

The Parish of St Andrew, Impington

Safeguarding Policy and Procedures for the Protection of Children and Vulnerable Adults

Revised March 2017

Due for revision March 2018

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Policy for the Protection of Children and Vulnerable Adults

St Andrew's Church, Impington, has adopted the Diocese of Ely's Policy on Child Protection.

In order to implement this the PCC has worked with the information and guidance provided in the Diocesan Safeguarding framework and agreed the following guidelines for all work with children, young people and vulnerable adults undertaken on its behalf.

Our view of children ('children' here and throughout this document includes all those under 18 years old) **and vulnerable adults:**

We are all members of God's family. We aim to treat everyone at St Andrew's as God does: we are all precious and valued. Every individual should be nurtured, protected and respected. We believe that children and vulnerable adults have a particular right to be heard and a valuable contribution to make. Every person who worships at or visits St Andrew's deserves our very best.

Our view of people who work with children:

St Andrew's Church values the contribution of those who work with children. Members of St Andrew's support our children's leaders and helpers and encourage them through prayer, an active interest in their work and in practical support. We strive for excellence in our children's work and do all we can to enable all those who work with children to achieve this.

Responsibilities of the PCC

It is the PCCs responsibility to:

1. Ensure that the workers are clear about their roles and to whom they are responsible and to delegate responsibility to them.
2. Ensure that all workers are supervised, reviewed and supported in their roles.
3. Ensure that an appropriate insurance policy is in place to cover children's work.
4. Be familiar with and act in accordance with the Diocese of Ely's policy on Child Protection and "What to do if you are told about or suspect child abuse" (Appendix 10). All clergy and staff members should have a copy of these, and a copy should be on file in the church office.
5. Ensure the Safeguarding Policy statement (Appendix 28) is posted on the relevant display boards.
6. Ensure that the premises are always as safe as possible. All church members should be vigilant and should report potential dangers to the Health and Safety officers concerned:
 - o Church Halls: Michael Blakey 01223 233823
 - o Other premises and off site activities: Nina Northfield 01223 234629 or Michael Blakey 01223 233823

Appointment of volunteers and employees

People who work with our children should be committed to the welfare of children and families. This is ensured by the way they work with the children in their care and in the recruitment process.

Volunteers to work with children are either interviewed or approved (as appropriate) by the Priest in Charge and/or Curate and a churchwarden. During an interview the person's previous experience & current motivation for children's work, along with their abilities and aims, will be explored. They will be asked to complete the following forms:

An application form for a Disclosure and Barring Service (DBS) Disclosure (these are available on-line by contacting the Child Protection Officer¹ (Heather Stone – 01223 232369 / heathervstone@gmail.com). The DBS form is submitted to the Diocese so that the appropriate checks can be made. DBS disclosures are non-transferable for reasons of insurance and of processing and receiving information.

In the event that a DBS disclosure contains information that might affect a person's suitability to work with children, the incumbent seeks advice from the Diocesan Child Protection Officer.

A confidential declaration. This form includes details of any criminal offences, prior experience and motivation for working with children and a request for the names of two people who could comment on their suitability for children's work. These referees should be independent of the selection process. At least one should know the potential worker in a capacity other than as a friend and neither should be a family member. They should both have known the applicant for at least 3 years.

References should be applied for by the PCC secretary and references sent to the incumbent for review.

Workers 16 and 17 years of age go through the same procedure. The minimum age for volunteers who work with children is 16. It is advisable that those who work with 14-18 year olds should be over 21.

The PCC is responsible for ensuring that interviews take place where necessary, forms are completed and that discrimination does not occur.

All appointments are only confirmed after an agreed induction period during which the role can be clarified by all involved. All workers are given a Volunteer Agreement Form setting out their job description and what they can expect from the church leaders and family (Appendix 4).

¹ Role of the Child Protection Officer: The Child Protection Officer is appointed by the PCC to process applications with the Disclosure and Barring Service (DBS) for all volunteers working with children and young people at St Andrew's. This process involves completion of (DBS) disclosure forms which are then sent on to the Diocesan Office who process them and send them on to the Disclosure and Barring Service. The Child Protection Officer receives the results of applications and passes these to the relevant people (who always include the Vicar and either the Children's or Youth Minister).

The Children's Group leaders must inform the Child Protection Officer of any new workers as they are recruited.

Application forms, referee forms and volunteer agreement forms should be kept together by the Children's Group leader in a locked cabinet.

Responsibilities of workers

- Seeking to love the children as God does and provide warm and consistent care;
- Respecting children as individuals who are each precious and of equal value to God;
- Telling the children about their Heavenly Father in a way that allows them to find Him in Christ for themselves;
- Being aware of and providing for their individual needs, including those with special needs;
- Protecting the children by following the guidelines for working with children and young people.
- Attending safeguarding training every 3 years.

Guidelines for working with Children, Teenagers and Vulnerable Adults

1. Ensure a **safe environment** for all work with children. Please refer to the St Andrew's Church Health and Safety Policy and Procedures, a copy of which can be found in the church office.
2. Be aware of what action will need to be taken in case of **accidents or emergencies**, e.g. how to contact parents, first aid (including who to contact if the worker does not have the necessary skills), fire procedures etc. A properly stocked first aid box is readily available and all workers should know where to find it. An entry must be made in the accident folder (this is kept in the vestry) and a copy given to the child's parent or carer following all incidents (Appendix 5).

3. **Discipline:** When a child misbehaves no worker should use physical punishment. If the worker is unable to deal with the situation calmly, the help of another worker or the group leader should be sought. If this does not help, one of the workers should fetch the child's parent/carer. In the case of older children (as appropriate to their age) a child may be asked to leave (please refer to Guidelines for discipline, Appendix 6).
4. **Child abuse:** All children must be protected from this and workers have a duty to ensure that it does not happen in a church setting. They must report if they suspect that it is happening to any child in any situation, at home or church or elsewhere. Please read "What is Child Abuse?", "Formal Definitions of Safeguarding Terms for Children, Youth & Vulnerable Adults" and "What to do if you are told about or suspect abuse" (Appendices 7, 8 & 10). If you have any suspicions please inform the the Priest in Charge or a Churchwarden. If none of these are available, contact one of the diocesan representatives (**Rebecca Boswell**, the Bishop's Adviser for Child Protection on 01223 276957 or **Sarah King**, Diocesan Safeguarding Officer on 01353 652735) or the Churches' Child Protection Advisory Service (CCPAS) on 01322 667207. Do not discuss it with anyone else, including the child's parents/carer, as they may be involved or could react in a way which could warn the abuser or undermine any subsequent investigation by the police or social services. The church provides male and female 'Children's advocates' and their names will be displayed on the premises.
 - Male Child Advocate: Jonathan Chatfield (01223 520132)
 - Female Child Advocate: Margaret White (01223 860693)
5. **Designated workers:** People who are not assigned to the group or activity should not be allowed free access to children (see entry on record keeping below).
6. **Collecting children at the end of a session:** Workers should make sure that they know who will be collecting each child, and that only this person does collect the child, unless any changes have been agreed with the parents. Younger children (especially those under 14) should not be allowed to go home alone except with the parent/carer's permission—this need not be gained each time, however, and should be age appropriate.
7. **Physical contact:** Socially acceptable physical contact between adults and children is quite proper in a public place. However, caution should be exercised if others cannot readily see the adult and child. Touch should be related to the child's needs,

not the worker's. It should be age appropriate and generally initiated by the child. The child has the right to decide how much physical contact they have with others except when they need urgent medical attention, or to prevent harm to themselves or another child. In the latter circumstance any intervention should be preventative rather than punitive with the safety of the child and worker paramount at all times. Avoid any physical contact or comments that could be considered sexually provocative and rough games. Team members should help each other to keep to these guidelines, and should challenge one another if they do not, or report it if necessary.

8. **Photographs of children and Web Sites:** If photographs of children are likely to be displayed (e.g. on the wall or in a magazine or flyer), then the permission of the parents must be sought. This is included in the form giving consent for children to attend the group (Appendix 15). Names should not be attached to the photograph, nor should it be displayed in a way from which they child's identity can be inferred (Please see Appendix 26 for full advice). Separate consent should be sought if the photograph is to appear on a website. Personal contact details, and names attached to photographs of children, should not be given on any website. Please see further guidelines on websites in Appendix 25.
9. **Adults should not work alone with children.** Make sure that there is always another adult within earshot who can be called both by workers and children. This ensures that both abuse and false accusations of abuse are less likely to take place, and that there is another adult available to care for the children should an emergency occur. Groups should always have at least two leaders, preferably one of each gender, to ensure that the group need never be left unattended. Any one-to-one sessions should happen in a public space where other adults are within earshot.
10. It is vital that the **ratio of adults to children** is adequate to ensure safety. The standard ratios under the Children's Act for children are as follows:

under 2 years: 1 adult to 3 children

under 3 years: 1 adult to 4 children

under 8 years: 1 adult to 8 children

For children over eight the recommended ratio is two adults for up to twenty children and one additional adult for every ten extra children.

One of the leaders present in a group may be aged 16 or 17, but another adult aged 18 or over should always be present as well. Helpers under 16 count as children for these ratios. 16 and 17 year olds are not counted on this ratio (they are considered as a supervised helper). Outings and outdoor activities are generally more demanding to supervise and consideration should be given to requesting extra help when these are planned. Where an adult and young person need to speak on a one to one basis, say for counselling, another adult should be made fully aware of the meeting and be available until it ends.

11. **Travel:** If driving children or young people, it is better that they occupy the rear seats of the vehicle. Seat belts should always be worn. Drivers should have fully comprehensive car insurance. It is preferable not to be alone with a child or young person in a car. If unavoidable, another adult should know of the trip and the reason for it.
12. **Visits to worker's homes:** If a worker invites a child to his or her home, the group leader and parents should be fully aware of this. There must always be more than one adult at the home in this event, and it is better for children to visit worker's homes in groups than alone.
13. **Record keeping:**

A **register** of all children attending the activity and of all helpers attending will be kept, including the times of arrival and departure if they are not staying for the whole session. Records should also be kept of anyone else on the premises e.g. a maintenance person or guest speaker.

