

The Parish of Saffron Walden

Practice Guidelines for Running a Group or Event

Revision 8: January 2020

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Policy and Guidelines will be reviewed each year and the revised document put before the PCC in
November of each year.

Saffron Walden Parish Church Council

Guidelines for running a group or event

These guidelines apply to all groups and events for which Saffron Walden Parish Church Council (PCC) is responsible, other than those involving unaccompanied children and young people. They are particularly relevant to the safeguarding of vulnerable adults.

The concept of a vulnerable adult can cause confusion. In the Church of England National Safeguarding Policy and associated documents, a vulnerable adult is defined as “a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired’. A different definition is relevant for some statutory purposes, such as eligibility for a DBS check (see below).

The PCC has taken the view that all groups and events open to members of the church or wider public may contain a vulnerable adult, or an adult whose ability to protect himself or herself is temporarily significantly impaired due to accident or incident. The procedures in these Guidelines are therefore relevant to all such groups and events and will assist in ensuring the event is insured. However, some aspects of care for adults who fall within the statutory definition of vulnerable adult require additional steps to be taken. These are highlighted in the guidelines.

Summary of responsibilities of Saffron Walden PCC under these Guidelines

1. The PCC will appoint a Parish Safeguarding Representative (Vulnerable Adults) (PSR-VA) and each daughter church committees will appoint a safeguarding representative.
2. The PCC will appoint a Group Leader for each group run in the name of the church and each event will have a designated Event Leader.
3. The PCC will acknowledge the value of the Group Leaders, Event Leaders and volunteer helpers with prayerful support, regular thanks and the provision of funding for salary, training and resources where applicable.
4. The PCC will seek to ensure that adequate insurance cover is provided for approved church activities.
5. The PCC will ensure that groups hiring the church premises will sign to say they agree to abide by the Safeguarding Policy and are appropriately insured.

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1 Introduction

1.1 The purpose of this document

This document sets out the practice guidelines that are to be used when organising groups, services and events in the name of the church, other than those containing unaccompanied children and young people (for which see the Practice Guidelines for Keeping our Children and Young People Safe). For groups, services and events which contain a mix of adults and some unaccompanied children and young people, both sets of Guidelines will need to be considered, although some of the procedures are complementary.

Reference material and required standard forms are attached as appendices.

This document is required reading for the clergy, the PCC and all who lead groups or run events on behalf of the churches in The Parish of Saffron Walden. This document will be reviewed by PCC annually.

1.2 Policy and scope

The Team Rector (or the churchwardens during a vacancy) and the PCC are ultimately jointly responsible for ensuring that these guidelines are followed by all groups and at all services and events run in the name of the churches in the parish.

Non-church groups using parish premises will be asked to confirm that they agree to abide by the PCC's Safeguarding Policy, will fulfil their own safeguarding responsibilities and are adequately insured.

Group Leaders and Event Leaders must carry out the mandatory requirements applicable to their activities and must ensure that their helpers are aware of relevant material within this document. For most church services, the Churchwardens and Team Rector will act as Group Leader / Event Leader for the purposes of these Guidelines and will allocate roles to sidesmen and others as appropriate. However, some prayer groups, classes and mid-week services may be managed differently and a separate Group Leader / Event Leader may be appointed.

It should be understood that failure to follow these guidelines and to take any necessary actions could open the PCC to a legal claim if someone came to harm while taking part in a church activity and could also have insurance implications should a claim need to be made.

2 Safeguarding Representatives

The PCC will appoint a Parish Safeguarding Representative (Vulnerable Adults) (PSR-VA). Together with the Parish Safeguarding Representative (Children and Youth), the PSR-VA will fulfil the role of the Parish Safeguarding Officer referred to in the PCC Safeguarding Policy. The job description is in Appendix 4.

Each daughter church committee will appoint a safeguarding representative. The job description is

also included in Appendix 4.

3 Group Leaders, Event Leaders and helpers

Appointing suitable leaders is of paramount importance and the PCC acknowledge the value of their work with prayerful support, regular thanks and provision of funding for training and resources.

3.1 Definition of terms

For the purposes of this document, the following definitions apply.

1. Vulnerable Adults are generally defined as “a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired”. For some requirements, a different statutory definition is applicable.
2. A Group Leader is someone who has overall responsibility for a particular group (including regular services or worship meetings). **At least one Group Leader must be identified for each group.**
3. An Event Leader is someone who is organising a one-off event, such as an outing, the Christmas Fair, or a quiz or concert.
4. For definition of Regulated Activity, see flow chart (Appendix 3).

3.2 Appointment of Group Leaders and Event Leaders

Great care should be taken when appointing Group Leaders and Event Leaders, even when they are well known. **The Team Rector (or the churchwardens during a vacancy) will confirm the personal suitability of all Group Leaders and the PCC will approve their appointment.** They will also confirm the suitability of an Event Leader and consider whether the safer recruitment procedures set out below need to be followed on a case-by-case basis.

When recruiting Group Leaders, the Rector (churchwardens in a vacancy), or his representative, will make clear at an initial discussion what the role will involve and what responsibilities are being asked to be undertaken. Similar steps will be taken by the relevant Group Leader if additional assistants are required (e.g. when recruiting into the Home Visiting Team). A written role outline should be provided and, for some roles, a written job description may be appropriate.¹ The PSR-VA should be informed about any such discussions so as to be able to track the safer recruitment process.

Recruitment of a Group Leader will require a more formalised recruitment process, even if the role is voluntary. A written job description will always be required for a Group Leader and the Team Rector and PSR-VA should be consulted.

¹ A suggested template is available on:

<https://www.churchofengland.org/more/safeguarding/templates-resources>.

This can be amended to suit the role in conjunction with advice from the PSR-VA.

All Group Leaders are required to complete a Group Leader Registration Form which includes a Confidential Disclosure Form (see Appendix 2). This declaration form will remain confidential to the Team Rector (or the churchwardens during a vacancy), or his representative. The form will be retained in accordance with Church of England records management guidance. A DBS check may also be required (see paragraph 3.2). Additional helpers for groups will also need to complete a Registration Form and Confidential Disclosure Form. Event Leaders may be asked to complete them (see above).

All applicants must offer referees who have known them well for more than 2 years, only one of whom may be from the church community. The Team Rector (or the churchwardens during a vacancy) will always take up references and may contact referees for further information.²

If a criminal record is disclosed, this will be handled in accordance with our Policy Statement on the Recruitment of Ex-Offenders (see Appendix 6). Note that advice will be sought from the Diocesan Safeguarding Advisers (DSA) in these circumstances.

When the Team Rector (or churchwardens when relevant) is satisfied that nothing on the declaration forms or references gives cause for concern, this will be communicated to the PSR-VA. Assuming any DBS check that may be required similarly raises no issues, the PSR-VA will ask the PCC to consider approval of the individual.

3.3 DBS Checks

The Disclosure and Barring Service (DBS) offers a system that enables police checks to be made for all adults who perform Regulated Activities with Vulnerable Adults and a DBS check for these adults is a legal requirement. Note the definition of Vulnerable Adult for these purposes is a more restricted statutory definition. In general, before an applicant is entitled to be checked against the Adult Barred List, they will need to answer YES to one or more of the following questions. If in doubt, consult with the PSR-VA.

