

**Diocese of Bristol**  
**Parish of Wroughton and Wichelstowe**

Reviewed November 2018

**Safeguarding Children, Young People and Vulnerable Adults:  
Policy and Procedure**

*“Every person has a value and dignity which comes directly from the creation of male and female in God’s own image and likeness. Christians see this potential as fulfilled by God’s re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm”* Diocese of Bristol 2014

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## 1. Policy Context

In developing this policy the parish of Wroughton and Wichelstowe commits to following the safeguarding policies of the Church of England, safeguarding policy and guidance as issued by the Diocese of Bristol and commits to working within legislation and statutory guidance as related to the Safeguarding of Children, Young People and Adults.

The main relevant policies and guidance documents are:

### **Church of England:**

Protecting all God's Children 2010

Promoting a Safe Church 2017

Safer Recruitment 2016

Responding to Domestic Abuse 2017

Responding Well 2011

Risk Assessment 2015

Practice Guidance Safeguarding Records 2015

Safeguarding Records Retention Tool Kit 2015

General Statement on Safeguarding Children In Towers Dec 2015

### **Diocese of Bristol:**

Safeguarding Policy

Allegations Management Procedure

Ministering to those who may present a risk

**These documents can all be found on the Diocese of Bristol website:**

**[www.bristol.anglican.org/parish-resources/safeguarding/policies-and-procedures](http://www.bristol.anglican.org/parish-resources/safeguarding/policies-and-procedures) And descriptions are given where these policies are referenced in this policy document.**

### **Statutory Guidance:**

**Working Together 2015** : This guidance from the Department of Education describes safeguarding processes and the safeguards that every organisation must have in place, including faith organisations. See the guidance at

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

**Care and Support Statutory Guidance 2016** This guidance from the Department of Health describes safeguarding processes for adults and the responsibilities of different organisations <https://www.gov.uk/guidance/care-and-support-statutory-guidance>

## **2. Policy Statement**

It is the responsibility of all members of the parish of Wroughton and Wichelstowe to give paramount importance to the nurture and care of children, young people and vulnerable adults in a safe and secure environment. It is about preventing harm to children and adults wherever possible.

### **We recognise that:**

- The welfare of the child, young person or vulnerable adult is paramount.
- Everyone has different levels of vulnerability and each of us may be regarded as vulnerable at some time in our lives
- All children, young people and adults who may be vulnerable (regardless of age, disability, gender, marriage and civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation) have the right to equal protection from all types of harm or abuse which can occur in all families and communities.
- Working in partnership with children, young people, vulnerable adults and their parents, carers and other agencies is essential in promoting their welfare.

### **We will develop a culture in our church that:**

- Enables a safe and caring community to provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.
- Enables and encourages concerns to be raised and responded to openly and consistently and protects children, young people and adults who may be vulnerable from actual or potential harm.
- Ensures all people feel welcomed, respected and safe from abuse.
- Values, listens to and respects children, young people and adults who may be vulnerable, encouraging them to be active contributors to the church community.
- Encourages adults who may be vulnerable to lead as independent a life as possible.

### **When concerns are raised we will:**

- Respond without delay to every concern raised that a child, young person or vulnerable adult may have been harmed, or may be at risk of harm, through abuse or neglect.
- Work with police, local authority and other partners in any investigation, including where allegations are made against a member of the Church community.
- Challenge any abuse of power, especially by anyone in a position of trust.

### **If abuse has occurred we will ensure:**

- Informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse, including support to make a complaint if so desired.
- Supervision is provided for any member of the Church Community known to pose a risk of harm to others.
- Appropriate pastoral care is provided to any member of our church against whom an allegation is made.

**In all recruitment we will:**

- Carefully select those with any responsibility within the Church (including voluntary workers) in line with the Church of England Safer Recruitment Practice Guidance 2016 and provide ongoing supervision, support and training.

**In our publicity we will:**

- Share information about good safeguarding practice with children, young people and vulnerable adults, their parents, carers and all those working and worshipping with them.

**3. Who is a child, young person, adult who may be vulnerable?**

**Children and young people:** for the purposes of this policy means anyone under the age of 18 years. Children and young people may be abused by an adult or child, male or female. It is far more common for a child or young person to be abused by a person known to them than by a stranger. This could be a parent, family member, friend, teacher, minister or anyone else. Children may be abused in person or via electronic media, they may experience harm as a result of seeing or hearing the abuse of others.

Where conflicts of interest arise between the welfare of the child and that of adults, the child's wellbeing must always be of paramount importance and priority.

**Adults who may be vulnerable:** The Care Act 2014 defines an adult to whom statutory safeguarding duties apply as an adult who:

*Has needs for care and support (whether or not the Local Authority is meeting any of these needs)*

*Is experiencing, or at risk of abuse or neglect*

*As a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect.*

(Care and Support Statutory Guidance 2016)

The definition may apply to anyone over the age of 18 who may not be able to protect themselves from abuse, harm or exploitation, which may be by reason of illness, physical, sensory or learning disability or impairment, mental illness, use of drugs or alcohol. Increased vulnerability may be temporary or permanent and may be visible or invisible.