Written information should be kept about the children in our care—name, address, telephone number, parent/carer's name and contact number, any special needs etc. This information will be provided by parents on the consent form (Appendix 15). It is also good to keep a note of birthdays so that these may be celebrated. These must be kept locked away (in the vestry safe) and confidential, but accessible during sessions.

Consent forms, completed by a parent or carer, should be completed when children join a group (Appendix 15). There should be space to note particular

concerns relating to health problems and diet. Forms giving permission for specific activities should be used when undertaking visits or when going away (appendix 17).

Records should be kept of any **unusual incidents**, including what happened, who was involved, what action was taken etc. As mentioned above, accidents should also be recorded and detailed records should be kept in cases of suspected child abuse. It is particularly important that such records are kept where no-one will see them, and original handwritten accounts should be kept indefinitely.

Confidentiality: Parents have a right to see our records under the Data Protection Act on written request and payment of the appropriate fee. This does not include cases where children may be put at risk by such a disclosure, in which case social services should be consulted first. Workers must respect the rights of children and parents to confidentiality in written records and discussions.

Caring for our Children's Workers

1. **Workers under 18 years:** We encourage young people to get involved in all areas of ministry, including working with younger children. The contribution of such young people should be appreciated and appropriate support given to take account of their age. There should always be another adult over 18 present. Young people under 16 count as children in the ratios of adults to children.
2. **Accountability and Support:** Workers should know to whom they are directly responsible and should have regular contact with that person, including supervision in their regular work. They should be given Volunteer Agreement Forms and job descriptions (Appendix 4) and their work should be reviewed annually with the person to whom they are responsible. This will give an opportunity for prayer, for personal development and for raising any concerns. The lines of accountability should be clear to all workers: Worker—Group Leader—Clergy / Churchwardens. It is essential that all workers are given adequate support, including a good induction period so that they feel they

understand and are trained to do the work, and an adequate budget and safe environment.

3. **Training:** Workers should have appropriate training available to them, funded by St Andrew's. It is advisable for the church to run training on child protection issues (or make sure it is available) every year or so, depending on the number of new leaders. Volunteers should attend safeguarding training every 3 years.
4. **Concerns:** If workers are concerned about any aspect of their work with children in St Andrew's and are unable to discuss this with the clergy or the Churchwardens, they can contact the Diocesan representatives (Appendix 27).

Responsibilities of Parents

Parents should:

1. Inform workers if their child has any medical conditions and how to deal with them. Also if he/she has any special needs (and how to meet them), or likes and dislikes. It would be helpful if parents would advise workers of other significant issues which may affect a child's behaviour. They will be asked to complete a form (Appendix 15), which also asks for their consent for the child to participate in the normal activities of the group.
2. Allow workers to take responsibility for the children while in their care including in areas of discipline. Consent forms must be filled in if the children are being taken on a trip (Appendix 17).
3. Be prepared for workers to share the Christian faith with the children.
4. Take an interest in what their child has been doing in the group.
5. Collect their children promptly at the end of a session. Parents are responsible for their children after the Sunday service ends, and should not expect their Sunday school workers to continue to care for their children during the coffee time.
6. Understand that the Church is obligated to act if it is feared that the child is suffering or is likely to suffer significant harm. The Church of England requires all those who work with children to report any obvious or suspected case of child abuse to the relevant statutory authorities. This is intended to protect children at risk and it is important to recognise that where there are grounds for suspicion,

it is better to be safe than sorry. This does, however, mean that it is feasible for a case to be reported which, on investigation, proves unfounded. In the unlikely case of this occurring, it is hoped that parents, appreciating how difficult it is for the church to carry out this responsibility, would accept that its workers were acting in what they believed were the child's best interests.

Communication and Structures within the Church

Communication at all levels is vital to ensure the best possible care for our children and the maximum motivation and support of our workers. The basis for our communication is listening to each other—workers, children, parents and leaders—formally and informally. We must be sensitive in the way we communicate—ensuring respect and confidentiality.

Any concerns should travel up the chain of accountability. This is: workers—group leader—clergy/churchwardens. Any concerns about the safety of any child should be reported to the Priest in Charge or Churchwardens. If this is not possible or appropriate then a worker may go directly to social services, or seek advice from the diocesan representative (Appendix 27) or the Churches Child Protection Advisory Service (0845 120 4550).

Children may talk to an independent person (children's advocate) if they have any concerns which they feel unable to share with any of the people listed above. This person's contact details are displayed in the porch and church hall. If in doubt, ask at the church office (01223 232255).

Children's advocates:

Jonathan Chatfield (01223 520132)

Margaret White (01223 860693).

Considerations in the pastoral care of Vulnerable Adults

In church ministry, the boundaries between work and private life can be difficult to distinguish clearly. These guidelines are not for application to informal friendships arising from church membership, but rather to relationships formed when services are more formally offered by or on behalf of the church. Church workers, paid or volunteer, are expected to endeavour to uphold Christian values in both 'public' and 'private' areas of their lives.

1. Where possible, we will arrange visits to a person's home beforehand rather than 'cold-calling'; this is especially important the first time we visit e.g. at the beginning of a planned programme of visiting. We will seek to avoid times or places to meet (including your own home) when we and the vulnerable person will be alone.
2. We will make clear from the outset what is being offered (e.g. bereavement counselling) and discuss with the person how s/he would like to be supported, within the structure of the service offered.
3. We will consider carrying a form of identity that links the individual to the church so that the vulnerable person can, if s/he wishes, check us out before letting us in to the home.
4. On a home visit, we will leave a card or note detailing name, role and contact number so that the person, or a carer, knows who we are and how to contact us.
5. We will keep a written note of all visits and 1:1 work with adults, e.g. in a work journal or diary. Include the reason for the visit or session, and a note of any concerns that arose.
6. We will respect a person's independence. Always knock before entering a person's room or home; consider the appropriateness of initiating or receiving physical contact when greeting someone.
7. We will not assume the use of first names rather than the more formal Mr/Mrs/Miss/Ms is acceptable; always ask.
8. Someone who lacks capacity to act for him/herself in one area of life may nonetheless be quite capable in other areas; we will ensure participation and inclusion wherever it is possible. Remember also that, as the Mental Capacity Act

2005 makes clear, every adult who has capacity retains the right to make decisions that others may deem to be unwise.

9. In conversation, we will consider the appropriate level of language for the needs of the vulnerable adult and be aware of any special difficulties e.g. use of hearing aids, speech impediment or learning disability. Where communication skills are impaired, we will ask the adult if he or she is comfortable involving a member of the family or a friend to help communication, and let the adult choose who this should be.
10. Where we are seeking to find out the views of a person, or are asking him or her to make a choice, we will offer clear unbiased choices and allow the person time to consider and express a decision.
11. We will respect the person's right to personal space and privacy. Particular consideration should be given when assisting someone to use the toilet; balance the need for physical assistance with the need for dignity and privacy, and involve the person in any decision to either assist or to leave a door unlocked etc.
12. We will consider the potential difficulties of home visits and discuss with fellow workers how risks to the vulnerable adult, and to the visitor(s) can be minimised. We will keep a log of all visits made: times, dates, the purpose of the visit and any concerns that arose should be recorded.
13. We will be sensitive to a person's own beliefs and faith and not try to persuade the person to adopt our own views.
14. When dealing with financial affairs, be very cautious. Honesty, integrity and transparency are all vital. We will not engage in any activity that involves a personal financial gain; do not canvass for church donations from those who may be vulnerable, e.g. the recently bereaved.
15. We will not accept gifts, other than small-unsolicited tokens of thanks or birthday/Christmas gifts that are of low value (of the order of an ordinary box of chocolates, say). Tell a colleague or supervisor about any gift, even a small one.
16. We will be sensitive to any signs of a developing dependency upon you that might be inappropriate, especially where the person's vulnerability has arisen in a time of personal crisis. Where we feel an inappropriate attachment might be forming, we will seek advice from an appropriate source (the incumbent, the co-ordinator or the Bishop's Safeguarding Adviser may be able to offer support).
17. If ever you feel that you are moving out of your depth in a relationship with a vulnerable person, or you do not feel competent to deal with a developing

situation, step back and seek advice. Make sure you know your routes to support if you are in difficulty.

In working on behalf of the church with an adult who is vulnerable, it would never be appropriate to promise total confidentiality. Always make clear that, although you will keep matters confidential if you possibly can, you reserve the right to share information with appropriate people if you feel someone is at risk of significant harm.

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The Parish of St Andrew, Impington

Appendix 1

APPLICATION FORM

for People Intending to Work with
Children and/or Vulnerable Adults

Your Full Name..... Date of birth

Your Address..... Tel No.
.....

Please give the names and contact details of two people who would be able to
comment on your suitability for this work.

(one of these can be the same person given on the DBS form)

Name:..... Name:.....

Address:..... Address:.....

.....

Tel no Tel no.

Email:..... Email:

How does this person know you?... How does this person know you?

.....

Please give details of any previous experience you may have had working with children
and/or young people and /or vulnerable adults:

Please explain in a few sentences why you would like to work with children and/or
young people and/or vulnerable adults at St Andrew's:

The Parish of St Andrew, Impington

Date:

Dear (name of referee),

(name of applicant) has offered to work with young children/teenagers/vulnerable adults in this church. The person named above has given us your name as someone who can give a character and/or work-related reference.

I would be grateful if you could complete the enclosed reference form, which will be treated in confidence, and return it in the pre-paid envelope as soon as possible. In your reference, please consider the person's suitability to work with vulnerable people. Please contact me to discuss any queries or reservations in advance of writing the reference, if this would be helpful.

