



The Parish of Saint Philip and Saint James Church Ratby Safeguarding Policy and Procedures

This needs to be read alongside the national Church of England Safeguarding Policy and Handbook, Promoting a Safer Church, as supplemented by the Diocese of Leicester, October 2018

This church appoints Joan Hawkins as the Parish Safeguarding Officer

E. J. W. Baylton

Incumbent

Date: 13th March 2024

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 13th March 2024

In accordance with the Church of England Safeguarding Policy our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

Appendix 1

Our Safeguarding

1. Procedure for regular reporting to the PCC

- The Safeguarding Coordinator will report annually to the PCC on safeguarding matters or after any incident with safeguarding implications (taking care to preserve confidentiality as necessary). The PCC will be kept informed on at least an annual basis of all regular and one-off children's/ vulnerable adult activities as this is necessary for them to fulfil their duties as charity trustees and also for insurance purposes

2. Managing safeguarding concerns, responding and reporting

Safeguarding is everyone's responsibility and it is vital that, if you are in contact with vulnerable groups (children, young people and vulnerable adults) as part of your role in church, you have undertaken safeguarding training.

Training will allow you to **RECOGNISE** some of the signs and symptoms that could suggest abuse is taking place and allow you to share your concerns appropriately, ensuring that the correct authority is made aware so that the concern can be followed up (we never investigate).

It is also possible that someone (child, young person or adult) will want to talk to you about abuse that they have suffered. It may still be happening currently or could be historic and have happened in the past, all disclosures should be dealt with in the same way.

If someone discloses to you, please remember the following as you **RESPOND** to them:

3.1. LISTEN. Let the person tell their story and don't push for information. Repeat back what they have said to ensure clarity if that will help. If you need to ask a question, ensure that it isn't a closed question – use words such as when, why, how, where within sentences that don't invite a single response. Some examples of open questions are –

- a. Would you tell me more about _____?
 - b. I'd be interested in knowing _____?
 - c. I'm not certain I understand _____. Can you give me an example?
 - d. When you say _____, what do you mean?
 - e. I'd like to help you find the best possible information. Can you tell me more about your subject?
 - f. *Please note, these are not examples of questions to ask – just a demonstration of what an open question looks like.*
- Remember it is never your role to investigate, just gather information to aid those whose job it is (police / social services).

- Always show acceptance of what you are being told, whatever your personal opinion might be. It takes a lot of courage to disclose abuse so the discloser will need to feel believed.
- Keep calm and reassure the person that they aren't to blame for what has happened to them (victims / survivors of abuse frequently feel that they are).
- Make sure you maintain eye contact to demonstrate that you are listening even if the discloser isn't always looking at you – this will be a difficult process for them.
- Be honest, never make promises to keep what you are being told confidential. If abuse is involved, you will need to tell someone.
- Try to involve them as much as you can in the ongoing process, let them know who needs to be told and what will happen, involving them in decisions where appropriate. Never forget the in the case of a child, their welfare comes before anything else; they are at the centre of everything.

2.2 Once you have heard the disclosure, it is very important that you **RECORD** in writing what you have been told as soon as possible – within one hour if at all possible. This will allow you to record what you've heard as accurately as possible.

Make sure you:

Use the words that the child / adult used – not your interpretation of what has been said. Sometimes we misunderstand what we have been told (especially with children who may not have the vocabulary to accurately describe what has happened to them) and are tempted to re-phrase what we have been told. Ensure this doesn't happen.

- Include any responses that you made.
- Keep the report succinct and to the point.
- Make sure the names of all those involved are clear.
- Record the date, time and place of the disclosure.
- Record what actions you have taken and your rationale for taking these actions.
- Make sure your name is clear at the end of the record.
- Send a copy of the record to the Diocesan Safeguarding Adviser and keep the parish record securely within the parish (the incumbent or church safeguarding officer will store these safely).

2.3 You will need to **REPORT** what you have been told (or seen) to your Church Safeguarding Co-ordinator who will be able to offer advice on next actions and support you.

2.4 REFER If there is an immediate dangerous situation then call the police or social services making sure you are safe before doing this The safeguarding co-ordinator will inform the Diocesan Safeguarding Adviser

So to summarise:

RECOGNISE	the signs that could indicate abuse is happening to a child / young person / vulnerable adult
RESPOND	sensitively to the person and listen to what they have to say, don't ask closed questions or attempt to investigate
RECORD	what you have been told factually and accurately using the language used by the person disclosing within an hour
REPORT	immediately to your Church Safeguarding Co-ordinator who will know who to seek support from
REFER	Referral made to diocesan safeguarding advisor

3. Non-recent abuse

Safeguarding concerns or allegations may be about something that is going on now and/or something that may happen in the future (recent) or something that happened in the past (non-recent). Non-recent allegations of abuse must be treated as seriously as recent allegations. Research evidences that it may take up to 25 years or longer for an adult to disclose sexual abuse that happened to him/her either as a child or younger adult. A victim/survivor needs to be aware that if a respondent is known to be currently working with children/vulnerable adults in either a paid or voluntary capacity a referral to the statutory services will be made. The DSA will make this referral

If you have a concern that a child or adult is or may be being abused, or that a church officer is or may be abusing a child or adult.