An adult may be abused or neglected by family (including spouses, parents and children), friends, carers (paid and unpaid), strangers and professionals and members of the community. Those at risk may live alone or may live with family or in a care setting e.g. residential home.

#### 4. What is abuse and neglect?

Please see the table attached as **Appendix 3** This outlines the forms of abuse noted in legislation related to safeguarding children, young people and adults alongside some examples and potential indicators that abuse or neglect may be occurring.

#### 5. What to do if you are concerned that abuse or neglect may be happening

You may see or hear something of concern or someone may tell you something of concern (a disclosure). If a child, young person or adult tells you that they have experienced abuse, are experiencing abuse or are concerned that they may be at risk:

<b>Do</b>	<b>Don't</b>
Listen. Try to move to a quiet space if possible	Tell them to speak to someone else
Let the person talk at their own pace and say what they want to say. <b>If you need to clarify points ask open questions like:</b> Tell me.. what happened, Explain ... about the incident Describe ...where it was , what happened	Investigate. Ask leading questions e.g. why did they do that, was it 'name', did it hurt you?
Take it seriously	Try not to react as though unbelieving or shocked
Reassure. Confirm they are doing the right thing by telling you.	Tell them not to tell stories
Tell them you need to share the concern with the right people e.g. Parish Safeguarding Officer, police, social care	Promise to keep a secret or tell people who don't need to know.
Record what was said and the facts as accurately as possible as soon as possible	Try to just remember it
	Contact the person the allegation is about

#### Whether a child, young person or adult has shared a concern with you or you have seen or heard something of concern...

**If the situation is urgent** i.e. there is an imminent risk of harm: contact the police on 101 or 999 as appropriate or contact the Local Authority Children or Adults safeguarding Teams:

#### Swindon Borough Council: Children's Safeguarding Team

01793466903 - Monday to Friday

01793 436699 - Out of hours/Weekends

#### Swindon Borough Council: Adult Safeguarding Team

01793 463555 - Monday to Friday

01793 436699 - Out of hours/Weekends

Or email [adultsafeguarding@swindon.gov.uk](mailto:adultsafeguarding@swindon.gov.uk) at any time.

Once you have sought advice from police or the Local Authority and the situation is made safe, inform the Parish Safeguarding Officer as soon as possible of the concern and actions taken, provide a written record of this. If the concern is about the Parish Safeguarding Officer contact the Incumbent or Diocesan Safeguarding Adviser.

**If the situation is of concern but is not urgent:** Contact the **Parish Safeguarding Officer** (contact details are in **Appendix 1**) to report the concern and provide a written record (if the concern is about the Parish Safeguarding Officer contact the Incumbent or Diocesan Safeguarding Adviser). They will decide with you whether to discuss with the child, their parents or carers or the adult and any carers and whether a referral to the Local Authority Children or Adults Safeguarding Team is needed or any other action.

**Note: Anyone can report a concern directly to police or the Local Authority at anytime.**

The parish of Wroughton and Wichelstowe hopes that all will follow this policy but where there is any concern that an issue has not been reported and should be, or any reluctance to inform the church of an incident the parish of Wroughton and Wichelstowe wishes to make clear that the most important point is that those concerns are reported to the appropriate authority so that they can be acted upon where needed.

**If there is an allegation that a person in a position of trust (minister, PCC member, staff member or volunteer) has abused or neglected a child or adult or that such a person may present a risk to a child or adult:** The Diocese of Bristol 'Allegations Management Procedure' will be followed (copies of this procedure can be found on the Diocesan website and copies are held by the Parish Safeguarding Officers, Clergy and in the Parish Office). In brief this procedure requires that:

- The concern should be reported as above; report should reach police and Local Authority within 1 working day.
- The concern should not be made known to the person against whom the allegation is raised without agreement with police and or the Local Authority.
- Next steps will be decided in conjunction with police, Local Authority representatives (including Local Authority Designated Officer where there is a concern for the welfare of a child), the Diocesan Safeguarding Adviser and parish representatives (usually PSO, Incumbent and Churchwardens).

**If a person is identified who has a caution or conviction for abuse of children and or adults who may pose a risk to others:** (usually those with convictions for sexual or violent offences) the Diocese of Bristol guidance 'Ministering to those who may pose a risk' (Copies of this guidance can be found on the Diocesan website and copies are held by the Parish Safeguarding Officers, Clergy and in the Parish Office) will be followed. In brief this guidance advises that that Parish Safeguarding Officer and Diocesan Safeguarding Adviser are made aware and that the individual is informed that:

- To support their being part of the congregation as safely as possible, contact will be made with police, probation and other agencies connected with their case.
- The Diocesan Safeguarding Adviser and Church leaders will need to know of their circumstances.

- That a risk assessment will need to be completed
- And that a written agreement will be needed between the individual and the Church which agrees when the individual will or will not be involved in church services and activities, boundaries of behaviour and support offered.