Thank you for your assistance in this matter.

Yours sincerely,

(sign and print name)

Contact telephone or e-mail details

The Parish of St Andrew, Impington

PRIVATE AND CONFIDENTIAL

REFERENCE FOR WORK WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

NAME OF CANDIDATE.....

What is your relationship to the person named above (e.g. friend, employer etc.)?

How long have you known the person?

Would you feel comfortable to know that this person is appointed to work with children/youth/vulnerable adults? YES/NO

If no, please indicate any reasons overleaf or on a separate sheet if necessary.

Are there any other comments you would like to make? YES/NO

If yes, please continue overleaf or on a separate sheet if necessary.

Signed.....Date.....

Name (please print).....

Address.....

Telephone number.....

Your church/parish/benefice (if applicable).....

Volunteer Agreement Form

Appendix 4

The Parish of St Andrew, Impington

Name of worker

Job title

Name of church/group

To be completed on behalf of the Parochial Church Council (PCC):

Welcome to our team. We are committed to the care and nurture of children and vulnerable adults in our church community. The church undertakes to support you in your work by prayer, by taking an interest, and by providing resources and training.

The person to whom you are directly responsible is:.....

S/he should be your first point of contact to share concerns or seek support

The responsibilities of your job are primarily as follows:

We undertake to provide the support that is necessary to do your job to the best of your ability. At least once a year you will have a chance to talk over how the work is going and what training and development you might need. Working with children and vulnerable adults is a great responsibility, but we hope you find it also brings great rewards.

Signed

(Incumbent)

Signed

(PCC representative)

Date

One copy of this form should be retained by the worker, one by the person to whom the worker is responsible, one by the PCC Secretary. If the job description changes a new form must be completed.

The Parish of St Andrew, Impington

This form should be completed immediately after any accident or significant incident. A copy should be given to the child's parents/carers and the original kept by the group leader. The worker should discuss with the minister what follow up action is necessary.

1) Day, date and time of the incident:

.....

2) What are the names, addresses and ages of those involved in the incident?

.....

.....

3) Where did this incident take place?

.....

4) Name of your group:

.....

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

.....

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

.....

7) Which other workers were supervising the group at the time of the incident? (names addresses and telephone number):

.....

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

.....

.....

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

.....

.....

.....

10) Have you retained any defective equipment? YES / NO / NONE INVOLVED

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

.....

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

.....

12) Is the site or premises still safe for your group to use? YES / NO

13) Is the equipment still safe for your group to use? YES / NO

14) Who else do you need to inform?

15) Have they been informed? YES / NO

If so, when and by whom?.....

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

..... Print name.....

Date

Form seen by Clergy/Leader:

Signature.....

Date

Guidelines for discipline

Appendix 6

- Discipline is the education of a person's character, it includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement, it brings security, produces character, prepares for life, is evidence of love and is God's heart. (Hebrews 12.5-12 and Proverbs 22.6)
- Ask God for wisdom, discernment and understanding and pray for and with the child.
- Work on each individual child's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.
- Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.
- Take care to give quieter and well behaved children attention and don't allow some children to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said - this avoids manipulation.
- Look honestly at your programme—if the children are bored, they misbehave. Is the programme at fault?
- NEVER smack or hit a child and don't shout—change voice tone if necessary.
- Discipline out of love NEVER anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger.)
- Lay down ground rules e.g. no swearing, racism or calling each other names, a respect for property, and make sure the children understand what action will be taken if not kept.
- Each child is unique, special and individual, and each child needs a different method of being dealt with. We need to ask why the child is behaving that way.
- Separate children who have a tendency to be disruptive when together. Give them a chance, warn them and only separate if they are disruptive as a last resort.
- Have a child sit right in front of you or get a helper to sit next to the child.
- Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation.
- Take the child aside and talk to them, challenge them to change, whilst encouraging them on their strengths.
- Warn a child that you will speak to their parents, and do so if necessary. Warn them, send them outside the room (care re supervision), back into the service or ban them for a week. (Never a total ban without reference to your leader and ensure parents are advised in cases of banning.)
- If a child's behaviour is constantly disruptive, seek advice and guidance from a leader.

What is abuse?

Significant Harm

'Significant Harm', a term which came originally from the Children Act 1989, is the threshold that changes concern and monitoring into referral to another agency. It applies to children and to vulnerable adults. You do not have to have proof that harm has taken place already, and you should not investigate – if you feel that something is happening that could lead to significant harm, this is grounds enough for referral to a specialist agency who will know what to do.

If you are worried about possible harm to a child or vulnerable adult, you should always seek advice. You can talk to your parish safeguarding co-ordinator in the first instance, or contact Sarah King (the Diocesan Safeguarding Officer) or Yvonne Quirk (The Bishop's Safeguarding Adviser) who can help you decide whether or not a referral should be made. All agencies would rather spend time looking at something that does NOT require action, than missing something that does. So you will not be blamed for making a mistaken judgement.

The Diocese of Ely is committed to working with other statutory and voluntary agencies to safeguard vulnerable children and adults in our communities. Remember, your trigger for action is a concern that something is going on that MIGHT lead to significant harm, even if that harm has not already happened.

The notes below are to help you identify what might be abusive behaviour towards children or vulnerable adults. But it is not an exhaustive list: if you are worried, even if it doesn't 'fit', TELL someone.

These definitions of abuse are used by every local authority in England and Wales. The four categories of abuse are:

Neglect: The persistent or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold and starvation, or extreme failure to carry out aspects of care, resulting in the significant impairment of the child's health and development, including non-organic failure to thrive.

Physical Injury: Actual or likely physical injury to a child, or failure to prevent physical injury (or suffering) to a child including deliberate poisoning, suffocation and Munchausen's syndrome by proxy.

Sexual Abuse: Actual or likely sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature.

Emotional Abuse: Actual or likely severe adverse effect of the emotional and behavioural development of a child caused by persistent or severe emotional ill-treatment or rejection. All abuse involves some emotional ill-treatment.

Where abuse occurs, it is usually perpetrated by someone known to and trusted by the child, often a family member. The incidence of abuse by someone unknown to the child is extremely low. It should not be assumed that children from disadvantaged families are necessarily at greater risk than those from more prosperous backgrounds. Child abuse is, sadly, spread throughout society and outward respectability is no guarantee that a child is at less risk.

However, while child abuse is much more likely to occur within a circle of family and friends, in relation to sexual abuse in particular, it is known that adults with a preference for sexual relations with children often target children's organisations to gain access to children. It is, therefore, very important to be vigilant and to check that good practice is being observed in the recruitment and appointment of volunteers and paid staff working with children, and in the way in which the work is carried out in church groups and organisations.

Formal Definitions of Safeguarding Terms for Children, Youth & Vulnerable Adults

Appendix 8

Children

Anyone who has not yet reached his or her 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.

Safeguarding and Promoting the Welfare of Children

Defined for the purposes of this guidance as:

- protecting children from maltreatment;
- preventing impairment of children's health or development; ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best life chances.

Child Protection

Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Abuse

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children

Physical Abuse

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of

another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Spiritual Abuse

Spiritual abuse is a form of emotional abuse and can include:

forcing religious ideas onto a vulnerable person where there is either no capacity to engage in debate, or undue pressure to lay aside the person's own views; inappropriate use of religious belief or practice e.g. intrusive healing or deliverance ministries to which the vulnerable person has not given informed consent. In a church setting, this might involve pressure on someone who is receiving support from a church-led service to convert to the church or to the worker's beliefs about spiritual matters. Remember that a vulnerable adult may still have capacity to make decisions in some areas if not in others; it is important not to 'take charge' unnecessarily, or rush someone into making choices.

Financial or Legal Abuse

The use of a vulnerable adult's property, assets or income without their informed consent constitutes abuse. For example:

- extortion or manipulation of a vulnerable person's legal or civil rights;
- misappropriation of money or goods;
- misuse of finance or property, including the exploitation or fraudulent use of a person's resources;
- exerting pressure on a vulnerable person to make gifts or legacies, or to change a will.

In a church context, repeated or direct requests to a vulnerable person to contribute to fundraising initiatives or to leave bequests in a will could be seen as abusive.

Institutional Abuse

This involves the collective failure of an organisation to provide an appropriate and professional service to vulnerable people. It can be seen in attitudes and behaviour that amount to prejudice, ignorance, thoughtlessness or stereotyping. It also involves failing to have appropriate safeguards in place to protect vulnerable adults from harm. Institutional abuse can be deliberate or unwitting; it can be embedded into the accepted culture and customs of an organisation or seen through the behaviour and attitudes of its representatives.

In a church context, this points to the need for a clear safeguarding policy and appropriately trained workers. It also requires that we treat people as individuals, rather than carriers of labels. A person with learning disability, for example, may find some things very difficult, but talk through with the person what s/he CAN do rather than automatically rule him/her out of certain activities.

Young Carers

Are children and young persons under 18 who provide or intend to provide care assistance or support to another family member. They carry out on a regular basis, significant or substantial caring tasks and assume a level of responsibility, which would usually be associated with an adult. The person receiving care is often a parent but can be a sibling, grandparent or other relative who is disabled, has some chronic illness, mental health problem or other condition connected with a need for care support or supervision.

