

ALL SAINTS STAPLEHURST

SAFEGUARDING POLICY

**(to be used alongside
Church of England
Parish Safeguarding Handbook)**

CONTENTS

	Item	Page no
1	Parish Safeguarding Policy Statement (to be updated, agreed and signed annually by the PCC)	5
2	Summary Safeguarding Policy (to be updated and agreed annually by the PCC)	7
3	Church Practice Guidelines: Procedure for recruitment, training and supporting of workers	9
4	Church Practice Guidelines: Good practice for working with children	10
5	Church Practice Guidelines: Good practice for all groups/workers including Bellringers	12
6	Church Practice Guidelines: eSafety working practice	14
7	Safeguarding vigilance: Do's and don'ts of responding to disclosures	16
8	Safeguarding vigilance: Confidentiality	17
9	Safeguarding vigilance: Complaints procedure	17
Appendices:		
<i>Guidance and responsibilities:</i>		
A	Parish Safeguarding Officer role description	18
B	Parish Roles and responsibilities	19
C	Parish Safeguarding checklist	24
<i>Forms for new volunteers:</i>		
D	Application form for volunteer workers with children or vulnerable adults	26
E (i)	Model volunteer job role – template	28
E (ii)	Model volunteer job role – for bellringing	29
F	Job description and agreement for volunteer workers with children/young people/vulnerable adults	30
G	Volunteer worker reference request form	32
H	C of E confidential declaration form	34
I	Confirmation of appointment	38
<i>Consent forms for church activities:</i>		
J	Registration and consent to join groups: children/young people/vulnerable adults	39

K	Parental consent form – memberships for all groups	40
L	Passenger consent for transport in private cars	42
<i>Reporting safeguarding and accident incidents:</i>		
M	Responding to abuse: volunteer workers action sheet	43
N	Skin maps	44
O	Incident report form	46
P	Accident and incident report form	48
<i>Checklists for safe working:</i>		
Q	Guidelines for lone working	Separate document
R	Activity risk assessment checklist	Separate document
S	Home visiting risk assessment checklist	Separate document
<i>Other important information and guidance:</i>		
T	Different forms of abuse	Separate document
U	e-safety guidelines: Diocese of Canterbury July 2017	Separate document
V	Safeguarding children in Towers (CCCBR Dec 2015)	Separate document
X	Parish safeguarding handbook	Separate document
Y	Parish safeguarding self assessment	Separate document

Page deliberately left blank

The Parish of All Saints Staplehurst
SUMMARY SAFEGUARDING POLICY: PROMOTING A SAFER CHURCH

The following policy was agreed at the Parochial Church Council (PCC) meeting held on.....

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

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

The Parish will:

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

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

This church appoints _____ as the Parish Child and Young People Safeguarding Officer

This church appoints _____ as the Parish Adult Safeguarding Officer

This church appoints _____ as the Deputy Child/Young People and Adult Safeguarding Officer

This church appoints _____ as the Parish Disclosure Officer

Incumbent

ChurchwardensDate:

Page deliberately left blank

3. CHURCH PRACTICE GUIDELINES

PROCEDURES FOR RECRUITMENT, TRAINING AND SUPPORTING OF WORKERS

- a. The parish will follow safe recruitment practices which are set out in full in the Parish Safeguarding Handbook and the C of E Safer Recruiting guidelines
www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance/templates-resources
- 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 D)
- 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 Parish Safeguarding Officers. The meeting will involve an opportunity to discuss the Child 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. Training will be provided, including updating training, e.g. safeguarding

The House of Bishops' Safeguarding policy states, *'The Church will select and vet all those with any responsibility related to children, young people and vulnerable adults within the Church.'* Revd Silke Tetzlaff, Parish DBS Officer, ensures newly recruited workers apply for a DBS check, and that DBS checks are renewed when needed.

4. CHURCH PRACTICE GUIDELINES:

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:

0 -2 years	1 adult to 3 children	1:3
2 – 3 years	1 adults to 4 children	1:4
4 – 8 years	1 adult to 6 children	1:6
9 – 12 years	1 adult to 8 children	1:8
13 – 18 years	1 adult to 10 children	1:10

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 children's/young people's groups:

1. When a Sunday School takes place in the Parish Room, a register is kept and additional to 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 and additional to 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 and additional to 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 Appendices J, K).
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 P. 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. Bellringers have their own First Aid box and Accident book

9a. A 'concerning incident or allegation' 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.

- **If a child or adult is in immediate danger or requires medical attention, call the police and/or Social Services immediately on 999. Contact the Parish Safeguarding Officer, the Rector or the Diocesan Safeguarding Team.**
- **If the situation is non-emergency, record and report to the Parish Safeguarding Officer/Rector or activity leader. Agree who will inform the DSA.**

9b. Details are to be recorded using forms shown in Appendices M, N, O. Completed forms should be e-mailed or handed to the Rector by the informant for secure storage.

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 to be aware of the need for future vigilance.

10. Consent forms are provided for any off-site activities (pro formas at Appendices J, K, L). 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.