Respond well to the victim/survivor, if it is a direct disclosure, to ensure they feel listened to and taken seriously. Explain what will happen next and check out support requirements. They should be informed that their identity and the identity of the respondent will be shared with key church officers and may be shared with the statutory agencies if there is any current risk to children or adults. The concern or allegation should not be shared with anyone other than those who need to know (e.g. the statutory agencies and appropriate church officers)

4. Emergency: If you believe a child or adult is in immediate danger of significant or serious harm, contact the emergency services on 999.

4.1 Non-emergency: Contact the Parish Safeguarding Officer (PSO) or incumbent, in the first instance. They must then contact the Diocese Safeguarding Officer (DSA). If neither are available, contact the DSA directly. If the concern arises in an activity, discuss with the group/activity leader, who will contact the Parish Safeguarding Officer or incumbent.
Any safeguarding concerns must be reported to the DSA within 24 hours.

Parish Safeguarding Officer - Joan Hawkins T:0116 4826721 M: 07545 909868 E: jvajhawkins@hotmail.co.uk.

Incumbent – Edward Bampton T: 0116 2396520 E: revdredbampton@outlook.com

Diocesan Safeguarding Adviser - Rachael Spiers M: 0793 081 9279 T: 0116 261 5341 Rachael.Spiers@Leicestercofe.org

Assistant Diocesan Safeguarding Adviser – Peter Holloway M: 07930 887984 T: 0116 2615241 Peter.Holloway@LeicesterCofE.org

Out of Ours Support: Thirtyone:eight T: 0303 003 1111 (Option 2)

- If the PSO/incumbent or the DSA are not available within 24 hours, contact Children’s Social Care or Adult Social Care and/or the police directly, if the concern is that a child or adult is being abused.
- Contact the Local Authority Designated Officer (LADO)⁴⁰ and/or police if the concern is that a church officer may be abusing a child or adult. **Advise the Parish Safeguarding Officer or incumbent as soon as possible that you have made a referral; they will advise the DSA.**

If in doubt don’t delay – seek advice from statutory agencies.

Do not contact the respondent or anyone who may be implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure, until advice has been sought from the DSA or statutory agencies.

- Record the details of the concern or allegation. Where it is not appropriate to take notes at the time (usually it will not be), make a written record as soon as possible afterwards or before the end of the day.
- Record the time, date, location, persons present and how the concern or allegation was received ,e.g. by telephone, face-to-face conversation, letter, etc. The record should include details of information provided to that person as well as the information received.

Always sign and date the record

- Keep it factual. Pass on a copy to the DSA (and/or the PSO/incumbent). The records should be kept secure and

If the concern is about a child or adult:

The DSA will act in line with the House of Bishops’ guidance. They will offer advice, support and guidance and help to make the required referrals. If there is a risk of harm, the concerns must be reported to the statutory agencies within 24 hours of the DSA receiving the concerns. This would be Children’s or Adult Social Care and/or the police.

There should be close communication between the DSA and PSO/incumbent until the situation is resolved. The archdeacon should also be informed.

If the concern also involves a church officer:

The DSA will act in line with the House of Bishops' guidance. They will offer advice, support and guidance and refer the concerns to the Local Authority Designated Officer (LADO) and/or police within 24 hours. The DSA will now take over the management of the safeguarding concern in conjunction with the core group (which will be convened within 48 hours) and statutory agencies.

There may also be a requirement for parish representatives to attend a subsequent core group/s. If there are doubts about whether or not to make a referral and under what route, the DSA will seek advice from the LADO. **Please note that the procedure is the same for non-recent abuse**

A proper balance must be struck between protecting children and adults and respecting the rights of the person against whom an allegation is made. In such circumstances the welfare of the child, young person or adult must come first. The rights of the person against whom the allegation is made are important and must be given due weight, once the immediate safety and protection of the child, young person or vulnerable adult have been assured.

5. Children's Safeguarding procedure

Ensure that a person is nominated to act as somebody to whom children may talk to about any problems, if they so wish. This person will be known as the Independent Person or Children's Advocate and will, if possible, be somebody who is accessible to the children and who does not have responsibilities for children within the parish.