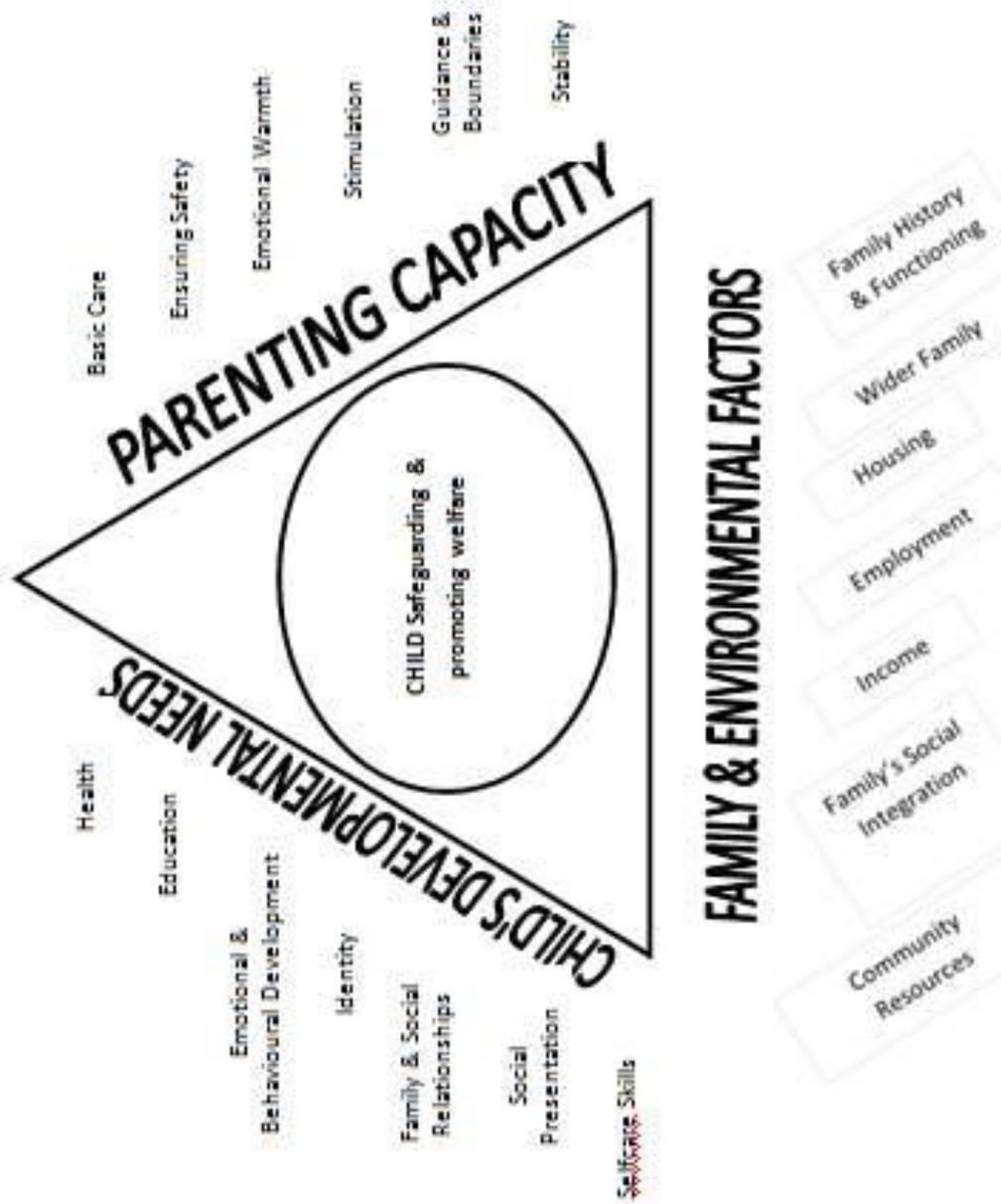
Working Together 2013, the updated inter-agency guidance for safeguarding children, emphasises a co-ordinated, comprehensive assessment of a child who is believed to be at risk of significant harm. Voluntary agencies such as the Church are included in the 'Working Together' Guidelines, and have a responsibility to work with the statutory agencies to safeguard vulnerable children. (NB in the Diocese of Ely, we also follow the core principles of 'Working Together' in our care of vulnerable adults.)

Research has shown that children are best nurtured and protected when the three major domains that influence their development are working well, for example:

- the child's individual developmental needs are being met (this includes the need to be safe from significant harm);
- parents or carers are able to respond to the child's needs;
- the influence of wider family, community and environmental circumstances is a positive one for nurturing the child.

In our safeguarding training in the Diocese of Ely we have always emphasised the need to seek advice if you are worried about a child, and not to try and investigate or work out whether the concerns you have 'fit' the definitions of 'abuse'. Therefore, although the Working Together definitions are included in this section, the Assessment Framework used by the statutory agencies (reproduced below) is likely to be a more useful starting place when you are concerned about a child.

Assessment Framework



What to do if someone tells you about abuse

Appendix 10

- Most people find it very difficult to talk about what has happened to them. If someone has summoned up the courage to talk, and has chosen you as the person s/he is going to tell, **it's important to listen carefully**. Now is not the moment to ask the child or adult to come back at a more convenient time, or to start an investigation. Simply, listen.
- Try to let the person go at his/her own pace. Don't ask questions, don't jump in to fill awkward silences; the teller might need this silence to process what's going on inside his/her head and your questions could confuse and divert the flow.
- Show that you are keeping up, and understanding what's being said: nod encouragingly, make eye contact, repeat back the last thing said, and so on.
- If the child or adult is really struggling to keep going, or you don't understand something, use the TED formula:
 - **T**ell
 - **E**xplain
 - **D**escribe
 - For example, 'Can you tell me about that?...Could you explain what you mean?...I'm not sure I understand; describe that to me...'
- Let the teller talk for as long as s/he needs to. Once you know that this is a safeguarding matter, you don't need to gather any more details: it is time to pass on what you have been told to a skilled, experienced person.
- However difficult it is to believe what you are hearing, it must be taken seriously; at the very least, keep an open mind. It is devastating to a victim of abuse when the person s/he has chosen to tell refuses to believe what is being told. Be prepared to believe the unbelievable and accept the unacceptable, while somehow remaining calm and open-minded; that's the real skill of responding to people who tell you about abuse.
- Thank the person for telling you what has happened, and reassure him/her that s/he has done the right thing and that you will do your best to help. Explain that this kind of thing has happened to lots of other people before, and that's why there are people you can talk to who will know what to do. **Never promise not to tell**: you will probably have to share the information to keep that child or adult – or others - safe.

What happens next depends on the individual circumstances in which you find yourself and it is not possible to give exact advice. But here are some things to try and keep in mind:

- If the person telling you is a child, the information must be passed on regardless of whether or not the child wishes you to do this, although you should clearly explain what

you are going to do, and why. However, with an adult you should try to seek that person's consent; offer to make the referral on his/her behalf, or go with him/her to talk to someone. If the adult insists that they do not want a referral made, you should not be passing information on unless you think that there is something that prevents the adult having the capacity to think through the risks of their situation eg if there are substantial learning difficulties or mental health problems. But if you believe an adult to be at risk, and you feel a referral should be made, consult the Bishop's Safeguarding Adviser for advice about how to proceed.

- Is the person safe to go home, or is s/he in immediate danger? If there is immediate danger, call the police. Outside this emergency situation, it is usually best to take a bit of time to make sure the person will be safe and looked after overnight, and call your local children's or adults' services team. Gather as much background information as you can: the full name, date of birth, address, the names of parents or carers, the alleged abuser (if you know it) and any other children or vulnerable adults in the home are basic essentials, if you have them. Whoever you call, ask advice about what to do next, and write down what they say.
- Who else needs to know? Your Vicar and/or safeguarding co-ordinator should have the right training and skills to help you, and should be told unless there is a reason not to. But remember that safeguarding information is always handled on a 'need to know' basis. Sometimes you will be sharing just a part of what you know eg the PCC should be told that safeguarding procedures have been followed, but they don't need to know the names and details of those involved.
- **Make a written log of everything that has happened as soon as you can:** date it (day, month, year), sign and print your name and keep it safe until it is needed by those who are handling the case. There is a [logging form](#) in Section 3 that can help you.
- Who can support the person, and you, until this case is resolved? Help the person choose someone s/he feels comfortable with, and choose someone to support you, too (it doesn't have to be the same person).
- Does the alleged abuse involve a worker or volunteer in the church? Report the allegation to the Bishop's Safeguarding Adviser who will refer the matter to the Police where appropriate, help to identify advice and support for the alleged victim and for you, and support your working together with the appropriate agencies outside the Church. **Never try to handle an allegation within your own church, however minor or unbelievable it may seem.**

The Parish of St Andrew, Impington

Logging a Concern about a Child or Vulnerable Adult's Welfare

Date of this log (include day/month/year)

Name and Address of your church/parish/benefice

Full name of person about whom you are concerned

Address

Date of birth (if U18)

Other members of the family (indicate age, if U18)

Account of what happened

Write what happened as accurately as you can on a separate sheet of paper and attach it securely to this form. Put your name, the date and the name of the person about whom you are writing at the top of each sheet you use. In your log, include:

- who was involved
- what happened (what you saw or heard or were told about)
- when it happened (day, month and time)
- where it happened
- the names of any other witnesses, and contact details, if you know them

If your log includes an injury, describe it in as much detail as you can and say exactly where it was on the person's body.

Action taken

What did you do?

Whom did you tell? (Give name, role, and contact details)

What action was agreed?

If you contacted another agency (eg Cambs Direct or Social Care or Police) note down any names, contact numbers or file reference numbers you are given

Your name and role in the church (sign and print)

Your contact details:(Telephone/mobile/e-mail)

Please ensure that once the information here has been shared confidentially with those who need to know, this document is stored securely in your church's safeguarding file. This is usually held by the safeguarding co-ordinator for the parish, or the Vicar.