5 CHURCH PRACTICE GUIDELINES:

GOOD PRACTICE FOR ALL GROUPS/WORKERS INCLUDING BELLRINGERS

- ✓ Activities planned to take place away from All Saints Church, Staplehurst premises require PCC agreement in order to be covered by insurance.
- ✓ A Fire Drill should be regularly carried out and adults aware of the fire procedures assembling in the church's designated fire assembly points (including Kings Head Car Park). The fire procedures can be found in the Parish room, in the Church and Tower and in the Parish Office.

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. Ensure that the child and parents are aware of any activity that requires physical contact and its nature before the activity takes place
11. Obtain consent for any photographs/videos to be taken, shown or displayed
12. Record any concerning incidents and give the information to the Rector. Sign and date the record.
13. Always share concerns about a child or the behaviour of another worker with either the parish safeguarding coordinator/Deputy Co-ordinator/or Rector.

You should not:

1. Initiate physical contact. Any necessary contact should be initiated by the child
2. Invade an individual'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 an individual
6. Touch an individual inappropriately or obtrusively
7. Allow an individual to involve you in excessive attention seeking
8. Show favouritism to any one individual or group
9. Give lifts to children or vulnerable adults on their own or on your own (unless in an emergency situation)
10. Smoke tobacco in the presence of children or drink alcohol when working with children
11. Drink alcohol when responsible for vulnerable adults
12. Share sleeping accommodation with children
13. Invite a child to your home alone
14. Arrange social occasions with children (other than family members) outside organised group occasions
15. Allow unknown adults access to children unless accompanied by a known person covered by DBS disclosure.
16. Allow strangers to give children, young people or vulnerable adults lifts.
17. Befriend via social media children, young people and adults who may be vulnerable.

18. Arrange social occasions with children and young people (other than events which also include family members/carers) outside organised group occasions
19. Store photographs taken on personal phones or cameras.

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 Officer over good practice for safeguarding
7. Always inform the Parish Safeguarding Officer of any specific safeguarding concerns that arise.

6. CHURCH PRACTICE GUIDELINES: eSafety Working Practice

Social media: guidance for church officers

Do:

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

Do not:

- Use a personal Facebook or any other social media account in your work with children, young people or vulnerable adults.
- Add children, young people or vulnerable adults as friends on your personal accounts.
- Facebook stalk (i.e. dig through people's Facebook pages to find out about them).
- Say anything on social media that you would not be happy saying in a public meeting, to someone's face, writing in a local newspaper or on headed notepaper.
- Comment on photos or posts, or share content, unless appropriate to your church role.
- Use visual media (e.g. Skype, Facetime) for one-to-one conversations with young people –use only in group settings.

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

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

See also:

Appendix U Diocese of Canterbury e safety guidelines July 2017

Appendix V Central Council of Church Bellringers: Safeguarding children in Towers

7.SAFEGUARDING VIGILANCE

Dos and Don'ts in responding to disclosures

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

Dos

1. Actively listen
2. Take what is said seriously
3. Clarify if necessary - e.g. "can you say a bit more about that?" or "what happened next?"
4. Stay calm and reassure
5. Make notes as soon afterwards as possible - within an hour. Record individuals own words where possible; emotional presentation e.g. if crying, date, time, length of discussion, sign notes
6. Tell Parish Safeguarding Officer or Deputy Officer or Rector or Diocesan Safeguarding Advisers as quickly as possible
7. Consider immediate safety of child
8. Seek support for yourself
9. Tell the individual what you are going to do next

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. Make promises which cannot be kept (e.g. that you won't share information)

8.SAFEGUARDING VIGILANCE

Confidentiality

Information can be shared legally without consent, if a person is unable to or cannot reasonably be expected to gain consent from the individual concerned, or if to gain consent could place somebody at risk. Relevant personal data can be shared lawfully without consent if it is to keep a child or vulnerable adult safe from neglect or physical, emotional or mental harm, or if it is protecting their physical, mental or emotional well-being (from Parish Safeguarding Handbook. See P 27 for further clarification of Safeguarding and GDPR)

9. SAFEGUARDING VIGILANCE

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.

Appendix A: Parish Safeguarding Officer (PSO) role description

The Parish Safeguarding Officer is the key link between the diocese and the parish/s, concerning safeguarding matters. She/he will have an overview of all church activities involving children, young people and vulnerable adults and will seek to ensure the implementation of a safeguarding policy. The role can be taken by one person or the role shared, for example with one person covering children the other vulnerable adults.

The key tasks of the parish safeguarding officer are to:

1. Have an overview of all church activities involving children and vulnerable adults and keep a record of these activities.
2. Be familiar with diocesan safeguarding guidance and ensure that leaders of activities are fully aware of, and are implementing, this guidance.
3. Liaise with the incumbent over safeguarding issues.
4. Keep in touch with the leaders of all activities and offer them advice and support over safeguarding matters.
5. Liaise as necessary with the Diocesan Safeguarding Advisers. Report all concerns or allegations against church officers to the DSA.
6. Attend diocesan safeguarding training offered for PSOs.
7. Assist with safeguarding training in the parish as appropriate.
8. Attend a meeting of the church leadership (PCC) at least annually to ensure safeguarding issues are discussed and that the church leadership adopt the annual Church Safeguarding Policy.
9. Ensure that the Church Safeguarding Policy and contact details is displayed in all Church premises.
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 church activities.
12. Keep the church leadership informed of good safeguarding practice.
13. Undertake a regular parish safeguarding self-assessment in the format offered by the Diocese.

