



Safeguarding

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Incumbent

Revd Ben Green
(01827) 62573 / 07985 490173

Parish Safeguarding Coordinator

Carol Chadwick
(01827) 63436 / 07977 838240

Diocesan Safeguarding Advisor

Steph Haynes
07342 993844

more contact details can be found on page 4

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Contacts

Incumbent & DBS Verifier

Revd Ben Green (01827) 62573 / 07985 490173 / ben@rev.me.uk

Parish Safeguarding Coordinator

Carol Chadwick (01827) 63436 / 07977 838240 / stedithawarden1@gmail.com

Diocesan Safeguarding Advisor

Steph Haynes 07342 993844 / stephh@cofebirmingham.com

Diocesan Safeguarding Training and Development Officer

Claire Wesley (0121) 426 0432 / 07970 315153 / clairew@cofebirmingham.com

Advocates

Annie Somers (Children) (01827) 311945 / joansom@hotmail.com

Ray Skarratt (Adults) (01827) 704344 / ray.skarratt@outlook.com

Churchwardens

Carol Chadwick see above

Geoff Wyatt (01827) 63082 / geoffreywyatt007@btinternet.com

Social Services

Tamworth area office 0300 111 8010
(Mon-Thu 8.30am-5pm, Fri 8.30am-4.30pm, Sat & Sun closed)

Emergency (out of hours) 07815 492613

Executive Summary

Responsibilities of Everyone – see pages 9 and 29

- To care for, nurture and respect all children and adults.
- To establish a loving, caring community where people feel safe to report or disclose abuse, and victims can find support.
- To respect and adhere to the policies and procedures set out in this document.

Responsibilities of the PCC and the Incumbent – see pages 7 and 14

- The Incumbent and the PCC are together responsible for ensuring that safeguarding policies and procedures are implemented within the parish.
- The PCC should appoint a Parish Safeguarding Coordinator, who must not be related to the incumbent, and who must be on the electoral roll of the parish, ideally on the PCC.

Responsibilities of the Parish Safeguarding Coordinator – see page 14

- The Parish Safeguarding Coordinator is appointed by the PCC to assist the Incumbent in implementing these policies, and keeping necessary records of DBS checks and training.
- They should report all incidents to the relevant authorities, and report regularly to the PCC.

DBS Checks – see page 17

- DBS checks must be renewed every five years.
- If someone's renewal date has passed, they must withdraw from all activities involving children, young people and/or at-risk adults, until the DBS check has been completed.

Safeguarding Training – see page 24

- Everyone must attend the relevant diocesan training module for the group they are part of.
- All training must be renewed every three years.
- If a person takes on a different role with different training requirements, they must attend an additional training course before being allowed to start.

What To Do If... – see page 12

- If you believe someone is in immediate danger of harm, you should call 999 immediately.
- If you have concerns about a person in your care or a fellow helper / leader, or someone reports or discloses abuse to you, you should call the Parish Safeguarding Coordinator (if you aren't sure whether or not it needs reporting, report it anyway).
- If he / she is not available, you should call the Incumbent.
- If he / she is not available, you should call the Diocesan Safeguarding Advisor.
- Always keep a dated record of concerning behaviour and reports or disclosures of abuse, including your actions in response.

Safeguarding Policy

Introduction

- 1.1. This Safeguarding Policy has been prepared in accordance with the national policies of the Church of England as approved by the House of Bishops. It is in line with legislation, statutory guidance and national/local safeguarding procedures regarding the needs of adults at risk and children. It replaces all previous policies issued by the Parochial Church Council of St Editha's Church (Amington) relating to child protection and safeguarding.
- 1.2. Every child or adult can be hurt, put at risk of harm or abused in other ways. The actions we must take to promote their welfare, and protect them from harm, are the responsibility of us all. Everyone who comes into contact with adults at risk or children has a role to play.
- 1.3. 'Looking the other way' is not an option. Adopting and putting this policy into practice is essential for all of our parishes and church-related communities at every level.

Purpose and scope of this policy

- 1.4. The purpose of this policy is to set out the expectations placed on those working and volunteering in St Editha's Church and to provide information that promotes the safeguarding of all children and adults.
- 1.5. Outside organisations who hire our church buildings will be given a copy of our policy and must consent in writing that they will comply with all safeguarding legislation and good practice – see Hirers of Church Premises (page 31).

Definition of terms

- 1.6. This document uses the following definition of terms:
 - **Abuse** – the violation of an individual's human and civil rights by any other person or persons. This includes physical abuse, emotional/psychological abuse, institutional abuse, financial or material abuse, sexual abuse, neglect and acts of omission.
 - **Child** – anyone under the age of 18 years.
 - **Adult at risk** – a person aged 18 years or over who is experiencing or at risk of abuse (including neglect). The term 'vulnerable adult' is also used in some legislation.

Safeguarding resources

- 1.7. The latest version of this document is available on the church website:
www.amingtonchurch.co.uk/safeguarding.

Statement of Commitment

2.1. As part of the Christian Church living in the spirit of the Gospel, we are committed to protect and care for everyone in the church community, but especially adults at risk and children.

2.2. **We are committed to:**

- The care of, the nurture of, and respectful pastoral ministry with all children and adults.
- The safeguarding and protection of all children and adults.
- The establishing of a safe, caring community which provides a loving environment where victims of abuse can report or disclose abuse and where they can find support and best practice that contributes to the prevention of abuse.

2.3. **To this end we will:**

- Carefully select, support and train all those with any responsibility within the church, in line with the Church of England's Practice Guidance for Safer Recruitment.
- Respond without delay to every complaint made that a child or adult may have been harmed, cooperating with the police and local authority in any investigation.
- Seek to offer informed pastoral care and support to anyone who has suffered abuse, developing with them an appropriate ministry that recognises the importance of understanding the needs of those who have been abused, including their feelings of alienation and/or isolation.
- Seek to protect survivors of abuse from the possibility of further harm and abuse.
- Seek to challenge any abuse of power, especially by anyone in a position of respect and responsibility, where they are trusted by others.
- Seek to offer pastoral care and support, including supervision, and referral to the appropriate authorities, to any member of our church community known to have offended against a child or adult.

2.4. **In all of the above:**

- We will follow legislation, guidance and recognised good practice.
- We will monitor and regularly review our safeguarding procedures.

Parish Responsibilities

3.1. The Incumbent and the PCC are together responsible for ensuring that safeguarding policies and procedures are implemented within the parish.

