



## THE PARISH OF ST PETER'S, ST ALBANS A PARISH POLICY FOR THE SAFEGUARDING OF CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS

### - STATEMENT, POLICY & PROCEDURES -

This Parish Policy covers activities which are the direct responsibility of the Parish Church, organised by those working on behalf of the PCC (whether as employees or volunteers), but not those activities which are under the supervision (and are therefore the responsibility) of other organisations.

#### A. BACKGROUND

The PCC and the incumbent have a duty of care to ensure **the protection of the vulnerable in our church community**. Under section 5 of the Safeguarding and Clergy Discipline Measure 2016, all authorised clergy, bishops, archdeacons, licensed readers and lay workers, churchwardens and PCCs **must have 'due regard'** to safeguarding guidance issued by the House of Bishops. The PCC (with the incumbent) is required to:

- promote a safer church for all in the church community, and ensure that there is a plan in place to raise awareness of, promote training and ensure that safeguarding is taken seriously by all those in the church community;
- adopt the House of Bishops' *Promoting a Safer Church; safeguarding policy statement 2017*; and
- adopt the House of Bishops' and diocesan safeguarding policies and practice guidance, while being responsive to our local parish requirements.

#### B. STATEMENT

1. The care and protection of children, young people and vulnerable adults involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Parish Church has a role to play in promoting a Safer Church for all. We recognise that each of us may be regarded as vulnerable at some time in our lives.
2. The PCC formally adopts the House of Bishops' *Promoting a Safer Church; safeguarding policy statement 2017*; the House of Bishops' 2006 Policy on Safeguarding Adults (*Promoting a Safer Church*); and the House of Bishops' and diocesan safeguarding policies and practice guidance, while being responsive to our local parish requirements.
3. The PCC and Parish Church is committed to following **the safeguarding policy of the Church of England**. Accordingly:
  - a. This PCC, Parish Church, its incumbent, its officers and congregation are all committed to safeguarding as an integral part of the life and ministry of the Parish Church.
  - b. Safeguarding means the action the Church takes to promote a safer culture. This means we will promote the welfare of children, young people and adults, work to prevent abuse from occurring, seek to protect those that are at risk of being abused and respond well to those that have been abused. We will take care to identify where a person may present a risk to others, and offer support to them whilst taking steps to mitigate such risks.
  - c. We affirm the 'Whole Church' approach to safeguarding. This approach encompasses a commitment to consistent policy and practice across all Parish Church bodies and Church Officers and that everyone associated with the Parish Church, who comes into contact with children, young people and adults, has a role to play.
  - d. The PCC will take appropriate steps to maintain a safer environment for all and to practise fully and positively Christ's Ministry towards children, young people and adults; to respond sensitively and compassionately to their needs in order to help keep them safe from harm.
4. The PCC makes the following **6 overarching policy commitments** to:
  - a. Promote a Safer environment and culture;
  - b. Safely recruit and support all those with any responsibility related to children, young people and vulnerable adults within the Church;
  - c. Respond promptly to every safeguarding concern or allegation;
  - d. Care pastorally for victims/survivors of abuse and other affected persons;
  - e. Care pastorally for those who are the subject of concerns or allegations of abuse and other affected persons; and
  - f. Respond to those that may pose a present risk to others.

## C. FOUNDATIONS AND CORE PRINCIPLES

We are guided by the following foundations and core principles:

1. **The Gospel:** The Church is called to share the good news of God's salvation through Jesus Christ. The life of our communities and institutions is integral to how we address this task. The good news speaks of welcome for all, with a particular regard for those who are most vulnerable, into a community where the value and dignity of every human being is affirmed and those in positions of responsibility and authority are truly trustworthy. Being faithful to our call to share the gospel therefore compels us to take with the utmost seriousness the challenge of preventing abuse from happening and responding well where it has.
2. **Human Rights and the Law:** The Church recognises the personal dignity and rights of all children, young people and adults, as enshrined in the Human Rights Act 1998 and the 1989 United Nations Convention on the Rights of the Child. Safeguarding work is undertaken within a legislative framework supported by government guidance which sets out a range of safeguarding duties, responsibilities and best practice.
3. **Core Principles:** The following key principles underpin the Church's approach to safeguarding practice:
  - a. The welfare of the child, young person and vulnerable adult is paramount;
  - b. Integrity, respect and listening to all;
  - c. Transparency and openness;
  - d. Accountability;
  - e. Collaboration with key statutory authorities and other partners;
  - f. Use of professional safeguarding advice and support both inside and outside the Church;
  - g. A commitment to the prevention of abuse;
  - h. The active management of risk;
  - i. Promoting a culture of informed vigilance; and
  - j. Regular evaluation to ensure best practice.
4. We will also follow the Church of England's **good safeguarding practice** and advice regarding **learning from the past**.

