

‘RESPONSIBLE CARING’

Diocesan Safeguarding Guidelines

The following guidelines have been updated for Diocesan Synod Members in preparation for the Diocesan Synod on 10 May 2014.

Particular attention should be paid to the following SECTIONS as they have seen the most significant changes:

- SECTION TWO – Guidelines for Selection and Appointment of Volunteers and Paid Workers whose role includes Work with Vulnerable Adults or Children.
- SECTION TWO – Guidelines on the Eligibility of Safeguarding DBS Checks.
- SECTION TWO – Guidelines for Good Practice when Working with Children or Adults with Vulnerabilities.
- SECTION TWO (page 19) The Internet, Online Safety and Social Media

CREATED: 23 April 2014/ Updated March 2016
AUTHOR: Sarah Acraman



CONTENTS

	Page
Foreword by the Bishop of Truro	3
How to use these Guidelines	4
Emergency Contacts and Useful Telephone Numbers	5

SECTION ONE

Principles of the House of Bishops' policy for Safeguarding Children	6
Principles of the House of Bishops' policy for Safeguarding Vulnerable Adults	6
The Church of England House of Bishops Policy on Safeguarding	7

SECTION TWO

Guidelines for Selection and Appointment of Volunteers and Paid Workers	9
Guidelines for the Eligibility of Safeguarding Disclosure & Barring Checks	11
Guidelines for the Management and Support of Volunteers and Paid Workers	14
Guidelines for Good Practice when Working with Children or Adults with Vulnerabilities	16
Guidelines for Parish Safeguarding Coordinators	24
Directions to Clergy on Disclosures and the Confessional	26
Guidelines for the Integration of a Known Offender	26

SECTION THREE

What is abuse?	27
Possible indicators of abuse	31
Responding to concerns	31
Responding to a disclosure	32
Points for consideration in pastoral care	34
The Safeguarding Committee	35

APPENDICES

Appendix A	Summary of Safeguarding Responsibilities	36
Appendix B	Model Parish Policy for working with children and vulnerable adults	37
Appendix C	Church Porch Notice on Safeguarding	39
Appendix D	Sample Application Form for Working with Children and Vulnerable Adults	40
Appendix E	Sample Reference Form	41
Appendix F	Confidential Declaration Form and Notes	43
Appendix G	Sample Job Description for Workers with Children and Vulnerable Adults	47
Appendix H	Sample Risk Assessment Record	48
Appendix I	Sample Consent Form	49
Appendix J	Sample Consent and Medical Form	50
Appendix K	Notification of Parish Safeguarding Coordinators	52



Foreword

I am very happy to commend this important document to you and trust you will make use of it in your working together as Christian communities.

At the heart of all that we do are relationships. We respond to the invitation from God – who is Father, Son and Holy Spirit – in a personal relationship. Our churches are communities in which people relate to each other and in which we recognise the worth and value of every single person.

It is, therefore, of primary importance that we take great care of every person and ensure that we have good practice in place to deal with difficult situations and to make sure that we care for each other in the right way.

This handbook is a very important document and I am very grateful to all those who have worked so hard in putting it together. It is vital that all churches make sure they are following the guidelines and advice contained here and please do be in touch with our safeguarding team, Sarah Acraman or Jane Sloan, if you need further help and advice, or have any questions.

You are asked to respond positively to make sure you have received this document and that you have taken – and are taking – the necessary steps to safeguard all members of our community.

As we pray for each other, so we should care for each other; all of us need safeguarding. Please do take very seriously all that is contained within these guidelines.

Tim Thornton

Bishop of Truro

HOW TO USE THESE GUIDELINES

'Responsible Caring' has been revised and updated to reflect the changing nature of Safeguarding. It now encompasses vulnerable adults as well as children.

'Responsible Caring' will be reviewed on a frequent basis and updated accordingly. Notifications of any changes will be issued and the updates available on the diocesan website for you to print or download. It is the responsibility of the PCC to keep the parish copy up to date.

'Responsible Caring' aims to help parishes; it is for the benefit and protection of all involved in the church.

The document is divided into four sections:

SECTION ONE

Policy Statements

SECTION TWO

This gives guidelines for good practice in working with children and vulnerable adults. It includes:

- Selection, screening and appointment
- Criminal Record Checks and flow chart
- Training and support
- Management for children's and vulnerable adults work
- Guidelines for the Parish Safeguarding Co-ordinator
- Instructions for clergy on the Seal of the Confessional
- Guidelines for integrating a known offender

If the guidelines in this section are implemented carefully they will help to reduce the risk of abuse in our churches.

SECTION THREE

This gives definitions of abuse, sensitive guidance and clear procedures to follow if abuse is suspected or if a disclosure is made. There is guidance on pastoral care and historical abuse. There are also contact telephone numbers and emergency numbers.

SECTION FOUR

This section includes Appendices of additional information and sample forms to help parishes implement these guidelines.

All these guidelines reflect the needs and responsibilities of our organisation.

Parish Priests must consider these guidelines with their PCC.

A Parish Safeguarding Policy must be drawn up.

This can be based on the model policy given in Appendix A and should reflect the work going on in the parish with children and vulnerable adults.

Each parish must appoint a Safeguarding Coordinator and notify the Diocesan Safeguarding Officer of his or her name and address.

This person may cover more than one parish, if necessary.

We hope you will find 'Responsible Caring' clear and straight forward. If you require advice, please contact a member of the Safeguarding Committee or the Diocesan Safeguarding Officer.

EMERGENCY CONTACTS AND USEFUL NUMBERS

Bishop's Advisor for Safeguarding	Jane Sloan	01726 883214
Diocesan Safeguarding Officer	Sarah Acraman	01872 274351
Cornwall Local Safeguarding Children's Board		01872 254549
Cornwall Safeguarding Adult's Board		01872 323782
Adult Social Care Access Team		0300 1234 131
Children's Social Care Central Referral Unit		0300 1234 116
Police Central Referral Unit		0845 6051 166

SECTION ONE

PRINCIPLES OF THE HOUSE OF BISHOPS' POLICY FOR SAFEGUARDING CHILDREN

- We are committed to the safeguarding, care and nurture of the children within our church community.
- We will carefully select and train ordained and lay ministers; volunteers and paid workers with children and young people using the Criminal Records Bureau, amongst other tools, to check the background of each person.
- We will respond without delay to every concern raised, that a child or young person for whom we are responsible may have been harmed.
- We will fully cooperate with statutory agencies during any investigation they make into allegations concerning a member of the church community.
- We will seek to offer informed pastoral care to any child, young person or adult who has suffered abuse.
- We will care for and supervise any member of our church community known to have offended against a child.

PRINCIPLES OF THE HOUSE OF BISHOPS' POLICY FOR SAFEGUARDING VULNERABLE ADULTS

- We are committed to respectful pastoral ministry to all adults within our church community.
- We are committed, within our church community, to the safeguarding and protection of vulnerable people.
- We will carefully select and train all those with any pastoral responsibility within the Church, including the use of Criminal Records Bureau disclosures where legal and appropriate.
- We will respond without delay to any concern raised made that an adult with whom we were in contact has been harmed, cooperating with police and the local authority in any investigation.
- We will seek to offer informed pastoral care to anyone who has suffered abuse, developing with them an appropriate healing ministry.
- We will challenge all abuses of power by anyone in a position of trust.
- We will care for and supervise any member of our church community known to have offended against a vulnerable person.

HOUSE OF BISHOPS' POLICY ON SAFEGUARDING

1. Aims and Purpose

The purpose of the House of Bishop's policy document is to identify and outline the issues and principles of safeguarding for the Church of England.

- At a national level it is the House of Bishops which approves the policy and provides recommended procedures when it is thought that the Church of England should have common practice across the dioceses.
- Building on this, dioceses may provide additional procedures and examples of good practice to give further substance to the House of Bishops' policy so that those authorised volunteers, employed laity and people holding the bishop's licence can properly and with confidence engage with children and vulnerable adults.
- The House of Bishops is also to approve a handbook of good practice collated from the experience of dioceses and parishes. It is expected that future guidance from dioceses and parishes will be based on these documents.

2. Our Theological Approach

Every human being has a value and dignity which comes directly from God's creation of male and female in his own image and likeness. Christians see this as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as filled with the Holy Spirit and therefore to protect them from harm. Christ saw children and vulnerable adults as demonstrating a full and intimate relationship with God. He gave them status, time and respect.