3.2. More information about Parish Safeguarding Roles can be found on page 14.

Parochial Church Council

3.3. This PCC resolves to:

- Formally adopt this policy and file a copy with their PCC minutes.
- Formally adopt the Policy Statement on the Recruitment of Ex-Offenders (page 25).
- Display a Safeguarding Statement (page 29) and a Childline Poster (page 30) in all buildings in which the PCC sponsors activities involving children and/or adults at risk.
- Appoint people to all the roles in the section 'Parish Safeguarding Roles' (page 14).
- Ensure that all those authorised to work with adults at risk or children are:
 - Recruited in accordance with the sections 'Safer Recruitment of Volunteers and Paid Staff' (page 16) and 'DBS Checks for Volunteers and Paid Staff' (page 17);
 - Adequately supported and have access to all relevant policies and safeguarding resources;
 - Trained appropriately for their roles (including relevant diocesan safeguarding training).
- Ensure that all activities (sponsored by the PCC) involving adults at risk or children, have:
 - Appropriate insurance cover;
 - An Activity Plan and Risk Assessment which is reviewed at least once a year.
- Comply with Data Protection Principles – specifically with reference to storing information about the 'church workforce', including volunteers who have completed a confidential declaration and/or undergone DBS checks.
- Receive and discuss an annual Safeguarding Report from the Parish Safeguarding Coordinator.
- Review the implementation of this policy annually.

Parish Safeguarding Coordinator

3.4. Working under the authority of the PCC, the Parish Safeguarding Coordinator takes the lead role for safeguarding within the parish. This PCC will appoint a Parish Safeguarding Coordinator who:

- Is a lay person on the Electoral Roll of a parish within the benefice; and
- Is not related to the Incumbent; and
- Has an email address which they regularly monitor. Among other things, this is required to receive notifications regarding online DBS checks.

3.5. The responsibilities of the Parish Safeguarding Coordinator are outlined in the section 'Parish Safeguarding Roles' (page 14).

Creating a Safe Environment

Dos and Don'ts

You should:

- Treat everyone with respect and dignity, setting a positive example for others.
- Ensure that your own language, tone of voice and body language is respectful.
- Be aware of, and respect, others' need for personal space.
- Challenge unacceptable behaviour in others.
- Always aim to work within sight of another adult leader or helper.
- Ensure another adult is informed if a child needs to be taken to the toilet; toilet breaks should be organized for young children.
- Ensure that children know who they can talk to if they need to speak to someone about a personal concern. (This could be the Children's Advocate, or the group leader, as appropriate.)
- Respond warmly to a child who needs comforting, but make sure there are other adults around.
- If any activity requires physical contact, ensure that the child and parents are aware of this and its nature beforehand.
- Administer any necessary First Aid with others around.
- Obtain consent for any photographs/videos to be taken, shown or displayed.
- Record any concerning incidents and give the information to your group leader. Sign and date the record.
- Always share concerns about a child or the behaviour of another worker with your group leader, who should inform the Parish Safeguarding Coordinator and / or the Incumbent.

You should not:

- **You must not keep allegations or suspected abuse secret.**
- Initiate physical contact. Any necessary contact (e.g. for comfort, see above) should be initiated by the child.
- Invade a child's privacy while washing or toileting.
- Play rough physical or sexually provocative games.
- Use any form of physical punishment.
- Be sexually suggestive about or to a child, even in fun.
- Touch a child inappropriately or obtrusively.
- Scapegoat, ridicule or reject a child, group or adult.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying.
- Show favouritism to any one child or group.

- Give lifts to children or young people on their own or on your own.
- Smoke tobacco in the presence of children.
- Drink alcohol when responsible for young people.
- Share sleeping accommodation with children.
- Invite a child to your home alone.
- Arrange social occasions with children (other than family members) outside organised group occasions.
- Allow unknown adults access to children. Visitors should always be accompanied by a known person, and their details recorded in the register.

Health & Safety

Staffing Levels

Age	Ratio
0-2 years	1 leader for every 3 children
2-3 years	1 leader for every 4 children
3-8 years	1 leader for every 8 children
Over 8 years	1 leader for the first 8 children and then 1 extra leader for every extra 12 children.

- Each group should have at least two adults and it is recommended that where possible a gender balance between workers be maintained.
- No person under the age of 18 years should be left in charge of any children of any age.
- No group of children or young people under the age of 16 should be left unattended at any time.
- No adult should be alone with a child or children on the premises, outside or in a vehicle.

Administration

- A register must be kept by each group. As well as attendance, it should contain up to date parent's contact details and any specific medical information on the children, young people and adults at risk. These records should be kept safely but be easily accessible to the group leaders.
- Keep records of accidents, incidents and activities: this makes the gathering of information about incidents easier.

First Aid

- All premises used by children, young people and adults at risk should have a First Aid Kit, with contents stored in a waterproof container and clearly marked. It should be checked regularly. The Diocesan Guidelines have a suggested minimum for a First Aid Kit.
- All workers should be encouraged to have some First Aid knowledge and the parish should encourage access to First Aid training.
- No medication should ever be given to children or young people without parental instruction.

Taking children or young people off church premises

- Activities planned to take place away from church premises must have PCC's permission in order to be covered by insurance.
- Written permission should be obtained from the parent(s) or the person with parental permission.
- Parent(s) should be informed if their children are to be transported in a car or other vehicle.
- Persons transporting children or young people in a car should make sure that their insurance covers the transportation of children on this basis.
- A list of names of those going off the premises, along with their addresses and next of kin, should be available to all group leaders.
- While the group is off the premises, a known contact number in the parish should be available at a phone number in case of emergencies.

One to one work

- It is recommended that one to one work does not take place on church premises.
- Youth leaders should never work one to one with a child or young person where no other adult is present.
- If one to one work is unavoidable or important, it should occur in a public place, where other people can observe what is going on.

What To Do If...

What to do if you have concerns about possible abuse (including allegations)

- In an emergency, call emergency services 999.
- Keep a record of what happened, your concerns and your actions, and immediately inform the Parish Safeguarding Coordinator (or the Incumbent if he / she is not available) who:
 - will inform the Diocesan Safeguarding Advisor;
 - if advised to do so will consult with children's or adult care services.

What to do if a child or adult wishes to disclose they have been abused

- Listen. Keep listening. Do not question or investigate.
- Do not promise confidentiality; tell them we need to share this.
- Assure them they are not to blame.
- Tell them what you are going to do and that they will be told what happens.
- Make careful notes of what is said, record dates, times, events and when you are told.
- Report it immediately to the person to whom you are responsible and the Parish Safeguarding Coordinator (or the Incumbent if he / she is not available).
- Only tell those who need to know.
- If you aren't sure whether or not what has been disclosed 'counts' as abuse, you must still report it immediately. Always err on the side of caution.

What Would Happen If...

What would happen if an allegation is made against a volunteer or member of paid staff?

