain it – as part of this process the Risk Assessment Group may require a formal risk assessment from a relevant professional.
- As there is a requirement on the Diocese to share information relating to blemished disclosures with the Statutory Agencies, decide whether a referral should be made to the Local Authority Designated Officer for Allegation Management.

Following these enquiries a decision can be made: -

- To recommend appointment (with or without conditions) to the applicant
- To recommend that the appointment should not be made.

Procedure for Appeal by Aggrieved Applicants

When a person has applied to serve (or continue to serve) on behalf of the Church as a volunteer or employee working with children, and the person is aggrieved by the decision of the Parish or Diocesan body in light of the Disclosure issued by the Criminal Records Bureau, the person may seek a review of the recommendation given to the parish or Diocesan body in the following way.

1. The aggrieved person should write a letter to the Diocesan Secretary at their Diocesan Headquarters in an envelope marked "Confidential – for the CRB Section". This letter should be sent to arrive within one month of the receipt by the aggrieved of the decision about which they are complaining.
2. The letter should give details of the aggrieved person's full name, address, telephone number and the position of service for which the Disclosure was issued, including the Parish details as appropriate.
3. The letter should explain why the aggrieved person believes the decision to be unreasonable.
4. The aggrieved person may wish to explain more detail or circumstances of the offences or inappropriate behaviour cited in the Disclosure than are mentioned there, and to enclose documents to corroborate the additional details.
5. The aggrieved person may wish to draw attention to any way that they believe the CRB Code of Practice has not been followed in his or her case.
6. The information submitted by the aggrieved person will be considered with the Disclosure and the completed form giving a description of the duties involved in the relevant service by a panel of at least three people drawn from Diocesan Child Protection Advisory Groups. Further information may also be requested from the applicant, the Parish or the Diocese.
7. The Diocesan Secretary will send the panel's recommendation to the Appellant and the Parish Child Protection Coordinator. There is no further right of appeal if the person is still aggrieved.

Appendix 9: Insurance

Statement from Ecclesiastical Insurance

The groups concerned with this document will be insured through a number of different companies whose policies will be subject to various term, conditions and exceptions. However, the majority of PCCs, parish groups, etc. will be insured with Ecclesiastical who have made the following statement in respect of those policies they have issued for:

- a) Churches, in use for worship;
- b) Youth Groups, through the Diocesan Youth Group Scheme.

Under such policies Public Liability (Third Party) insurance, where in force, will operate to protect the interests of the insured where they are found to be legally liable for accidental death of or bodily injury to a third party or accidental loss of or damage to third party property, subject to the policy terms, conditions and exceptions.

The policy will provide an indemnity to the insured if they are held legally liable for an incident leading to accidental bodily injury or illness as a result of abuse.

It is not Ecclesiastical's intention to provide an indemnity to the perpetrator of an incident of abuse.

This statement clearly only applies to policies issued by Ecclesiastical. Where parishes are insured with another company the position of that company should be clarified.

Policies of insurance require the insured to take all reasonable steps to prevent injury, loss or damage occurring. Failure to take such precautions may prejudice the insurance arrangements in force. A duty therefore exists upon the insured to research and adopt best practice based upon current and ongoing guidelines.

It is also a condition of a policy of insurance that any incident or allegation is notified to the insurer immediately. Failure to comply with this requirement may prejudice any cover provided by the policy.

Public Liability insurance indemnity limits should be kept under regular review. Guidance is available from Ecclesiastical.

September 2003.

Risk Assessment Form

Activity _____

Potential Hazard	Hazard Effect	Severity*	Probability*	Risk**	To Minimise Risk

44

Group name _____ Leader's name _____

Signature _____ Date _____

* 1 slight, 5 high
 ** Severity x Probability = Risk

Appendix 11: Parental Consent Form

Parental Consent Form

Child's Full Name _____

Date of Birth _____

Parent/ Guardian Name(s) _____

Address _____

_____ Postcode _____

Phone Number _____ Mobile _____

School Attended _____

Date of Baptism (if any) _____

Place of Baptism (if any) _____

Church Attended (if any) _____

Emergency Contact (not as above) _____ Phone Number _____

GP's Name _____ Phone Number _____

Address _____

_____ Postcode _____

Please state any known allergies or conditions:

In the unlikely event of illness or accident, I give permission for any appropriate first aid to be given by the nominated first-aider. In an emergency, and if I or my nominated emergency contact cannot be contacted, I am willing for my child to be given hospital treatment, including anaesthetic if necessary. I understand that every effort will be made to contact me as soon as possible.