Because redemption and the possibility of forgiveness are so central to the gospel, the Church is not only well-equipped to assist in the rehabilitation of offenders but is also particularly challenged by them. Our congregations can be a refuge for those who have perpetrated abuse but are seeking help in maintaining a non-abusive way of life. Other abusers may see church membership as an opportunity to be close to children or vulnerable adults in order to continue their abusive patterns of behaviour. Experience shows that whether penitent or not, abusers always need support in taking responsibility for their own actions and in stopping their abusive behaviour, and of course others need protecting from them. The genuine penitent will accept the need for careful arrangements for their future in church fellowship. This is in line with the Church's realistic understanding of sin and its effects.

A Christian approach to safeguarding will therefore ask both individuals and communities to create a safe environment for all, to act promptly on any concerns raised, to care for those who have been abused in the past and to minister appropriately to those who have abused or ill-treated them. The Church takes seriously both the God-given resources to do good and human propensities to harm.

3. The Safeguarding Policy Statement of the Church of England

The Church of England, in all aspects of its life, is committed to and will champion the protection of all in society as a whole and in its own community. It fully accepts, endorses and will implement the principle enshrined in the Children Act 1989 that the welfare of the child is paramount. The Church of England will foster and encourage best practice within its community by setting standards for working with all groups as well as supporting parents in the care of their children. It will work with statutory bodies, voluntary agencies and other faith communities to promote the safety and well-being of all. It is committed to acting promptly whenever a concern is raised, and will work with the appropriate statutory bodies when an investigation is necessary.

4. Context

Safeguarding can only be considered in the context of the wider role of the family in society and the relationship between family, communities and the state. The interaction between these is never static. The last forty years, in particular, have seen major changes in the structure of families. The health of a society may be judged by its care and concern for its most vulnerable members. The church also accepts and recognises the importance of safeguarding vulnerable adults, within the church and the wider community

The Diocese of Truro accepts this policy

SECTION TWO

GUIDELINES FOR SELECTION AND APPOINTMENT OF VOLUNTEERS AND PAID WORKERS WHOSE ROLE INCLUDES WORK WITH VULNERABLE ADULTS OR CHILDREN

Churches have a duty of care to take all reasonable steps to protect children and vulnerable adults with whom they have contact. Anyone who works with 'vulnerable' people is exempt from 'The Rehabilitation of Offenders Act' and can be asked to declare any criminal convictions.

The procedures set out below, help to dissuade and prevent unsuitable people working with children and vulnerable adults and ensure that all can belong to a safe, happy and loving Christian environment.

APPOINTMENT PROCEDURES

Safer Recruitment Procedures are provided in detail in the document, 'Safer Recruitment – The Church of England and The Methodist Church of Britain' which can be found at:

www.trurodiocese.org.uk/wp-content/uploads/2013/05/Safer-Recruitment-guidance-FINAL-13-6-13.pdf

The 10 steps described must be adhered to when recruiting staff – paid or voluntary.

In summary, it is important that your PCC attend to the following:

Adopt the same process for everyone. Explain why you need certain information and do not make value judgments that one person need not provide information but that another does, for example.

Define the role. A job description is particularly important with the implementation of the DBS systems. Only roles which meet the criteria for a DBS check will be eligible for one, therefore these roles need to be clearly identified at the outset.

Ask the applicant for the names of two referees. One should be from the current employer or previous church. All references should be followed up. A sample reference form is given at Appendix D.

Interview the applicant. It is suggested that this is undertaken by the Parish Priest, the Parish Safeguarding Coordinator(s) and one member of the PCC. Personal information shared at interview is confidential between interviewee and panel. Interviewing is an opportunity to find out about the

experience and background of the volunteer. It is a positive process and will help to ensure that skills are matched to requirements.

Declaration Form. If the references are acceptable and the applicant considered suitable, ask them to complete a declaration form (Appendix E). It should be emphasised that all workers with vulnerable adults or children are required to complete the Declaration. The Confidential Declaration is a pre-requisite of applying for a DBS Disclosure. The declaration form will be destroyed once the DBS Disclosure has been received.

If there is any additional information/issues contained on the DBS certificate the Diocesan Safeguarding Officer **MUST** be contacted. The DSO will assess the significance of the information and inform the appointer accordingly. The appointment cannot go ahead before the DSO has made the assessment.

Disclosure and Barring Service Check. The person must provide disclosure in accordance with the Diocesan DBS policy and as described in The Safer Recruitment document (link above).

If a person is considered unsuitable for the post applied for, the reasons why should be explained to them. Appointment will be conditional on a satisfactory and up-to-date DBS check.

Young Helpers (anyone under the age of 18). It is not appropriate for such helpers to be appointed through the above procedures. Young helpers should not be left on their own with vulnerable groups, as they should not be expected to take on such responsibilities. Adult workers should be concerned to protect young helpers from such situations and supervise their work at all times.

Approval by the PCC. All selected volunteers should be approved by the PCC and their names minuted. The appointment should be confirmed in writing and the person formally commissioned for the role for which they have been appointed.

Supervision. It is important to support workers in their roles. Supervision allows opportunities for both parties to report how they are doing, note progress and positive aspects, as well as flag up issues and be in a position to take action where things are less positive.

REMEMBER

The safeguarding of people in our care must always come first. Our Christian ethos is also important within our appointment procedures. These procedures must be handled with sensitivity.

GUIDELINES FOR THE ELIGIBILITY OF SAFEGUARDING CRIMINAL RECORD CHECKS (Disclosure & Barring Service)

The link below offers national guidance when deciding who needs a check and who does not.

www.trurodiocese.org.uk/wp-content/uploads/2013/05/Safer-Recruitment-guidance-FINAL-13-6-13.pdf

Who should be checked?

If the role to be undertaken meets the eligibility criteria set out in legislation, then a DBS check must be applied for. Changes in legislation in recent years have altered the criteria, so it is important that each PCC acquaints themselves with the up-to-date guidance produced by the Safeguarding National Office for The Church of England and The Methodist Church in Britain in order to remain compliant.

There are three levels of DBS check:

a) *Enhanced Plus Barring List Check.*

It is a legal requirement to check the 'Barred List' status of those to be employed in 'regulated activity' (see definition below).

It is illegal to seek this information when the role does not meet the specific requirements set out in The Protection of Freedoms Act 2012 and it is illegal to knowingly employ in 'regulated activity' a person barred from 'regulated activity'. A person seeking to work in 'regulated activity' if they are barred from it, is also breaking the Law.

b) *Enhanced Check.* These checks flag up relevant (filtered) convictions, reprimands, warnings and cautions held on the Police National Computer and any other information that the local Police believe to be of significance. Those engaged in substantial work with vulnerable groups would fall into this category. It is an offence to seek an Enhanced Check where a person is not engaged in such work.

c) *Standard Check.* This check is not ordinarily considered appropriate for safeguarding but might be used in the employment of the PCC Treasurer for example.

Definition of 'Regulated Activity'.

Certain jobs/roles are automatically deemed to be 'Regulated Activity'. An ordained person with a licence to preach is one such role. All clergy in the diocese with a licence are thus defined regardless of what they actually do.

Vulnerable Adults are now defined not by their own personal conditions but by the activity/service they receive. Basically, if a worker provides one of the following to a person on behalf of the Church, and they are NOT supervised by someone who has a DBS check at all times, they are involved in Regulated Activity with adults:

- personal care (help with eating, dressing, toileting, drinking)
- attending to financial matters (incl Power of Attorney)
- driving to medical or social care appointments.

Those who manage people in such activities are also in Regulated Activity.

Any work with children described above, plus teaching, training or advising and not always supervised (as above). All work with children needs to be conducted at least four times in a 30-day period or overnight, to be classed as 'Regulated Activity'.

Any role which fits the above definition of Regulated Activity requires a check of the Barred List.

The following offers an 'at-a-glance' list of some central roles which would ordinarily meet the criteria for an Enhanced **plus** Barring List Check:

- All clergy, beneficed or licensed, ordinands, PTO's (clergy with Permission to Officiate) and Readers
- Chaplains
- Youth, Children and Family Leaders/workers who are not always supervised.
- Musical Directors, Choir Masters and Organists, where the group has children present or is largely for vulnerable adults
- Home visitors (only when direct personal care is provided) and approved drivers where the service is for vulnerable people attending health or social care appointments.
- Sunday School Teachers and Bell Tower Captains, for example (anywhere children are taught, trained or supervised at 4 times a month or more and the work is not supervised)

The following require a DBS check at Enhanced level, **without** Barring List Check:

- Youth and Children's workers whose work does not meet the 'frequency' test and/or is always supervised.
- Home visitors/ Lay Ministers who spend time alone with vulnerable people but do not engage in 'Regulated Activity'.
- Safeguarding Committee Members, Parish Safeguarding Coordinators and the Diocesan Safeguarding Officer.
- Any post that had previously been classed as 'regulated activity' (pre 2012)
- PCC members are also eligible for this level of check, as Charity Trustees.