## 6. Confidentiality and consent

**Confidentiality:** The parish of Wroughton and Wichelstowe accepts the principle that only those with a need to know should be made aware of safeguarding concerns or other confidential information. All staff, ministers and volunteers are expected to share confidential information appropriately and to ensure that written records and verbal information are shared responsibly and stored securely.

**Consent:** The parish of Wroughton and Wichelstowe accepts that all people have a right to make their own views and wishes known and that these wishes should be followed wherever possible.

**Children:** Where there is a concern that a child is experiencing or at risk of abuse or neglect they may ask those that know not to tell anyone. The parish of Wroughton and Wichelstowe accepts that we cannot do this; these concerns must be reported to the appropriate authorities to enable the child or young person to receive appropriate help and support. The parish of Wroughton and Wichelstowe asks all staff, ministers and volunteers to explain this to children in their care when appropriate. Where there is concern that a child is experiencing or is at risk of abuse or neglect the parish of Wroughton and Wichelstowe expects that parents and carers will be communicated with and will have their consent sought for information to be shared with the Local Authority or other agencies. This should happen except where there is concern that to do so would place a child at increased risk or where a parent or carer may be involved in the sexual abuse of the child. In those circumstances advice of the Local Authority or police should be sought before informing the parents or carers of the concern. Where the allegation is against an individual who may have access to other children or vulnerable adults the referral should be made without seeking consent from parents or carers- how they are made aware of the concerns will be decided alongside statutory agencies.

**Adults:** Adults have the right to make their own decisions about their lives. Consent should be sought from an adult before information is shared about them. However, where an adult withholds consent for a safeguarding concern to be shared with statutory authorities (police and local authority), this should be accepted except where there may be others at risk (e.g. is the abuse or neglect is happening in a care home or hospital or the abuser has access to other vulnerable adults or children) or where there is reason to doubt that the individual has capacity to make that decision or where there is imminent risk of serious harm. Advice should be sought from statutory services (Adult social care or police) or the Diocesan Safeguarding Adviser where there is any doubt as to whether a concern should be referred.

## **7. Record Keeping**

Records of all safeguarding concerns will be kept by the Parish Safeguarding Officers. They will keep a record of the initial concern and all actions taken. The records will be securely held by the Parish Safeguarding Officer. All those involved with any safeguarding concern must ensure that they provide to the Safeguarding Officer any records related to that case for secure storage.

Records will be retained as per Church of England guidance 'Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church' 2015 (Available on the Diocese of Bristol website).

The parish of Wroughton and Wichelstowe does not have access to secure email systems. Therefore great care should be taken where email is used to ensure that confidential information is not open to being accessed by unauthorised individuals. Individual's confidential information should not be communicated via email (e.g. any information should not make the individual identifiable by name, address etc.).

Records must be maintained of staff and volunteer training and DBS checks. These will be maintained by the Parish Safeguarding Officer.

## **8. Safer Recruitment and ongoing support and supervision**

All recruitment of staff and volunteers will be undertaken in line with Church of England policy 'Safer Recruitment' 2016.

The Safeguarding Officer, Incumbent and relevant group leaders should all be involved in seeking candidates to be new leaders and helpers and should explain to a new volunteer that they usually need to have attended Wroughton Parish Church for six months before taking on responsibilities. A volunteer should be told about the recruitment procedure which involves application form, job description, references, DBS and a six month probationary period at the outset. The volunteer should have an interview normally with the Incumbent and the Safeguarding Officer.

Each paid post or volunteer position will be subject to the receipt of satisfactory Enhanced or Enhanced Plus Disclosure information as appropriate from the Disclosure and Barring Service in accordance with the PCC's policy statement.

If any forms or references give cause for concern, the Incumbent should discuss with the Safeguarding Officer, and if necessary the Diocesan Safeguarding Officer, and a decision should then be made whether to proceed with the appointment. A confidential written record of the decision shall be kept.

The PCC will be informed at the first available PCC meeting after the initial appointment and again following the satisfactory completion of the six month probationary period so that the PCC can confirm the appointment. The Safeguarding Officer will monitor dates for review along with all other aspects of the recruitment procedure and ensure the PCC is kept properly informed. The initial appointment can be made public and will be announced in church and the PCC does not require secrecy pending completion of the probationary period.

Following a satisfactory six month probationary period, appointments will be for a twelve



month period, to be reviewed and confirmed annually. Access to confidential information will be restricted to the clergy, the Safeguarding Officer, who is also responsible for the oversight or review of appointments, the Bishop and their representative. Such information will be stored securely.

Recruitment of staff and volunteers will only be undertaken by those delegated such responsibility from PCC.

Recruitment of staff and volunteers will only be undertaken according to agreed process.

All recruited staff and volunteers will be made known to PCC.

No one who has not been safely recruited will be permitted to work unsupervised with children, young people or adults who may be vulnerable.