## D. APPROACH

### ***Promoting a safer environment and culture***

The PCC shall ensure that this Parish Church will:

1. respect all children, young people and vulnerable adults and promote their well-being.
2. strive to create and maintain environments that are safer for all, that promote well-being, that prevent abuse, and that create nurturing, caring conditions within the Church for children, young people and vulnerable adults. It will work to continue to strengthen and review these environments. This will be done by training, support, communication, learning, governance and quality assurance processes.
3. strive to adhere to safer working good practice and to challenge the abuse of power. It will ensure that processes are in place that listen to and advocate on behalf of children, young people and vulnerable adults within the knowledge that they will be cared for.

### ***Safely recruiting and supporting all those with any responsibility related to children and vulnerable adults within the Church***

4. We will select and vet all those with any responsibility related to children, young people and vulnerable adults within the Church, in accordance with the House of Bishops' safeguarding policy and practice guidance.

### ***Responding promptly to every safeguarding concern or allegation***

5. Anyone who brings any safeguarding suspicion, concern, knowledge or allegation of current or non-current abuse to the notice of Church Officers (i.e. those acting for and on behalf of the PCC and Parish Church) will be responded to respectfully and in a timely manner, in line with statutory child and adult safeguarding procedures and the House of Bishops' safeguarding policy and practice guidance.
6. All safeguarding work will be recorded in line with the House of Bishops' safeguarding practice guidance.

7. All suspicions, concerns, knowledge or allegations, that reach the threshold for reporting to the statutory authorities, will be reported via the diocesan safeguarding adviser to the appropriate statutory authorities. This will be done irrespective of the status of the person.
8. All Church Officers will cooperate with the statutory authorities in all cases.
9. In responding to concerns or allegations of abuse relating to Church Officers, the PCC will act in accordance with the requirements of criminal, civil and ecclesiastical law, and so will respect the rights and uphold the safeguards afforded in these, both to the victim/survivor and the subject of concerns or allegations.

***Caring pastorally for victims/survivors of abuse and other affected persons***

10. We will endeavour to offer care and support to all those that have been abused, regardless of the type of abuse, when or where it occurred.
11. Those who have suffered abuse will receive a compassionate response, be listened to and be taken seriously. We will respond to any disclosure of abuse in accordance with House of Bishops' policy and practice guidance. This will be done in collaboration with the relevant statutory agencies in accordance with criminal, civil and ecclesiastical law.
12. Those who have suffered abuse will be offered appropriate pastoral care, counselling and support - according to the agreed need. An appropriate pastoral response to the family, parish and congregation will be considered, with due regard to the right of privacy of those directly involved, and to the administration of justice.

***Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons***

13. The PCC in exercising its responsibilities to suspicions, concerns, knowledge or allegations of abuse will endeavour to respect the rights under criminal, civil and ecclesiastical law of any accused individual, including any Church Officer or member of the clergy.
14. The PCC will take responsibility for ensuring that steps are taken to protect others when any individual is considered a risk to children, young people and vulnerable adults. This will be done by working to mitigate any identified risks according to a safeguarding agreement.
15. Church Officers who are the subject of concerns or allegations of abuse belong to families, congregations and church communities. The PCC will be mindful of the need to provide support to members of families, the parish and the congregation affected by the Church Officers in such situations.

***Responding to those that may pose a present risk to others***

16. This Parish Church, based on the message of the gospel, opens its doors to all. We will therefore endeavour to offer pastoral care and support to any member of the church community who may present a known risk.
17. The PCC will ensure that any risk has been assessed and is being managed in a safeguarding agreement in accordance with House of Bishops' policy and practice guidance. This will be done in collaboration with the relevant statutory agencies in accordance with criminal, civil and ecclesiastical law.

