



# Promoting a Safer Church

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more contact details can be found on page 4



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# Contacts

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## Churchwardens

Carol Chadwick see above

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## 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

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## **Responsibilities of Everyone – see pages 6, 14 and 36**

- 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 11-13 and 19**

- 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 19**

- 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 23**

- 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 30**

- 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 17**

- 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.

# Promoting a Safer Church

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## Scope

The care and protection of children, young people and vulnerable adults involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a safer church for all.

This document sets out the safeguarding children, young people<sup>1</sup> and vulnerable adults<sup>2</sup> policy of the Church of England. It has been informed by the Joint Safeguarding Statement between the Church of England and the Methodist Church, with whom we work jointly on many aspects of safeguarding policy on a covenant basis.

The Church of England safeguarding policy statement is based on five foundations and **offers six overarching policy commitments** (see pages 11-12 for a full description of these commitments):

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

This policy applies to all Church Bodies,<sup>3</sup> and Church Officers.<sup>4</sup> Full understanding of, and adherence to, this policy should lead to a deepening in the understanding of, and respect for, the rights of children, young people and vulnerable adults as people of faith in the life of the Church.

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<sup>1</sup> **Young people/person** – means any individual(s) aged 14 to 17 years old.

<sup>2</sup> **Vulnerable adult** – Section 6 Safeguarding and Clergy Discipline Measure 2016 defines a ‘vulnerable adult’ as “a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired”. The full text of the 2016 Measure is found at <https://www.publications.parliament.uk/pa/jt201516/jtselect/jtecc/79.pdf>.

<sup>3</sup> **Church Bodies** – include PCCs, diocesan bodies, cathedrals, religious communities, theological training institutions and the National Church Institutions. This policy will apply to the whole of the provinces of Canterbury and York (including the Diocese in Europe subject to local variations/modifications). There is also an expectation that the policy will apply to the Channel Islands and Sodor and Man unless there is specific local legislation in a jurisdiction that would prevent adoption.

<sup>4</sup> **Church Officers** – anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.

Under section 5 of the Safeguarding and Clergy Discipline Measure 2016, all authorised clergy, bishops, archdeacons, licensed readers and lay workers, churchwardens and PCCs must have 'due regard' to safeguarding guidance issued by the House of Bishops (this will include both policy and practice guidance).<sup>5</sup> A duty to have 'due regard' to guidance means that the person under the duty is not free to disregard it but is required to follow it unless there are cogent reasons for not doing so. ('Cogent' for this purpose means clear, logical and convincing.) Failure by clergy to comply with the duty imposed by the 2016 Measure may result in disciplinary action.

This Policy Statement is supported by more detailed Practice Guidance and Reference documents which can be downloaded from: [www.churchofengland.org/more/safeguarding](http://www.churchofengland.org/more/safeguarding).

Building on this, Church bodies may provide additional local procedures and guidance in line with the House of Bishops policy and practice guidance.

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<sup>5</sup> The Safeguarding and Clergy Discipline Measure 2016 applies to the whole of the provinces of Canterbury and York (including the Diocese in Europe subject to local variations/modifications), with the exception of the Channel Islands and Sodor and Man. In order to extend the 2016 Measure to the Channel Islands or Sodor and Man legislation will need to be passed by relevant island jurisdictions in accordance with section 12 of that Measure.

# Safeguarding Policy Statement of the Church of England

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## Introduction

The Church of England, its Archbishops, Bishops, clergy and leaders are committed to safeguarding as an integral part of the life and ministry of the Church.

Safeguarding means the action the Church takes to promote a safer culture. This means we will promote the welfare of children, young people and adults, work to prevent abuse from occurring, seek to protect those that are at risk of being abused and respond well to those that have been abused. We will take care to identify where a person may present a risk to others, and offer support to them whilst taking steps to mitigate such risks.

The Church of England affirms the 'Whole Church' approach to safeguarding. This approach encompasses a commitment to consistent policy and practice across all Church bodies, Church Officers and that everyone associated with the Church, who comes into contact with children, young people and adults, has a role to play.

The Church will take appropriate steps to maintain a safer environment for all and to practice fully and positively Christ's Ministry towards children, young people and adults; to respond sensitively and compassionately to their needs in order to help keep them safe from harm.

