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# St John the Evangelist OULTON with All Saints Moddershall, Knenhall and Cotwalton, Stone DIOCESE OF LICHFIELD SAFEGUARDING POLICY AND PROCEDURES

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Version	Revised	By	Notes	Approved by PCC
1	05/09/2024	M Gale	New policy	To be approved September 16 <sup>th</sup> 2024

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The Parochial Church Council of St John the Evangelist, Oulton STONE, in the benefice of Christ Church will take all reasonable care to ensure the safety of the children, young people<sup>1</sup> and vulnerable adults for whom it bears responsibility.

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1. Mary Gale is our approved Parish Safeguarding Officer (PSO) as appointed at the PCC meeting on 17<sup>th</sup> June 2024 and she is the point of contact through which concerns about safeguarding will be channelled. They are responsible to the PCC for ensuring that these procedures are implemented.
  2. In the event of the co-ordinator being unavailable contact the church office for advice.
  3. The PCC also appoint Susan Campbell-Kelly to assist with the DBS checking and administration. (The role of the DBS Administrator is described in Section 3.4 of [Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance.](#) )
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4. In 2017, the Church of England published a safeguarding policy statement entitled [Promoting a Safer Church](#). This states that:

"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."

We are committed as a parish to review this question when the House of Bishops next updates [Promoting a Safer Church](#).

The following questions will be asked every two years at the autumn PCC meeting

Do all Church Officers have access to 'Promoting a Safer Church' policy statement?

**Yes see link above**      No      Not sure

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<sup>1</sup> Under 18-years of Age

Is 'Promoting a Safer Church' publicised and promoted?

Yes on Benefice website and see link below

No

Not sure

This parish safeguarding document adheres to *Promoting a Safer Church*. It should be read in conjunction with the Diocese of Lichfield; Safeguarding Policy and Guidance (2022), <https://www.lichfield.anglican.org/safeguarding-resources/>

The Parish Safeguarding Handbook (March 2019) Promoting a safer Church  
<https://d3hgrrlq6yacptf.cloudfront.net/5f3ffdd147bb3/content/pages/documents/1595249440.pdf>

and

the National Safeguarding Team *Safer Environment and Activities* guidance (2019).  
<https://d3hgrrlq6yacptf.cloudfront.net/5f3ffdd147bb3/content/pages/documents/1593436171.pdf>

5. Reference should be made to the diocese Safer Recruitment Policy; application of DBS and training policy as relating to safeguarding (revised 2022).  
<https://d3hgrrlq6yacptf.cloudfront.net/5f3ffdd147bb3/content/pages/documents/safer-recruitment-and-training-policy-v4-2022.pdf>
6. Online and Social Media platforms are a growing concern within safeguarding; therefore the PCC also adopts the Lichfield Diocese Safeguarding - Social Media and Online Activities Policy and the two accompanying documents. PCC members should be familiar with the main points of this policy and all people involved in any form of media, email or social media presence for the PCC should adhere to it.
7. This document supports the Safeguarding Statement (Appendix i) adopted by the PCC. The PCC will ensure full compliance with Health and Safety and Safeguarding Guidelines. Page 3 of the *Parish Safeguarding Handbook* states that: and "*Safeguarding will be a standing agenda item at each PCC meeting.*"
8. The PCC is directly responsible for the following groups which include children and young people:
  - Weekly Children or Youth Groups, when running.
  - Occasional Children's events – e.g. Christingle, Holiday Club, etc.
  - Outreach in schools, such as Open Book.
  - Any new children's events or groups

The following documents support the Safeguarding of Children,

Keeping Children Safe in Education, published September 2024

[https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping\\_children\\_safe\\_in\\_education\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf)

9. The PCC requires groups within the Church to record and retain:
  - A list of its current leaders and their role
  - Provision for training and support
  - When and where the group meets, its normal meeting pattern and the age range it covers.
  - Attendance of leaders/helpers and children at each session
10. The PCC require church groups that are working with children and young people or vulnerable adults:
  - To agree clear roles for leaders
  - Set up structures to train and support their leaders in their roles
  - Agree statements of working practice within that group, which should reflect this policy and accompanying documents
  - Provide an up-to-date Risk Assessment
  - To have completed or attended training at the appropriate level
  - To have read The Parish Safeguarding Handbook
11. Records relating to safeguarding issues within a Parish should be securely retained for at least 75 years (in order to cover the likely lifespan of a survivor of abuse). Likewise, insurance documents should be kept for this period.

## **SAFER RECRUITMENT**

12. The PCC must appoint a lead for Safer Recruitment. Mary Gale has undertaken the certificated training for this in June 2024.
13. The PCC will engage in, utilise and proactively ensure that those working with Children, young persons and vulnerable adults in churches and church activities are known, recruited via due process (including interview), have suitable references (that are checked), and are DBS checked as appropriate. **This applies to employees, post-holders, trustees and volunteers.**
14. Safer Recruiting also applies to other people, engaged by the PCC, for regular work in the church/centre – e.g. cleaners, gardeners.
15. Leaders must be aged 18 or over working with children and young people, or vulnerable adults. (*under 18's may assist with leadership roles but must be supervised at all times.*)
  - Applicants will be required to complete the *Thirtyone:eight* Confidential declaration which is stored locally.
  - Applicants should be required to provide two references using the church's safer recruitment/confidential declaration form.

