

# St Mark St Andrew

SERVING JESUS, EACH OTHER, OUR WORLD

## **Diocese of Salisbury Parish of Salisbury St Mark and Laverstock St Andrew Safeguarding Policy, Procedure and Guidance**

**This document sets out the policy and procedure to be followed by the clergy, church officers and members of Salisbury St Mark and Laverstock St Andrew in respect of keeping children and adults who may be at risk of abuse safe.**

**Approved by the Parochial Church Council of Salisbury St Mark and Laverstock St Andrew and endorsed at the ACPM on 22/04/18**

**Review Date: March 2019**

**Signed: Rev Matthew Earwicker  
Curate**

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## **When this Policy, Procedure and Guidance applies**

This Safeguarding Policy, Procedure and Guidance is intended to provide information to enable clergy, church officers and members of Salisbury St Mark and Laverstock St Andrew to provide a safe church environment for all worshippers and members of church organisations but especially to children, young people and those adults who may at greater risk of being abused.

It includes guidance on the action to take if a church member suspects that a child or adult at risk of abuse is being caused significant harm. It also provides guidance to underpin the safety and well-being of people attending church groups and events.

This document needs to be read in conjunction with the:

- *Parish of Salisbury St Mark and Laverstock St Andrew Recruitment Policy and Procedure (2018) and subsequent revisions.*
- *Parish of Salisbury St Mark and Laverstock St Andrew Health and Safety Procedure (2014) and subsequent revisions*

## **Contents of the Safeguarding Policy, Procedure and Guidance**

This document is made up of the following sections:

- A. Policy:** This section describes the commitment of clergy, church officers and members of Salisbury St Mark and Laverstock St Andrew to develop a safe and caring church community where children, young people and adults are treated with respect and safeguarded from abuse.
- B. Safeguarding Procedure:** This section describes what action should be taken if someone has concerns that a child or an adult at risk of abuse might be being harmed.
- C. Guidance on Disclosure and Barring Service checks:** This section describes when an enhanced Disclosure and Barring Service (DBS) check will be required and how that process will be managed.
- D. Information on child and adult abuse:** This section offers information on what constitutes the abuse of children and adults at risk of abuse including a section on sexual abuse
- E. Guidance on Good Practice:** This section includes guidance to support the continued development of a safe church
- F. Guidance from the Diocese of Salisbury:** This section includes guidance on safeguarding drawn up by the Diocese of Salisbury
- G. Templates of documents to be used:** This section includes templates for forms that need to be used to support the development of a safe church.
- H. Documents which support the Safeguarding Policy, Procedure and Guidance:** This section lists sources of information which offer further guidance on developing and maintaining a safe church.

## Glossary of terms used in this document

**Abuse of adults:** "Any act, or failure to act, which results in a significant breach of a vulnerable person's human rights, civil liberties, bodily integrity, dignity or general well-being; whether intended or inadvertent; including sexual relationships or financial transactions to which a person has not or cannot validly consent, or which are deliberately exploitative."

*Safeguarding Adults and Children with Disabilities against Abuse: Council of Europe 2002*

Abuse can be, physical, psychological, financial, discriminatory and sexual or be caused by neglect. An individual may suffer several types of abuse.

**Adult at risk of abuse:** This term refers to anyone over the age of 18 who: "Has care and support needs and is unable to protect themselves because of their care and support needs". *Care Act 2015*

**Barred person:** A person who has been placed, by the Disclosure and Barring Service, on a list which bars them from working in a regulated activity with vulnerable groups including children. *The Protection of Freedoms Act (2012)*

**Child:** A child (or young person) is anyone who has not reached their 18<sup>th</sup> birthday. The fact that a child has reached 16 years of age, is living independently, is in further education, is a member of the armed forces, is in hospital or is in custody does not change his or her status or entitlement to services or protection under the *Children Act (1989 and 2004)*

**Child Abuse:** Actions towards a child which is causing or could cause them significant harm. This could include physical abuse, emotional abuse, sexual abuse and neglect. A child may suffer several types of abuse. *Children Act (1989 and 2004)*

**Diocesan Safeguarding Advisor:** The person appointed by the Bishop of Salisbury to advise on any concerns about the abuse of a child or vulnerable person, undertake DBS Checks and organise training on safeguarding.

**Disclosure and Barring Service (DBS):** This is the organisation responsible for undertaking police checks and managing the list of people who are barred from working with children or vulnerable adults

**Domestic abuse:** Any incident or pattern of incidents of controlling, coercive or 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. *Women's Aid 2014*

**Parish Safeguarding Representative:** The person appointed by the Salisbury St Mark and Laverstock St Andrew PCC to make to implement policies and procedures

to try to ensure that the church community is a safe place especially for children and adults at risk of abuse, to offer advice on safeguarding issues and to ensure that those working with children or adults at risk of abuse have had a DBS check.

**Regulated activity:** This is a role (paid or unpaid) which cannot be undertaken by an individual who is on the Disclosure and Barring Service List. A list of these roles is available on the Department of Health website (for adults) and the Department of Education website (for children).

**Safeguarding:** In a church context, this means the actions that are taken to ensure that our church communities are safe, caring communities especially for children and adults who may be at risk of abuse. In a Local Authority and Police context an investigation into the alleged abuse of a child or adult at risk of abuse is now called a safeguarding investigation whereas in the past this would have been referred to as child or vulnerable adult protection.

**Verifier:** Someone who has undertaken training organised by the Diocese of Salisbury to enable them to check applications for a Disclosure and Barring Service check.

**Volunteer:** A person engaged in any activity which involves spending time, unpaid (except for travelling and/or other approved out of pocket expenses), doing something which aims to benefit some third party (individuals or groups) other than, or in addition to, close relatives.

## **Section A: Safeguarding Policy**

The Parochial Church Council of Salisbury St Mark and Laverstock St Andrew are committed to following the principles of good practice as set out in the Diocese of Salisbury Safeguarding Framework and Good Practice Guidelines (2014):

In line with those guidelines Salisbury St Mark and Laverstock St Andrew are committed to:

- The care, nurture of, and respectful pastoral ministry with all children and all adults.
- The safeguarding and protection of all children, young people and adults who may be at risk of abuse.
- The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.
- Promoting good practice when working with children, young people and vulnerable adults. This will include;
  - Responding without delay to every complaint made which suggests that an adult, child or young person may have been harmed.
  - Challenging any abuse of power, especially by anyone in a position of trust
  - Cooperating with the police and local authority in any investigation.

To support this commitment, the Parochial Church Council of Salisbury St Mark and Laverstock St Andrew will ensure that all those authorised to work with children and adults are:

- Recruited and selected in line with safer recruitment practice including the taking up of references and where appropriate the use of DBS checks
- Offered and encourage to undertake training with respect to their role within the church
- Have a clear line of accountability and reporting and be offered on-going support

Additionally they will:

- Respond without delay to every complaint regarding any adult, child or young person who may have been harmed, cooperating with the police and local authority in any investigation.
- Seek to offer informed pastoral care and support to anyone who has suffered abuse and will seek to protect survivors of sexual abuse from the possibility of further harm and abuse.

- Work with the appropriate authorities, seek to offer pastoral care and support to any member of the church community known to have offended against a child, young person or adult at risk of abuse or who is accused of abuse.
- Ensure that there is appropriate insurance cover for all activities undertaken with children and adults in the name of the parish.
- Review the implementations of the safeguarding policies, procedures and guidance at least annually.
- Ensure that any organisations which are commissioned to provide a service on behalf of the PCC agree to abide by the safeguarding policies, procedures and guidance or provide a copy of the organisation's own safeguarding procedures. These should include the requirement for people working with children, young people or adults at risk of abuse to have current DBS Checks in place.
- Ensure that any agreements in respect of the hiring of church premises reflect the PCC's commitment to safeguarding.
- If working with the Local Ecumenical Partnerships (LEPs), agree which denomination or organisation's safeguarding policies to follow, including where to seek advice in urgent situations. This decision should be ratified both by the bishop and other appropriate church leaders in the partnership. In the event of a specific safeguarding concern the PCC should ensure that all the LEP partners are notified.

## **Section B: Safeguarding Procedure for reporting concerns about abuse**

This section describes what action should be taken if someone has concerns that a child or adult at risk of abuse may be being caused harm.

### **Recognising abuse**

*(for further guidance see Section D Information on Child and Adult Abuse)*

- 1.** A member of the church may see, hear or be told something which leads them to believe that a child, young person or adult at risk of abuse is being abused or neglected, causing them significant harm.
- 2.** They may become aware of this whilst attending a service of worship, undertaking an activity within the church or visiting someone in their own home, a school, a care home, supported housing or whilst they are a patient in hospital.
- 3.** The concern about abuse may be related to the person that they are visiting on behalf of the Parish of Salisbury St Mark and Laverstock St Andrew or it may be in respect of someone else. This includes other people in the school, care home, supported housing or hospital that they are visiting.
- 4.** In all cases, any concerns about abuse must be taken seriously.

### **Action to be taken**

- 1.** If the church member believes that the child, young person or vulnerable adult is in immediate danger or requires urgent medical treatment they should try to get immediate help. This may be by alerting staff working in the school, care home, supported housing or hospital. In some situations, it will mean contacting the appropriate emergency service by dialling 999.
- 2.** If someone is reporting an allegation of abuse, they must be re-assured that their report is believed. The person reporting the allegation should be allowed to say what they are concerned about without interruption and without being asked investigative questions.
- 3.** The person should be told that their allegation cannot be kept secret but that the church member will need to report it. The person should be told with whom the concern will be shared
- 4.** The church member should not account undertake their own investigation into the allegation or discuss the matter with the individual's friends, family or the alleged abuser. *(for further guidance see Confidentiality and Information Sharing in the section on Guidance on Good Practice)*
- 5.** The church member should write down in detail what they have seen or what has been reported to them using the alleged victim's own words and what action has been taken. In recording, what the person has said, facts must be clearly separated from opinion. The record should be signed and dated. *(see*

*template for Checklist for Recording suspected abuse in the section F Guidance from the Diocese of Salisbury)*

6. At the earliest possible opportunity, the concern about the alleged abuse should be reported by the church member to the Vicar and the Parish Safeguarding Representative. LPAs may also wish to inform the Head of Pastoral Care who oversees their work. They should not discuss this matter with anyone else.
7. If the allegation concerns the Vicar or the Parish Safeguarding Representative or the church member does not think that their concerns are being dealt with appropriately they should contact the Salisbury Diocesan Safeguarding Advisor for further advice. *(see Diocese of Salisbury Safeguarding Complaints Procedure in Section F)*
8. The Vicar and the Parish Safeguarding Representative will decide whether further action needs to be taken. This may include discussing the allegation with the Salisbury Diocesan Safeguarding Advisor or making a referral to the local authority for investigation under the local interagency safeguarding procedures for children or adults at risk of abuse. All referrals to the local authority should be followed up in writing within forty-eight hours.

### **Support during an investigation**

1. If the local authority decides to undertake an investigation, the church member may be required to be interviewed by a social worker, care manager or the police. They may also be asked to offer on-going support to the alleged victim. Whether it is a referral or seeking advice any directions and advice given by the local authority or the police should be recorded and followed.
2. The church member will be offered support throughout any investigation by a named person. This will usually be the Vicar, the Parish Safeguarding Representative, the Youth and Children's Minister or one of the Heads of Pastoral Care.

### **LPAs visiting specific schools, care homes, supported housing or hospitals**

Lay Pastoral Assistants and Official Church Visitors who regularly visit specific schools, care homes, supported housing or hospitals will have been given guidance by one of the Heads of Pastoral Care on the reporting system within that organisation.

This should be followed unless the LPA has reason to believe that the person to whom they should report is colluding in the abuse or that reporting within the organisation would place the child, young person or adult at risk of further abuse.

They should also notify the Vicar, the Parish Safeguarding Representative and one of the Heads of Pastoral Care of their concern and the action that they have taken.

