
PCC Policy on Safeguarding Children & Young People

Introduction

The aim of this policy is to affirm and support what is already good practice. It is clearly recognised that the whole Church has a responsibility to aim for the highest possible standards of childcare and to protect children from harm.

We believe it is our responsibility to maintain this high standard, support those who work with children and in whom children and parents place their trust and, of course, to comply with all legal requirements.

This policy is a comprehensive version to provide direction to PCC members, Staff and Leaders at Holy Apostles. Further information can also be found in the following documents:

'Policy on Child Abuse', published by the House of Bishops, July 1995

'Working with Children and Young People, Advice and guidance on the Diocese of Gloucester's policy for working with children and young people in our churches and in local communities', published by the Diocese of Gloucester, May 2015

The policy has been accepted by the PCC of Holy Apostles, and is reviewed annually.

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Safeguarding Policy for the Parochial Church Council of Holy Apostles Church, Cheltenham

This statement was adopted by the PCC of Holy Apostles Church, Cheltenham at the Parochial Church Council meeting held on 4 July 2016

This policy will be reviewed each year to monitor the progress which has been achieved and a copy shared with the Archdeacon at the time of the Visitation.

1. The PCC of Holy Apostle accepts the diocesan policy statement and guidelines on working with children and young people.

The Diocesan policy statement can be found and in Appendix 1.

2. The PCC seeks to provide a caring, warm and consistent atmosphere and environment in which children and young people can develop and grow and in which they can learn in safety. Children and young people will be treated as individuals and with equal concern.

3. The PCC recognises the following areas of work with children and young people in the areas of

- Crèche & MiniClub (babies, toddlers & preschoolers)
- Sunday Club (reception – year 5)
- Youth Groups (year 6 – young adult)
- ‘Sunflowers’ Parent & Toddler
- Occasional awaydays & outings, parties, communion preparation etc.

Details of the current groups are outlined in Appendix 2 of this policy

4. The PCC:
 - I. Will ensure that everyone involved in the care of children and young people, whether through paid employment or volunteer roles are personally made aware of the diocesan policy and the PCC policy.
 - II. Will ensure that everyone involved in the care of children and young people (*existing and in the future from the date the PCC policy is accepted*) will be recruited through the Church of England’s Safer Recruitment processes
 - III. Will ensure that completed personnel records are appropriately stored. All information on workers with children and young people will be kept locked away safely and confidentially in line with data protection legal requirements.
 - IV. Will ensure that every appropriate position is recruited to in line with national church and diocesan Safer Recruitment processes.
 - V. Will ensure that it complies with the rolling programme of (DBS) rechecks that are supported/administered by the diocese.

- VI. Will ensure everyone involved in working with children and young people are clear of the nature of the work they have agreed to do and the name of the person to whom they are responsible.
- VII. Will ensure the parish priest/named person will be responsible on the PCC's behalf for implementing and monitoring the PCC's policy
- VIII. Will ensure that training opportunities are undertaken within national/diocesan requirements.
- IX. Will ensure that the PCC are regularly informed of the names of those who work with children and young people for parish records.
- X. Nominates Candace Plouffe to be the Nominated Person to whom all cases of suspected or alleged abuse must be reported immediately.
- XI. Will make adequate provision for insurance cover for all activities for children and young people in line with the House of Bishop's guidance.

Details of the Current Insurance Cover is outlined in Appendix 3

- XII. Will make a copy of this policy available to all employees and volunteers of this church, and to parents/guardians.
- XIII. Will review this policy annually at the APCM and ensure that a copy of this policy will be presented to the Archdeacon at the Visitation.
- XIV. Will ensure that any individual organisation renting/using its' premises for activities involving children and young people, are aware of their own individual responsibilities to have appropriate safeguarding policies and processes in place.
- XV. Will ensure that any complaint made regarding a child for whom we are responsible who may have been harmed or is in significant danger will be reported immediately and that we will fully cooperate with statutory agencies during any investigation into allegations concerning a member of the church community.
- XVI. Will inform the statutory agency of any suspected criminal offenders or concerns that we are made aware of in respect of our contact with children and will inform and work closely with the Diocesan Human Resources Manager and all statutory agencies throughout.
- XVII. Will offer informed pastoral care to any child, young person or adult who has suffered abuse and provide them with details of local and national support agencies.
- XVIII. Will work closely with the diocese to ensure that we effectively supervise and support any member of our church community known to have offended against a child.
- XIX. Will ensure that we work closely with the diocese to ensure that any required DBSs or other required checks and references including the five year rolling re-check programme are complied with.
- XX. Will work closely with the diocese in ensuring appropriate people are trained and updated on good practice, legal changes etc.

XXI. Will ensure that a copy of this policy will be displayed on the parish notice board alongside a ChildLine poster which can be downloaded from www.nspcc.org.uk free of charge.