- Before appointment or the continuation of any appointment, appointees may need to apply for and supply clearance from the Disclosure & Barring Service.

16. Completed declaration forms and references will be confidential to and securely held on behalf of the Incumbent by the Benefice Office in a secure cabinet and accessible only by the Safeguarding Team and DBS Administrator or, in the event of a vacancy, by the Rural Dean or Archdeacon.

17. All

18. Only suitable and responsible people may become key holders, references will be taken up in accordance with Safer Recruitment guidance and they will be required to complete the Lichfield Diocese Declaration. Access and Usage of Church Buildings will be monitored as far as is reasonably possible. The churchwardens will be responsible for ensuring keyholders are suitable.

19. The PCC will use the Disclosure & Barring Service for checking leaders' criminal records where appropriate. The DBS application process for the Lichfield Diocese is now operated by *Thirtyone:eight* which is operated through local ID Checking and online applications in accordance with guidance and instructions circulated and update by the Diocese

20. As of November 2023, DBS Validity is three-years for all DBS checks, regardless of when issued.

21. Volunteers who subscribe to the DBS Update Service will need to 'renew' their DBS Status by consenting to a check of the Update Service by the diocese.

22. All volunteers, workers, and PCC members must have completed the requisite training (appendix ii) for their role.

23. Appendix v deals with the recruitment of ex-offenders.

24. Appendix vi is The National Safeguarding Team's Code of Safer Working Practice which all volunteers and employees must adhere to.

## **THE PCC**

25. The PCC will provide leaders and those working in Safeguarding access to guidance and training in the understanding of child/vulnerable adult abuse.

26. The PCC will publish on the notice boards at the back of the church and in the Church Hall, a copy of the Diocesan Safeguarding Flow Chart (available on the Diocesan website) In addition, all validated leaders and key holders will be given a copy.

27. The PCC will carry public liability insurance and will insure all leaders and staff for personal accident.

28. The latest guidance dictates that all PCC members must have a valid DBS check. This guidance means that the DBS should cover both children and vulnerable adults.
29. ChurchSuite will be maintained to keep a record of current DBS certificate status and notify volunteers ahead of an impending renewal.
30. The PCC will check annually that the procedures are being followed.
31. The PCC will make a copy of this policy and its procedures available, if requested, at The Archdeacon's visitation and make a copy available on the church website.
32. This Policy and its procedures will be monitored by the Safeguarding Coordinator who will report to the PCC annually.
33. The PCC will review the policy and its procedures annually.

### **EXTERNAL ORGANISATIONS**

34. Groups who hire the Church Hall who are involved in activities that are or appear to include Regulated Activities<sup>2</sup> or significant contact with children or adults at risk, must satisfy the PCC that they have a Safeguarding Policy, lodging an up-to-date copy as part of their hiring agreement.
35. Groups fitting these criteria should also include details of all their leaders along with their Safeguarding Policy.
36. The hiring body (i.e. the organisation hiring the premises) is required to ensure that children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring, and carries full liability insurance for this. The hiring body are responsible for following by their own child protection or safeguarding policy.
37. The Church Administrator should ensure these are submitted and check with the wardens and/or the safeguarding lead.
38. ChurchSuite Flows and Forms will be used to manage the recording of hirer's details, dates of insurance, etc. This will ensure the wardens approval is recorded.

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<sup>2</sup> See definitions



## Summary of Requirements

Role	Safer Recruitment	DBS	Training Modules	Notes
<b>Sunday School Helper</b>	Yes	Child Workforce	Basic Awareness + Foundations	
<b>Helper at Holiday Club or Children's Special Events</b>	Yes	Child Workforce	Basic Awareness + Foundations	
<b>Anyone working with Children in a Church related activity</b>	Yes	Child Workforce	Basic Awareness + Foundations	Includes Parent and Toddler, Open Book, and similar.
<b>PCC Member</b>	Yes	Child and Adult Workforce	Basic Awareness + Foundations	
<b>Churchwardens</b>	Yes	Child and Adult Workforce	Basic Awareness + Foundations	If in interregnum, Leadership Module also required.
<b>Safeguarding Lead</b>	Yes	Child and Adult Workforce	Basic Awareness + Foundations + Leadership	
<b>Pastoral Visitors</b>	Yes	Adult Workforce	Basic Awareness + Foundations	If this involves and is carried out as part of church-led support. i.e. not is solely as a friend or family member.
<b>Keyholders</b>	Yes	N/A	Basic Awareness	Training required as KH could be potential first point of contact.
<b>General Helpers</b>	Yes	N/A	Basic Awareness	e.g. Support for counting, welcoming, cleaning, etc., or other position with a degree of responsibility.
<b>Readers and Clergy</b>	Yes	Child and Adult Workforce	Basic Awareness + Foundations + Leadership or Permission to Officiate*	Renewal Responsibility of Diocese.  *All ordained clergy with PTO, Readers with PTO, LLMs with PTO are trained using the safeguarding PTO Pathway materials.