Do not

- **Do not** approach the alleged offender or victim to talk about the allegation.
- **Do not under any circumstances** attempt to conduct an investigation yourself.

Reporting

- If you believe someone is in immediate danger of harm, call 999.
- If necessary, remove the alleged offender from the situation.
- Report the allegation to the Parish Safeguarding Coordinator (or the Incumbent if he / she is not available) immediately.
- If the allegation is about the Parish Safeguarding Coordinator, you must report it to the Incumbent.
- If the allegation is about the Incumbent, you must report it to the Parish Safeguarding Coordinator, who will inform the Diocesan Safeguarding Advisor and the Archdeacon.

What will happen next

- Under the advice of the Diocesan Safeguarding Advisor, the Incumbent and/or relevant authorities will carry out an investigation.
- If the allegation is about the Incumbent, an investigation will be carried out by the Diocesan Safeguarding Advisor and/or the Archdeacon, under the direction of the Bishop. Depending upon the nature of the allegation, the Incumbent may be suspended from duties during the investigation – this **does not** assume that the allegations are true.
- Similarly, it may be that, under guidance from the Diocesan Safeguarding Advisor, the volunteer or member of paid staff is suspended from any contact with children, young people and adults at risk. This action will only be taken to safeguard the welfare of others, and **does not** assume the alleged offender is guilty.
- During this time the alleged offender will receive pastoral care and support from the church. As far as is possible, the allegations will not be made public.
- Historical allegations of abuse will be responded to in the same way as current concerns.
- If a member of paid staff is dismissed for child protection reasons there is a statutory duty to refer information to the Disclosure & Barring Service. For more information, please see Appendix A 'Duty to Refer' on the diocesan safeguarding website, or contact the Diocesan Safeguarding Advisor.

Parish Safeguarding Roles

Parochial Church Council (PCC)

The PCC and the Incumbent are together responsible for ensuring that safeguarding policies and procedures are implemented within the parish.

Specific responsibilities of the PCC are listed in the Safeguarding Statement, on page 5.

If a PCC sponsors (in its own name) any activities for adults at risk or children, all PCC members are required to have an Enhanced DBS Check without barred list information.

Incumbent

The Incumbent and the PCC are together responsible for ensuring that safeguarding policies and procedures are implemented within the parish.

The Incumbent has the 'cure of souls' within the parish. Part of this pastoral care is to ensure safeguarding is taken seriously within their church community.

He/she also plays an important role in the response to any safeguarding allegation (unless the allegation has been made against the Incumbent. This role must be carried out under the guidance of the Diocesan Safeguarding Advisor.

The Incumbent requires an Enhanced DBS Check with barred list information.

Parish Safeguarding Coordinator

Working under the authority of the PCC, the Parish Safeguarding Coordinator takes the lead role for safeguarding within the parish. This includes:

- Developing local practices that comply with the Safeguarding Policy (page 6).
- Reporting all safeguarding situations to the Diocesan Safeguarding Advisor.
- In addition to the above, immediately notifying the statutory authorities if an adult or child:
 - Is at imminent risk of harm; or,
 - Discloses any abuse which is a criminal offence.
- Processing DBS checks for volunteers and staff (or delegating it a DBS Verifier).
- Ensuring that volunteers and staff receive appropriate diocesan safeguarding training.
- Producing an annual Safeguarding Report and presenting it to the PCC.
- Acting as a bridge between the church and the Diocesan Safeguarding Advisor for matters relating to the safeguarding of adults at risk and children in the parish.

The Parish Safeguarding Coordinator is a local contact; they are not expected to be a safeguarding expert or to deliver training. They would never be expected to conduct investigations.

An Enhanced DBS Check with barred list information is required for a Parish Safeguarding Coordinator.

Churchwardens

Churchwardens are the senior lay representatives within the parish. They carry the responsibility for the oversight of the parish in the absence of the Incumbent (or Priest-in Charge) and must therefore be fully aware of safeguarding procedures.

If a PCC sponsors (in its own name) any activities for adults at risk or children, the Churchwardens require an Enhanced DBS Check without barred list information. If not, Government rules do not permit Churchwardens to have a DBS check.

PCC Lead on Safeguarding

The PCC must appoint a lay member to take the lead on discussing any safeguarding matters at PCC meetings. This person must not be related to the Incumbent.

This role will often be carried out by the Parish Safeguarding Coordinator. If not, the PCC Lead on Safeguarding requires an Enhanced DBS Check without barred list information.

Children's Advocate

If a PCC sponsors (in its own name) any activities for children, the PCC must appoint a Children's Advocate to whom children can talk about any problems if they wish.

This role will often be carried out by the Parish Safeguarding Coordinator. If not, the Children's Advocate requires an Enhanced DBS Check with barred list information.

The PCC may appoint multiple Children's Advocates (e.g. one for each group that meets), and group leaders may fulfil this role if the Children's Advocate is not available.

Adult's Advocate

The PCC may also appoint (an) Adult's Advocate(s), whose role mirrors that of the Children's Advocate.

DBS Verifier

DBS checks within the Church of England Birmingham are carried out via an online system provided by The Churches' Child Protection Advisory Service (CCPAS). Within a parish, the system can only be accessed by the Parish Safeguarding Coordinator or by other authorised people.