- 1) In their Church role will the applicant be giving physical assistance to ill, disabled or elderly adults, in connection with eating or drinking, toileting, washing or bathing, dressing, oral care, or the care of skin, hair or nails?
- 2) In their Church role will the applicant be looking after an adult's cash, bills or shopping because they're ill, disabled or elderly?
- 3) In their Church role will the applicant be driving adults to where they get health care or social care because they're ill, disabled or elderly?
- 4) In their Church role will the applicant be providing counselling to an adult which is related to health care the adult is receiving from, or under the direction or supervision of, a health care professional?
- 5) In their Church role will the applicant be working in a care home with a resident adult, but not providing care? If the answer to this question is yes, will this be on more than three occasions per month and/or overnight between the hours of 2am and 6am?
- 6) In their Church role will the applicant be frequently (more than three times a month) providing any form of care, supervision, training, teaching, instruction, assistance, advice, guidance, or conveying, to an adult who:

² A suggested template interview form is available on <https://www.churchofengland.org/more/safeguarding/templates-resources..>

1. lives in residential accommodation provided in connection with required care or nursing, or
2. lives in sheltered housing, or
3. receives, at the place where they live, care of any description or assistance provided by reason of age, illness or disability, or
4. receives any service provided specifically for adults because of their age, illness or disability, excluding a service provided for an adult with one of more of the following disabilities (unless they have another disability) - dyslexia, dyscalculia, dyspraxia, Irlen syndrome, alexia, auditory processing disorder, dysgraphia

Note: does not include any incidental activity or any activity conducted in the course of a family relationship or a private arrangement between friends

Standard level of disclosure contains details of all convictions held on the Police National Computer, including both current and “spent” convictions as well as details of any cautions, reprimands or final warnings. Enhanced Disclosure will also involve a check on local police records.

If a DBS check is required, the Team Rector (or the Churchwardens in a vacancy) or his representative will raise this at the initial discussion and will inform the PSR-VA of the person’s contact details. The PSR-VA will liaise with the PSR-CY who is the local recruiter for the electronic DBS system.

The Diocese will notify the PSR-CY when a certificate has been issued, with number and date of certificate. If the check does not produce a clear certificate, the PSR-CY must ask to see the certificate and will follow the process outlined in the Policy Statement on the Recruitment of Ex-offenders.

Note that merely obtaining a DBS check is not sufficient. All the safer recruitment procedures in these Guidelines must be followed and approval from the Rector (or churchwardens if there is a vacancy) obtained before the adult can work with Vulnerable Adults.

3.4 Renewal of DBS checks

The Church of England safeguarding advice requires a DBS check to be renewed every 5 years. The PSR-VA will keep a record of when checks are due to expire and will alert the relevant Group Leader. For people other than Group Leaders who may have DBS checks, if the Group Leader wishes the person concerned to remain on the team, they will discuss continued involvement with them before asking the PSR-VA to liaise with the PSR-CY and contact them with information about a recheck. A recheck will include a need to complete a further Confidential Disclosure Form but it may be decided that further references are disproportionate.

The PSR-VA will advise the Group Leader when a recheck has been satisfactorily completed. If the 5-year period expires in the intervening period, the person should not perform a Regulated Activity. If the re-check does not produce a clear certificate, the PSR-CY must ask to see the certificate and will follow the process outlined in the Policy Statement on the Recruitment of Ex-offenders.

3.5 Supervision, support and training for Group Leaders and Event Leaders

All Group Leaders and their helpers are required to undergo online Safeguarding Training and know who to go to if abuse is disclosed or they have other safeguarding concerns. Event Leaders may be asked to do so. Please note that training should be refreshed every 3 years. The PSR-VA will

inform them of how to access such training and how to evidence satisfactory completion.

The level of training required will depend on the role, with Group Leaders and some of their team member / some Event Leaders being required to attend face-to-face courses. The PSR-VA will inform those for whom this is necessary and discuss availability of courses.

Appropriate support and opportunities to discuss their work and to undergo training will be made available to both new and experienced Group Leaders and Event Leaders.

4 Organisation of groups and events

4.1 Approval of Groups, Events and Activity Plans

Approval must be obtained from PCC to set up a new group or service, an outing or special event for an existing group or for one-off events.

Approval is sought by the Group Leader or Event Leader as follows:

1. Make a proposal to the Rector (or the churchwardens during a vacancy)
2. Submit the idea to the PCC for agreement in principle. The level of detail in the proposal will depend on the nature of the proposal and more information will be required to set up a new group than for a routine outing by an established group.
3. Enter the activity in the church diary and ensure it has been countersigned by the Rector (or churchwardens when relevant) prior to the event. For regular group activities, the Rectors signature is only required for the first meeting.

If exceptionally, an event requires approval before the next PCC meeting, it may be approved in principle by the Standing Committee of the PCC.

An Activity Plan must also be completed for all new groups and services, outings or special events for existing groups and for all one-off events. The Activity Plan must include all the elements listed in the Activity Plan form, including a Risk and Health & Safety Assessment (Appendix 2). Guidance on how to complete a Risk Assessment is included in Appendix 2 accompanying the form.

Send the completed paperwork to the PSR-VA for advice prior to submitting to the Rector (or churchwardens during a vacancy) for signature. Note that the Rector (or churchwardens when relevant) may overturn the outline approval from the PCC if the Activity Plan alters the nature of the undertaking.

If an activity or event is to take place outside of the UK, advice on insurance must be obtained from the Churchwardens or Team Rector.

IF THESE REQUIREMENTS ARE NOT MET THE ACTIVITY OR EVENT WILL NOT BE COVERED UNDER THE CHURCH INSURANCE POLICY.

4.2 Review of Activity Plans

All regular activities must be reviewed annually and a new Activity Plan must be completed. They

should also be updated before activities involving new or additional risks are included. Activity plans for one-off events should be reviewed after the event so that improvements can be noted for the future.

4.3 Safety

Group Leaders and Event Leaders are responsible for running the group, service or event and should note the following:

1. **The premises should be safe and well maintained** – any safety concerns or hazard (e.g. damage, defect, dangerous objects, blocked exits, etc) on church premises should be reported to the Churchwardens or to the Parish Office, so that repairs can be made. Safety concerns / hazards relating to off-site premises should have been noted on the Activity Plan (and associated risk assessment) and steps taken to mitigate them.
2. **All Group Leaders and their helpers should be familiar with the location of emergency exits and fire evacuation procedures.** Leaflets summarising evacuation procedures are available. Ask if you are unsure and training will be provided. If a group meets regularly on church premises, a fire evacuation drill should be conducted on a regular basis (e.g. once a term), and the details should be recorded in the group paperwork.
3. **One person, preferably qualified, should be assigned to take charge of all first aid matters – this person should know how to rapidly summon expert help and be aware of the locations of the nearest first aid kit. First Aid kits in the church and Parish Rooms are refreshed regularly but the procedure noted on them should be followed if items are used.**
4. **All Group Leaders should take note of the materials provided in conjunction with the risk assessment process, including the template risk assessments with guidance on important health and safety matters, such as the notes on Manual Handling and personal safety.**
5. **If private cars are used for an outing, the drivers must be properly insured and have valid driving licences.³**

4.4 Visiting adults in their own homes

St Mary's has a team of congregation members who have been selected and trained to visit adults (who may or may not be vulnerable) in their own homes on behalf of the church. This includes visiting adults who live in residential/care homes.

The Home Visiting Team, which is part of the larger Pastoral Team, is supervised by the Rector and/or the Pastoral Assistant (Judith Hasler).

Home Visitors will

- Apply for the role using the Safer Recruitment process
- Undertake appropriate training e.g. Care and Share course
- Be commissioned to the home visiting team and receive an identification badge

³ A template form asking for confirmation of this is available on:

<https://www.churchofengland.org/more/safeguarding/templates-resources>.

- Liaise closely with the Pastoral Assistant
- Be invited to attend regular (termly) meetings of the Pastoral Support Group to pray for the ministry and share, in a general way, concerns and experiences, offering mutual support.

Home Visits

Requests for a home visit, wherever they originate, will be channelled via the Pastoral Assistant who will contact the person to be visited by telephone to outline what can be offered and confirm that they would like a visit. Many requesting a visit will be well known and where there have been no previous concerns the level of risk during visits will usually be low. However, unexpected circumstances can be encountered, for example, the unexpected presence in the home of a relative or friend with a history of violence or threatening behaviour. Unfortunately, case histories also show that the person being visited may also be at risk. For these reasons it is very important that there is accountability and transparency in the manner in which visits to homes are undertaken. The Pastoral Assistant will consider whether a risk assessment should be undertaken prior to the first visit and whether visiting in pairs is advisable.