Appendix B

The Parish Roles and Responsibilities

Parochial Church Council (PCC) and the Incumbent¹

The PCC is the main decision maker of a parish. Its members are clergy, churchwardens and others elected by the Annual Parochial Church Meeting (APCM) of the parish. Its powers and duties are defined by legislation and can principally be found in the Parochial Church Councils (Powers) Measure 1956.

It has the responsibility, along with the incumbent to promote the mission of God in its parish.

Legally, the PCC is responsible for the finances of the parish. It also has ultimate responsibility for the care and maintenance of all church buildings and their contents. Although these responsibilities are executed by the churchwardens, all PCC members must share in the oversight. It has a voice in the forms of Service used by the church and may make representations to the bishop on matters that affect the welfare of the parish.

All PCCs are charities, most do not the need to register with the Charity Commission, except those with an annual income of more than £100,000. Therefore, every member of a PCC is also a charity trustee. If a PCC is a charity it must comply with the Charity Commission guidance and legislation in relation to charities.

The incumbent's role is to provide leadership concerning safeguarding, and to encourage everyone to promote a safer church.

The PCC and the incumbent have a duty of care to ensure the protection of the vulnerable in their church community. In terms of safeguarding, with the incumbent the PCC will:

- Promote a safer church for all in the church community, and ensure there is a plan in place to raise awareness of, promote training and ensure that safeguarding is taken seriously by all those in the church community;

Adopt:

- The House of Bishops' 'Promoting a Safer Church; safeguarding policy statement';²
- The House of Bishops' and diocesan safeguarding policies and practice guidance, while being responsive to local parish requirements;

Appoint:

- At least one appropriately experienced designated parish safeguarding officer (PSO)³ to work with the incumbent and PCC. This PSO should be a lay person. It cannot be the incumbent. The PSO may also be the DBS administrator for church officers who work with children or vulnerable adults but if not, the PCC should appoint another individual⁴. The PSO should be supported, trained and given a copy of the parish safeguarding policy and procedures;

¹ The incumbent may be called the vicar, rector, parson and for the purposes of this document will also include a priest-in-charge.

² **House of Bishops' 'Promoting a Safer Church; safeguarding policy statement'**

³The requirement is to have a named PSO. If appropriate, in rural parishes or parishes held in plurality, consider joining together to share a PSO while remembering that legal responsibility will continue to rest with the individual parishes.

⁴ It is noted that some dioceses will use electronic DBS systems and therefore this role may not be required.

- Additional safeguarding roles, as required. These roles are optional. They will be dependent on local need and available resources. They may also be fulfilled by the same people. Any additional roles are left to local determination

Safer Recruit, Support and Train:

- Ensure that all church officers who work with children, young people and/or vulnerable adults are:
 - recruited following the House of Bishops' Safer Recruitment practice guidance;
 - aware of and work to House of Bishops' safeguarding guidance (includes both policies and practice guidance);
 - attend diocesan safeguarding training at least every three years;
- Provide appropriate insurance to cover for all activities undertaken in the name of the PCC which involve children and vulnerable adults;

Display:

- A formal statement of adoption of the House of Bishops' 'Promoting a Safer Church; safeguarding policy statement'. This should be signed on behalf of the PCC;
- Contact details of the PSO, churchwarden and any other local leaders;
- Information about where to get help with child and adult safeguarding issues e.g. local authority contact details, domestic abuse and key helplines e.g. ChildLine
- Provide access to a safeguarding handbook;⁵

Respond:

- Create an environment, which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently;
- Have a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse in accordance with the relevant policy and practice guidance and in consultation with the diocesan safeguarding adviser;
- Report all safeguarding concerns or allegations against church officers to the diocesan safeguarding adviser;
- Ensure that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the diocesan safeguarding adviser;
- Comply with all data protection legislation especially in regard to storing information about any paid and unpaid workers and any safeguarding records;
- Ensure that an "activity risk assessment" is completed and reviewed regularly for each activity, which is associated with either children or vulnerable adults, and run in the name of the Church.

Review and Report Progress:

- The PSO should regularly report on safeguarding in the parish⁶. Safeguarding should be a standing agenda item at each PCC meeting. At the APCM the PCC should provide an annual report in relation to safeguarding. In the PCC's annual report will be a statement which reports on progress and a statement as to whether or not the PCC has complied with the duty to have "due regard" to the House of Bishops' guidance in relation to safeguarding.⁷

⁵ Please note this may be the Diocesan Handbook and/or the House of Bishops' Handbook that will be available in 2017.

⁶ Whether the PSO is a member of the PCC is up to local determination. At a minimum they should report regularly to it.