If you have any concerns about any safeguarding issues, please don't hesitate to be in touch with a member of clergy or with our Nominated Person

NAME: Candace Plouffe

CONTACT: 01242 583334

By the incumbent

Signed:
Name/title Revd Rod Paterson
Dated: 6 July 2016

By the churchwardens

Signed:
Name/title Tony Solomon
Dated: 6 July 2016

Signed:
Name/title Ian Moat.....
Dated: 6 July 2016

Guidelines Checklist for PCCs

Guideline 1: Formulating a Safeguarding Action plan and Policy Statement with clear lines of accountability and responsibility

- Using the diocesan checklist, the PCC should develop an action plan for safeguarding work across the coming year.
- The Diocesan policy requires all PCCs to discuss the policy in order to formulate a PCC policy relevant to their own situation. The PCC policy should show agreed aims and policy statements so that everyone is clear about what they are trying to achieve.

Action to be taken:

Make sure **all** are aware of the PCC's policy which should show clearly agreed aims and policy statements.

Ensure you have an annual process of review and that the policy is ready to share with the Archdeacon at the Visitation.

Guideline 2: Plan work in order to minimise situations where abuse may occur

- Potential abusive situations can be avoided by being aware of possible opportunities. Your policy should show the potential situations that are relevant to that parish's situation.
- The following are areas to be considered, but it is up to each individual PCC to devise its own guidelines. Therefore, consider:
 1. Opportunities for adults to supervise each other. So far as possible, arrange that an adult is not left alone with a child or young person where there is little or no opportunity of an activity being observed. Groups may need to meet in one large room or in adjoining rooms with the door left open. At least two adults should be present with a group, particularly when it is the only activity taking place on the premises. In many situations one should be female (e.g. when young children or girls are present).
 2. The situation of toilet facilities e.g. avoid the situation where an adult takes a single child to the toilet away from the rest of the group. If this is unavoidable, inform another adult of where they will be and for what purpose.
 3. The policy for meeting a child/young person e.g. ensure that no arrangement is made to meet a child or young person alone by a member of church clergy/employees/volunteers in the course of their role (on or off church premises) without a parent or other appropriate adult being present or having given their consent.
 4. Arrangements for taking children on outings. Never take a group of children or young people off the premises with fewer than two adults and ensure that you have parental consent. Full risk assessments are required for such events, and can also link in with Insurance Policy requirements.

5. Arrangements for transporting children. Where children or young people have to be transported by car or minibus, try to arrange to have more than one of them in the vehicle. If this isn't possible, ensure that the parents/carers are aware. (Parents taking other parents' children, by mutual consent, to and from events is an entirely informal agreement and should not be part of this policy)
6. Review access to the premises e.g. consider the path to and from your premises. For example, avoid expecting children or young people to walk along a dark, unsupervised path.
7. Regularly review who can have access to the groups e.g. someone unknown to the group organisers should not have unsupervised access to children or young people.
8. Ensure that all know about the discipline procedures. It should be made clear that no physical punishment is allowed. Sanctions for where a child/young person's behaviour is inappropriate and/or could potentially harm another should be carefully reviewed and discussed with parent/carers; and other advice/training taken from professionals e.g. where restraint may be required.

Action to be taken:

Look at the above in the light of your own situation and add to the list if necessary.

Guideline 3: Give children a chance to talk with an independent person

- This could be to

Childline	0800 1111
NSPCC	0800 800500
- Information for telephone contact should be displayed where children and young people can easily see it (e.g. Want someone to talk to? Ring ...)

Action to be taken:

Make sure you are aware of the name of a suitable person whom a child or young person can contact and that such information is displayed.

Guideline 4: Apply agreed procedures to all paid staff and volunteers

- Within the PCC policy, it asks that the policy should be brought to the notice of all existing and new workers with children and young people; and there should be evidence to show that all relevant individuals have been recruited using Safer Recruitment processes, and that they have read, understood and agreed to work within the policy. For example, you can ask individuals to sign a declaration that they have read and accept the policy as part of their offer of a role, or as part of induction training.
- If agreed procedures are in place they may act as a deterrent to a person tempted to abuse. The PCC policy should apply to **all** those in close contact with children and young people.

Action to be taken:

Be aware of all who may come into contact with children and make sure they are all aware of the PCC policy

Guideline 5: Give clear roles to all paid staff and volunteers

- Paid employees of the church, should have a role task list or job description which clearly sets out their work and responsibilities. Volunteers should also have clearly stated what is expected of them.
- There should be a structured induction process which includes Safeguarding awareness generally, what to look for, how to raise concerns, etc.

Action to be taken:

Make clear in a brief, written statement, what is expected and to whom individuals are responsible. Have a structured induction process and review what training is available from the diocese to support people in their roles.

Guideline 6: Supervision as a means of protecting children

- Regular opportunities should be given for workers to meet together with a named supervisor/consultant to
 - review and plan work
 - share experiences
 - receive training
 - talk about relationships with the children and young people

Action to be taken:

Make sure such opportunities are available for individual and group supervision.