It is not appropriate to seek DBS checks for parents who are caring for their own children, choir participants, flower arrangers or those serving refreshments. It is also not appropriate to check family members of vulnerable adults, or vulnerable adults themselves, who help in the delivery of a service for those with similar vulnerabilities.

However, if they are unsupervised or take a lead role, they would then require a DBS check with a check of the Barred List.

PCCs must consider who in their parish has close contact with – and responsibility for – children and vulnerable adults in their church. They should inform the DBS administrator at Church House of the names, addresses and roles of anyone whom they decide should be checked.

The diocese requires that Disclosure & Barring Service checks are renewed at least every 5 years.

This is normally the responsibility of the PCC.

GUIDELINES FOR THE MANAGEMENT AND SUPPORT OF THOSE WHO WORK WITH CHILDREN AND VULNERABLE ADULTS

There are no procedures which can provide an absolute guard against appointing people who seek to abuse. Additionally we have a responsibility to support our workers in ensuring what they do is safe and at a standard of which we can be proud. Supervision and support are important additional safeguarding mechanisms. Regular meetings of workers give them opportunities to share their experiences, and talk about their relationships.

The following guidelines help volunteers to have a clear idea of what is expected of them and to feel valued in their work. At the same time they help to ensure that opportunities for abuse are reduced or uncovered, by promoting an open and dynamic environment which sees safeguarding at the centre of all that we do.

1. **Job Description.** This should be a simple written statement outlining the tasks expected of them, clearly stating if Regulated Activity will be part of the expectation, their responsibilities and the person to whom they are responsible. See example at Appendix F.
2. **A Probationary Period.** New volunteers and paid workers should be given a period of probation, between 3-6 months is recommended. At the end of this time a review with the person to whom they are responsible should take place. This gives the opportunity for the worker to have a 'way out' if they are not happy in their work, or to discuss any problems. It is also an opportunity for the person responsible to assess their competence and their commitment. The PCC should ensure that this takes place.
3. **A regular job review.** This should take place for all workers. It is an encouragement to know that someone else is interested and it gives the chance for problems to be aired and discussed. This could take place immediately before an Archdeacon's or Bishop's pastoral visit, and a record kept of the meeting. The PCC should ensure this takes place.
4. **Supervision and Planning.** It is recommended that the Parish Priest or the Safeguarding Co-ordinator(s) attends planning meetings on occasions so that they are aware of the type of programme and sort of activities the group is involved in. They should also visit the groups occasionally so that they have an opportunity to observe and support the work.
5. **Safeguarding Responsibilities.** A model summary of safeguarding responsibilities is included at Appendix G. This should be customised for your church or parish and all workers should be aware of its content. It could be printed on the reverse of a job description, and should be given to all new applicants. It can then be discussed at interview and the applicant asked to accept the responsibility it outlines.

6. **Training Advice and Support.** The Safeguarding Committee delivers safeguarding training. Further details can be found on the Diocesan website, sessions are also advertised via the *e-Bulletin* and *The Coracle*. It is essential - and therefore expected - that leaders remain up to date with their training.

All volunteers should be encouraged to undertake training, since it is an important aspect of being able to safeguard children and vulnerable adults effectively. It requires time and commitment on the part of volunteers but most find the courses enjoyable and that it gives new confidence and enthusiasm for their work.

GUIDELINES FOR GOOD PRACTICE WHEN WORKING WITH CHILDREN OR ADULTS WITH VULNERABILITIES

Although the number of people who actively seek to do harm to children or adults may be small, churches can reduce the opportunities for abuse to occur. Procedures that are set in place to protect people should apply to all. Each parish needs to consider all roles. This should include not only clergy, organists and choir leaders but also bell ringers and pastoral visitors.

These procedures are designed to protect all who have contact with children and vulnerable adults. In order to achieve this, there are some recommendations, as follows:

1i **Staffing Ratio when working with Children**

Parishes should ensure that:-

- A minimum of two leaders/workers are always present.
- If there are more than 20 children present there should be one additional leader/worker for every ten (or part of ten) young people.
- Under 18s cannot be included in staffing ratios.
- With under 8s a ratio of leaders to children of 1:6 is recommended and should be encouraged.
- Both genders should be represented in the leadership of groups whenever possible. This is especially important with older children and young people on residential trips. Where both boys and girls are present there **MUST** be both male and female leaders/workers.
- For activities away from the normal meeting place additional leaders should be present.

1.ii **Staffing Ratio when working with Vulnerable Adults**

Parishes should ensure that:-

- A minimum of two leaders/workers are always present
- Parishes should carry out a risk assessment based on the nature of the activity and the requirements of the individuals concerned. A record of the risk assessment is to be kept.

2. **One-to-One Situations.** Leaders/workers need to think and act carefully to avoid situations which could lead to embarrassment, temptations or accusations. If an individual feels uneasy about anything done or said, in any situation, they should make and keep a factual record of such and seek advice. If an individual is conducting a home visit, they should consider informing a third party of their arrangements and, if appropriate, make an appointment.

3. **Relationship of Trust.** Young people (over the age of consent but under the age of 18 years) and vulnerable adults need to be protected from sexual activity with adults who are within a 'relationship of trust' (this is defined as a relationship where an adult has responsibility, which gives power or influence over another). Any behaviour or situation which might allow a sexual relationship to develop would be unacceptable and must be avoided, as long as the relationship of trust exists.
4. **Young Helpers.** Young people under 18 helping with groups do not need to be appointed in line with the 'Safer Recruitment' national policy, but they should not be left on their own nor should they be allowed to take a group off into another room without appropriate adult supervision. It should be the concern of the church to protect young helpers from compromising or uncertain situations.
5. **Touching and demonstrations of affection** All humans have a need for affection and physical contact, but all are entitled to determine the degree of physical contact with others, except in exceptional circumstances e.g. emergency medical treatment. Touch should be related to the individuals needs not those of the workers and should be age appropriate. Be open and public about showing affection. A hug in the context of a group is very different from a hug behind closed doors. Physical punishment, towards either a child or vulnerable adult, in any form must not be used in any circumstances.
6. **Car or Minibus Travel.** Single lifts in cars should only be in an emergency, not a regular occurrence, as these would leave both the recipient and the worker vulnerable. If a Minibus is used ideally there should be two adults in the vehicle. Drivers need to be aware of the legislative requirements, e.g. child boosters, seat belts, insurance etc.
7. **Casual Visitors.** Casual visitors should not have access to a group without the presence of an adult responsible for the group. It is this adult who must take responsibility for any visitors within the group setting.
8. **An Independent Person.** House of Bishop's Policy 'Protecting All God's Children' and 'Promoting a Safe Church' suggests that churches should introduce a system whereby children and vulnerable adults may talk with an independent person. The Parish Safeguarding Children Coordinator or the Safeguarding Vulnerable Adults Coordinator may be able to fulfil this role in some circumstances. Parishes should also ensure that they display the number of Childline – and similar local organisations for vulnerable adults – on notice boards in church porches and any other church buildings where people meet. A suggested notice can be found in Appendix B. An **Authorised Listener** can also be made available to anyone who wishes to talk about abuse that has happened in their earlier life. The AL will be able to signpost to other agencies, where appropriate, but will primarily be available to listen and understand from within the context of The Church.

9. **Safety of Buildings.** Churches should work towards ensuring that premises are safe by completing Health and Safety checks on buildings and Risk Assessments carried out for activities. A suggested pro-forma for Risk Assessments can be found at Appendix H.
10. **Emergencies.** A First Aid Kit should be available on the premises; it should be checked frequently and replenished as necessary; it should include disposable gloves for dealing with wounds. There should be an accident record book for recording injuries / ailments and any treatment given. Encourage workers to undertake First Aid Training. Leaders and workers should have a mobile phone with them. Workers should know the position of all fire extinguishers, emergency exits and toilets.
11. **Registration.** An up-to-date register of information of attendees in all groups must be kept securely and include name, address, telephone number, medications and permission to 'act as a reasonable parent would', where necessary for the duration of each session.
12. **Outings.** Consent forms must be obtained from the parents/guardians or carers of children where appropriate for activities taking place away from the normal meeting place. A sample consent form is given at Appendix I for short outings or Appendix J for whole-day or residential trips. Permission from parents or legal guardians must be obtained for children.
13. **Taking Photographs and Publishing Images.**

Images of any type – photographs, digital images or films – count as personal data under the Data Protection Act 1998. It is important that the consent of children, (their parents) and vulnerable adults is obtained for the making and use of images. It is important to note that there may be good reasons for refusing consent such as:

- Children may have been placed in alternative families by the local authority or could have been involved in legal disputes.
- Identification of individuals may put them at risk of being targeted by potential abusers.
- Digital images can be manipulated for child sexual exploitation on the internet.