The Pastoral Assistant will then provide details to an appropriate Home Visitor(s) who will telephone to arrange a convenient time for a first visit. At that visit, the Home Visitor(s) will agree with the person being visited whether further visits are desired and an appropriate frequency, e.g.

- after a bereavement, monthly visits may be offered for a period of up to 6 months
- where the person being visited is long-term housebound, a monthly visit may be offered without a specified end date
- in case of illness or immobility, visits might be offered until the person is able to resume normal church attendance

The main purpose of the visit is to be available for the period agreed (around 45-60 minutes) and to listen.

The Home Visitor(s) will keep the Pastoral Assistant informed of the dates when visits are carried out.

Home Communion

Home Communion may be offered by those members of the home visiting team who have been licensed by the Bishop to this particular role and received special training.

Hospital Visiting

When requested by the person themselves or a close family member, a member of the Home Visiting team may undertake hospital visits on behalf of the clergy. Visits will only be undertaken by those members of the team who have undergone specific training for hospital visiting. This will be organised in conjunction with the Pastoral Assistant.

General safeguards

Wherever the visit takes place, to assure the person you are visiting of their safety, and for your own:

- Do not call unannounced; call by appointment, if appropriate telephoning the person just before visiting.
- Wherever possible, carry a mobile phone on a home visit, and ensure that someone knows where you are and when you are expected to return.

- If not known to the person you are visiting, carry home visitor identification.
- Always knock on the door before entering a room or home, respecting the person's home and possessions.
- As a general principle, don't give your home phone number or address. Instead, where possible, use the home visiting card to provide contact information.
- Be clear about boundaries – keep to agreed limits on how much time you will spend with someone and how often you visit. Be clear about what support you can offer and the purpose and limitations of any pastoral care/ support that is available.
- Be clear about what behaviour is and is not acceptable from the person being visited.
- Do not make referrals to any agency that could provide help without the adult's permission, and ideally encourage them to set up the contact, unless there are safeguarding concerns.
- Never offer "over the counter" remedies to people on visits or administer prescribed medicines, even if asked to do so.
- Do not accept any gifts from adults other than token items, to avoid misunderstandings or subsequent accusations from the person or their family. If someone wants to make a donation to the church, put it in an envelope, mark it on the outside as a donation and obtain a receipt from the Treasurer.
- Make a note of the date when you visit people, report back about the visit to the Pastoral Assistant and say what is concerning or going well. They will report safeguarding concerns to the Parish Safeguarding Officer and/or incumbent or directly to the DSA if they are not available.

5 Reporting of Accidents, Incidents and Safeguarding Concerns

5.1 Safeguarding Concerns

Safeguarding allegations may be about something that is going on now, something that may happen in the future, or something that happened in the past. ALL must be treated seriously.

If you are unsure whether something you observe or are told about is harmful or abusive, or you don't know what you should do regarding a safeguarding situation, consult with the PSR-VA or the Diocesan Safeguarding Advisers for advice, support and guidance as soon as possible. Contact details are given below under 'Taking Action'.

A flowchart summarizing action is included in Appendix 5.

5.1.1 Emergency situations

Most safeguarding situations in the church context are not emergencies, but if:

1. A child or adult needs immediate medical help, or you believe a crime is being or likely to be committed call the Emergency Services on 999 and ensure that the services that respond are informed of your safeguarding concerns. To contact your local police station please call 101.
2. You believe that a child or adult would be in danger to return home, or they do not want to return home, and you are concerned for their safety, call the Emergency child/adult social care team (0345 603 7630), or the police and seek their help or intervention.

5.1.2 Other situations

All types of disclosures or concerns regarding abuse or concerns **MUST** be taken seriously.

Remember the following essential points (Contact details are given under Taking Action):

- Respond well to the victim / survivor, if it is a direct disclosure to ensure they feel listened to and taken seriously. Explain what will happen next and check out support requirements. They should be informed that their identity and the identity of the person about whom a concern or allegation has been raised will be shared with key church officers and may be shared with the statutory agencies if there is any current risk to children or adults. The concern or allegation should not be shared with anyone other than those who need to know.
- Contact the PSR-VA or the Rector (or the churchwardens during a vacancy) in the first instance. They must then contact the DSA. If neither the PSR-VA or the Rector (churchwardens when relevant) are available, contact the DSA directly. If the concern arises in an activity, discuss with the Group Leader, who will contact the PSR-VA or Rector/churchwardens (unless the concern or allegation involves the Group Leader).
- Any safeguarding concern must be reported to the DSA within 24 hours. If the DSA is not available, contact Social Care and/or the police immediately.
- Contact the Local Authority Designated Officer (LADO) and/or police if the concern is that a church officer may be abusing a child or adult. Contact the PSR-VA or Rector as soon as possible if you make a referral and they will advise the DSA. **If in doubt, don't delay – seek advice from the statutory agencies.**
- Do not contact the person about whom the concern or allegation is made, even if they would normally be contacted as part of the procedure, until advice is sought from the DSA or statutory agencies.
- Record the details of the concern or allegation. Where it is not appropriate to take notes at the time (usually it will not be), make a written record as soon as possible afterwards or before the end of the day. Record the time, date, location, persons present and how the concern or allegation was received, e.g. by telephone, fact to face conversation, letter etc. The record should include details of information provided to that person as well as the information received. Always sign and date the record. Keep it factual. Pass on a copy to the DSA (and/or the PSR-CY or Rector). The records should be kept secure and confidential. A form is available in Appendix 2.

5.1.3 Taking action

If you are aware of a safeguarding concern, the numbers you will need are:

- PARISH SAFEGUARDING REPRESENTATIVE:
 - Pamela Jenner, PSR(VA) ; 07817 520 824
 -
- PASTORAL ASSISTANT
 - Judith Hasler, 01799 525041
- DIOCESAN SAFEGUARDING ADVISERS (DSA) :
 - Linda Saunders safeguarding@chelmsford.anglican.org
 - Amanda Goh on 01245 294457 or agoh@chelmsford.anglican.org
 - Danielle Law on 01245 294472 or dlaw@chlemsford.anglican.org

- Emergency out of hours duty phone on 01245 294444.
- ADULT SOCIAL CARE: 0345 6037630

5.1.4 Guidelines for responding to a person disclosing abuse

Do

- Listen.
- Take what is said seriously.
- Only use open questions (open questions begin with words like: who, what, when, where and how. Open questions cannot be answered with a 'yes' or 'no').
- Remain calm.
- Take into account the person's age and level of understanding.
- Check, if face to face, whether they mind you taking notes while they talk so you can make sure you capture the information accurately. At the end you can check with them that you have understood everything correctly.
- Offer reassurance that disclosing is the right thing to do.
- Establish only as much information as is needed to be able to tell your Group Leader / PSR-VA / DSA and statutory authorities what is believed to have happened, when and where.
- Check out what the person hopes to result from the disclosure.
- Tell the child or adult what you are going to do next.

Don't

- Make promises that cannot be kept (e.g. that you won't share the information).
- Make assumptions or offer alternative explanations.
- Investigate.
- Contact the person about whom allegations have been made.
- Do a physical or medical examination.

Record

- Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible.
- Do not destroy your original notes in case they are required by the DSA or the statutory authorities.
- Record the date, time, place, words used and how they appeared to you. Record the actual words used, including any swear words or slang.
- Record facts and observable things, not your interpretations or assumptions.
- Don't speculate or jump to conclusions.

5.1.5 Support

Safeguarding situations in the church setting can be complicated. The DIOCESAN SAFEGUARDING ADVISERS will co-ordinate arrangements for support so please let them know if you, or anyone else involved, need support

5.2 Accidents / Incidents

In the event of an accident (or near miss), either on-site or off-site, please complete the accident book. These are located in the Parish Rooms (by the First Aid kit) or in the Clergy Vestry. The accident book is checked regularly by the churchwardens.