Guideline 7: Ensure all those employed or volunteering with children and young people are recruited using Safer Recruitment processes. The steps are:

- **Clarity of the role to be undertaken**
(a task list, or job description)
- **The nature of the person needed**
(attributes needed for a role, or a person specification)
- **Application process**
(ideally an application form, CV, and covering letter or individual approach)
- **Confidential declaration**
(from the individual declaring any previous convictions/charges)
- **Interviewing**
(asking questions about motivation to work in a particular role; checking out suitability or training needed)
- **Taking Up references**
(ensuring previous employment or other roles have not given rise to any concerns; all references should be in writing – email should be also sent hard copy and signed; any telephone references should be noted and individuals asked to follow up with a signed written reference)
- **DBS Checks**
(criminal record check if appropriate to the role; taking diocesan guidance for blemished disclosures)

➤ ***Induction and on the job learning and support***

(being aware of safeguarding issues, what to look for, how to raise concerns, understanding boundaries; supervision and management. Developmental learning and training/qualifications and courses)

Action to be taken:

Ensure that this is part of usual practice; ensure that all personnel files are properly stored in line with data protection requirements. Review the files of current volunteers/employees to check that there are no gaps in information/process.

Check that the individuals have attended diocesan training events, or contact the Diocesan team to find out what /when training/resources may be available. Give all a copy of the diocesan pocket guide to safeguarding.

Guideline 8: Convictions for criminal offences against children and young people

- Ensure that the PCC/Nominated Person understand the roles for which a criminal record check is eligible and the DBS application processes and that the PCC have nominated Evidence Checker(s) for the DBS online process.
- All situations, which involve work with children and young people, are exempt from the Rehabilitation of Offenders Act 1974. This means that all convictions must be declared. References are very important in this. Such information must be kept strictly confidential.
- NO individual should begin work until a satisfactory DBS has been obtained
- When a blemished disclosure is reported to the Diocese, the Diocesan Safeguarding Officer or Head of HR and Safeguarding will undertake a full risk assessment of the individual in line with statutory and church practice guidelines. Failure to follow the advice from the Risk Assessment or other advice given by the Diocese, the Diocesan Safeguarding Officer or Head of Hr and Safeguarding may put at risk parish insurance cover and further advice should be sought.

Guideline 9: Probationary period

- A probationary period might be for example one to six months depending on the nature of the role. This should coincide with a period of induction and training with regular supervision meetings and a review meeting at the end to test the individual's ability to do the role and assess their general suitability. Short-term volunteers should be supervised as if undertaking a probationary period.

Action to be taken:

Make available resources for such supervision and training. If after, or during, a probationary period it is thought that the position should not be confirmed, advice can be sought from the Diocesan Head of HR and Safeguarding.

Guideline 10: How to deal with the disclosure or discovery of abuse

- It is important that concerns are raised as soon as possible. If the child/ren is at risk of serious harm call 999. Refer to social care for in principle advice or direct referral; contact the Diocesan team. Carry the diocesan Pocket Guide for on the spot tips and advice.

Action to be taken:

Make sure everyone working with children and young people knows how to raise a concern; and how to be aware of signs and symptoms. The Diocese of Gloucester includes parishes which fall into a number of local authorities, further information is available about these on the Diocesan website under safeguarding general resources.

Guideline 13: Training

- It is recommended that those agreeing to work with children and young people and being accepted for such work should undertake some form of appropriate training. This can be at parish, deanery or diocesan level.

Action to be taken:

Be aware of training opportunities and give encouragement and where necessary, financial backing to training initiatives.

The diocese offers a range of practical training which is detailed on their website.

Guidelines for Nominated Person for Child Protection

The reason for having a nominated person for each PCC (and individual churches where possible) is to ensure that general safeguarding awareness is shared with the parish priest who has the overarching responsibility for child protection. It is not intended that it should be an arduous or very time consuming appointment, but its importance should not be underestimated.

This post should not be confused with leading Sunday school or other activities – the post is to support and advise those who do, when appropriate. The nominated person can be a person to whom the children's and youth leaders may turn for support and advice, particularly if they have concerns about a child or the behaviour of another worker.

Protecting children and adults who may be vulnerable requires continuing vigilance and ensuring the nominated person's identity is well known to all children and parents (alongside details for those who run activities) in the parish is key.

Responsibilities

The nominated person in each parish:

- Should be familiar with diocesan advice and guidance, and be jointly responsible with the parish priest for the implementation of these guidelines.
- Shares in the responsibility with the parish priest and PCC for the protection of children who come into the care of the church.
- Should take an interest in the work of his/her church with children and young people so that he/she knows the children and youth leaders and is familiar with the type of activities undertaken by children's and youth groups
- Should be involved with the careful selection and appointment of children's and youth leaders and should be one of the interviewers of prospective volunteers or paid workers within Safer Recruitment practices.
- Should ensure that the PCC have a full list of employees and volunteers working with children and young people in the settings appropriate to that church/benefice – and should maintain the DBS rechecking details.
- Should be alert to any unusual behaviour or inappropriate relationship on the part of any church worker with a child or young person.
- Should, in the event of suspicion or an allegation of abuse, know when to seek advice from one of the Diocesan Advisers and when it is necessary to inform statutory authorities immediately.

General

The nominated person in each parish:

- Should be known in the parish and especially to those who are working with children.
- Should understand, and question how, church activities can ensure that children are best protected and should develop their activities with the PCC to monitor good practice and suggest better ways of doing things.
- Should ensure Children's Workers know who to talk to if the Nominated Person is not available.
- Should seek appropriate advice and keep up to date on best practice.
- Should feel able to phone Diocesan Safeguarding team with any questions.
- Must be clear about the insurance cover for the church, so that appropriate and proper action can be made.

