

Any child wishing to talk about a problem can contact ChildLine on 0800 1111. Any parent or carer wishing to talk about parenting problems can contact Family Lives on 0808 800 2222. The Parish Safeguarding Coordinator(s) is available to speak with adults or children.

CHURCH PRACTICE GUIDELINES

1. PROCEDURES FOR RECRUITMENT, TRAINING AND SUPPORTING OF WORKERS

- a. The parish will follow safe recruitment practices which are set out in full in the House of Bishops "Safeguarding Guidelines for Safer Recruitment" 2010
- b. Prospective volunteers will be regarded as job applicants
- c. They will have a defined role, with a job description provided by the parish
- d. They will fill in a Diocesan Application Form (**Appendix 3**)
- e. Any young person on work experience must have a reference from their school. No young person under 18 will be expected to take on a role with sole responsibility.
- f. A Disclosure and Barring Service (DBS) check will be obtained; the person will not take up post until the check is returned.
- g. There will be clear and consistent supervision arrangements.
- h. There will be an annual review organised by the Rector and the Child and Adult Safeguarding Protection Co-ordinator. The meeting will involve an opportunity to discuss the Child and Adult Protection Policy, changes and updates in the law. It will give an opportunity to exchange good practice and to discuss issues raised by the participants.
- i. All Saints Church will retain adequate records on all those working with children and vulnerable Adults and will store those records securely. The bell tower will keep and hold records and the Parish Disclosure Officer does the DBS checks.
- j. Appropriate training will be provided, including updating training, e.g. safeguarding

The HOB Safeguarding Children and Adults Policies state that: "It is the policy of the Church that all those who regularly work with children and vulnerable Adults, including those on a rota, should have Disclosure and Barring Service (DBS) checks. Mrs Julia Page, Church Administrator, (01580 891 258) can assist in the completion of the DBS application form and check identification before the form is submitted.

2. GOOD PRACTICE FOR WORKING WITH CHILDREN

A. A safe working environment

None of our Church groups needs to be registered with OFSTED, as they do not involve children under 6 meeting regularly for more than 2 hours in any one day or for more than 14 days a year. We follow the recommended minimum staffing levels for children's groups:

2 years and under	2 adults to first 3 children	+ 1adult for every additional 3 children
3 years and under	2 adults to 4 children	+ 1adult for every additional 4 children
4 to 8 years	2 adults to 8 children	+ 1adult for every additional 8 children
Over 8 years	2 persons for the first 8 children	then 1 extra person for every extra 12 children

Each group will have at least 2 workers (not partnered to each other). More help may be required if children are being taken out, are undertaking physical activities or if circumstances require it.

Vulnerable adults who are being encouraged to develop their leadership skills through helping will always be overseen by an appointed worker who will be responsible for ensuring that good practice and

safeguarding procedures are followed and the work they are doing is appropriate to both their age and understanding.

Adults who assist occasionally must be responsible to and supervised by an appointed worker. Thereafter they should become part of the team and be properly appointed through the normal recruitment process.

For all groups

1. **A Sunday school register** is kept with up-to-date information on parents' contact numbers and any specific medical information (e.g. allergies) will be recorded continuously. This register will be retained in the Rector's vestry together with the other registers, but it will be taken to the parish room or wherever the children go.
2. **A Bell ringers register** will be kept with up-to-date information on parents' contact numbers and any specific medical information (e.g. allergies) will be recorded. This register will be retained in the bell tower but it will be taken to wherever the children go.
3. **A Mini Saints register** will be kept with up-to-date information on parents' contact numbers and any specific medical information (e.g. allergies) will be recorded. This register will be retained by the leader of the Mini Saints Group but it will be taken to wherever the children go.
4. **A registration form** is completed for every child or young person who attends groups or activities, which includes the following information: name and address; date of birth; emergency contact details; medical information; any special needs including activities that the child is unable to take part in; consent for emergency treatment; consent for photographs and videos. These are stored securely. See Pro Forma at **Appendix 12**
- 5 One of the leaders will have a **working mobile phone** on them
- 6 **ChildLine** (0800 1111) and Family Lives (0808 800 2222) telephone numbers are displayed in the Parish Room and Church porch.
- 7 **Drinks** are available. The Bell ringers have access to drinking water from the church kitchen if necessary.
- 8 **A First Aid kit** and Accident Book are available on the premises and all accidents recorded therein, in the format shown at Appendix 10. The parish will encourage access to First Aid training and a list of first aiders in the parish is compiled and kept available. The Accident book is in the First Aid box in church.
- 9 **Log books** for the Sunday School, Bell ringers and Mini Saints are for recording any 'significant incidents' (e.g. a fight between children) or 'concerning incidents' and are stored in the Rectors Vestry for the Sunday school, with the Mini Saints leader and in the Bell tower with the tower captain.
- 9a. **A 'concerning incident'** is where a child demonstrates inappropriate behaviour or knowledge (e.g. sexual, drugs), or makes a comment about adults at home or elsewhere suggesting possible abuse/neglect. Please refer the matter to the Co-ordinator/or Deputy-Co-ordinator/or Rector(**Appendix 10**).
- 9b. **Details of 'significant incidents'** will be completed in the format shown at Appendix 10 and e-mailed or notified in writing to the Rector by the informant or volunteer worker and their receipt should be acknowledged before entry to the log book and signed and dated. If at all possible the log-book entry should be made in the presence of the informant.
- 9c. Sometimes a worker may raise a degree of concern about a child which does not exactly constitute an 'incident'. It would be important for any supervisor (especially) and Child Safeguarding coordinator and Rector only to be aware of the need for future vigilance.
10. **Consent forms** are provided for any off-site activities (pro forma at **Appendices 13 and 14**). These must be completed by parents before a child may take part in an off-site activity and given to the activity leader prior to departure. Medical information must travel with child.
The forms whilst off-site activities are in progress should be carried with the leader for reference and held by a nominated person at base.
11. **Activities** planned to take place away from All Saints Church, Staplehurst premises require PCC agreement in order to be covered by insurance.

12 A Fire Drill should be regularly carried out and adults aware of the fire procedures assembling in the church's designated fire assembly point (Kings Head Car Park). The fire procedures can be found in Church, the Parish Room, in the Church and Tower and in the Parish Office.