## **Allegations about the church from people who are not members**

- 1.** If an individual who is not currently a member of Salisbury St Mark or Laverstock St Andrew makes an allegation about abuse that has taken place within the church community, they should be advised to speak to the Vicar or the Parish Safeguarding Representative.
- 2.** Once the report has been received the Vicar and the Parish Safeguarding Representative will decide whether further action needs to be taken. This should include discussing the allegation with the Salisbury Diocesan Safeguarding Advisor.
- 3.** If the person reporting the abuse has reason to believe that the Vicar or PSR are colluding in the abuse or have not taken it seriously, they should be advised to contact the Salisbury Diocesan Safeguarding Advisor directly. (*see Diocese of Salisbury Safeguarding Complaints Procedure in Section F*)

## **Concerns about abuse that do not involve the church**

- 1.** The above guidance is primarily addressing concerns about abuse that arise either within the church community or as a result of a member of the church carrying out a role within the church or behalf of the church (e.g. LPA, Children's Worker).
- 2.** However, there may be occasions when an individual who is a member of the church becomes concerned about an abusive situation in the course of their day to day life. They have a duty of care to respond to that situation and would be strongly advised to contact, the local authority, the police or one of the voluntary organisations that are set up to give advice on abuse.
- 3.** Even if the concern does not involve the church community the Parish Safeguarding Representative may be able to offer advice.

## **Useful Contact Details**

**Parish Safeguarding Representative for Salisbury St Mark and Laverstock St Andrew: Karen Bell: Tel: 01722 332316 : Mobile: 07833 158 650**  
e-mail: [karenbell1957@hotmail.com](mailto:karenbell1957@hotmail.com)

**Salisbury Diocesan Safeguarding Advisor: Heather Bland: 01722 411922**  
**07500 664800** (Mobile number to be used in emergencies only)

**Wiltshire Multi Agency Safeguarding Hub (Children & YP): 0300 4560108**  
**Wiltshire Council Adult Social Care Helpdesk: 0300 456 0111**

**Wiltshire Council Out of Hours Service: 0845 607 0888**

**Wiltshire Police:** In an emergency: **999** To report a concern: **101**  
**NSPCC: 0808 800 5000** **ChildLine: 0800 11 11**

**National Domestic Violence Helpline: 0808 2000 247**

**Action on Elder Abuse Helpline: 080 8808 8141**

## **Section C: Guidance on Disclosure and Barring Service (DBS) Checks**

### **Who is required to have a DBS Check?**

1. The *Salisbury St Mark and Laverstock St Andrew Recruitment Policy and Procedure (2018)* includes a pro forma for drafting role descriptions for both paid and volunteer roles within the church.
2. Each role has to be assessed as to whether an enhanced DBS Check is required in line with the requirements of the Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Act (2012). These are the only individuals for whom the PCC has a legal right to undertake a DBS Check.
3. The Salisbury Diocesan Safeguarding Advisor has direct responsibility for undertaking DBS checks for Clergy, Non-Stipendiary Ministers, Priests with permission to officiate and Local Lay Ministers.
4. All church members who have a role that requires a DBS Check will be required to attend basic training on safeguarding (Module C1). Individuals in some roles (e.g. LPAs) are required to undertake additional training modules as advised by the Salisbury Diocesan Training Officer.
5. The Church of England no longer required PCC Members to have DBS Checks but it is advisable that they undertake the C1 Training Module
6. Salisbury Diocese requires all DBS Checks to be renewed every five years.

### **The process for obtaining an enhanced DBS Check**

#### **A: Members of the DBS Update Service**

The Church of England no longer accepts DBS Checks via the DBS update Service.

#### **B. For new applicants**

1. All new applications for DBS Checks within Salisbury Diocese are carried out on-line. To enable an individual to do this, the applicant will be given an identifying number by the PSR. The individual can receive assistance from the PSR to make the application.
2. Once an individual has completed an application they will be required to show documents evidencing their identity to the PSR or someone who has been trained and approved as a verifier. The PSR or verifier will then complete a form on-line to confirm that they have seen the documents.
3. The DBS will then send an e-mail to the PRS stating whether anything is known about the individual. If the nothing is known, then the individual can be appointed to the job or volunteer role.
4. If something is known the PSR will be required to ask the applicant to see the paper copy of the DBS Certificate when they receive it. The Diocesan Safeguarding Officer will also be notified by the DBS. The individual will not be appointed to the job /volunteering role until the Vicar has received advice on

the appointment from the Salisbury Diocesan Safeguarding Advisor. The Vicar will then make the final decision about the suitability of the person for the job / role that they have applied for and will notify the person of this decision.

5. The applicant will receive a paper copy of their DBS Certificate within a couple of weeks of their application.
6. A list of people who have had a DBS check and the date of that check will be held in the Church Office. A copy of this list will also be held by the Parish Safeguarding Representative.

### **DBS Update Service**

1. An individual has nineteen days from the receipt of the paper copy of the DBS certificate to join the DBS update Service. This is free of charge for volunteers unless they are also in paid employment in a job that requires a DBS Check.
2. Once an individual is a member of the DBS Update Service they can give permission for any other organisation that requires a DBS Check to check them on-line

### **Engaging a barred person**

The Parochial Church Council of Salisbury St Mark and Laverstock St Andrew will comply with the requirements of the Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Act (2012) and will not engage a barred person as a member of staff or volunteer in a role that gives them significant and unsupervised contact with children and / or adults who may at risk of abuse. *For a list of these roles please refer to the Department of Health website (for adults) and the Department of Education website (for children).*

### **Referral to the DBS**

There is a legal duty to refer people to DBS if a member of staff or volunteer has harmed or posed a risk of harm to children or adults at risk of abuse. This duty remains even if they are no longer a member of the church or have moved out of the area. If this situation arises within the parish, advice should be sought from the Diocesan Safeguarding Advisor with reference to a referral being made to the DBS.

### **DBS Checks and inter-church joint working**

*(based on advice from the Salisbury Diocesan Safeguarding Advisor)*

If individuals, who are members of other churches, volunteer for a role in a project for which the parish of Salisbury St Mark and Laverstock St Andrew is responsible and that role requires a DBS Check, then the following applies:

1. If they have a current DBS Certificate which is for an Anglican church within the Salisbury Diocese and for the age group that they are volunteering to work with, then the PSR is required to see their DBS Certificate and record the details.
2. If they do not have a current DBS Certificate or a DBS Certificate for the age group that they are volunteering to work with, then a new DBS Check or a DBS Status Check must be obtained by the PSR.
3. If the volunteer is a member of a non- Anglican church, then then a new DBS Check or a DBS Status Check must be obtained by the PSR.

## Section D: Information on Child and Adult Abuse

### Child Abuse

From: *Working Together to Safeguard Children: Department for Education 2015*

**Definition:** 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 abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**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. See below: *Information on the Sexual Abuse of 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.

### **Abuse or neglect of adults**

From: *Safeguarding Adults in Wiltshire: Revised Guidance for Staff 2016*

Defining abuse or neglect is complex and rests on many factors. The term "abuse" can be subject to wide interpretation. It may be physical, verbal or psychological, it may be an act of neglect, or occur where a vulnerable person is persuaded to enter into a financial or sexual transaction to which they have not, or cannot consent.

Abuse or neglect may be the result of deliberate intent, negligence or ignorance. Exploitation can be a common theme in the experience of abuse or neglect.

The *Care Act (2015)* statutory guidance identifies the following types of abuse or neglect:

- **Physical abuse** – including assault such as hitting, kicking, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence
- **Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in

connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

- **Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Discriminatory abuse** –including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- **Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Self-neglect**– this covers a wide range of behaviour; neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. NB: an assessment demonstrating consideration of the adult's ability to protect themselves by controlling their own behaviour should be made on a case by case basis.

## **Spiritual Abuse**

From: *Protecting all God's Children - The Policy for Safeguarding Children in the Church of England: 2010*

Spiritual aspects of abuse are not covered within the statutory definitions of abuse but are of concern both within and outside faith communities including the Church.

Churches need to be sensitive so that they do not, in their pastoral care, attempt to 'force' religious values or ideas onto people, particularly those who may be vulnerable to such practices.

Within faith communities, harm can be caused by inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries. Any of these could result in both children and adults experiencing physical, emotional or sexual harm.

If such inappropriate behaviour becomes harmful, it should be referred for investigation in co-operation with the appropriate statutory agencies.

Careful teaching, supervision and mentoring of those entrusted with the pastoral care of children and vulnerable adults should help to prevent harm occurring in this way. Misuse of a pastoral or managerial relationship can lead to inappropriate and unacceptable behaviour which could include abuse, bullying and harassment. Other forms of spiritual harm include the denial to children and adults the right to faith or the opportunity to grow in the knowledge and love of God.

## **Further Information About the Sexual Abuse of Children**

*Adapted from information supplied by Salisbury Diocese and taken from the Safeguarding Policy of Christ Church, Creekmoor.*

Although these statements refer to the abuse of children the information could equally refer to young people and adults who may be at risk.

### **Frequently asked questions about the behaviour of sexual abusers**

#### **Who sexually abuses children and young people?**

- Whilst women do perpetrate sexual abuse and there is under reporting of females committing abuse, evidence at present shows it is predominantly an offence committed by males.
- Children can be sexually abused by adults or by other young people. In the UK, young people under the age of 21 account for approximately a third of all cautions and convictions for sexual offences.
- Many adult sexual offenders report that they began their behaviour around the age of 13 or sometimes younger. This means that when they are finally discovered they may have been sexually abusing others for many years and their behaviour will have become hard to stop. It also means that if a young person engages in inappropriate sexual behaviour it would be dangerous simply to view it as teenage "experimentation" which they will grow out of.

#### **Why do people abuse?**

- The reasons why adults abuse are very complex. The majority abuse because they want to.
- Sometimes they will have been abused themselves or be responding to past hurts or unmet needs.
- Sexual abuse of children may meet a need for power and control or for self-gratification.

#### **Are sexual abusers likely to abuse a particular type of child?**

- Sexual abusers will be attracted to children of different ages and characteristics.
- Some will abuse only pre-pubescent children, others will approach older children.
- Some will abuse boys, others girls and some children of both sexes.
- If any abuser is having a sexual relationship with another adult, this does not mean that they are not a risk to children.
- Some abusing adults may operate alone whilst others may be linked into an organised network.

### **Can we recognise a sexual abuser?**

It is not possible to easily identify someone who will sexually abuse children because they are found in all walks of life and sections of the community, within all professional groups and from all social classes and racial and cultural backgrounds.

### **Does sexual abuse just happen?**

- A sexual abuser may claim that they did not know why the behaviour happened or that it was a result of stress, sexual frustration or misuse of drugs or alcohol.
- There is no evidence that this is the case. Sexual abuse is usually carefully and meticulously planned, often over a long period of time.
- Abusers may choose friendships or relationships with adults who already have children or careers where they will have positions of responsibility over children.

### **Can an adult who sexually abuses a child stop by themselves?**

- All the available evidence suggests that over a period of time an abuser will have developed powerful sexual urges, fueled by fantasy, towards children and will find it very difficult to control these feelings.
- A sexual abuser will need to put controls on their behaviour to ensure that they do not have opportunities to abuse other children.

### **How can sexual abusers live with themselves?**

- Unless the sexual abuser is a sadistic offender who thrives on the pain of others, he or she will have to develop thought patterns that deny or minimize the harm caused to others.
- This allows them to live with themselves. Some of the ways an abuser tries to justify their abusive behaviour include claims like:
  - The child wanted the sexual experience
  - Children are seductive and provocative
  - It won't harm them
  - They liked the sexual experience
  - It was a "one-off" and it won't happen again
- The distorted thinking of a sexual abuser can be fed in a number of different ways including pornographic literature, seeking out other like-minded adults, or by misrepresenting children as sexual beings.
- In attempting to deny or minimize the effects of their abusive behaviour, a sexual abuser may appear very plausible. This can draw other people into their way of thinking.
- One of the ways an abuser can deny responsibility or seek to avoid having to address their behaviour through treatment is by claiming a religious conversion.
- When this is the case, it would be important to know whether faith in God has really lead to true repentance, taking full responsibility for the abuse, seeking

to repair its damage and seeking to prevent a relapse by receiving the support of others.

### **Can a sexual abuser be cured?**

- There is no evidence that a sexual abuser of children can be cured of an attraction to children. This is because the behaviour will have developed over many years and will be so entrenched that it will have become an integral part of a person's character.
- The best way to stop is for them to develop an insight into their pattern or cycle of behaviour and by keeping away from situations where child abuse could occur.
- To ensure that there is no further offending the abuser is likely to require a long-term specialist programme and long-term supervision so that they cannot develop or reinforce their distorted thinking.

### **How do adults target particular children for abuse?**

- Adults who sexually abuse children are extremely good at relating to children and gaining their confidence and trust and are often well known to the child or their family particularly if they are seen as a safe and trusted person.