Our Independent Person/Children's Advocate to whom children or adults can talk to about worries and concerns about possible child abuse is Pamela Pollard

- **She usually attends the service at 10AM in Ratby Parish Church**
- **Contact Details: T: 0116 2393768 and leave details as to how Pamela can contact you. You do not need to leave any further details.**

The PCC will ensure that

- There is a display in church premises where children's activities take place
- The contact details of the Safeguarding Coordinator and Independent Person/Children's Advocate,
- Childline and Parentline telephone numbers and web addresses. A copy of the statement of policy will also be displayed in such places as well as in the church and church hall.
- Ensure that all those authorised to work with children or who are in a position of authority are appropriately recruited according to safer recruitment practice in line

with Church of England national policy, and are trained, resourced and supported. This will include providing them with a copy of this policy and of the Diocese of Leicester's Safeguarding Handbook.

- Ensure that only authorized people work with children and that all work with children is carried out within appropriate accountability structures.
- Ensure that there is appropriate insurance cover for all activities involving children undertaken in the name of the parish.
- Review the implementation of the child protection policy, procedures and practices at least annually.
- Work to create a culture of informed vigilance which takes children seriously.
- Pay particular attention to children with special needs and those from ethnic minorities to ensure their full integration and protection within the church community.
- Ensure that those who may pose a threat to children and young people are effectively managed and monitored.
- Ensure that a health and safety policy and the appropriate procedures and risk assessments are in place and that these are reviewed periodically. Act without delay on allegations or suspicions of abuse using the procedure laid down by the Diocese of Leicester
- Respond without delay to any complaints received regarding children's work or the safeguarding of children.
- Ensure that all new PCC members have access to this policy and the Diocese of Leicester Safeguarding Handbook so that they are aware of their responsibilities.
- Co-operate fully with investigations by statutory agencies and will not conduct its own investigations.
- Care for and supervise any member of the church community known to have offended against a child while maintaining appropriate confidentiality.

Church Activities - Contact details for the main leader of each group			
Name of Group	Leader's Name	Email	Tel no.
Wacky Wednesday	Angie Cain and Rev Dr Ed Bampton	childrensministryratby@gmail.com RevDrEdBampton@outlook.com	07359790431 01162396520
Young families	Angie Cain and Rev Dr Ed Bampton	childrensministryratby@gmail.com RevDrEdBampton@outlook.com	07359790431 01162396520
Open the book	Lynda Hawkes		
Primary school special services	Rev Dr Ed Bampton	RevDrEdBampton RevDrEdBampton@outlook.com	01162396520
Reading group at primary school		RevDrEdBampton RevDrEdBampton@outlook.com	01162396520
Pastoral Visiting	Joan Hawkins Associate Minister	jvajhawkins@hotmail.co.uk	07545909868
Bell ringers	Anthony Haywood	Via Parish Office office@bradgatechurches.org	Via Parish Office 0116 2393768
Good Friday Club	Pamela Pollard	Via Parish Office office@bradgatechurches.org	Via Parish Office 0116 2393768
Sunday Lunch club for senior citizens	Joan Hawkins	jvajhawkins@hotmail.co.uk	07545909868
Annual Holiday at home for elderly	Joan Hawkins	jvajhawkins@hotmail.co.uk	07545909868
Senior citizens cinema club	Joan Hawkins	jvajhawkins@hotmail.co.uk	07545909868
Families' cinema evening	Angie Cain and Rev Dr Ed Bampton	childrensministryratby@gmail.com RevDrEdBampton@outlook.com	07359790431 01162396520

3. The recommended minimum staffing levels set out in Protecting All God's Children will be maintained. These are as follows:

Age	Number of Leaders
0 to 2 years	1 leader to every 3 children
2 to 3 years	1 leader to every 4 children
3 to 8 years	1 leader to every 8 children
8 +	1 leader for the first 8 children followed by 1 to 12

Notwithstanding these minimum levels, each group is to have at least 2 adult workers present and a gender balance should be maintained wherever possible, particularly in mixed gender groups. More help may be required if children are being taken off site, are

undertaking physical activities or if necessitated by other circumstances. This will be assessed by the leaders of these activities.

Adults who assist very occasionally or as a one-off must be responsible to an appointed leader. The same applies to young people under the age of 18. Adults who assist more regularly will be appointed formally using the safer recruitment procedures.

Uniformed organisations follow their own policies and procedures. These organisations are Rainbows, Brownies, Guides, Beavers, Cubs and Scouts.

The PCC commits to the following Code of Behaviour which those who work with children and young people are expected to follow:

You should:

- Provide a Christian example you wish others to follow.
- Provide an example of good conduct that you wish others to follow.
- Ensure that there are at least two adults present during activities with children and young people, or at least that you are within sight or hearing of others.
- Respect personal privacy.
- Ensure that another adult is informed if a worker needs to take a child to the toilet.
- Be aware that physical contact with a child or young person may be misinterpreted.
- Challenge unacceptable behaviour in a responsible way.
- Report all allegations/suspicions of abuse.
- Recognise that special caution is required in moments when you are discussing sensitive issues with children or young people.
- Operate within the organisation's principles and guidance.
- Only use social media and email in accordance with paragraph 14 below.