⁷ See the Safeguarding and Clergy Discipline Measure 2016, section 5

Hire out church premises:

- Any hire agreement with any person/body wishing to hire church premises⁸ must contain a provision whereby the person/body hiring the premises agrees to comply with the relevant safeguarding guidance issued by the House of Bishops and the diocese.
- The hire agreement should also contain a provision whereby all those hiring church premises are required to ensure that children and vulnerable adults are protected at all times, relevant staff have had appropriate DBS checks and that all reasonable steps have been taken to prevent injury, illness, loss or damage occurring.
- Ensure all those hiring church premises carry full public liability insurance for this, or be covered through the church insurance (for example hire for a children's party).

Working in an LEP:

- If working within Local Ecumenical Partnerships (LEPs), agree which denomination or organisation's safeguarding policy to follow, including where to seek advice in urgent situations in line with the practice guidance⁹. This decision should be ratified both by the bishop and other appropriate church leaders in the partnership and shared with the DSA; in the event of a specific safeguarding concern, ensure that all the LEP partners are notified.

During a clergy vacancy

- During an interregnum the PCC must, working with the churchwardens, ensure that all information about safeguarding matters is securely stored before passing the information on to the new incumbent. The departing incumbent must give the safeguarding information to the parish safeguarding officer who can pass the information on to the new incumbent when he/she takes up his new role.

Churchwardens

Churchwardens are the senior lay representatives of the parish. The role of the churchwarden is extremely varied but generally involves management, maintenance and mission¹⁰ in accordance with the Churchwardens Measure 2001 and the Canons of the Church of England (see in particular Canon E1). They are the foremost in representing the laity and in co-operating with the incumbent, and they have a duty to maintain order and decency in the church and churchyard, particularly during the times of divine service. In co-operation with the incumbent, churchwardens are generally responsible for the day-to-day functioning of the parish.

In relation to safeguarding, the churchwardens work with the incumbent, PCC and parish safeguarding officer to:

- Ensure that in the period of a vacancy (during an interregnum), that the incumbent's safeguarding roles and responsibilities are fulfilled, in consultation with the PCC, parish safeguarding officer and the area dean;
- Pay attention to the specific needs of children and vulnerable adults when undertaking health and safety inspections and risk assessment;

⁸ This means a church building and/or, church hall

⁹ LEP Safeguarding Practice Guidance 2015

¹⁰ See Canon E1 para 4 – Churchwardens are charged with active participation in the Church's mission – "...use their best endeavours by example and precept to encourage the parishioners in the practice of true religion and to promote peace and unity among them"

- Ensure that risk assessments are carried out before new activities are undertaken;
- Ensure that all parish activities with children and vulnerable adults are adequately supervised and insured;
- Ensure that the parish has procedures for responding to complaints¹¹ and grievances;
- Answer questions regarding safeguarding as they arise in the archdeacon's visitations, and respond to any specific safeguarding advice, which may be given from the archdeacon.

Parish Safeguarding Officer

Each Parish Safeguarding Officer's (PSO) role is to:

- Work closely with the incumbent to advise within the parish on all safeguarding matters relating to children, young people and vulnerable adults;
- Receive, with the incumbent, any concerns about children or adults in the parish and make sure that proper advice is sought and proper referrals are made;
- Report all matters relating to concerns and allegations of abuse against church officers, in liaison with the incumbent, to the diocesan safeguarding adviser who will liaise with the statutory agencies, as required. Concerns about the incumbent should be raised directly with the DSA;
- Ensure that any ex-offenders with offences against children or vulnerable adults known to be in the church community are notified to the diocesan safeguarding adviser and contribute to managing Safeguarding Agreements;
- Promote safer practices in all activities and make any recommendations required taking into account the particular arrangements of the parish;
- Seek to ensure that Safer Recruitment practice is followed, with the support of diocese.
- Attend diocesan safeguarding training at least every three years;
- Maintain safeguarding records;
- Complete national, diocesan and parish safeguarding self-assessments as required;
- Contribute to the annual review of parish safeguarding arrangements;
- The PSO should regularly report on safeguarding in the parish. Safeguarding should be a standing agenda item at each PCC meeting. At the APCM the PCC will provide an annual report in relation to safeguarding.

The PSO may also be responsible for:

- Being the Children's and /or Vulnerable Adult Advocate (see below);
- Being the DBS Administrator (see below);
- Supporting other church officers who work with children or vulnerable adults;
- Providing or arranging provision of safeguarding training for parish workers (both volunteers and paid staff).

Preferably the PSO should be someone who is a lay person, has good pastoral and organisational skills and experience of working with children/young people or vulnerable adults, although not always currently involved in such work in the parish. They should not be the incumbent or his or her partner.

The level of the resource will be dependent on the size and complexity of the parish. These roles often are voluntary but some larger parishes have paid posts. Some parishes have one PSO for children and one for vulnerable adults. If required, in rural parishes, or in group arrangements, arrangements for safeguarding maybe shared whilst remembering that legal responsibilities will continue to rest with the individual parishes.

¹¹ Please note this does not mean safeguarding concerns or allegations but complaints about the quality of a response or activity.