For accidents causing significant injury, please telephone one of the Churchwardens. Currently they are Denis Tindley and Gill Caswell. Their numbers are on the noticeboards outside church and outside the Parish Rooms as well as by the accident books.

If an accident may require a pastoral response, please contact the Rector as soon as possible (or during a vacancy contact a member of the clergy). Any follow up action should be discussed with the Rector and or Group Leader.

6 Use of Images

Consent should be obtained before taking and using images, and a chance to opt out must also be given. The consent of adults who are not vulnerable may be given verbally, but for those that are vulnerable written consent is required and a form is included in Appendix 2.

Parental/guardian consent must also be obtained before taking and before using images of children and young people, even if they are accompanied by their parents, as well as the consent of child. Consent from the child may be verbal but consent from the parent / guardian must be in writing. Further details are included the Practice Guidelines for Keeping our Children and Young People Safe (including a standalone form for obtaining consent from a parent / guardian).

Images should only be used for the specific purpose agreed by the person photographed. Written consent must specify what purposes the image will be used for, and how it will be stored, if not destroyed. If the intention is to use an image on the internet, this must be clearly stated at the time that consent is sought. Further written consent is required if images are to be used in other ways than originally specified. Specific consent should be sought for images of adults where it is the intention to name the person in the image in an accompanying caption or article.

7 E-Safety-Electronic communication, Social Media and Internet guidance

The PCC must approve the use of social media and mobile phones by the church. Where there are Facebook or similar online groups set up on the church's behalf, the PCC must ensure there is a **named person** to whom all workers are accountable. The named person must be a church officer, who should be a colleague or supervisor, and should be aware of the account name and password so that they can at any time log on to the account to monitor the communications. The named person should be proactive in fulfilling this role.

Communications must be shared with the named person. Church officers remain bound by professional rules of confidentiality. Where there is concern that a young person or adult is at risk of abuse, or they themselves pose a risk of abuse to others, safeguarding procedures must always be followed.

DO

- ✓ Have your eyes open and be vigilant.

- ✓ Maintain the upmost integrity – honesty, transparency, consistency and accountability are key. Treat online communication with children, young people and adults as you would communication that is face to face. Always maintain the same level of confidentiality.

- ✓ Report any safeguarding concerns that arise on social media to the PSR-CY or PSR-VA (as applicable) and the DSA.

- ✓ Always assume that everything you write is permanent and may be viewed by anyone at any time; that everything can be traced back to you personally as well as to your colleagues or the church. Always think before you post.

- ✓ Draw clear boundaries around your social media usage associated with your private life and your use of different social media for public ministry. Keep church account/s and profiles separate from your personal social media account/s e.g. only use a Facebook page, Twitter or blogs for public ministry, while keeping a separate Facebook profile for private life.

- ✓ Always ask parents/carers for written consent to:
 - o Use and store photographs of children/young people from activities or events in official church publications, or on the church's social media, website and displays.

 - o Use telephone, text message, email and other messaging services to communicate with young people.

 - o Young people connecting to the church's social media pages.

- ✓ Only use an approved church/ministry account to communicate with children, young people and/or vulnerable adults. The named person should be able to access this and review conversations, and the account should be visible to young people and their parents. Young people must be made aware that any communication will be viewed by all users. Save any messages and threads through social networking sites, so that you can provide evidence to the named person of your exchange when required.

- ✓ Avoid one-to-one communication with a child or young person.

- ✓ Use clear and unambiguous language in all communications and avoid abbreviations that could be misinterpreted.

- ✓ Save and download to hard copy any inappropriate material received through social networking sites or other electronic means and show immediately to the named person, PSR-CY, PSR- VA or, if appropriate, DSA.

- ✓ Use passwords and log off promptly after use to ensure that nobody else can use social media pretending to be you.

DO NOT

- Use a personal Facebook or any other social media account in your work with children, young people or vulnerable adults.
- Add children, young people or vulnerable adults as friends on your personal accounts.
- Facebook stalk (i.e. dig through people's Facebook pages to find out about them).
- Say anything on social media that you would not be happy saying in a public meeting, to someone's face, writing in a local newspaper or on headed notepaper.
- Comment on photos or posts, or share content, unless appropriate to your church role.
- Use visual media (e.g. Skype, Facetime) for one to one conversations with young people, use only in group settings.

In particular, do not allow content to contain or share links to other sites that contain:

- Libellous, defamatory, bullying or harassing statements.
- Breaches of copyright and data protection.
- Material of an illegal nature.
- Offensive sexual or abusive references.
- Inappropriate language.
- Anything which may be harmful to a child, young person or vulnerable adult, or which may bring the church into disrepute or compromise its reputation.

Wherever possible, church officers should be supplied with a mobile phone dedicated for work purposes. This allows for the phone to be switched off outside working hours, and for usage to be accountable. This means that the work phone number is the only number that young people or adults are given, and the church officer's personal number can remain private. Texts or conversations that raise concerns should be saved and passed on to the named person or the PSO/incumbent (or if unavailable the DSA).

8 Further advice

If you have any concerns or questions about the application of the best practices described in this document, please seek help from your group leader or the PSR-VA immediately.

Please also refer to the Parish Safeguarding Policy displayed in church or in the parish rooms or online (www.stmaryssaffronwalden.org.uk), or look at the resources on the Chelmsford Diocese

website (<https://www.chelmsford.anglican.org/safeguarding/safeguarding-policy-and-practice-guidance>) or the national Church of England safeguarding website (<https://www.churchofengland.org/more/safeguarding/policy-practice-guidance>).

Appendix 1 - Sources of further help and advice

Within the Parish and Diocese

Contact: PSR-VA
Pamela Jenner 07817 520 824 safeguardingva@gmail.com

Diocesan Safeguarding Advisers
01245 294444

Pastoral Assistant
Judith Hasler
01799 525041 judithhasler@btopenworld.com

Appendix 2 - Forms

The following pro forma forms are provided and should be used as provided:

Use of Images Consent Form

Activity Plan and Risk Assessment and Health & Safety Assessment

Record of Safeguarding Concerns Form

Group Leader Registration Form and Confidential Declaration

Consent Form: Images of adults

In the Parish of Saffron Walden, we only include images in our publicity of adults, with their verbal consent, and of adults who may be vulnerable, but only with their written consent and endorsed by a responsible adult, using the consent form below. Information about the use of images of children is set out in the Parish Safeguarding Guidelines for Keeping our Children and Young People Safe. All images will be stored in line with the relevant Data Protection Guidelines.

For completion in respect of a vulnerable adult:

I have seen the images that may be used for publication. I consent to these images being used and stored, solely for the purposes specified above and **I agree to / do not agree** (*delete as appropriate*) to my name being given in a caption or article accompanying the images.

Full Name			
Address/ Contact Details			
Signature		Date	

Full Name (of person endorsing Consent)			
Role			
Signature		Date	

For completion by a named representative of the church:

Full name of Church/Parish representative:			
Role:			
Specific Purpose Image is for:			
Church/Parish Notice Board	<input type="checkbox"/> Yes <input type="checkbox"/> No	Church/Parish Magazine	<input type="checkbox"/> Yes <input type="checkbox"/> No
Church/Parish Website	<input type="checkbox"/> Yes <input type="checkbox"/> No	Church/Parish Social Media	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diocesan Newspaper	<input type="checkbox"/> Yes <input type="checkbox"/> No	Diocesan Website	<input type="checkbox"/> Yes <input type="checkbox"/> No
Local Press	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other (specify)			

Note: Either attach a copy of the images to this form or provide sufficient details to identify them.

Parish of St Mary the Virgin, Saffron Walden

Activity Plan - working with Adults

This must be approved by the PCC before the activity takes place

Please complete the form by answering the questions in the appropriate boxes.