In brief: All staff and volunteers will:

- Have all recruitment checks completed and approved prior to starting in role.
- All eligible staff and volunteers will have a repeat DBS disclosure every 5 years. Any lapsed DBS check will require the post holder to stand down until the check has been completed. Since 2016 all PCC members require DBS enhanced clearance.
- Attend safeguarding training as required by the Church of England
- Attend any other training as decided by the PCC
- Have a named supervisor

## 9. Roles and Responsibilities

Name	Responsibilities
Parochial Church Council	<ul style="list-style-type: none"> <li>• Agree, implement, monitor and review annually this safeguarding policy and all associated policies</li> <li>• Ensure all staff and volunteers are recruited safely</li> <li>• Agree and implement supporting good practice guidance and processes</li> <li>• Ensure adequate insurance for all activities</li> <li>• Recruit and support adequate Parish Safeguarding Officers</li> <li>• Ensure all staff and volunteers are adequately trained and supervised</li> </ul>
Parish Safeguarding Officer (PSO)	<ul style="list-style-type: none"> <li>• Respond to all safeguarding allegations and concerns according to policy and guidance</li> <li>• Monitor and report to PCC regarding adherence to policy and practice</li> <li>• Arrange safeguarding training and maintain records</li> <li>• Process DBS disclosures for the church and maintain records</li> </ul>

Incumbent	<ul style="list-style-type: none"> <li>• Act as a point of contact should there be any safeguarding allegation or concern regarding a PSO</li> <li>•</li> </ul>
Church Wardens	<ul style="list-style-type: none"> <li>• Take part in the allegations management procedure when required</li> <li>• Take part in an 'agreement' as per 'ministering to those that may present a risk'</li> </ul>
Activity Leaders	<ul style="list-style-type: none"> <li>• Follow the Safeguarding policy and associated good practice guidance</li> <li>• Ensure that activities are run according to good practice guidance</li> <li>• Report any safeguarding concerns as per policy</li> <li>• Ensure all volunteers are safely recruited</li> <li>• Ensure all volunteers have in date training and DBS check as required</li> <li>• Ensure all new volunteers receive agreed induction</li> <li>• Supervise agreed volunteers</li> </ul>
Staff and Volunteers	<ul style="list-style-type: none"> <li>• Follow the safeguarding policy and associated good practice guidance</li> <li>• Report any safeguarding concern as per policy</li> </ul>
Church members	<ul style="list-style-type: none"> <li>• Be aware of the safeguarding and associated policies</li> <li>• Report any concerns as per policy</li> </ul>

## 10. Additional Related Policies

**10.1 Photographs and videos:** It is the policy of the parish of Wroughton and Wichelstowe that no one should take photographs of children or young people without the written consent of that child's parent or carer and the consent of that child where they are old enough to give consent.

Where photographs are to be taken consent will be gained from parents and carers in advance, using the agreed form. This will stipulate: who will take photos, for what purpose they may be used, how they will be stored and after what period they will be destroyed.

All photos and videos taken for the parish of Wroughton and Wichelstowe should be stored securely on devices belonging to PCC. No photo or video should be left stored on personal photography or videography equipment.

No photo will be taken, shared or used for any purpose which shows a child in any state of undress.

Children will not be named in publicity related to photographs or video.

Where an event may be photographed and is open to the public; signs will be displayed noting that photographs and or video may be taken and inviting anyone not wishing to be in any photos or video used to make this known to a named person. The photographer/ videographer will be named on these signs and will wear ID.

Only those delegated with that responsibility by PCC may ask for parental consent and arrange the taking of any photo or video.

**10.2 Communications and Social Media:** It is the policy of the parish of Wroughton and Wichelstowe that no one employed on a paid or voluntary basis, serving as a PCC member or as a licenced minister will contact children or young people directly via social media, email, phone or text without the knowledge and consent of that child or young persons parent or carer.

Where such contact needs to be made (for example a text to advise of a change of time for an activity) the child's parent or carer will be asked for consent in advance and the parent or carer will be copied into that communication.

Very rarely contact may be made with a child or young person without the knowledge of the child's parents or carers (for example where there are serious safeguarding concerns for a child and it would increase the risk to the child to contact the parent). In this case the person making contact with the child must agree in advance with the Parish Safeguarding Officer that this is appropriate, a second adult should be copied into all communications e.g. Parish Safeguarding Officer or Incumbent and must keep a record of all communications and provide these to the Parish Safeguarding Officer for the case record.

Where a group wishes to have a social media account to publicise or communicate regarding their group or activity the following will apply:

- The account shall not be a personal account belonging to any group member or leader; it will be a separate group account.
- More than one adult will be administrator for the account so that all content and messages can be seen by more than one adult.
- All users will be made aware that bullying, harassment or other anti social behaviour will not be tolerated. Information will be available to all users about how to raise a concern about the conduct of others and who with.
- Steps must be taken to prevent people outside the group having access to the names or personal details of anyone who is part of the group e.g. if a group Facebook page is used, the account settings should prevent group members being identified and any message sent to anyone other than the administrator.
- All those in a leadership role will ensure that their language is professional and appropriate e.g. not adding 'xx' to messages, not using nicknames that are not what the leader is called by everyone else, avoiding addressing others by endearments which would be ambiguous, such as 'love'.