You should not:

- Ever hit a child or young person.
- Play rough, physical or sexually provocative games.
- Touch inappropriately.
- Show favouritism to any one child, young person or group.
- Give lifts to children on their own or on your own. If it is unavoidable ask the child to sit in the back of the vehicle and inform another adult where possible.
- Invite a child or young person to the youth leader/worker's home alone unless responding to an emergency situation, in which case the relevant people should be contacted.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing, bullying.
- Allow unknown adults access to children. A known person should always accompany visitors.

Registration

A registration form will be completed for every child or young person who attends groups or activities. This does not include activities such as church services, which would take place regardless of whether or not children are present. Neither does it include activities which are family focused, but which children attend with their parents (eg Young Families). The form will be updated annually and include the following:

- Name and address
- Date of birth
- Emergency contact details
- Medical information
- Any special needs including activities that the child or young person is unable to take part in
- Consent for photographs and videos if relevant

All personal details and registration forms will be stored securely, not used for any other purpose, and shredded or disposed of securely when out of date or no longer in use.

Activities away from the church premises

Adequate arrangements will be made for children's and young people's activities which take place away from church premises as follows:

- ▶ No child can be taken off-site for activities without the consent of their parent/guardian/carer.
- ▶ Details of the event must be given in advance and consent forms received in advance of the event taking place.
- ▶ Details of the arrangements will be given to the Child Protection Coordinator.
- ▶ A risk assessment will be undertaken and confirmation obtained that the event is covered by PCC insurance.
- ▶ A detailed programme and list of contacts should be left with someone in the parish
- ▶ A leader will be designated to take responsibility for First Aid.

Forms available in church or with safeguarding co-ordinator

Support, supervision and training

All those involved in working with children and young people will ensure that there is always more than one responsible adult available so that there is mutual supervision. Should one of the adults become ill or get called away, the other adult will call for additional help. In emergency situations where an individual cannot avoid working with children on his/her own because an unforeseen situation has arisen, he/she will inform another leader (or the

Child Protection Coordinator or priest) of the situation, if at all possible at the time it arises, and a note will be kept by the Child Protection Coordinator.

Those who work with children and young people will be given the opportunity to review their work with the leader of their group/Safeguarding Co-ordinator/priest/member of the PCC. This will enable them to comment on the work they are doing, give suggestions, review and further develop their work, if they so wish, and to discuss training opportunities.

From time to time the church may hold training events on Child Protection. There will also be other training events organised by the Diocese of Leicester which church staff, youth workers, volunteers and child protection coordinators may attend.

Every person who works with children will be given a copy of the Pocket Guide to Safeguarding Children and this policy. They will also be given information about how to access on the internet the Diocese of Leicester Child Protection Handbook and other national Church of England documents including Protecting All God's Children. Paper copies of these documents will be provided to those workers who request them.

6. Health & Safety and First Aid (see Health and Safety policy for further details)

Health and Safety will be managed as part of all activities. All buildings where activities with children and young people and vulnerable adults take place will be inspected by an appropriate person at least annually and the results will be noted and reported in writing to the PCC or other appropriate church organisation. Health and Safety issues observed by those working with children and young people should be reported to the safeguarding Coordinator or the person with responsibility for Health and Safety within the church.

A First Aid kit will be available on site and will be checked monthly and updated as necessary. An accident book is maintained at all places where activities with children and young people take place.

If there is an emergency involving injury to a child or young person:

- Stay calm
- Provide immediate first aid when needed
- Alert others to the need for help
- Ensure that somebody is supervising the other children or young people
- Call an ambulance if needed
- Contact the parents/guardians of the child or young person
- Provide an appropriate handover and information about the situation to the parents/guardians
- Complete the accident book
- Consider whether there are implications for the Health & Safety policy and/or practices and report these to the Safeguarding Coordinator.

7. Use of Social Media, email and texting

All those involved in working with children and young people will exercise care in the use of social media and respect the principles set out below. Communication by electronic means or by texting will not be used with children under the age of 11. All communication in these forms will be via their parents. The rest of the principles relate to communication with children and young people aged 11 and over. The key point is that communication should be in a context of transparency and accountability.