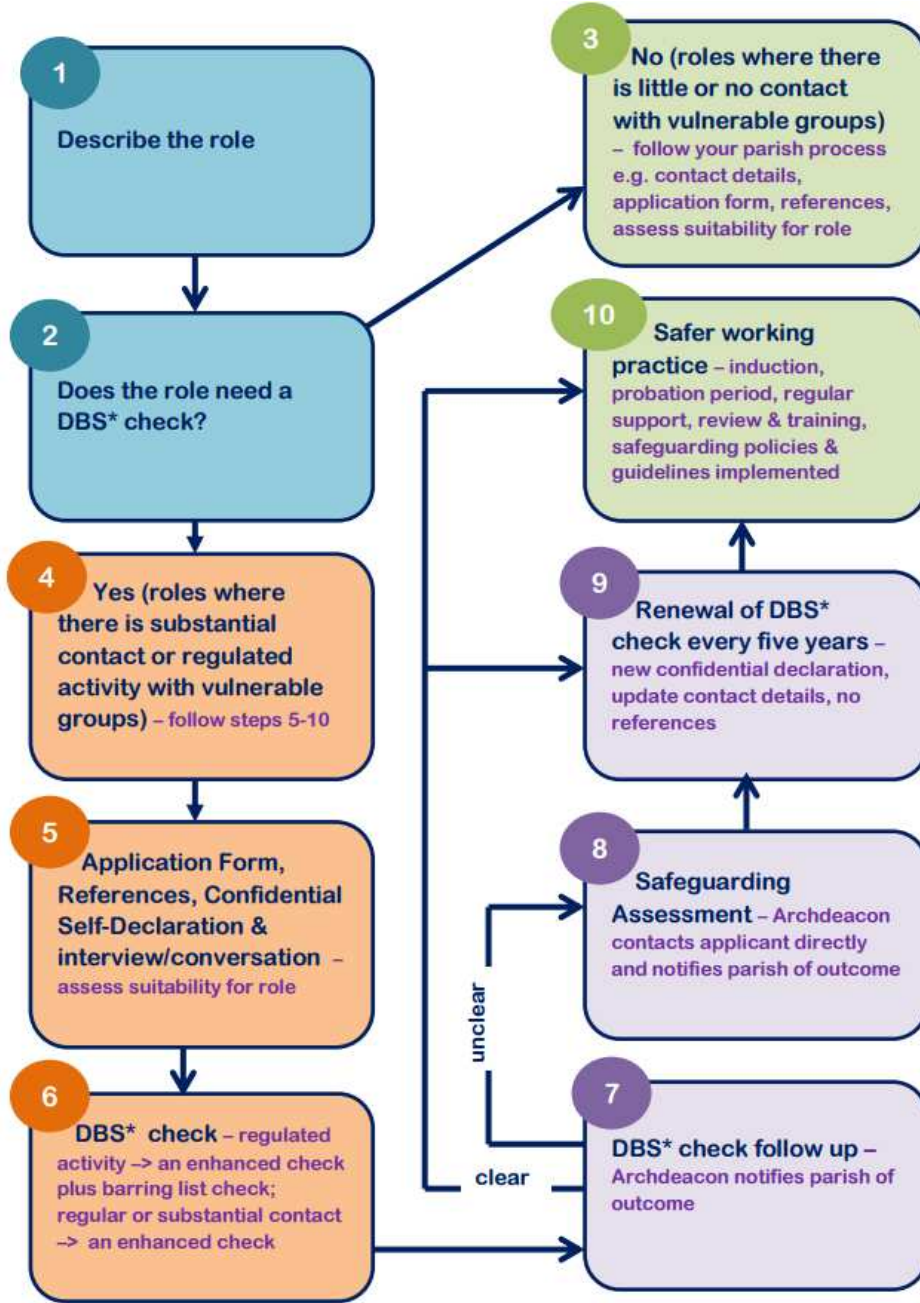
Additional authorised people are called DBS Verifiers. Their role is to assist the Parish Safeguarding Coordinator with the processing of DBS checks for volunteers and staff.

They can be ordained or lay, but they must have an email address which they regularly check.

This is an administrative role which is not eligible for a DBS check.

Safer Recruitment of Volunteers and Paid Staff

The following procedure is described in more detail in the document produced by the Church of England Birmingham: *Safe Recruitment & DBS Service Application Procedures*.



*Disclosure & Barring Service

Key to colours

- Steps to be completed for every paid and volunteer role
- Steps to be completed for roles where there is regular contact with children, young people or vulnerable adults
- Assessment of the Disclosure & Barring Service check and recording the outcome
- The volunteer or paid worker can be appointed

DBS Checks for Volunteers and Paid Staff

Introduction

This section is based on a national document entitled *Practice Guidance: Safer Recruitment* which was published by the Church of England in July 2016. Failure to implement and adhere to national guidance may invalidate church insurance.

Criminal record checks are just one element of a safer recruitment process. For details of the full process, please see the section 'Safer Recruitment of Volunteers and Paid Staff' (page 16).

Purpose, scope and definitions

This paper sets out the requirements for volunteers or paid staff to have a criminal record check. It mainly covers roles which are most commonly found in a parish context, although Appendices A and B can be used for other roles. If in any doubt please consult the Diocesan Safeguarding Training and Development Officer.

Types of DBS Checks

A person can only have a DBS Check if they are aged 16 or over. There are three types of DBS Checks:

- **Standard.** This checks for spent and unspent convictions, cautions, reprimands and final warnings.
- **Enhanced.** This includes the same as the standard check plus any additional information held by local police that's considered relevant to working with adults at risk or with children. All church-related activities require an Enhanced check.
- **Enhanced with barred list information.** This is like the enhanced check, but includes a check of the relevant DBS barred list (adults at risk or children).

Certain church activities fall within the government's definition of a 'regulated activity' (see pages 22-23). This determines whether an Enhanced DBS Check must, or must not, include barred list information.

DBS Checks are free to volunteers, but there is a cost for paid staff.

Parish Roles Requiring a DBS Check

Clergy, Readers and lay workers authorised by the Bishop

An Enhanced DBS Check **with** barred list information is required for all clergy, Readers and lay workers authorised by the Bishop. This includes:

- Beneficed clergy;
- Clergy who hold the Bishop's licence or permission to officiate;
- Readers and other lay workers who hold the Bishop's licence or permission to officiate;
- Those training for any of these roles.

Parish Safeguarding Coordinators

An Enhanced DBS Check **with** barred list information is required for all Parish Safeguarding Coordinators.

Churchwardens and PCC Members

Many parishes provide activities for adults at risk or children. Typical activities include:

- Sunday schools or 'Messy Church';
- Youth groups;
- 'Parent and Toddler' groups;
- Home visiting schemes for the housebound.

If a PCC sponsors (in its own name) an activity for adults at risk or children, all PCC members are required to have an Enhanced DBS Check **without** barred list information. This is because the PCC is a charity, and PCC members are the trustees of the charity.

Where a PCC does not sponsor any activities for adults at risk or children (in its own name), churchwardens and other PCC members are not eligible for a DBS Check.

Volunteers and staff who teach, train, instruct, supervise or care for children

An Enhanced DBS Check is always required for volunteers and staff (aged 16 or over) who teach, train, instruct, supervise or care for children. In most cases barred list information is also required – see Appendix A: DBS Checks for Roles with Children (page 22) for clarification.

In a parish context this includes:

- Sunday School or 'Messy Church' teachers, leaders or assistants;
- Youth leaders, workers or assistants;
- Children's leaders, workers or assistants;
- Leaders of 'Parent and Toddler' groups;¹
- Family workers who work with children or their leader;
- A music leader where the choir or music group includes children;
- A tower captain where the bell ringers include children;
- A head server where the servers include children;
- Any organist, musician, singer, bell ringer or server who teach/train children.

¹ Parent helpers who supervise their own children do not need to be DBS checked, nor does any group that is run on a 'self-help' basis.

Volunteers and staff who provide pastoral care for adults at risk

An Enhanced DBS Check is usually required for volunteers and staff (age 16 or over) who provide pastoral care for adults at risk, and barred list information is also sometimes required – see Appendix B: DBS Checks for Roles with Adults at Risk (page 23) for clarification.