13. The Bell ringers are members of the Kent County Association of Change Ringers and as members carry their own insurance whilst ringing or teaching ringing in any church anywhere in the UK, and the learner is also insured under this policy, (see <http://www.kcacr.org.uk/countypage/county.htm#insurance>). The Bell ringers only require PCC approval if they were undertaking an activity involving children and vulnerable adults not on church premises (such as a District Barn Dance or BBQ for example). (Diocese of Canterbury Safeguarding Guidelines for Bell Ringers - October 2015 (**Appendix 15**))

B. Code of Safer Working Practice

1. Treat all children and vulnerable adults with respect and dignity
2. Ensure that your own language, tone of voice and body language is respectful
3. Always aim to work within sight of another adult
4. Ensure another adult is informed if a child needs to be taken to the toilet
5. Toilet breaks should be organised for young children
6. Ensure that children and vulnerable adults know who they can talk to if they need to speak to someone about a personal concern
7. Respond warmly to a child who needs comforting, but make sure there are other adults around
8. If any activity requires physical contact, support children as appropriate (e.g. adjusting fingers on scissors, or bell ropes or helping a "stuck" child down from a climbing frame.)
9. Administer any necessary First Aid with others around
10. Obtain consent for any photographs/videos to be taken, shown or displayed
11. Record any concerning incidents and give the information to the Rector. Sign and date the record.
12. Always share concerns about a child or the behaviour of another worker with either the parish safeguarding Co-ordinator/Deputy Co-ordinator/or Rector.

You should not:

1. Initiate physical contact. Any necessary contact should be initiated by the child
2. Invade a child's privacy while washing or toileting
3. Play rough physical or sexually provocative games
4. Use any form of physical punishment
5. Be sexually suggestive about or to a child even in fun
6. Touch a child or young person inappropriately or obtrusively
7. Allow a child or young person to involve you in excessive attention seeking that is overtly physical or sexual in nature
8. Give lifts to children or vulnerable adults on their own or on your own
9. Smoke tobacco in the presence of children
10. Drink alcohol when responsible for vulnerable adults
11. Share sleeping accommodation with children
12. Invite a child to your home alone
13. Arrange social occasions with children (other than family members) outside organised group occasions
14. Allow unknown adults access to children unless accompanied by a known person covered by DBS disclosure.
15. Allow strangers to give children lifts.

Additional guidelines for group leaders:

1. Ensure any health and safety requirements are adhered to
2. Undertake risk assessments with appropriate action taken and records kept
3. Keep register and consent forms up to date

4. Have an awareness, at all times, of what is taking place and who is present
5. Create space for children to talk – either formally or informally
6. Liaise with Parish Safeguarding Coordinator over good practice for safeguarding
7. Always inform the Parish Safeguarding Coordinator of any specific safeguarding concerns that arise.

C. eSafety Working Practice (Appendix 16)

D. Confidentiality

The House of Bishops (HOB) Safeguarding Children Policy, updated 2010 states:

“Where a child* or an adult* is judged to be at risk of significant harm and in need of protection, it will normally be necessary to share all relevant information with statutory agencies.”

***The definition of a child in child protection guidance:** A child is anyone who is under the age of 18.

3. CHILD ABUSE

A. Signs and Symptoms of Abuse

The following behavioural signs may or may not be indications that abuse has taken place, but the possibility should be considered:

Physical signs of abuse

1. Any injuries not consistent with the explanation given for them.
2. Injuries which occur to the body in places which are not normally exposed to falls, rough games etc.
3. Injuries which have not received medical attention.
4. Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care etc.
5. Bruises, burns, bites, fractures etc. which do not have an accidental explanation.
6. Genital mutilation (which is illegal in the United Kingdom)

Emotional signs of abuse

1. Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy. Also depression/extreme anxiety.
2. Nervousness, "frozen watchfulness".
3. Obsessions or phobias.
4. Sudden under achievement or extreme lack of concentration.
5. Over-readiness to relate to strangers.
6. Excessive attention seeking behaviour.
7. Persistent tiredness.
8. Low self-esteem.
9. Unduly aggressive behaviour.

Signs of possible sexual abuse

- 1 Any allegations made by a child concerning sexual abuse.
- 2 Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour.
- 3 Sexual activity through words, play or drawing.
- 4 Child who is sexually provocative or seductive with adults.

- 5 Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- 6 Sexualised play with other children.
- 7 Recurrent urinary tract infections.
- 8 Self-harm or mutilation.

The above list is based in large part on guidance issued by the Churches' Child Protection Advisory Service (CCPAS)

B. Dos and Don'ts in responding to disclosures

Just occasionally a child might disclose abuse to a person they trust within the church. It is important not to discourage the child from doing this. Active and empathic listening is required rather than investigating yourself.

Dos

1. Actively listen
2. Clarify if necessary - e.g. "can you say a bit more about that?" or "what happened next?"
3. Stay calm and reassure
4. Make notes as soon afterwards as possible - within an hour. Record child's own words where possible; emotional presentation e.g. if crying, date, time, length of discussion, sign notes
5. Tell Parish Safeguarding Co-ordinator or Deputy Co-ordinator or Rector or Diocesan Safeguarding Advisers as quickly as possible
6. Consider immediate safety of child
7. Support for yourself

Don'ts

1. Ask leading questions - e.g. "was it Granddad who bruised you?"
2. Investigate yourself
3. Speak to the person against whom the allegations made
4. Draw your own conclusions
5. Promise confidentiality

4. Vulnerable Adult Abuse (in Diocesan guideline pg.15-17)

All vulnerable adults should be treated with respect and dignity. Their privacy should be respected. They should be allowed to lead as independent a life as possible. They are entitled to the full protection of the law as much as anyone else.

1. All adults, including vulnerable adults, have a fundamental human right to choose how and with whom they live, even if to outsiders this appears to involve a degree of risk. The only occasion when that right should be superseded is in situations where other people are put at risk or where the adult is mentally incapacitated and decisions need to be taken on the basis of their best interests.

Definitions of Adult Abuse

Six categories of adult abuse are identified in the government publication "No Secrets" which provides guidelines on protecting vulnerable adults (Dept. of Health 2000).

They are:

- Physical abuse including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions
- Sexual abuse including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressurised into consenting
- Psychological abuse including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks
- Financial or material abuse including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits
- Neglect or acts of omission including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating
- Discriminatory abuse including racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment.

To these should be added:

- Survivors of abuse perpetrated in childhood or adulthood who may need specific pastoral care
- Domestic abuse that is usually a systematic, repeated and often escalating pattern of behaviour by which the abuser seeks to control, limit and humiliate, often behind closed doors. Research evidence and practice experience is increasingly highlighting the profound emotional harm and sometimes physical harm caused to children witnessing domestic abuse. Detailed guidelines are available in the Church House publication: "Responding to Domestic Abuse," 2006. This can be accessed via the Safeguarding section of the Diocesan Website.
- Human Trafficking -Detailed guidelines on the recognition of human trafficking are available on the Safeguarding section of the Diocesan Website.