- ▶ Electronic communication and texting should only be used for reasons relating to work and not for general socialising purposes.
- ▶ Other leaders should be aware of the situations in which these means of communication are being used.
- ▶ Leaders, workers and volunteers should not invite children or young people from church activities to their personal social networking page but may respond to requests where appropriate, as long as the child or young person is 13 or over.
- ▶ Where possible, group pages should be used on social media for communicating.
- ▶ Care should be exercised in posting to Facebook, twitter etc as comments made on the spur of the moment may not always come out as intended and can be passed on extremely quickly around a large audience.
- ▶ Communication by electronic means or texting with children or young people should never take place during school hours and should be kept within the hours of 9am – 9pm.
- ▶ Where possible, email and messaging should take place to and within groups rather than individuals.
- ▶ Leaders, workers and volunteers should give very careful consideration as to whether it is necessary to give personal mobile phone numbers to children and young people.
- ▶ Webcams will not be used where internet chat or Skype is used for one to one conversations.
- ▶ Records of communications will be kept just as they would be for written communication. If a worker's mobile phone does not allow text messages to be saved then a written record should be kept.
- ▶ The principles for the use of social media will be communicated to children and young people.

The church has / does not have [delete as appropriate] a dedicated mobile phone number for children's / youth work.

8. Safeguarding Vulnerable Adults (please refer to the document Promoting a Safer Church)

Definition of a vulnerable adult

The term 'vulnerable adult' refers to "Adults At Risk of Abuse or Neglect" under the Care Act 2014

. Please note that some adults may not consider themselves vulnerable but may be vulnerable to being abused by individuals in positions of leadership and responsibility. As adults are not inherently vulnerable and in need of protection it is important to recognise that the factors described below do not, of themselves, mean that a person is vulnerable. It is a combination of these factors and the circumstances that a person finds him/herself in that can make an individual vulnerable to abuse or neglect.

Some factors that increase vulnerability include

- A mental illness, chronic or acute.
- A sensory or physical disability or impairment.
- A learning disability.
- A physical illness.
- Dementia.
- An addiction to alcohol or drugs.
- Failing faculties of old age.
- Those who are homeless.
- Refugee families or individuals (including those seeking asylum).
- Victims/survivors of domestic abuse – direct violence and/or significant emotional coercion.
- Those who have suffered historic abuse in childhood.
 - A permanent or temporary reduction in physical, mental or emotional capacity brought about by life events – for example bereavement or abuse or trauma

These factors may not exist in isolation; for example, someone with a drink problem masking underlying dementia; or a frail housebound elderly person with underlying depression.

Policy statement on the Safeguarding of Adults in the Church

We recognize that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.

- As members of this parish we commit ourselves to respectful pastoral care for all adults to whom we minister.
- We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.
- We commit ourselves to promoting safe practice by those in positions of trust.
- The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.
- It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect.

- We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.
- The parish is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be vulnerable.
- The parish adopts the guidelines of the Church of England and the Diocese.
- Each person who works with vulnerable people will agree to abide by these recommendations and the guidelines established by this church.

9. Other Groups And Organisations Meeting On Church Premises

Although other groups and functions that involve children on church premises are not the PCC's direct responsibility, the PCC cannot escape all liability in respect of such groups and should therefore take care to ensure that appropriate arrangements are in place as follows. The following clause should be incorporated in any booking form for church premises for which the PCC is responsible, both for one-off bookings and regular booking
 "The PCC is required to ensure that children are protected at all times, by taking all steps to prevent the occurrence of any injury, loss, damage or harm."

9.1 One-off bookings (including birthday parties)

A copy of your child safeguarding policy should be given so that good practice and procedures can be followed. Unless parents are attending parties with their child/children then advise the organiser of the numbers of helpers required for the numbers of children expected. If the booking is by an individual rather than an organisation (e.g. for birthday parties), check your insurance arrangements.

Alternatively, if the booking is by an organisation, it may have its own policies (child safeguarding and health and safety).

Again, check insurance cover. Ask to see copies of any relevant policies and insurance cover.

9.2 Regular Bookings

Organisations which use the church regularly for activities involving children or young people should have their own child safeguarding policy, health and safety policy and insurance cover. Bookings should not be accepted unless these are in place.

Copies should be provided by the organisation when signing the hire agreement.

Organisations can be offered the parish child safeguarding policy as a model, but this needs to be formally adopted as the organisation's policy before the hire can go ahead.

At least annually, the safeguarding co-ordinator will take steps to check on behalf of the PCC that the organisation's policies are being implemented, e.g. asking for evidence of DBS checks being in place, checking adult to child ratios.

9. Identity Checking for DBS (criminal record) checks

The role of identity checker is an important one because the identity checker verifies the identity of the person applying for the DBS check. In our church The identity checker is the

safeguarding co-ordinator . Identity checking will be carried out in accordance with DBS and Diocese of Leicester guidelines.

10. Implementation of the Policy

The Safeguarding Coordinator will be responsible for monitoring the policy to see that it is being put into practice. He/she will be supported by the PCC members, who have the ultimate responsibility for safeguarding.