Good practice therefore requires that:

- Verbal consent is obtained from the subjects, child's parents / carers before making images.
- Written consent is obtained if the images are to be published or displayed.

An oral notice given out before a nativity play or carol concert may not allow parents/careers sufficient opportunity and time to object or discuss the implications. In these cases, a more formal notice would be appropriate. It would allow a parent/carer to take evasive action at a general gathering where the official photographer is identified.

If the event is one for which parental consent is needed anyway, suitable wording can be added to the form asking for permission to photograph, video, or publish images on the internet or hard copy.

In general, avoid naming children or only use a first name if the image is to be publicised. It is important that all images are appropriate. Group pictures are more desirable than pictures of single children. Dispose of images when no longer required.

14. The Internet, Online Safety and Social Media

Overview

The World Wide Web, social networking sites and gaming sites are part of everyday life for a large percentage of the population. There are now upwards of 1.5 billion people worldwide who have access to the internet.

The internet is a fantastic resource and used to advantage by many in the Church. With this great resource come many great opportunities, but it also carries important responsibilities and a need for heightened awareness of the possible risks and shortfalls that exist.

Why we must Proceed with Caution

The internet can be used to 'groom' people into dropping their guard, sharing personal information, and digital images unwisely. Internet activity is often thought to be both a secure and a private pastime. In reality, internet activities are inherently insecure **and** information can easily enter the public domain unintentionally.

Whilst engaged on the internet there are a number of ways in which a user might become vulnerable to certain forms of abuse. For example:

1. **Internet Grooming.** Children and some adults can be at risk of sexual abuse through internet grooming. This is when someone tries to gain trust with the aim of sexually or financially abusing. With sexual abuse images can be manipulated and people can be put under pressure to meet up with someone who turns out to be somebody other than who they claim to be. The Child Exploitation and Online Protection Centre (CEOP) have produced a mini film *Matt Thought He Knew* which highlights this issue well. Look for it on YouTube. With financial abuse, people may 'hook' you in to sending money with a story that is hard to resist.
2. **Phishing.** People can also be tricked into giving identifying information, which can lead to theft through accessing bank accounts. This is called 'phishing'. Some individuals are then at risk of being added to unofficial lists which highlight them as people easily conned. These are called 'sucker lists'. This is also an issue for children as highlighted by 'UK Children Go

Online' (Livingstone & Bober, 2005) which found 49% of children claim to have given personal information out online, but only 5% of their parents recognised this to be the case.

3. **Cyber bullying** and online 'fights'. If a person is sent hurtful or threatening messages via email, texting or in chat rooms, this is 'cyber bullying'. The phenomenon is particularly insidious as it can be done anonymously. This appears to reduce the inhibitions of many who engage in it, thereby increasing the severity. Receiving anonymous messages is often experienced as more upsetting than knowing who it is that is doing the bullying, not least because of the inability to respond. Because the 'hurt' is generally emotional, and not physical, this activity has been poorly understood and thus all too often ineffectively dealt with.
4. **Sexting**. This is the act of sending and receiving sexually explicit material between mobile phones. These images are hard to remove from the internet if someone uploads them. They can reappear in later years, for example, causing acute embarrassment. More seriously they can be used by strangers to bully and blackmail. Those who aim to groom children sometimes pretend to be the person in the images thus breaking down boundaries and building 'trust' with vulnerable individuals.
5. **Inappropriate material**. We must not forget that children and vulnerable adults can be exposed to unsuitable material whilst searching the internet, as all manner of 'links' can guide people in directions they had not intended. Just as we would not like our children to venture into certain parts of town, for example, certain areas of cyberspace are not appropriate for children. Conversely, of course, some areas are designed for children and are not relevant for adults. It is important to note the existence of racist and other hate sites, pornography, those advocating self-harm, drug taking, suicide and gambling. We may have read of terrible situations where people have been encouraged or bullied into actions which have been extremely harmful to themselves or others.

Guidance for the Use of Social Media and Emailing

When communicating with children or vulnerable adults, it is advisable to encourage face-to-face contact. However, the setting up and the running of groups might benefit from the use of social media or other forms of electronic communication; but certain boundaries are required in order to safeguard individuals involved:

- Use an agreed social networking account that is accessible to the group and set up for the purpose. Personal accounts are not to be used. Security settings must be in place and personal information guarded.
- Use to disseminate information to the group. It is not to be used for 'conversations', socialising or relationship building.

- Ensure your intentions are explicitly spelled out to parents and carers. Consent must be established for this form of communication. Say what the purpose of electronic communicating will be and the methods to be used and what information will be shared.
- Record your electronic communications as you would face-to-face communications. Keep email histories.
- Don't add children or vulnerable adults to personal sites or use personal instant messaging or social networking accounts.
- Messenger and live chat facilities should not be employed, as a record cannot be kept. The same applies to Skype and other 'video cam' systems. Group work with clear aims and objectives might be an exception, but always record and make explicit the boundaries.
- Any disclosures made should not be followed up via an electronic communication system. Always seek to meet face-to-face to further this type of work or pass on in line with the safeguarding policy.
- Take very great care not to be misunderstood. Use clear language and avoid 'text speak' for example.
- Use language that is professional and appropriate to the client group.
- Communication should be kept between 9am and 5pm, where appropriate.
- You will need to have someone responsible for setting up, managing and moderating the webpage or profile and communicating with those who use the site.

Good Practice Guidelines

- Discuss the potential risk of online grooming and give people 'permission' to talk about it before anything happens.
- If anyone has a concern, encourage the sharing of that concern and ask that messages and other evidence are kept. Encourage your participants to visit the CEOP site which has a simple facility for reporting worrying internet experiences, activities or content, as well as lots of useful tips and ideas (www.ceop.police.uk).
- Remind vulnerable adults and children that the internet is a public space, and that not everyone will be who they say they are.
- Ensure any computer or device you make available to vulnerable adults and/or children has appropriate safety and age settings in place. Your internet provider will offer these services, and they are easy to install. Consider also the accessibility of any sites for people with disabilities.
- Have oversight of any internet usage and ensure those who use the internet know that you will from time to time, check the 'history' on each machine (look at which sites have been visited). You need to act responsibly, and make these checks from time to time.
- Make it clear that no one should give out personal information or details to people they do not know. 'Tweeting' and 'Blogging' are **not** private activities. Make sure that you do not inadvertently share private information about yourself or others.

- Make sure you do not leave vulnerable people alone whilst using internet sites, as unwise choices when navigating through the internet can sometimes expose people to upsetting information or images.
- Only use a dedicated 'work' email address which is accessible to colleagues, when communicating with vulnerable adults or children in the course of your work. 'Special' relationships can be wrongly assumed, if the communication is private and/or outside of 'office hours'. Therefore, also avoid texting or messaging at anti-social hours and times. Keep the tone 'warm' without becoming too familiar or informal.
- Encourage users on your premises to set their online profiles to 'private' so that only friends and family can see them.
- Always seek permission before taking photos/videos of adults or children (Data Protection Act 1998) and clarify that you have permission to upload them onto the internet in relation to specific images, locations or times. Do not fully identify any person specifically. Group photographs are preferable to pictures of individuals.
- Cameras on mobile devices have become small and easily concealed; therefore, set rules for the use of such devices.
- Ensure that all users of 'church' computers/devices with internet access complete a permissions form with appropriate signatures for adults/carers.
- Remember that your PCC will be responsible for all content contained within its website/forums/blogs/tweets or social networking areas maintained by them. Getting it wrong can be incredibly risky. Consider using the Truro Diocesan website as an interface for any activities where there is a need for email communication/blogging.

REALLY USEFUL RESOURCES

Thinkuknow (educational initiative by CEOP)

www.thinkuknow.co.uk

Lots of ideas and guidelines for practitioners, children and their parents in the online world.

Kidsmart

www.kidsmart.org.uk

Information from Childnet about staying smart and safe. Also information about digital footprints.

The Child Exploitation and Online Protection Centre (CEOP)

The UK's law enforcement agency dedicated to eradicating the sexual abuse of children.

www.ceop.police.uk

0870 000 3344

<http://clickcleverclicksafe.direct.gov.uk>

This offers a really useful code of practice.

UK Safer Internet Centre
www.saferinternet.org.uk
0844 381 4772
helpline@saferinternet.org.uk

Bracknell Forest Council

www.bracknell-forest.gov.uk/e-safety-exemplar-policy-and-guidance.pdf

This is a useful website for policy and guidance. It also offers 'hints and tips' for vulnerable adults as well as an Acceptable Use policy exemplar.