5. COMPLAINTS PROCEDURE

The Diocese has a complaints procedure for those wishing to complain about the handling of safeguarding issues. If things cannot be resolved locally complaints (or compliments) can be made to the Bishop or Diocesan Secretary.

APPENDICES

1. Parish Safeguarding Co-ordinator (PSC)
2. Key Tasks for PCC Checklist
3. Application Form for voluntary workers with children and vulnerable adults
4. Job Descriptions for children's helper
5. Bell ringers job description
6. Job description and agreement for voluntary workers with children and vulnerable adults
7. Reference Request Form
8. Diocese of Canterbury Confidential Declaration
9. Confirmation of appointment
10. Responding to abuse-volunteer workers action sheet
11. Accident and incident form
12. Parental consent form for all groups
13. Consent for transporting children form
14. Activities and day visits form
15. Bell ringers' safeguarding guidelines
16. E-safety working Practice

Appendix 1

Parish Safeguarding Co-ordinator (PSC)

Job Description

The Parish Safeguarding Co-ordinator (PSC) is the key link between the Diocese and the parish concerning child protection matters. She/he will have an overview of all parish activities involving children and vulnerable adults and will monitor the implementation of diocesan guidance.

The key tasks of the Parish Safeguarding Co-ordinator (PSC) are to:

1. Have an overview of all parish activities involving children and vulnerable adults and keep a record of these activities.
2. Be familiar with Diocesan guidance and ensure that leaders of activities involving children and vulnerable adults are fully aware of, and are implementing, this guidance. The Diocesan guidance can be found on their website – www.canterburydiocese.org/crb
3. Liaise with the Rector over safeguarding issues.
4. Keep in touch with the leaders of all activities involving children and vulnerable adults; offer them advice and support over all safeguarding matters.
5. Liaise as necessary with the Diocesan Safeguarding Advisers and other diocesan staff.
6. Attend training offered by the Diocese for Parish Safeguarding Co-ordinators.
7. Assist with safeguarding training in the parish.
8. Attend the PCC at least annually to ensure safeguarding issues are discussed and that the PCC adopts annually the parish safeguarding policy.
9. Ensure that the Parish Safeguarding Policy Statement is displayed in the Church
10. 10. Keep good records of any safeguarding concerns that may arise and ensure that others do the same.
11. Promote inclusiveness in places of worship and within parish activities.
12. 12. Keep the church leadership informed of good safeguarding practice.

Appendix 2

Key Tasks for the PCC - Checklist

- 1.** Adopt annually a Parish Safeguarding Policy statement approved by the PCC meeting.
- 2.** Display this policy in the Parish Room, the Church and Tower and in the Parish Office. On the Church porch notice board is a notice that will list these locations.
- 3.** Review annually the implementation of this policy and of the Diocesan Safeguarding Guidelines
- 4.** Appoint a Parish Safeguarding Coordinator(s) and advise Diocesan House of any change
- 5.** Display the Childline and Family Lives telephone numbers
- 6.** Keep a record of all activities in which children and vulnerable adults are involved
- 7.** Ensure that a record is kept of all unaccompanied children and vulnerable adults attending parish activities
- 8.** Ensure that all those working with children are appropriately recruited, trained and supported under Safer Recruitment Guidelines
- 9.** Ensure that all those working with children have a Disclosure & Barring Service check subject to role, which is renewed every 5 years
- 10.** Ensure that those who may pose a threat to children are effectively managed and monitored, always taking advice from the Diocesan Safeguarding Adviser
- 11.** Ensure that appropriate Health and Safety procedures are in place.
- 12.** Notify the parish insurers of any serious safeguarding incident involving a parish worker, paid or unpaid.
- 13.** Carry out an audit of premises in which activities involving children and vulnerable adults take place to assess safety and suitability
- 14.** Ensure that good records are kept of safeguarding concerns/unusual circumstances and that they are stored securely

Appendix 3

CONFIDENTIAL



The Diocese of
Canterbury
THE CHURCH

APPLICATION FORM

For voluntary workers with children or vulnerable adults

The PCC is responsible for the acceptance and accreditation of all voluntary workers with children or vulnerable adults. Every worker should fill in a copy of this form which should be securely retained by the incumbent/churchwarden/administrator/PCC secretary.

When you have completed this form, please return it to: The Revd Silke Tetzlaff

The position for which you are volunteering is subject to a Disclosure and Barring Service (DBS) check.

Position for which you are volunteering

PERSONAL DETAILS

Surname Title

First names

Date of birth

Address

Post Code

Home Telephone Mobile telephone

Email

Any other name by which you have been known

Length of time at the above address

If less than 5 years at the above address, please give previous address

Previous Address

Post Code

Previous Church attended

Please give details of previous experience of looking after or working with children, vulnerable adults or vulnerable adults or any specific training undertaken (as relevant to this role)

Have you undertaken Safeguarding children or vulnerable adults training Yes/No
If so, when and by whom?

Are you prepared to undertake appropriate training? Yes/No

(Note: If you decline to undertake initial or further training, the PCC will be entitled to withdraw your authority to work with children or vulnerable adults.)

REFERENCES

Please give the names, addresses, phone numbers and email addresses of two people who know you well and would be willing to provide a personal reference. At least one of them should have experience of your ability to work with children, vulnerable adults or vulnerable adults as appropriate.

	Referee 1	Referee 2
Name:	<input type="text"/>	<input type="text"/>
Address:	<input type="text"/>	<input type="text"/>
Email:	<input type="text"/>	<input type="text"/>
Tel:	<input type="text"/>	<input type="text"/>
Relationship:	<input type="text"/>	<input type="text"/>

I confirm that the above information is accurate and complete to the best of my knowledge. I agree to complete a Confidential Declaration and to obtain a Disclosure from the Criminal Records Bureau.

Signature:

Date:

Please complete and attach the Confidential Declaration

(All information will be held safely and in confidence, in accordance with the Data Protection Act 1998.)

Appendix 4

Job Descriptions for Children's Helper – for voluntary workers with children + Diocesan model

All Saints Church, Staplehurst

CHILDREN'S HELPER JOB DESCRIPTION

Task title: e.g. Sunday School Helper, Sunday School Teacher, All Age workshop co-ordinator

Accountable to: Rector /Staplehurst PCC

Responsibility: Sunday School Sundays- time when on rota

All Age Workshops Three times a year

One off events *(such as for example the Patronal Festival)*

Duties & Responsibilities:

1. To assist at, help prepare for and occasionally lead part of the Sunday school session.
2. To help make children & families welcome.
3. To help with registration of children and dismissal of children to their parents/carers.
4. To help Group Leader ensure safety of children and to help maintain discipline.
5. To attend regular planning meetings to plan programme & rota for Sunday session and review the previous term's activities.
6. To attend training when provided
7. To help at annual party/any outings organized during the year.