### **The "grooming" process**

- The process by which abusers introduce the child into a sexually abusive relationship is sometimes known as "grooming".
- Often this involves getting to know the child and showing them special attention before slowly progressing into sexual abuse.
- Alcohol, drugs, internet chat rooms and pornography can be used in the process. If undiscovered, this behaviour is likely to become increasingly intrusive, and a sexual abuser can regularly abuse the same child over many years.
- The abuse of other children at the same time is also possible depending on the level of access and opportunity.
- In addition to "grooming" the child, an abuser will also "groom" other people around them to create the impression that they would not be capable of such an action. If they are discovered, the people around them may find it difficult to believe the allegations and may defend the abuser rather than think about the needs of the child.
- In such situations the child will feel very distressed that they are not believed and may be under pressure to retract their allegations.

### **Are certain children more vulnerable than others?**

All children are potentially at risk from a sexual abuser. However, children may be especially vulnerable if they are:

- left alone for long periods of time without proper supervision.
- in Care of the Local Authority or away from home, at school or on holiday
- emotionally deprived and particularly looking for love, affection or seeking attention.
- lonely or bored.
- in need of high levels of intimate care or have communication difficulties because they suffer from a disability.
- open to manipulation because they have a special enthusiasm such as sport or music and are dependent upon a group leader or coach to succeed.

### **Why don't children tell?**

Children are put under immense pressure by their abuser to keep areas of the abuse secret and not to tell anyone. Some of the main ways that this is done include:

- The abuser may offer children gifts or other treats.
- The abuser may threaten the child, their family, friends or pets.
- The abuser may entrap the child into thinking they have a special relationship or secret.
- The child may be told that no one will believe an allegation.
- The abuser may place the responsibility for the abuse onto the child so that there is a feeling of guilt.
- The child may feel that if a disclosure is made the family will be split up.
- The abuser may isolate the child and discourage the child from making relationships with others who could be told.
- The child may be emotionally dependent upon the abuser and may fear losing them.

### **How does a sexual abuser gain access to children?**

- Those wishing to abuse children can gain access to them in many different ways.
- Any organisation that works with children has the potential to be targeted by a sexual abuser. This is why it is vital that churches develop safe practices in their work with children.

## **Section E: Guidance on Good Practice**

### **Contents:**

- 1. Working with suspected abusers and known offenders**
- 2. Confidentiality and Information Sharing**
- 3. Data Protection and Sharing information**
- 4. Photographing Children**
- 5. Insurance Cover including cover for ad hoc Church Events**
- 6. Transporting children or adults at risk on behalf of the church**
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- 8. Communicating with young people via electronic communication**
- 9. Recommended Child to Adult Ratios**
- 10. The hiring of church premises and safeguarding**
- 11. First Aid Checklist**

## **1. Working with suspected abusers and known offenders**

*Adapted from Offender Management Agreements: Policy for Incumbents and Priests in charge (Diocese of Salisbury June 2016)*

The church is an open community into which everyone is welcomed. However, there are some people who may wish to be members of the church but who may have a history of abusive behaviour towards children, vulnerable adults, partners or family members. In some cases, this pattern of behaviour may not be known and it the responsibility of church members to be vigilant if they suspect that anyone might be being subjected to abuse.

An individual may be sorry for their previous actions. They may come to church seeking acceptance or forgiveness. We must remember that it is not for us to forgive; that is for the victim to do. And we must remember that whilst everyone deserves our support; we support best by recognising people's challenges, limitations and failings as well as their gifts. And then by doing all that we can to prevent circumstances arising in which a person can cause harm again.

In the case of all known abusers and offenders the Diocese of Salisbury is committed to work in partnership with statutory agencies to support them a way that protects the community while allowing an abuser or offender to maintain his or her right to worship in as safe a way as possible.

In these cases, it is necessary to establish clear boundaries, both to protect children, young people and adults at risk and to lessen the possibility of the abuser or offender being wrongly accused of abuse.

The Church of England Safeguarding policies call for 'an agreement' to be formed where someone has a background that indicates that they could present a risk to others and they wish to become a part of church or to remain a part of a church were the allegation arises where they are already part of a congregation.

Where an allegation is raised against an individual but has not yet been investigated, a voluntary agreement forms a way of protecting both the congregation and the individual from circumstances arising in which further harm could occur or further accusations may be made.

Offender Management Agreements should be drawn up by the Diocesan Safeguarding Advisor in consultation with the Vicar, Parish Safeguarding Representative, the relevant statutory agencies and the person concerned. The information contained in the Offender Management Agreement should be kept confidential.

The intention of the agreement is to be two-way. The church states what pastoral support can be provided and the individual agrees to behaviour guidelines and boundaries intended to reduce the risk of harm to congregation members and to

support the individual not to behave in a way that may harm others or give rise to concern that others may be being harmed.

It may be advisable to bring together a small group of people to support the individual concerned and who would be aware of the information contained in the agreement. This should be on the advice and under the supervision of the Diocesan Safeguarding Advisor. Members of the group should be aware of the importance of confidentiality.

Where an individual does not consent to signing an agreement, the parish reserves the right to take appropriate steps to fulfil its safeguarding responsibilities

In the case of a conviction or caution for a sexual offence (including internet offences) an individual may have a 'Sexual Offences Prevention Order' (SOPO) which details specific boundaries for the individual. Breaching the order may be a criminal offence. An agreement can assist in supporting an individual not to breach a SOPO or any other court order in place.

For further information please refer to:

*Offender Management Agreements: Policy for Incumbents and Priests in Charge (Diocese of Salisbury June 2016)*

*Diocese of Salisbury Safeguarding and Good Practice Guidelines: Revised Edition May 2013* which includes a summary of the registration requirements of the *Sexual Offences Act 2003*

*Protecting all God's Children - The Policy for Safeguarding Children in the Church of England: 4<sup>th</sup> edition 2010*

## 2. Confidentiality and Information Sharing

### Confidentiality within the church community

If anyone raises concerns about the safety and well-being of a child or an adult at risk of abuse you cannot keep this information to yourself.

You should never promise the person that what they have told you will remain a secret between yourselves. You need to explain that you will pass on the information and tell them to whom you will pass on the information.

However, this information should **only** be passed on to individuals who have a legitimate right to know about your concerns. This may include the Vicar, the Parish Safeguarding Representative, the Head of Pastoral Care or the Diocesan Safeguarding Advisor unless you suspect that one of these individuals is responsible for or colluding in the suspected abuse.

You may also think that it is appropriate (in an emergency) to contact one of the statutory agencies (Police or Local Authority) who have a duty to investigate allegations of abuse against children or adults at risk of abuse. You may also be asked to speak to one of these agencies by the Diocesan Safeguarding Advisor.

You should **never** contact the alleged abuser, discuss the issue with the person's family or friends or try to get the situation resolved yourself.

Church communities often encourage individuals to share their concerns so that church members can support them and pray for them. However, this **does not** apply when you have concerns about the possible abuse of a child or adult at risk of abuse. This is **not** a subject to be shared for prayer with partners, friends, the prayer ministry team or within a house-group.

There is no confidentiality in safeguarding with regard to any discussion with the statutory agencies (see below) but there is within the diocese and parish. In each case, there must be clear guidelines as to who within the parish will give support to those involved in the safeguarding allegation.

Strict confidentiality should be observed within that group. The Diocesan Safeguarding Advisor should be consulted and his/her guidance followed.

### Working in an inter-agency context

When it comes to safeguarding children, young people and adults at risk of abuse there is no confidentiality between agencies or between the church and statutory agencies and, when necessary, all information will be given to Statutory Agencies as stated in *Working Together to Safeguard Children (2013)*

Ultimately, effective safeguarding of children, young people and adults can only be achieved by putting them at the centre of the system and by every individual and agency playing their full part, working together to meet their needs.

Members of the church community need to be prepared to work with the statutory agencies if there are issues regarding the abuse of children or adults at risk of abuse that they become aware of. Initially this should always be under the guidance of the Diocesan Safeguarding Advisor.

### **3. Data Protection and Information Sharing**

The *Data Protection Act (1998 /2010)* gives individuals the right to know what information is held about them.

It is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.

The Act states that anyone who processes personal information must comply with eight principles, which make sure that personal information is:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up-to-date
- Not kept for longer than is necessary
- Processed in line with your rights
- Secure
- Not transferred to other countries without adequate protection.

The Act also provides the individual with rights including the right to find out what personal information is held on computer and most paper records.

The Diocese of Salisbury suggests that it is helpful to consider the following guidance in respect of the *Data Protection Act (1998 /2010)*:

- Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
- Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
- Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
- Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.

- Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

For further information see:

*Template for Safeguarding Handbook: Salisbury Diocese (2016)*

*Data Protection and the PCC: Diocese of Salisbury 2015*

*Promoting a Safe Church: The Policy for safeguarding adults in the Church of England.*

*1st edition 2006*

*Protecting all God's Children: The Policy for Safeguarding Children in the Church of England: 4th edition 2010*

*Responding to Domestic Abuse. Guidelines for those with pastoral responsibility*  
*1st edition 2006.*

*Data Protection Act (1998 /2010)*

## 4. Photographing Children

Parental consent is required before any photographs of a child can be taken at St Mark's Church or St Andrew's Church or at any activity /event sanctioned by the PCC which takes place outside church premises.

The wording of the consent is as follows:

*Photographs including videos may be taken by a photographer during the activity to record the event for monitoring, recording and publicity purposes. These may be displayed on a church notice board, form part of a PowerPoint presentation or appear on the Website of Salisbury St Mark and Laverstock St Andrew. I give my consent to photographs including video being taken of my child during the activity.*

### **Guidance from the NSPCC on photographing children**

*The guidance below represents best practice and should inform the way that Salisbury St Mark and Laverstock St Andrews deal with photographing of children*

It's important that children and young people feel happy with their achievements and have photographs and films of their special moments. Family and friends also want to be able to share the successes of their children when they have been part of a special event or activity.

However, it's also important to be aware of child protection and safeguarding issues when people are taking photos or filming at events. The potential for misuse of images can be reduced if Organisations are aware of the potential risks and dangers and put appropriate measures in place.

### **Risk factors**

Some of the potential risks of photography and filming at events include:

- children may be identifiable when a photograph is shared with personal information
- direct and indirect risks to children and young people when photographs are shared on websites and in publications with personal information
- inappropriate photographs or recorded images of children
- inappropriate use, adaptation or copying of images.

### **Developing a photography policy**

Schools, clubs and Organisations should develop a photography policy to use for images of children and young people that are going to be used in publications, websites and social networking sites. The policy can also be used to help children, parents, staff and volunteers understand how photographs can be shared more safely. The policy should include the following:

- do not use children's names in photograph captions. If a child is named, avoid using the photograph.
- use a parental permission form to obtain consent for a child to be photographed and videoed

- obtain the child's permission to use their image
- only use images of children in suitable clothing to reduce the risk of inappropriate use. Some activities, for example swimming and drama, present a much greater risk of potential misuse.
- address how images of children on an organisation's website can be misused. Images accompanied by personal information, such as the name of a child and their hobby, could be used to learn more about a child prior to grooming them for abuse.
- state written expectations of professional photographers or the press who are invited to an event. These should make clear the organisation's expectations of them in relation to child protection.
- do not allow photographers unsupervised access to children
- do not approve photography sessions outside the event or at a child's home.

The school or club will need to ensure that parents, carers, family members and others understand the policy. Many schools and clubs also have an acceptable use policy for using photographs, which may include asking parents not to share photos on social media.

### **Seeking consent for children and young people**

Children should always be consulted about the use of their photograph. This ensures that they are aware that the image is taking place and understand what the picture is going to be used for. This could be recorded on a child's permission form.

For young people under 18 get parental consent to use an image for promotional purposes. Make sure parents and carers are aware of your school or organisation's photography policy. Ask parents to sign a consent form for use of their child's images and keep a record.

### **Storing images securely**

Images or video recordings of children must be kept securely. Hard copies of images should be kept in a locked drawer and electronic images should be in a protected folder with restricted access.

Images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Avoid using any personal equipment to take photos and recordings of children and use only cameras or devices belonging to the school or organisation.

Organisations who are storing and using photographs to identify children and adults for official purposes, such as identity cards, should ensure they are complying with the legal requirements for handling personal information.

Further guidance on the Data Protection Act and other privacy regulations can be found on the [Information commissioner's office website](#).