1. As the author of this Activity Plan, please enter your name and contact details
2. What is the title of the planned Activity?
3. What aims have you set for this Activity?
4. Who is the Activity for?
5. What vulnerabilities might you need to consider? e.g. physical health, mental health
6. How often will the group meet?
7. Where will the group meet? (full address)
8. How long will each session last? (give times)

9. What will the group do when they meet for each session?
10. Who will be responsible for running the group? (full name and contact number)
11. How many additional helpers will there be for the group? (list their names)
12. How will leaders be trained/supported/resourced in order for them to do what is required?
13. Have you completed all necessary DBS checks for group leaders?
14. Has a Risk Assessment been carried out? (A Risk Assessment must be carried out before the activity can be approved.)
15. What are the costs of the activity?
16. On what date will this Activity Plan be reviewed?

Saffron Walden PCC has checked that this activity is covered by the Parish Insurance Policy.
This Activity has been approved by Saffron Walden PCC

Signed Date

Why, When and How to do a Risk Assessment

A risk is the chance, great or small, that someone will be harmed by a hazard. A hazard is anything or anyone that could cause harm e.g. high stacks of chairs, uneven floors, unsafe electrical equipment, blocked fire exits, missing light bulbs, overfilled cupboards, high shelves, unknown workers, working in unsupervised situations, lifts in cars, challenging behaviour, smoking and drinking, etc.

What is a risk assessment?

A risk assessment is a careful, systematic assessment of potential dangers which may be encountered as a result of planned activities. By identifying potential dangers you can plan to reduce or eliminate risk.

Why do a risk assessment?

There is no such thing as a risk-free environment. However, we should organise our activities so that any potential dangers are identified and minimized, reducing any risk to children, vulnerable people and workers.

When to do a risk assessment

Risk assessments should be completed for all new and existing parish activities where children and/or adults are present. Review your risk assessment at regular intervals to include any additional risks.

How to do a Risk Assessment: The Five Steps to Risk Assessment

Step 1 – Identify the hazards/dangers & injuries which may result

- Walk round the building/venue looking out for things or situations that could be reasonably expected to cause harm
- Ask other people – including vulnerable people - about what they think could cause harm
- Identify what injuries might result from the identified risks

Step 2 - Identify who might be harmed/vulnerable

- Children & Young people, including those with additional needs
- Adults who may be vulnerable, including those in wheelchairs; the partially sighted or blind; the hearing impaired; those who walk with a stick or frame; the mentally ill or learning disabled
- Visitors/parents/carers
- Leaders/organisers
- Members of the public

Step 3 - Identify the risks and what can be done to remove or reduce them

- What is the likelihood and potential severity of any injury - scale of 1 (low) to 3 (high)? Multiply these factors to assess a risk rating.
- Use the Risk Assessment Form to assess whether existing precautions are sufficient
- What else can be done to reduce the risk, control or remove the hazard/danger?
- Use the Risk Assessment Form to work out the risk both before and after you have taken action to reduce the risk

Step 4 – What are your findings? What do you need to do?

- Use the Risk Assessment Form to record your findings (each hazard should be recorded)
- Any remedial action taken to minimise/remove the risk to the lowest level possible should be recorded
- Submit it for approval in advance of your activity following the procedure in these Guidelines.

Step 5 - Revise and evaluate your risk assessment regularly

- Complete a fresh risk assessment at least annually, and before new or one-off activities begin

You may find the following checklists from www.ecclesiastical.com helpful in preparing your risk assessment – they are for general guidance only.

Planning events – risk assessment checklist

Ensure the venue is suitable – check the health and safety risk assessment for the building if there is one – a copy of the assessments for St Mary’s Church or Parish Rooms is available from the Parish Office.

Risk assessments must be carried out for fire and health and safety risks.

Consider crowd control

Including parking arrangements, having stewards to direct visitors, checking exits and deciding how visitors will be evacuated in an emergency.

Plan first aid provision

This will be based on the numbers attending and the nature of the activities. It may range from a simple first aid box to a number of trained first-aiders.

Consider food and drink provision

Food hygiene and the requirements of the Food Safety Act 1990 and the Food Hygiene Regulations 2006 must be considered. Where cooking takes place, a check should be made on the method of heating and its associated hazards, e.g bottled gas and deep fat fryers. Consider how you will deal with food allergies.

Take care with bouncy castles

They are a major cause of injury to children. Read our safety advice and instructions if you're planning one for your event.

Check external contractors

Companies providing fairground rides or amusements must have adequate public liability insurance. It is your duty to check this before the event.

Animals

If animals feature as part of the event (donkey rides, pet shows, obedience trials, for example), there needs to be adequate separation between the public and the animals, and provision must be made for the welfare of the animals and their supervision.

Cash handling

Consideration must be given before the event to the handling of cash and the security of those involved in collecting and banking money. Every stall or attraction should be provided with a cash box of some kind, a float will be required for each cash collection point and takings must be removed regularly and placed in a secure place during the course of the event.

Tower tours

Members of the public entering for the first time will not be aware of potential hazards. Take a look at our tower tours checklist to help identify the main hazards and the control measures that can be taken to reduce the risk.

Dangerous activities

In the event that any dangerous activity is to be organised, you must take all reasonable steps to ensure the safety of participants as far as possible. Many of these activities are

operated through Codes of Practice, Health and Safety Executive Guidelines and Guidance Notes, Trade Association guidelines and Government regulations.

In the event that any dangerous activity is to be organised, Ecclesiastical must be advised as Public Liability cover will not be automatic. For a list of dangerous activities, see our Functions Guidance notes.

Accidents and First aid

- Provision of first aid equipment
- Persons with first aid training
- Procedures to deal with accidents
- Transport arrangements to hospital
- Existing arrangements and assess what is needed

Fire safety

- Combustible materials, flammable liquids and accumulations of waste
- Heaters, smoking and other sources of heat
- Provision of fire exits, escape routes, signage and emergency lighting
- Provision of fire detection equipment and firefighting equipment
- Effect of a fire on our neighbours
- Evacuation plans and training of stewards

Electrical safety

- Condition of fixed electrical installation, including switches and sockets
- Condition of portable electrical appliances, including leads and plugs
- Use of unauthorised electrical appliances and temporary wiring
- Mechanical damage to wiring
- Frequency of inspections

Gas safety

Condition and maintenance arrangements for fixed gas boilers and heaters

- Condition and arrangements for use, including storage and changing of cylinders for portable Liquid Petroleum Gas heaters

Control of hazardous substances

Internal

- Cleaning materials
- Types, amounts, storage arrangements
- Provision of personal protective equipment

External

- Pesticides, herbicides, petrol
- Types, amounts, storage arrangements
- Provision of personal protective equipment

Plant and machinery

Internal

- Condition and potential injury arising from font covers, sanctuary lamps, hanging rods and crosses, canopies and other suspended items
- Lifts, hoists and other lifting mechanisms
- Ladders, scaffolds and staging, including storage and accessibility
- Display screen and computer equipment

- Bells, clock weights and chiming mechanisms

Any other equipment

External

- Churchyard maintenance equipment
- Lawnmowers, gangmowers, strimmers, etc.