**E. SAFEGUARDING ROLES**

1. The PCC shall appoint at least one appropriately experienced designated parish safeguarding officer ("**PSO**") to work with the incumbent and the PCC. The PSO should be a lay person and cannot be the incumbent. The PSO may be the DBS administrator for Church Officers who work with children or vulnerable adults. The PSO shall be supported, trained and given a copy of this policy and procedures.
2. The role of the PSO is to:
  - a. work closely with the incumbent to advise within the parish on all safeguarding matters relating to children, young people and vulnerable adults;
  - b. receive, with the incumbent any concerns about children or adults in the parish and make sure that proper advice is sought and proper referrals are made;

- c. report all matters relating to concerns and allegations of abuse against Church Officers, in liaison with the incumbent, to the diocesan safeguarding adviser, who will liaise with the statutory agencies, as required. Concerns about the incumbent should be raised with the diocesan safeguarding adviser via the PSO;
  - d. ensure that any ex-offenders with offences against children or vulnerable adults known to be in the church community are notified to the diocesan safeguarding adviser and contribute to managing safeguarding agreements;
  - e. promote safer practices in all activities and make any recommendations required, taking into account the particular arrangements of the parish;
  - f. seek to ensure that Safer Recruitment practice is followed, with the support of the diocese;
  - g. attend diocesan safeguarding training at least every three years;
  - h. maintain safeguarding records;
  - i. complete national, diocesan and parish safeguarding self-assessments as required;
  - j. contribute to the annual review of parish safeguarding arrangements; and
  - k. regularly report on safeguarding in the parish.
3. The PCC may appoint to such additional safeguarding roles as it deems appropriate. Additional roles are optional but may include a children's or youth advocate (to whom children and young people can talk about any problems if they wish), a vulnerable adults' advocate (to whom vulnerable adults may speak about any problem if they wish), and/or a children's or young persons' officer (with responsibility for ensuring the welfare of children and/or young people involved in church activities). The PSO may fulfil some of these roles, if appropriate.
  4. The PCC shall nominate a person who is responsible for the administration of DBS applications. This may be the PSO or it may be undertaken by a separate individual. The parish DBS administrator shall be responsible for: establishing the true identity of the applicant, through the examination of a range of identification documents as set out by DBS; checking and validating the information provided by the applicant on the application form; and ensuring all application forms are completed and the information therein is accurate.

#### **F. SAFER RECRUITMENT & TRAINING**

1. The PCC shall ensure that all Church Officers who work with children, young people and/or vulnerable adults are:
  - a. recruited following the House of Bishops' Safer Recruitment practice guidance;
  - b. aware of and work to House of Bishops' safeguarding guidance (including both policies and practice guidance); and
  - c. attend diocesan safeguarding training at least every three years.
2. The PCC shall provide appropriate insurance to cover all activities undertaken in the name of the PCC which involve children and/or vulnerable adults.

#### **G. DISPLAY OF SAFEGUARDING STATEMENT & POLICY**

1. The PCC shall ensure that the following are prominently displayed within the Parish Church:
  - a. a formal statement of the PCC's adoption of the House of Bishops' *Promoting a Safer Church; safeguarding policy statement*, signed on behalf of the PCC;
  - b. contact details for the PSO, churchwardens and other Church Officers;
  - c. information about where to seek help with child and adult safeguarding issues (e.g. local authority contact details, domestic abuse and key helpline, e.g. ChildLine).
2. The PCC shall also provide access to an appropriate safeguarding handbook (which may be the diocesan handbook or the House of Bishops' handbook).

#### **H. COMPLYING WITH SAFEGUARDING REQUIREMENTS**

1. The PCC shall:
  - a. create an environment, which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently;
  - b. have a procedure (see below) in place to deal promptly with safeguarding allegations or suspicions of abuse in accordance with this policy and relevant practice guidance, and in consultation with the diocesan safeguarding adviser;
  - c. (via the incumbent and/or PSO) report all safeguarding concerns or allegations against Church Officers to the diocesan safeguarding adviser;

- d. ensure that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the diocesan safeguarding adviser;
- e. comply with all data protection legislation, especially with regard to storing information about any paid and unpaid workers and any safeguarding records; and
- f. ensure that an “active risk assessment” is completed and reviewed regularly for each activity which is associated with either children or vulnerable adults, and run in the name of the Parish Church.