## **Adults at risk of abuse**

Although most adults can give consent to having their photograph taken, anyone taking photographs of adults who may be at risk of abuse should give consideration as to whether they have the mental capacity to give consent to their photograph being taken and possibly used for publicity purposes.

## **5. Insurance Cover for ad hoc Church Events**

All groups working under the auspices of Salisbury St Mark and Laverstock St Andrew should ensure there is adequate insurance for the work they are doing, including public liability insurance. If the leader is unsure of this, they should check with one of the church wardens in good time prior to any activity taking place.

The church insurance policy provides cover for the church building and the church activities.

The P.C.C. will ensure that the policy includes legal protection insurance to cover legal costs resulting from allegations made against its employees or volunteers.

The insurance company must be notified of any allegations of abuse that are likely to affect the insurance held by the parish. This notification should be directed to the manager or director and marked strictly private and confidential. Failure to notify the insurers could prejudice the cover under the insurance policy.

### **Clarification of what is a church event**

For insurance purposes, it is important that a distinction is made between events /activities that are acts of friendship and those officially sanctioned by the Parochial Church Council (PCC) of Salisbury St Mark and Laverstock St Andrew (hereafter called the parish).

Activities that are acts of friendship are outside the jurisdiction of the parish insurance policy.

Events that take place on a regular basis within the parish are covered by the parish insurance policy

Ad hoc events that are organised by members of the churches and are approved by the PCC are also covered by this policy. This insurance cover would apply both to events on church premises and at other locations.

However, if an ad hoc event or activity is advertised within the Parish and is neither a part of the regular programme of the parish nor commissioned by the PCC it is important that the PCC is made aware of this event. In principle, it must show the insured party (the P.C.C.) has agreed to the activity being undertaken in specific rather than in broad or general terms. The decisions need to be minuted. This is to ensure that the actual event or activity is covered by the parish insurance policy.

Examples of this type of event could include a visit to a bowling alley by a youth group or a coffee morning organised by an LPA.

When these ad hoc events are organised the following guidance should be followed:

### **Action to be taken by the organiser of the ad hoc activity/ event**

The following guidance is put in place to ensure that any ad hoc events are covered by the church insurers and that they are organised according to Diocesan Guidelines (see below)

The person responsible for organising the event /activity should:

- Send an e-mail to the Vicar and Church Wardens with a copy to the PCC secretary. This e-mail should include specific details about the event/activity including whether it is likely to include children or adults who may at risk and information on any transport arrangements.
- A copy of the e-mail should be also sent to the Church Administrator at the Church Office. The Church Administrator will keep a printed copy of the e-mail and record the event as an official church event.
- In the case of events /activities involving a child or young person (under the age of 18) the Youth and Children's Minister should be aware that the event/activity is planned. Information should be included regarding parental permission and ratios of helpers to children or young people. This should be in line with the *Diocese of Salisbury Safeguarding and Good Practice Guidelines: Working with children, young people and adults: Revised Edition May 2013*
- If the event /activity is being organised by a Lay Pastoral Assistant or an Official Church Visitor or is likely to include adults at risk of abuse, a copy of the e-mail should be sent to the Leaders of the Pastoral Care Team
- If a flyer has been drafted for the event, a copy should be sent with the e-mail or if the flyer is not in an electronic format a copy should be posted to the church office.

### **Action to be taken by the Core Strategy Group/PCC**

- A list of these events will be made available to the Core Strategy Group or PCC at their next meeting.
- This must be prior to the event /activity taking place.
- To obtain insurance cover, the decision to recognise the event /activity as an official church event must be recorded in the minutes of the meeting.

### **Excluded Activities**

Salisbury Diocese has advised that some activities are likely to be excluded from the church insurance. These include:

- aqualung diving
- flying – except air travel,
- hang gliding,
- parachuting,
- hunting on horseback,
- polo,
- pot-holing,

- motor cycling,
- mountaineering necessitating the use of ropes or guides,
- association football – other than acting as an official,
- power boating in a boat capable of more than 30 knots,
- rugby football – other than acting as an official,
- tree felling or lopping other than work within the scope of the jobbing gardener,
- use of scaffolding unless professionally erected,
- racing other than on foot,
- service in the armed forces,
- show jumping,
- ice hockey,
- winter sports except curling or ice skating

For further guidance on organising events /activities please see:

*The sections in this document on:*

- *A Code of Practice for church activities*
- *Recommended Adult to Child Ratios*
- *First Aid Checklist*
- *Information for Trip/Special Activity*
- *Parental Consent for Special Activity or Offsite Trips*
- *Leaders' Checklist for Trips and Off-site Activities*

*The Diocese of Salisbury Safeguarding and Good Practice Guidelines (May 2013):*

*Section 10 Taking vulnerable groups away*

*Template for Safeguarding Handbook: Salisbury Diocese (2016)*

## **6. Transporting children or adults at risk on behalf of the church**

### **The giving of lifts**

For insurance purposes, it is important that a distinction is made between the offering lifts which are acts of friendship and arranging lifts that are officially sanctioned by the PCC.

Officially sanctioned lifts could include a church officer or member formally asking someone to convey an individual on behalf of the church or a rota being drawn up to convey someone on a regular basis.

In these cases, the driver's insurers should be notified that the driver is conveying someone on behalf of the church.

### **Transporting someone to health facility**

The *Safeguarding Vulnerable Groups Act 2006 (Miscellaneous Provision Regulations 2012)* states that a person barred from working with adults at risk must not act as a driver or escort when an adult at risk is being conveyed to a health care facility. This would include hospitals, GP Surgeries and Care Homes but not Supported Housing.

In practical terms for the PCC, this means that if a rota is set up to convey an adult at risk to one these facilities or a church member is officially asked to undertake this task, they will need to have a DBS Check as that is the only way that the PCC will know whether the individual driver or escort is a barred person under the *Safeguarding Vulnerable Groups Act 2006*.

### **Salisbury Diocese has issued the following guidance for transporting children or adults at risk on behalf of the church**

*(see Safeguarding Handbook Salisbury Diocese 2016)*

#### **Drivers**

- All those who drive children or young people or adults who may be at risk on church-organised activities should have held a full and clean driving licence for over two years.
- Drivers who are not workers with children or young people or adults who may be at risk should be recruited for the task through the normal recruitment process.
- Any driver who has an endorsement of 6 points or more on their licence should inform the group leader and the church/parish safeguarding representative.
- Any driver who has an unspent conviction for any serious road traffic offence should not transport children or young people or adults who may be at risk for the church.
- Drivers must always be in a fit state i.e. not over-tired; not under the influence of alcohol; not taking illegal substances; not under the influence of medicine which may induce drowsiness.
- Drivers should not suffer from any form of mental impairment which may affect their judgement.

### **Private car**

- Children and young people should not be transported in a private car without the prior consent of their parents or carers. This also applies to formally arranged lifts to and from a church activity.
- Independent adults who may be at risk of abuse can give their own consent regarding transportation in a private car. In some cases, consultation with carers or next of kin would need to take place to agree transport arrangements.
- Any driver using their own vehicle for the transportation of children or young people or adults who may be at risk is responsible for ensuring the vehicle is roadworthy and comprehensively insured. (Drivers to check with their Insurance Company re the requirement for business cover).
- All children must wear suitable seat belts and use appropriate booster seats. If there are insufficient seat belts, additional children should not be carried.
- At no time should the number of people in a car exceed the usual passenger number.
- There should be a non-driving adult escort as well as the driver. If, in an emergency, a driver has to transport one child or young person on his or her own, the child or young person must sit in the back of the car.

### **Minibus or coach**

- Workers and helpers should sit among the group and not together.
- If noise or behaviour appears to be getting out of control, stop the vehicle until calm is restored.
- Before using a minibus, ensure you know the up-to-date regulations for its use and have had a trial drive.

*See Section G: Parental Consent for Special Activity or Offsite Trips*

## **7. A Code of Practice for Church Activities**

People should feel safe within the church community and be treated with respect. In order to ensure our churches and church activities are places where people feel safe due consideration should be given to the following code of practice.

### **Supporting Staff and Volunteers**

- Staff and volunteers should have regular supervision and be offered training where applicable.
- They should have regular meetings including a debriefing time for group leaders to share what went well or to offload concerns. This will enable group leaders to monitor and evaluate activities regularly to ensure they remain suitable.
- Group leaders should always bear in mind their responsibilities in respect to the Church's Safeguarding Policy, Procedure and Guidance and bring any concerns to the notice of the Vicar and/or the Parish Safeguarding Representative

### **The behaviour of people in positions of trust**

All those who work, or have significant contact, with children, young people or adults on behalf of the church are in positions of trust.

People in positions of trust necessarily have power, even though this may not be apparent to them. Respecting professional boundaries is therefore particularly important.

Exercising any kind of ministry, paid or voluntary, involves workers developing an understanding of themselves and how they relate to others, how they increase the well-being of others and how they ensure their own well-being and safety.

Guidance for staff /volunteers, codes of safer working practice and contracts should make clear the importance of accepting the expectations of such work and the possible grounds for disciplinary actions if they are not met.

It is important to recognise that behaviour outside the church environment can have an impact, not just on personal ministry but on the way the church as a whole is perceived by the community.

Church workers, both paid and volunteer, will be seen as role models by those with whom they are in contact at all times, including when they are off duty, therefore all church workers should conduct themselves in accordance with reasonable expectations of someone who represents the church. They should:

- Take care to observe appropriate boundaries between their work and their personal life and maintain appropriate pastoral and professional relationships. Church workers should take particular care when ministering to people with whom they have (or develop) close personal

friendships.

- Exercise due care in respect of the use of language and behaviour
- Give consideration whether locations for meetings are appropriate.
- Seek advice immediately if they come across a child, young person or adult who may have been harmed (including self-harm) or a colleague whose conduct appears inappropriate.
- Not expose themselves or others to material which is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, politically inflammatory, and defamatory or in violation of any British, European or international law.

### **Inappropriate personal relationships**

- It is contrary to the policy of the Church of England for those in a position of trust, including priests and youth workers among others, to have sexual or inappropriate personal relationships with those for whom they are responsible. In the case of employees, a breach of this is likely to be considered as a disciplinary offence.
- In the case of children and young people the matter will be referred to the Local Authority Designated Officer (LADO) and in the case of adults at risk of abuse it will be referred to the local authority for investigation under the local interagency safeguarding adults' policy and procedures.
- In some cases, the behaviour may also constitute a criminal offence. Anyone found guilty of a criminal or disciplinary offence of this kind is likely to be dismissed and referred to the Disclosure and Barring Service for possible barring (*Protection of Freedoms Act 2012*).

### **Touch**

*Taken from The Diocese of Salisbury Safeguarding and Good Practice Guidelines (June 2014)*

- Church-sponsored groups and activities should provide a warm, nurturing environment for children and young people, while avoiding any inappropriate behaviour or the risk of allegations being made.
- Child abuse is harm of a very serious nature, so that although it is unlikely that any type of physical contact in the course of children and youth work could be misconstrued as abuse, all volunteers must work with or within sight of another adult.
- Physical contact with a young person should always be avoided if you are alone with a young person and not sought after in other circumstances.

- Shaking hands is courteous and often appreciated by older people. If you do touch or hug, hands must always be outside the person's clothing and never on any part of the body which might be considered inappropriate.
- It is important that people with learning disabilities learn what form of body contact is appropriate in different social situations; this helps to keep them safe and helps them to become aware when people are behaving inappropriately and possibly exploiting them.
- Very occasionally it may be necessary to restrain a child or young person who is harming her/himself or others. Use the least possible force and inform the parents as soon as possible. All such incidents should be recorded and the information given to the Parish Safeguarding Representative.
- All physical contact should be an appropriate response to the child's needs not the needs of the adult. Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately.

### **One-to-one situations:**

*See: Diocese of Salisbury Lone Home Visit and Lone Working Policy*

- Ideally, one-to-one situations should be avoided. If someone is distressed and it is desirable to take them to one side to give them privacy, tell one of the other leaders what you are doing and why.
- When making home visits consideration should be given as to whether this should be done in pairs. It could make the occasion more social for the person being visited and if there are particular concerns, it means that there is someone with whom the concerns can be shared. In the event of any subsequent complaint there are two people who describe what took place and offer support to each other.