Allegations

- Nominated people need to know the appropriate telephone numbers:

The Diocesan Safeguarding team

Judith Knight	Head of HR and Safeguarding	jknight@glosdioc.org.uk
Becca Faal	Safeguarding Officer	bfaal@glosdioc.org.uk
Kate Peake	DBS Administrator	kpeake@glosdioc.org.uk
Jenny Stone	Safeguarding Training Admin	jstone@glosdioc.org.uk

Church House, College Green, Gloucester GL1 2LY

Tel: (01452) 410022 Out of Hours concerns: 07944 680320

Website: www.gloucester.anglican.org/safeguarding

Gloucestershire County Council Children's Helpdesk: 01452 426565

Out of Hours emergency duty team; 01452 614104

- If an allegation is made then the Nominated Person should contact the Diocesan safeguarding team as soon as possible to share information, to seek advice and support.
- If an allegation is made against an authorised minister, then it is normal that this will happen directly to the police or statutory services who will then be in direct contact with the diocese.
- If an allegation was made to the Nominated Person, they should immediately get in touch with the Diocesan Safeguarding adviser, or Head of HR and Safeguarding, who will refer immediately to the statutory bodies who lead on all allegations.

Advice for Churches Letting Premises

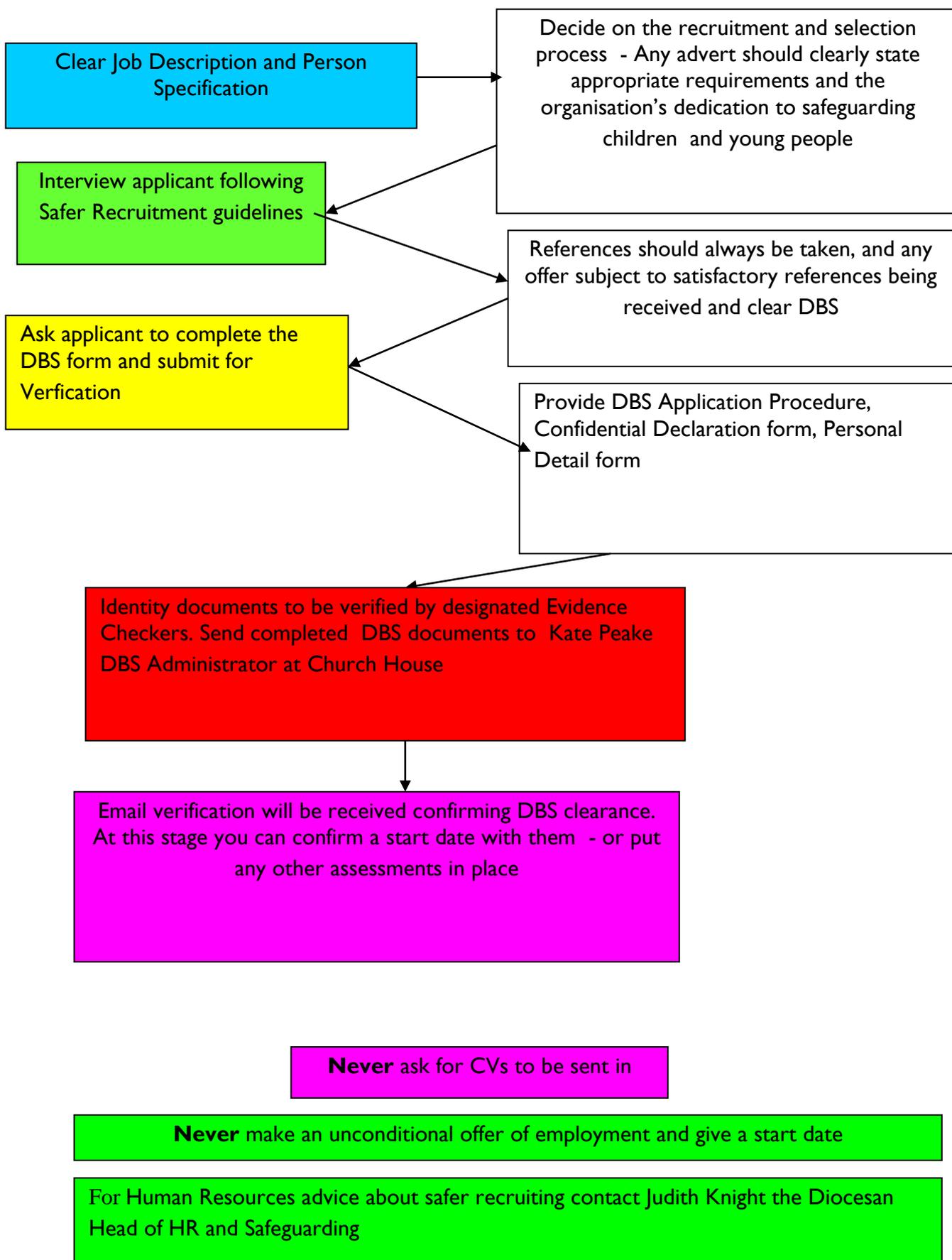
Churches often have facilities (e.g. a church or parish hall) that can be booked for use by groups and for private functions.