### **10.3 Hire of Church Premises for non Church events and activities (whether a fee is chargeable or not)**

Organisations and individual users meeting at the parish of Wroughton and Wichelstowe will be expected to adhere to this safeguarding policy or where they work regularly with children, young people or adults who may be vulnerable, to have their own safeguarding policy.

The parish of Wroughton and Wichelstowe is responsible for overseeing users and ensuring that that agreed hire process and forms are in use. This will include obtaining a copy of the hirers safeguarding policy where relevant and providing a copy of this policy.

At present the Church Hall is periodically inspected by Swindon Borough Council and Ofsted in connection with its use by Wroughton Playgroup.

## **11 Insurance**

In general activities are covered by the PCC's general insurance policy provided:

- the PCC has specifically approved the activity taking place;
- accepted responsibility for the activity taking place;
- recorded in its minutes its acceptance of responsibility.

Regular activities may be covered by a one off approval by the PCC. Special activities, especially visits will usually require specific approval.

The PCC shall review insurance requirements, after consultation with the group leaders at least annually

## **12. Policy implementation and Review**

This policy is agreed by the the parish of Wroughton and Wichelstowe PCC on 29/11/2017.

All staff, volunteers and ministers are required to abide by this policy and associated good practice guidance.

This policy will be made available on the Church website, a copy will be available in the church and in the Parish Office.

This policy will be monitored via annual audit and annual report to PCC

The PCC undertakes to review the operation of this policy annually.

There will be an annual meeting of the clergy, youth leaders and helpers to review the work of youth organisations in the Parish, to thank them for their contribution and to consider training opportunities.

There will be an annual commissioning of youth workers in Church in the Autumn to acknowledge and bless their work publicly

**Next Review Due: Policy to be reviewed each year at the  
November PCC meeting**

## Appendix 1: Useful Contact numbers

- Our **Parish Safeguarding Officer** is: Janet Henderson  
Tel: 01793 525856  
Email: [Safe\\_and\\_sound@Wroughton.com](mailto:Safe_and_sound@Wroughton.com)
- Our **Diocesan Safeguarding Adviser** can be contacted on  
Tel: 0117 906 0100.
- If advice is needed on a safeguarding issue and the PSO or DSA are not available, the **Churches Child Protection Advisory Service (CCPAS)** provide a helpline that can be contacted on  
Tel: 0303 003 1111.  
Please state that you are calling from a Diocese of Bristol church and contact your PSO as soon as possible to report that you sought advice from CCPAS and action taken.
- **If the situation is urgent** i.e. there is an imminent risk of harm: contact the **Police on 101 or 999** as appropriate
- or contact the Local Authority Children or Adults safeguarding Teams:  
**Swindon Borough Council: Children's Safeguarding Team**  
01793466903 - Monday to Friday  
01793 436699 - Out of hours/Weekends  
  
**Swindon Borough Council: Adult Safeguarding Team**  
01793 463555 - Monday to Friday  
01793 436699 - Out of hours/Weekends

Or email [adultsafeguarding@swindon.gov.uk](mailto:adultsafeguarding@swindon.gov.uk) at any time.

## **Appendix 2: Details of Activities**

### **1.Introduction**

This appendix contains the details of the aims and objectives, staffing policy, insurance requirements and regular activities of each group which the PCC approved and accepted responsibility for at its meeting in November 2017 together with amendments subsequently agreed.

At present the following PCC activities come within the scope of this policy.

- Children's work in Services
- Choir
- Bell-ringers
- 115 club
- Holiday club
- Open the Book
- School visits to church

**There are no activities arranged specifically for Vulnerable Adults**

### **1. Children's work in services/Church at 4/Messy Church**

#### **1.1 Statement of aims and objectives**

To provide Christian education for school aged children.

#### **1.2 Policy on staffing levels**

##### **1.2.1 Sundays**

Staffing levels will be determined on the basis of the numbers of children expected. The ratios include an allowance for occasional peaks in numbers. When numbers are high leaders may reduce the amount of outside activities.

Up to eight children - two leaders

Nine to sixteen children - three leaders

##### **1.2.2 Craft mornings in church or Messy Church**

One leader for every eight children plus two additional adults (i.e. for up to 32 children six adults).

#### **1.3 Review of insurance requirements**

The PCC agreed that the activities of this group set out below would be covered by the PCC's insurance.

## **1.4 List of regular events for approval by the PCC**

The group organises the following regular activities:

- a) Children's work is offered regularly on Sundays in Church and in the grounds, between about 9.45 am and about 11.15 am; Also in **Church at 4** in and around the Church Hall including **Mossy Church**. On these occasions the parents or a carer are usually present
- b) **Messy Church** sessions of around two hours duration for families in the wider community as well as church families, held at times and in places agreed in advance by the PCC. On these occasions the parents or a carer are usually present.

## **2. Choir**

### **2.1 Aims and Objectives**

To encourage children to participate in church worship, to help them develop their musical abilities and to use them to the glory of God.