## Foundations

In developing and implementing the Safeguarding Policy, the Church of England is guided by the following foundations.

### 1. Gospel

The Church is called to share the good news of God's salvation through Jesus Christ. The life of our communities and institutions is integral to how we address this task. The good news speaks of welcome for all, with a particular regard for those who are most vulnerable, into a community where the value and dignity of every human being is affirmed and those in positions of responsibility and authority are truly trustworthy. Being faithful to our call to share the gospel therefore compels us to take with the utmost seriousness the challenge of preventing abuse from happening and responding well where it has.

### 2. Human Rights and the Law

The Church recognises the personal dignity and rights of all children, young people and adults, as enshrined in the Human Rights Act 1998 and the 1989 United Nations Convention on the Rights of the Child.

Safeguarding work is undertaken within a legislative framework supported by government guidance which sets out a range of safeguarding duties, responsibilities and best practice.



### 3. Core Principles

The following core principles underpin the Church's approach to safeguarding practice:

- The welfare of the child, young person and vulnerable adult is paramount;<sup>6</sup>
- Integrity, respect and listening to all;
- Transparency and openness;
- Accountability;
- Collaboration with key statutory authorities and other partners;
- Use of professional safeguarding advice and support both inside and outside the Church;
- A commitment to the prevention of abuse;
- The active management of risk;
- Promoting a culture of informed vigilance;
- Regular evaluation to ensure best practice.

### 4. Good Safeguarding Practice

The following key features will help Church bodies promote and maintain a safer culture that protects and promote the welfare of children, young people and vulnerable adults.<sup>7</sup>

These features are:

- A leadership commitment, at all levels, to the importance of safeguarding and promoting the welfare of children, young people and vulnerable adults;
- A safeguarding policy available to Church Officers;
- A clear line of accountability within the Church for work on safeguarding;
- Clear reporting procedures to deal with safeguarding concerns and allegations;
- Clear roles for Church Officers;
- Practice and services informed by on-going learning, review and by the views of children, young people, families and vulnerable adults;
- Safer recruitment procedures in place;
- Clear arrangements for support and/or supervision;
- Safeguarding training for all Church Officers working with or in contact with children, young people and/or vulnerable adults;
- Effective working with statutory and voluntary sector partners;
- Publicly advertised arrangements for children, young people and vulnerable adults to be able to speak to an independent person, as required;

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<sup>6</sup> In the event of any perceived or potential conflict of interest the welfare of any children and young people involved will always take precedence over all adults.

<sup>7</sup> These are based on *Safe from Harm*, Home Office, 1993, and the statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004. It is acknowledged that the level and depth of arrangements that meet these key features will be dependent on the size and resources available to an individual church body.

- Complaints and whistleblowing procedures that are well publicised;
- Effective information sharing;
- Good record keeping.

## 5. Learning From the Past

In the July Synod 2013 Archbishop Justin Welby stated:

*“The reality is that there will always be people who are dangerous and are part of the life of the Church. They may be members of the congregation; we hope and pray that they will not be in positions of responsibility, but the odds are from time to time people will somehow conceal sufficiently well. And many here have been deeply affected, as well as the survivors who have so rightly brought us to this place. Many other people here have been deeply affected and badly treated. So we face a continual challenge and reality. ...There has to be a complete change of culture and behaviour.*

*And in addition, there is a profound theological point. We are not doing all this, we are not seeking to say how devastatingly, appallingly, atrociously sorry we are for the great failures there have been, for our own sakes, for our own flourishing, for the protection of the Church. But we are doing it because we are called to live in the justice of God, and that we will each answer to Him for our failures in this area. And that accountability is one that we must take with the utmost seriousness.”*

The Archbishops of Canterbury and York wrote in their joint forward to 'Safeguarding: Follow-up to the Chichester Commissaries' Reports', June 2013:

*“We cannot overestimate the importance of responding appropriately today. Sadly for many this comes far too late. History cannot be rewritten, but those who still suffer now as a result of abuse in the past deserve this at least, that we hear their voices and take action to ensure that today’s safeguarding policies and systems are as robust as they can be. This work is an essential and prior Gospel imperative, for any attempts we make to grow the Church, to seek the common good, and to reimagine the Church’s ministry.”*

The statutory reports and independent reviews into abuse that have involved the Church of England and other faith organisations highlight past errors and significant lessons to be learnt to improve safeguarding.