Confidential Declaration (Annexe J)

Downloaded from www.canterburydiocese.org/childprotection

For beneficed clergy, those who hold the bishop's licence or permission to officiate, employees, Ordinands and volunteers who are likely to be in regular and direct contact with children and vulnerable adults under eighteen years of age.

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the diocesan/bishop's child protection adviser. All forms will be kept securely under the terms of the Data Protection Act 1998. If you answer yes to any

question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

1a) Have you ever been convicted of a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)?* YES NO (*please tick*)

1b) Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

YES NO (*please tick*)

1c) Are you at present under investigation?

YES NO (*please tick*)

1d) Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm** to a child or young person under the age of eighteen years, or has any such court made an order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you?

YES NO (*please tick*)

2a) Has your conduct ever caused or been likely to cause significant harm to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm?

YES NO (*please tick*)

NOTES

Questions 1a and 1b: Declare all convictions, cautions, warnings or reprimands. Posts where the person is working or coming into contact with children are exempt from the Rehabilitation of Offenders Act 1974 so that all spent convictions must be declared. Any technical motoring offences dealt with by fine do not need to be declared.

Question 1c: You must declare any finding of fact by a civil court that your actions have significantly harmed a child. Declare any court orders made on this basis.

Question 1d: Declare if you are at present under investigation by the police, social services or an employer.

Question 2a: Make any statement you wish regarding any incident you wish to declare.

Question 2b: Declare any allegations made against you, however long ago, that you have significantly harmed a child or young person. Any allegation must be declared which has been investigated by the police, social services, employer or voluntary body. Checks will be made with the relevant authorities.

Question 3: All these matters will be checked with the relevant authorities.

Question 4: Please declare in confidence any health problems that may affect your ability to work with children. This question is primarily intended to help you if you subsequently need to withdraw from work with children, for example because of a recurring health problem. Some of the information requested on the form will be checked with the Criminal Records Bureau. All information received will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of protecting children or vulnerable adults.

2b) To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

YES NO (*please tick*)

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

.....

.....

(Please continue on a separate sheet if necessary***)

3) Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of a care order, a supervision

order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

YES NO (please tick)

4) Have you any health problem(s) which might affect your work with children or vulnerable adults under the age of eighteen?

YES NO (please tick)

5) Have you, since the age of eighteen, ever been known by any name other than that given below?

YES NO (please tick)

6) Have you, during the past five years, had any home address other than that given below?

YES NO (please tick)

** All previous convictions, with the exception of the technical motoring offences leading only to a fine, should be disclosed.*

*** Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.*

Declaration

I declare that the above information (and that on the attached sheets***) is accurate and complete to the best of my knowledge.

**** Please delete if not applicable.*

Signed:

Date:

Date of Birth:

Full Name:

Address:

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.....

Please return completed form to:

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.....

Before an appointment can be confirmed applicants must provide a Disclosure from the Criminal Records Bureau.

Appendix 5 (for Bell-ringing)

All Saints Church, Staplehurst – Job Description for Bell Ringers working with children

Accountable to: Staplehurst PCC / Rector

Responsibility:

Bell Ringing Practice Evenings at All Saints Church (usually Tuesdays 19:00-21:15)

Sunday Service Ringing

Weddings, funerals and any other ringing sessions.

Ringling competitions, organised outings or any other planned ringing events.

Duties & Responsibilities:

1. To ensure safe ringing practice and teaching.
2. To help make children and families welcome.
3. To help maintain discipline.
4. To attend training when provided.
5. To help at the ringers' annual party and any ringing-related outings organised during the year.

Appendix 6

JOB DESCRIPTION AND AGREEMENT



The Diocese of
Canterbury
THE CHURCH

For voluntary workers with children and vulnerable adults

This form should be completed by all voluntary workers with children or vulnerable adults in accordance with the House of Bishops' / Diocesan Safeguarding policies and procedures.

If the role changes substantially a new form should be completed. Copies should be retained by the worker, secretary to the PCC (or other designated responsible person) and the person to whom the worker is responsible (i.e. the supervisor)

To be completed on behalf of the PCC (or other appointing body)

Church

Name of Worker

Name of Group/Club

When /where the group meets

.....

Age range of children / range of vulnerabilities.....

.....

Person to whom responsible/supervising

(e.g. Group leader, Sunday school supervisor/incumbent)

Work to be undertaken *(5 -10 points describing the duties and responsibilities in this role)*

.....

.....

.....

.....

Group to whom responsible/the appointing body (e.g. PCC)

What training is needed? Contact the CRB Helpdesk at Diocesan House for details of training opportunities

(Details should be inserted here)

.....

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

When is training to take place (*usually within a year of appointment*)

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

Date/month when this role description is to be reviewed *i.e. toward middle/end of probationary period of six months then annually*

.....

Signed

(on behalf of the PCC or other appointing body)

To be completed by the worker with children/vulnerable adults/ adults

I have understood the nature of the work I am to do with the children/vulnerable adults/adults. I have read the guidelines produced by the church for safeguarding children and vulnerable adults. I understand that it is my duty to protect children and vulnerable adults with whom I come in contact. I know what action to take if abuse is discovered or disclosed.

Signed

Date

N.B. All information will be held safely and in confidence, in accordance with the Data Protection Act

Confidential Declaration (Annexe J)

Download from www.canterburydiocese.org/childprotection

For beneficed clergy, those who hold the bishop's licence or permission to officiate, employees, Ordinands and volunteers who are likely to be in regular and direct contact with children and vulnerable adults under eighteen years of age.

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the diocesan/bishop's child protection adviser. All forms will be kept securely under the terms of the Data Protection Act 1998. If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

1a) Have you ever been convicted of a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)?*

YES NO (please tick)

1b) Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

YES NO (please tick)

1c) Are you at present under investigation?

YES NO (please tick)

1d) Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm** to a child or young person under the age of eighteen years, or has any such court made an order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you?

YES NO (please tick)

2a) Has your conduct ever caused or been likely to cause significant harm to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm?

YES NO (please tick)

NOTES

Questions 1a and 1b: Declare all convictions, cautions, warnings or reprimands. Posts where the person is working or coming into contact with children are exempt from the Rehabilitation of Offenders Act 1974 so that all spent convictions must be declared. Any technical motoring offences dealt with by fine do not need to be declared.

Question 1c: You must declare any finding of fact by a civil court that your actions have significantly harmed a child. Declare any court orders made on this basis.