Parish DBS Administrator

Every parish should have a nominated person who is responsible for administration of DBS applications¹². Usually the parish safeguarding officer will incorporate the administration of DBS applications into his/her role, however, where necessary or appropriate (e.g. in large busy parishes), this position may be undertaken by a separate person.

In particular, the parish DBS administrator is responsible for:

- Establishing the true identity of the applicant, through the examination of a range of identification documents as set out by the Disclosure and Barring Service (DBS)¹³;
- Checking and validating the information provided by the applicant on the application form;
- Ensuring the application form is fully completed and the information it contains is accurate.

Appendix C: Parish Safeguarding Checklist

At All Saints Staplehurst we recognise that the few who are determined to harm children or adults, deliberately seek out groups or organisations where they can meet children or other vulnerable people. The Church is particularly vulnerable to these people. Creating and maintaining a safeguarding culture will discourage them from becoming involved for the wrong reasons and make it difficult for them to harm or abuse children or adults if they do.

In order to assist with the creation of a safeguarding culture each PCC (or equivalent charitable body) must:

Appoint:

- At least one appropriately experienced designated Parish Safeguarding Officer (PSO) to work with the incumbent and PCC. This PSO should be a lay person. The PSO may also be the DBS administrator for church officers who work with children or vulnerable adults but if not, the PCC should appoint another individual. The PSO should be supported, trained and given a copy of the parish safeguarding policy and procedures; (see separate Model PSP role description)

Safer Recruit, Support and Train:

- Ensure that all church officers who work with children, young people and/or vulnerable adults are:
 - recruited following the House of Bishops' Safer Recruitment practice guidance;
 - aware of and work to House of Bishops' safeguarding guidance (includes both policies and practice guidance);
 - attend diocesan safeguarding training at least every three years;
- Provide appropriate insurance to cover for all activities undertaken in the name of the PCC which involve children and vulnerable adults;

Display:

- A formal statement of adoption of the House of Bishops 'Promoting a Safer Church; safeguarding policy statement'. This should be signed on behalf of the PCC.
- Contact details of the PSO, Churchwarden and any other local leaders.
- Contact details for the Diocesan Safeguarding Team – including phone, email and website details.
- Information about where to get help with child and adult safeguarding issues, domestic abuse and key helplines e.g. ChildLine (See separate 'Model Safeguarding in parishes-who's who')
- Provide access to a hard copy Parish Safeguarding Handbook (see separate Handbook)
- Provide access to a hard copy of the Diocese Safeguarding Manual

Respond:

- Create an environment, which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently;
- Have a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse in accordance with the relevant policy and practice guidance and in consultation with the Diocesan Safeguarding Adviser;
- Report all safeguarding concerns or allegations against church officers to the Diocesan Safeguarding Adviser;
- To ensure that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the Diocesan Safeguarding Adviser;
- Comply with all data protection legislation especially in regard to storing information about the 'church workforce'. Including volunteers and any safeguarding records;

- Ensure that an “activity risk assessment” is completed and reviewed regularly for each activity, which is associated with either children or vulnerable adults, and run in the name of the Church.

Review and Report Progress:

- The PSO should regularly report on safeguarding in the parish. Safeguarding should be a standing agenda item at each PCC meeting. At the APCM the PCC should provide an annual report in relation to safeguarding. In the PCC’s annual report will be a statement which reports on progress and a statement as to whether or not the PCC has complied with the duty to have “due regard” to the House of Bishops’ guidance in relation to safeguarding.

Other points to consider:

Are you working in an LEP?

- If working within Local Ecumenical Partnerships (LEPs), agree which denomination or organisation’s safeguarding policy to follow, including where to seek advice in urgent situations in line with the practice guidance. This decision should be ratified both by the bishop and other appropriate church leaders in the partnership and shared with the DSA; in the event of a specific safeguarding concern, ensure that all the LEP partners are notified.

Irrespective of this choice all abuse cases arising in Church of England settings must be notified to the Diocesan Safeguarding Team.

Hire out your church premises?

- Any hire agreement with any person/body wishing to hire church premises must contain a provision whereby the person/body hiring the premises agrees to comply with the relevant safeguarding guidance issued by the House of Bishops and the diocese (see separate model Hire Agreement).
- The hire agreement should also contain a provision whereby all those hiring church premises are required to ensure that children and vulnerable adults are protected at all times, relevant staff have had appropriate DBS checks and that all reasonable steps have been taken to prevent injury, illness, loss or damage occurring.
- Ensure that all those hiring church premises carry full public liability insurance for this, or are covered through the church insurance (for example hire for a children’s party).

Do you have a clergy vacancy?

- During an interregnum the PCC must, working with the churchwardens, ensure that all information about safeguarding matters is securely stored before passing the information on to the new incumbent. The departing incumbent must give the safeguarding information to the Parish Safeguarding Officer who can pass the information on to the new incumbent when he/she takes up his new role.

Support & Compliance

The measures identified in the list above will be checked during parish visitations and the documents referred to can be found on the National website or Diocesan Website. If you have questions or need support to complete the steps on the checklist you can contact the DSA for further support and advice:

**APPENDIX D
CONFIDENTIAL**

APPLICATION FORM

**For voluntary workers with
children or vulnerable adults**



The Diocese of
Canterbury
THE CHURCH

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:
(to be filled in by the parish before giving the form to the applicant)

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

The position for which you are volunteering is subject to an enhanced Disclosure from the Disclosure and Barring Service (DBS)

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, young people 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, young people 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 Disclosure and Barring Service.