As a Church we continue to commit to a journey of truth, healing, learning and abuse prevention.

# Policy Commitments

Based on the foundations outlined above the Church of England commits to the following:

## 1. Promoting a safer environment and culture

All Church Officers will respect all children, young people and vulnerable adults and promote their well-being.

The Church will strive to create and maintain environments that are safer for all, that promote well-being, that prevent abuse, and that create nurturing, caring conditions within the Church for children, young people and vulnerable adults. It will work to continue to strengthen and review these environments. This will be done by training, support, communication, learning, governance and quality assurance processes.

The Church will strive to support all Church Officers to adhere to safer working good practice and to challenge the abuse of power. It will ensure that processes are in place that listen to and advocate on behalf of children, young people and vulnerable adults within the knowledge that they will be cared for.

## 2. Safely recruiting and supporting all those with any responsibility related to children and vulnerable adults within the Church

The Church will select and vet all those with any responsibility related to children, young people and vulnerable adults within the Church, in accordance with the House of Bishops safeguarding policy and practice guidance.

It will train and equip Church Officers to have the confidence and skills they need to care and support children, young people and vulnerable adults and to recognise and respond to abuse. This will be done by supporting the roll-out of consistent and accessible safeguarding training in accordance with House of Bishops safeguarding policy and practice guidance, which can be found at <http://www.churchofengland.org/more/safeguarding>.

## 3. Responding promptly to every safeguarding concern or allegation

Anyone who brings any safeguarding suspicion, concern, knowledge or allegation of current or non-current abuse to the notice of the Church will be responded to respectfully and in a timely manner, in line with statutory child and adult safeguarding procedures and the House of Bishops safeguarding policy and practice guidance.

All safeguarding work will be recorded in line with the House of Bishops safeguarding practice guidance.

All suspicions, concerns, knowledge or allegations, that reach the threshold for reporting to the statutory authorities, will be reported via the diocesan safeguarding adviser or designated safeguarding adviser/officer in another church body to the appropriate statutory authorities. This will be done irrespective of the status of the person.

All Church Officers will cooperate with the statutory authorities in all cases.

In responding to concerns or allegations of abuse relating to Church Officers, the Church will act in accordance with the requirements of criminal, civil and ecclesiastical law, and so will respect the rights and uphold the safeguards afforded in these, both to the victim/survivor and the subject of concerns or allegations.

#### **4. Caring pastorally for victims/survivors of abuse and other affected persons**

The Church will endeavour to offer care and support to all those that have been abused, regardless of the type of abuse, when or where it occurred.

The Church is committed to continuing to learn how to respond in a supportive and healing way to the needs of those who have suffered abuse.

Those who have suffered abuse within the Church will receive a compassionate response, be listened to and be taken seriously. The Church will respond to any disclosure of abuse in accordance with House of Bishops policy and practice guidance. This will be done in collaboration with the relevant statutory agencies in accordance with criminal, civil and ecclesiastical law. They will be offered appropriate pastoral care, counselling and support -according to the agreed need.

An appropriate pastoral response to the family, parish, congregation or order will be considered, with due regard to the right of privacy of those directly involved, and to the administration of justice.

#### **5. Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons**

The Church in exercising its responsibilities to suspicions, concerns, knowledge or allegations of abuse will endeavour to respect the rights under criminal, civil and ecclesiastical law of an accused Church Officer including the clergy. A legal presumption of innocence will be maintained during the statutory and Church inquiry processes. As the process progresses additional assessment, therapy and support services may be offered.

The Church will take responsibility for ensuring that steps are taken to protect others when any Church Officer is considered a risk to children, young people and vulnerable adults. This will be done by working to mitigate any identified risks according to a safeguarding agreement.

Church Officers who are the subject of concerns or allegations of abuse belong to families, congregations and church communities. The Church will be mindful of the need to provide support to members of families, parishes and congregations affected by the Church Officers in such situations.