From time to time we may wish to photograph or video an activity in which your child is involved. Please tick as appropriate

- | | | | | |
|---|-----|--------------------------|----|--------------------------|
| I give permission for my child's photograph to be taken | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|---|-----|--------------------------|----|--------------------------|
- | | | | | |
|---|-----|--------------------------|----|--------------------------|
| I give permission for my child to appear in a Church authorised video | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|---|-----|--------------------------|----|--------------------------|
- | | | | | |
|---|-----|--------------------------|----|--------------------------|
| I give permission for a photograph of my child to appear in publicity material, including, but not limited to, the Church website | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|---|-----|--------------------------|----|--------------------------|

In completing this form you are granting Poynton Parish Church permission to retain and store details of your child, including in an electronic format. This information will only be used by designated persons within the Church and will not be passed on to any third party. We will endeavour to check annually the accuracy of the information we hold, and request a new Parental Consent Form every three years. Unless expressly withdrawn or a substantial period of no attendance, consent is assumed to be valid for as long as your child is under the age of 18.

I confirm that the above details are complete and correct to the best of my knowledge.

Signature of Parent/ Guardian _____ Date _____

Appendix 12: Driver Declaration Form

Driver Declaration Form

Thank you for agreeing to drive our children and young people; we are very grateful for your help. The Church is obliged to ensure that on all officially organized trips that children and young people are transported in a way that is both safe and legal. To that end, please complete the form below and return to the person who is responsible for organizing the trip. Thank you.

Name of Driver _____

Address _____

_____ Postcode _____

Phone Number _____ Mobile _____

Car Details and Driver Experience

Registration Number _____

Please delete as appropriate:

- | | |
|---|-----------------------------|
| • My insurance for this car is: | Third-Party / Comprehensive |
| • The car is presently taxed and has a current MOT certificate | Yes / No |
| • The car is road safe and in satisfactory legal working order | Yes / No |
| • I hold a full UK Driving Licence, and have done so for at least twelve months | Yes / No |
| • My driving licence has no more than six penalty points | Yes / No |

Drivers must never carry more passengers than the number of seats stated by the manufacturers or specifically noted in the insurance policy.

Including yourself as the driver, how many persons is your car legally able to carry? _____

Although it would be unusual for a mileage rate to be paid, if mileage (at a previously agreed rate) is to be paid you have a duty to inform your insurance company that:

1. you are transporting children and that expenses are to be reimbursed by a charity (i.e. the Church), not by the passengers;
2. that there is no implied contract between you as the driver and Church;
3. that you are not doing this as part of your normal employment.

Driver Declarations

We are required to ensure that you understand your responsibilities regarding the safe transportation of children. Please read carefully the following declarations and then sign below.

I declare that I:

- will remain fit to drive at all times;
- will not drive when affected by alcohol, drugs or medicines;
- will not drive when affected by illness;
- will not drive when I am too tired to do so safely;
- will adopt good practice in respect of my driving, observing the Highway Code and applicable laws;
- understand my responsibilities in respect of seat belts and child restraints (see overleaf for summary of guidance).

I confirm I have understood the declarations above and that I agree to them. In addition, I believe the information I have supplied on this form to be true.

Signature of Driver _____ Date _____

Regulations for the safe transportation of children were changed in September 2006. The table below summarises the current rules

	Who is responsible?	Front seat	Rear seat
Driver	Driver	Seat belt MUST be worn if available	
Child up to 3 years	Driver	Correct child restraint MUST be used*	Correct child restraint MUST be used*.
Child from 3 rd birthday up to 135cms in height (approx 4'5") (or 12th birthday whichever they reach first)	Driver	Correct child restraint MUST be used*	Where seat belts fitted, correct child restraint MUST be used*. Must use adult belt if the correct child restraint is not available
Child over 1.35 metres (approx 4'5") or 12 or 13 years	Driver	Seat belt MUST be worn if available	Seat belt MUST be worn if available
Adult passengers (i.e. 14 years and over)	Passenger's own responsibility	Seat belt MUST be worn if available	Seat belt MUST be worn if available

* 'Child restraint' refers to appropriate child car seat and seat belts.