### **Receiving money/gifts**

- It is important that staff / volunteers within the church observe personal integrity in financial relationships.
- If they are given money or gifts for any reason they should ensure the donation is acknowledged (by receipt and/or thank you letter) as soon as possible and that either the Youth and Children's Minister or one of the Heads of Pastoral Care are made aware of the gift.
- This both preserves the audit trail for the donation and protects the individual against any complaint that money has been taken without the knowledge or consent of the adult who may be at risk, young person or child.
- Undue pressure should not be placed on children, young people or adults at risk of abuse to give money to the church or to organisations

that the church supports.

- LPAs and official church visitors who supporting adults who may be at risk of abuse should not undertake responsibility for managing an individual's money. If they undertake tasks such as shopping where small amounts of money are involved they should always ensure that receipts for any purchase are given to the person with the items purchased. They should never be in possession of an individual's bank card pin number or be responsible for collecting their pension or benefits.
- The *Safeguarding Vulnerable Groups Act 2006 (Miscellaneous Provision Regulations 2012)* states that a person barred from working with adults at risk must not manage money or undertake shopping tasks for an adult at risk. This means that if a church member is asked officially to undertake this task, they will need to have a DBS Check as that is the only way that the PCC will know whether the individual is a barred person.

### **Giving of money / gifts**

Within the church community a distinction needs to be drawn between actions that take place between friends and actions that take place in the context of a church group or activity. The giving and receiving of gifts between friends is a matter for personal choice but careful thought needs to be given to the giving of gifts within the context of a church group or activity.

This is to ensure that there is no opportunity for individuals to groom children, young people or vulnerable adults prior to abusing or exploiting them. It is also important that the behaviour of church leaders /volunteers is seen to be equitable, reflecting God's acceptance and love for all people. For example:

- No one individual member of a group should be singled out for particular attention. If gifts are given they should always be in a group context i.e. everyone in the group receiving a gift and the gift should be from the church not from an individual leader.
- If it is the custom to mark a special occasion, such as a birthday, then this should apply to all members of the group.
- There also may be occasions when prizes may be given for specific pieces of work or achievements. This should be organised in a fair and equitable manner and be given from the church rather than from an

individual leader.

- If a group leader becomes aware of financial hardship which, for example, is preventing a group member taking part in an activity, support should be given discreetly, and always with the knowledge of the Youth and Children's Minister or, in the case of adults, one of the Heads of Pastoral Care. Monies given should always be given as a gift from the church even if it has been provided by an individual.

### **Behaviour/Language**

- Leaders should model the standard of behaviour they expect from others and ensure that everyone is treated with dignity and respect, regardless of age, gender, ethnicity, disability or sexuality.
- It is important to avoid favouritism
- Church members should be prepared to challenge any unacceptable behaviour or language from both the leaders and group members.

### **Bullying**

- Both adults and children can be subjected to bullying and this should never be ignored or trivialised.
- Ensure that teasing and joking does not go too far and that leaders do not make personal jokes or remarks about people they encounter within their church activities.

### **Medication**

- Group leaders should not be responsible for giving routine medication to adults, young people or children.
- However, there may be occasions when this is unavoidable, at these times the designated leader needs to have been trained by the person's parent/guardian/carer in how to give the medication.
- In the case of children, this should be supported by written information on the appropriate Registration and Consent Form for the activity. (*see Section G: Children and Young People's Group Registration and Consent Form*)

### **Food hygiene**

- If you are preparing and serving food for others it is common sense to ensure that good hygiene has been preserved.
- Courses on food hygiene are run by local authorities and the Diocese of Salisbury would recommend that at least one person who is regularly involved in catering for church events attends one of these courses.

## **8. Communicating with young people via electronic communication**

Social media includes web-based and mobile based technologies which are used to turn communication into interactive dialogue among organisations, communities and individuals.

Social networks, when used effectively, can be a good way of communicating within the church community. However, it is important for individuals working with children, young people and adults at risk, to use these methods in a safe way to protect themselves and the young people with whom they work.

Encouraging young people to think about their personal safety when using the internet should be built in to any advice and guidance given to children and young people attending the church's children and young people's activities.

Below are some guidelines on how social networks should be used within Salisbury St Mark and Laverstock St Andrew. Although many of the guidelines below are directly concerning young people, the same principles should apply to electronic communications on church matters between adults.

Any electronic forms of communication that are to be used within youth and children's work must be agreed by the Youth and Children's Minister and the Vicar and reviewed annually.

Adults who minister to children and young people are strongly encouraged to set very stringent privacy settings on any social networking profile. *(Further advice on this can be sought from the Salisbury Diocesan Board of Education Youth Officers).*

Some social networking websites and programs offer the option for one or both users in a conversation to display a live image of themselves via a webcam. Due to the increased risks of abuse with webcams, adults must not use webcams with young people, neither displaying themselves nor viewing young people.

### **A. Parental Consent**

- Parents should be made aware of and give consent to the Youth and Children's Minister and other named youth leaders who intend to communicate electronically with their son or daughter.
- Parental consent should be gained at the beginning of each academic year for their son or daughter to be contacted
- via; Mobile Phone, Social Networking (if aged 13 or over) and e-mail.

*See : Section G: Template for a consent form that should be completed by the parent/guardian of anyone under 18 with whom you will communicate in this way.*

## **B. Facebook:**

- A 'young person' is defined as anyone under the age of 18, however, Facebook's own rules only allow those aged 13+ to join it. Please always follow the terms set out by Facebook.
- Leaders should not be 'friends' with group members on Facebook as this blurs the line between being a youth leader and a friend of the young person.
- A closed group can be set up for which the Youth and Children's Minister and at least one other adult is the administrator. You do not need to be friends with the young people for this and you should make sure your own privacy settings do not allow members of the group to see your profile.
- This should be a closed group and only young people you know and who attend your groups will be members of the group.
- Allow young people to tag themselves in the photographs if they wish but don't tag them yourself.
- If you are going to put up photographs on the Facebook site, you should ensure you have parental consent for this for young people under the age of 18.
- Adults should not submit "friend" requests to young people. Young people may not be able to decline such requests due to the disparity of power between young people and adults. Young people may ask to be "friends" and adults should discern the level of contact they want to maintain with young people prior to responding to these requests.

## **C. Instagram /Snapchat**

- The Youth Instagram account set up by the Youth and Children's Minister is for the purposes of advertising youth events and sharing news about events that have taken place.
- The Instagram account will not "follow" any young people and will only ever "follow" accounts relating to the practice of youth ministry or church work.
- Staff and youth workers should not befriend/follow/message or post photos of young people on Instagram accounts other than the Youth Instagram account.
- Staff and youth workers should not connect with young people via Snapchat.

## **D. YouTube**

Staff and volunteer youth workers should not subscribe to any young person's YouTube channel

## **E. Email**

- If young people and their parents/guardian give their consent, then information can be sent out by email about the group and any extra activities and trips.
- Emails should be short and should usually be a one-off communication to arrange a meeting or remind young people to attend an event.
- However, remember that not everyone has good reliable internet access so ensure information is provided in other ways too.
- Avoid using chat rooms and instant messaging to communicate with young people.

## **F. Mobile phones / Texting / Instant Messaging**

If young people and their parents/guardian give consent, then text can be a good way to send out reminders of what is happening. Once permission is given, staff and volunteer youth workers can hold mobile phone numbers of the young people in their care.

Priests and employed workers should be supplied with a work-dedicated phone. This way all calls and texts can be accounted for via an itemised phone bill. It also protects the priest or worker's right to a personal life outside work.

Equally priests or employed workers should make it clear that a work phone is what it says it is and not divulge their personal mobile number to the children/young people they work with.

Volunteer youth workers should only make and receive phone calls from phone numbers that are in the public domain within Salisbury St Mark and Laverstock St Andrew.

Below are a few guidelines for good practice:

- Contacting young people via email and mobile phones should only be to young people in the school year 7 (aged 11/12 years) and above. Young people below year 7 should not be contacted via electronic communication.
- Young people should not be contacted before 8:00am and after 9.30pm, unless the young person contacts a youth leader in an emergency outside these hours. *See below for responding to safeguarding concerns.*
- Communication by text should be short and should usually be a one-off communication to arrange a meeting or remind young people to attend an event. Staff and volunteers should use an appropriate tone: friendly but not over-familiar. While communications should be warm and friendly, they should not suggest or offer a special relationship.

- Group rather than individual texting should be used wherever possible, as individually written ones even with the same subject could be misinterpreted as favouritism. The text should be worded in such a way that makes it clear that it is a group text and does not single out a particular person by name.
- Conversations are best written/typed in full and the use of abbreviations avoided. Abbreviations in texts that can have ambiguous meaning e.g. 'lol' which could mean 'laugh out loud' or 'lots of love' should be avoided. All texts should be ended with the sender's name and should never include terms of endearments such as 'kisses' etc.
- If in exceptional circumstances, texts need to be sent to individuals, they should always be from a work-dedicated phone. They should only be used to convey information about the youth programme and not be allowed to develop into long personal conversations.
- Staff and youth leaders can make phone calls to young people but these should always be kept short and be restricted to conveying information about the youth programme.
- When in discussion with a young person, topics, which are of a sensitive nature or could be easily misinterpreted, should not be discussed via phone calls or other electronic communication. A face-to-face meeting (ideally with a third person present) should be arranged.
- Young people should be aware that whilst staff and volunteers will exercise appropriate discretion in dealing with the substance of electronic communication they cannot promise confidentiality.  
*For further information see Confidentiality and Information Sharing*
- Any texts or conversations that raise safeguarding concerns should be saved and passed on/shown to the Vicar, supervisor or Parish Safeguarding Representative. If the young person appears to be in immediate danger the police should be contacted. *For further information see Section B Safeguarding Procedure for reporting concerns about abuse*
- Adults should not be engaging with young people through Instant Messaging.
- When a member of staff or volunteer youth worker leaves the youth work team, the young people's telephone numbers should be removed from private phones and any other digital or written records. Work phones should be returned to the church office for secure storage.

## **G. Twitter**

- Young people can follow staff and volunteers on Twitter. Leaders should be aware as they tweet that they are a role model to young people.
- Direct private messages should not be sent or responded to as these are hidden form of communication
- Staff and volunteers must not follow young people on Twitter.

## **H. Personal Use of Social Networks**

It's important to realise that personal use of social networks is really a portrayal of your position and your ministry within the church.

People who follow you won't see the distinction of your personal life and your role in the church. Therefore, it is important to think through the message you are sending through these networks.

A good guideline to use is "if you wouldn't send it from the church email address, don't post it to a social network".

## 9. Recommended Adult to Child Ratios

*Based on guidance published by the NSPCC on Preventing Abuse /Safeguarding and the Diocese of Salisbury Safeguarding and Good Practice Guidelines: Working with children, young people and adults: Revised Edition May 2013*

- When organising activities or events with children (i.e. people under 18 years of age) it is important to ensure that there is an appropriate level of supervision.
- It is important that there are enough staff and volunteers to ensure that children are safe and that the adults supervising them are suitable to undertake the tasks that are needed.
- Supervision levels will vary depending on the children's age, gender, behaviour the abilities within the group. They will also depend on:
  - The nature and duration of the activities
  - The competence and experience of the staff involved
  - The requirements of the location, accommodation
  - Any special medical needs
  - Specialist equipment needed

The Children Act (2004) recommends the following ratios for supervising children under eight years of age:

Indoor Activities		Outdoor Activities	
Age	Ratio	Age	Ratio
0–2	1:3	0–2	1:3
2–3	1:4	2–3	1:4
3–8	1:8	3–8	1:8

The Children Act only specifies the ratios for children under eight years old.

The recommended ratios for children and young people over eight years of age are as follows:

- One person for the first eight children
- One extra person for every twelve children.

There should always be at least two adult leaders with a group of children. For mixed-sex groups, there should always ideally be one male and one female leader.

The Salisbury Diocesan Children and Young People's Advisors would recommend for a low risk activity with independent young people of secondary school age there are no more than 16 young people to each adult, with at least two adults, preferably one male and one female, for the group. However, your risk assessment may identify a need for higher ratio than this.

## **Young Leaders**

When young people are helping to supervise younger children then only people over eighteen or over should be included as adults when calculating adult to child ratios.

Young people under the age of eighteen who are being encouraged to develop their leadership skills through helping should always be overseen by an appointed worker who will be responsible for ensuring that good practice and safeguarding procedures are followed and that the work they are doing is appropriate to both their age and understanding.

Adults who assist on one or two occasions must be responsible to and supervised by an appointed worker. Thereafter, they should become part of the team and be properly appointed through the normal recruitment process which will include an enhanced DBS Check.