### **2.2 Staffing levels**

#### **2.2.1 At separate junior choir practices**

There would be at least two adults present at the junior choir rehearsal.

#### **2.2.2 At all other events**

At all other events there are a large number of adults. It was agreed that at least one leader, with specific responsibility for the children should be present. Sufficient other adults to conform with the guidelines. It was agreed that only those adults with specific responsibility would be specifically appointed under these guidelines.

### **2.3 Insurance**

The PCC agreed that the activities of this group set out below would be covered by the PCC's insurance.

### **2.4 Regular activities**

- a) Services in church on Sundays and at services on main church festivals.
- b) Attendance at other scheduled services e.g. weddings.
- c) Practices on Thursday evenings.
- e) Scheduled practices for junior school age children.
- e) Events organised by the Royal School of Church Music.

### **2.5 Car lifts to events**

The PCC agreed to allow junior choir members to be driven to choir events by volunteer drivers (including approved leaders) provided they have been approved by the PCC for the purpose of driving. It is accepted that on such journeys there may only be one adult in the car with several young people but there must always be more than one young person in the car.

### **3. Bellringers**

#### **3.1 Aims and Objectives**

- a) To call people to worship;
- b) To teach anyone, the young and the not so young to learn the ancient art of change ringing;
- c) During the teaching of these skills, to encourage individuals to participate in the fuller life of the church.

#### **3.2 Staffing levels**

At all events there are a large number of adults. It was agreed that at least one leader, with specific responsibility for the children or vulnerable adults should be present. Sufficient other adults to conform with the guidelines. It was agreed that only those adults with specific responsibility would be specifically appointed under these guidelines.

#### **3.3 Insurance**

The PCC agreed that the activities of this group set out below would be covered by the PCC's insurance.

#### **3.4 Regular activities**

- a) Ringing for the three services on Sundays, church festivals and other services;
- b) Practices on Friday evenings;
- c) Christmas meal and party;
- d) Gathering in church prior to ringing in the new year;
- e) Outings - which will be subject to specific approval by the PCC.

### **4. 115 Club**

#### **4.1 Aims and Objectives**

To provide fun and fellowship for all 10 to 17 year olds of the Parish and its environs in a safe, caring and positive, Christian environment. Existing members of 115 Club can stay on until they reach the age of 18; new members can only start if they are aged 15 and under.

#### **4.2 Delegation of PCC authority**

115 Club works under the control and authority of the PCC. The PCC delegates authority for the day to day running of 115 Club to the 115 Club Committee and authorises the Committee to organise club activities broadly of the type that have been organized since the club was founded. The 115 Club Committee produces a programme of termly activities to the next available PCC meeting for approval and the Committee must not make any major change in the type of activities organized for members without first obtaining PCC consent. The PCC agrees that the timetable of regular activities can be subject to change within the normal range of club activities at the discretion of the 115 Club Committee. The Committee provides to the annual meeting a report of its activities for the past year and shall continue to bring any matter or concern to the PCC throughout the year as the Committee sees fit.



### **4.3 Staffing levels**

For the purposes of staffing there will be three categories:- key leaders, assistant leaders (adult) and assistant leaders (youth). Key leaders shall be over the age of 18 and be permanent supervisors of the club activities. They may be assisted by (a) assistant leaders (adult) who must be over the age of 18 and (b) assistant leaders (youth) who will be aged 16-18 years.

All leaders in whatever category must be approved by the PCC. All new leaders aged over 18 must apply for a DBS disclosure at Enhanced Plus level. Key leaders are volunteers for the purposes of the DBS Disclosure process referred to in this Policy.

There shall be a minimum of two key leaders (preferably one male and one female) or in an emergency one key leader and one assistant leader (adult), at each event or meeting where up to 20 young people attend. There shall be a minimum of three key leaders (preferably at least one male and one female) at each event or meeting where up to 32 young people attend or in an emergency two key leaders and one assistant leader (adult).

### **4.4 Insurance**

The PCC agreed that the activities of this group set out below would be covered by the PCC's insurance.

### **4.5 Regular activities**

115 Club meets regularly on Friday evenings at 7.00 p.m during term time. Its activities are broadly of the type organized since the club was founded eg club nights and various activities in the Church Hall;, trips out e.g to the cinema, swimming, karting, skittles, picnics etc. Plus overnight 'hike and kip' and an annual residential weekend to a Xhristian activity centre. Each term's activities will be as shown in the club progamme.

### **4.6 Car lifts to outings**

The PCC agreed to allow children to be driven from the Church Hall direct to venues for outings and back again by approved leaders and helpers who have been approved by the PCC for the purpose. If necessary parents can be asked to take their own child or organise lifts among themselves. It is accepted that on such journeys there may only be one adult in the car with several young people but there must always be more than one young person in the car. If additional approved drivers are required in the future they will need to have DBS clearance, appropriate car insurance and be PCC approved.