## DEFINITIONS

### Regulated Activity for children and young people is be defined as

(a) Unsupervised activities: teaching, training, instructing, caring for or supervising children, or providing advice/guidance on well-being or driving a vehicle only for children.
(b) Working for a limited range of establishments (known as 'specified places'), with opportunity for contact, e.g. schools, children's homes, childcare premises (but not work by supervised volunteers).
<i>Work in (a) and (b) above still has to be carried out on a regular basis. The current definitions have not changed: Frequently - at least once a week Intensively - 4 days in a 30 day period Overnight - between the hours of 2am and 6am.</i>
(c) Relevant personal care, e.g. washing or dressing; or health care by or supervised by a professional, even if done once.
(d) Registered child-minding and foster carers.

### Regulated Activity with Vulnerable Adults

The 2012 Act changes the definition of vulnerable adult to focus on activities rather than characteristics.

The focus is on the activities required by the adult and not on the setting in which the activity is received, nor on the personal characteristics or circumstances of the adult receiving the activities. There is also no longer a requirement for a person to do the activities a certain number of times before they are engaging in Regulated Activity' (*Changes to disclosure and barring: What you need to know – HM Government (2012)*).

There are broadly 6 activities listed:

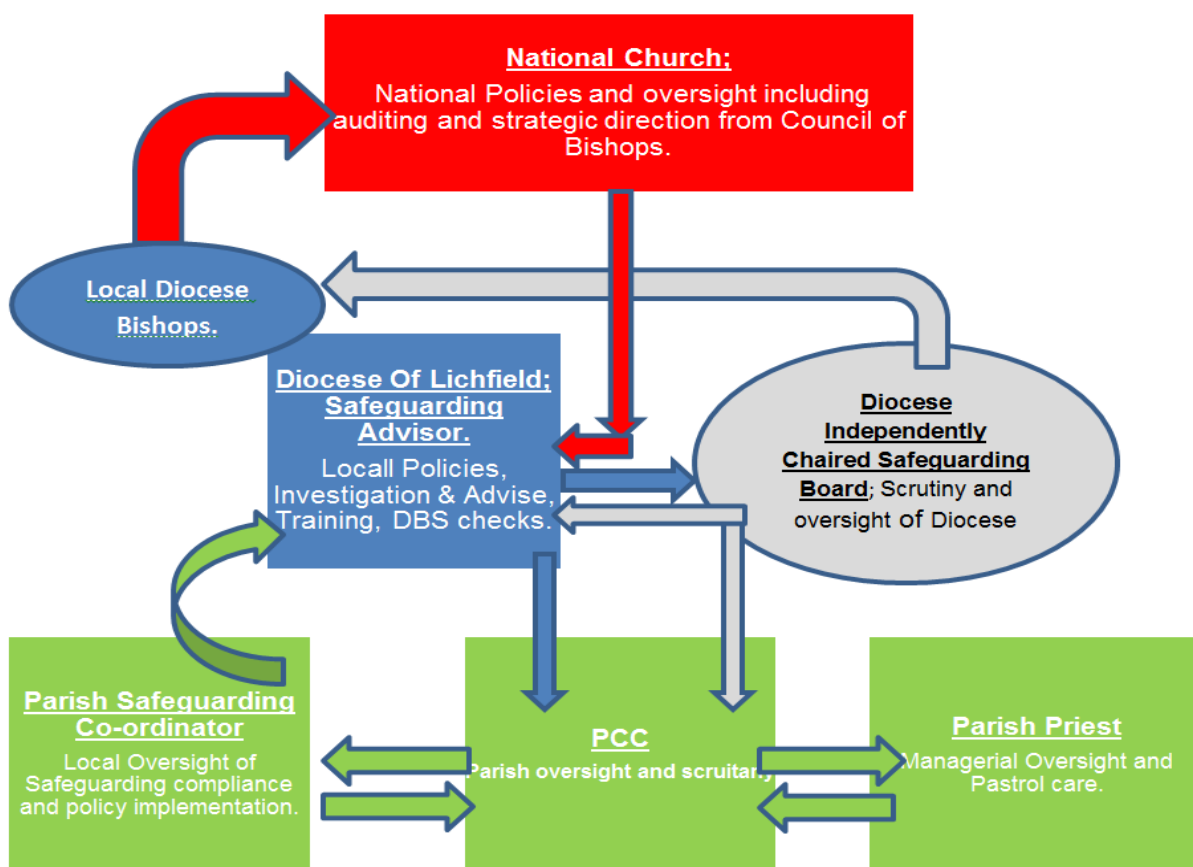
a) The provision of health care by a health care professional, or by a person acting under the direction or supervision of a health care professional (such as a health care assistant in a hospital or care home);
b) The provision of relevant personal care (such as washing, dressing, toileting, eating and drinking);
b) The provision of social work or community care services by social workers to adults who are clients or potential clients;
c) The provision of assistance in relation to general household matters for an adult who needs that assistance because of age, illness or disability, (e.g. managing a person's cash, paying bills or shopping for someone);
d) Any relevant assistance in the conduct of an adult's own affairs, (e.g. under an enduring power of attorney);
e) Transportation in certain circumstances which is needed because of age, illness or disability, although the Government has pointed out that this will not include family and friends or taxi drivers.

c), d) & e) could come under certain pastoral roles **IF** part of formal or informal arrangement through the church



## CHURCH OF ENGLAND SAFEGUARDING STRUCTURE AND FUNCTION/FLOW.

Below shows the generalised flow and function of primary safeguarding stakeholders within the church at National, Diocese and Parish Level;