Slips, trips and falls

Internal

- Loose carpets, rugs, mats and other floor coverings
- Loose and uneven tiles, stone paving and floorboards
- Trailing leads and other obstructions
- Worn, steep and uneven steps and stairs
- Inadequate lighting, lack of handrails

External

- Uneven and poorly maintained paths and steps, boiler room steps and access
- Potholes, tree roots and unprotected drops
- Gravestones and other obstructions
- Long grass and undergrowth
- Areas designated as wildlife habitats
- Poor drainage of paths and growth of algae
- Inadequate lighting and lack of handrails
- Unprotected open graves prior to burials

Lighting

Internal

- Check adequacy of lighting
- Pay particular attention to stairs, steps, crypts, basements

External

- Paths, steps, drives, car parks, boiler room steps and entrances

Falls from a height

Internal

- Arrangements for light bulb changing
- Use of unsecured ladders
- Unprotected openings and walkways at high level
- Roof loft openings
- Use of fixed vertical ladders

External

- Clearing of gutters and valleys
- Low parapets and balustrades

Food hygiene

- Extent of food preparation
- Nature of foods to be prepared and stored
- Consideration of food allergies
- Areas used for food preparation
- Facilities for washing and preparation of foodstuffs
- Facilities for storage of foodstuffs

- Experience, training and competence of
- food handlers

Manual handling

- Moving and lifting of furniture, staging, pianos and other equipment
- Numbers required
- Specialist equipment needed

Display screen equipment

- List all computer equipment
- Who uses it and for how long
- Check seating, workstation, screen, software

Hazardous buildings /glazing

- Loose stonework, falling masonry, parapets, pinnacles, slates, tiles, gutters, flag poles
- Detail any glass in windows below waist height and in doors or beside doors below shoulder height which is not of a safety material or protected against breakage (narrow panes up to 250mm need not be included)
- Arrange for a competent person to check for the presence of asbestos
- Dangerous gravestones, tombs, monuments and railings in the churchyard

Child protection/Safeguarding

- Existing child protection/Safeguarding procedures
- Implementation of Diocesan guidelines

Personal safety

- Risk of attack
- Lone working, church sitting
- Handling of cash
- Means of raising an alarm, summoning assistance

Activities and other hazards

- Services, concerts, events, exhibitions, etc.
- Numbers attending
- Age-related hazards (children/elderly)
- Disability access/provision
- Fêtes, sponsored walks, fund-raising activities
- Bungee jumping, abseiling, parachute jumps etc.

Note: These activities will require separate insurance arrangements by the provider of the facility

Look for and note any other hazard which could cause someone harm which are not included in the above checklist.

Parish of St Mary the Virgin, Saffron Walden

Risk Assessment Template



Event:		Location	
		:	

Assessment Performed Date:		Assessment Performed By:	
-----------------------------------	--	---------------------------------	--

Likelihood 1=Low (seldom), 2=Medium (frequently), 3= High (certain or near certain).

Severity 1=Low (minor cuts and bruises), 2=Medium (serious injury or incapacitated for 3 days or more), 3=High (fatality or a number of persons seriously injured)

Risk rating 1-2 Low, 3-4 Medium, 6-9 High

Potential Hazard and type of injury that may result	Who might be at risk?	Likelihood (L)	Severity (S)	Risk Rating L x S (low/medium/high)	Actions taken to minimize risk	By Whom

Event:				Location:		
Potential Hazard and type of injury that may result	Who might be at risk?	Likelihood (L)	Severity (S)	Risk rating L x S (low/medium/high)	Actions taken to minimize risk	By Whom

The Parish of Saffron Walden
Record of Safeguarding Concern

Childs name			
Address/contact details			Dob
			Age
Brief details of the nature and type of the concern		Date concern was raised	
		Time concern was raised	
Name of person raising concern		Relationship to child	
Who have you handed this concern to? (e.g. PSR, DST)		Date handed over	
Details of Concern (Please include as much detailed information in this section as possible – continue on a separate sheet if required. Make sure any continuation pages are signed dated and timed.)			
Full Name		Date	
Signature		Time	

Please complete side 2

Record of Safeguarding Concern (continued)

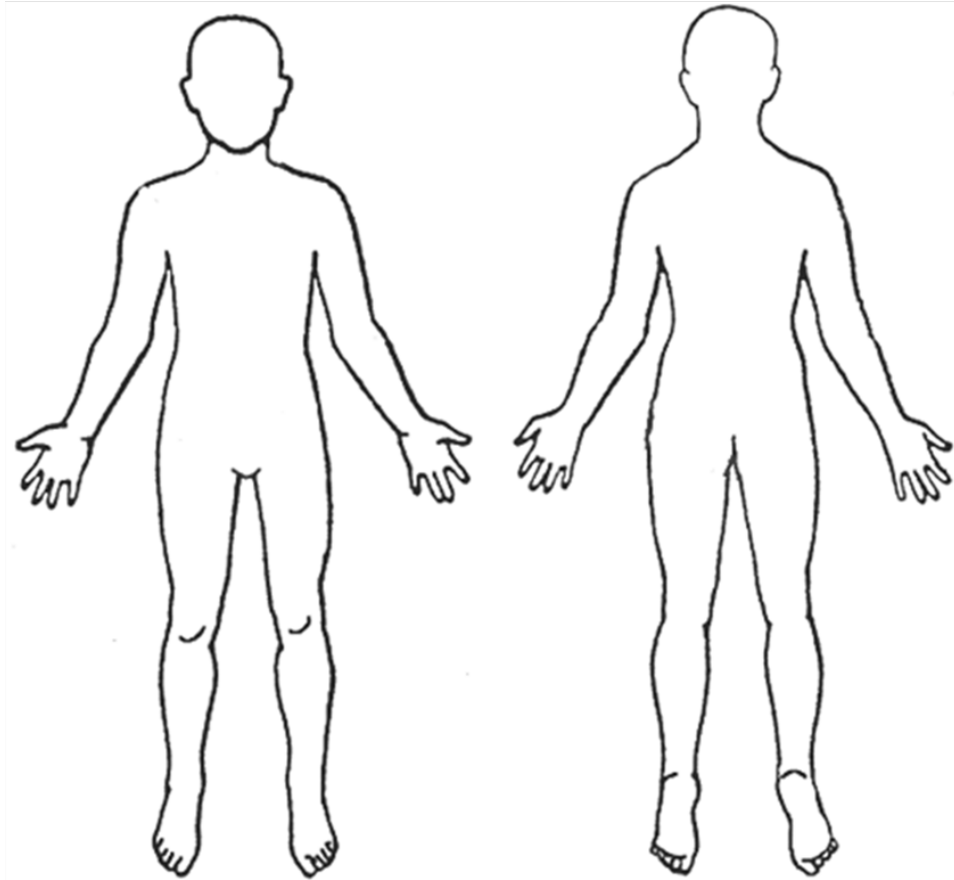
Details of all actions/decisions taken in respect of this concern To be compiled by the Group Leader, Parish Safeguarding Representative or member of the Diocesan Safeguarding Team	
Number of previous records of safeguarding concerns	
Is the child known to Local authority or statutory Services?	Yes/No/ Not known

Action taken	By whom	Date
		Time
Outcomes		
Full name of PSR/DST		Date
Signature		Time

Safeguarding Body Map



The Church of England
in Essex and East London
Diocese of Chelmsford



FRONT

BACK

Use the diagram to mark the locations and types of injuries.

Name: _____
DOB: _____

Note any other details, such as anything the child or vulnerable adult discloses on examination (use their language) or information received from any other source regarding injuries.

Your Name: _____
Your Role: _____
Signature: _____
Date: _____

Application form for work with adults

Church	St Mary the Virgin, Saffron Walden
Role applied for	

We ask all group leaders and employees to complete this form and the Confidential Declaration form.

The information is kept confidential by the PCC or by those delegated by the PCC, unless requested by an appropriate authority.

Your Details

Name			
Address	Postcode:		
How long have you lived at this address?	<input type="checkbox"/> 1 year or more <input type="checkbox"/> Less than 12 months →	If <u>less than 12 months</u> please give your previous address and the name of the church you attended below:	
		Previous Address:	
		Postcode:	
		Church:	
Telephone			
Email			
Have you ever changed your name?	<input type="checkbox"/> No <input type="checkbox"/> Yes →	If <u>Yes</u> please give details of your previous names and dates they were in use.	
		Name:	Date From:
			Date To:
		Name:	Date From:
			Date To:

Your Experience

Please give details of any special interests and skills you have, and previous experience of working with children, young people or vulnerable adults. Where appropriate, give the name(s) and date(s) of churches or groups (continue on another sheet if necessary).