15. **Risk Assessment.** This is a careful examination of what in a programme of work could cause harm to people. This should show whether sufficient precautions have been taken and whether further steps are needed. There are three areas to consider:-

- The building in which your group meets
- The equipment you use and the regular activities you do with your group.

A risk assessment form, which can be used for any parish activity, is included at Appendix H.

Further information and advice is available from the Diocesan Safeguarding Officer.

As with all safeguarding procedures, it is important to remember that risk assessments are for the protection of children and others; but are also there to protect the leaders. If something goes wrong or an accident happens, investigators will ask to see your Risk Assessment.

16. **Insurance.**

It is essential that all Church work with children and vulnerable adults is adequately covered by insurance.

Parish policies do not necessarily cover all the types of activities that may be undertaken by churches. A check should be made with the insurance company concerned.

All activities should be approved by the PCC and this must be minuted.

For further details, see section 5.35 page 29 in 'Protecting all God's Children'.
<http://www.churchofengland.org/media/37378/protectingallgodschildren.pdf>

ROLES AND RESPONSIBILITIES FOR PARISH SAFEGUARDING COORDINATORS

These roles are important, illustrating how seriously the diocese takes all issues of safeguarding.

The parish coordinators are there to support the priest with these issues and provide an independent person to whom members of the parish may turn. With this in mind, no safeguarding coordinator should be a member of the priest's family.

RESPONSIBILITIES

The Coordinators for each parish:

- should be familiar with the contents of this handbook and jointly responsible with the Parish Priest for the implementation of these guidelines.
- are jointly responsible with the Parish Priest for the safeguarding of children and vulnerable adults who come into contact with the church.
- should take an interest in the work of the church with children and/or vulnerable adults so that they know both leaders and participants and are familiar with the type of activities.
- should be involved with the safe recruitment of workers and should be one of the interviewers of prospective volunteers or paid workers.
- should ensure that the names of all volunteers are recorded in the PCC Minutes.
- should monitor good practice with children and/or vulnerable adults and be alert to any unusual behaviour or inappropriate relationship on the part of any church worker with these groups.
- should, in the event of suspicion or an allegation of abuse, know when to seek advice from the Diocesan Safeguarding Officer and when it is necessary to inform Adult or Children's Social Care or the Police without delay.
- can be delegated to undertake identity documentation check for DBS Disclosure application form for volunteers within their parish who are required to have a DBS check. When performing this duty the Safeguarding Coordinator will be acting on behalf of the Diocesan Counter signatory for DBS, not on behalf of the person or the parish making the appointment. Guidance notes on completing these checks and completing the confirmation form will be sent automatically from the DBS Administrator.

All Safeguarding Coordinators (and Clergy) also need the following:

- Easy access to – and an understanding of – the ‘Cornwall & Isles of Scilly Multi Agency Safeguarding Adults Policy’ or the ‘Cornwall & Isles of Scilly Multi Agency Safeguarding Children Policy’.
- Safeguarding Adults Coordinators must also have an awareness of the main principles of the Mental Capacity Act 2005, Best Interests Assessments and the Deprivation of Liberty Safeguards

Further information may be obtained at the SCIE website www.scie.org.uk

There are training sessions in safeguarding held by the diocese. It is expected that all Parish Safeguarding Coordinators and clergy will attend Level 1 and 2 as soon as possible after appointment, and every 3 years thereafter, continuing to access training as required by the diocese.

DIRECTIONS TO CLERGY CONCERNING DISCLOSURE OF ABUSE AND THE CONFESSIONAL

General Duty of Confidentiality

Both law and sound morals impose a general duty not to pass on information given in the expectation that it will be kept in confidence. However, it should be made clear to any person who might be about to make a disclosure, that where there are issues of safeguarding and/or a serious crime, this may not be possible.

If there are concerns, contact should immediately be made with the Diocesan Safeguarding Officer.

Confession

It is recognised that sacramental confession poses unique issues. For this reason confession must only take place in church and at advertised times, or by other prior arrangement that distinguishes it from a general conversation.

For further information please refer to 'Protecting All God's Children', page 35 sections 6.17- 6.19

<http://www.churchofengland.org/media/37378/protectingallgodschildren.pdf>

In the event of any doubt, you are advised to contact the Bishop directly.

GUIDELINES FOR INTEGRATION OF A KNOWN OFFENDER

The Church has a duty to minister to all people including those who may pose a risk to children and vulnerable adults.

It is essential that the Parish Priest, Safeguarding Coordinators and all people with a responsibility for children and vulnerable adults read and understand the guidelines found in "Protecting All God's Children" page 50-53.

<http://www.churchofengland.org/media/37378/protectingallgodschildren.pdf>

Having read the relevant pages in 'Protecting all God's Children', you will understand that your first move will be to immediately contact the Diocesan Safeguarding Officer. A risk assessment will be carried out by those agencies responsible in coordination with the Diocesan Safeguarding Officer.

The importance of following these formal guidelines cannot easily be over stated. It is only with the assistance of the professionals from statutory agencies that a safe and positive situation can be achieved for the vulnerable, for the parish and diocese and, of course, for the persons of concern too. This **must** be done in conjunction with the Diocesan Safeguarding Officer.

In all cases, if there is any concern about an individual, then this must be raised with the Diocesan Safeguarding Officer immediately.

SECTION THREE

WHAT IS ABUSE?

Everyone has the right to live their life free from violence, fear and abuse; and all have a right to be protected from harm and exploitation. Realistically there will always be a minority who are unable to protect themselves.

Abuse may occur in family, institution or community settings, and is found in all parts of society, all classes, all cultures and all religions.

Abuse of a relationship is a misuse of power and betrayal of trust.

The nature of vulnerability can vary widely but in general terms individuals can be considered vulnerable when they are unable to protect themselves against harm or exploitation.

WORKING TOGETHER TO SAFEGUARD CHILDREN 2010

The following is taken directly from 'Protecting All God's Children'.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger, for example via the internet. They may be abused by another adult or adults, or another child or children.

Child abuse has many forms. There are four identified (and reportable) categories of abuse described in *Working Together to Safeguard Children 2010*, from which the following definitions are taken.

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

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

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

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

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

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ridiculing what they say or how they communicate. Emotional abuse may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may also involve: seeing or hearing the ill-treatment of another, for example in domestic violence situations; serious bullying (including cyber-bullying); causing children frequently to feel frightened or in danger; exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child but it may occur as the sole or main form of abuse.

(taken from Protecting all God's Children - The Policy for Safeguarding Children in the Church of England 2010)

<http://www.churchofengland.org/media/37378/protectingallgodschildren.pdf>

Spiritual Abuse. In the context of the church, there is a further form of abuse that can have devastating effects on the spiritual and emotional development and well-being. If members of a church community suggest that any person be unworthy or unloved by God, this constitutes spiritual abuse. Further information is found on page 16 of 'Protecting All God's Children'.

Note: While 'Spiritual Abuse' is not a recognised form of abuse under the 'Cornwall & IOS Multi Agency Safeguarding Children's Policy', it is a dimension of Emotional Abuse and could be reported under this category.

<http://www.cornwall.gov.uk/default.aspx?page=5504>

Churches need to be aware of other issues surrounding abuse identified in 'Protecting All God's Children' pages 13-16, headed 'Some special topics'.

<http://www.churchofengland.org/media/37378/protectingallgodschildren.pdf>

ABUSE OF VULNERABLE ADULTS

Vulnerable Adults – The ‘New’ Definition

The Protection of Freedoms Act 2012 received Royal Assent on 1 May 2012. The definition of ‘vulnerable adult’ has changed as a result of this legislation.

- An adult (18 years and older but from 16 years, if married) is defined as vulnerable when they are in receipt of a ‘regulated activity’ in relation to vulnerable adults.
- It is important to recognise that any adult can be subject to abuse and that they do not have to be vulnerable as newly defined. Any adult could be subjected to domestic abuse, financial abuse, physical, sexual, psychological, institutional abuse and neglect (and acts of omission).

Regulated activity

This is defined as:

- the provision of health care treatment in any setting by a health care professional, or by a person acting under the direction or supervision of a health care professional such as a health care assistant in a hospital or care home. This includes first aid provided by organisations such as St John’s Ambulance, as is the case for children;
- the provision of relevant personal care in any setting to a person who needs the care because of age, illness or disability. Relevant personal care is defined at sub-paragraph (3B) of Schedule 4 to the Safeguarding Vulnerable groups Act and includes physical care such as assistance with eating, drinking, toileting, washing and dressing; prompting, together with supervision, for those activities, where such prompting and supervision are necessary execution; and any training, instruction, advice or guidance necessary for those activities (for example, a person given training on how to manage successfully their own chronic illness or disability);
- the provision of relevant social work by a social worker to clients or potential clients.
- the provision of assistance, in relation to general household matters, to a person who requires it because of age, illness or disability. This is defined as day to day assistance with paying bills, shopping or managing the person’s cash;
- the provision of assistance to a person where there is a formal arrangement in place which allows a person to make welfare and/or financial decisions on behalf of another person ;
- the transportation of individuals where that transport is provided because of age, health or disability. Broadly it is intended to cover ambulance services, transport to and from day care services where the transport is arranged by (or on behalf of) the day care provider, hospital porters and patient transport.