## **I. REVIEW & REPORTING**

1. The PSO shall regularly report (at least on an annual basis) on safeguarding in the parish.
2. Safeguarding shall be a standing agenda item at each PCC meeting.
3. At the APCM, the PCC shall provide an annual report in relation to safeguarding. In the PCC’s annual report will be a statement which reports on progress and a statement as to whether or not the PCC has complied with the duty to have ‘due regard’ to the House of Bishops’ guidance in relation to safeguarding.

## **J. HIRE OF CHURCH PREMISES**

1. Any hire agreement with any person or body wishing to hire church premises must contain a provision whereby that person/body agrees to comply with the relevant safeguarding guidance issued by the House of Bishops and the diocese.
2. Each hire agreement shall also contain a provision whereby all those hiring church premises are required to ensure that children and vulnerable adults are protected at all times; relevant staff have had appropriate DBS checks; and all reasonable steps have been taken to prevent injury, illness, loss or damage occurring.
3. All those hiring church premises should carry full public liability insurance for this, or be covered through the Parish Church’s insurance (for example, for hire for a children’s party).

## **K. CLERGY INTERREGNUM**

1. During any interregnum, the PCC must (working with the churchwardens) ensure that all information about safeguarding matters is securely stored before passing the information to the new incumbent.
2. The departing incumbent must give the safeguarding information to the PSO who can pass information on to the new incumbent when s/he takes their new role.

## **L. ROLE OF THE CHURCHWARDENS**

1. In relation to safeguarding, the churchwardens shall work with the incumbent, PCC and PSO to:
  - a. ensure that during any interregnum the incumbent’s safeguarding roles and responsibilities are fulfilled, in consultation with the PCC, PSO and the Area Dean;
  - b. pay attention to the specific needs of children and vulnerable adults when undertaking health and safety inspections and risk assessments;
  - c. ensure that risk assessments are carried out before new activities are undertaken;
  - d. ensure that all parish activities with children and vulnerable adults are adequately supervised and insured;
  - e. ensure that the parish has procedures for responding to complaints and grievances; and
  - f. answer questions regarding safeguarding as they arise in the Archdeacon’s visitations, and respond to any specific safeguarding advice which may be given by the Archdeacon.

## **M. PARISH SAFEGUARDING PROCEDURES**

### ***(i) Dealing with a disclosure or allegation***

1. It is recognised that any Church Officer, church worker or volunteer may be the recipient of a disclosure from a child or vulnerable adult that he or she has been abused. All allegations must be treated seriously.
2. If a child or vulnerable adult discloses that he or she has been abused in some way, the Church Officer, church worker or volunteer should:

- a. listen to what is being said without displaying shock or disbelief;
  - b. accept what is being said;
  - c. allow the child/vulnerable adult to talk freely;
  - d. reassure the child/vulnerable adult, but not make promises which it might not be possible to keep;
  - e. never promise a child/vulnerable adult that they will not tell anyone – as this may ultimately not be in the best interests of the child/vulnerable adult;
  - f. reassure him or her that what has happened is not his or her fault;
  - g. stress that it was the right thing to tell;
  - h. listen, only asking questions when necessary to clarify;
  - i. not criticise the alleged perpetrator;
  - j. explain what has to be done next and who has to be told;
  - k. make a written record; and
  - l. pass the information to the incumbent and/or PSO without delay.
3. All disclosures, concerns and discussions should be recorded in writing as soon as possible.
  4. All Church Officers, church workers and volunteers have a duty to share information and concerns about the protection of children and vulnerable adults with the incumbent and/or PSO, as soon as possible, so that they may (where appropriate) be passed to the diocesan safeguarding adviser and relevant professionals (particularly investigative agencies such as Children's Services).
  5. If a child or vulnerable adult confides in a Church Officer, church worker or volunteer and requests that the information is kept secret, it is important that the recipient of the information tells the child or vulnerable adult in an appropriate manner that they cannot promise complete confidentiality, as they may need to pass on information to professionals to help keep the child/vulnerable adult safe. This will ultimately be in their best interests.
  6. An allegation is any information which informs the recipient that a Church Officer, church worker or volunteer may have (a) behaved in a way that has, or may have harmed a child or vulnerable adult; (b) possibly committed a criminal offence against/related to a child or vulnerable adult; and/or (c) behaved towards a child/children or vulnerable adult(s) in a way which indicates s/he would pose a risk of harm if they work regularly or closely with children or vulnerable adults.
  7. If church workers/volunteers have concerns about another church worker/volunteer then this should be referred to the incumbent and the PSO. Where there are concerns about the incumbent, this should be referred to the PSO.
  8. The incumbent and/or PSO should discuss any concerns with the diocesan safeguarding adviser. It is not the role of the PCC, incumbent, PSO, Church Officers or church workers/volunteers to carry out further investigations.