## **Toilet Ratios**

*Based on guidance from the NSPCC*

If the group has both boys and girls there should be at least one male and one female leader supervising visits to the toilet

Adults who have not previously volunteered and have not undergone the necessary vetting checks should not be left alone with children or take them to the toilet unaccompanied.

In larger groups of children encourage groups to take a comfort break together. For example, with a ratio of two adults to ten children, one adult could supervise hygiene duties while the other supervises safety and a head count.

## **Activities /Events for Adults**

People organising activities for children and young people are used to thinking about ratios of adults to children. However, it is also worth thinking about this for activities that involve adults who might be at risk of abuse.

A minimum of two helpers is recommended for any activity (one male and one female if you have a mixed group) but preferably three for groups of up to twenty and more for larger groups. Some people may need one-to-one support.

However, as the church is not a Registered Care Agency, if an individual needs personal care during the time they are attending an activity or event they will need to be accompanied by someone qualified to provide that care. An exception would be if someone needed assistance because of an unexpected emergency.

Activities /events should be planned carefully and include a risk assessment.

To ensure that church activities are inclusive, consideration needs to be given to:

- The availability of accessible toilets
- Access for wheelchairs
- The suitability of the activity for people who may have limited mobility

- The provision of information in written format may cause difficulty for those with visual impairment or those people who cannot read
- The fact that some people may have hearing impairment
- The safety and well-being of people who have cognitive impairment and may not be able to make decisions regarding their own safety.

## **10. The hiring of church premises and safeguarding**

If any part of premises owned by the church is to be used by an individual or group for an event or activity which is not part of the church's on-going ministry (i.e. not sanctioned by the PCC) then the following guidance needs to be followed.

However, although the safety and well-being of people attending these activities/events are not the direct responsibility of the PCC there remains a duty of care and a duty to adopt best practice.

This means that any information given to hiring bodies should include information on the procedures they are recommended to follow if harm is caused to a child, young person or adult at risk of abuse.

For both one-off and regular hiring, a written hiring agreement should be completed whether or not the PCC is intending to make a hiring charge.

If the activity or event will include children, young people or adults who are at risk of abuse the hiring agreement and any accompanying guidance should include the following information:

- The PCC of St Mark Salisbury and St Andrew Laverstock is committed to the safety and well-being of all children, young people and adults who may be at risk of abuse.
- The hiring body is required to ensure that children and adults who may be at risk of abuse are protected at all times, by taking reasonable steps to prevent injury, illness, loss or damage occurring and that they carry full liability insurance for this.
- If the hiring body has its own safeguarding procedures a copy of those procedures should accompany the hiring form. These are the procedures that will be followed in event of a child, young person or adult who is at risk of abuse is caused significant harm during the period that the premises are being hired.
- If the hiring body does not have safeguarding procedures, then they will be given a copy of the Safeguarding Procedures agreed by the PCC and informed that these are the safeguarding procedures that are to be followed. In event of a child, young person or adult who is at risk of abuse is caused significant harm during the period that the premises are being hired the matter will be referred to the appropriate statutory body.
- If any accident or incident takes place, then the Accident and Incident Form should be completed and given to one of the Church Wardens at the earliest opportunity.
- If the hiring body is required to register with OFSTED, then a copy of the registration certificate should accompany the booking form.

- For events /activities for children, hiring bodies should adopt the adult to child ratios as outlined in the Section *Recommended Adult to Child Ratios*

## **11. First Aid Checklist**

### **In respect of Church Groups and Activities leaders should ensure that:**

- There is at least one recently trained First Aider on the team so that there is always someone available for all group activities.
- All premises used have a properly equipped First Aid kit.
- First Aid kits are taken on any off-site activities
- First Aid containers are identified by a white cross on a green background.
- First Aid kits are clearly located and recognisable but out of reach of children.
- The contents of the First Aid kit are stored in a waterproof container and the designated worker should regularly check the contents.

### **Activities away from church premises**

When organising an activity offsite, the leader must ensure that:

- A first aid kit is taken with you
- Everyone is aware who is responsible for First Aid.
- At least one of the leaders has a have a mobile phone if there is not access to a land line at the venue. Check there is good signal and find out where the nearest landline is.
- The leaders have written down the full address and post code of the venue should they need to inform the emergency services

### **Recording accidents**

- An Accident Book and copies of the Salisbury St Mark and Laverstock St Andrew Accident and Incident Form should be available on all the Church premises (St Marks, St Andrews and the Barrington Centre)
- All accidents should be recorded in the Accident Book and the Salisbury St Mark and Laverstock St Andrew Accident and Incident Form be completed.
- If an accident occurs away from church premises the Accident Book and the Salisbury St Mark and Laverstock St Andrew Accident and Incident Form should be completed at the earliest possible opportunity.

*See Section G: Accident and Incident Form*

### **Recommended Contents of First Aid Kit**

- First Aid in an Emergency leaflet
- HSE Medium Sterile Plastic wrapping 12x12cm dressing
- HSE Large (18x18cm) dressing in sterile plastic wrapping
- Disposable Triangular bandage 90x90x127cm
- Non-woven disposable triangular bandages
- No 16 Eye pad in sterile plastic wrapping
- Assorted wash proof plasters in packs of ten

- Cleansing wipes individually wrapped, antibacterial wipes impregnated with Cetrimide. Pack of 10 alcohol free wipes
- Micro porous tape 1.25cm x10cm
- SJS Nitrile Powder Free examination gloves
- Finger dressing (3.5 x 3.5cm) sterile in plastic wrapping
- Revive Aid face shield with a one-way valve
- Clinical Waste Bag Small (35.5 x45.5cm) Disposable, yellow bags for the safe disposal of clinical waste.
- Disposable Heat Retaining blanket (metalized polyester film) 210 x 160 cm
- Eye Wash Phials 20ml Pack of 25 x 20ml phials
- Burn shield dressings (10x10cm) each contain the specially formulated Hydrogel which is non-toxic and non-irritant
- Heavy duty Tuff-Kut scissors

## **Section F: Guidance from the Diocese of Salisbury**

### **Contents:**

- **Diocese of Salisbury Disclosure Report Forms**
- **Safeguarding Complaints Policy**
- **Authorised Listeners: Help for People who have been abused within the church:**
- **Policy on Visiting Clergy/Ministers**
- **Protocol for managing safeguarding in an interregnum**
- **Home Visit and Lone Working Policy**

## **Guidance on Completing Disclosure Report Form**

The form is a simple template to enable anyone in a parish to report either a disclosure of abuse (child, young person or vulnerable adult) or where abuse has been observed.

It should be completed as soon as possible after the event. The information should be communicated to the Diocesan Safeguarding Adviser, initially by phone.

A copy of the form should be sent to the DSA in an envelope marked 'Strictly Confidential'. The original should initially be stored in a confidential place and kept under lock and key as it may be needed as evidence in any court proceedings.

The template offers a way of recording the information in a way that is acceptable as evidence in that it is factual, and the Who, When, Where information that is required.

Heather Bland

DSA

13 November 2014

Name of child/adult.....

Age and date of birth (if known).....

Ethnicity .....

Religion .....

First language.....

Does the person have a medical condition or identified need? YES/NO

If yes, what? .....

Parent/guardian/carer name.....

Home address.....

.....

Telephone number.....

Are you reporting your own concerns or passing on those of somebody else?

Give details : .....

:.....

.....

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Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents

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.....

Any physical signs? Behavioural signs? Indirect signs?

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.....  
.....

Have you spoken to the person? If so, what was said?

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.....  
.....

Have you spoken to the parent/guardian/carer (if it is safe to do so)?  
If so, what was said?

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

Has anybody been alleged to be the abuser? If so, give details

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

Have you consulted anybody else? Give details

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

Your name and position

.....

To whom reported, their status or role, and date of reporting

.....

.....

Details of any advice or instructions given by this person

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Signature.....

Today's date.....

## **Safeguarding Complaints Policy**

The Diocese of Salisbury views complaints as an opportunity to learn and improve for the future, as well as a chance to put things right for the person that has made the complaint.

Our policy is:

- To provide a fair safeguarding complaints procedure which is clear and easy to use for anyone wishing to make a safeguarding complaint
- To publicise the existence of our safeguarding complaints procedure so that people know how to contact us to make a safeguarding complaint
- To make sure everyone at the diocese knows what to do if a safeguarding complaint is received
- To make sure all safeguarding complaints are investigated fairly and in a timely way
- To make sure that safeguarding complaints are, wherever possible, resolved and that relationships are repaired and reconciliation explored
- To gather information which helps us to improve what we do

### **Definition of a Safeguarding Complaint**

A Safeguarding complaint is any expression of dissatisfaction or concern, whether justified or not, about a safeguarding matter in the Diocese of Salisbury. It may relate to:

- Concern about possible abusive behaviour by a member of the clergy; licensed, authorised or commissioned lay person or a church officer. This can include abuse that falls within the following definitions:
  - Physical abuse
  - Emotional abuse
  - Sexual abuse
  - Spiritual abuse
  - Financial abuse
  - Domestic abuse/violence
- Concern about a way that a safeguarding matter has been handled by a member of the clergy; a licensed, authorised or commissioned lay person; a church officer or an employee of the Diocese when it has been brought to their attention.

## **Where Complaints Come From**

Complaints may come from:

- a person who considers that they have been subject to abusive behaviour by a member of the clergy; a licensed, authorised or commissioned lay person; a church officer or an employee of the Diocese
- a person who is dissatisfied with the service that they have received in respect of a safeguarding matter from a member of the clergy; a licensed, authorised or commissioned lay person; a church officer or an employee of the Diocese.
- Any agency involved in safeguarding who is similarly concerned

A formal safeguarding complaint can be received by phone, in person, by email or in writing.

It is our policy that we will not investigate anonymous safeguarding complaints.

This policy does not cover:

- Safeguarding complaints relating to diocesan church schools, where the individual school's complaints process should be used. .
- Complaints from staff, who should use the Board of Finance's grievance or dignity at work procedure.

### **Confidentiality**

All information relating to safeguarding complaints will be handled sensitively, telling only those who need to know and following any relevant data protection requirements.

### **Responsibility**

Overall responsibility for this policy and its implementation is with Bishop's Council sitting as the Board of Directors.

### **Review**

This policy is reviewed regularly and updated as required.

### **Safeguarding Complaints Procedure of the Diocese of Salisbury**

Safeguarding complaints should be directed to the Diocesan Safeguarding Adviser who is based at Church house or the Bishop's Chaplain. The complaint may be made verbally or in writing.

#### **Publicised Contact Details for Complaints:**

Written complaints about safeguarding should be sent to the Diocesan Safeguarding Adviser (DSA), Church House, Crane Street, Salisbury, SP1 2QB. Email:

[heather.bland@salisbury.anglican.org](mailto:heather.bland@salisbury.anglican.org)

In the absence of the DSA or if the complaint is about the DSA then they should be directed to the Bishop's Chaplain, South Canonry, The Close, Salisbury, SP1 2ER.

Email: [bishops.chaplain@salisbury.anglican.org](mailto:bishops.chaplain@salisbury.anglican.org)

## **Authorised Listeners:**

### **Help for People who have been abused within the church:**

*This information is from the Diocese of Salisbury website and is dated May 2015*

Those who have been abused by members of the Church of England, clergy or lay employees, can be put in touch with people who can listen, help and, most importantly, believe them.

#### **In the Church of England**

In 2011 The House of Bishops produced '*Responding Well to Those Who Have Been Sexually Abused: policy and guidance for the Church of England*'. They stated:

*"Each diocese should appoint carefully chosen, competent and trained people who will be able to be 'authorised listeners' for those who disclose, in particular for those who disclose abuse from within the church community."*

#### **In the Diocese of Salisbury**

Salisbury Diocese has a scheme to put people who have been abused by members of the Church of England, clergy or lay employees, in touch with people who can listen to them and help them and most importantly, believe them.

The procedure of identifying an individual who would like to use the services of a listener will probably (although not always) start at parish level. All clergy and Parish Safeguarding Representatives have been made aware of the Authorised Listener service.

When there is an approach for a listener, the Diocesan Safeguarding Adviser will be informed and access to a listener arranged. Part of this procedure will need to ensure that the individual requiring a listener does not personally know the listener allocated. A maximum of three sessions will be arranged initially. We have listeners in Wiltshire and Dorset and can make sure that people are seen quickly. Appointments take place in neutral venues.