It is advised that any specific groups using the premises regularly or occasionally should be able to produce their own policy (e.g. Scouts, Guides, Brownies, Children's clubs, Playgroups)

Churches need to ensure that they are complying with the requirements of their insurance company. Ecclesiastical Insurance's Public Liability (third Party) insurance protects policyholders, as long as you use 'best practice' procedures in the management of child and adult protection and care. This includes:

- The observance of 'reasonable care' is a standard insurance condition;
- The hiring body requires that anyone booking the premises signs a general hiring agreement which includes the clause;
- Being responsible for ensuring that children and adults who may be at risk are protected at all times, and taking all reasonable steps to prevent injury, illness loss or damage occurring, and carries full liability insurance for this.

SECTION 2 Safer Recruitment Processes for Paid staff and Volunteers Working with Children and Young People



Disclosure and Barring Service Checks

The Disclosure and Barring Service (DBS) is the government agency through which checks can be made to ensure the suitability of people to hold posts, particularly where they will have sole responsibility for children or vulnerable adults.

The aim of the DBS therefore is to offer a “one stop shop” for ascertaining whether an individual has a criminal record or has been under police investigation, or has been banned from working with children by having their name placed on lists held by the Department for Education or the Department of Health.

The Protection of Freedoms Act 2012 changes some of the arrangements for criminal record checks and introduces a new definition of what is called ‘regulated activity’. Further changes are timetabled for Spring 2013 – so we are currently in an interim period. There are three levels of DBS check available from September 2012 (see the checklist over the page) – these checks are

- Enhanced DBS plus Barred List check – is only available for those in Regulated Activity (s The Children’s Barred List which is information held under Section 142 of the Education Act 2002 (formerly known as list 99).
- Enhanced – provides information about convictions/cautions and other relevant information but not whether a person is barred from a regulated activity
- Standard (the Diocese does not carry out standard checks)

Currently the diocese only carries out Enhanced and Enhanced plus checks appropriate to the role concerned in each application.

Regulated Activity

To obtain an **Enhanced plus check** the **Supervision and Frequency criteria** must be met.

Supervision = the issue of whether or not a volunteer or employee is supervised in their role is key. In most church situation, one worker will not be acting as the formal supervisor of another, it is more usual that people will work in small groups or teams. For someone in a supervision role where they are responsible for those working/volunteering and “is always able to see the supervised workers’ actions during his/her work”

Frequency = where the activity meets one or more of the following: Once a week or Intensively; 4 days in a 30-day period or between the hours of 2am and 6am (overnight)

An **Enhanced check** is available in relation to those with significant contact through their work.

Occasional helpers are not required to have a DBS check, only those with regular contact and involvement with children and young people.

DBS Checklist

The following lists are examples of what roles are appropriate for levels of DBS – as advised by the national church in September 2012 in line with recent legislative changes:

<http://www.churchofengland.org/media/1524550/sept%202012%20guidance.doc>

As this is interim guidance the lists set out here indicate the most likely position. Where an individual situation does not fit this norm, you should seek advice from the Diocesan Human Resources Manager.

Checklist one below - on this page there is information regarding clergy roles, checklist two refers to employed and volunteer roles

Checklist no 1 Clergy (Church of England)

No change: All should be subject to current safer recruitment guidance and all will be eligible for an Enhanced Criminal Record plus Barred List Check.

Role	Safer Recruitment?	Enhanced Check?	Enhanced Plus Barred List Check <i>Yes for all - tick boxes 64 and 65 on DBS form</i>
Archbishop, Bishop, Dean, Archdeacon	✓	✓	✓
Ordained and licensed clergy - stipendiary parish clergy -SSM and NSM clergy - chaplains - local ordained clergy - 'Permission to Officiate' clergy	✓	✓	✓
Seeking ordination training or ordination (NB extra check not needed when first at college after acceptance for training.)	✓	✓	✓
Ordained deacon	✓	✓	✓
Those candidates for ministry	✓	✓	✓
Deacons	✓	✓	✓
Those holding Bishop's Certificate(s) in leading worship	✓	✓	✓

Checklist no 2 Working with children / young people

Little change: All should be subject to current safer recruitment guidance.

All will be eligible for an **Enhanced Criminal Record** Check (without Barred Information).

Most will be eligible for an **Enhanced Criminal Record plus Barred List Check** – provided that they are not supervised and meet the frequency standard.