**(ii) Recruitment of staff and volunteers**

9. The PCC is committed to adopting safer working practices across all paid and volunteer roles, especially where they involve contact with children, young people and/or vulnerable adults. The PCC adopts the Church of England's Practice Guidance for Safer Recruitment.
10. All paid staff and volunteers recruited who will have contact with children, young people and/or vulnerable adults must have a written role outline, complete an application form for that role, be interviewed by two people and give the name of two referees. The role outline will state what level of DBS check is required for the role. In cases of doubt, this should be referred to the PSO.
11. The regulations for undertaking criminal records (DBS) checks are complex and the Parish Church uses the services of the Churches' Child Protection and Advisory Service ("CCPAS") to undertake the checks on the PCC's behalf.

*DBS checks*

12. DBS checks for the purposes of safer recruitment shall be sought in line with Church of England guidance, as set out here:

<https://www.churchofengland.org/sites/default/files/2017-11/dbs-faq-february-2017.pdf>; and

[https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer\\_recruitment\\_practice\\_guidance\\_2016.pdf](https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer_recruitment_practice_guidance_2016.pdf)

13. It is a requirement that all PCC members are subject to a DBS check.

14. Everyone requiring either level of criminal records (DBS) check is also required to complete a self-declaration form. All DBS checks must be signed off by the PSO or an appropriate Church Officer (with appropriate professional background, e.g. a solicitor). DBS checks should be repeated every five years.
15. Completed DBS checks which identify any issue shall be returned to the diocesan safeguarding adviser who will discuss that issue with the PSO and incumbent.
16. Any information disclosed shall be treated in the strictest confidence and stored securely.

**(iii) Support, supervision and training**

17. The PCC expects all PCC members, Church Officers, and all church workers/volunteers working with children, young people and vulnerable adults to undertake safeguarding training every three years. Compliance is essential and the PCC may need to decide whether individuals can continue in their roles if they have not undertaken appropriate safeguarding training.
18. The role outlines for all church workers and volunteers should specify the name of the person to whom each individual is accountable. Any induction training should include information about the duty to treat all people with dignity and respect and to keep them safe from harm, as well as outlining the Christian framework within which this should be offered. This will be reinforced in any safeguarding training provided by the diocese.
19. Any church worker or volunteer working with children, young people and vulnerable adults must be offered and receive appropriate supervision and support in their roles and in the work that they undertake on behalf of the Parish Church. Each such worker or volunteer should be given a copy of this policy.

**N. VULNERABLE ADULTS**

20. The PCC recognises that every adult has different levels of vulnerability and that all adults should be offered and given respect, inclusion and empowerment within the Church.
21. The PCC adopts the House of Bishops' 2006 Policy on Safeguarding Adults (*Promoting a Safer Church*):
  - a. We are committed to respectful pastoral ministry to all adults within our church community.
  - b. We are committed, within our church community, to the safeguarding and protection of vulnerable people.
  - c. We will carefully select and train all those with any pastoral responsibility within the Church, including the use of DBS disclosures where legal or appropriate.
  - d. We will respond without delay to any complaint made that an adult for whom we were responsible has been harmed, cooperating with police and the local authority in any investigation.
  - e. We will seek to offer informed pastoral care to anyone who has suffered abuse, developing with them an appropriate healing ministry.
  - f. We will challenge any abuse of power by anyone in a position of trust.
  - g. We will care for and supervise any member of our church community known to have offended against a vulnerable person.
22. All church members have a responsibility for the safety, well-being and protection of others. Everyone within the church community also has a responsibility to ensure that there is a welcome for all people, including those seen as vulnerable.
23. Everyone should be alert to situations where those who might be vulnerable are exposed to unacceptable risks. Church Officers, workers or volunteers who work with vulnerable people often find themselves in challenging situations and need the support, prayers and encouragement of everyone in the congregation. Church workers may be confronted with difficult behaviour on the part of those with whom they are working; any concerns about potentially vulnerable adults should be discussed with the incumbent and/or the PSO.
24. Those who work most closely with vulnerable people in lunch clubs, day centres, Bible study groups or as pastoral visitors, etc., are in a unique position to get to know them. As a result, they might learn about things that give cause for concern or they may see others, sometimes including fellow church workers or church members, behaving in ways that may be described as abusive or potentially harmful. When visiting a care home, for example, a visitor may observe another resident showing signs of abuse. Workers should discuss any concerns that they have about vulnerable people being mistreated or abused with the incumbent and/or PSO.