If your concern involves inappropriate behaviour by a member of the church, you must also contact the Bishop's Safeguarding Adviser. This is currently Yvonne Quirk: tel 01223 276957 or e mail: yquirksafeguard@aol.com

What to do with second hand or 'hearsay' information about possible abuse

Appendix 12

If a safeguarding concern is being brought to your attention by someone who is not the alleged victim, listen carefully to what is being said. If possible, the person bringing the concern should write down what they have seen or heard that has worried them; if it concerns an adult, ask if they have talked to the adult and sought his/her consent to refer what's happened to the relevant agencies. This log should be signed and dated. Try to avoid leading questions that start with words like 'did he...?' or 'was it...?' These can only be answered with 'yes' or 'no'. Instead, ask questions that begin with 'Who...?' or 'What...?' or 'How...?' These are likely to collect more detailed information. Be sympathetic and show that you are taking what has been said seriously, but try not to express your own personal feelings about what has happened. After the conversation, write down as accurately and clearly as you can your own log of what was said, and what action you have agreed together. Sign and date the document: include the time, day, month and year.

Whether or not the referral to another agency is made, the co-ordinator is encouraged to report the concern to the Diocesan Safeguarding Officer or the Bishop's Safeguarding Adviser, who will support and advise the parish and liaise with other agencies as appropriate. If the vulnerable adult is in immediate danger, or needs medical attention, contact the police and/or call an ambulance (999) before contacting the Officer or Adviser.

Under no circumstances should anyone in the parish make an attempt to investigate an allegation of improper behaviour or potential harm involving a vulnerable person. Such allegations must be reported to the appropriate agencies: the Bishop's Safeguarding Adviser or the Diocesan Safeguarding Officer can help you do this.

Responding to allegations of abuse that happened a long time ago ('historical abuse')

Appendix 13

Often, someone who has been abused cannot talk about abuse s/he has suffered until many years later. This is especially true of sexual abuse, where the victim feels ashamed, or thinks no-one will believe what s/he says. These cases are described as 'historical' and they are taken just as seriously as 'live', new cases. If someone has sexually abused or assaulted someone, it is highly probable that there will be other victims; if the abuser is alive, whatever the age, s/he is likely to pose a risk to others, now and in the future. Police, Social Care agencies and the Church are well used to dealing with historical allegations. Contact the Bishop's Safeguarding Adviser for advice and support in how to proceed.

Historical allegations of sexual abuse can come as a complete shock to members of the family and community around the alleged abuser. They may refuse to believe the allegation, and can place intense pressure on the alleged victim to withdraw what has been said and on other people not to believe him/her. The safeguarding co-ordinator should ensure that all those involved have access to support, which can come from inside or outside the church circle (but not usually from the same person, as there may be conflicts of interest).

Further Information about this can be found in The House of Bishops document, 'Responding well to those who have been sexually abused' (2011);

Working Together (2013 edition) explains of the roles of each agency in safeguarding children.

Supporting adults who have been abused

Appendix 14

Abuse in childhood can be so devastating that it leads to vulnerability in adult life. Each abusive situation is unique and it is impossible to predict how children involved will cope when they grow up. Some will come to terms with what happened and move on to reach their full potential; others may have their life chances irreparably damaged by the abuse, and may never recover from the effects. Some of the lasting effects of childhood abuse that may be seen in adults are depression; fear of others; inability to cope with situations of conflict; self-harm; abusive behaviour; misplaced guilt; very low self esteem; an inability to relate to partners or children. However, none of these patterns in a person's life are exclusively linked to abuse.

Vulnerable adults who become targets for abuse may suffer the same damage in their daily lives as adults who were abused as children. In both cases, it is important for them to find people who will take what they say seriously and act to support them. Where abuse has occurred, the vulnerable person may find it difficult or impossible to react to situations that others might see as 'normal' or completely innocent e.g. sharing the peace in church services; safe hugs and other physical gestures shared between friends. Images and examples used in the service around selflessness and submission and obedience to the will of God, which many Christians take for granted, may have been twisted and manipulated in the context of abuse to wield control and fear rather than the reassurance of grace and mercy.

It is important to recognise the vulnerability of those who are coping with an abusive past, and to be careful to ensure that pastoral care is kept within respectful, well-defined boundaries.

The Parish of St Andrew, Impington

Group Name:

This form is valid for one year from date of signing. It will be kept with the group's records where it can be accessed in an emergency by the group leaders only.

Child's Name: Date of birth:.....Age:.....

Address:

Email address:Home phone:.....School Year/Class:

Allergies/Medical Conditions:

(e.g. penicillin, aspirin, other medicines, food etc.) / (recurrent illness: hayfever, migraine, fits or faints, or any other illness or disability)

Any other special needs*:.....

(Please note that we reserve the right to ask a parent or guardian to, initially, remain with a child if we do not feel we would be able to provide adequate care for that child. We will then look for solutions)*

Is he/she taking any medicine, following any treatment or diet etc. that needs to be continued during the course of this event? **Yes / No**. Details:

.....
.....

- I give my permission for my child to attend and take part in the activities of (*insert group name*). In the event of an illness or accident requiring emergency hospital treatment, I authorize the Leaders to sign on my behalf any written form of consent required by the hospital authorities, if the delay required to obtain my signature is considered inadvisable by the doctor or surgeon concerned.

- I give my permission for you to administer First Aid (as far as you are able) or discipline (as outlined in the Church's Child Protection Policy) if necessary.
- I understand that, occasionally, the leaders may take photographs of my child. These photographs may be displayed on church noticeboards, used in church publications, or on the church website. In accordance with Child Protection regulations, names will not be displayed alongside the photographs. Please tick here if you do NOT want photos to be taken of your child:
- I understand that in accordance with the Church's Child Protection Policy, my child's leaders are required to set up a detailed and confidential record in a case of suspected abuse (which includes non-accidental injury, severe physical neglect, emotional and/or sexual abuse).* This will be kept quite separate from the child's usual records. Confidential records of this nature will be shared with parents with the proviso that the care and safety of the child must always be paramount.
- I understand that (*group name*) meets (*insert day and time and venue*) and that my child has permission to attend and to make their own way home, at which time they will no longer be the responsibility of (*group name*) leaders.

Signed:.....Printed name:.....Date:.....
 (parent/guardian)

Contact telephone number of parent/guardian:.....
 (*This must be a number that we can reach you on in an emergency*)

Alternative contact name and telephone number in emergency:.....

** It may be helpful for parents to know that the Church of England requires all those who work with children to report any obvious or suspected case of child abuse to the relevant statutory authorities. This is intended to protect children at risk and it is important to recognize that where there are grounds for suspicion, it is better to be safe than sorry. This does, however, mean that it is possible for a case to be reported which, on investigation, proves unfounded. In the unlikely case of this occurring, it is hoped that parents, appreciating how difficult it is for the Church to carry out this delicate responsibility, would accept that its workers were acting in what they believed were the child's best interests.*

Pictures, Computer Images & Social Networking Permission Form

Appendix 16

The Parish of St Andrew, Impington

Advice for Parents and Leaders

In the Diocese of Ely we opt for cautious common sense in our approach to the taking, storing and sharing of pictures (whether these are photos, moving images, computer-generated images or other pictures) of our young people. We would like to take pictures to publicise our events and illustrate our activities, and also to provide a memento for those taking part. However, we also accept that there may be people who are not comfortable with being included in pictures and that for some people, particularly those who have relocated after domestic violence or adoption, pictures can be inappropriate and may put someone at risk. Therefore, we will always ask permission for each activity, seeking agreement from participants themselves if they are adults, or from parents/carers where activities involve children or vulnerable adults. We will respect a person's right to decline to be included in pictures without asking them to explain why.

In addition, our leaders will remind participants, including children and teenagers, who wish to take their own photographs or mobile phone images NOT to take pictures without the permission of those involved. We will also remind everyone that images of other people should not be posted on Facebook or other social networking sites without permission, and that they must be careful not to take pictures that could be deemed to be insulting or indecent, even if the person involved gives permission.

Leaders of activities will not use their own mobile phones to take pictures of children or vulnerable adults with whom they are working. All images will be stored securely, usually in the church office, and not on computers or other equipment belonging to leaders. Images may be used on the church or Diocesan websites but will not be electronically shared with other individuals.

No person under the age of 18 who appears in a photograph will be named or other specific identifying details given without permission from the parent/guardian. Children will also be asked for permission, in an age-appropriate context.

Please mark the statement below to show whether or not you agree to the occasional and taking of pictures by leaders who will follow the above guidelines. If you indicate you do not wish this to happen, you will not be asked for an explanation and your request will be respected.

I do / do not give permission for pictures to be taken of subject to the guidelines outlined above.

Signed

Please print name.....

Date

Overseas / Overnight / Residential Trips: Supplementary Permission Form

Appendix 17

The Parish of St Andrew, Impington

This is a supplementary form to be used in addition to the general permission form, whenever activities will involve one or more nights away OR a trip overseas (eg a day trip outside the UK)

Insurance Advice

If the trip involves travelling in a non-UK country, parents are asked to provide their own travel insurance for the child. This should include cover for medical expenses, loss of baggage, cancellation etc. See the trip leader for further advice.

Title of trip:

Date of trip:

Surname of child

Forename(s)

Address:

Date of birth

Child's mobile phone no. (if applicable)

Are there any allergies, medical conditions and/or prescribed medicines we should be aware of? Please use a separate sheet if necessary.

Special dietary needs? Please provide clear details, using a separate sheet if necessary.

If inoculations are required for this trip, please confirm that these have been done, with inoculations given and dates.

Are you happy for pictures and video clips to be taken by leaders of the trip, which may include your child, for use within the group and the church? (NB leaders will follow picture and image safety guidelines relating to taking, storing and sharing pictures; these are available from the trip leader or the Diocesan website). YES NO (please circle the answer that applies)

Emergency Contact in UK

Name

Relationship to child

Address

Contact telephone number

Mobile/e mail

Alternative contact:

Name

Relationship to child

Address

Contact telephone number

Mobile/e mail

For trips outside the UK:

Passport Number

Place of issue

Date of expiry

Nationality

Please read and sign

I have read the information which has been supplied about this visit and I give permission for my child to take part.