Your Qualifications & Training

Please give details of any relevant qualification or appropriate training:

Are you prepared to undertake training online and face-to-		
--	--	--

face?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you suffer, or have you suffered, any illness which may directly affect work with vulnerable adults?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

References

Please give the following details of two people who have known you for at least two years and who would be able to provide a personal reference if contacted.

Note: Your chosen referees should not be related to you and one must be from your current or most recent employer. If you have not previously been employed, then at least one referee should be from outside of the church.

Reference One		Reference Two	
Name		Name	
Address		Address	
Telephone		Telephone	
Occupation (if any)		Occupation (if any)	

Signed		Date	
--------	--	------	--

Please return the completed form, marked Private and Confidential to

The Rector
17 Borough Lane, Saffron Walden, CBI I 4AG



Confidential Declaration

This form is strictly confidential and, except under compulsion of law, will be seen only by the Parish Safeguarding Representative, Incumbent and the Diocesan Safeguarding Team if necessary.

All forms will be kept securely..

Some posts fall into categories of activity which are eligible for a DBS check and the level of that check for this role should be clear from the job description or explained to you. Any subsequent offer of employment will be based on the successful outcome of this check.

Other posts do not fall into these categories, but still come within Safer Recruitment guidelines. In all posts that involve regular contact with children or vulnerable adults applicants are required to complete this Confidential Declaration Form to support safer recruitment and help ensure our churches and communities are as safe as they can be.

If you answer yes to any question please give full details. Continue on a separate sheet if necessary and be clear which question you are answering by showing the question number.

Full Name	
Date of Birth	/ /
Address	

1) Do you have any unspent convictions?

No

Please tick: Yes

If the answer is yes please give the dates and details of any convictions, cautions, reprimands or warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended by SI 2013 1198)

http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf

A more simple interpretation is available at <http://uk.practicallaw.com/3-530-5626>

2) Are you under investigation by the police, social services or an employer for any offence?

Please tick: Yes No

If the answer is yes please give the dates and details

3) Has your conduct ever caused, or been alleged or likely to have caused significant harm* to a child or vulnerable adult, or put a child or vulnerable adult at risk of significant harm?

Please tick: Yes No

If yes please give details including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work.**Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.*

4) Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

Yes No

Please tick:

If the answer is yes please give the dates and details

5) Have you any health problem(s) which might affect your work with children or vulnerable adults? Please tick:

Yes No

If the answer is yes please give full details

6) Have you, since the age of eighteen, ever been known by any name other than that given in this declaration? Please

tick: Yes No

If yes please state the name(s):

Declaration

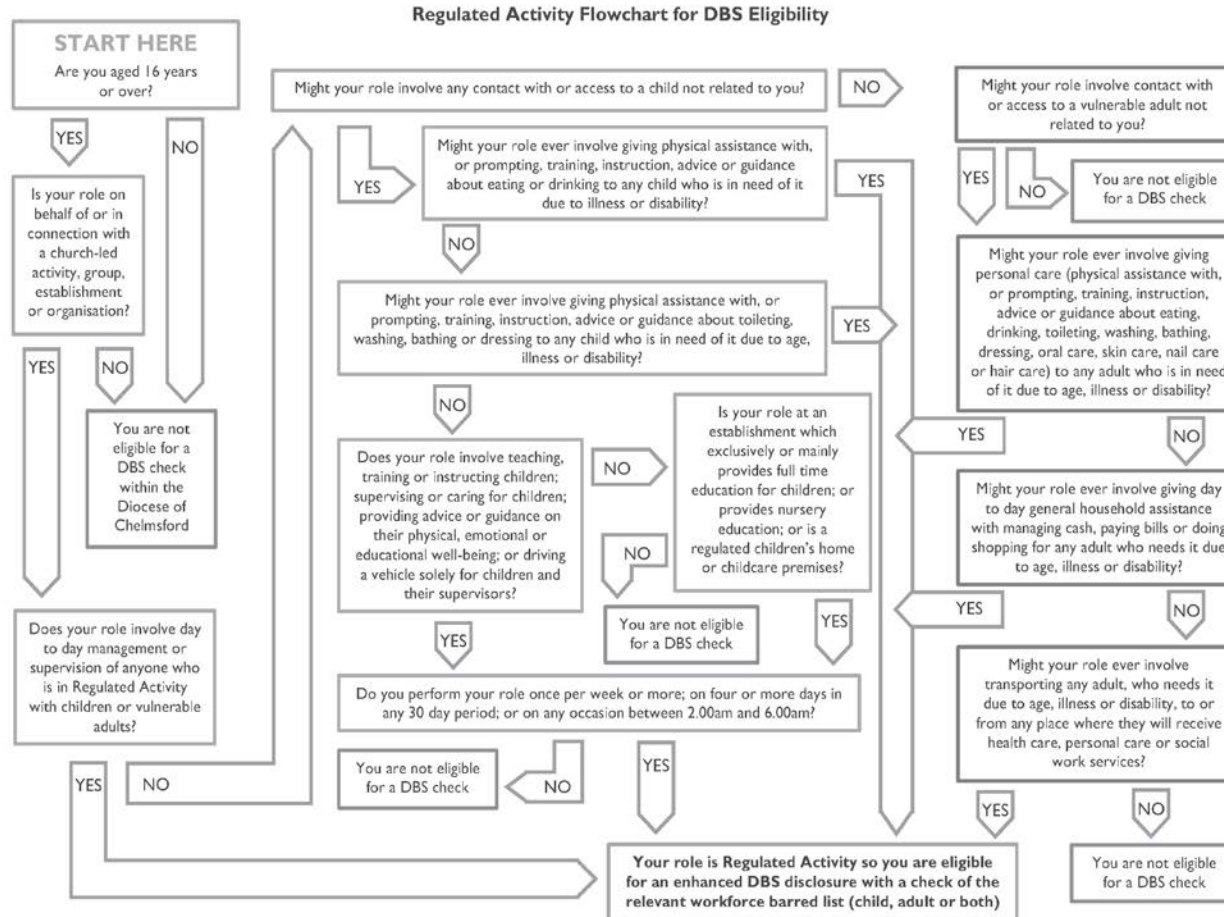
I declare that all of this information is accurate and complete to the best of my knowledge.

I agree that where a role may require a criminal records check that I will apply to the Disclosure and Barring Service through the Diocese for the appropriate level of disclosure. I understand that should this disclosure not be satisfactory, any offer of employment or voluntary work may be withdrawn or terminated.

Signed:		Date:	
---------	--	-------	--

Appendix 3

Regulated Activity Flowchart for DBS Eligibility



St Marys Church Saffron Walden
Application for DBS Check

For Group Leader.

Please refer to the flow chart in Appendix 3 of the CY Safeguarding Guidelines before filling in this form. Return the form to the Parish Safeguarding Representative.

Please give the following information about the applicant

Full name		
Address		
Email address		
Is the intention that the applicant will work with (please tick)	Child workforce	
	Adult workforce	
	Child and Adult workforce	
What is the job title?		
Is the post paid or volunteer?		

For parish records

Is applicant eligible to be checked against the Children Barred list? Yes/No If yes, explain why
Is applicant eligible to be checked against the Adult barred list? Yes/No If yes, explain why
Is the applicant's home address the primary place of work with children/adults? Yes/No If yes, explain why

Appendix 4

Job Description Parish Safeguarding Representative

Job Description

Post Title:	Parish Safeguarding Representative
Employer:	Saffron Walden PCC
Salary:	Voluntary [reasonable out-of-pocket expenses incurred in the performance of this role may be reimbursed]
Hours of Work:	Part Time [Some flexibility will be required]
Place of Work:	Parish Based
Term of office:	Initially 3 years with the opportunity for review/renewal at the end of the term.

Overall purpose of the post:

To take responsibility for working with the PCC and the incumbent to ensure that good practices in child and adult safeguarding are developed within the parish.

To act as a bridge between the church and the Diocesan Safeguarding Team for matters relating to the safeguarding of children and adults in the parish.