## **SAFEGUARDING STATEMENT**

**This statement was adopted by St John the Evangelist Oulton with All Saints Moddershall, Knenhall and Cotwalton, Stone, Stone at a Parochial Church Council meeting held on 16<sup>th</sup> September 2024.**

**1. This statement will be reviewed each year to monitor the progress which has been achieved. We recognize that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.**

- We recognise that a position of power in relation to another creates a risk of vulnerability. As a consequence, we strive to ensure that we consider power when working and leading with people.
- We recognise that children by virtue of legal status and dependency on adults for their emotional and physical needs will always be vulnerable and at a disadvantage. We commit to considering this in our children's activities– undertaking supervision of staff working with them and risk assessing activities and groups as a check and balance in our work.
- We understand that illness, disability, race, mental health and other issues can put adults in a position of vulnerability. We accept that these can be long term (ongoing), or temporary. We commit to considering this in our adults activities and events – undertaking supervision of staff and risk assessing activities and groups as a check and balance in our work.
- We commit to transparency in our actions and accountability for our work.

**2. As members of this parish we commit ourselves to respectful pastoral care for all adults and children to whom we minister.**

- We will consider issues relating to spiritual care in prayer activity, ensuring that members of our prayer team consider power, control and spiritual abuse issues in their ministry.
- We will ensure that leaders of our children's Sunday schools and house groups as well as other ministries that involve working with vulnerable persons have appropriate enhanced DBS checks.
- We will ensure that those who care for people in our parish attend appropriate safeguarding training.
- We commit to discuss safeguarding and support to of safeguarding as a standing PCC agenda item

**3. We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.**

**4. We commit ourselves to promoting safe practice by those in positions of trust.**

- We commit to discuss safeguarding and support to of safeguarding as a standing PCC agenda item
- We will ensure that those in positions of trust (such as wardens), and those with remits or leadership of groups involving vulnerable children, etc. have appropriate enhanced DBS checks and that these are updated every 3-years.
- We will engage with appropriate training and seek to develop relationships with other agencies and the diocese on safeguarding.

- Safeguarding including revision of policy will be a regular PCC agenda item and agree that whilst we have a named co-ordinator, we will accept collective ownership for this important issue.
- We will be transparent, open and not have secrets.

**5. The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.**

- We will consider the impact of power, disadvantage, inclusion, disability, age and race on how we provide and plan for our ministry.
- We will actively (but appropriately), challenge each other in our work in order to ensure we consider a wide range of perspectives and views– ensuring that we do not oppressively impose our own values or views to another's detriment.
- Where a person struggles with an activity due to disadvantage, disability or illness we will go the extra mile to assist them so they can participate and contribute as a full part of the church.

**6. It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect.**

- We will not collude, keep secrets or make decisions when we have suspicion of abuse. We will seek through discussion the views of others and ensure through use of external agencies and the diocese safeguarding service that we engage and welcome external perspectives in order to promote a healthy accountable culture.
- We will report without being biased to our personal view. We will report and not investigate.
- We will record concerns factually in diocesan suggested formats.
- We will not take chances with the welfare of children or vulnerable adults.
- We are open to scrutiny and encourage this in others.
- We have zero tolerance to abuse and put the welfare of vulnerable children and adults first.
- We take seriously training and activities relating to the safeguarding of Children and seek to engrain this in our congregational culture.

**7. We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.**

- We will ensure that those in positions of trust (such as wardens), and those with remits or leadership of groups involving vulnerable children etc have appropriate enhanced DBS checks and that these are updated every 3 years.
- We will engage with appropriate training and seek to develop relationships with other agencies and the diocese on safeguarding.
- Safeguarding including revision of policy will be a regular PCC agenda item and agree that whilst we have a named co-ordinator we will accept collective ownership for this important issue.
- We will be transparent, open and not have secrets.
- Our incumbent undertakes to ensure that to the best of their knowledge all PCC members, wardens and ministry leaders are of good standing.
- The PCC undertakes to appoint and upskill a dedicated Safeguarding co-ordinator.

- Safeguarding co-ordination undertakes to maintain a relationship with diocese level safeguarding team and ensure that this policy is followed.

#### **8. The parish is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be vulnerable.**

- We will ensure that those in positions of trust (such as wardens), and those with remits or leadership of groups involving vulnerable children etc have appropriate enhanced DBS checks and that these are updated every 3-years.
- We will engage with appropriate training and seek to develop relationships with other agencies and the diocese on safeguarding.
- Safeguarding including revision of policy will be a regular PCC agenda item and agree that whilst we have a named co-ordinator we will accept collective ownership for this important issue.
- We will be transparent, open and not have secrets.
- Our incumbent undertakes to ensure that to the best of his or her knowledge all PCC members, wardens and ministry leaders are of good standing.
- The PCC undertakes to appoint and upskill a dedicated Safeguarding co-ordinator.
- Safeguarding co-ordination undertakes to maintain a relationship with diocese level safeguarding team and ensure that this policy is followed.

#### **9. The parish adopts the guidelines of the Church of England and the Diocese.**

- The Parish will report and record in line with Diocese policies and comply with local guidance's for implementing national policies as defined in diocese polices. These include the diocese safeguarding policy, recording with care policy, social media policy and safer recruitment policy.

