

Parish Church of
WROUGHTON and WICHELSTOWE



This policy is reviewed annually.

**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

Contents:

1. Policy Context
 2. Policy statement
 3. Who is a child, young person, adult who may be vulnerable?
 4. What is abuse and neglect?
 5. What to do if you are concerned that abuse or neglect may be happening (Including allegations against people in a position of trust and ministering to those that may pose a risk)
 6. Confidentiality and Consent
 7. Record Keeping
 8. Safer Recruitment
 9. Roles and Responsibilities
 10. Other related policies
 11. Insurance
 12. Policy implementation and Review
- Appendix 1 Contact details
- Appendix 2 Details of Activities
- Appendix 3 Categories of Abuse and useful information
- Appendix 4 Supplementary Safeguarding Conditions for Hire of Wroughton Parish Church Hall
- Appendix 5 - Supplementary Safeguarding Conditions for Hire of Wroughton Parish Church Hall for Private Parties



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 and updates.
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 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, **young people, vulnerable** adults and each other 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. Members and volunteers will accordingly be encouraged to undertake appropriate Safeguarding Training.
- 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 or successors and provide ongoing supervision, support and training.

In our publicity we will:

- Share information about the importance of good safeguarding practice and how to report safeguarding concerns.

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:



Safeguarding and Training: Looking after each other

Do	Don't
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. If you need to clarify points ask open questions like: 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: Safeguarding Team Contact

01793 464646

Or email contactswindon@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

Safeguarding and Training: Looking after each other

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. This can be done without naming the individual in the first instance.

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 if working with children, vulnerable adults or otherwise sensitive areas they usually need to have attended Wroughton Parish Church for six months before taking on responsibilities. Other roles (cleaner, churchyard etc.) can commence sooner but the individual must be supervised at first. A volunteer should be told about the recruitment procedure which may include application form, job description, references, DBS and a six-month probationary period at the outset. The volunteer should have an interview with appropriate church representatives to ascertain if the role is suitable for them.

Each paid post, PCC or other volunteer position potentially involving children and vulnerable adults 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. 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 her 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.

Safeguarding and Training: Looking after each other

In brief: All staff and volunteers will:

- Have checks completed and approved prior to starting in role.
- All eligible staff and volunteers will have a repeat DBS disclosure every 3 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 or team leader.



9. Roles and Responsibilities

Name	Responsibilities
Parochial Church Council	<ul style="list-style-type: none"> • Agree, implement, monitor and review annually this safeguarding policy and all associated policies • Ensure all staff and volunteers are recruited safely • Agree and implement supporting good practice guidance and processes • Ensure adequate insurance for all activities • Recruit and support adequate Parish Safeguarding Officers • Ensure all staff and volunteers are adequately trained and supervised
Parish Safeguarding Officer (PSO)	<ul style="list-style-type: none"> • Respond to all safeguarding allegations and concerns according to policy and guidance • Monitor and report to PCC regarding adherence to policy and practice • Arrange safeguarding training and maintain records • Process DBS disclosures for the church and maintain records
Incumbent	<ul style="list-style-type: none"> • Act as a point of contact should there be any safeguarding allegation or concern regarding a PSO •
Church Wardens	<ul style="list-style-type: none"> • Take part in the allegations management procedure when required • Take part in an 'agreement' as per 'ministering to those that may present a risk'
Activity Leaders	<ul style="list-style-type: none"> • Follow the Safeguarding policy and associated good practice guidance • Ensure that activities are run according to good practice guidance • Report any safeguarding concerns as per policy • Ensure all volunteers are safely recruited • Ensure all volunteers have in date training and DBS check as required • Ensure all new volunteers receive agreed induction • Supervise agreed volunteers

Safeguarding and Training: Looking after each other

Staff and Volunteers	<ul style="list-style-type: none">• Follow the safeguarding policy and associated good practice guidance• Report any safeguarding concern as per policy
Church members	<ul style="list-style-type: none">• Be aware of the safeguarding and associated policies• Report any concerns as per policy