In a parish context this includes:

- Parish pastoral assistants;
- Pastoral home visitors (if they make four or more home visits per month);
- Street pastors;
- Authorised listeners;
- Pastoral outreach workers.

Drivers and supervisors who convey adults at risk or children

An Enhanced DBS Check is always required for volunteers and staff who drive a vehicle to convey children. In most cases barred list information is also required – see Appendix A: DBS Checks for Roles with Children (page 22) for clarification. The same applies for any person supervising or caring for the children being conveyed.

An Enhanced DBS Check is usually required for volunteers and staff who drive a vehicle to convey adults at risk. Barred list information is also sometimes required – see Appendix B: DBS Checks for Roles with Adults at Risk (page 23) for clarification.

Please note that private arrangements among parents and friends are exempt from these requirements.

Other roles with adults at risk or children

Only the most common parish roles with adults at risk or children have been mentioned above.

For other roles with children, see Appendix A: DBS Checks for Roles with Children (page 22).

For other roles with adults at risk, see Appendix B: DBS Checks for Roles with Adults at Risk (page 23).

Parish Roles Not Eligible for a DBS Check

It is a criminal offence for someone to apply for a DBS Check (or barred list information) if they are not eligible. In most parishes, the following roles are not eligible for a DBS Check:

- Safeguarding Evidence Checkers;
- Churchwardens and PCC members where the PCC does not sponsor (in its own name) any activities for adults at risk or children;
- Music leaders where none of the choir or music group include adults at risk or children;
- Tower captains where none of the bell ringers include adults at risk or children;
- Head Servers where none of the servers include adults at risk or children;
- Any organists, musicians, singers, bell ringers or servers who do not teach/train adults at risk or children.

- Healing Prayer team / home visitors (unless the person visits vulnerable people four or more times a month)
- Parish vergers and caretakers;
- Flower arrangers;
- Sidespeople;
- Refreshment helpers;
- Shop workers;
- Foodbank helpers (unless undertaking work with adults at risk or children).

This is not an exhaustive list. To check the eligibility of other roles, please see pages 22-23. If in any doubt, please consult the Diocesan Safeguarding Training and Development Officer.

Referrals to the DBS

The Safeguarding Vulnerable Groups Act 2006 (SVGA) places a duty on organisations involved in regulated activities to make a referral to the DBS in certain circumstances.²

The DBS must be notified if an organisation dismisses or removes a person from volunteering/working with adults at risk or children in a regulated activity (or may have removed such a person if they had not left or resigned) because the person has:

- Been cautioned or convicted of a relevant offence (e.g. a serious sexual or violent offence); or
- Engaged in relevant conduct in relation to adults at risk or children (e.g. an action or neglect that has harmed someone or put them at risk of harm as defined under the SVGA); or
- Satisfied the harm test in relation to adults at risk or children (i.e. a risk of harm still exists as defined under the SVGA).

Advice for the Diocesan Safeguarding Advisor should always be sought prior to a referral to the DBS.

Frequently Asked Questions

How are DBS checks carried out?

DBS checks within the Church of England Birmingham are carried out via an online system provided by The Churches' Child Protection Advisory Service (CCPAS). Within a parish, the system can only be accessed by the Parish Safeguarding Coordinator or by other authorised people.

If a DBS check is clear, the Diocesan Safeguarding Support Officer will notify by email the person in the parish who authorised the DBS application. This information can then be passed to those responsible for the recruitment process. There is no need for anyone to see the DBS certificate.

If a DBS check is not clear, CCPAS will notify the Diocesan Safeguarding Advisor, who will then assess the risk and make a recommendation to the Parish Safeguarding Coordinator.

² Although this document uses the term 'adult at risk', the term 'vulnerable adult' is actually used in the Safeguarding Vulnerable Groups Act 2006.

When does a DBS check need to be renewed?

The House of Bishops has decided that criminal record checks must be renewed every five years. This can be done via the DBS Update Service (see below).³

Should there be a delay in renewing a DBS check beyond the fifth year, the person must stand down from any role that requires a DBS check pending completion of the DBS process.

How does the DBS Update Service work?

The DBS Update Service enables an applicant to have their DBS certificate kept up-to-date and to take it with them from role to role. While this is useful, it does not replace the need for the Incumbent and/or Parish Safeguarding Coordinator to see the physical copy of the certificate, where the check includes barred list information.

An application to the Update Service must be made within 19 calendar days of a DBS certificate being issued. The Update Service is free for volunteers, but requires an annual subscription for paid staff.

Can a previous DBS check be used for a new role?

Under certain circumstances, a DBS certificate obtained for one role can be re-used for a new role. This term for this is 'portability'.

A person's DBS certificate is portable **within the same Church of England benefice** provided that:

- It covers the same workforce as the new role (i.e. adults at risk or children); and
- It covers the same level as the new role (i.e. Standard or Enhanced); and
- It contains the relevant barred list information (for adults at risk or children as required).

A person's DBS certificate is portable from a different benefice (or another organisation) provided that:

- All three of the above conditions have been met; and
- The applicant had previously registered with the DBS Update Service; and
- The outcome of the DBS Update Service has been seen and is completely clear.

A person's DBS certificate is never portable under any of the following circumstances:

- They move from working with children (for which they were checked) to working with adults at risk (for which they were not checked) – or vice versa; or
- The new role requires a higher level of DBS check (e.g. they move from a non-regulated activity to a regulated activity); or
- They are seeking to be ordained, a Reader or a lay worker authorised by the Bishop.

³ This guidance is currently in a state of flux, with some recommending that checks should be made every three years. The PCC will keep on top of developments in this area.