#### **10. Each person who works with vulnerable people will agree to abide by these recommendations and the guidelines established by this church.**

- Those working with vulnerable adults or children will sign a declaration to state that they have read and agree to abide by the points outlined in this Statement and the accompanying Policy and Procedure.
- **These two churches appoint Mary Gale to represent the concerns and views of vulnerable people at our meetings and to outside bodies as Parish Safeguarding Co-ordinator.**
- **Signed copies are available at the church office**

Incumbent PK

Churchwarden RW

Churchwarden SH

DATE 16<sup>th</sup> September 2024

## TRAINING REQUIREMENTS

The incumbent, Group Leaders and the Safeguarding coordinators will undertake to ensure staff involved with children, vulnerable adults and young people undertaking the appropriate National church training.

***Training should be repeated every three-years***

### Basic Awareness Module

#### Who?

- All Church Officers & Anyone going on to complete any other safeguarding learning modules.

#### How?

- Online eLearning module which can be taken at own pace and at a convenient time (approx. 1½ hours).

### Foundations Module

**Prerequisites?** Basic Awareness module.

#### Who?

- Clergy, Readers, Licenced Lay Ministers.
- PCC Members / Lay Chapter Members.
- Churchwardens. Churchwardens are the senior lay representatives of the parish. Their responsibilities are summarised here: [Safeguarding Responsibilities of Churchwardens](#).
- Anyone in a role which involves work with children, young people, or vulnerable adults.
- Anyone going on to complete any other safeguarding learning pathway.
- Pre-ordination or license students, prior to BAP or selection Panel.
- Vergers.

#### How?

- Online eLearning module which can be taken at own pace and at a convenient time (approx. 1½ hours).

**Basic Awareness and Foundations Modules are accessible via**

<https://safeguardingtraining.cofeportal.org/>

### Leadership Module

**Prerequisites?** Basic Awareness & Foundations Modules.

#### Who?

Designed for those people who play a lead role in shaping the culture of the Church body concerned. This will always include:

- All clergy holding the Bishop's licence, commission, authorisation, or permission\*.
- Youth and Children's workers.
- All Readers and Licensed Lay Ministers holding the Bishop's licence or similar
- Safeguarding Officers / Leads in all Church bodies.
- Churchwardens leading a church in interregnum.

**How?** Two 1½ hour face to face sessions delivered via zoom, with additional reflective work to complete outside of the sessions.

Those eligible for Leadership Training should contact the Diocesan Training Team and ensure they receive an invitation to attend.

*\*From September 2023, all ordained clergy with PTO, Readers with PTO, LLMs with PTO are trained using the safeguarding PTO Pathway materials. The PTO course will be delivered online via zoom over 2 x 90-minute sessions and invitations will be sent via email.*

# GUIDELINES FOR SAFEGUARDING CHILDREN AND ADULTS

Based on 'Protecting All God's Children,

The Policy for Safeguarding Children in the Church of England' (written by The Church of England)

[www.churchofengland.org/media/37378/protectingallgodschildren.pdf](http://www.churchofengland.org/media/37378/protectingallgodschildren.pdf)

Also refer to Keeping Children Safe in Education 2024

[https://assets.publishing.service.gov.uk/media/6650a1967b792fff71a83e8/Keeping\\_children\\_safe\\_in\\_education\\_2024.pdf](https://assets.publishing.service.gov.uk/media/6650a1967b792fff71a83e8/Keeping_children_safe_in_education_2024.pdf)

and Working Together to Safeguard Children 2023 with updated in 2024

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Prevent Duty Guidance 2023 updated in 2024

<https://www.gov.uk/government/publications/prevent-duty-guidance>

## Guidelines for individual workers

### You should:

- treat all children and young people with respect and dignity
- ensure that your own language, tone of voice and body language is respectful
- always aim to work within sight of another adult
- ensure another leader is informed if a child needs to be taken to the toilet. Toilet breaks should be organized for young children.
- ensure that children and young people know who they can talk to if they need to speak to someone about a personal concern
- 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 the diocesan school's adviser. Sign and date the record.
- always share concerns about a child or the behaviour of another worker with your group leader and/or the safeguarding co-ordinator.
- As adults do not put yourself at risk. Make sure there are other adults present. ***A minimum of two persons should be present when directly undertaking work with a child, young person or vulnerable adult.***
- All communication with children should be done appropriately and in a public way, e.g. Facebook wall posts rather than messages, group emails rather than texts. This should be age appropriate (note some Social Media have age restrictions; we should adhere to them even if the children don't!)
- Personal social media accounts should be kept distinct from accounts relating to church roles and responsibilities but should remember that their personal social media use can still reflect on their church role.

### You should not:

- 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
- allow a child or young person to involve you in excessive attention seeking that is overtly physical or sexual in nature
- give lifts to children or young people on their own or on your own
- smoke tobacco in the presence of children or drink alcohol when responsible for young people
- share sleeping accommodation with children
- invite a child to your home alone
- Contact children by private messages or texts
- arrange social occasions with children (other than family members) outside organized group occasions
- allow unknown adults access to children. Visitors should always be accompanied by a known person
- allow strangers to give children lifts.