The Parish Safeguarding Representative is a local contact; they are not expected to be safeguarding experts or deliver training and would never be expected to conduct investigations.

Principal duties:

- To ensure that the diocesan Safeguarding Policy is adopted and implemented in the Parish.
- To ensure that full Parish safeguarding records are maintained and stored securely in accordance with data protection guidelines.
To liaise with the diocesan Safeguarding Team in the case of any safeguarding concerns or allegations in the Parish.
To ensure that there is a system in place for DBS applicants to be supported in their application – including the checking of identity documents and processing of applications at Parish level.
To promote and co-ordinate access to and completion of Safeguarding Training within the Parish, including supporting access for all relevant members of the parish ‘workforce’ to online training and face-to-face training by the Diocesan Safeguarding Team.
- To attend at least one PCC meeting per year to update the PCC and provide guidance on changes in policy/responsibilities.
- To regularly complete Safeguarding training as invited by the Diocesan Safeguarding Team – this will include e-learning and face-to-face training sessions.

Parish of Saffron Walden

Job Description for Safeguarding Representative of daughter churches of St John's Little Walden and St James Swards End

The role is appointed by the individual church's committee and is responsible for working with the committee and the priest in charge/ incumbent. The person appointed must go through the Safer Recruitment process set out in the Parish Safeguarding policy and guidelines.

Overall purpose of the post:

To take responsibility for working with the church committee and the incumbent to ensure that good practices in safeguarding are developed at the local church.

To act as a local link between the church and the Parish Safeguarding Representatives for matters relating to safeguarding in local church activities.

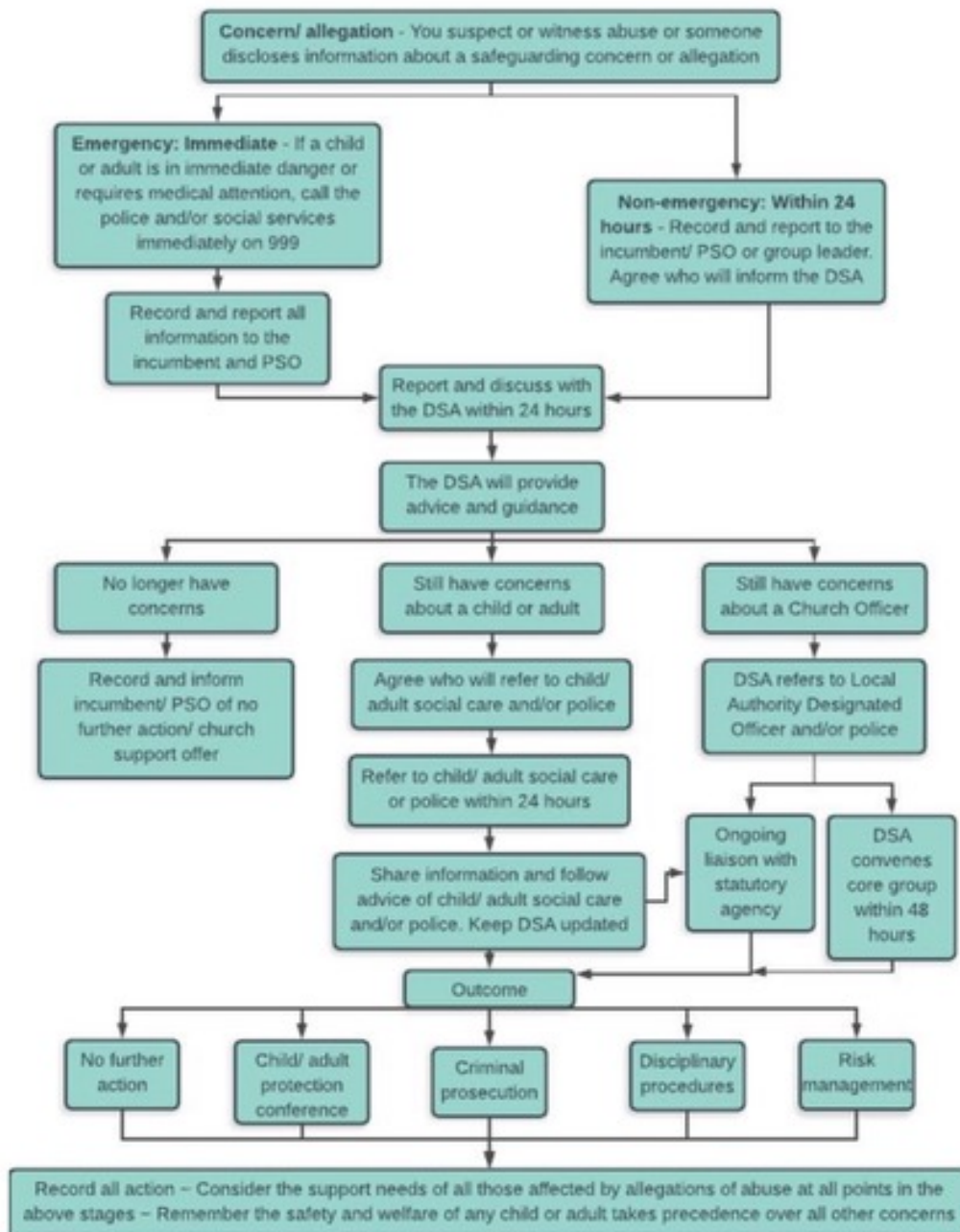
The Safeguarding Representative is a local contact; they are not expected to be safeguarding experts or deliver training and would never be expected to conduct investigations.

The role includes:

1. Being aware of activities taking place at church or elsewhere under the auspices of the church committee
2. Being aware of the needs of children and adults within the church family
3. Being familiar with the Parish Safeguarding Policy and the associated guidelines for Children and Youth and for Adults and advising the church committee on its implementation.
4. Advising anyone in the church about the content of the Parish Safeguarding Policy
5. Listening to any concerns about safeguarding and being aware of the procedures for taking action. Safeguarding concerns should be notified to the appropriate Parish Safeguarding Representative (PSR) or, if they are not available, to the Diocesan Safeguarding Team.
6. Referring new leaders/helpers to the PSR(Children and Youth) or the PSR(Adults) as appropriate for guidance on completion of the Safer Recruitment procedures, including a DBS check (where applicable). When the appointment is confirmed by the Rector, the Safeguarding representative and the committee of the daughter church will be notified.

Appendix 5

*Responding promptly to every safeguarding concern or allegation **quick guide***



Appendix 6

Policy Statement on Recruitment of Ex-Offenders

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974⁴ (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the code of practice⁵ and undertake to treat all applicants for positions fairly.
2. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
3. We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about⁶.
4. We can only ask an individual about convictions and cautions that are not protected.
5. We are committed to the fair treatment of staff, potential staff or users of our services, regardless of race, gender, religion⁷, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
6. We make this written policy on the recruitment of ex-offenders available to all DBS applicants at the start of the recruitment process.
7. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
8. We select all candidates for interview based on their skills, qualifications and experience.
9. An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
10. We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offence. Please note that we may take advice from the Diocesan Safeguarding Adviser in this regard.
11. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

⁴ Full text available here: www.legislation.gov.uk/ukpga/1974/53

⁵ DBS Code of Practice: www.gov.uk/government/publications/dbs-code-of-practice

⁶ Where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended.

⁷ See Diocesan website for information about Genuine Occupational Requirements (GOR), (e.g. the post requires the applicant to be a practicing Christian).

12. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
13. We make every subject of a criminal record check submitted to DBS aware of the existence of the code of practice⁸ and make a copy available on request.
14. We undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment. Please note that we will involve the Diocesan Safeguarding Adviser if there are disclosures of cautions, convictions, reprimands or police intelligence in order to ensure that the relevance of the offences and associated risk are assessed.

⁸ DBS Code of Practice: www.gov.uk/government/publications/dbs-code-of-practice