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 199

APPENDIX E (i)

Model Volunteer Job Role - template

Name of Church: All Saints Staplehurst

Volunteer Worker (Children and /or adults experiencing, or at risk of abuse or neglect)

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately report it.

Principles

Workers with children and/or adults experiencing, or at risk of abuse or neglect must have a commitment to:

- Treat individuals with respect;
- Recognise and respect their abilities and potential for development;
- Promote their rights to make their own decisions and choices, unless it is unsafe;
- Ensure their welfare and safety;
- The promotion of social justice, social responsibility and respect for others; and
- Confidentiality, never passing on personal information, except to the person to whom you are responsible, unless there are safeguarding issues of concern (e.g. allegations of abuse). Safeguarding issues of concern must **always** be reported to the Police or Social Care services and Diocesan Safeguarding Adviser.

Responsible to (named contact for support and resolution of any difficulties):

The Rector and through them to the PCC.

Key responsibilities and accountabilities:

- To work with vulnerable people (children and adults experiencing, or at risk of abuse or neglect) in a way that meets and develops their personal, spiritual and social needs, exercising active pastoral concern.
- To represent the needs and views of vulnerable people to the PCC or, where appropriate, enable them to do this for themselves.
- To maintain a link with parents and carers.
- To work in accordance with the church's policy on safeguarding.
- To undertake any other work that has been agreed and is seen to be appropriate.

As a volunteer you can expect that we will do our best to ensure that:

- We provide a supportive, inclusive and positive environment that ensures you enjoy your volunteering and that you are treated with respect and courtesy and provided with training.

Person specification

1. Able to demonstrate an ability to work with people who are /may be vulnerable; and
2. A willingness to develop their skills and training

As a volunteer working regularly with people who are/may be vulnerable, this post may be eligible for a criminal record check which will be renewed at least every five years.

This letter is binding in honour only; it is not intended to create a legally binding contract between us and it may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.

APPENDIX E (ii) (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 F

JOB DESCRIPTION AND AGREEMENT

For voluntary workers with children and young people



The Diocese of

Canterbury
THE CHURCH

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. Youth 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/young people/ adults

I have understood the nature of the work I am to do with the children/young people/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, young people 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

APPENDIX G

REFERENCE REQUEST FORM

Private and Confidential

Revd Silke Tetzlaff
The New Rectory
High Street
Staplehurst
Kent
TN12 0DJ
Tel: 01580 891 258

All Saints Church
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

Name of Volunteer: _____

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 H

Church of England Confidential Declaration Form

The Confidential Declaration Form must be completed by all those wishing to work with children and / or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and / or adults experiencing, or at risk of abuse or neglect. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment / appointment process and, when appropriate, the Diocesan Safeguarding Adviser or someone acting in a similar role / position. All forms will be kept securely in compliance with 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 which you are answering.

Please note that the Disclosure and Barring Service (DBS) is an independent body, which came into existence on 1st December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules¹⁴? (Include both 'spent'¹⁵ and 'unspent' convictions) YES / NO
2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules¹⁶? YES / NO

¹⁴ You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it is your only offence; (c) it did not result in a prison sentence or suspended prison sentence (or detention order) and (d) it does not appear on the DBS's list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b), (c) and (d) in order to be filtered.** Further guidance is provided by the DBS and can be found at www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates and www.gov.uk/government/publications/dbs-filtering-guidance

¹⁵ Please note that the 'rehabilitation periods' (i.e. the amount of time which has to pass before a conviction etc. can become 'spent') have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never 'spent'. For further guidance in relation to the 'rehabilitation periods', please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

¹⁶ You do not have to declare any adult caution where: (a) 6 years (or 2 years if under 18 at the time of the caution, reprimand or warning) have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences referred to in footnote 1 above. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered**

Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules. Please also provide details of the circumstances and/or reasons that led to the offence(s).

*Broadly, where your position / role involves substantial contact with children and / or adults experiencing, or at risk of abuse or neglect (i.e. where you are eligible for an enhanced criminal records check) you will be expected to declare **all** convictions and / or cautions etc., even if they are 'spent' provided they have not been filtered by the DBS filtering rules.*

If your position / role does not involve substantial contact with children and / or adults experiencing, or at risk of abuse or neglect you should only declare 'unspent' and 'unfiltered' convictions / cautions etc.

Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK.

If you are unsure of how to respond to any of the above please seek advice from an appropriate independent representative (e.g. your solicitor) because any failure to disclose relevant convictions, cautions etc. could result in the withdrawal of approval to work with children and / or adults experiencing, or at risk of abuse or neglect. Although it is important to note that the existence of a conviction, caution etc. will not necessarily bar you from working with vulnerable groups unless it will place such groups at risk.

3. Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence / misconduct? YES / NO
4. Are you or have you ever been prohibited and / or barred from work with children and/or vulnerable adults? YES / NO
5. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and / or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and / or vulnerable adult was at risk of significant harm from you¹⁷? YES / NO
6. Has your conduct ever caused or been likely to cause significant harm to a child and / or vulnerable adult, and / or put a child or vulnerable adult at risk of significant harm? YES / NO

Note: Make any statement you wish regarding any incident you wish to declare

7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things? YES / NO

¹⁷ 'Significant harm' involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse

8. Have you ever had any allegation made against you, which has been reported/referred to, and investigated by the Police/Social Services/Social Work Department (Children or Adult's Social Care)? YES/NO

If you reply yes to questions 7 and/or 8, please give details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or adult who is vulnerable. Any allegation or complaint investigated by the police, Children's Services, an employer, voluntary body or other body for which you worked must be declared. Checks will be made with the relevant authorities.

1. 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 child protection planning, 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 any other legislation? YES / NO
2. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules¹⁸; or is that person at present the subject of a criminal investigation/pending prosecution? YES/NO/Not Applicable

If yes, please give details including the nature of the offence(s) and the dates. Please give any further details, such as the reasons or circumstances, which led to the offence(s)

*Note applicable to Q10: You are only required to answer this if you work from home with children. The DBS define home based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives (this will include **all** clergy).¹⁹*

Note: All these matters shall be checked with the relevant authorities

Declaration

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

¹⁸ See footnotes 1 and 3 above

¹⁹ <https://www.gov.uk/government/publications/dbs-home-based-positions-guide/home-based-position-definition-and-guidance>

After I have been appointed I agree to inform my line manager or supervisor if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Social Services/Social Work Department (Children or Adult's Social Care) investigation.

Signed.....

Full Name.....Date of Birth.....

Address.....

.....

Date.....

Please return the completed form to

Before an appointment can be made applicants who will have substantial contact with children and / or adults experiencing, or at risk of abuse or neglect in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check (as appropriate)) from the Disclosure and Barring Service.

All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and / or adults experiencing, or at risk of abuse or neglect.

Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and / or an adult experiencing, or at risk of abuse or neglect at risk.

APPENDIX I

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

Parish Safeguarding Officer

On behalf of the PCC

APPENDIX J

Registration and Consent: Children and Vulnerable Adults Church Groups (including Bell Ringing) Activities, Day Visits, Camps, Residential Holidays (to be completed as appropriate by the adult, or parent/carer of the child, annually for church groups)

Name of Church..... Name of Group /Activity.....

Family contact details:

Adult/Child's full name.....Date of birth

Full name of parent/guardian.....

Home address.....Home Tel No.....

Parent's/guardian's mobileParent's/guardian's e-mail.....

Family doctorSchool..... School year

About you/your child:

Do you/Does your child have any food allergies? (please specify).....

Do you/Does your child have any medical conditions? (please specify).....

Are you/is your child on any medication? (please specify).....

NHS No:.....Details of last anti-tetanus injection.....(Day Visits, Camps, Res Hols)

Does your child have any special needs? (please specify).....

Is there anything else you would like us to know about you/your child?

Emergency contact details for parents/guardians:

Contact tel. no during group or activity time:

Contact name for carer/ an alternative adult in case of emergencies:

Tel no Relationship to you/your child

Arrangements for collection: church groups (please delete as appropriate)

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

I/my child/will be collected by.....Relationship to you/your child.....

Name of anyone **NOT** allowed to collect my childRelationship to child.....

My child has permission to travel to and from the group without me (children over 11years) **Yes/No**

Declaration

I give permission for..... (child) to attend and take part in the specified activities.

In an emergency and/or if I am not contactable, **I am/I am not** (delete as appropriate) willing for my child to receive doctor, hospital or dental treatment including an anaesthetic.(Day Visits, Camps, Res Hols)

Signed (adult/parent/guardian) Date

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB: This may not include a foster carer).

APPENDIX K

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 L

All Saints Church Staplehurst

Passenger consent to be transported in private cars on behalf of the PCC

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.

1. Your details:

Name of passenger:

Date of birth, if under 18 years:

Name of parent/carer, if under 18 years:

Name of adult carer, if applicable:

Address:

.....

Phone No: Email:

2. The activity

Date(s) of events:

Venue:

Transport provided: private vehicle / minibus / other (please specify)

Name of driver (if known):

3. Your consent

I consent to being transported on behalf of Church, according to the arrangements specified above.

Signed (passenger): **Date**

For passengers under 18 years, and vulnerable adults with carers:

I consent to(child) being transported on behalf of
..... Church, according to the arrangements specified above.

Signed (parent or carer): **Date**

APPENDIX M

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!)