10. Additional Related Policies

10.1 Photographs and videos: (Amended 5.1.24)

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

10.1.1 Photographs

Photographs taken at public church events, where children and parents are present, do not need specific consent (Church of England Safer Environment & Activities document). At such events a verbal indication that photos may be taken, and where they may be used (Wroughton & Wichelstowe Parish Church Facebook page, or Wroughton & Wichelstowe Parish Church website) is sufficient, plus a sign, clearly displayed, stating that photographs or videos may be taken and inviting anyone not wishing to be in any photos or video used to make this known to a named person (usually the event leader).

- Due regard must be followed for anyone not giving consent for photographs of themselves or their children to be taken.
- The taking of photographs or videos at public church events should be restricted to the activity leader or delegated deputy. Photos and videos taken on a personal mobile phone must all be deleted from that device as soon as possible after any images have been uploaded for publicity purposes.
- 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.



10.1.2 Live Streaming

- The 10am You Tube broadcasted service may involve children and children's activities being filmed and broadcast. First names of children may be used, as long as prior consent of the parent/guardian has been obtained.
- If a child comes forward without prior parental consent, it can be assumed consent is given for the filming, but not for their name to be used. (there is a sign in the baptistery which clearly states filming is taking place, and information on parental consent).
- Photos or videos may be taken at children's Sunday club, or other regular church activities involving children, as long as prior consent of the parent/guardian has been obtained. Any photos/videos taken on a personal mobile phone by members of the

children's team must all be deleted from that device as soon as possible after any images have been uploaded for publicity purposes.

- The form 'Photography Video Consent Child' should be used to gain prior consent from families attending church regularly.

10.3 Social Media Policy (added November 2021)

"A word out of your mouth may seem of no account, but it can accomplish nearly anything—or destroy it!" James 3:5



Introduction

Social media offers a great number of opportunities for the church, but there are also risks involved. It is important that the Church engages in all media but vital it does so safely and appropriately.

Like it or not, if you are involved with, lead in or are employed by the Church, others will see you in your public role as a representative of the Church. Be aware that in many situations the distinction between public duties and private life is difficult to draw. It is no different online. There are risks associated with personal opinions being seen as public statements. Members of the Church, therefore, need to think carefully about what and how they contribute to social media., There is no doubt that in this digital age where communities are formed online, we need to be part of the conversation but must not negate or contradict the churches' mission or message of our Lord Jesus Christ.

To this end:

- **Take responsibility.** You are responsible for your actions and their consequences / aftermath.
- **Confidentiality** has to be kept as in any other situation. Social media is immediate, interactive, conversational and open-ended. This is different from other forms of communication. We have less control, less time and sometimes less information, if we post something inappropriate it is almost impossible to retract or delete. Think before posting! This includes: Protecting information: respect copyright, data protection and legal frameworks.
- **Be respectful** and be kind. In other words: Disagree well. Some conversations can be places of robust disagreement and it's important we apply our values in the way we express them. Disagreement is not a bad thing but disagreeing well – respecting other opinions and being kind - can make a massive difference in how we engage with others. • **Be honest.** Don't mislead people about who you are and identify yourself, especially if you are commenting on topics that your identity may change how your comment could be perceived.
- **Credit others.** If something you are posting comes from someone else identify the source (within confidentiality and safeguarding guidelines). Do not pass it off as your own.