25. Parishes should do their best to provide a safe place for those who may be vulnerable. Where the parish organises special activities or groups for vulnerable people, those who work in these activities should be safely recruited, supported and supervised.
26. The PCC together with the incumbent carries a duty of care for the safety of those who attend or use the church. Clergy in particular need to be aware of the pastoral needs of vulnerable people, their carers and those that work with them.
27. The PSO shall receive information about any concerns and will listen carefully, possibly discussing the matter with the adult concerned (and the incumbent) and making a decision about whether these concerns should be passed to the diocesan safeguarding adviser, or an outside statutory body such as the police or the local authority Adult Services.
28. Church Officers should try to establish a line of communication with the carers or key workers for vulnerable adults involved in parish activities, and keep a record of all discussions with them.
29. Known people who might pose a risk to others shall be referred to the incumbent and the PSO, and discussed with the diocesan safeguarding adviser. Where appropriate, a risk assessment may be undertaken and a contract drawn up in order to minimise risks, whilst maintaining a supportive relationship with the individual and (normally) allowing opportunities for worship.

## APPENDIX 1

### SAFEGUARDS FOR PARISH CHURCH ACTIVITIES

#### ***Responsibility***

1. The PCC is ultimately responsible for all regular and occasional parish activities involving children and young people. Participation in any activities shall be subject to the receipt of consent from parents/carers.

#### ***Staffing***

2. All parish activities involving children and young people shall be supervised by an appropriate Church Officer, church worker or volunteer who has been recruited via the safer recruitment process outlined in this policy.
3. No child or young person, or group of children or young people, shall be left unattended at any time whilst engaged in such activities. For parish activities involving children or young people, an appropriate number of adults (who have been recruited as set out above) shall be present to supervise such activities. A ratio of 1 adult per each group of 8 children should be maintained, wherever possible. If the appropriate ratio cannot be achieved, then the activity should not proceed. There should also be, where possible, at least one male and one female adult supervisor present.
4. All volunteers shall be given the opportunity to review and plan their work with children and young people; to share experiences and planning; to receive training; and to talk about their relationships with children and young people attending their activities.
5. A register of all safely recruited, DBS-checked and authorised supervisors of parish activities for children and young people shall be maintained by the incumbent and the PSO.
6. No child or young person may be left alone with an adult who has not been subject to the safer recruitment procedures outlined in this policy.

#### ***Health and safety***

7. The health and safety of all children and young people participating in parish activities shall be paramount. A full risk assessment shall be carried out for all activities, and steps taken by Church Officers to ensure that such activities have appropriate budgets, safe and hygienic premises, and insurance.
8. No child or young person shall be permitted to enter a hazardous area (e.g. the ringing chamber) without proper supervision. All authorised supervisors shall be also be familiar with the fire safety procedures at the Parish Church, and shall have access to first aid facilities.
9. Lists of emergency family contact details for all children and young people involved in parish activities shall be maintained, kept up-to-date, and stored on Church premises, so that contact can be made in case of emergency. Parental consent forms and medical consent forms shall also be stored on Church premises and available in case of emergency.
10. Should any accident occur, the relevant parent/guardian shall be informed immediately. No treatment or medication may be administered without parental permission. A written record shall be kept of any such incident (in the appropriate accident book).
11. Should a child or young person go missing from an activity, the supervisor should ensure that all other children/young people are adequately supervised and reassured and then arrange for others to assist in locating that child.
12. For children under the age of 5, parents/carers are responsible for washing, dressing, feeding, toileting their children and nappy changes. Under no circumstances should supervisors accompany children/young people to the toilet.