#### **6. Responding to those that may pose a present risk to others**

The Church, based on the message of the gospel, opens its doors to all. It will therefore endeavour to offer pastoral care and support to any member of the church community who may present a known risk.

The Church will ensure that any risk has been assessed and is being managed in a safeguarding agreement in accordance with House of Bishops policy and practice guidance. This will be done in collaboration with the relevant statutory agencies in accordance with criminal, civil and ecclesiastical law.

## Putting the Policy into Action

All parts of the Church of England must adopt or take account of this Policy Statement within their own safeguarding policy. The Policy Statement must actively underpin all safeguarding work within the Church and the drive to improve safeguarding practice.

- All Church bodies should ensure that:
- All Church Officers have access to this Policy Statement;<sup>8</sup>
- The Policy Statement is promoted and publicised;
- The Church's safeguarding message is communicated as reflected in the policy;
- They have a "Promoting a Safer Church" action plan in place that sets out, in line with national and local priorities, how the policy is being put into action and is reviewed regularly.

Latest versions of the Church of England's Safeguarding documents can be found here

<http://www.churchofengland.org/more/safeguarding>.

**If you are concerned that someone you know is at risk of, or is being abused,  
or presents a risk to others...**

**Please seek advice from the Safeguarding Adviser or, if necessary, report the  
matter to the Local Authority Social Care Services or the Police without delay.**

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<sup>8</sup> This may be access to a Parish or Diocesan website and/or a hard copy A4 Policy statement. A shortened 'at a glance' version of this Policy Statement will be prepared for Parish, Dioceses, Cathedrals and other church bodies and be available as a poster which can be downloaded from the Church of England website or ordered in hard copy from Church House Publishing.

# Creating a Safe Environment

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## 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 vulnerable adults. 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 vulnerable adults 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...

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## **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...

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## 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 vulnerable adults. 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

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## Parochial Church Council (PCC)

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

If a PCC sponsors (in its own name) any activities for vulnerable adults 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 House of Bishops' policy statement Promoting a Safer Church (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 vulnerable adults 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 vulnerable adults 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.

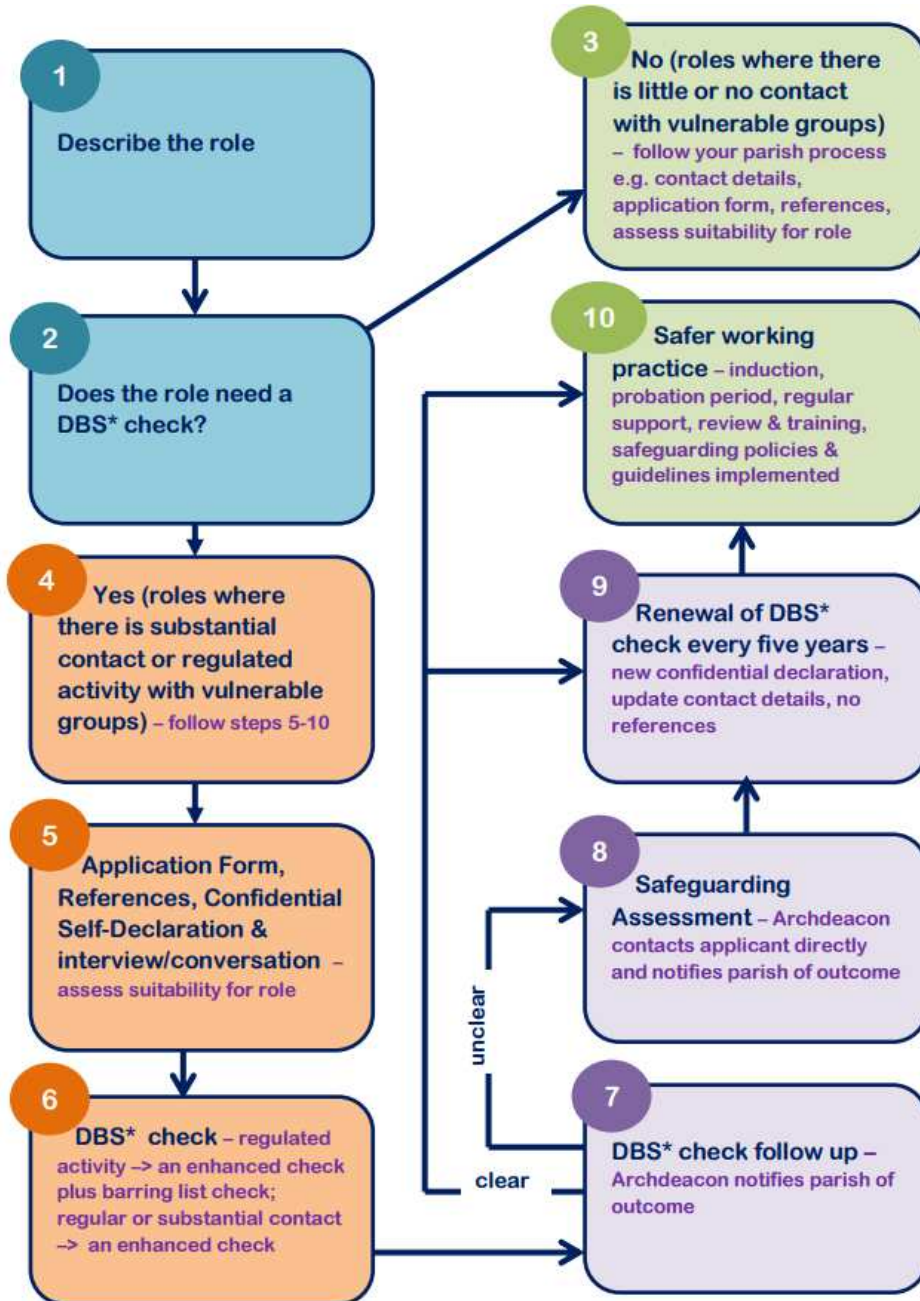
Additional authorised people are called DBS Verifiers. Their role is to assist the Parish Safeguarding Coordinator with the processing of DBS checks for volunteers and staff.