## **5. Holiday Club**

### **5.1 Aims and objectives**

To invite children aged 4 to 11 years from both church families and the wider village community to spend a week together during the summer holidays, keep busy, have fun, make new friends, do craft and other activities and be introduced to and learn more about the Gospel message.

### **5.2 Policy on staffing levels**

One leader for every 9 children plus two additional adults. All new leaders must apply for a DBS Disclosure at an Enhanced Plus level.

### **5.3 Insurance**

The PCC agreed that the activities of this group set out below would be covered by the PCC's insurance

### **5.4 Regular activities**

Holiday Club meets for five mornings during one week each August in the Church Hall from 9am-12 noon for craft, games, music and other activities pursuant to its aims.

## **6. Open the Book**

### **6.1 Aims and objectives**

To offer a free programme of themed and dramatised Bible stories, each around 10 minutes long, that fit comfortably into assembly times in schools.

### **6.2 Staffing levels**

Between one and seven, with preferably at least two at any one time, although teachers are also available and responsible for the children. Enhanced DBS is required.

### **6.3 Insurance**

The PCC agreed that the activities of this group would be covered by the PCC's insurance

### **6.4 Regular Activities**

Bible stories during assemblies at schools.

## **7 School visits to Church**

### **7.1 Aims and Objectives**

To familiarise the children from local schools with the church building, its role and its services by encouraging use of the church for seasonal services and concerts by the schools, and by activity sessions.

### **7.2 Staffing levels**

a) For school services and concerts the children are accompanied by and supervised by school staff and parent helpers according to the school's external visits policy. The staff provide by the church will only be an Audiovisual assistant and welcomers. DBS is not needed for these roles.

b) For Explore the Church activity days the children are in groups of about 7 with a teacher and each activity is led by one Church member, with suitable DBS clearance. The groups move between the activities.

### **7.3 Insurance**

The PCC agreed that the activities of this group would be covered by the PCC's insurance

### **7.4 Regular Activities**

These are not regular activities. Services/concerts are usually at the end of terms. Activity days are arranged on an 'ad hoc' basis with the individual schools.

**Appendix 3: Categories of Abuse and additional information**  
**Categories, Definitions and Indicators of Harm** Last Updated July 2015

Type Of Harm	Definition	Examples	Indicators
<p><b>Physical</b></p> <p>Adults and Children</p>	<p>Non-accidental harm to the body. From careless rough handling to direct physical violence.</p> <p>Unlawful or inappropriate use of restraint or physical interventions.</p>	<p>Hitting, slapping, pinching, shaking, pushing, scalding, burning, dragging, kicking, physical restraint, locking an individual in a room or a car.</p>	<p>History of unexplained falls or minor injuries, bruising which is characteristic of non-accidental injury – hand slap marks, pinch marks, grip marks, bite marks, scalds, flinching, reluctant to undress.</p>
<p><b>Sexual</b></p> <p>Adults and Children</p>	<p>Direct or indirect involvement in sexual activity without capacity and/or consent. Individual did not fully understand or was pressured into consenting.</p> <p>Note: A child under 16 years old can never consent to any sexual act</p>	<p>Coercion to be involved in the making or watching of pornographic material. Coercion to touch e.g. of breasts, genitals, anus, mouth, masturbation of either self or others, penetration or attempted penetration of vagina, anus, mouth with or by penis, fingers and or other objects</p>	<p>Pregnancy in a women unable to give consent, difficulty in walking or sitting with no apparent explanation, torn, stained or bloody underclothes or bedding, Bleeding, bruising to the rectal and/or vaginal area, bruising. Behavioural changes, sexually explicit behaviour, explicit language, self harm, obsession with washing, fear of pregnancy may be exaggerated</p>
<p><b>Emotional</b></p> <p>Adults and Children</p>	<p>Behaviour which has a harmful effect on an individual's emotional well being or development, causing mental distress undermining their self-esteem and affecting individual's quality of life.</p> <p>Wilful infliction of mental suffering by a person in a position of trust and power.</p>	<p>Shouting, coercion, bullying, blaming, insulting, ignoring, threats of harm or abandonment, intimidation, harassment, humiliation, depriving an individual of the right to choice and their privacy, dignity, self - expression, deprivation of contact, undermining self-esteem, isolation and over-dependence. Failure to provide a loving environment for a child.</p>	<p>Loss of interest, withdrawn, anxious or depressed, frightened, avoiding eye contact, irritable, aggressive or challenging behaviour, unexplained sleep disturbance, self harm, refusing to eat, deliberate soiling, unusual weight gain or loss</p>