Question 1d: Declare if you are at present under investigation by the police, social services or an employer.

Question 2a: Make any statement you wish regarding any incident you wish to declare.

Question 2b: Declare any allegations made against you, however long ago, that you have significantly harmed a child or young person. Any allegation must be declared which has been investigated by the police, social services, employer or voluntary body. Checks will be made with the relevant authorities.

Question 3: All these matters will be checked with the relevant authorities.

Question 4: Please declare in confidence any health problems that may affect your ability to work with children. This question is primarily intended to help you if you subsequently need to withdraw from work with children, for example because of a recurring health problem. Some of the information requested on the form will be checked with the Criminal Records Bureau. All information received will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of protecting children or vulnerable adults.

2b) To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

YES NO (please tick)

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

.....
.....

(Please continue on a separate sheet if necessary***)

3) Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

YES NO (please tick)

4) Have you any health problem(s) which might affect your work with children or vulnerable adults under the age of eighteen?

YES NO (please tick)

5) Have you, since the age of eighteen, ever been known by any name other than that given below?

YES NO (please tick)

6) Have you, during the past five years, had any home address other than that given below?

YES NO (please tick)

** All previous convictions, with the exception of the technical motoring offences leading only to a fine, should be disclosed.*

*** Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.*

Declaration

I declare that the above information (and that on the attached sheets***) is accurate and complete to the best of my knowledge.

**** Please delete if not applicable.*

Signed:

Date:

Date of Birth:

Full Name:

Address:

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

Please return completed form to:

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

Before an appointment can be confirmed applicants must provide a Disclosure from the Criminal Records Bureau.

Appendix 7

REFERENCE REQUEST FORM

Private and Confidential

Revd Silke Tetzlaff
The New Rectory
High Street
Staplehurst
Kent
TN12 0DJ
Tel: 01580 891

All Saints Church
258
Staplehurst, Kent.
Email: silke.tetzlaff@btinternet.com

Date as postmark

Dear

REQUEST FOR REFERENCE AS VOLUNTARY WORKER WITH CHILDREN

Name and address of Volunteer:

.....
.....

The above has given your name as someone who may be contacted in relation to their application to work with children. Guidelines from Government and the Church of England advise that all voluntary organisations including churches should take steps to safeguard children entrusted to their care. I would be grateful if you could comment on the following factors:

- their previous experience of looking after or working with children
- their ability to provide warm and consistent care
- evidence of their willingness to respect the background and culture of children in their care
- their commitment to treat all children as individuals and with equal concern
- their physical health, mental stability, integrity and flexibility
- any evidence or concern that they would not be suitable to work with children

Please use the questions on the reverse of this letter for your reply. All information will be held in accordance with the Data Protection Act 1998. Please return this letter with the completed questionnaire in the stamped addressed envelope provided. Thank you for your assistance.

Yours sincerely

Reverend Silke Tetzlaff

Please complete in blue or black ink

1. How long have you known the Volunteer?
2. What is their previous experience of looking after or working with children?

3. Will they provide warm and consistent care? YES / NO

4. Will they respect the background and culture of children in their care? YES / NO

5. Will they treat all children as individuals and with equal concern? YES / NO

6. Do you have any concern about their physical health, mental stability, integrity and flexibility?
If YES please specify. YES / NO

7. Do you have any evidence or concern that they would not be suitable to work with children?
If YES please specify. YES / NO

Name and address of referee.....

.....

.....

Signature..... Date.....

Appendix 8

Confidential Declaration (Annexe J)

Download from www.canterburydiocese.org/childprotection

For beneficed clergy, those who hold the bishop's licence or permission to officiate, employees, Ordinands and volunteers who are likely to be in regular and direct contact with children and vulnerable adults under eighteen years of age.

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the diocesan/bishop's child protection adviser. All forms will be kept securely under the terms of the Data Protection Act 1998. If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

1a) Have you ever been convicted of a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)?* YES NO (*please tick*)

1b) Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

YES NO (*please tick*)

1c) Are you at present under investigation?

YES NO (*please tick*)

1d) Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm** to a child or young person under the age of eighteen years, or has any such court made an order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you?

YES NO (*please tick*)

2a) Has your conduct ever caused or been likely to cause significant harm to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm?

YES NO (*please tick*)

NOTES

Questions 1a and 1b: Declare all convictions, cautions, warnings or reprimands. Posts where the person is working or coming into contact with children are exempt from the Rehabilitation of Offenders Act 1974 so that all spent convictions must be declared. Any technical motoring offences dealt with by fine do not need to be declared.

Question 1c: You must declare any finding of fact by a civil court that your actions have significantly harmed a child. Declare any court orders made on this basis.

Question 1d: Declare if you are at present under investigation by the police, social services or an employer.

Question 2a: Make any statement you wish regarding any incident you wish to declare.

Question 2b: Declare any allegations made against you, however long ago, that you have significantly harmed a child or young person. Any allegation must be declared which has been investigated by the police, social services, employer or voluntary body. Checks will be made with the relevant authorities.

Question 3: All these matters will be checked with the relevant authorities.

Question 4: Please declare in confidence any health problems that may affect your ability to work with children. This question is primarily intended to help you if you subsequently need to withdraw from work with children, for example because of a recurring health problem. Some of the information requested on the form will be checked with the Criminal Records Bureau. All information received will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of protecting children or vulnerable adults.

2b) To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?
YES NO (please tick)

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

.....
.....

(Please continue on a separate sheet if necessary***)

3) Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

YES NO (please tick)

4) Have you any health problem(s) which might affect your work with children or vulnerable adults under the age of eighteen?

YES NO (please tick)

5) Have you, since the age of eighteen, ever been known by any name other than that given below?

YES NO (please tick)

6) Have you, during the past five years, had any home address other than that given below?

YES NO (please tick)

** All previous convictions, with the exception of the technical motoring offences leading only to a fine, should be disclosed.*

*** Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.*

Declaration

I declare that the above information (and that on the attached sheets***) is accurate and complete to the best of my knowledge.

**** Please delete if not applicable.*

Signed:

Date:

Date of Birth:

Full Name:

Address:

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

Please return completed form to:

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

Before an appointment can be confirmed applicants must provide a Disclosure from the Criminal Records Bureau.

Appendix 9

Confirmation of appointment

All Saints Church, Staplehurst

Dear

Following receipt of a satisfactory DBS check and references we are pleased to confirm your appointment as a volunteer children's worker assisting at _____.

We are committed to helping you give the best possible service to the children you are working with, so we will endeavour to provide for any training needs. We will also meet with you from time to time to see how things are going.

I would be grateful if you could read and sign the declarations below on the copy provided and return it to the Church Office.