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

## **After Recruiting Someone**

### **Arrange safeguarding training**

Volunteers and paid staff whose roles involve working with vulnerable adults or children must receive relevant safeguarding training from the diocese after starting their role, regardless of previous experience. They must also attend regular updates every three years.

Information about diocesan safeguarding training can be found at <http://www.cofebirmingham.com/hub/safeguarding/training/>.

### **Arrange meetings during the first six months**

For paid staff, it is good practice to have a six month probation period. For volunteers, it is good practice to have a six month settling-in period when the volunteer and the organisation can see if the volunteer is suited to the particular role.

During this period, relevant training can be planned and support can be arranged. In addition, regular meetings with a supervisor are useful to discuss any issues that might arise.

For paid staff, the successful completion of the probation must be confirmed in writing.

### **Arrange on-going supervision and review**

For paid staff, all posts will be subject to management, supervision and appraisal.

For volunteers working with vulnerable adults and children, it is good practice to ensure regular supervision and to conduct a review regularly (e.g. annually). This ensures that volunteers feel supported and that issues can be discussed and/or resolved.

# DBS Checks for Volunteers and Paid Staff

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## 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 21).

## 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 vulnerable adults 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 (vulnerable adults or children).

Certain church activities fall within the government's definition of a 'regulated activity' (see pages 28-29). 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 vulnerable adults 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 vulnerable adults 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 vulnerable adults 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 DBS Checks for Roles with Children & Young People (page 28) 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;<sup>9</sup>
- 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.

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<sup>9</sup> 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 vulnerable adults**

An Enhanced DBS Check is usually required for volunteers and staff (age 16 or over) who provide pastoral care for vulnerable adults, and barred list information is also sometimes required – see DBS Checks for Roles with Vulnerable Adults (page 29) 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 vulnerable adults 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 DBS Checks for Roles with Children & Young People (page 28) 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 vulnerable adults. Barred list information is also sometimes required – see DBS Checks for Roles with Vulnerable Adults (page 29) for clarification.

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

## **Other roles with vulnerable adults or children**

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

For other roles with children, see DBS Checks for Roles with Children & Young People (page 28).

For other roles with vulnerable adults, see DBS Checks for Roles with Vulnerable Adults (page 29).