Role	Safer Recruitment?	Enhanced Check? <i>Significant contact</i>	Enhanced Plus? <i>If yes, tick box 64 on DBS form</i>
Youth worker (employee / volunteer)	✓	✓	Usually ✓ but decide based on Supervision and frequency -
Children's worker (employee / volunteer)	✓	✓	Usually ✓ but decide based on Supervision and frequency
Family workers (with assumption that work done separately with children)	✓	✓	Usually ✓ but decide based on Supervision and frequency
Managers of youth, children's, family workers	✓	✓	If ticked for the worker then ✓ for manager
Bell ringers who teach/train – the adults who train / teach children plus the Tower Captains who manage those adults	✓	✓	Usually ✓ but decide based on Supervision and frequency -see section 8
Music leader where the choir / musical group is mainly with children or young people	✓	✓	Usually ✓ but decide based on Supervision and frequency
Server (C of E) – when the role includes supervision or training of children <18	✓	✓	Usually ✓ but decide based on Supervision and frequency
Caretaker - only where the role includes teaching, training, supervising or caring for children <18	✓	✓	Usually ✓ but decide based on Supervision and frequency
Leader of Parent & Toddler Groups – only where children are cared for away from the parents at any stage.	✓	✓	Usually ✓ but decide based on Supervision and frequency
Drivers for young people or children's activities organised by the church	✓	✓	Usually ✓ but decide based on Supervision and frequency

Please note, occasional helpers do not require a DBS check, as they do not meet the frequency criteria and would not be considered to have significant, regular contact with the children and young people in the church.

Risk Assessment Related to Recruitment

1. The suitability for employment of a person with a criminal record will vary depending on the nature of the job and the details and circumstances of any convictions or other disqualifying behaviour. Risk assessment is not an exact science. Even employing people after the normal recruitment processes of assessing information provided on an application form and personal interview is not risk free. Assessing an applicant's criminal record should be done in relation to the tasks he or she will be required to perform and such related circumstances as the level of support, supervision and monitoring.
2. Risk Assessments will be carried out by the Diocesan Human Resources Manager where appropriate. In some cases, it may be appropriate to seek legal advice from the Diocesan Registrar.
3. Where a risk is potentially complex the Diocesan Safeguarding Board will convene and assess:
 - whether an appointment can be made and whether conditions should be attached to the appointment
 - the nature and seriousness of any convictions, and take into account the individuals context at the time, age, etc
 - the potential risk to children and young people and adults who are vulnerable
 - whether the applicant declared any offences on the Confidential Declaration Form and/or at the interview process
4. A person is breaking the law if they knowingly apply for a position to work with children and young people if they are barred from doing so.
5. An organisation is breaking the law if they knowingly appoint to a position working with children and young people any individual who is barred.
6. Parish insurance

The Diocesan Human Resources Manager in the role of Lead Counter signatory/Adviser is responsible for communicating any recommendation of risk assessment including the results of discussions held by the Diocesan Safeguarding Board to the incumbent/Priest in Charge. Whatever the advice the incumbent, Priest in Charge, (Area Dean where there is a vacancy), the final decision about whether to make or continue with an appointment rests with the PCC as the appointing body. If an incumbent with the PCC decides to disregard the advice, and advice of the Board they may be putting at risk their parish insurance cover and should take further advice.

Abuse: What to Look For, What to Do

Those who work with children have a responsibility to be aware and alert to signs that all is not well with a child. It is important to keep an open mind and consider carefully what your concern is.

Whilst these signs do not necessarily mean that a child is being abused, they probably indicate that the child or family is having some problems that should be followed up appropriately – usually through the investigations of social care professionals.

Churches SHOULD NOT carry out their own investigations. However, gleaning information that would be helpful to social care professionals can be vital in speeding up referrals

Asking questions like ‘That looks nasty, how did you do that?’ or ‘I’ve notice you have been upset recently; is there anything I can do to help?’ are perfectly ok questions. Checking the answers and being comfortable with them are to key keeping an open mind on what may be happening.

If you suspect a child or young person is at risk of abuse you must do something!

1. Kinds of abuse

Definitions of abuse (England and Wales)

The definitions of child abuse recommended as criteria throughout England and Wales by the Department of Health, the Department for Education and Employment and the Home Office in their joint document, ‘Working Together to Safeguard Children’ (2015) are as follows:

Abuse and neglect

- 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. They may be abused by an adult or adults, or another child or children.

Physical abuse

- 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.

Emotional abuse

- 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 insofar as they meet the needs of another person. It 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 involve seeing or hearing the ill-treatment of another. It may involve serious 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.

Sexual abuse

- Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

- 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 / 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.

Spiritual abuse

- Abuse can occur in all cultures and religions. Within faith communities harm can be caused by the inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or obtrusive healing and deliverance ministries, any of which may result in children experiencing physical, emotional or sexual harm. If such inappropriate behaviour becomes harmful it should be referred for investigation in the usual way.
- Careful teaching, supervision and mentoring of those entrusted with the pastoral care of children should help to prevent harm occurring in this way. Other forms of spiritual harm include the denial to children of the right to faith or the opportunity to explore a range of belief systems including growth in the knowledge and love of God.

Organised abuse

- Organised or multiple abuse may be defined as abuse involving one or more abusers and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.
- Organised and multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

A child may suffer more than one category of abuse.