- **Safeguarding.** Social media can be used to bully and harass others and is a forum for malicious accusations. Young people are particularly vulnerable to this. Do not post anything that could be perceived in this way.
- There are clear dangers, particularly for children and young people, from those who use social media as a means of grooming. Likewise, do not post anything that can be perceived in this way.
- **If you are aware of someone from the church doing either of the above you must alert the vicar, churchwardens or safeguarding officer as soon as possible.**
- The informality that social media encourages can mean that it might be harder to maintain a professional distance that is required when working with children, young people and the vulnerable. Communicating directly online with someone, for example with private messaging, is like meeting them in private. You're advised to send messages to groups, rather than individuals, or share them publicly.
- **Be mindful of your own security**
- Don't overshare personal information. Never publish detailed personal information such as your address or telephone number, unless in a private message to someone you know and trust.
- **Enjoy it.** It's often easy to focus on the challenges rather than the opportunities of social media but by following these safe guidelines you can enjoy engaging with many different people across the globe, of all faiths and none, and on all topics.

10.4 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 Pre-school.

Hirers of the Church Hall are specifically asked whether children or young people will be present who will not be supervised by a parent or carer. They must agree to our additional conditions regarding safeguarding during their use of the hall. See Appendix 4 or Appendix 5 as appropriate.

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

12. Policy implementation and Review

This policy is agreed by the Parish of Wroughton and Wichelstowe PCC on 29/11/2017 and reviewed annually at the November PCC Meeting.

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.

It is desirable **that** 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**

Parish Church of
WROUGHTON and WICHELSTOWE



Appendix 1: Useful Contact numbers

- Our **Parish Safeguarding Officer** is: Mark Tubey
Tel: 07974677751
Email: 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** (Thirty-One Eight) 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 **Thirty-one Eight** 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: Safeguarding Contact Centre
01793 464646



Or email contactswindon@swindon.gov.uk at any time.

Appendix 2: Details of Activities

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
- Holiday club
- Open the Book
- School visits to church

There are no activities arranged specifically for Vulnerable Adults

November 2019 - 115 club removed because it left church control in September 2019

1. Children's work in services/ activity sessions

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

1.3 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, in the vicarage, and in the grounds, between about 9.45 am and about 11.15 am
- b) Children's activity 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 (when and if held)

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.
- (d) 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. Bell ringers



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. Holiday Club

4.1 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.

4.2 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.

4.3 Insurance

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

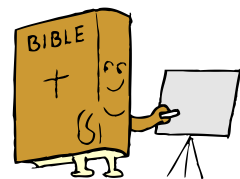
4.4 Regular activities

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

5. Open the Book

5.1 Aims and objectives

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



5.2 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.

5.3 Insurance

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

5.4 Regular Activities

Bible stories during assemblies at schools.

6 School visits to Church

6.1 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.

6.2 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 Audio-visual 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.

6.3 Insurance

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

6.4 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>Physical</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>Sexual</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>Emotional</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>

Safeguarding and Training: Looking after each other

<p>Neglect</p> <p>Adults and Children</p>	<p>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.</p>	<p>Fail to meet basic needs including food, environment, access to health care and education, failure to provide for social needs.</p>	<p>Unwashed/ dirty appearance, clothes too small/big, untreated sores or infections, isolation.</p>
<p>Financial</p> <p>Adults</p>	<p>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.</p>	<p>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,</p>	<p>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</p>
<p>Organisational</p> <p>Adults</p>	<p>Involves the collective failure of an organisation to provide safe, appropriate and acceptable standards of service to adults at risk.</p> <p>Mainly relates to health and social care provision but aspects may be relevant to Church settings</p>	<p>Lack of individualised care, inappropriate confinement or restriction, sensory deprivation, inappropriate use of rules, custom and practice</p>	<p>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</p>
<p>Discriminatory</p> <p>Adults</p>	<p>Exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals.</p>	<p>Verbal abuse, harassment or similar treatment, unequal treatment, deliberate exclusion from services such as education, health, justice and access to services and</p>	<p>Repeated exclusion from rights afforded to citizens such as health, education, employment and criminal justice</p>

Safeguarding and Training: Looking after each other

		protection, harmful or derisive attitudes, inappropriate use of language	
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.	<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>
Self Neglect	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>
Domestic Abuse	<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"> Includes: psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence; Female Genital Mutilation; forced marriage. 	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