## **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 vulnerable adults or children;
- Music leaders where none of the choir or music group include vulnerable adults or children;
- Tower captains where none of the bell ringers include vulnerable adults or children;
- Head Servers where none of the servers include vulnerable adults or children;
- Any organists, musicians, singers, bell ringers or servers who do not teach/train vulnerable adults 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 vulnerable adults or children).

This is not an exhaustive list. To check the eligibility of other roles, please see pages 28-29. 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.

The DBS must be notified if an organisation dismisses or removes a person from volunteering/working with vulnerable adults 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 vulnerable adults 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 vulnerable adults 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.

## 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).<sup>10</sup>

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. vulnerable adults 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 vulnerable adults 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 vulnerable adults (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.

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<sup>10</sup> 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.

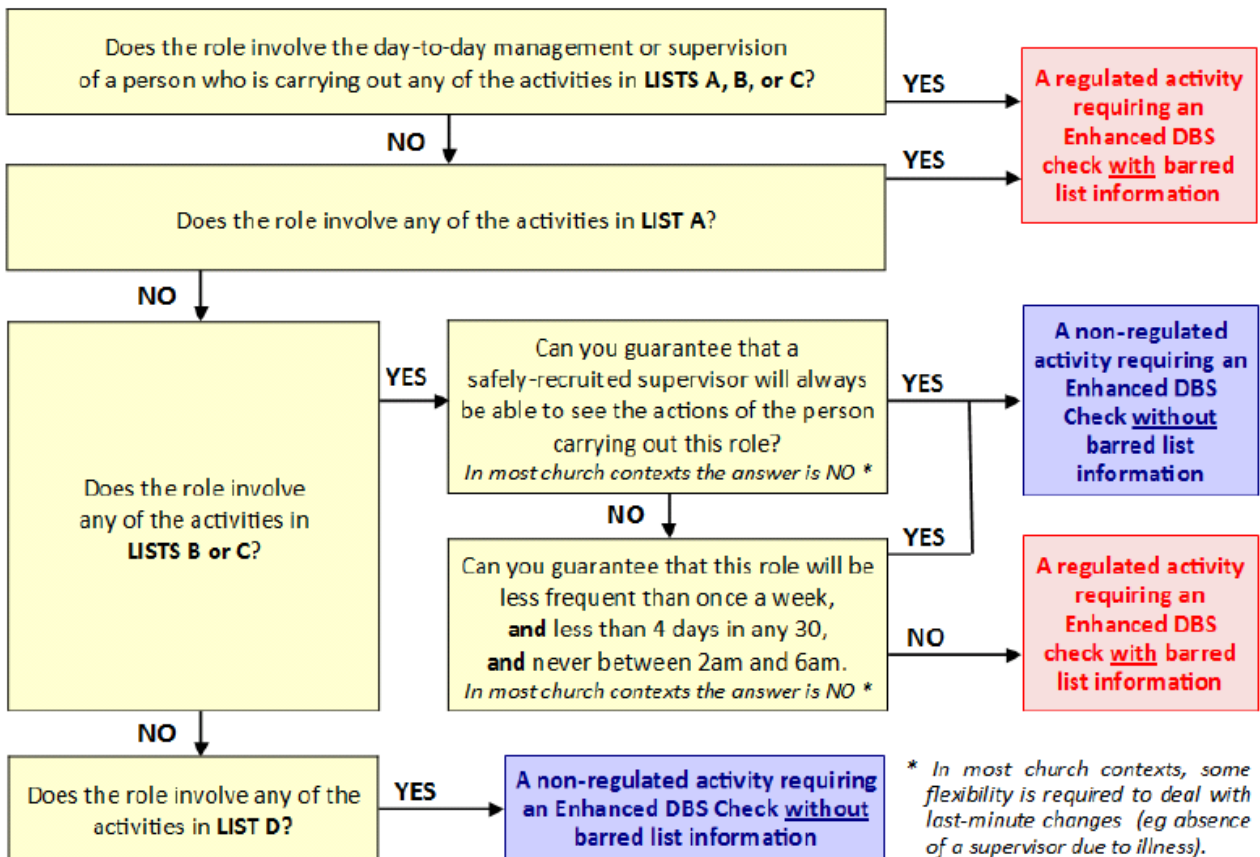
# DBS Checks for Roles with Children & Young People