#### **Other organisations**

In addition to the Authorised Listener Scheme there are other independent organisations who will help people who have been abused:

**Abuse Survivors** provides information, advice and support to those affected by abuse. Run and staffed by volunteers. [www.abuse-survivors.org.uk](http://www.abuse-survivors.org.uk)

**NAPAC** (The National Association for People Abused in Childhood) supports people who suffered any sort of abuse as a child, not just sexual abuse. [www.napac.org.uk](http://www.napac.org.uk)

**The Survivors Trust** is a national umbrella agency for over 135 specialist rape, sexual violence and childhood sexual abuse support organisations throughout the UK and Ireland. It provides advice and information about other helplines available. [www.thesurvivorstrust.org](http://www.thesurvivorstrust.org)

## **Policy on Visiting Clergy/Ministers**

### **Background**

Safeguarding and Clergy Discipline Measure, Canon C 8 (2) (a) provides an important exception to the general rule that a minister may not minister without the bishop's authorisation. It permits a minister to exercise ministry on an irregular basis at the specific invitation of the incumbent without seeking the bishop's permission. The incumbent must be satisfied that the minister is "of good life and standing and otherwise qualified under this Canon."

Failure to make the appropriate enquiries to ensure that someone is of good life and standing is therefore a significant breach of the Canons and could be the subject of disciplinary proceedings.

### **Policy**

If an incumbent or Priest-in-Charge wishes to invite a guest preacher to speak, who does not hold any form of Salisbury Diocesan licence, **and the incumbent or priest-in-charge will be present in the service** there is no need to ask permission from the Diocesan Bishop.

For all other invitations to those not listed as being licensed on the Salisbury Diocesan Directory the incumbent or Priest-in-Charge needs to contact the Bishop's Office to seek permission prior to the service or event it is hoped they will engage in. The Bishop's Chaplain will need to check their status with their bishop before the proposal can be confirmed.

In the case of an ecumenical colleague, it would be necessary to check their standing with the appropriate district chair or moderator. And, to complete the picture, a priest from overseas would need permission from the Archbishop of Canterbury but only where that person will be taking a service alone (not just preaching) without any other licensed clergy from the 'home' parish present.

These rules will also apply to the Cathedral.

One such example would be: when inviting a lay person, priest or Bishop to lead worship, who is not listed on Salisbury's Diocesan Directory as having a licence or Permission to Officiate.

### **Protocol for managing safeguarding in an interregnum**

When it is known that a member of clergy is considering leaving / due to retire / has another post the following process will be initiated:

- The Suffragan Bishop's Secretary will copy the Diocesan Safeguarding Adviser into the Notification of Departure.
- The Diocesan Safeguarding Adviser will check the list of known offenders / issues of concern - if any issues are present these will be discussed with the Vicar prior to his / her departure and an initial discussion with a Church Warden and Rural Dean initiated.
- The Church Wardens should agree who will take the lead on Safeguarding issues during the interregnum and inform the Diocesan Safeguarding Adviser.
- If any Safeguarding concerns arise during the interregnum the Church Warden should contact the Diocesan Safeguarding Adviser immediately and agree a process for managing the situation.

#### **Known Offender**

If an offender / or person causing concern attends the church:

- The Diocesan Safeguarding Adviser will speak to the incumbent about handover processes and agree who will monitor during the interregnum.
- The Diocesan Safeguarding Adviser will ensure: the person monitoring has a copy of the Contract / knows the concerns; the offender knows who will be responsible and that the nominated person has the Diocesan Safeguarding Advisers details.
- The Diocesan Safeguarding Adviser will keep in contact with the nominated person during the interregnum.
- When a new incumbent is appointed the Diocesan Safeguarding Adviser will discuss the situation with him / her and arrange for a revised agreement to be signed with the offender.

#### **An Offender wishes to join the church**

Where an offender wishes to join a church during an interregnum:

- The Diocesan Safeguarding Adviser will discuss with the Church Wardens who will take the lead on the situation or nominate a person to do this.
- The usual contractual processes will take place and the contract will be signed by a Church Warden / nominated person.
- The Diocesan Safeguarding Adviser will inform the new incumbent when he / she is in post and a meeting will be arranged with the offender / incumbent and a new contract signed.

## **A new case**

Where a new case comes to light during an interregnum:

- The Diocesan Safeguarding Adviser will contact the Church Wardens /Rural Dean / Assistant Clergy to discuss the situation and process for handling the case.
- The Suffragan Bishop / Archdeacon will be informed immediately and practical and pastoral support discussed and agreed.
- The Diocesan Safeguarding Adviser and the parish will agree who will lead on the situation.
- Should a disclosure be made in the parish the Church Warden / PSR will inform the Diocesan Safeguarding Adviser and agree how the situation will be managed.

## **Blemished Disclosure**

The Diocesan Safeguarding Adviser will agree with the Church Wardens / Rural Dean / Assistant Clergy who will lead on cases of blemished disclosures.

- The Diocesan Safeguarding Adviser will inform the new incumbent of any concerns / issues.
  - If any concerns or issues arise the Diocesan Safeguarding Adviser will be available to discuss these at any time.

The Diocesan Safeguarding Adviser can be contacted on:

[heather.bland@salisbury.anglican.org](mailto:heather.bland@salisbury.anglican.org)

Heather Bland: 01722 411922 Mobile 07500 664800

## **Home Visit and Lone Working Policy**

### **Purpose**

- This policy highlights areas of potential risk and ways of minimising this risk when visiting people in their own homes, and other settings as a lone worker.
- This policy applies to all clergy and volunteers.
- Personal safety must be the first priority for everyone. This policy is a good practice guide to help manage potential risk.

### **Before you make your visit**

- Only initiate contact with an individual with their full knowledge and permission.
- Make an appointment so that people will have advance notice of your visit.
- You should be clear about why you are going and the limit of your helping relationship.

### **Guidelines for managing risk**

- Make the first contact by phone and ascertain as much information as possible during this contact. Find out if the person is likely to have other people in the house, and who they are.
- Visiting in pairs is best practice – not husband/wife pairs. Never visit someone of the opposite sex on your own. If you do not have the luxury of taking a second person with you each time but there are any doubts in your mind then consider if two people should go for at least the first visit.
- Always carry an ID card if you have been given one. If not then take some form of identity linking you to the church you are representing (a signed paper with the church logo on or a photo of yourself on church headed paper, whatever your church decides).
- Let someone know where you are going and when to expect you back.
- Keep your mobile phone switched on.
- Arrange a time to telephone the person you have told at the end of the visit. This can be done by sending a standard mobile text message after the visit.
- You can arrange to meet the person outside of their home, or on neutral territory, if this is practicable.
- Try to be punctual. Delay or early arrival (even by a few minutes) can be upsetting to the person you are visiting. If you are unavoidably delayed, please ring them and explain the reason for your delay and give an approximate time of arrival.

## **During Home Visits**

### **Communication**

- Effective communication can greatly reduce the risk of aggressive, or potentially violent, situations developing.
- Be aware of tone of voice and body language, cultural issues and sensitivities.
- If necessary ask the client to turn off the TV or radio as they can be a distraction.
- Ask the client how they would like to be addressed.
- Remind the client that everything they tell you will be treated in confidence.

### **Precautions**

While acknowledging that some visits cannot be planned in advance and will happen spontaneously it is important to take care take some basic precautions at all times:

- Always try and park in a well-lit area and facing the way you need to leave.
- Do not enter the property if you feel unsure or uncomfortable with the situation.
- Always be prepared to leave immediately. Do not take off your coat or unpack any papers until you feel comfortable in the situation.
- Ask for any dogs or other pets to be secured where appropriate (a dog could be used in conversation to defuse an aggressive person, it could also attack you if the owner were to become aggressive)
- As you enter, ask the person to lead the way so you are behind them, not the other way round.
- If possible, sit so you have a clear exit to the door and the client is not between you and it. Do not go upstairs or into any bedrooms.
- If the person is confined to bed either regularly or temporarily then remember to knock & wait before entering the bedroom. Sit on a chair not on the bed and leave the door ajar.
- Find out if anyone else is in the property and what their relationship is to the client. If applicable, ask the client if they have given their permission for the third party to attend the meeting.
- Never give or accept money or gifts of any kind from the client. If they wish to donate to the church it should be done in an official way agreed by your parish finance officer and the nominated person for adults. Some vulnerable people will be very eager to please a visitor and may feel obliged to give a gift and some may have poor memory so that they may not remember that the 'gift' they are offering is actually a valuable piece that their daughter is expecting to get in the future.
- Record visits in a notebook – date, times, people present, any concerns to pass on etc. This is especially important if you think there may be safeguarding issues present but is also good practice generally.
- Explain clearly if and when you will return to see them.

## **Section G: Templates of documents to be used**

### **Contents:**

- **Accident and Incident Form**
- **Children and Young People's Group Registration Form**
- **Holiday Club Registration Form**
- **Information for Trip/Special Activity**
- **Parental Consent for Special Activity or Offsite Trips**
- **Leaders' Checklist for Trips and Off-site Activities**
- **Email, Facebook and Mobile Phone Consent**
- **Parental Consent for Photographs (Single event)**
- **Behaviour Agreement**

**Salisbury St Mark and Laverstock St Andrew  
Accident and Incident Form**

**This form should be completed immediately after any accident or incident has occurred**

For the purpose of this document the definition of accident and incident are as follows

- **Accident:** An incident where harm has been caused to an individual or individuals
- **Incident:** Event that has led to harm being caused to an individual or individuals or which had the potential to cause harm to an individual or individuals

**Name of person completing this form**

.....

**Information on the accident / incident**

Day, date and time of the accident / incident

.....  
.....

Names, addresses and ages of those involved in the accident / incident

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

Where did this accident / incident take place?

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

Brief description of accident / incident

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

Action taken at time of accident / incident and by whom

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

Who witnessed the accident / incident? (Names, addresses, telephone numbers, and ages if under 16) Normally only two witnesses would be needed.

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

**Group Activity**

If the accident / incident took place during a group activity:

Name of the group:

.....

Who is normally responsible for this group? (Name, address and telephone number)

.....

.....

.....

.....

Who was responsible for the group at the time of the accident / incident, if different from the above? (Name, address and telephone number)

.....

.....

.....

.....

Which other members of staff /volunteers were supervising the group at the time of the accident / incident? (Names, addresses and telephone numbers)

.....

.....

.....

.....

.....

.....

.....

.....

.....

**Premises / Equipment**

Is the site or premises still safe for your group to use? YES NO (Please circle)

Is the equipment still safe for to use? YES NO (Please circle)

Have you retained any defective equipment?

YES NO NONE INVOLVED (Please circle)

If retained where is it being kept and by whom?

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

**Signature of person completing this form**

Signed:.....

Print Name: .....

Date:.....

**Form seen by Church Warden**

Signed: .....

Print Name:.....

Date:.....

**Form seen by Vicar**

Signed: .....

Print Name:.....

Date:.....

**Further Action to be taken**

**What further action needs to be taken to prevent a recurrence of the accident / incident?**

Action:.....  
.....  
.....  
.....

Person responsible:.....

Date action taken.....

Action:.....  
.....  
.....  
.....

Person responsible:.....Date action taken.....

**Who needs to be informed of the accident / incident?**

Name:.....Date informed.....

By whom.....

Name:.....Date informed.....

By whom.....

Do the Church's Insurers need to be informed? **YES**    **NO**    (Please circle)

If yes: Date informed.....

By whom.....

**Children and Young People’s Group Registration and Parental Consent Form**

To enable us to provide activities for your child in a responsible and caring way please could you complete and sign this Registration and Consent Form.

**Contact information**

**Child’s Name**

.....

**Date of birth** .....

**School Year** .....

**Address**.....

.....

**Parent / Guardian’s name**.....

**Parent / Guardian’s Address (if different from above)**

.....

.....

**Contact phone numbers (include dialling code)**

Home .....

Mobile .....

Work (if applicable) .....

Email address .....

Additional contact & contact phone numbers (if the above is not available)

Name .....

Contact phone number/s .....

## **Court Orders**

Due to the legislation contained within The Children Act 1989, it is also important that the children and young people's leaders are made aware of any court orders which have been made against your child. Should this be applicable, please indicate the nature of the order below.

Details of any court order:

.....

## **Medical and educational information**

**Has the child any known medical conditions?**

.....

.....

.....

**Details of any medication being taken:**

.....

.....