Signed.....

Date.....

Checklist for Leaders of Regular Groups / Activities for Children and/or Vulnerable Adults

Appendix 18

- ✓ Premises suitable, with accessible entry and facilities for the target group
- ✓ Appropriate insurance in place
- ✓ OFSTED registration in place, if applicable
- ✓ Equipment checked and tested as appropriate
- ✓ Risk assessments completed and up to date (review annually)
- ✓ Health and Safety Policy in place
- ✓ First Aid provision in place
- ✓ Registration and permission forms completed and filed for each participant
- ✓ Permission form for pictures and images completed and filed for each participant
- ✓ Transport permission form completed and filed for each participant (if applicable)
- ✓ Sufficient numbers of group leaders in place (both genders)
- ✓ Staff and volunteers DBS checked as appropriate
- ✓ Staff and volunteers trained for the activity (including safeguarding training)
- ✓ Staff and volunteers have read and agreed the safeguarding policy and behavioural guidelines
- ✓ Emergency contact numbers displayed prominently on premises

Understanding Vulnerability in Adults

Appendix 19

A vulnerable adult has the right to choose how to live and to be as independent as possible. This choice includes the right to make what others might see as unwise choices or errors of judgement, just as all adults do. Adults also have a right to confidentiality, and the circumstances where choice and confidentiality can be overridden are much more limited than is the case when working with children. Therefore, we need to do our best to ensure that we treat vulnerable adults in our church and community with respect and dignity, seeking their consent wherever possible for sharing information about them, and making sure that we follow strict guidelines if we feel we have to share information without consent, to protect a vulnerable adult from significant harm.

Vulnerability can be temporary and short-term e.g. during a time of personal crisis, or it can be permanent or long-term e.g. where vulnerability arises from physical frailty. Old age is NOT, in itself, a marker of vulnerability, but some of the health problems that are more common in old age may make a person more vulnerable. Furthermore, vulnerability in one area of life does not necessarily mean a person is universally vulnerable: for example, a person whose physical frailty leads to a dependence upon others for physical care and mobility may still be competent in financial affairs and lead an active social life.

In the Diocese of Ely, we have not adopted a hard and fast definition of vulnerability. Instead, we encourage those who work with adults to be alert to the needs of each individual person and to the context in which they are working, with an understanding that vulnerability may occur.

Some of the factors that would generally be regarded to increase vulnerability include:

- a sensory or physical disability or impairment;
- a learning disability;
- a physical illness;
- chronic or acute mental ill health (including dementia);
- addiction to alcohol or drugs;
- physical and/or mental health issues;
- physical, mental or emotional frailty (temporary or permanent) that leaves the person unable to protect him or herself from exploitation or harm
- a permanent or temporary reduction in physical, mental or emotional capacity , brought about by life events such as bereavement or previous abuse or trauma.

Where a person is receiving support from services offered by the church, always consider whether or not that person could be seen as vulnerable.

Domestic violence and abuse

Appendix 20

Home Office guidance (2013) defines domestic abuse as:

'any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality'.

The definition includes people who are aged 16-17, in recognition of the increasing awareness that violent relationships are too commonly experienced by teenagers. Domestic abuse and violence can be perpetrated by a son, daughter or any other person who has a blood relationship or an intimate connection with the victim, for example a close friend, partner or someone who has taken on the caring responsibility for a vulnerable adult.

Most of the research deals with men perpetrating violence against women, but there is an increasing awareness and recognition of female offenders; work in this area is still developing and it may be some time before the scale of domestic violence perpetrated by women becomes clear. In the meantime, although current policies and procedures tend to emphasise violence as perpetrated by men, remember that women can also be abusive within a relationship; be prepared to take seriously claims of this kind.

Domestic abuse is an issue for children and adults alike: approx 750,000 children witness domestic abuse every year, and its effects can be dramatic on their educational, social and health outcomes later in life. According to national crime statistics, murders of women by ex partners occur, on average, about twice a week (120 per year), and suicide attempts are linked to domestic abuse in about one third of cases. Statistically, the first few weeks following an acrimonious break-up of a relationship are the most dangerous for the woman and her children.

Domestic abuse may be planned and executed systematically, or it may be an uncharacteristic loss of control from an overburdened carer of a vulnerable adult who needs support, or a partner who has anger management problems. In either case, action must be taken to report what is happening if children are involved in the relationship. Where there are no children, the consent of the victim should be sought before referring to other agencies, unless you believe the adult is unable to make a decision of this kind, in which case you should seek advice before making a formal referral.

Domestic abuse is not usually a one-off event (this would be seen as a straightforward criminal assault). It tends to be frequent and persistent and can include:

physical violence;

destruction of personal property;

isolation of the vulnerable adult from family, friends or others who would seek to support and protect;

exerting inappropriate control over the vulnerable adult's day to day life, including access to money, the telephone, food, mobility, other people etc.

Domestic abuse happens in all types of homes, all socio-economic groups, and is perpetrated or suffered by all types of people: heterosexual, gay, lesbian; professionals, non-professionals and those who are unemployed; wealthy or impoverished; practising members of faith groups and those with no religious faith at all. Statistically, the perpetrator of domestic violence is much more likely to be male than female, but this should not be taken for granted.

The prevalence of male violence and controlling behaviour in heterosexual relationships among teenagers may be where the seeds for a life of perpetrating – or expecting – violence within a relationship are sown. In 2011 NSPCC research found that among disadvantaged teenagers (identified through the various agencies working with them), approximately half the girls and a quarter of the boys thought that violence should be accepted as part of an intimate relationship.

Recognising Domestic Abuse

- Victims of domestic abuse may be in a situation where they believe their safety depends upon nobody finding out what is going on at home. However, if you have concerns about someone you feel may be at risk, you may be aware of the following signs:
- Regular bruises or injuries which are not satisfactorily explained ('just clumsy' or 'accident prone')
- Needing to check with a partner before committing to any activity outside the home, however minor
- A period of unusually quiet or withdrawn behaviour
- Frequent absences from work, church or other commitments, with a range of excuses
- Clothes that are chosen to conceal injuries, even on a warm day (long sleeves, polo neck tops, dark glasses inside buildings for 'tired eyes')
- An unwillingness to talk about a partner or any aspect of home life
- Frequent texts or calls from a partner when the victim is out and about (to 'check up' and stay in control)
- Excessive anxiety about being late home

Responding to Victims of Domestic Abuse

'Why doesn't she leave?'

One of the biggest fears expressed by female victims of a violent partner is that nobody will believe what she says. This section talks about female victims of male partners, which is still the most common scenario that comes to light, but there is an added difficulty for men in reporting violence from a female partner that should be recognised. Men may be bigger or stronger than their female partners and yet feel powerless to defend themselves. This heightens the sense of humiliation, and unwillingness to tell.

The perpetrator may be very plausible, publicly above reproach. The fear is exacerbated by society's general ignorance about the mental manipulation and control that can be exerted, leaving the victim isolated and totally at the perpetrator's mercy. The often expressed view that if the situation was that bad, any sensible person would have reported the crime to the police and left the relationship misses the point.

Female victims of domestic abuse have typically given the following reasons for not leaving:

- Love of the partner, which can remain genuine and enduring in spite of horrific abuse (and is often linked to lack of self esteem – 'nobody else will ever love me like he did')
- Fear of reprisals ('wherever you go, I'll track you down')
- Promises from the perpetrator ('I'll never do it again'...I really mean it this time')
- Worries about the children ('he never hurts them... he's a good dad...it's not fair to uproot them')
- Financial dependence – all assets and access to money may be in the perpetrator's control
- Fear of being blamed by, or cast adrift from family and friends and social networks
- Cultural and/or religious factors: fear of being shunned by the community; ('I should have tried harder... prayed more... taken vows more seriously')
- Guilt or low self esteem ('It's my fault, I provoke him')

The *Duluth Wheel* illustrates the way a person can gain and maintain power and control over another.

If children are involved in a household where you suspect domestic violence, or if the abused adult has recognisable vulnerabilities eg mental health issues, physical or learning disability, you must contact Social Care or the police, depending on the urgency and seriousness of the perceived risk. However, if the adult is capable of protecting him/herself but for some reason has chosen not to, the most helpful strategy is to support the victim, over time if necessary, to make the decision for him/herself.

In recent years there has been a lot of progress in responding more effectively to victims of domestic abuse. The local authority MARAC (multi-agency risk assessment conference) meets regularly to get all agencies working together to identify and support those most at risk. Victims of domestic abuse are much better supported now than they were in the past, and should be offered good support and protection once they have come forward.

If you are worried that someone might be suffering domestic violence at home, don't be afraid to ask a direct question. ('Is something happening at home that is distressing you? Are you afraid of what will happen when you go home tonight?') Be willing to take seriously whatever you hear, even if it sounds implausible. Keep what you are told confidential (unless children or vulnerable adults are involved). Support the victim in making an exit plan (see below) that can be put into operation if they ever choose to leave the relationship. Exerting pressure to operate the plan immediately is counter-productive; the victim has to be ready, and this is not something that can be rushed.

Domestic abuse has, at its core, an abuse of trust and a powerful source of control. So it is important to try and ensure that the victim starts to take back that control, and make his/her own decisions. Listen to what the victim has to say; make suggestions if you feel they are helpful, but do not exert pressure to have them taken up. If there is a request for help, act on it immediately; offer to support the victim in going to the police, or to report it on his/her behalf, if you feel you can do this. Be prepared for the victim to change his/her mind and wish to withdraw any allegations made. Be prepared also for a provision in the legislation that means the police can proceed to charge and prosecution even if the victim has retracted his/her statement and has returned to the home. Typically, a victim may take 5 to 7 years before they are capable of making a full and final break. This should not lessen your belief in what has happened, or your support; it should rather be seen as a step along the way. Date the log you have made (including the year) and store it securely in case it is needed in court proceedings at a future date.