Appendix 13: Dealing with Adults who have Harmed Children

Integrating Known Offenders into the Church

Should a known offender seek to become a member of the Church, the Church will:

1. extend love and friendship to those who have previously abused children in a way that is supportive and caring, but does not compromise the future well-being of children, vulnerable adults and adult survivors;
2. consider the position of any victims of the offender (or any friends or relatives) who are within the Church family. Their wishes and feelings will be sought. If it is not possible to meet these wishes completely, the Church will explain why, and the Incumbent (or another mutually agreed person) will be available to discuss the situation with them at any time;
3. seek to remember members of the offender's family who might also feel vulnerable – the wife/ husband of the offender will be invited to participate in discussions where appropriate;
4. be open and honest with the offender about expectations and will have clear boundaries so that children are protected and the likelihood of any new allegations is reduced;
5. make and maintain appropriate contact with Probation Officer or Risk Assessment Team and work with them constructively in the interests of both children and offender;
6. be clear that other, specific people in the Church family will need to know about the offender's history and a list of who those people are (together with the reason they need to know (e.g. leaders of children and youth work and other groups in which children are present.)) will be provided;
7. involve the Probation Officer or another professional member of the Risk Assessment Team in the drawing up of a written contract for the offender;
8. establish a small group of selected adults who will
 - work with the offender to offer support and guidance
 - help the offender maintain the conditions of the contract with the Church
 - work to ensure that it remains relevant to the needs of all parties.

Illustrative Contract between Offender and the Church

Local circumstances will determine the specific content

We are pleased to welcome you as a member of the Church Family here in Poynton. In order to do this and carry out our responsibilities for the future protection of children, the following conditions for you involvement are to be agreed. The need for this agreement is likely to be long term.

1. The following people will (by mutual agreement) provide care and support (referred to as ‘the small group’): names and addresses are to follow.
2. I will never allow myself to be in a situation where I remain alone with children.
3. I will not attend small meetings or Home Groups where there are children in the home. The small group of supporters will guide me about which meetings are appropriate.
4. I will attend services as directed, and not sit in the vicinity of children and young people. X and/ or Y will sit with me during Church services and activities. They will know that I am an offender.
5. I will not enter areas where children and youth activities are taking place, or any other area where children and young people gather – as directed by the small group.
6. I will accept that certain other people will be told of my circumstances in order for them safeguard the children and young people for whom they care.
7. I will decline invitations of hospitality where there are children in the home.
8. I accept that the Church will need to maintain contact with my Probation Officer (or other representative of the Risk Assessment Team), who will meet with Church Leaders or members of the small group as necessary.
9. I understand that any concerns expressed about me (or by me) will be taken seriously.
10. I understand that if I do not keep these conditions my Church activities may be further restricted and that the Church Leaders will inform Statutory Services and any other relevant organisation.
11. I understand that this contract every (3, 6 or 12) months, and will remain in place for an indefinite period.

Signed (Offender) _____ Date _____

Signed (Incumbent) _____ Date _____

Signed (Probation Officer) _____ Date _____

To be reviewed in _____ months.

Appendix 14: Agreement with Outside Groups

Agreement with Outside Groups

Please complete either section a) or b)

a) For those groups with no child protection policy of their own

The Parochial Church Council of Poynton Parish Church has a child protection policy and procedures, 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 which arise about children in the course of your activities should be communicated to the Church Protection Coordinator.

Name _____ Telephone _____

Declaration

I have received and agree to abide by the child protection policy and procedures of the Church, and I will show evidence of this to the Church Protection Coordinator if required.

I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signature _____ Position in Organisation _____

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 _____ (name of 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 us 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 Church Protection Coordinator if requested.

We will inform the Church Protection Coordinator if there are any concerns or allegations arising about children in the course of our activities.