2. The following may be signs of abuse

Those who work with children have a responsibility to be aware and alert to signs that all is not well with a child. It is important to keep an open mind and consider carefully what is causing you concern. This is not an exhaustive list but just some examples to be aware of;

- Physical abuse: unexplained injuries or those that have received no medical attention, hidden injuries, signs of neglect;
- Sexual abuse: allegations made by the child or young person, preoccupation with sexual matters, sexual activity through words, play or drawings, severe sleep disturbances with fears and phobias, being sexually provocative with adults;
- Emotional abuse: regression of behaviour, nervousness, sudden under-achievement, inappropriate relationships with peers/adults, attention seeking, running away/stealing/lying, looking uncared for.
- Other: unexplained reluctance of children to be left in the care of an individual – unexplained mood changes.

NB: Physical abuse and neglect are difficult to hide. Sexual abuse can be almost impossible to identify and prove. Many symptoms of distress can point to abuse but there may be other explanations. It is important therefore, that the above signs are not taken as indications that abuse has taken place. They should make us stop and think, but not necessarily jump to conclusions.

3. If a child or young person wants to talk about abuse

It is usually very difficult for a child or young person to tell someone that they are being abused.

- Let them know that you will listen to anything they have to tell you, but that there are some things so serious that you have to tell someone else.
- Do not promise confidentiality;
- Accept what the child or young person says, keeping calm and looking at them directly;
- Listen carefully and do not stop a young person who is revealing painful events;
- Never push for information or ask leading questions
- Be aware that the child or young person may have been threatened;
- Reassure the child or young person they were right to tell you;
- Let the child or young person know what you are going to do next and that you will let them know what happens;
- Make notes as soon as possible, writing down exactly what was said and when he/she said it.

Record the date, time and location and whether other people were present. Keep the hand-written record.

4. What to do if you suspect abuse

- The person who first suspects or is told of alleged abuse is responsible for ensuring that his/her concern is taken seriously
- Suspicion may vary from a vague disquiet about possibly inappropriate behaviour to clear evidence of serious abuse with many intermediate levels
- Information may reach you from a variety of sources:
 - a child or young person claiming that he/she has been abused
 - another child or young person who is concerned
 - a member of the child's family

- a fellow worker of the suspect
- someone who believes he/she is the object of malicious or unfounded rumour
- think through your own concerns

5. If you suspect abuse or feel that inappropriate behaviour is taking place;

If abuse or inappropriate behaviour is suspected, inform one of the following people of your concerns:

- the Diocesan Safeguarding Team
- Gloucestershire County Council Children's Helpdesk 01452 426565
Out of Hours Emergency Duty team 01452 614194
- Other local authorities if relevant

If an allegation or referral is made then the Nominated Person should contact the Diocesan Safeguarding Team as soon as possible to share information, to seek advice and support.

If an allegation is made against an authorised minister, it is normal that this will happen directly to the police or statutory services, who will then be in direct contact with the diocese.

If an allegation was made to the Nominated Person, they should immediately get in touch with the Diocesan Safeguarding Adviser, or Head of HR and Safeguarding who will refer immediately to the statutory bodies who lead on all allegations.

Code of Behaviour when Working with Children and Young People

- Do** treat everyone with respect
- Do** provide an example you wish others to follow
- Do** plan activities that involve more than one other person being present or, at least, which are within sight or hearing of others
- Do** respect a young person's right to personal privacy within the appropriate professional boundaries
- Do** have separate sleeping accommodation for leaders and young people
- Do** provide access for young people to talk to others about any concerns they may have
- Do** encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- Do** maintain a healthy adult lifestyle to role model to young people
- Do** remember that someone else might misinterpret your actions, no matter how well intentioned
- Do** recognise that caution is required even in sensitive moments of counselling, such as when dealing with bullying, bereavement or abuse.
- Do not** permit abusive youth peer activities e.g. initiation ceremonies, ridiculing, bullying
- Do not** play physical contact games with young people
- Do not** have any inappropriate physical or verbal contact with others
- Do not** jump to conclusions about others without checking facts
- Do not** allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes
- Do not** exaggerate or trivialise child-abuse issues
- Do not** show favouritism to any individual
- Do not** make suggestive remarks or gestures
- Do not** rely on just your good name to protect you
- Do not** believe "it could never happen to us"

Confidentiality Issues when Working with Children and Young People

Where a child or adult 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.

You should explain to children, young people and families at the outset, openly and honestly, what and how information will, or could be, shared and why, and seek their agreement.

The exception to this is where, to do so, would put the child, young person or others at increased risk of significant harm or an adult at risk of serious harm, or if it would undermine the prevention, detection or prosecution of a serious crime, including where seeking consent might lead to interference with any potential investigation.

You should always consider the safety and welfare of a child or young person when making decision on whether to share information about them. Where there is concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration.

You should, where possible, respect the wishes of children, young people or families who do not consent to share confidential information.

You may still share information if, in your judgement on the facts of the case, there is sufficient need in the public interest to override that lack of consent.

You should seek advice where you are in doubt, especially where the doubt relates to a concern about possible significant harm to a child or serious harm to others.

You should ensure that the information you share is accurate and up-to-date, necessary for the purpose for which you are sharing it, shared only with those people who need to see it and shared securely.

There are situations where safeguarding children advisers or co-ordinators are bound to share information with the authorities or other organisations who 'need to know' according to statutory guidance and their professional standards. For guidance on individual case, the diocesan safeguarding officer should be consulted.