Do not seek to mediate between a violent offender and those involved with him/her. Your safety is important, too, and in any case such attempts can often make matters worse. Also, if both parties to a violent relationship are seeking pastoral help and counselling, don't take on the job of supporting both of them. Assign a different person to each partner. Record what has happened, and/or what you have been told, as accurately and factually as you can. Include full names, addresses and ages, if you have them, of all the people involved.

Domestic Abuse Exit Strategy

An exit strategy is useful in giving victims of domestic abuse an option that can be implemented – at any time of the victim's choosing. It has proved very helpful; people in violent relationships have said that knowing the plan was there gave them confidence to stand up to the perpetrator, or that while they were implementing one part of the strategy at a time, they began to realize that escape was possible. The strategy is not presented as a 'do it now', but a 'have it ready just in case' plan.

Build up a secret amount of cash – at least enough for a taxi to a place of safety, but if you can, hide enough cash to keep you going for a few days. If your bank accounts etc are all in joint names, keep the money in cash.

If possible, have your own credit card and/or bank account (but remember that this will be difficult to keep a secret, as there will be an Internet or postal trail to it)

If you don't have a mobile of your own, locate the nearest safe place that has a telephone, should you need to leave quickly and summon help. It should be somewhere where other people will be around eg a 24 hour supermarket, a hotel, a trusted friend's house.

Keep all your (and your children's) important documents together in one file or large envelope that you can grab quickly. You should include birth and/or marriage certificates; passport(s); benefit and bank books; health records; any court orders; enough of any prescription medications to keep you going until you can see a doctor; your driving licence (both parts); a note of passwords or other security information needed to access essential services online.

If possible, have a car that is registered to you in the log book (so it cannot be reported stolen). If this is not possible, keep a spare set of car and house keys somewhere that is hidden but easy to access, if your car and house keys are taken away from you.

Identify times when it would be safer to leave e.g. when the perpetrator is asleep, or at work, or is out and not likely to return unexpectedly.

Try to take as little with you as possible, packed in a bag or rucksack that is easy to carry and will not slow you down. Remember to take a favourite toy or security blanket for each child. If you leave, and discover you have left something essential behind, do not go back for it. The police can arrange to collect the item, or escort you back to the property to collect your things.

For further information and advice contact:

Best Kept Secret Helpline (24 hr)

0800 028 3398

NB: This number will appear on an itemised telephone bill

Woman's Aid and Refuge Crisis National Helpline (24 hr)

0808 2000 247

NB: This number is free from landlines, but if a mobile is used there will be a charge which may appear on an itemised bill.

Information-sharing (Disclosure) and Confidentiality

Appendix 21

The key factor in deciding whether or not to share confidential information about a vulnerable person (adult or child) outside the confidential circle of referrals to safeguarding agencies is **proportionality**. The important question to ask is this: Is the proposed disclosure a proportionate response to the need to protect a vulnerable person who is unable to protect him/herself in this particular situation? The amount of confidential information disclosed, and the number of people with whom it is shared, should be no more than is strictly necessary. The more sensitive the information is, the greater the focus on the needs of the person must be, to justify the reasons for disclosure. It is important to ensure that only those professionals who **have to be** informed receive the material (on 'the need to know basis').

Relevant Factors:

- What is the purpose of sharing the information? What will it achieve for the vulnerable person?
- What is the nature and the extent of the information to be disclosed?
- To whom is the disclosure to be made (and is the recipient under a duty to treat the material as confidential)?

Is the proposed disclosure a proportionate response to the need to protect the welfare of the vulnerable person? Will sharing this information be necessary to prevent significant harm or exploitation?

Confidentiality and Confession

Canon law constrains a priest from disclosing any details of what has been shared in the context of a formal confession, even if the confession involves a criminal offence. There is some doubt as to whether this privilege would stand up to challenge in a civil court, and the boundaries of the confessional should be made very clear in order to protect both the penitent and the priest. Where information is disclosed outside the formal confessional, it should be made clear to the individual (before such a conversation begins, if possible) that the priest has the same duty laid upon all

professionals working with children and vulnerable adults to share information where there is a risk of significant harm.

It is important for those who seek absolution to recognize the difference between formal confession and disclosures made during pastoral conversations. It may be helpful for confessions to be heard at advertised times or by other arrangements that make this distinction clear. The use of a stole and a liturgy might help to reinforce this.

Where a penitent's own behaviour is at issue, the priest should urge the person to report the matter him/herself to the appropriate authority. The priest may also consider withholding absolution until this is done, in which case the priest should seek advice and support from the Bishop.

Protecting All God's Children (House of Bishops), 4th edition (2010) provides fuller information about record-keeping and data protection (pp30-31) and confidentiality issues in a Church context, including medical consent (Gillick decision and Fraser guidelines) and spiritual direction (pp 33-36) .

Safer recruitment of those whose work involves children and adults who may be vulnerable

Appendix 22

The safer recruitment guidance includes all the following people, paid or voluntary, where their roles involve work with young children, teenagers or adults who may be vulnerable:

- all clergy who have the freehold, hold the Bishop's Licence or permission to officiate
- all ordinands before they are presented to a Bishops' Advisory Panel
- all accredited lay workers and readers who hold the Bishop's Licence or permission to officiate
- any other leaders in the Church whose office of trust gives them the opportunity or the expectation that they might have regular or unsupervised contact
- those people whose jobs involve supervising work as above
- the parish safeguarding co-ordinator(s)
- all people employed by the Diocese, Cathedral or any parish whose work may involve regular and direct contact
- all volunteers whose work or activities may involve regular and direct contact, including leaders of mixed age activities such as bell-ringers, choirs, servers
- members of religious communities and similar bodies whose ministry is likely to involve contact

Appointment of youth workers: special considerations

Appendix 23

The fluid and informal nature of a lot of successful youth work is recognized and appreciated. This advice note is not intended to cause alarm. However, young or inexperienced youth workers, if recruitment and supervision procedures are not carefully followed, can find themselves in a situation where their naivety costs them a career with children and youth and a blemished CRB.

It is not advisable to appoint young men or women under the age of 21 to be youth leaders with youth groups of 14+ years. The appointment of any youth worker under the age of 21, and the proposed induction and supervision arrangements, should be discussed with the Diocesan Youth Officer or the Bishop's Safeguarding Adviser. Where the age of the youth leader is quite close to the youth with whom s/he works, it can become difficult for the youth leader to maintain the professional distance that is essential to the work. This becomes especially problematic in cases where a relationship begins to develop between the youth leader and one of the youth group members. A gap of at least five years between the ages of the youth worker and the oldest child in the youth group is strongly recommended.

There are two criminal offences in law to note in work with teenagers. It is a criminal offence for any adult to 'groom' a young person under 16 with the intention of developing a friendship or professional duty of care into a sexual relationship. It is important for all those who work with teenagers, including youth workers, to take care that their relationships with youth are kept within professional boundaries and that their behaviour does not give cause for concern in the families or community around young people in their care.

Where someone is employed in a position of trust, as defined by the current legislation, it is also a criminal offence to groom for, or engage in, a sexual relationship with teenagers aged 16 - 18 in his/her care, even though they are over the age of consent. While the criminal penalty does not, under current legislation, cover those in volunteer posts, this is likely to change. In any case, the Diocese adopts the statutory agency standards in its expectations of those representing the Church.

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS is an executive non-departmental public body of the Home Office.

The implementation of the Protection of Freedoms Act 2012 introduced changes, in line with the Government's intention to reduce the need for criminal records checks and to scale them back to what they describe as 'common sense levels'. There will be further changes to the operation of the DBS during 2013/14.

Changes implemented so far include:

New Guideline for checking an applicant's identity. Further information can be found in the DBS application pack or from the Diocesan Safeguarding Officer.

An emphasis on supervision. The definition of supervision is an activity where the supervisor (who has him / herself been safely recruited) is always able to see the supervised worker's actions during his / her work. Supervision **must** be on-going eg not for a few weeks during a probationary period and then tailing off. If you are uncertain whether this level of monitoring can be maintained continuously – for example, providing cover for all holidays and sickness absence by the supervisor - then the role is not a supervised position and a DBS check is necessary.

It is important to note that supervised roles can still put volunteers in a position of trust.

Introduction of 2 types of Enhanced Check:

- The 'Enhanced without barred list' check is for positions that meet the threshold, frequently quoted by the Government, where the level of contact is greater than the sort of casual contact a person might have with, say, a local shop keeper
- The 'Enhanced with barred list' check is for those positions where a worker has a significant level of involvement with children and/or vulnerable adults.

NB people with roles within the church, supervised or unsupervised, are often seen as trustworthy, being in positions of trust. It is acknowledged that roles within the church can often change from being casual, with little contact with children and vulnerable adults, to a role of significant contact due to illness, holiday cover or changes in the number of volunteers. Therefore, the Diocese of Ely will **always** carry out 'Enhanced with barred list' checks – unless it can be clearly shown that would not be suitable for a particular role.

Single Certificate. Disclosure Certificates will now be sent only to the applicant. The parish safeguarding co-ordinator's role will now include monitoring the receipt of disclosures (with the help of the Diocesan Safeguarding Officer who is able to track an application's progress) and recording and reporting any information contained on the certificate. Enhanced DBS certificates will include details of convictions and cautions (including youth cautions, reprimands and warnings) recorded on the Police National Computer (PNC).

In addition to information from the PNC, an Enhanced certificate may also include information taken from police records that a chief officer of a police force considers relevant to the application and/or details of whether an individual is included on one or both of our two lists barring people from working with children and/or vulnerable adults.

Full guidance will be included in the safeguarding co-ordinators pack. (Available from the Diocesan Safeguarding Officer).