- *I confirm that I have read the church policy on safeguarding children and vulnerable adults.*
- *I will endeavour to carry out the policy and if there are things I do not understand or if I have reason to be concerned about a child I will check with the appropriate leaders.*
- *I will follow guidelines on safe practice in working with children.*

Signed _____ Date _____

Yours sincerely

Reverend Silke Tetzlaff
Rector, All Saints Church, Staplehurst

Mrs Marion Whatmore
Parish Child Safeguarding Coordinator

Appendix 10

Responding to Abuse – Volunteer Workers Action Sheet

All Saints Church, Staplehurst

CONFIDENTIAL

Name of Child/Young Person _____

Address _____

Date of Birth ____ / ____ / ____

Name of Person Reporting Incident _____

Date ____ / ____ / ____ Time of incident _____

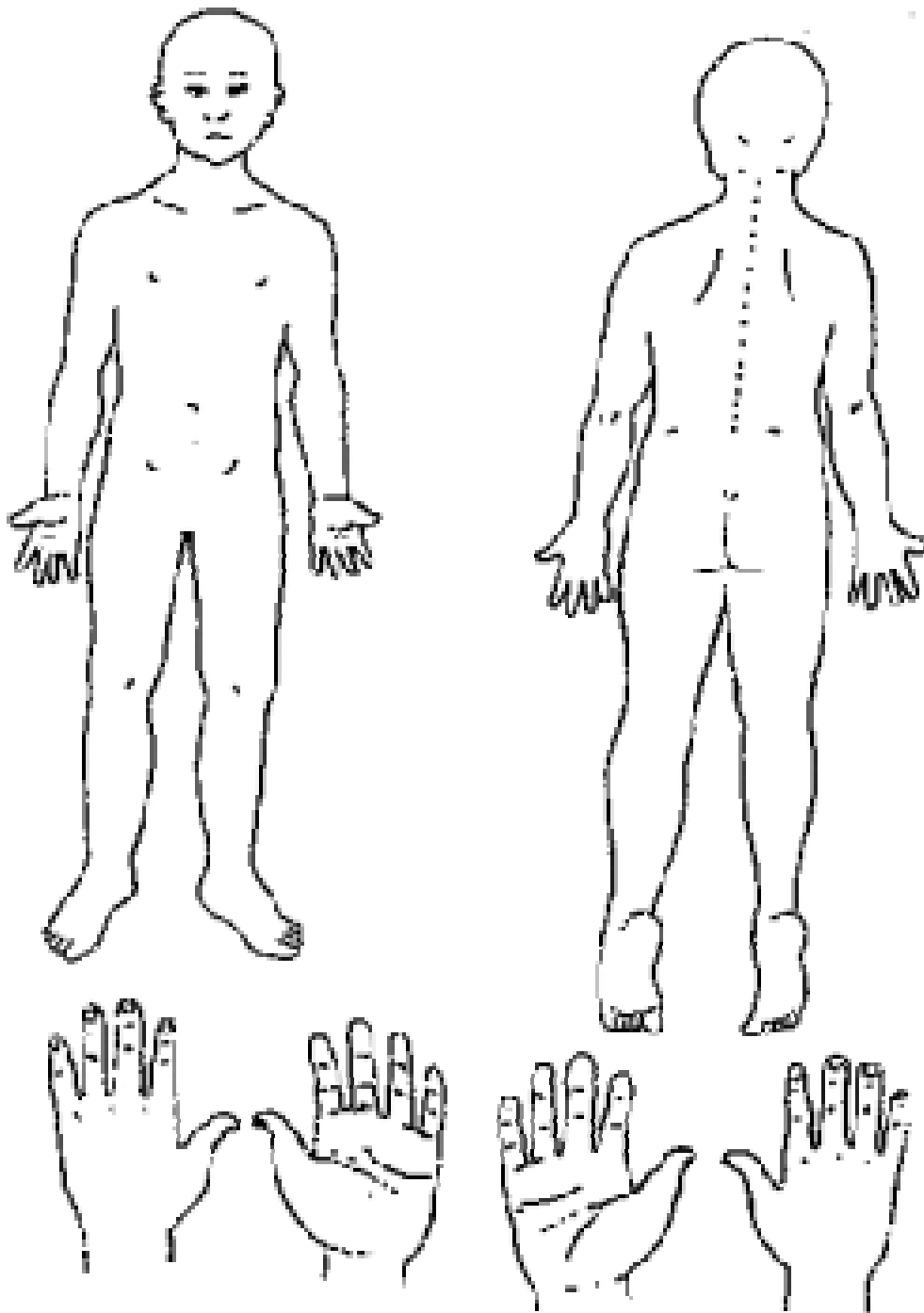
Sequence of Events/Actual Words Used/Observations
(Use skin map overleaf where appropriate, but do not undress the child!)

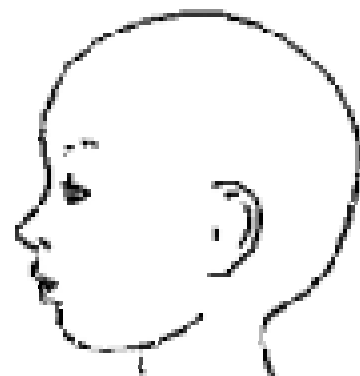
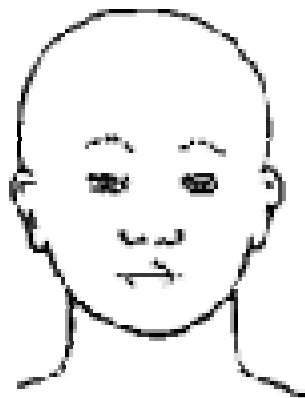
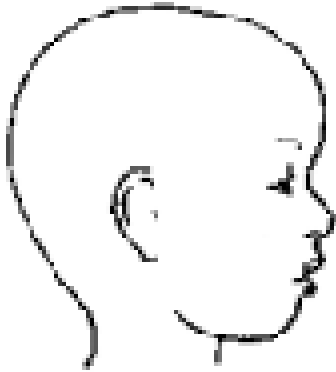
Action Taken (including person(s) contacted)

Date ____ / ____ / ____ Time _____

Notes:

Skin Maps





Appendix 11

All Saints Church, Staplehurst

Accident and Incident Form

This form should be completed immediately after any accident or significant incident. The worker should discuss with the Rector/church leader what follow up action is necessary.

Day, date and time of the incident

Names, addresses and ages of those involved in the incident

Where did this incident take place?

Name of the group

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

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

Which other workers were supervising the group at the time of the incident? (names, addresses and telephone numbers)

Who witnessed the incident? (names, addresses, telephone numbers, and ages if under 16) Normally only two witnesses would be needed.