Name _____ Telephone _____

Signature _____ Position in Organisation _____

Organisation _____ Date _____

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

Appendix 15: New Recruitment Appointment Form

APPENDIX 1

New Recruiter Appointment Form (Two pages - Sections A-E)

PLEASE COMPLETE & RETURN TO: CCPAS, DISCLOSURE SERVICE, PO BOX 133, SWANLEY, KENT, BR8 7UQ.

NOTE: If you are part of a Diocesan/Bespoke Scheme you will have your own New Recruiter Appointment Form contained within your bespoke scheme guidance.

IMPORTANT INFORMATION – PLEASE READ

When we receive the correct information or clearance from the DBS we will email you your Recruiter's acceptance and guide. Until this confirmation has been received the new proposed Recruiter must not process any DBS checks.

SECTION A: ORGANISATION DETAILS

Membership No: _____

Church/Organisation Name: _____

Contact Address (this must be the address of the church or organisation where contact can be made with the Lead Recruiter from now onwards and where copies of disclosures can be securely received. Please enter even if unchanged):

SECTION B: NEW RECRUITER DETAILS

Please tick one box : Lead Recruiter Recruiter

Please tick one box: Paid Worker Volunteer

Mr/Mrs/Miss/Ms/Other: _____ Surname: _____

Forenames: _____ D.O.B: _____

Email: _____ (An email address is essential)

Day-time tel no: _____ Mobile No: _____

What role do you have with children and/or vulnerable adults?

I confirm that we will continue to follow the correct recruitment procedure (as detailed in the 'Welcome to the Disclosure Service' document and we will comply with the DBS Code of Practice.

New Recruiters signature: _____

Date: _____

CONTINUED ON THE NEXT PAGE...

CCPAS USE ONLY	
DATE	___ / ___ / ___
SIG CHECK	
ADD CHECK	
EBULK SET-UP	
REC ACC SENT	
CHECKED	

SECTION C: ENCLOSURE DETAILS - Please tick **one** of the following:

- I enclose an existing original (not a photocopy) paper Enhanced Disclosure Certificate for the new Recruiter issued within the last three years and a self-addressed pre-paid Special Delivery envelope for its return.
- A DBS check for the new Recruiter has been completed through the CCPAS online system within the last 6 months (no need to enclose online certificate).
Certificate No: _____ Date: _____
- The new Recruiter named in Section B is already a CCPAS approved Recruiter and their full pin number is: _____
- The new Recruiter does not work with children or vulnerable adults for our organisation and does not qualify for a DBS check. We have therefore enclosed two signed references recommending them for the role of Recruiter.

SECTION D: EBULK USERS ONLY - Request for Access by New Recruiter to EBulk

- This organisation is registered with the EBulk system and we request that the new Recruiter is cleared for access. The new Recruiter has read the CCPAS Statement of Fair Processing and the EBulk Recruiter Agreement www.ccpas.co.uk/Disclosure/FairProcessing.pdf and we understand that by signing in Section B the new Recruiter agrees to abide by the terms and conditions therein.
- This organisation is registered with the EBulk system – but we do not wish the new Recruiter to have access to this system.

(NB if neither box is ticked we will assume you do not wish the New Recruiter to have access to EBulk)

SECTION E: CURRENT LEAD RECRUITER DECLARATION OR SENIOR LEADER DECLARATION (IF YOU ARE NO LONGER IN CONTACT WITH THE LEAD RECRUITER)

Please sign **ONE** of the following:

1. Signed: _____ Date: _____

Print name: _____ Pin No: _____ / _____
(Org Membership No/Date of Birth)

Position: LEAD RECRUITER

If this form is for a new Lead Recruiter will you still remain as a Deputy Recruiter? Yes /No

If answered 'No' please confirm your email to be deleted from our records: _____

2. Signed: _____ Date: _____
(Senior Leader)

Print name: _____ Position: _____

CCPAS reserves the right to contact the Senior Leader or the previous Recruiter of your organisation to confirm the changes.

Annex

Annex 1: What to do if you Think a Child has Been Abused

1. General

The House of Bishop's policy commits the Church to taking seriously any report of suspected abuse. The potential personal cost to someone making such a complaint may be high. Resist the tendency to be defensive about the reputation of the Church, or the person being accused – particularly if you know them.