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

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



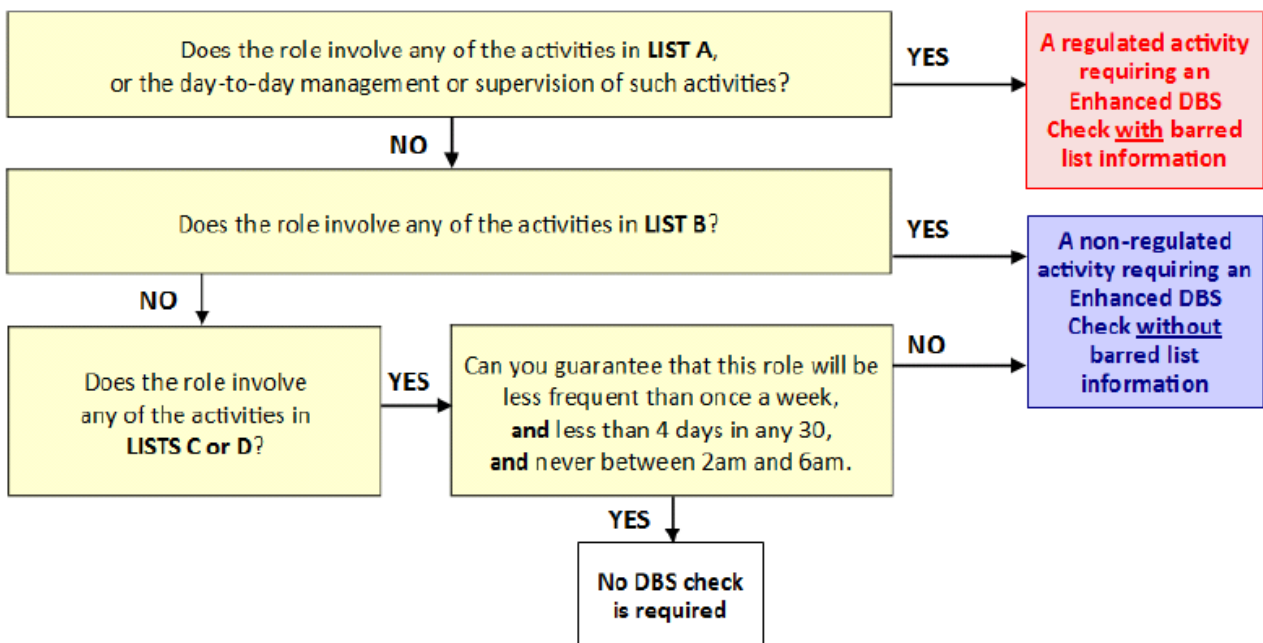
# DBS Checks for Roles with Vulnerable Adults

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"> <li>Assisting with cash, bills or shopping for reasons of age, illness or disability;</li> <li>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;</li> <li>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);</li> <li>Supervising or prompting personal care, or teaching someone else to provide personal care;</li> <li>Providing healthcare or social work (by a trained professional);</li> <li>Assisting with the conduct of an adult's own affairs (eg powers of attorney).</li> </ul>	<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"> <li>Any form of care or supervision;</li> <li>Any form of treatment of therapy;</li> <li>Any form of training, teaching, advice or guidance;</li> <li>Providing transportation (but also see 'Conveying adults' in LIST A);</li> <li>Providing advocacy services.</li> </ul>	<ul style="list-style-type: none"> <li>Any activity that takes place in a care home;</li> <li>Any activity that takes place in a prison;</li> <li>Moderating a public electronic interactive communication service.</li> </ul>

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



# Safeguarding Training

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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 vulnerable adults 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/hub/safeguarding/training/>.

## Core Modules

### C0 – Safeguarding Awareness

### C1 – Safeguarding Foundation

These are basic training sessions, which can either be completed in a training session or online (here: <https://safeguardingtraining.cofeportal.org/>). PCC members are recommended, but not required, to complete C0.

### C2 - Safeguarding Leadership

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 Leadership (for Co-ordinators and Ministers)

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

### S3 – Responding Well to Domestic Abuse

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

# Policy for Responding to Domestic Abuse

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## All forms of domestic abuse are wrong and must stop.