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

Have you retained any defective equipment?

YES NO NONE INVOLVED (Please tick)

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

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

Is the site or premises still safe for your group to use YES NO (Please tick)

Is the equipment still safe for your group to use? YES NO (Please tick)

Who else do you need to inform?

Have they been informed? YES NO (Please tick)

If so, when and by whom?

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

Signed: _____ Print Name: _____

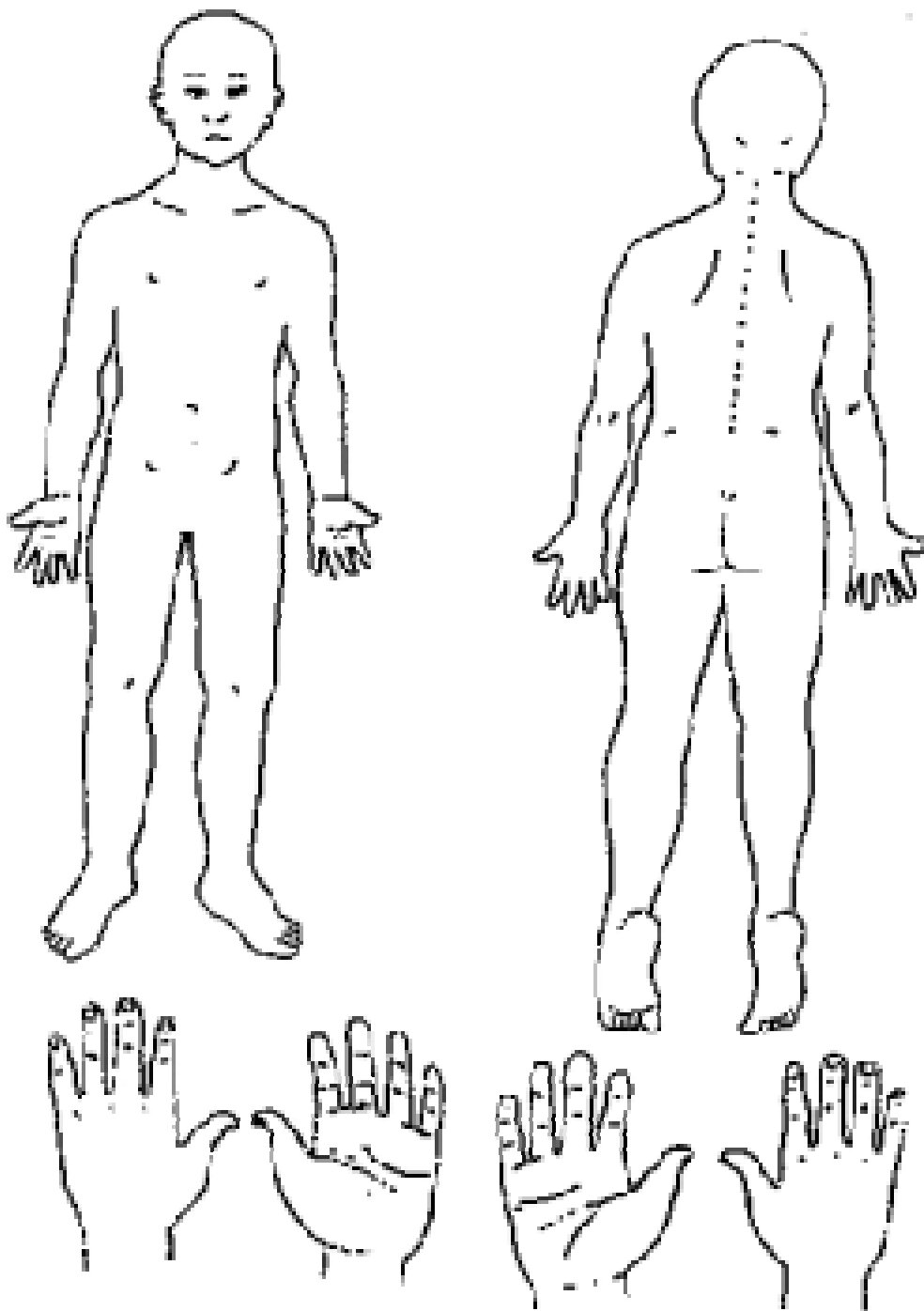
Date: ___/___/___

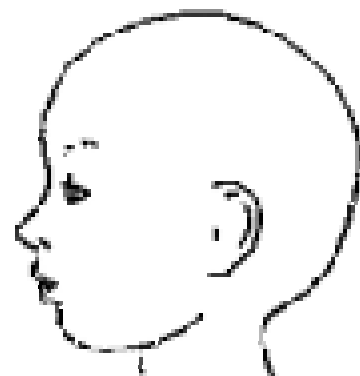
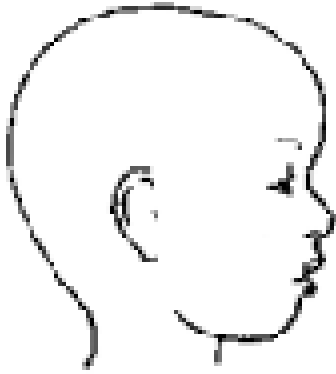
Form seen by Rector/Leader

Signed: _____ Print Name: _____

Date: ___/___/___

Skin Maps





Appendix 12

All Saints Church, Staplehurst

PARENTAL CONSENT FORM – MEMBERSHIP FOR ALL GROUPS

All Saints Parish Church, Staplehurst complies with the Data Protection Act 1998. All of the data given on this form will be held and used in accordance with this Act.

SECTION 1 – this data will help us to contact you should we need to and provide the best possible care for your child during our normal Group meetings.

Name of child:	Date of Birth:
----------------	----------------

Address:	
Postcode:	Home tel. no.
Email:	Mobile tel. no

Name of family Doctor:

Address and tel. no. of family Doctor:
--

Name, contact no(s) and relationship to child of 2 nd contact in case of emergency:
--

Name(s) of parent(s) or other adult(s) who have parental responsibility for the child:	
If the child does not live with the parent(s) or other adult(s) with parental responsibility, with whom do they live?	
Name:	Relationship to child:

Is the child subject to any court orders	YES/NO
--	--------

Please give details of any health problems, medical conditions or allergies affecting your child, any medication that they are taking or any disabilities they have that may affect normal activity:

I give permission for sticking plaster to be used on my child when necessary YES/NO

SECTION 2 – to be read and signed only by a parent or other adult with parental responsibility

I give permission for my son/daughter to take part in the normal weekly activities of All Saints Parish Church, Staplehurst. I understand that the leaders will take all reasonable care in looking after my son/daughter but they cannot necessarily be held responsible for any loss or damage to property.