Please do report any concerns that you have, even if you are not sure the person fits the above definition of ‘vulnerable’, as services can still be offered in many cases.

With respect to vulnerable adults, abuse may take any of the following forms:-

Physical abuse: includes being hit or slapped, being given the wrong medication on purpose, inappropriate sanctions or restraint.

Psychological abuse: includes being threatened, humiliated, not being given choices, being bullied or isolated from other people. Psychological abuse can occur on its own or together with other forms of abuse.

Financial abuse: includes theft, fraud, and exploitation, being pressured into giving people money or changing a will, misuse of benefits, not being allowed access to money.

Neglect and acts of omission: ignoring medical or physical care needs, inadequate nutrition and heating, not allowing access to appropriate health or social care, being left in wet or dirty clothes.

Self neglect. Managing the balance between protecting vulnerable adults from self neglect against their right to self-determination can be a serious challenge. Support is available from the Diocesan Safeguarding Officer and guidance can be found on the Cornwall Council ‘Local SA policies and Guidance’

Sexual abuse: unwanted sexual contact including rape, sexual assaults, or sexual acts, including viewing pornography, to which the vulnerable adult did not consent, was unable to consent or was pressured into consenting.

Discriminatory abuse: This abuse is motivated by discriminatory and oppressive attitudes towards such things as race, gender, spiritual or religious beliefs, disability, age, sexual orientation, gender identity.

Institutional abuse, neglect and poor professional practice. This may take the form of isolated incidents of poor or unsatisfactory professional practice at one end of the spectrum through to pervasive ill treatment or gross misconduct at the other. E.g. Lack of individual care - no flexibility of bedtimes or waking, deprived environment and lack of stimulation.

Spiritual abuse. In the context of the church there is a further form of abuse that can have devastating effects on the spiritual and emotional development and well-being. If members of a church community suggest that any person be unworthy or unloved by God, this constitutes spiritual abuse. Further information is found on page 16 of ‘Protecting All God’s Children’.

Note: While ‘Spiritual Abuse’ is not a recognised form of abuse under the ‘Cornwall & IOS Multi Agency Safeguarding Adults Policy’ it is a dimension of Psychological Abuse and could be reported under this category.

<http://www.cornwall.gov.uk/default.aspx?page=5504>

Churches need to be aware of other issues surrounding abuse identified in 'Protecting All God's Children' pages 13-16, headed 'Some special topics', which may be helpful in identifying some other forms of abuse in vulnerable adults. <http://www.churchofengland.org/media/37378/protectingallgodschildren.pdf>

POSSIBLE INDICATORS OF ABUSE

A volunteer (or paid worker) with children or vulnerable adults is not responsible for identifying abuse. However, everyone has a responsibility to be aware and alert to signs of possible abuse.

Not all concerns will be abuse-related; in most cases there may be other explanations. It is important to keep an open mind. Recognising signs of abuse are part of the safeguarding training programmes. Should there be any concerns contact your safeguarding coordinator who will know how to help.

RESPONDING TO CONCERNS

Caring and working with children and adults may mean coming into contact with some who are being abused. If you are concerned, do not dismiss this or decide that it is someone else's problem, but consider carefully what it is that is worrying you and discuss it with the appropriate Safeguarding Coordinator and/or Priest in order to decide on the right course of action.

However, should neither of these persons be available, then the Diocesan Safeguarding Officer can be contacted.

If the allegation is against a member of the clergy or the church community it can be reported to the Diocesan Safeguarding Officer or the Bishop's Adviser for Safeguarding OR directly to the appropriate statutory authorities. If the report is direct to the statutory authorities it is important to inform the Diocesan Safeguarding Officer so that they can liaise with the statutory authorities and put pastoral care in place.

IF YOU BELIEVE THAT THERE IS AN IMMINENT RISK TO A CHILD OR VULNERABLE ADULT, DO NOT DELAY. CONTACT SOCIAL CARE AND/OR THE POLICE IMMEDIATELY

RESPONDING TO A DISCLOSURE

It is important always to remember that it may be very difficult for someone to disclose that they are being or have been abused. If you are the person they have chosen to tell, you have a responsibility to respond appropriately. Here are some guidelines:

- Always take what you are told very seriously; even if you find it hard to believe, do not dismiss it.
- Listen carefully and do not stop the re-telling of painful events.
- Confidentiality should not be promised. Where a person is judged to be at risk of significant harm and in need of protection, it will normally be necessary to share all relevant information with the statutory agencies.
- Do not ask leading questions or push for un-offered information.
- Do not artificially prolong a discussion.
- Reassure the person that they were right to tell you.
- Explain what you are going to do next. That you will have to pass the information on. If possible, name the person you will pass the information on to. Further information can be found in: 'No to Abuse Alerters Guide' page 10, <http://www.cornwall.gov.uk/default.aspx?page=5083>
- Make careful notes of the conversation as soon as possible, recording in particular the DATE, TIME, LOCATION and whether OTHER PEOPLE were present. Ensure the same language is used while making notes as that used by the person making the disclosure. Such notes should be kept in a secure place.

Action to take if the disclosure is about a child

- If a child is unwilling or it would appear dangerous for them to return home, Social Care should be contacted on 0300 1234 116
- If a child needs immediate medical help, this should be the first consideration. The surgery or hospital should be informed of the child protection concerns.

DO

- inform the appropriate Parish Safeguarding Coordinator and Parish Priest, who will take responsibility for the process, unless the allegation is against one of them.
- continue to support the child and seek support for yourself.
- make a record of the disclosure and actions you have taken.

DO NOT

- speak directly to the person against whom allegations have been made.
- attempt to investigate the situation yourself.

Action to take if the disclosure is about a vulnerable adult.

DO

- inform the appropriate Parish Safeguarding Co-ordinator and Parish Priest, who will take responsibility for the process, unless the allegation is against one of them.
- continue to support the individual and seek support for yourself.
- make a record of the disclosure and actions you have taken.

You should encourage the individual to request assistance from Adult Social Care. However, it is important to understand that no assistance can be forced upon the individual, unless under the Mental Capacity Act they are deemed not to have capacity – further clarification can be obtained from the Diocesan Safeguarding Officer. Even if the individual themselves does not request assistance, an alert should still be made.

DO NOT

- speak directly to the person against whom allegations have been made.
- attempt to investigate the situation yourself.

If there has been no clear disclosure, but there are underlying concerns, then:

Always ensure that the Parish Priest and Safeguarding Coordinator are informed. They will ensure that the situation is discussed with the Diocesan Safeguarding Officer.

If an adult speaks about concerns for a child or vulnerable adult who is not part of the church community, they should be supported to make a referral to Social Care.

Disclosures of historical abuse

In the course of their work, ministers, and those offering pastoral support in the church, may find themselves hearing disclosures from adults of abuse that happened to them when they were children.

For some adults, just being able to talk to a trusted person about their experiences can be a powerful healing process. The pastoral care of the person who has been abused should be a priority. The wishes of the person disclosing abuse are paramount. However if the individuals about whom the allegation of abuse has been made is known to still be in a position of contact with children or vulnerable adults the Diocesan Safeguarding Officer **MUST** be informed.

Where an allegation is made relating to beneficed clergy, licensed or accredited lay workers, paid or volunteer lay staff, contact must be immediately made with The Bishop's Safeguarding Adviser or the Diocesan Safeguarding Officer.

The Diocesan Head of Communications and Media Relations is the person responsible for contact with the media, so all such enquiries should be directed to Church House.

More information on the Diocesan role in procedures is available in the House of Bishops Document, 'Protecting all God's Children'

<http://www.churchofengland.org/media/37378/protectingallgodschildren.pdf>

A Resource List of publications for further reading on safeguarding and abuse is available from the Diocesan Safeguarding Officer.

POINTS FOR CONSIDERATION IN PASTORAL CARE

During an investigation, the individual and family may need support. A separate person will need to support the alleged perpetrator. People involved in support should be uninvolved with the investigation of disciplinary proceedings and may be chosen from outside the diocese to ensure neutrality.

The police advise that it is important that these parties should not communicate with each other about the allegation, so that evidence is not contaminated. In the case of allegations against a Priest, the Archdeacon will need to manage the impact of the investigation on the parish.