Tighter relevancy test for information held locally by police 'Additional Information' will no longer automatically be sent to the Diocesan Safeguarding Officer (who is the counter-signatory for the Diocese of Ely) as part of the Enhanced DBS application process. This is the information from police that is not shown on the applicant's copy disclosure but is sent separately, where applicable, to the counter-signatory. The police still retain the right to share information under their common law powers, but the test for whether information will be shared has changed from 'might be relevant' to '**reasonably believed to be relevant**'.

Barred Lists – Test for Regulated Activity Under changes to legislation the DBS can only bar a person **who is or has been, or may in future be**, engaged in **regulated**

activity with children and/or vulnerable adults. Without this connection to regulated activity the DBS is unable to place a person on a barred list. It is still a criminal offence for a barred person to seek work with children and/or vulnerable adults, and it is also a criminal offence for an employer or voluntary organization to employ, or use as a volunteer, someone who appears on one or both of these barred lists.

This makes the careful use of DBS checks a vital part of any activity offered by churches or local voluntary groups. The House of Bishops regards the DBS check as a compulsory part of the recruitment process; DBS checks have been adopted in the Diocese of Ely as a necessary requirement for certain posts involving work with children or vulnerable adults. A DBS check must be completed in the following circumstances:

- Where contact with a child or children (U18) meets the frequency test of once a week, 4 days in a 30 day period or overnight and/or is **substantial** or **1:1** or **unsupervised**;
- Where contact with a vulnerable adult involves helping with washing, dressing, eating, drinking, toileting, or teaching someone to do one of these tasks; helping with cash, bills or shopping; helping with conducting affairs (eg power of attorney) for a non relative/friend, where help is needed because of age, illness or disability;
- Driving someone to receive health personal or social care as part of a service provided by church.

None of these activities are subject to the frequency test; they can be 'one-off' events.

Please note that any adult can suffer from a temporary period of vulnerability, and therefore anyone who works in a pastoral support/counselling role is required to complete a DBS check.

If you are not sure whether or not a particular role involves a DBS check, contact the Diocesan Safeguarding Officer for advice.

The DBS does make a charge for checking paid employees, but not for volunteers. For the purposes of definition, anyone receiving payment for a position, other than reimbursement of expenses, is regarded as 'employed'. This definition will be relevant

when considering the status of retired clergy receiving fees. DBS checks can only be requested by organizations that are registered with the DBS. Individuals, for example, or small charitable societies cannot request checks. In the Diocese of Ely, the Registered Body is listed as 'Diocese of Ely, Board of Finance' and operates out of the Diocesan Office. All DBS checks must go through the office, where the appointed counter-signatory for the DBS gives them a final check before sending them off.

Positions that qualify for a DBS check are exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that the DBS check could uncover ALL criminal convictions, whether or not they involve children and vulnerable adults, from a caution upwards, regardless of how long ago they happened. Only fixed penalties, such as speeding tickets, will be left off. The check may also reveal dealings with police/social workers from years ago, **if it is felt to be relevant to the post being applied for**. For this reason, those filling out the DBS forms should be advised ALWAYS to tell the priest who checks the form about anything that might come up on the search. A criminal record does not necessarily prevent the applicant taking up the post (see 'Clear and Blemished Disclosures' below).

Social Networking and the use of the Internet

Appendix 25

The speed of developments in social networking makes it impossible to design a hard-and-fast policy or guidelines in this area of the Church's activity. Facebook, for example, and mobile messaging tools are widely used and accepted as essential for general communication, advertising events and sharing news and views. In the St Andrew's we ask those who are representing us to be careful and considered in their approach to social networking and to strive to uphold Christian principles and practice in their activities.

1. The use of social networking poses problems when it comes to the permeable barrier between the private and the public life. Photographs of family, personal celebrations, your views on political or theological issues etc can be fraught with difficulties and can sometimes lead to accusations of unprofessional behaviour. Even if you have been careful with your security settings, those to whom you send information or pictures may not, and what you think has been sent to friends and family can be shared more widely without you knowing. If you are called to account for your communications with young or vulnerable people, you need to be able to show that you have maintained the highest standards of care.
2. Always give due care and attention to the security settings and permissions that direct your social networking sites (e.g. your status page and use of private messaging on Facebook). Think carefully before posting information or responding to people with whom you have a professional relationship. As a general principle, use only public communications when you are working on behalf of the church.
3. When you are using social networking in your church role, do not respond to requests to join lists, sign petitions, 'click to agree', share photographs or engage in any personally-based activity. Try to make sure that the boundary between the private and public life are kept clear. In social networking, as in conversation, it is important to watch what you say, where you say it, and who is listening.
4. When working on behalf of the church, you should not be using your own mobile phone or other handheld Internet device. A church owned phone or computer should be provided for all communications with children, youth and vulnerable adults, and your own device should only be used in an emergency or when a

church-owned one is not available. When an essential message has to be sent round urgently eg to inform about the cancellation of an activity, the parents or carers of the recipients must be copied in to the message. (Remember to get these details when you complete registration forms for church groups and activities)

5. Where computers are provided for use in public areas or by multiple users, make sure that each regular user has a unique password, and logs off whenever s/he leaves the computer. A 'guest' password can be used for one-off or very occasional users. It should be very clear to all those using the Internet on a church-owned computer and/or in connection with work or activities on behalf of the church that viewing or downloading inappropriate images or material (e.g. pornography, incitement to violence or racial hatred) is unacceptable and is likely to lead to dismissal. If possible, use a 'net nanny' or similar to block access to inappropriate sites.

Photographs are a great way to share information about events and activities and to 'put faces to names'. However, there are a few guiding principles that should be observed when taking and storing photographs of people during church activities. Those using their own cameras in order to take pictures for the church must be clear that the resulting pictures are not to be duplicated or stored for personal use.

1. Make sure you have everyone's permission. Where children or vulnerable adults are involved, get the permission of the parent or carer as well. (This is stated on the permission forms) There may be good reasons why an individual does not want a photo displayed or published: for example, if the person has fled a violent partner, or has foster - or adopted children whose parents are not allowed to know their whereabouts.
2. Make sure people know in advance how the photo(s) will be used e.g. will they be only on the notice board in the church hall, or will they be sent to the local paper or posted on an Internet site? Be careful to stick to what you say you are going to do; don't widen your audience without going back for further permission.
3. Particularly with children, do not give detailed identity indicators by labelling pictures with full names, ages etc. Ideally, take photographs of children in small or mixed age groups, with a general heading.
4. Give careful thought to storage of photographs. Use locked filing cabinets, especially if photographs accompany names, addresses and other personal identifiers. If photographs are stored on line, use password protection.

Do not store images/photographs of those for whom you hold a professional duty of care on your personal phone, computer or any Internet device. Use a church-owned device that is password protected and is exclusively used for church activities.

Useful Contact Numbers

Appendix 27

SOCIAL SERVICES

Cambridge Team 01223 718211
South Cambs 01223 718011
Addenbrookes 01223 216540

POLICE

Cambridge (Parkside) 01223 358966

NSPCC 24 hour Helpline

0800 8005000
(Can be contacted
for advice,
guidance and
consultation)

CHILDLINE

0800 1111

DIOCESAN NUMBERS

The Bishop's Secretary 01353 662749
The Bishop of Huntingdon 01353 662137
Archdeacon of Ely 01223 350424
Archdeacon of Huntingdon
and Wisbech 01353 658404
The Bishop's Child
Protection Adviser 01223 276957
Diocesan Youth Officer 01353 652715
Children's Work Adviser 01353 652714

Safeguarding Statement for Children & Vulnerable Adults

Appendix 28

The parish of St Andrew's Impington is committed to safeguarding all those who attend the worship and other activities that we offer. We follow the House of Bishops' Policy, 'Protecting All God's Children' (2010), and the Diocese of Ely Policy and Procedures (2011). We seek to create a culture where everyone is included, respected, listened to, and taken seriously. We accept the prime duty of care for children and vulnerable adults, and have appointed a safeguarding co-ordinator to ensure that what we do is informed by up-to-date policies and procedures from local and national authorities.

Our safeguarding co-ordinators are:

Michael Blakey – 01223 233823 – mandbblakey@virginmedia.com

Nina Northfield – 01223 234629– ninanorthfield@gmail.com

Our children's advocates are:

Jonathan Chatfeld – 01223 520132

Margaret White – 01223 860693

We follow recommended safeguarding practice in recruiting, training and supporting our ordained and lay ministers, our employees and our volunteers. Recruitment includes Criminal Records Bureau checks for those working regularly or substantially with children and/or vulnerable adults. Health and safety policies are in place and we have provided adequate insurance cover for all activities undertaken in the name of the parish. All those working on behalf of the parish have agreed to comply with the safeguarding policy and with the good practice guidelines for their work.

We respond without delay to any complaint that a child or vulnerable adult in our care may have been harmed by the behaviour of an employee or volunteer working on behalf of the church. We always seek advice on such matters from outside this church, and we will co-operate with statutory agencies during any enquiries they need to make into allegations against a member of the church community. During those enquiries we

will do our best to ensure that those making an allegation, and those against whom an allegation is made, are supported appropriately.

We seek to offer informed pastoral care and support to any child or adult whose life has been affected by abuse, whether the abuse was recent or long ago. Where there is a current risk to vulnerable people that has not yet been brought to light, we support the person who has suffered abuse in taking information to the appropriate agencies.

This church wishes to welcome and support all members of its community. Those who have a history of offences against children or vulnerable adults, and/or who may pose a risk to them are offered a supportive agreement to help them take part in church life; they are supported pastorally, and boundaries are set to protect those who might be vulnerable within the church. Confidential safeguarding agreements are the responsibility of the Bishop's Safeguarding Adviser and the incumbent, who work together.

We regularly review and update our safeguarding policy, and we welcome comments from those using our services on how we could improve our awareness and safeguarding practices.

The next review of this policy is due in: **March 2017**