In an emergency, if I cannot be contacted despite all reasonable attempts to do so by the leaders, I give permission for my son/daughter to undergo emergency medical/dental treatment including the use of anaesthetics as considered necessary by the medical authorities.

Signature:

Date:

Parent or other adult with parental responsibility

Photography

From time to time we may like to use photographs and/or videos of vulnerable adults taking part in Group activities in publicity for the Group, or we may wish to pass on material for use in publicity, publications, promotional/training videos and websites produced by All Saints Parish Church, Staplehurst. No personal details, such as full names, appear with photographs or videos unless we obtain specific parental permission first.

If you are happy for us to use photographs and/or videos of your son/daughter in this way, please sign below.

If you do not wish us to use photographs and/or videos of your son/daughter in this way then please cross through this section.

I consent to photographs/videos of my son/daughter being used within All Saints Parish Church, Staplehurst for the purposes mentioned above. I understand that their full name or other personal information will not be used unless my permission is obtained first.

Signature:

Date:

Parent or other adult with parental responsibility

Appendix 13

All Saints Church, Staplehurst

Consent for Transporting Children

Transport may need to be provided for specific activities. If this transport will be by car the following principles will be adhered to:

- All drivers will be recruited under the guidelines recommended in the government publication 'Safe From Harm' and will have undertaken a Disclosure & Barring Service check.
- Transport will be provided in vehicles that are roadworthy i.e. MOT and appropriate insurance.
- Seat belts will be worn at all times by all occupants of the vehicle. Children 3 years to 135 cms in height (or 12th birthday whichever they reach first) must use an appropriate child restraint.

I give permission for my child to be transported to and from meetings and/or for specific activities.

Name and Place of meeting/activity-----

Name of child _____

Date of Birth _____

Signed _____ (parent/adult with parental responsibility)

Date _____

Appendix 14

All Saints Church, Staplehurst

Activities and Day Visits

Name of Church Group _____

Proposed Visit or Activity _____

Design your own form to include the following:

- Signed permission for (child's name in capitals) to go to yyyy on zzzz date.
- Contact phone number of parent/carer and doctor's phone number
- Name of visit or activity
- Date
- Venue/destination
- Departure place and time
- Return place and time
- Cost (inc. cheques payable to)
- Transport arrangements
- Items to be brought (coat, swimming kit, packed lunch, money etc)
- Date by which reply is to be made, and person to whom it should be sent

Include the reply slip below in your form

This form should be taken with the worker on the activity or visit. A photocopy should be kept securely at the church /organisation.

Reply Slip

One form per person

Full name of child/young person _____

Address _____

Please give details of any medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disability that may be affected by this activity) _____

Date of last anti-tetanus injection _____

Tel No. for emergencies _____

I have read the above information and I give permission for _____ to take part in this activity. I give my consent to any medical treatment that may be necessary in event of an emergency

I enclose a cheque or cash to the sum of £ _____

Signed (parent/or adult with parental responsibility) _____

Date ____/____/____

Appendix 15

Diocese of Canterbury Safeguarding Guidelines for Bell Ringers - October 2015

The Diocese has previously issued guidance about safeguarding procedures, including DBS disclosures, in relation to bell ringing. It is now appropriate to review these guidelines in the light of the House of Bishops latest safeguarding children policy "Protecting all God's Children" 2010 and the accompanying House of Bishops document "Safeguarding Guidelines relating to Safer Recruitment".

If your bell ringing team does not contain children or vulnerable adults there is no need to create a specific safeguarding policy or for any members of the bell ringing team to be DBS checked. However the ringing team will be covered by the PCC's general safeguarding policy.

It is the responsibility of Tower Captains to familiarise themselves with that general safeguarding policy which includes emphasis on safe recruitment. If your bell ringing team does contain children (anyone under 18) or vulnerable adults it will be necessary to formulate a specific safeguarding policy for the group.

The Diocese and the Kent Association of Change Ringers (KCACR) commend the guidance provided nationally by the Central Council of Church Ringers. This can be accessed via the KCACR website <http://www.kcacr.org.uk/county/safeguarding>. As part of that policy DBS disclosures will be required for: - Tower Captains and Vice Captains if applicable - Ringing Masters - Adult Ringers who train or teach children or are designated to supervise the welfare of children.

In bell ringing groups the leader of the group and at least one person designated to supervise the welfare of the children/vulnerable adults should be safely recruited including a DBS check. In practice it is appropriate and sensible for more than one Adult Ringer to be DBS checked taking responsibility, including teaching/training responsibilities, for the children/vulnerable adults on a rota ensuring cover when people are away.

The Tower Captain has the overall responsibility for the operation and monitoring of the safeguarding policy and procedures. The Tower Captain may share the supervision responsibility with other designated Adult Ringer(s) who have been DBS checked.

If a bell ringing team containing children or vulnerable adults visits another tower to ring the safeguarding responsibility lies with the visiting team. These new arrangements will mean that the majority of the bell ringing team will not be DBS checked. This therefore puts greater responsibility onto the shoulders of the Tower Captains and those designated to supervise/teach/train children and vulnerable adults. It is essential that, if the need arises, they feel able to challenge any inappropriate behaviour of others. If a matter comes to the attention of the Tower Captain which causes him/her concern – e.g. a new ringer is known to have previous offences or a dubious reputation from another tower – the Diocesan Safeguarding

Adviser (**Elaine Rose 01233 720930**) and/or the Parish Safeguarding Coordinator are available for help and advice and should be contacted.

Tower Captains and those designated to supervise/teach/train are very strongly encouraged to attend Diocesan children and vulnerable adult safeguarding training. Forthcoming courses are often advertised on the child protection/adult protection sections of the Diocesan website www.canterburydiocese.org.

The most important reason for following best practice and requiring a safeguarding policy including DBS disclosures in appropriate circumstances is the moral requirement to protect children. However, there are other considerations as well. If a child were to suffer harm as a result of a failure to follow best practice, then the reputation of the church community would be damaged and the church's mission would be compromised. Also, insurers require the PCC to follow official guidance and best practice and any PCC not doing so runs the risk of invalidating its insurance cover if anything were to go wrong. Finally, it is a reassurance to parents and/or carers of vulnerable adults to know that the ringing team have a safeguarding policy, backed by safe recruitment and people designated to ensure that the policy is adhered to.

October 2015

Elaine Rose

01233 720930 / 07831 860218

E-mail: erose@diocant.org

Paul Brightwell

01732 384734 / 07398 009951

E-mail: pbrightwell@diocant.org