These situations always required sensitive pastoral care, together with the wider congregation and community. This will include overseeing appropriate communications of the situation with the congregations. Advice on this must be sought from the Diocesan Head of Communications and Media Relations at as early a stage as possible.

ALL INVOLVED IN PASTORAL CARE MUST KNOW THEIR LIMITATIONS, OTHERWISE THEY MAY INADVERTENTLY COMPOUND A SITUATION.

THERE ARE SPECIALIST AGENCIES AND COUNSELLORS AVAILABLE, SO PLEASE USE THEM.

THE DIOCESAN SAFEGUARDING COMMITTEE

Mrs Jane Sloan	Chairperson and Bishop's Safeguarding Advisor
Mrs Sarah Acraman	Diocesan Safeguarding Officer
Revd Jem Thorold	Representative of the Diocesan Executive
Ms Kathy Pope	Local Authority Liaison (Adults)
Canon Ed Pruen	East Cornwall
Revd Stephen Wales	West Cornwall

Other professionals working in the area of Safeguarding, relevant Diocesan workers and clergy may from time to time join the committee.

The role of the committee is to:

- offer advice to the Bishop in the event of allegations being brought against any who work in a paid or voluntary capacity with children or vulnerable adults within the churches of this Diocese.
- arrange and deliver appropriate training in safeguarding and good practice within the Diocese.
- keep up to date on current thinking and practice in safeguarding through close co-operation with statutory agencies and to revise these guidelines as necessary.
- give support and advice to parishes all aspects of safeguarding
- carry out risk assessment where necessary or when a DBS Disclosure indicates this is necessary.

The Committee is best contacted through:

Mrs Sarah Acraman	01872 274351
Mrs Jane Sloan	01726 883214
Revd Jem Thorold	01872 862657

DBS Queries should be addressed to Mrs Sue Thorold, Church House, Woodlands Court, Truro Business Park, Threemilestone, Truro TR4 9NH Tel: 01872 274351
Monday - Friday

IN AN EMERGENCY CONTACT:

Social Care Children 0300 1234 116, Adults 0300 1234 131
The Police 08456 051166 or 999

IF YOU USE THESE NUMBERS IT IS IMPERATIVE THAT YOU ALSO CONTACT SARAH ACRAMAN

APPENDIX A

SUMMARY OF SAFEGUARDING RESPONSIBILITIES

This page can be customised for the church or Parish concerned, and all volunteers and paid workers should be aware of its contents.

New volunteers and applicants for paid positions should be given a copy.

At interview they should be asked if they understand and accept the responsibilities it outlines.

It can be photocopied on to the back of a job description.

The Welfare and Protection of Children and Vulnerable Adults

The welfare of children and vulnerable adults must always be the primary consideration when working with them. All those involved in this work, should read and familiarise themselves with the Diocesan Safeguarding Policy and undertake the training provided by the Diocese.

You should be aware of the different forms that abuse can take and the signs to look for. This includes the abuse of a 'relationship of trust'.

As part of our church's duty of care we expect you to ensure that the diocesan policy is followed by all those within the church.

If you have a concern, you must without delay share your concern with either:

The Parish Priest and/or Parish Safeguarding Coordinator.
The Diocesan Safeguarding Officer
The Bishop's Advisor for Safeguarding

You should not

- **speak of the matter to anyone else, unless you are clear about your reasons and make a record of such actions**
- **investigate the matter yourself**
- **jump to conclusions or alter your treatment of the parties concerned.**

APPENDIX B

MODEL PARISH POLICY

For Working with Children and Vulnerable Adults

The PCC of

- 1) Accepts the prime duty of care placed upon the Parish Priest and Parochial Church Council (PCC) to ensure the well-being of children and vulnerable adults in the church community.
- 2) Adopts and implements this child protection policy and procedures, based on the Diocesan Safeguarding policy and the House of Bishops 'Protecting all God's Children'
- 3) Will appoint a co-ordinator(s) to work with the Parish Priest and the PCC to implement policy and procedures. The co-ordinator(s) must ensure that any concerns are dealt with according to the Diocesan policy and legislative requirements.

The PCC has appointed
to be the Safeguarding Coordinator(s). They share the responsibility for safeguarding in the Parish with the Parish Priest.

The PCC recognizes the following areas of work with children and vulnerable adults :-
(list all children's and vulnerable adults work)

The PCC has authorized the following people to work with children and Vulnerable adults in the church:-
(list all children's and vulnerable adults leaders)

The PCC will:

Display the Childline telephone number and details of how to contact the coordinators

Ensure that all those authorized to work with children and vulnerable adults or in a position of authority have undertaken a DBS Disclosure check and been appropriately appointed.

Ensure that all such authorized personnel are trained, supported and provided with a copy of the Parish and Diocesan Safeguarding Policy and Guidelines.

Pay particular attention to all those with specific needs, including those from ethnic minorities, to ensure their full integration and protection within the church community.

Create a culture of informed vigilance which takes safeguarding seriously.

Ensure that appropriate pastoral care is available for any person who has made a disclosure.

Provide, as appropriate, support for all parents and families in the congregation.

Ensure that those who may pose a threat to children and vulnerable adults are effectively managed and monitored.

Provide appropriate insurance cover for all activities undertaken in the name of the Parish.

Review the implementation of the safeguarding policy, procedures and good practice annually.

The above has been discussed and implemented by the PCC.

Signed

Parish Priest

Secretary of the PCC

Parish Child Protection
Co-ordinator (s)

Date

A COPY OF THIS COMPLETED DOCUMENT SHOULD BE SENT TO THE DIOCESAN SAFEGUARDING OFFICER UPON INITIAL COMPLETION AND THEN ANNUALLY.

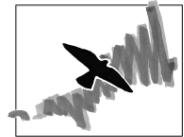
APPENDIX C

CHURCH PORCH NOTICE ON SAFEGUARDING

The notice below could be photocopied on to A5 card and displayed in the church porch, church notice board and church hall or other building.

The Diocese of Truro

The Diocesan Policy on



Safeguarding

contained in a handbook entitled *Responsible Caring*.
A copy of which is held in the Parish by the Parish Priest
who is:

And the Safeguarding Co-ordinator(s) in the Parish:

If you have a concern relating to Safeguarding or if
you need to talk, or if you wish to see the handbook
please contact one of the above.

USEFUL TELEPHONE NUMBERS

CHILDLINE	0800 1111
SOCIAL CARE	Children 0300 1234 116 Adults 0300 1234 131
THE POLICE	08456 051166 or 101

Please make known the name of the Safeguarding Co-ordinator(s) by publishing there name(s) regularly in your Parish magazine / pew sheet / news sheet etc.

APPENDIX D SAMPLE APPLICATION FORM

This is a simple model application form template for a volunteer which can be used, amended or substituted by a local model as required.

Name of Church

Application form for voluntary workers with children and / or adults experiencing, or at risk of abuse or neglect.

Application for the post of:

Full Name	Previous experience of working with children or adults experiencing, or at risk of abuse or neglect - continue overleaf if necessary
Date of birth	
Former Name	
Home address Postcode Telephone: Day Evening	
How long have you lived at the above address?	Please provide two references one of which must be from current employer or previous church
If less than 12 months	
Previous address	
Postcode	
How long there?	
Church attended	
Name of Minister	
Relevant Qualifications/Training	Name Address Postcode Tel: Name Address Postcode Tel:
	Signed Print name Date

APPENDIX E

SAMPLE REFERENCE FORM

Reference form

This is a simple model reference form template for a volunteer which can be used, amended or substituted by a local model as required.

Name of Church

Name and address of referee:	Name and address of Priest or their nominee requesting a reference:
Date	

Dear

REQUEST FOR REFERENCE FOR A VOLUNTARY WORKER WITH CHILDREN / ADULTS EXPERIENCING, OR AT RISK OF ABUSE OR NEGLECT

RE: Mr, Mrs, Miss, Ms,

Address:

Post applicant applying for:

The above has given your name as someone who may be contacted in relation to his / her* application to work with children / adults experiencing, or at risk of abuse or neglect. Guidelines suggest that all voluntary organisations including churches must take steps to safeguard the children/adults experiencing, or at risk of abuse or neglect entrusted to their care. I would be grateful if you could comment on the following factors as they may apply to the applicant:-

- Previous experience of working with children or adults experiencing, or at risk of abuse or neglect
- His / her* ability to provide kind and consistent care
- Evidence of his /her* willingness to respect the background and culture of children and adults experiencing, or at risk of abuse or neglect in his / her* care
- His / her* commitment to treat all children and adults experiencing, or at risk of abuse or neglect as individuals and with equal concern
- Any evidence or concern that he / she* would not be suitable to work with children and adults experiencing, or at risk of abuse or neglect

You are welcome to use the reverse of this letter for your reply. Thank you for your assistance.