The Church of England at national and diocesan level has determined that where allegations or concerns about child abuse are reported or identified within a church setting, a referral will be made to on the 'Investigating Agencies' (Police, Social Services and Children's Services). The Church will not itself investigate incidents of possible child abuse.

People involved with children in a Church setting are not required to come to a firm conclusion about the truth or otherwise of information they receive about possible child abuse. They should listen to the concerns and pass the information on to someone who has the responsibility and knowledge to decide how to handle it.

There will be occasions when there is initial concern about a child's health, behaviour or development, but no features that suggest the child is being abused. In these circumstances, after discussing the situation with the leader, the situation may appropriately be dealt with in consultation with the child's parents. However if the situation persists, or the response of the parents (or carers) seems unreasonable or inappropriate in the circumstances, then further discussions should follow. If the concerns are not resolved by discussion within the Church, a member of the Diocesan Child Protection Advisory Group should be consulted (details available on request).

The decision to refer a situation to the Investigating Agencies can generate an understandable degree of anxiety and reluctance. However these agencies are used to dealing with information that may or may not prove to be significant in the long term. They may also have access to background information not available to the Church. Situations can be discussed with the Agencies on a consultation basis, without initially revealing the child's identity. However if after discussion the Agency decides to take the matter further, personal details will need to be passed on, and the Church should cooperate with any investigation.

2. Action to be Taken by the Person First Learning (or Suspecting) Abuse

- If a child (or anyone else) tells you about abuse, let them know that you are listening to them and that what they are saying will be taken seriously.
- Do not promise confidentiality; you may be required to pass on the information that has been shared with you.
- Do not ask any closed questions, and try to ask as few questions as possible. Phrases such as, "Why don't you tell me what happened" are useful. (If a court case follows it could be dismissed if an adult is seen to have guided in any way what a child or vulnerable adult has said.)
- As soon as possible make a brief factual note about what you have been told (using your informant's words and phrases wherever possible) and the action you took. Sign and date the notes.
- Speak at once to the person to whom you are responsible for work with children (i.e. the leader) or the incumbent, or the Church Protection Coordinator. Do this even if you are not sure of the implications of what you have learned, but your suspicions have been aroused. If neither person is available, speak to another responsible person such as a Churchwarden or member of the PCC.

- If a Clergyperson is suspected of abusing a child, the situation should be reported to the Church Protection Coordinator or Churchwarden. They will immediately report the matter to one of the Diocese's Archdeacons or Bishops, and inform a member of the Diocesan Child Protection Child Protection Advisers. If the Church Protection Coordinator or a Churchwarden is unavailable, the matter should be reported directly to an Archdeacon or Bishop.

3. Action to be Taken by the Leader or Incumbent

- Write down the factual details given to you by the person reporting the concerns or allegations. Try to use their words and phrases.
- If you consider a child may be at risk do not hesitate to contact the Investigating Agencies. You can always seek advice from them without initially giving names. Their telephone numbers can be found in your local telephone directory.
- If you are not sure how to proceed, consult a member of the Diocesan Child Protection Advisory Group.
- Unless the child's parents or carers are implicated in the abuse, inform them of the situation and the action that you propose to take. Try to gain their support for talking to the police or social services.

If you have referred a situation to the Investigating Agencies, inform the incumbent if they are not already involved. At this stage the incumbent should notify a member of the Child Protection Advisory Group if the situation involves possible abuse within the Church or a Church official is under suspicion.

Incidents that arise in the Church may lead to considerable interest from the media. The incumbent should contact the Diocesan Communications Officer at the earliest opportunity to discuss how to engage such interest constructively.

Where an allegation is against someone holding a position or office (paid or voluntary) in the Church, the individual should be withdrawn from any contact with children in the Church until the outcome of any investigation is known. This should only be done after an initial discussion with one of the Investigating Agencies. This suspension from duties is a neutral act to enable proper enquires to be made. It neither implies guilt nor innocence. Where possible it should be done by agreement.

Make a brief factual note of the action taken and the people consulted. Sign, date and retain these notes.