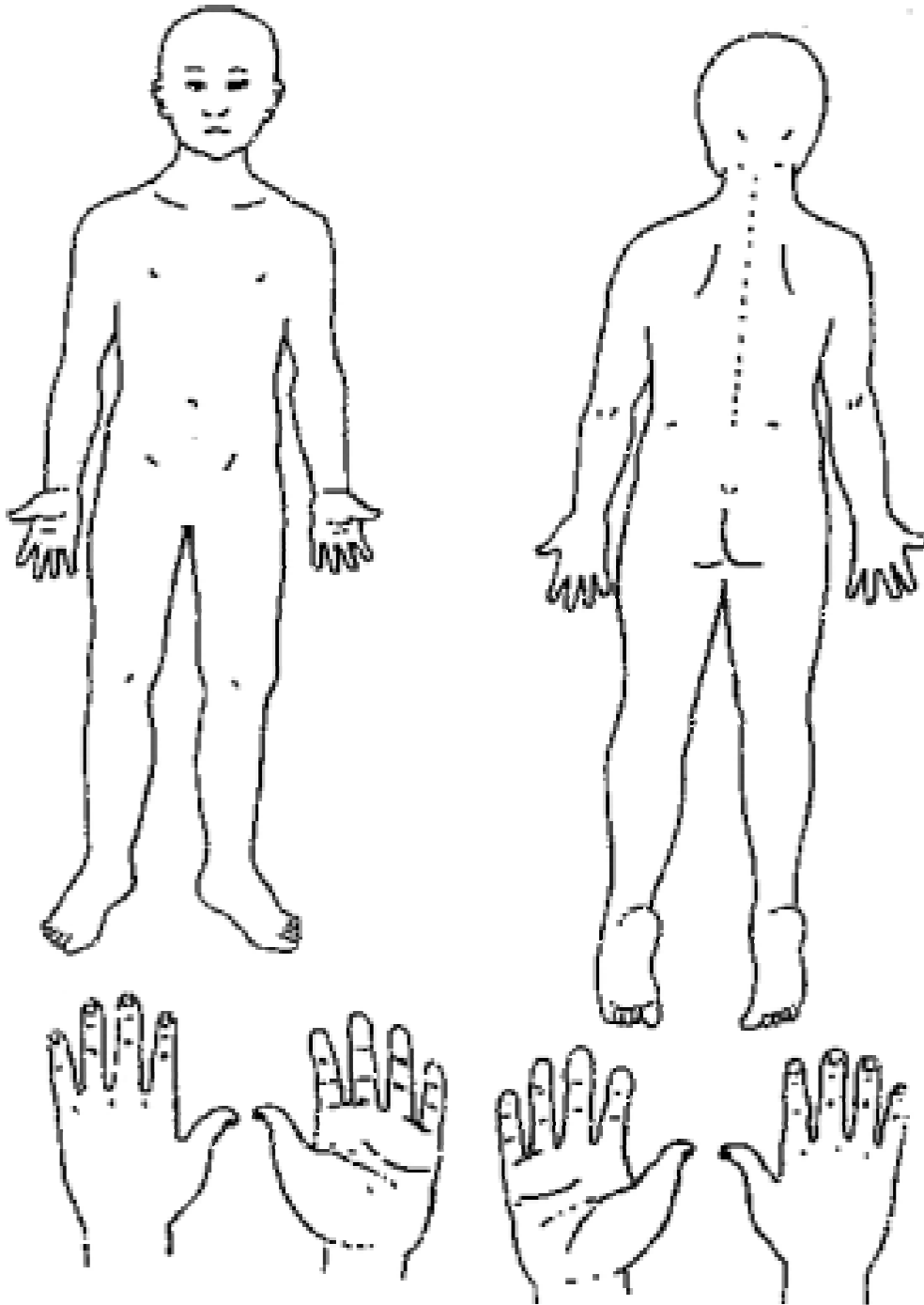
Action Taken (including person(s) contacted)

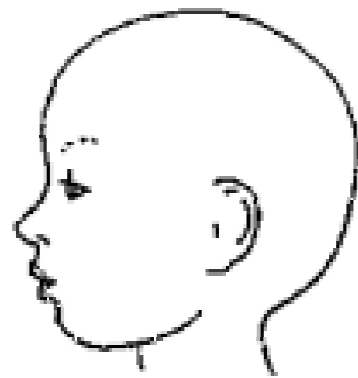
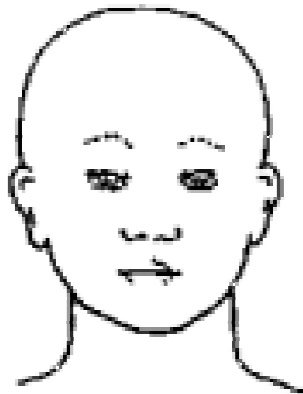
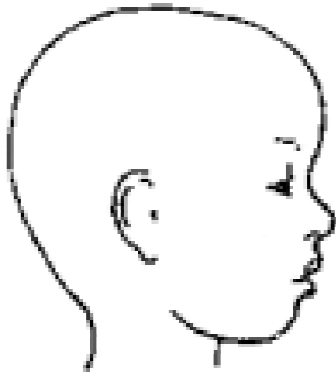
Date ____ / ____ / ____ Time _____

Notes:

APPENDIX N

Skin Maps





Have you informed the Diocesan Child Protection Advisers?

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

Additional comments:

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

Signature of Worker: Date & time:

Signature of Responsible Person: Date & time:

APPENDIX P

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: ___/___/___