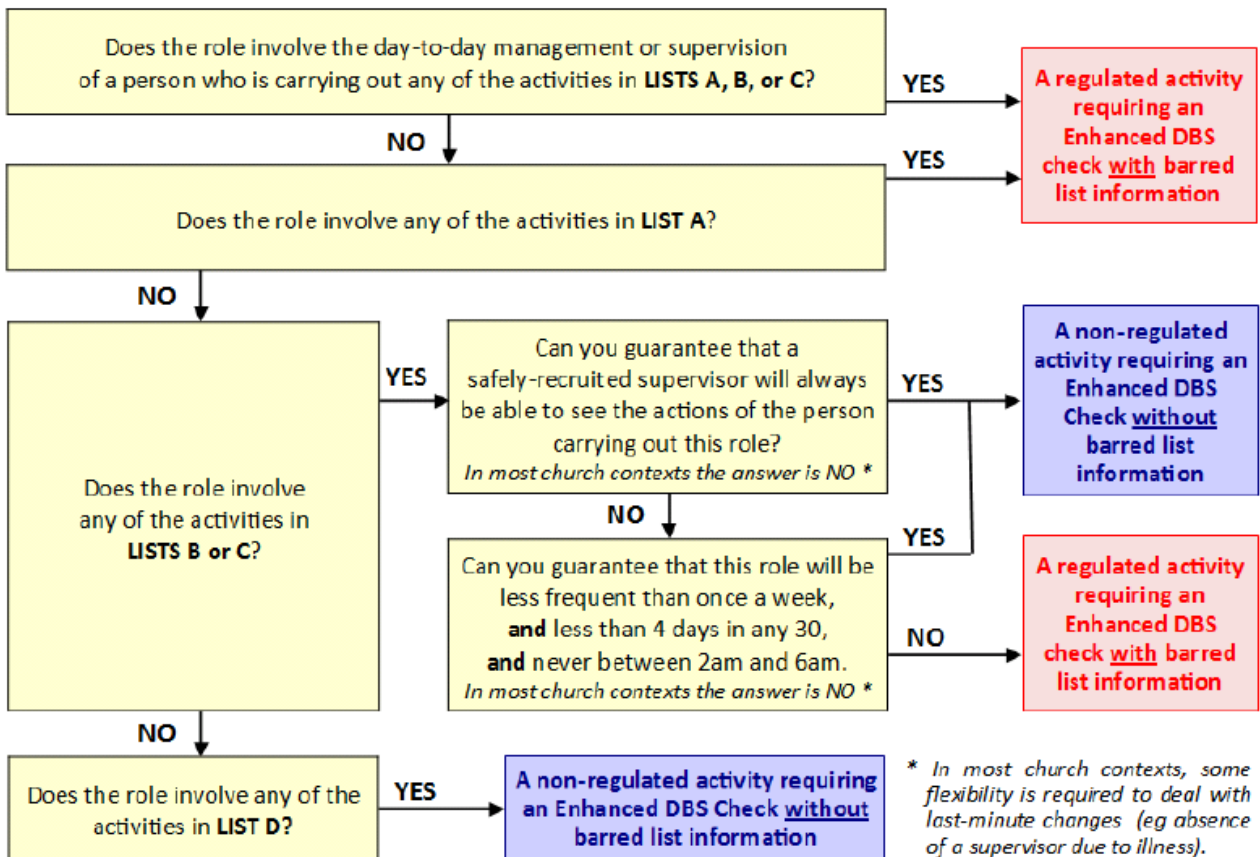
Appendix A: DBS Checks for Roles with Children

The following is taken from a document produced by the Diocese of Coventry: DBS Checks for Volunteers and Paid Staff.

A DBS Check is required for anyone (age 16 or over) having a role which includes any of the following:

LIST A	LIST B	LIST C	LIST D
<ul style="list-style-type: none"> Providing assistance with toileting, washing, bathing or dressing (or teaching a child to carry out these tasks) for reasons of age, illness or disability; Providing assistance with eating or drinking (or teaching a child to carry out these tasks) for reasons of illness or disability; Providing healthcare; Child-minding; Fostering a child. 	<ul style="list-style-type: none"> Teaching, training, instructing, caring for or supervision of children; Providing children with advice/guidance on physical, emotional or educational well-being; Driving a vehicle used to convey children (but not private arrangements among parents); Supervising or caring for children being conveyed; Moderating an online forum for children. 	<p>Any activity that takes place in a:</p> <ul style="list-style-type: none"> School; Nursery school; Further Education establishment; Children's home; Childcare premises. 	<ul style="list-style-type: none"> Any activity involving regular and significant contact with children (which is not covered by LISTS A, B or C); Any position of responsibility for children's work (eg a school governor or a trustee of a children's charity).

The following chart indicates the type of DBS Check that is required:



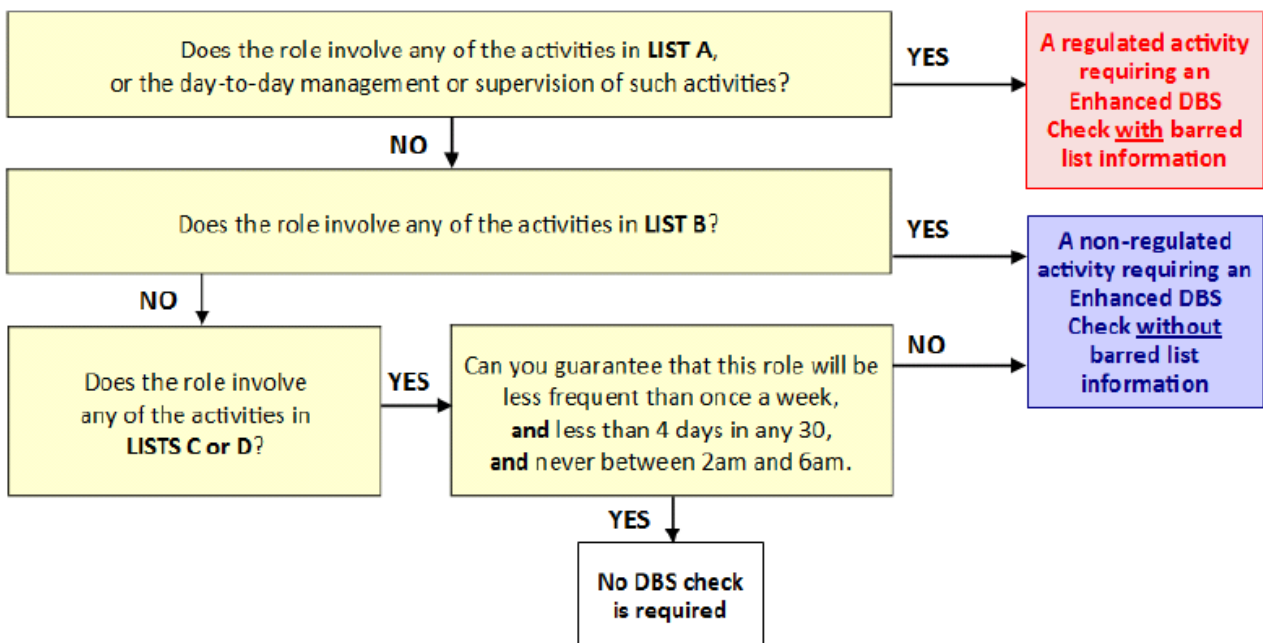
Appendix B: DBS Checks for Roles with Adults at Risk

The following is taken from a document produced by the Diocese of Coventry: DBS Checks for Volunteers and Paid Staff.