We are committed to promoting and supporting environments which:

- Ensure that all people feel welcomed, respected and safe from abuse;
- Protect those vulnerable to domestic abuse from actual or potential harm;
- Recognise equality amongst people and within relationships;
- Enable and encourage concerns to be raised and responded to appropriately and consistently.

We recognise that:

- all forms of domestic abuse cause damage to the survivor and express an imbalance of power in the relationship;
- all survivors (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse;
- domestic abuse can occur in all communities;
- domestic abuse may be a single incident, but is usually asystematic, repeated pattern which escalates in severity and frequency;
- domestic abuse, if witnessed or overheard by a child, is a form of abuse by the perpetrator of the abusive behaviour;
- working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

We will endeavour to respond to domestic abuse by:

**In all our activities** –valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse.

**In our publicity** –raising awareness about other agencies, support services, resources and expertise, through providing information in public and women-only areas of relevance to survivors, children and alleged or known perpetrators of domestic abuse.

**When concerns are raised** –ensuring that those who have experienced abuse can find safety and informed help and working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community.

**In our care** –ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse and identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse.

If you have any concerns or need to talk to anyone please contact the Incumbent or Parish Safeguarding Co-ordinator (details on page 4).

# Policy Statement on the Recruitment of Ex-Offenders

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## 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.*<sup>11</sup>

The following Policy Statement is based on Version 4 of a sample statement issued by the Disclosure and Barring Service (DBS).<sup>12</sup>

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.<sup>13</sup>
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,<sup>14</sup> 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.

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<sup>11</sup> See item 2.3 of the Church of England's Practice Guidance: Safer Recruitment (June 2015).

<sup>12</sup> 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>.

<sup>13</sup> The DBS Code of Practice is available here: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

<sup>14</sup> 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.<sup>15</sup>
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.

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<sup>15</sup> The DBS Code of Practice is available here: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

# Record Keeping

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## 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).<sup>16</sup>

## 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

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<sup>16</sup> Further information on GDPR is available at [www.parishresources.org.uk/gdpr/](http://www.parishresources.org.uk/gdpr/) or [www.ico.org.uk](http://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

# Hirers of Church Hall

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Name of parish: Amington (Church of England Birmingham)

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 vulnerable adults should complete the following statement:

The organisation \_\_\_\_\_ confirms that in all its activities with children (aged 0-17) and/or vulnerable adults it will comply with all current safeguarding legislation<sup>17</sup> and government guidance.<sup>18</sup>

We have our own child protection and/or vulnerable adults 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 vulnerable adults 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 vulnerable adults who attend the event on the above date and will take all reasonable steps to prevent harm to children and/or vulnerable adults.

Signed \_\_\_\_\_

Date \_\_\_\_\_

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

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<sup>17</sup> For example, Protection of Children Act 1989, Children Act 1989, Safeguarding Vulnerable Groups Act 2006.

<sup>18</sup> 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).

# Posters

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## Promoting a Safer Church

The House of Bishops' poster *Promoting a Safer Church* must be displayed in all buildings in which the PCC sponsors activities involving children, young people and/or vulnerable adults.

A copy of the poster is available to purchase from Church House Publishing, or to as a download here: <https://www.churchofengland.org/sites/default/files/2017-12/PromotingASaferChurchPosterA3.pdf>. #

## Childline

A Childline poster should be displayed in all buildings in which the PCC sponsors activities involving children or young people. In addition, best practice says that a Childline poster should be displayed in toilets, as this is a safe (lockable) place that children often go if they feel vulnerable.

It should contain the following information:

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](http://www.childline.org.uk)

# Revision History

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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 adults' references to 'adults 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)
13/02/19	Adding policy statement for responding to domestic abuse.
11/03/19	Updating policy statement with the latest text from the House of Bishops. Adding 'after recruiting someone' to the Safer Recruitment section. Updating links to Church of England Birmingham Safeguarding website and hub.
01/04/19	Switching 'adults at risk' back to 'vulnerable adults' (see changes on 04/03/17).
10/09/19	Updating training modules. Changing hirers form to be specifically the church hall – the church building is not offered for hire.