<b>Neglect</b>  Adults and Children	Failure of any person who has responsibility for the charge, care or custody of an adult at risk or child to provide the amount and type of care or treatment that a responsible person could be expected to provide.	Fail to meet basic needs including food, environment, access to health care and education, failure to provide for social needs.	Unwashed/ dirty appearance, clothes too small/big, untreated sores or infections, isolation.
<b>Financial</b>  Adults	The unauthorised taking (theft), deprivation or misuse of any money, income, assets, funds, personal belongings or property or any resources of an adult at risk without their informed consent or authorisation.	Misuse of power of attorney or appointeeship. Money and possessions stolen, misuse or misappropriating money, valuables or property, possessions or benefits, undue pressure in connection with wills, property, inheritance or financial transactions, denying the adult at risk the right to access funds, unauthorised disposal of property or possessions, being asked to part with money on false pretences,	Unexplained or sudden inability to pay bills, Power of Attorney obtained and misused when a person lacks or does not lack mental capacity to understand, unexplained withdrawal of money with no benefits, person lacking goods or services that they can afford, extortionate demands for payments for services
<b>Organisational</b>  Adults	Involves the collective failure of an organisation to provide safe, appropriate and acceptable standards of service to adults at risk.  Mainly relates to health and social care provision but aspects may be relevant to Church settings	Lack of individualised care, inappropriate confinement or restriction, sensory deprivation, inappropriate use of rules, custom and practice	Whistle blowing policy not in place and accessible, insufficient employees training and development. Organisational standards not meeting those laid down by regulatory bodies, service users not treated with dignity and respect, diverse needs not recognized and valued in terms of age, gender, disability, ethnic origin, race or sexual orientation, services not flexible
<b>Discriminatory</b>  Adults	Exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals.	Verbal abuse, harassment or similar treatment, unequal treatment, deliberate exclusion from services such as education, health, justice and access to services and	Repeated exclusion from rights afforded to citizens such as health, education, employment and criminal justice

		protection, harmful or derisive attitudes, inappropriate use of language	
<b>Modern Slavery</b>	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.	<p>Adult or Child trafficked into UK or between places in UK for purpose of sexual abuse or labour.</p> <p>Adult or Child forced to work as domestic servant.</p> <p>Adult or child forced to work as sex worker, farm labourer, car cleaner.</p>	<p>Individual may not have their passport or Identity documents. They may not have access to or contact with friends and family.</p> <p>May never be left alone, live in poor conditions, not be able to leave of own free will. May have no access to funds. May not know where they are or who they are with.</p>
<b>Self Neglect</b>	A wide range of behaviour involving neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.	May not react to or appropriately fulfil needs for health care, food, warmth. May live in an environment that is an environmental or fire risk and not take any measure to reduce risk or inadequate measures.	<p>Environment which is poorly maintained, dirty, animal infested, cramped to the degree that it places the individuals wellbeing at risk.</p> <p>May have untreated or inadequately treated physical health issues.</p>
<b>Domestic Abuse</b>	<p>In 2013, the Home Office announced changes to the definition of domestic abuse:</p> <p>Incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality. Age range 16+</p>	<ul style="list-style-type: none"> <li>Includes: psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence; Female Genital Mutilation; forced marriage.</li> </ul>	Appears to be afraid of partner or other person in intimate relationship / of making own choices, behaves as though she/he deserves to be hurt or mistreated, low self-esteem or appear to be withdrawn, appears unable or unwilling to leave perpetrator, makes excuses for or condones the behaviour of the person alleged to have caused harm, blames abuse on themselves

<b>Spiritual Abuse</b>	Inappropriate use of religious belief or practice	The misuse of the authority of leadership or penitential discipline, oppressive teaching or intrusive healing or deliverance ministries which may result in various types of harm.	Could be any of the above.
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**Some Additional Information:**

**Child Sexual Exploitation:** All children and young people can be at risk of sexual exploitation. This includes boys and girls of any age. This is a form of sexual abuse. Whilst young people can give consent to sexual acts from the age of 16 (so long as they have the capacity to do so) they continue to be a risk of sexual exploitation beyond their 16<sup>th</sup> birthday. **Any concern that a child or young person may be at risk of or experiencing sexual exploitation must be reported immediately to Children’s Social Care or the police.** Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive ‘something’ (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child’s immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person’s limited availability of choice resulting from their social/economic and/or emotional vulnerability.

**Female Genital Mutilation:** Female genital mutilation (sometimes referred to as female circumcision) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK. It has been estimated that over 20,000 girls under the age of 15 are at risk of female genital mutilation (FGM) in the UK each year, and that 66,000 women in the UK are living with the consequences of FGM. However, the true extent is unknown, due to the "hidden" nature of the crime. The girls may be taken to their countries of origin so that FGM can be carried out during the summer holidays, allowing them time to "heal" before they return to school. There are also worries that some girls may have FGM performed in the UK. Any concern that a child of adult who may be vulnerable may be at risk of FGM must be reported immediately to the relevant Local Authority or directly to police.

**Terrorism and Extremism:** Any person may become drawn into extremism or sympathy with such views and into terrorism. This will often happen through contacts made via the internet but a culture that supports this can develop in any community, group, school or faith organisation. The Counter-Terrorism and Security Act 2015 places duties on certain bodies, not including Faith Organisations (excepting where such an organisation runs a school or other relevant premises) to have due regard to the need to prevent people from being drawn into terrorism. Everybody should be alert to any indication that a person or group may be developing or has developed an interest or ideology that may include harm to others. **Any concern related to this whether for a child or adult must be reported to the police without delay.**