Yours sincerely

Priest or nominee

How long have you known the applicant?years

His / her* previous experience of working with children / adults experiencing, or at risk of abuse or neglect

His / her* ability to provide kind, consistent and safe care

Evidence of his / her* willingness to respect the background and culture of children/adults experiencing, or at risk of abuse or neglect in his / her* care

His / her* commitment to treat all children / adults experiencing, or at risk of abuse or neglect as individuals and with equal concern

Any evidence or concern that he/she* would not be suitable to work with children/adults experiencing, or at risk of abuse or neglect?

Telephone contact point for clarification:

**Please delete as appropriate*

APPENDIX F

CHURCH OF ENGLAND CONFIDENTIAL DECLARATION FORM

The Confidential Declaration Form must be completed by all those wishing to work with children and/or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and/or adults experiencing, or at risk of abuse or neglect. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the Diocesan Safeguarding Adviser or someone acting in a similar role/position. All forms will be kept securely in compliance with the Data Protection Act 1998.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question which you are answering.

Please note that the Disclosure and Barring Service (DBS) is an independent body, which came into existence on 1st December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules¹? (Include both 'spent'² and 'unspent' convictions) YES NO
2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules³? YES NO

¹ You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it is your only offence; (c) it did not result in a prison sentence or suspended prison sentence (or detention order) and (d) it does not appear on the DBS's list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b), (c) and (d) in order to be filtered.** Further guidance is provided by the DBS and can be found at www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates and www.gov.uk/government/publications/dbs-filtering-guidance

² Please note that the 'rehabilitation periods' (i.e. the amount of time which has to pass before a conviction etc. can become 'spent') have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never 'spent'. For further guidance in relation to the 'rehabilitation periods', please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

³ You do not have to declare any adult caution where: (a) 6 years (or 2 years if under 18 at the time of the caution, reprimand or warning) have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences referred to in footnote 1 above. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered**

Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules.

*Broadly, where your position/role involves substantial contact with children and/or adults experiencing, or at risk of abuse or neglect (i.e. where you are eligible for an enhanced criminal records check) you will be expected to declare **all** convictions and/or cautions etc., even if they are 'spent' provided they have not been filtered by the DBS filtering rules.*

*If your position/role does **not** involve substantial contact with children and/or adults experiencing, or at risk of abuse or neglect you should only declare 'unspent' and 'unfiltered' convictions/cautions etc.*

Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK.

If you are unsure of how to respond to any of the above please seek advice from an appropriate independent representative (e.g. your solicitor) because any failure to disclose relevant convictions, cautions etc. could result in the withdrawal of approval to work with children and/or adults experiencing, or at risk of abuse or neglect.

3. Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence/misconduct? YES
NO
4. Are you or have you ever been prohibited and/or barred from work with children and/or vulnerable adults? YES NO
5. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and/or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and/or vulnerable adult was at risk of significant harm from you⁴? YES NO
6. Has your conduct ever caused or been likely to cause significant harm to a child and/or vulnerable adult, and/or put a child or vulnerable adult at risk of significant harm? YES
NO

⁴ 'Significant harm' involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others.

Note: Make any statement you wish regarding any incident you wish to declare

7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things? 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 as a result.

Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or adult who is vulnerable. Any allegation or complaint investigated by the police, Children's Services, an employer, voluntary body or other body for which you worked must be declared. Checks will be made with the relevant authorities.

8. 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 child protection planning, 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 any other legislation? YES NO

Note: All these matters shall be checked with the relevant authorities

Declaration

I declare the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge

Signed.....
Full Name.....Date of Birth.....
Address.....
.....
Date.....
Please return the completed form to
.....

Before an appointment can be made applicants who will have substantial contact with children and / or adults experiencing, or at risk of abuse or neglect in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check (as appropriate)) from the Disclosure and Barring Service.

All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and/or adults experiencing, or at risk of abuse or neglect.

Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and/or an adult experiencing, or at risk of abuse or neglect at risk.

APPENDIX G

SAMPLE JOB DESCRIPTION FORM

This form should be completed by each worker with children and vulnerable adults and copies retained by the worker and by the person to whom they are responsible.

NAME OF WORKER

NAME OF GROUP *e.g. Youth Group, Junior Church*

PERSON TO WHOM RESPONSIBLE *e.g. Parish Priest, Safeguarding Coordinator, PCC*

AGE RANGE OF GROUP

WHERE AND WHEN GROUP MEETS

WORK TO BE UNDERTAKEN AND MAIN RESPONSIBILITIES (including whether or not the work will include *Regulated Activity*)

TO BE COMPLETED BY THE WORKER

I understand the nature of the work I am agreeing to do with children/vulnerable adults.

I have read the Diocesan Policy on Safeguarding and I understand that it is my duty to safeguard the well-being of all people with whom I come in contact. I know what action to take if abuse is disclosed or discovered.

Signed

Date .

TO BE COMPLETED BY THE PARISH PRIEST

In asking you to complete this form we welcome you wholeheartedly to this work and hope you will find it rewarding. We agree to provide the Support and Supervision outlined in the Diocesan Policy.

Signed

Date .

APPENDIX H

Risk Assessment Record			Church		
			Location of visit/event		
Assessor/s			Activity		
Date of Risk Assessment			Date of visit		
Leader			Size of group		
Other Adults			Age of group		
Hazards Identified	Person At Risk	Potential Outcome	Likelihood	Action Required To Reduce Risk	Date
<i>e.g. Walking on roads, getting lost, falling, sunburn or other potential risks related to the activity</i>	<i>e.g. staff, participants, general public</i>	<i>What could go wrong? What injuries could be sustained?</i>	<i>High (H) Med (M) Low (L) Very Low (VL)</i>	<i>What you will do, or the conduct you will insist upon, to minimise any risk. e.g. small groups, an adult in front and behind, a "Never Alone", policy.</i>	<i>Pre-visit On the day</i>

Assessor/s Signature Parish Priest Date

APPENDIX I

SAMPLE CONSENT FORM

for short outings within the normal meeting time of the group.

PARISH OF:

Name of Group:

We are planning a trip out to:

on:

We will be leaving from:

at (time):

and returning by:

The cost of the trip will be:

You will also need:

If you would like to take part please return the parental consent slip below, as soon as possible.

Leader
Signature

To:

I give my permission for

to take part in the outing to

on

Signed

Date

Parent / Guardian

APPENDIX J
SAMPLE CONSENT AND MEDICAL FORM

PARISH OF _____

Event to be attended _____ Date .

Part A - to be completed by all participants

Full Name _____ .

Address . _____

Post Code . _____

Any medical details of which the leader(s) should be aware .

Part B - to be completed by all participants

Doctor's Name _____ .

Address . . _____

Telephone No. . _____

Participant's National Health Number .

Part C - Emergency Contact

Name . _____

Address . . _____

Telephone No: . _____

.

Part D - to be completed by person with parental responsibility for all participants under 18

I give my permission for _____ to attend and take part in the above named event. In case of illness or accident, I authorise:

- (a) the leader(s) of the event to sign on my behalf any written form of consent required by medical authorities, if a delay in obtaining my signature is considered inadvisable or unnecessary by the doctor or surgeon concerned.
- (b) the leader(s) to administer prescribed medication.

Signed _____

Name .

Address (if different from Part C) _____

Telephone: _____

***IMPORTANT INFORMATION**

The information supplied to us on this form is held on our Diocesan database, and is accessed by staff and officers at Church House. We also receive requests from time to time to release this information to other PCC Officers and Clergy or to connected organisations for mailing purposes. If any officers do not consent to the release of their personal information in this way, please ask them to notify Church House in writing.

Please ensure that all officers entered on this form are aware of this.

APPENDIX K

NOTIFICATION OF PARISH SAFEGUARDING COORDINATOR(S)

Each Parish is required to appoint a person(s) to share the safeguarding responsibilities with the Parish Priest, and to notify the Safeguarding Committee of that person's name and address. If you have not already done so, please use this form to notify us of your Safeguarding Co-ordinator(s).

This form may also be used for any change of Parish Co-ordinator.

The Parish of has appointed the following person(s) to be responsible for Safeguarding Children / Vulnerable Adults (delete as appropriate)

Name

Address

Tel No Mobile

Email

Name

Address

Tel No Mobile

Email

We the undersigned declare that the above person(s) are not members of the parish priest's family.

Signature
Parish Priest

Signature
PCC secretary

Please return this form to:
**Church House, Woodlands Court,
Truro Business Park, Threemilestone,
Truro TR4 9NH**