## Touch

Church-sponsored groups and activities should provide a warm, nurturing environment for children and young people, while avoiding any inappropriate behaviour or the risk of allegations being made. Child abuse is harm of a very serious nature so that it is unlikely that any type of physical contact in the course of children and youth work could be misconstrued as abuse. **All volunteers must work with or within sight of another adult.**

Very occasionally it may be necessary to restrain a child or young person who is harming her/himself or others. Use the least possible force and inform the diocesan school's adviser and/or a teacher from the child's school, as soon as possible. All such incidents should be recorded and the information given to the diocesan school's adviser. You should not restrain or restrict a child if there is no immediate harm to the child or to others.

All physical contact should be an appropriate response to the child's needs not the needs of the adult. Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately.

## Additional guidelines for group leaders

In addition to the above the diocesan school's adviser and the group leader should:

- ensure any health and safety requirements are adhered to
- undertake risk assessments with appropriate action taken and record kept
- ensure register and consent forms are up to date, and kept out of view of the public
- have an awareness, at all times, of what is taking place and who is present
- create space for children and/or adults to talk – either formally or informally
- liaise with the diocesan school's adviser over good practice for safeguarding
- always inform the diocesan school's adviser of any specific safeguarding concerns that arise. The diocesan school's adviser will liaise with the diocesan safeguarding adviser.

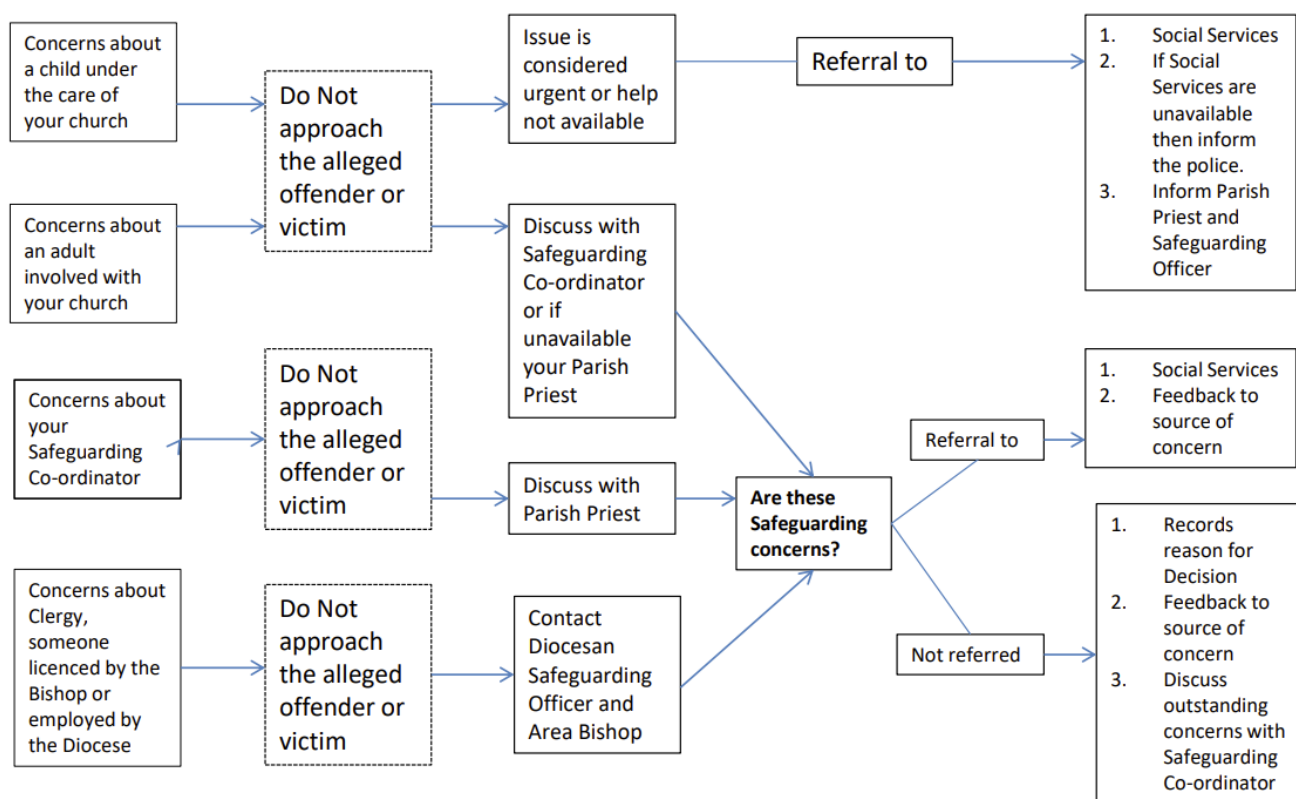
## Responding to child protection concerns

Do not try to deal with any child protection concern on your own. Always tell the diocesan school's adviser. Always make **notes** as accurately as possible, as soon as possible. These should **cover**:

- what has happened
- in what context
- anything that seemed particularly significant
- quote the child's words exactly where possible.
- sign the record
- add your name, role, date of incident and date of the recording.