Safeguarding and Training: Looking after each other

Spiritual Abuse	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.
------------------------	---	--	----------------------------

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 16th 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.**



Appendix 4 - Supplementary Safeguarding Conditions for Hire of Wroughton Parish Church Hall

The Parochial Church Council of Wroughton & Wichelstowe Parish has a Policy and Procedures for Safeguarding Children and Vulnerable Adults, which can be viewed at

http://wroughton.com/?page_id=1979

Your booking agreement is conditional upon you complying with that policy. You are required to ensure that children and vulnerable adults are protected at all times, by taking reasonable steps to prevent injury, illness, loss or damage occurring.

In particular this means that:

- You will comply with the parish policy and procedures for safeguarding children and vulnerable adults (or your own policy if you have an equivalent)
- You will provide the church with a copy of your organisation's safeguarding policy and procedures if you have one
- You will recruit safely all current paid and voluntary workers who work with children and vulnerable adults and where enabled by law to do so obtain satisfactory disclosures from the Disclosure and Barring Service (DBS)
- You will keep an up to date list of the names of all paid and voluntary workers with regular and direct contact with children and vulnerable adults
- You will always have at least two leaders in any group of children and young people, no matter how small the group
- You will ensure no person under the age of 18 years will be left in charge of children of any age
- You will ensure no child or group of children or young people should be left unattended at any time
- You will ensure a register of children or vulnerable adults attending the activity will be kept. This will include name, address, date of birth and next of kin
- You will complete details as soon as possible of any accident or incident occurring during your occupation of the premises which did or could give rise to injury
- You will immediately (within 24 hours) inform the Parish Safeguarding Officer of a) any incidents or allegations of abuse or causes for concern relating to members or leaders of your organisation, or b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church

Declaration

I have received and agree to abide by the Parish of Wroughton & Wichelstowe Safeguarding of Children and Vulnerable Adults policy. I understand that the booking agreement for the hire of the church hall premises is conditional on my organisation keeping to these procedures and that the agreement can be immediately terminated if we fail to comply with them.

Name:..... Signed:.....

Date:..... Organisation:.....

WWPCC 20190625SSG I

Appendix 5 - Supplementary Safeguarding Conditions for Hire of Wroughton Parish Church Hall for Private Parties

The Parochial Church Council of Wroughton & Wichelstowe Parish has a Policy and Procedures for Safeguarding Children and Vulnerable Adults, which can be viewed at

http://wroughton.com/?page_id=1979

Your booking agreement is conditional upon you complying with that policy. You are required to ensure that children and vulnerable adults are protected at all times, by taking reasonable steps to prevent injury, illness, loss or damage occurring.

In particular this means that:

- You will always have at least two leaders in any group of children and young people, no matter how small the group;
- You will always have adequate numbers of adults in attendance as set out below:
Children aged under 4: 1 adult to every 3 children (minimum 2 adults)
Children aged between 4 and 11: 1 adult to every 8 children plus two additional adults.
Children aged between 11 and 18: For up to 20 children minimum of 2 adults; for up to 32 children minimum of 3 adults.
- You will ensure no person under the age of 18 years will be left in charge of children of any age;
- You will ensure no child or group of children or young people should be left unattended at any time
- You will complete details as soon as possible of any accident or incident occurring during your occupation of the premises which did or could give rise to injury
- You will immediately (within 24 hours) inform the Parish Safeguarding Officer of a) any incidents or allegations of abuse or causes for concern relating to members or leaders of your organisation, or b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church

Declaration

I have received and agree to abide by the Parish of Wroughton & Wichelstowe Safeguarding of Children and Vulnerable Adults policy. I understand that the booking agreement for the hire of the church hall premises is conditional on my keeping to these procedures and that the agreement can be immediately terminated if we fail to comply with them.

Name:..... Signed:.....

Date:..... Organisation:.....

WWPCC 20190625SSG2