A DBS Check is usually required for anyone (age 16 or over) having a role with adults at risk which includes any of the following:

LIST A	LIST B	LIST C	LIST D
<ul style="list-style-type: none"> Assisting with cash, bills or shopping for reasons of age, illness or disability; Conveying adults (other than friends or family) to or from places where they receive personal care, healthcare or social work - for reasons of age, illness or disability; Providing personal care for reasons of age, illness or disability (including assistance with eating, drinking, toileting, washing, bathing, dressing, oral care, or the care of skin, hair or nails); Supervising or prompting personal care, or teaching someone else to provide personal care; Providing healthcare or social work (by a trained professional); Assisting with the conduct of an adult's own affairs (eg powers of attorney). 	<p>Being a trustee of a charity that works with adults at risk.</p>	<p>Providing other types of assistance (not covered by List A) for reasons of age, illness or disability. This includes:</p> <ul style="list-style-type: none"> Any form of care or supervision; Any form of treatment of therapy; Any form of training, teaching, advice or guidance; Providing transportation (but also see 'Conveying adults' in LIST A); Providing advocacy services. 	<ul style="list-style-type: none"> Any activity that takes place in a care home; Any activity that takes place in a prison; Moderating a public electronic interactive communication service.

The following chart clarifies if a DBS Check is required, and if so, which type:



Safeguarding Training

The Church of England **requires** everyone who holds the Bishop's license or commission (clergy, Readers, Commissioned Pastoral Visitors) Churchwardens, Parish Safeguarding Coordinators, PCC members and all volunteers and paid workers who work with children, young people and adults at risk to attend safeguarding training **every three years**.

Information on who needs to attend which training modules can be found on the Church of England Birmingham's website: <http://www.cofebirmingham.com/church-life/safeguarding/training/>.

Core Modules

C1 - Safeguarding Foundation for Lay People

This is an awareness raising session that looks at safeguarding in the church context, what abuse is and how to respond and report.

C2 - Safeguarding Foundation and Leadership for Lay People

This session includes C1 and builds on it looking at the responsibilities of various roles and the implementation of safeguarding practices and procedures.

C3 - Safeguarding Foundation and Leadership

This session combines C1 & C2 and looks at safeguarding for those who hold the Bishop's license or commission.

C5 - Refresher

This session refreshes and deepens personal knowledge on the practice of safeguarding.

Specialist Modules

S1 – Safer Recruitment

This module looks at statutory guidance and legislation in relation to safer recruitment and helps participants to develop a deeper understanding of The Church of England's recruitment procedures, especially safer recruitment procedures and increase confidence in carrying out the recruitment process.

S2 – Practising Safely

This module aims to raise awareness of assessing and limiting risk in pastoral practice, sharing confidential information, and recognizing and managing challenging behaviour.

S3 – Responding to Domestic Abuse

This module examines the issues relating to domestic abuse, especially for vulnerable groups and for children in the context of adult abuse, and how the Church can respond well.

Policy Statement on the Recruitment of Ex-Offenders

Introduction

The Church of England's practice guidance on Safer Recruitment requires that all parishes have a written policy statement on the recruitment of ex-offenders. The practice guidance says:

Applicants for paid and volunteer positions must be clear about how they will be treated if they are ex-offenders.⁴

The following Policy Statement is based on Version 4 of a sample statement issued by the Disclosure and Barring Service (DBS).⁵

In the following Policy Statement, the term 'we' refers to St Editha's Amington PCC.

Policy Statement

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly.⁶
2. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested,⁷ we can only ask an individual about convictions and cautions that are not protected.
4. We are committed to the fair treatment of our volunteers/staff, potential volunteers/staff or users of our services; regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
5. We will make this policy statement available to all DBS applicants at the outset of the recruitment process.
6. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
7. We select all candidates for interview based on their skills, qualifications and experience.

⁴ See item 2.3 of the Church of England's Practice Guidance: Safer Recruitment (June 2015).

⁵ Available here: <https://www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders/sample-policy-on-the-recruitment-of-ex-offenders>.

⁶ The DBS Code of Practice is available here: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

⁷ Where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended.

8. An application for a criminal record check is only submitted to the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
9. We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
10. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
11. We make every subject of a criminal record check submitted to the DBS aware of the existence of the DBS Code of Practice and make a copy available on request.⁸
12. We undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

⁸ The DBS Code of Practice is available here: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

Record Keeping

Good record keeping

Good record keeping is an important part of the safeguarding task. Records should use clear, straightforward language, be concise and accurate so that they can be easily understood. They should clearly differentiate between facts, opinion, judgements and hypothesis. A record must be kept about a pastoral encounter or relationship as soon as there are concerns that someone has been harmed, is being harmed, or may be harmed. However, you may also wish to keep records about other pastoral relationships that are complex, involve vulnerable individuals or present a higher level of risk; e.g. one to one relationships, where there is a risk of dependency, where an individual lacks mental capacity etc. When recording personal details and confidential information about individuals, The General Data Protection Regulation (GDPR) includes some important principles:

- Proportionality** avoid bureaucracy and repetition; only record and keep relevant information
- Accountability** both to legislation and to the individual—keep records lawful, fair, transparent
- Transparency** tell the individual you are keeping a record and why, whenever this is safe (where harm may occur if the individual sees the record always seek advice)
- Accessibility** records need to be available only to those who have a proper need to see them
- Accuracy** records need to be kept up to date and accurate
- Security** records should be stored safe from loss, theft, damage and inappropriate access

Safeguarding records must be included in the parish's privacy notice. Individuals must give their consent to, and be able to see, records being kept about them unless it is unsafe to do so or relates to third parties. (Seek advice from the Bishop's Safeguarding Adviser before revealing the identity of a victim to an alleged abuser).⁹

Why keep records?

- To ensure that what happened and when it happened is recorded
- To provide a history of events so that patterns can be identified
- To record and justify the actions of those who work or volunteer for the Church
- To promote accountability
- To provide evidence of safeguarding activity
- To allow for continuity when there is a change of personnel

⁹ Further information on GDPR is available at www.parishresources.org.uk/gdpr/ or www.ico.org.uk.

What should be recorded?

- **Who** is it about?
the names of all key people and any witnesses
- **What** happened?
use exact words spoken to you and as much factual description as possible
- **How** did it happen?
e.g. was the bruise caused by a kick, fist, stick
- **Where** did it take place?
e.g. 'in the vestry', rather than 'at church'
- **When** did it take place?
give dates and times
- **Why** did it happen?
record explanations offered by the people involved not your own theories
- **What** should happen next?
what are you or others going to do next
- **Include**
the views/perspective of the child or adult who is vulnerable
- **Analyse**
the risks that concern you and the things already in place that may help keep the person safe, based on the facts and evidence
- **Date & Sign**

Facts and professional judgements (analysis) should always be distinguished in the record and it must not be disrespectful to the subjects.