## IN THE EVENT OF A SAFEGUARDING ISSUE IN YOUR CHURCH



Safeguarding Co-ordinator..... Parish Priest.....  
 Diocesan Safeguarding Team 01543 306030 Out of Hours Support: 0303 003 1111 (option 2)  
 Nearest Social Service Office..... Nearest Police Station.....  
 Area Bishop...The Rt. Revd.....

### Safeguarding Issues Flowchart

<https://d3hgrlq6yacptf.cloudfront.net/5f3ffdd147bb3/content/pages/documents/16063984121797452782.pdf>

### References

**Parish Safeguarding Handbook (March 2019)** <https://www.churchofengland.org/sites/default/files/2019-03/Parish%20Safeguarding%20Handbook%20March%202019.pdf>

### Diocese Safeguarding Policy V1

<https://d3hgrlq6yacptf.cloudfront.net/5f3ffdd147bb3/content/pages/documents/diocese-safeguarding-policy-and-guidance-2021-v22.pdf>

### Diocese of Lichfield; Safeguarding Policy and Guidance (2017) as Amended (2021).

<https://d3hgrlq6yacptf.cloudfront.net/5f3ffdd147bb3/content/pages/documents/diocese-safeguarding-policy-and-guidance-2021-v22.pdf>

### Safer recruitment and training policy v3

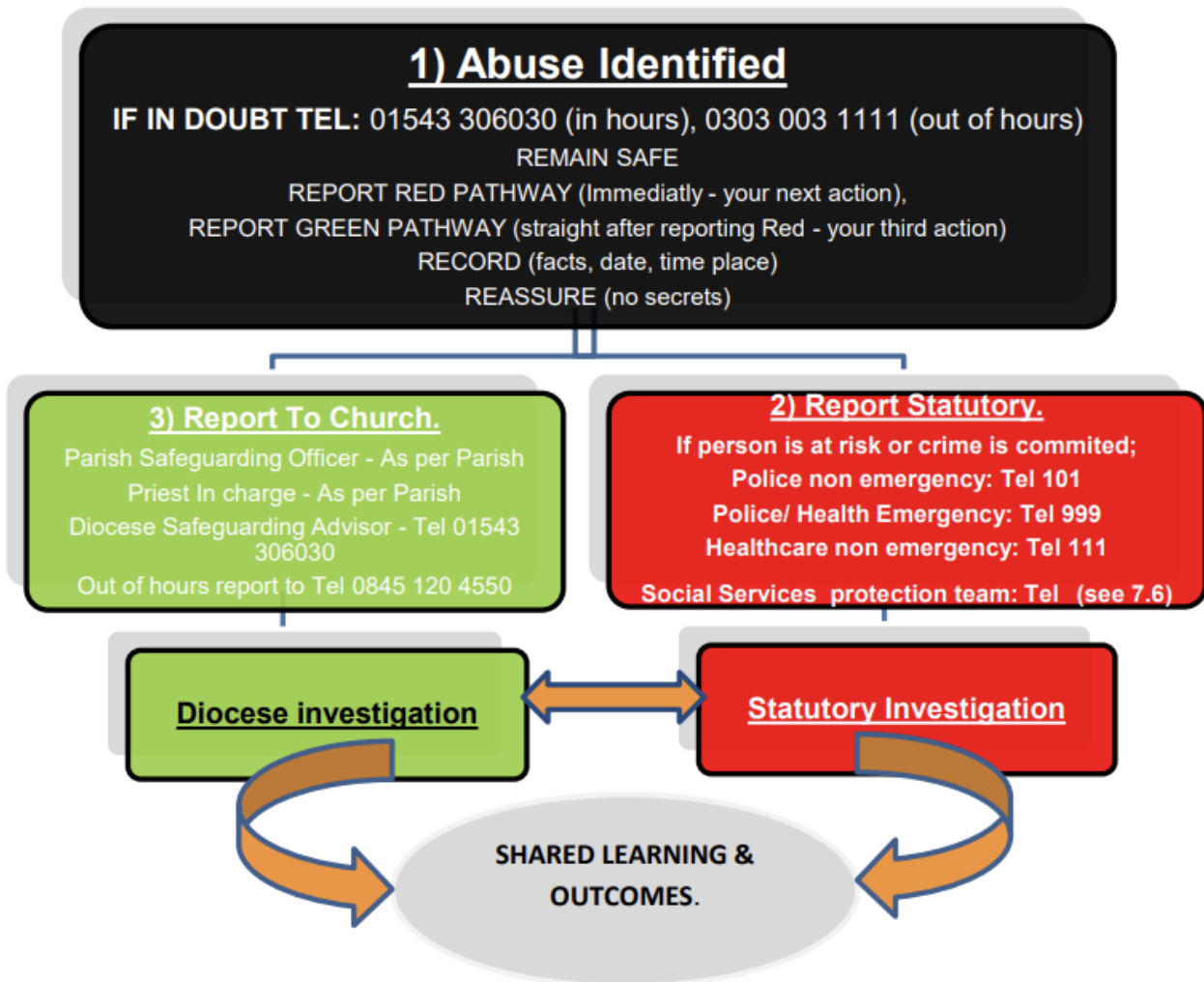
<https://d3hgrlq6yacptf.cloudfront.net/5f3ffdd147bb3/content/pages/documents/560dd33e193deea98097205ac123816289087c07.docx>

### Practice Guidance: Safer Recruitment 2016

<https://d3hgrlq6yacptf.cloudfront.net/5f3ffdd147bb3/content/pages/documents/efa968600f349fd3c4607d3387f16e460f14ca6f.pdf>

Social Media Policy 1.1

<https://d3hgrlq6yacptf.cloudfront.net/5f3fdd147bb3/content/pages/documents/dbb960579297ccf40b9c9299ceabb0546cef629.pdf>



## SAFER RECRUITMENT & FAIR TREATMENT – EX-OFFENDERS

The PCC is committed to the fair treatment of its staff, potential staff, volunteers, or users of its services, and except where the law permits because of a genuine occupational requirement, we do not discriminate on the grounds of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

The PCC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed, unless the conviction is relevant to their role e.g., working with vulnerable groups.