11.Procedure for regular reporting to the PCC

The Safeguarding Coordinator will report annually to the PCC on child protection matters or after any incident with child protection implications (taking care to preserve confidentiality as necessary). The PCC will be kept informed on at least an annual basis of all regular and one-off children's activities as this is necessary for them to fulfil their duties as charity trustees and also for insurance purposes

Appendix 2

Registration and Consent: Children and Vulnerable Adults Church Groups (including Bell Ringing), Day Visits, Camps, Residential Holidays

(to be completed as appropriate by the adult, or parent/carer of the child, annually for church groups)

Name of Church..... **Name of Group /Activity**.....

Family contact details:

Adult/Child's full name.....

Date of birth

parent/guardian.....

Home address.....

Home Tel No.....

Parent's/guardian's mobile

Parent's/guardian's e-mail.....

Family doctor

School..... School year

About you/your child:

Do you/Does your child have any food allergies?

(please specify.....)

Do you/Does your child have any medical conditions? (please specify)

Are you/is your child on any medication? (please specify).....

NHS No:..... Details of last anti-tetanus injection.....

Does your child have any special needs? (please specify)

Is there anything else you would like us to know about you/your child?

Emergency contact details for parents/guardians:

Contact tel. no during group or activity time:

Contact name for carer/ an alternative adult in case of emergencies

Tel no

Relationship to you/your child

Arrangements for collection: church groups (please delete as appropriate)

I/My child will be brought and collected from the group **Yes/No**

I/my child/will be collected by.....Relationship to you/your child.....

Name of anyone **NOT** allowed to collect my childRelationship to child.....

My child has permission to travel to and from the group without me (*children over 11years*) **Yes/No**

Declaration

I give permission for..... (child) to attend and take part in the specified activities.

In an emergency and/or if I am not contactable, **I am/I am not** (delete as appropriate) willing for my child to receive doctor, hospital or dental treatment including an anaesthetic.(Day Visits, Camps, Res Hols)

Signed (adult/parent/guardian) Date

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB: This may not include a foster carer).

Appendix 3

Consent form concerning the use of photographs/videos

Name of subject: _____

Email (or contact address): _____

Location of photograph/recording:

The Parish of St Philips and St James Ratby would like to take your photograph or a video of you/your child(ren) for promotional purposes. These images may appear in our printed publications, on our website, or social media accounts. Please answer questions one, two and three below, then sign and date the form where shown. Any image taken or information you provide will not be used for any other purposes.

Please circle your answer

1. May we use your/your child's image in printed, web and social media produced by Ratby Church

Yes/No

2. May we use you/your child's image on our website?

Yes/No

3 May we use your/your child's image for general publicity ie newsletters, newspapers etc.

Yes/No Promotional

Please note that websites can be seen throughout the world and not just in the United Kingdom, where UK law applies. Conditions for use of any image taken are printed below.

I have read and understood the conditions of use.

Signed by subject (plus parent/guardian if under 16; just parent/guardian if under 12)

Signature(s): _____

Date: _____

Conditions for use:

We will not include personal contact details of any persons in an image on our website or in printed publications.

Appendix 4

Transporting children, young people and vulnerable adults on behalf of the church Drivers

- All those who drive children, young people or vulnerable adults on church-organised activities should have held a full driving licence for over two years
 - Drivers who are not recruited volunteers must go through the normal recruitment process
- Any driver who has an endorsement of 6 points or more on their licence should inform the Group Leader and the Parish Safeguarding Officer
- Any driver who has an unspent conviction for any serious road traffic offence should not transport children, young people or vulnerable adults for the church
 - Drivers must always be in a fit state i.e. not over-tired; not under the influence of alcohol; not taking illegal substances; not under the influence of medicine which may induce drowsiness
- Children and young people should not be transported in a private car without the prior consent of their parents or carers. This also applies to formally arranged lifts to and from a church activity
- All cars that carry children, young people or vulnerable adults should be comprehensively insured and have informed their insurance company that they are using the car for volunteering purposes. The insured person should make sure that their insurance covers the giving of lifts relating to church-sponsored events
- All cars that carry children, young people or vulnerable adults should be in a roadworthy condition
- All children, young people or vulnerable adults must wear suitable seat belts and use appropriate booster seats. If there are insufficient seat belts, additional children, young people or vulnerable adults should not be carried
- At no time should the number of children, young people or vulnerable adults in a car exceed the usual passenger number
- There should be a non-driving adult escort as well as the driver. If in an emergency a driver has to transport one child or young person on his or her own, the child or young person must sit in the back of the car

Appendix 5

Undertaking of Voluntary Driver to transport children and vulnerable adults in private cars on behalf of the PCC.

Name of driver:

Phone No:

Email:

Address:.....

1. Consent

- Children will not be taken out in transport without the prior consent of their parents or carers
- Vulnerable adults will give permission to being transported themselves, and discretion used in consulting first with their carers

I will take care when assisting children or vulnerable adults to board and alight my vehicle, both to ensure the road is safe to do so, and in following guidelines on physical contact.