*If your child requires medication during the activity please ensure it is clearly named, the dose required clearly indicated and it is given to a leader when your child arrives.*

**Does the child have any allergies or dietary requirements?**

.....

.....

.....

**Does the child have any special educational needs?**

.....

.....

.....

**Any other relevant information:**

.....

.....

**Family Doctor**

Name:.....

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

Telephone Number:.....

## Consents

### The following should be signed by a parent/guardian or adult with parental responsibility

I understand that the above named child will be under the control and care of adults approved by the PCC only whilst the above named child is travelling to, in, or returning from their group or activity and that, whilst the leaders in charge of the group will take all reasonable care of the above named child, they cannot necessarily be held responsible for any loss, damage or injury suffered by the above named child during, or as a result of our activities.

**Signature**..... **Date** .....

In the unlikely event of an emergency I give my permission for children and young people's leaders to seek appropriate medical attention for my child. I also give my consent to any necessary medical or dental treatment (including an anaesthetic) that may be necessary in event of an emergency and/or if I am not contactable.

**Signature**..... **Date** .....

Photographs including videos may be taken by a photographer during the activity to record the event for monitoring, recording and publicity purposes. These may be displayed on a church notice board, form part of a PowerPoint presentation or appear on the Website of Salisbury St Mark and Laverstock St Andrew.

I give my consent to photographs including video being taken of my child during the activity. **Yes**  **No**  **Signature**.....**Date** .....

I give my permission for Salisbury St Mark and Laverstock St Andrew to retain the information on this form, in a secure place.

**Signature**..... **Date** .....

I give my permission for this information to be stored electronically

**Yes**  **No**  **Signature**.....**Date** .....

I understand that I am responsible for updating the leaders of any changes to the information that I have provided on this form.

**Signature**..... **Date** .....

**Holiday Club Registration Form**

**Contact information**

**Child's Name**

.....

**Date of birth** .....

**School Year** .....

**Address**.....

.....

**Parent /Guardian's name** .....

**Parent /Guardian's Address (if different from above)**

.....

.....

**Contact phone numbers (include dialling code)**

Home .....

Mobile .....

Work (if applicable) .....

Email address .....

Additional contact & contact phone numbers (if the above is not available)

Name .....

Contact phone number/s .....

## **Court Orders**

Due to the legislation contained within The Children Act 1989, it is also important that the holiday club leaders are made aware of any court orders which have been made against your child. Should this be applicable, please indicate the nature of the order below.

Details of any court order.....

.....

## **Medical and educational information**

### **Has the child any known medical conditions?**

.....  
.....

### **Details of any medication being taken**

.....  
.....

*If your child requires medication during the time he/she attends the holiday club please ensure it is clearly named, the dose required clearly indicated and it is given to a leader when your child arrives.*

### **Does the child have any allergies or dietary requirements?**

.....  
.....

### **Does the child have any special educational needs?**

.....  
.....

### **Any other relevant information**

.....  
.....

## **Consents**

If someone other than a parent/guardian will be collecting your child from the holiday club please indicate your consent by signing below

I give consent for.....to collect my child from the holiday club

**Signature**.....

**Date** .....

In the unlikely event of an emergency I give my permission for leaders of the holiday club to seek appropriate medical attention for my child.

**Signature**.....

**Date** .....

Photographs including videos may be taken by a photographer during the holiday club to record the event for monitoring, recording and publicity purposes. These may be displayed on a church notice board, form part of a PowerPoint presentation or appear on the Website of Salisbury St Mark and Laverstock St Andrew.

I give my consent to photographs including video being taken of my child during the holiday club.

**Yes**                       **No**                       **Signature**.....

**Date** .....

I give my permission for Salisbury St Mark and Laverstock St Andrew to retain the information on this form, in a secure place.

**Signature**.....

**Date** .....

### **Information for Trip/Special Activity**

Dear Parent/Guardian (or adult with parental responsibility)

I am writing to inform you of an activity that we are proposing for (*name of children's' / young people's group*)

Name of Activity/Visit:

Details of the activity:

Type of activity (*please specify any particular adventurous or more hazardous activity e.g. outdoor pursuits, go karting, water sports etc.*)

Venue:

Date:

Cost:

Time of event:

Departure:

Return:

Transport arrangements:

*Extra details e.g. Insurance details, ratio of adult to child, person responsible for the activity and their qualifications if applicable*

In order to attend this activity your child will require: *Add details about packed lunch, spending money, etc. For some trips, it may be advisable to include a more detailed kit list.*

If you need to contact the group during the trip please call (*name and number*)

Your child MUST return the completed activity consent form by (*date*) in order to take part in this trip.

If you have any further questions about this trip please contact:

A Parent/Guardian (or adult with parental responsibility) must complete the *Salisbury St Mark and Laverstock St Andrew Consent for Special Activity or Offsite Trip form* before a place will be given to a child or young person to attend this activity.

*This form should either include a description of the Special Activity or Offsite Trip or be accompanied by an information sheet on the Special Activity or Offsite Trip so that parents know what they are giving consent to. Parental consent can only be given in respect of someone under 18 years of age.*

## **Parental Consent for Special Activity or Offsite Trip**

In the interests of your child it is important that you let us know any changes to the details you have given us on the Children and Young People's Group Registration and Consent Form (health e.g. allergies, emergency contact numbers etc.)

If you have not previously completed a Registration and Consent Form then it needs to be completed and given in with this form.

I have read the information sheet regarding the activity/trip and understand what is involved. I acknowledge the need for responsible behaviour on his/her part throughout the period and the need for him/her to take special note of any safety instructions.

I, the parent/guardian/ or adult with parental responsibility hereby give permission for ..... (*name of participant*) to fully take part (or with the exception of ..... ) in the ..... (*name of trip*) organised by (*children / young people group name*) taking place on ..... (*date and times*).

- My child can swim 50m unaided YES/NO (*only ask if activity includes water sports or swimming*)
- I consider the participant to be medically fit to participate in the activities outlined.
- I give my consent to any necessary medical or dental treatment (including an anaesthetic) that may be necessary in event of an emergency and/or if I am not contactable.
- I confirm that I have completed the Children and Young People's Group Registration and Consent Form and the information is up to date and applicable to this activity.

Any new information to be added here:

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

Signed Parent/Guardian (or adult with parental responsibility):

.....

Print name:.....

Date:.....

## Leaders' Checklist for Trips and Off-site Activities

*A copy of this list and copies of the Children and Young People's Group Registration and Consent Form and Consent for Special Activity or Offsite Trip should be left with an identified leader (base person) who is not a participant in the trip or activity. A copy of this form should also be left in the church office. This form could be adapted for off-site trips and activities involving adults if it was thought appropriate.*

Name of Group going on trip /taking part in off-site activity: .....

Date /s of trip/activity:.....

Destination: .....

Contact mobile phone number for leader:.....

Contact telephone number of destination e.g. activity centre:.....

Contact number for Transport Company (if applicable): .....

First aid kits up to date and complete: **Yes**  **No**

Insurance cover organised: *(date /name of insurer /policy number)*.....

Name and contact number of base person: .....

Leaders' Checklist left with base person: **Yes**  **No**

<b>Information on Leaders</b>			
Name	Emergency contact number		
<b>Information on Participants</b>			
Name	Parental consent form received	Medical Information received	Emergency contact number

## Parental Consent to communicate with young people via electronic communication

Please note that the information on this form is for the use of the young peoples' leaders of Salisbury St Mark and Laverstock St Andrew and is not available for the use of any other individuals or groups. This means that we will not disclose your email address or mobile number to another individual without your permission. This form will be filed for retrieval at subsequent dates.

### Text

To improve communication and the distribution of information via text we would be grateful if you could give us your mobile number – if you can receive text messages.

### Facebook

A 'closed' Facebook group has been set up for young people (aged 13-18) at (*please enter details of this*). 'Closed' means that only people who regularly attend the group will be accepted as members of the Facebook group and can access the site.

On this site, there is information about (*add the things you will use the site for e.g. details of events, the programme for the term, young people's views and opinions about church etc.*)

Do you have regular (at least once a week) connection to the Internet?

Yes/ No Would you like to join the (*group name*) online group? Yes/ No

Name.....

Date of Birth.....

Age.....

Email address:

.....

Mobile number.....

## Parental Consent

To be completed by Parent/Guardian (or adult with parental responsibility) – please delete those that are not appropriate:

I give my consent to my child: .....

- Receiving text messages regarding arrangements about the young people work at (Group name)
- Joining the Salisbury St Mark and Laverstock St Andrew (Group name) page
- I give/do not give my permission for this information to be stored on a PC

I understand that this information (email address &/or mobile number) will not be disclosed to another individual or group without my permission.

Signature of parent/ guardian (or adult with parental responsibility)

.....

Printed name.....

Date.....

# St Mark St Andrew

SERVING JESUS, EACH OTHER, OUR WORLD

## Parental Consent for Photographs

### (Single event)

Photographs including videos may be taken by a photographer during the *(Name the event /activity)* to record the event for monitoring, recording and publicity purposes.

These may be displayed on a church notice board, form part of a PowerPoint presentation or appear on the Website of Salisbury St Mark and Laverstock St Andrew.

**Name of Child** .....

I give my consent to photographs including video being taken of my child during the activity. **Yes**  **No**

**Signature**.....**Date** .....

I give my permission for Salisbury St Mark and Laverstock St Andrew to retain the information on this form, in a secure place.

**Signature**..... **Date**

.....

I give my permission for this information to be stored electronically

**Yes**  **No**

**Signature**.....**Date** .....

*This behaviour agreement should be used at the discretion of the Youth and Children's Minister. If it is decided that it would be helpful to use within a children or young people's group, it should apply to and be signed by all members of that group not just by a child or young person who may be behaving in a way that is causing concern.*

## **Behaviour Agreement**

We want everyone to be able to have a fun and safe time at (Insert Activity or group.)

How you behave will contribute to this. So please read through the expectations set out below and sign to say that you will follow these.

You also need to get your parent/guardian to sign them as well.

..... (name) understand that, whilst I am participating in (insert activity or group) I am expected to:

- Join in with the activities to the best of my ability.
- Follow instructions given by leaders.
- Not be verbally or physically aggressive or to bully, discriminate or intimidate any of the other participants or leaders.
- Not bring or use alcohol, tobacco, illegal drugs or substances under any circumstances.
- Look after the equipment and property and understand that theft or deliberate damage of equipment or property is unacceptable.
- Accept responsibility for my personal conduct.

I have read and understand this behaviour agreement, which is in place to ensure safety for all individuals and groups.

If I break any of the above rules, I understand that I may be asked to leave.

Signed .....(participant) Date \_\_\_/\_\_\_/\_\_\_

Signed ..... (parent /guardian) Date \_\_\_/\_\_\_/\_\_\_

## **Section H: Supporting Documents**

The Care Act 2015

The Children Act 2006

Data Protection Act (1998 /2010)

Diocese of Salisbury: Data Protection and the PCC 2015

Diocese of Salisbury: Guidelines for Good Practice in the Healing Ministry

Diocese of Salisbury: Offender Management Agreements 2016

Diocese of Salisbury: Safeguarding and Good Practice Guidelines: Working with children, young people and adults: Revised Edition May 2013

Diocese of Salisbury: Status Check Permission: Sept 2013

Diocese of Salisbury: Template for Safeguarding handbook 2016

Diocese of Salisbury: Validators' DBS Document Checklist: Sept 2013

No Secrets: Department of Health and the Home Office: March 2000

Safeguarding Adults in Wiltshire: Revised Guidance for Staff Wiltshire: Safeguarding Adults Board 2016

NSPCC Website: Guidance on Preventing Abuse /Safeguarding

Responding well to those who have been Sexually Abused: Policy and guidance for the Church of England: 1<sup>st</sup> edition 2011

Promoting a Safe Church: Policy for safeguarding adults in the Church of England: 1<sup>st</sup> edition 2006

Protecting all God's Children - The Policy for Safeguarding Children in the Church of England: 4<sup>th</sup> edition 2010

The Protection of Freedoms Act: 2012

Responding to Domestic Abuse: Guidelines for those with pastoral responsibility: 1<sup>st</sup> edition 2006.

Responding well to those who have been Sexually Abused: Policy and guidance for the Church of England: 1<sup>st</sup> edition 2011

Safeguarding Vulnerable Groups Act 2006 (and Miscellaneous Provision Regulations 2012)

Youth Communications and Social Media Policy: St Andrews Church Oxford

Working Together to Safeguard Children: Department for Education 2015