The PCC can only ask an individual to provide details of convictions and cautions that The PCC is legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (*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*).

The PCC can only ask an individual about convictions and cautions that are not protected.

The PCC actively promotes 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. The PCC selects all candidates for interview based on their skills, qualifications, and experience.

A Disclosure is only requested where it is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where Disclosure is to form part of the recruitment process, The PCC encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. The PCC requests that this information is sent under separate, confidential cover to a designated person within The PCC and The PCC guarantees that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows The PCC to ask questions about an entire criminal record we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

The PCC ensures that those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The PCC also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders.

At interview, or in a separate discussion, The PCC ensures 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.

The PCC makes every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and a copy will be made available on request.

The PCC undertakes to discuss any matter revealed in a Disclosure with the person seeking the position, before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from an appointment. This will depend on the nature of the position and the circumstances and background of offences. On the 29 May 2013, legislation came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure.

In addition, employers will no longer be able to take an individual's old and minor cautions and convictions into account when making decisions.

All cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded.

Applicant can be directed to the government guidance and criteria which explains the filtering of old and minor cautions and convictions which are now 'protected' so not subject to disclosure to employers.



THE CHURCH  
OF ENGLAND

## The Code of Safer Working Practice

*The Code of Safer Working Practice expresses our commitment to demonstrating God's love by placing the highest priority on the safety of those to whom we minister. It sets out what we expect from anyone who ministers in our church, in both paid or voluntary roles, and is one of the ways we ensure high standards of safeguarding in all we do.*

### Upholding the Code

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*All members of staff and volunteers are expected to report any breaches of this code to the Parish Safeguarding Officer. Staff and volunteers who breach this code may be subject to disciplinary procedures or asked to leave their role. Serious breaches may also result in a referral made to the relevant statutory agency.*

### All those working on behalf of the parish with children, young people and adults must:

- Treat all individuals with respect and dignity;
- Respect people's rights to personal privacy;
- Ensure that their own language, tone of voice and body language are respectful;
- Ensure that children, young people and adults know who they can talk to about a personal concern;
- Record and report any concerns about a child, young person or adult and/or the behaviour of another worker with their activity leader and/or the Parish Safeguarding Officer. All written records should be signed and dated;
- Obtain written consent for any photographs or videos to be taken, shown, displayed or stored.

### In addition, those working with children and young people must:

- Always aim to work with or within sight of another adult;
- Ensure another adult is informed if a child needs to be taken to the toilet;
- Respond warmly to a child who needs comforting but make sure there are other adults around;
- Ensure that the child and parents are aware of any activity that requires physical contact and of its nature before the activity takes place.

### All those working on behalf of the parish with children, young people and adults must not:

- Use any form of physical punishment;
- Be sexually suggestive about or to an individual;
- Scapegoat, ridicule or reject an individual or group;
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying;
- Show favouritism to any one individual or group;
- Allow an individual to involve them in excessive attention seeking;
- Allow unknown adults access to children, young people and adults who may be vulnerable. Visitors should always be accompanied by an approved person;

- Allow strangers to give lifts to children, young people and adults who may be vulnerable in the group;
- Befriend children, young people and adults who may be vulnerable on social media;
- Take photographs on personal phones or cameras as this means that images are stored on personal devices.

### In addition, for children and young people, must not:

- Give lifts to children you are supervising, on their own or your own (unless there are exceptional circumstances e.g. in an emergency for medical reasons or where parents fail to collect a child and no other arrangements can be made to take a child home. In such situations, the circumstances and your decision must be recorded and shared with an appropriate person at the earliest opportunity);
- Smoke or drink alcohol in the presence of children and young people, except when this is a social situation with family members/carers present, eg a parish party<sup>3</sup>
- Arrange social occasions with children and young people (other than events which also include family members/carers) outside organised group occasions.

### Acceptable Touch

Sympathetic attention, encouragement and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, can be wholly appropriate. However, abusers can use touch that appears safe to 'normalise' physical contact which then becomes abusive. As a general rule, the use of touch between adults in positions of responsibility and those with whom they are working or volunteering should be initiated by the person themselves, and kept to the minimum. In addition to this, always follow the guidelines below:

- Ask permission before you touch someone;
- Allow the other person to determine the degree of touch except in exceptional circumstances (e.g. when they need medical attention);
- Avoid any physical contact that is or could be construed as sexual, abusive or offensive;
- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors;
- Touch should be in response to a person's needs and not related to the worker's needs. Touch should be age appropriate, welcome and generally initiated by the child, not the worker.