2. The driver

- I am over 25 and have held a full current driving licence for over two years
- I have/do not have an endorsement of 6 points or more on my licence (if 6 points or more I will share the details with the Parish Safeguarding Officer or Incumbent.
- I do not have an “unspent” conviction for a driving offence.

3. The vehicle

i) Seat belts:

- My car is fitted with seat belts (both front and rear), and the numbers of people transported will not exceed the number of seat belts available
- All car passengers will be required to wear safety belts in the front and rear seats
- All children up to 3 years old will be carried in a child restraint
- Rear-facing baby seats will not be used in a seat protected by a front air-bag unless the air-bag has been deactivated manually or automatically
- Children from aged 3 up to 135cm in height (approx 4’5”) or their 12th birthday (whichever they reach first) will use baby/child seats or booster cushions for older children
- All passengers aged 13 years or older will wear an adult seat belt.
- My vehicle is comprehensively insured.
- I have informed my insurance company that I am a volunteer driver for church activities, and if required, I have obtained a passenger endorsement for the transportation of children or vulnerable adults.
- I understand that in case of any accident, injury or vehicle damage, the church’s liability insurance policy does not provide primary or direct insurance on my vehicle
- My vehicle is clean and in a road worthy condition

- At no time will the number of people in a car exceed the usual passenger number.

ii) Escorts:

- Where possible, another responsible adult will accompany me, to assist with any emergencies
- If in an emergency I have to transport a child or vulnerable adult on my own, the child or vulnerable adult will sit in the back of the car.

Signed (driver): Date:

Name of vehicle owner if different: Signed (vehicle owner)

Verification

Confidential declaration and Criminal disclosure received Yes/No Date.....

Driving licence seen and Insurance certificate seen Yes/No Date.....

Car make and model..... Reg No

Signed:.....Date

Role/Designation.....

Appendix 6

Passenger consent to be transported in private cars on behalf of the PCC

1. Your details:

Name of passenger:

Date of birth, if under 18 years:

Name of parent/carer, if under 18 years:

Name of adult carer, if applicable:

Address:.....

Phone No:Email:.....

2. The activity

Date(s) of events:

Venue:

Transport provided: private vehicle / minibus / other (please specify)

Name of driver (if known):.....

3. Your consent

I consent to being transported on behalf of Church, according to the arrangements specified above.

Signed (passenger):**Date**

For passengers under 18 years, and vulnerable adults with carers:

I consent to (child) being transported on behalf of Ratby Parish Church, according to the arrangements specified above.

Appendix 7

Sexting (youth produced sexual imagery)

Defining Sexting

Many people working with young people consider sexting to be 'sending or posting sexually suggestive images, including nude or semi-nude photographs, via mobiles or over the Internet. Many parents think of sexting as flirty or sexual text messages rather than images. Young People however are more likely to interpret sexting as 'writing and sharing explicit messages with people they know'.

Sexting may be thought of as "youth produced sexual imagery" and refers to the type of incident in which:

- A person under the age of 18 creates and shares sexual imagery of themselves with a peer under the age of 18
- A person under the age of 18 shares sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult
- A person under the age of 18 is in possession of sexual imagery created by another person under the age of 18

'Youth produced sexual imagery' best describes the practice because:

- 'Youth produced' includes young people sharing images that they, or another young person, have created of themselves.
- 'Sexual' is clearer than 'indecent.' A judgement of whether something is 'decent' is both a value judgement and dependent on context.
- 'Imagery' covers both still photos and moving videos

The sharing of sexual imagery of people under 18 by adults constitutes child sexual abuse and the Police and Diocesan Safeguarding Adviser should be informed immediately

Sexting and the Law

The relevant legislation is contained in the Protection of Children Act 1978 (England and Wales) as amended in the Sexual Offences Act 2003 (England and Wales).

If a child is under the age of 18, it is illegal for them to take a nude photo of themselves or a friend, as well as distributing them. Even though the age of sexual consent is 16, the Protection of Children Act means it is against the law for a child to share a sexual image, even if it is with someone who is also under the age of 18. Images covered under the law include, but are not limited to, naked pictures, topless photos of girls, genitals, masturbation, any sex acts and sexual images in underwear.

If it is found that a child under the age of 18 is in possession of any of these, has been sending them or taking these types of photos, the police can record it as a crime. However, since the start of 2016, the police can simply record the crime, but take no further action if it isn't in the public interest. This means that it is unlikely to show up in future records. This decision is totally at the discretion of the police, who will judge on a case-by-case basis.

'Indecent' is not defined in legislation. When cases are prosecuted, the question of whether any photograph of a child is indecent is for a jury, magistrate or District Judge to decide based on what the recognised standard of propriety is.