#### ***Drop off and pick up from activities***

13. Parents/carers shall be responsible for ensuring that there is appropriate adult supervision when they leave their child/young person at an activity, and for promptly collecting their child/young person at the end of any activity. No child shall be left unattended at the close of an activity; a supervisor shall always remain at the Parish Church until every child has been collected by a parent/carer. If someone other than a child's parent/carer is collecting a child at the end of an activity,

the parent/carer is responsible for informing the supervisor of the activity of the identity of that person, and the supervisor shall ensure that the child leaves with the appropriate person.

14. A register should be kept for every activity. Every child/young person should be signed in upon arrival and out on departure. Where a child is under the age of 12, parents/carers are responsible for ensuring that they are appropriately registered.

***Trips and visits (activities away from Parish Church premises)***

15. All travel should be assessed for risk and appropriate provision made to ensure that risks are minimised and the safety of children and young people prioritised. Travel by car should follow appropriate legal requirements, such that each child has a seat and that seat is of an appropriate type for the age and size of that child. No child or young person should travel alone in a car with a person who is not the parent/carer. If a person (who is not a child's parent) is transporting that child by car, they should have been subject to safer recruitment checks, as outlined above. If a minibus is used to transport a group of children or young people, it must be fitted with seat belts on every seat, and the driver must be a qualified minibus driver.
16. Trip leaders (who must have been safely recruited as outlined in this policy) shall be responsible for:
  - a. obtaining a permission form signed by a parent/carer for each child or young person participating in the trip;
  - b. compiling a list of names, addresses and emergency family contact information for all children, young people and supervisors involved in the trip (and providing a copy to the Church Office, as well as ensuring that details are carried with the group during the trip);
  - c. carrying first aid kits with them at all times during the trip;
  - d. ensuring that they have details of any medical conditions affecting the children/young people on the trip, and written consent from parents/carers for the administering of any treatment or medication to children or young people; and
  - e. ensuring that they are aware of any dietary requirements of children/young people on the trip.

## APPENDIX 2

### GUIDANCE REGARDING ABUSE

#### Be alert

- Be aware of the signs of abuse and neglect
- Identify concerns early to prevent escalation.
- Know what systems the Church has in place regarding support for safeguarding e.g. training , safeguarding policy and procedures, and the role of the incumbent and PSO .

#### Question behaviours

- Talk and listen to the views of children, be non-judgmental.
- Observe any change in behaviours and question any unexplained marks / injuries
- To raise concerns about poor or unsafe practice , refer to the incumbent or the PSO; if the concerns are about the incumbent, report to the PSO.

#### Ask for help

- Record and share information appropriately with regard to confidentiality.
- If church officers/workers/volunteers have concerns, raise these with the PSO.
- Duty to take appropriate action, do not delay.

#### Refer

- The incumbent/PSO will make referrals to the diocesan safeguarding adviser.

### **Physical abuse**

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

### **Emotional abuse**

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

### **Neglect**

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

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

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

### **Sexual abuse**

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

### APPENDIX 3

#### LOCAL CONTACT DETAILS

<b>Role:</b>	<b>Contact information:</b>
Incumbent: Reverend Mark Dearnley	<a href="mailto:vicar@stpeterschurch.uk.com">vicar@stpeterschurch.uk.com</a>
Parish Safeguarding Officer: Mr Alex Hall	07725 214571 <a href="mailto:psa@stpeterschurch.uk.com">psa@stpeterschurch.uk.com</a>
Diocesan Safeguarding Adviser: Mr Jeremy Hirst	01727 818107 07867 350886 <a href="mailto:childprotection@stalbans.anglican.org">childprotection@stalbans.anglican.org</a>
Hertfordshire Children's Services	0300 1234043 (24 hours)
Hertfordshire Adult Social Care	0300 1234042
Police	101 (non emergency) 999 (emergency)
Youthtalk	01727 868684
Homestart	01438 367788
Age Concern	01727 856741
Alheimers Society	01462 433999
St Albans Mencap	01727 863813
Mid Herts MIND	01727 865070
Centre 33	01727 830901
Open Door St Albans	01727 859113

#### NATIONAL HELPLINES

<b>Organisation:</b>	<b>Contact information:</b>
CCPAS Helpline	0845 120 45 50
ChildLine	0800 11 11
NSPCC	0808 800 5000
Domestic Abuse Helpline	0808 2000 247
Mencap	0808 800 1111
SANE	0845 767 8000
Age UK	0800 169 6565
Action on Elder Abuse	0808 805 8141