Storing records

- Records about safeguarding concerns must be kept for a minimum of 75 years
- Records should only be accessible to those who have a proper need to see them
- Have a plan for access in an emergency when the record holder is absent or when the record holder leaves your church
- Paper files should be kept in a lockable fire proof cabinet
- Electronic files should have some form of encryption (e.g. password protected) and be backed up regularly
- Use hard to guess passwords that include capital letters and numbers
- Take extra care when emailing confidential information – ideally emails should be encrypted
- When mailing confidential information use online tracking, a signature on receipt and the double envelope safeguard – an inner envelope marked confidential but no classification on the outer envelope

Safeguarding Statement

To be displayed in all buildings in which the PCC sponsors activities involving children and/or adults at risk

As part of the Christian Church living in the spirit of the Gospel, we are committed to protect and care for everyone in the church community, but especially adults at risk and children.

We are committed to:

- The care of, the nurture of, and respectful pastoral ministry with all children and adults.
- The safeguarding and protection of all children and adults.
- The establishing of a safe, caring community which provides a loving environment where victims of abuse can report or disclose abuse and where they can find support and best practice that contributes to the prevention of abuse.

To this end we will:

- Carefully select, support and train all those with any responsibility within the church, in line with the Church of England Birmingham's *Safe Recruitment & DBS Application Procedures*.
- Respond without delay to every complaint made that a child or adult may have been harmed, cooperating with the police and local authority in any investigation.
- Seek to offer informed pastoral care and support to anyone who has suffered abuse, developing with them an appropriate ministry that recognises the importance of understanding the needs of those who have been abused, including their feelings of alienation and/or isolation.
- Seek to protect survivors of abuse from the possibility of further harm and abuse.
- Seek to challenge any abuse of power, especially by anyone in a position of respect and responsibility, where they are trusted by others.
- Seek to offer pastoral care and support, including supervision, and referral to the appropriate authorities, to any member of our church community known to have offended against a child or adult.

In all of the above:

- We will follow legislation, guidance and recognised good practice.
- We will monitor and regularly review our safeguarding procedures.

If you have any safeguarding concerns, please contact (in order)

Parish Safeguarding Coordinator	Carol Chadwick	(01827) 63436 / 07977 838240
The Incumbent (Vicar)	Revd Ben Green	(01827) 62573 / 07985 490173
Diocesan Safeguarding Advisor	Steph Haynes	(0121) 427 1163 / 07342 993844

For more information about safeguarding

Please contact any of the above people, or visit:

<http://www.cofebirmingham.com/church-life/safeguarding/>.

Childline Poster

To be displayed in all buildings in which the PCC sponsors activities involving children and/or adults at risk

Childline

For children and young people
who want someone to talk to

Telephone

0800 1111

Calls are free and confidential

Or make contact via the website

www.childline.org.uk

Hirers of Church Premises

Name of parish: Amington St Editha

Date & time of event: _____

Type of event: _____

*Please complete section 1 **or** section 2, as applicable.*

1. Organisations

Organisations who hire church premises for work with children, young people and/or adults at risk should complete the following statement:

The organisation _____ confirms that in all its activities with children (aged 0-17) and/or adults at risk it will comply with all current safeguarding legislation¹⁰ and government guidance.¹¹

We have our own child protection and/or adults at risk safeguarding policy and procedures, (a copy of which will be given to the parish) and confirm that all those who staff our activities on these premises understand and have agreed to follow them and have been safely recruited.

We understand that the parish accepts no responsibility for our failure to comply with the above requirements.

Signed _____ (on behalf of the organisation)

Date _____

2. Private Individuals

Private individuals hiring church premises for the purpose of ad-hoc or personal invitation events at which children and/or adults at risk will be present, should complete the following statement:

I, _____ (in block capitals), agree to take full responsibility for the welfare of the children and/or adults at risk who attend the event on the above date and will take all reasonable steps to prevent harm to children and/or adults at risk.

Signed _____

Date _____

Please be aware that your activity is not covered by the church's insurance.

¹⁰ For example, Protection of Children Act 1989, Children Act 1989, Safeguarding Vulnerable Groups Act 2006.

¹¹ For example, Working Together to Safeguard Children (Department for children, schools and families March 2013), What to do if you're worried a child is being abused, (Department for Education and Skills (2006)) and Recruiting Safely guidance from the Children's Workforce Development Council (2009).

Revision History

12/09/16	Renamed Safeguarding 'Officer' to 'Coordinator' to reflect Diocesan terms Added 'Safeguarding Administrator' role Added Carol and Sue as Safeguarding Coordinator / Administrator Added Steve & Rachel Robins and Sue Joyce as Children's Advocates
13/09/16	Moved 'Safeguarding Statement' to end of document, adjacent to the Childline poster which also needs to be printed Clarified that these need to be put up in all buildings – not simply the church Removed incorrect references to 'Diocese of Coventry'
14/09/16	Added information that PCC members are not all required to have a DBS check Added requirement for outside organisations to have their own policy or use this one Filled in 'Creating a Safe Environment' section Added Annie Somers as the Children's Advocate Renaming 'Diocesan Safeguarding Adviser' to 'Bishop's Adviser for Safeguarding' Added 'What would happen if an allegation is made against a volunteer / member of staff'
15/09/16	Added extra information about 'Enhanced' checks, and the update service Added note about the current requirement for DBS checks to be renewed every five years Summarised 'What to do if...' section in Executive Summary Removed Claire Wesley's name
26/09/16	Found another reference to 'Diocesan Safeguarding Officer' so removed it
09/10/16	Added new diocesan phone number and Steph Haynes' name Added Carol Chadwick's mobile phone number Clarified that Safeguarding concerns should be passed on immediately
05/12/16	Updated What to do if... on the advice of Claire Wesley Adding 'Hirers of Church Premises' Adding contact details for 'Diocesan Safeguarding Training and Development Officer' Adding reference to diocesan document 'Duty to Refer' when a member of staff is dismissed for child protection reasons Updating diocesan DBS check guidance – including requirement for all PCC to have a valid DBS check Updating policy statement on the recruitment of ex-offenders
04/03/17	Fixing Claire Wesley's (incorrect) email address Replacing 'vulnerable adult' reference to 'adult at risk' Switching order of reporting: Parish Safeguarding Coordinator first, <i>then</i> the Incumbent (if the Coordinator is not available)
14/06/17	Adding Ray Skarratt as Adult's Advocate
05/10/17	Removing Sue Joyce as Safeguarding Administrator Updating website links to refer to the new website Updating PCC review date to next meeting (12 October 2017) Adding additional information about home visiting
10/09/18	Added 'Record Keeping' section Removing contact details of PCSO (no longer applies)