Responding to incidents involving youth produced sexual imagery

Refer the incident to the Diocesan Safeguarding Adviser as soon as possible. The Diocesan Safeguarding Adviser will ensure that parents should be informed at an early stage and involved in the process unless there is good reason to believe that involving parents would put the young person at risk of harm. At any point in the process if there is a concern a young person has been harmed or is at risk of harm a referral will be made to children's social care and/or the police immediately.

An immediate referral to police and/or children's social care will be made and if at the initial stage:

1. The incident involves an adult
2. There is reason to believe that a young person has been coerced, blackmailed or groomed, or if there are concerns about their capacity to consent (for example owing to learning difficulties
3. What is known about the imagery suggests the content depicts sexual acts which are unusual for the young person's developmental stage, or are violent
4. The imagery involves sexual acts and any pupil in the imagery is under 13
5. There is reason to believe the young person is at immediate risk of harm owing to the sharing of the imagery, for example, the young person is presenting as suicidal or self-harming

If a young person has shared imagery consensually, such as when in a romantic relationship, or as a joke, and there is no intended malice, refer the matter to the Diocesan Safeguarding Adviser in the first instance and a decision will be made jointly about next steps. If a young person shares someone else's imagery without consent and with malicious intent, this will generally be referred to police and/or children's social care.

Appendix 7

Guidelines For Bellringers, Church Musicians and Servers

Arrangements for children and young people involved in bellringing, church music and serving must comply with the Child Safeguarding Policy. This applies equally where these groups are mixed-age groups, although the situation regarding DBS checks may be different for such groups (see the Safer Recruitment Policy).

Adults involved in mixed-age activities should be made aware of safeguarding procedures.

Where it is known that somebody has been convicted of an offence against a child or young person an agreement must be put in place with the assistance of the Bishop's Adviser so as to ensure that they will not be allowed unregulated or unsupervised participation in church activities involving children or young people.

There must always be two adults present (preferably one male and one female) when children or young people are being taught, during rehearsals and supervising during a break away from the rest of the group.

If separate tuition is provided to individual children or young people or in groups, then DBS checks must be obtained. This is the case even if a parent is present as chaperone.

A parent/guardian/carer must complete and sign a registration form for their child when they join the group, which also sets out the arrangements for the activity e.g. arrangements for weddings, dropping off and collecting, what, if any, physical contact will be needed during training
The leader of the activity must keep a register of those under 18.
Consent forms must be signed by a parent/guardian/ carer for any outings or holidays.

Safety must be a priority in the bell tower or organ loft and awareness is needed of the insurance requirements for the activity, which will include an appropriate risk assessment.

If private lessons take place away from the church property, arrangements must be made separately with the parents/
guardians/carers. Isolated situations where no other adults are in the vicinity must be avoided.

The PCC should do all it can to ensure that a clear distinction is drawn between church activities and private lessons.

Appendix 8: Safeguarding in Ratby parish – who's who?

The incumbent

Rev'd Dr Edward T.W. Bampton T: 0116 239 6520 E: revdredbampton@outlook.com

The churchwardens

Vacant

The Parish Safeguarding Officers

Joan Hawkins T: 0116 4826721 E: jvajhawkins@hotmail.co.uk

The team of licensed/accredited ministers

Curate:

Rev. Riffat Zamurad T:07902 422216 E: revdriffatzamurad@gmail.com

Associate Ministers in the Benefice of Groby and Ratby:

Joan Hawkins T:0116 4826721 E: jvajhawkins@hotmail.co.uk

Ruth Scott T: 0116 2321175 E: rscott1037@yahoo.co.uk

Keith Wignall T: 0116 2311439 E: kwignall420@gmail.com

Louise Brown T: 07450 688217 E: youthworkergroby@gmail.com

Hall managers and bookers

Chris Boothby T: 07306 390543

Employed staff

Do you need to work with anyone employed by the church? E.g. cleaners, premises officers/caretakers, administrators

Administrator:

Hayley Moore T 0116 2393768 E: office@bradgatechurches.org.uk

Who co-ordinates work in your church related to children, young people, adults at risk (e.g. Sunday School, youth club, visiting team, transport)?

Children and Youth Worker (Employed):

Louise Brown T: 07450 688217 E: youthworkergroby@gmail.com

Children and Family Worker (Volunteer):

Angie Cain T: 07359 790431 E: childrensministryratby@gmail.com

Who will you talk to if you observe or are told about Safeguarding concerns?

Rector

Rev'd Dr Edward T.W. Bampton T: 0116 239 6520 E: revdredbampton@outlook.com

Parish Safeguarding Officer

Joan Hawkins T: 0116 4826721 E: jvajhawkins@hotmail.co.uk

Independent Safeguarding Contact:

Pamela Pollard T (via parish office): 0116 2393768