Guidelines on Touching Children and Young People

- Keep everything in public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be construed as, sexually stimulating to the adult or child.
- Children are entitled to determine the degree of physical contact with others except in exceptional circumstances, i.e. when they need medical attention or for their own safety.
- Team members should take responsibility for monitoring one another in the area of physical contact and should express concerns to the Nominated Person.
- Touch should not be prolonged.
- Corporal punishment in any form should never be used.

Also

- Clear guidelines should be given to workers about listening to what children say.
- The guidelines in '**Abuse: What to look for, what to do**' and professional help should be sought if any disclosure of abuse is made.

Supervision of Children and Young People

It is important to have a high enough ratio of adult supervisors to children for any visit. The factors to take into consideration include:

- Sex, age and ability of group
- Pupils with special educational or medical needs
- Nature of activities
- Experience of adults in off-site supervision
- Duration and nature of the journey
- Type of any accommodation
- Competence of adults, both general and on specific activities
- Requirements of the organisation/local to be visited
- Competence and behaviour of pupils
- First Aid cover

Staffing ratios for are difficult to prescribe, as they will vary according to the activity, age, group, location and the efficient use of resources. However, a general guide in normal circumstances might be as an example: One adult for every six children.

Group leaders should assess the risks and consider and agree an appropriate safe supervision level for their particular group. There should be a minimum of one adult in charge. In addition to the adult in charge there should be enough supervisors to cope effectively with an emergency. Parents and Carers should always be aware of the level of supervision.

Below are suggested ratios of adult to child, recommended for a specific indoor/outdoor activity or holiday event. These are the ratios required in regulations governing day care for under 8s.

	<u>Adult :</u>	<u>Children</u>
Two years and under	One :	Three
Three years	One :	Four
Four to eight years	One :	Eight

Organisations such as OFSTED, the NSPCC, can offer more detailed advice and guidance on safe ratios.

Working with Groups of Children and Young People

Be well prepared

Try to have ideas 'up your sleeve' and be ready when the children arrive.

Be aware

Try to notice and avoid situations before they start. A look can do wonders. So can a quiet word or simply saying 'no'. Diverting attention can nullify what they are doing so it doesn't get out of control. Giving responsibility can also help.

Be calm and stay objective

Decide what is acceptable and what is not. Lay ground rules from the start and keep to them. Be firm, but matter of fact. Involve the children in making rules if you can. Don't be afraid to say 'no'. Think of ways to handle specific situations – decide what sanctions would be appropriate (e.g. restricting privileges). Have a signal for being quiet. Insist on quiet so that you can explain what you are doing. Mean what you say and be consistent.

Be fair, but firm

Have an element of choice if children refuse to join in.

Be prepared to listen

Be aware of children and their interests. Beware of misinterpreting behaviour or what they are saying.

Be yourself

But look critically at how you behave too. You are their example. Watch what you say and do. Try not to take remarks personally. Answer if you can – laugh if you can.

Be honest in answering questions

Build relationships

Get to know each child and find out about their background if you can. Also build a relationship with the family – involve parents if there is a problem (sooner rather than later) and ask for their help adopting a professional stance. Don't be critical of the child or the parents – say something like: "He doesn't seem very happy at Sunday School at the moment. Is there any way in which we can help him?"

Have someone to help you

Who can help diffuse situations whilst you are leading, perhaps by sitting with a child or taking them to one side to talk with them? Often disruptive children are seeking attention for some reason. Also try to share any problems with someone so you do not feel you are alone in having issues.

Have a male role model if possible

Some children lack a father figure.

Involve the children in 'doing' as much as possible

A busy and interested child is less likely to cause problems. Assess the suitability of activities for different children and different abilities. Check that it is not too easy/too difficult/too repetitive. Work at the children's level. Many children have quite short attention spans and you may need to be ready to change an activity at short notice. Incorporate flexibility and surprise. Games can help. Programmes should always be adaptable.

Praise children as much as possible

Give them a positive attitude. Be specific about the good behaviour you are praising: "Well done for clearing away so quickly" rather than "Thanks for your help".

See the child behind any wrong doing

See what might have led up to the bad behaviour. Is the child hurting in some way? Watch out for signs of abuse. Let children know that although their action is being punished, they are still valued and respected. Always let them know why they are being punished. *Also watch out for the quiet child and for the child who shows a change in their normal behaviour.*

Try not to stereotype children

Give them a fresh start each time.

Have a structure to your meeting

So that children have some idea of what to expect. This gives them a sense of security. However, once established, do not be afraid to break the routine sometimes. Similarly, building up rituals in worship can help children explore further into the unknown because they are firmly rooted in the known.

Try to avoid confrontational situations

Diffuse situations wherever possible. It is better to speak quietly to a child alone than make a scene in front of others.

Avoid embarrassing children

Avoid belittling them. Help them to work out for themselves what they did wrong and how they can change and also put right any hurt they caused. Support them in doing this.

Exclusion

If the worst happens you can say that you can no longer take responsibility for a child.

Remember

It is often the children who are misbehaving who are the ones who take on board all you say and do.

Pray!

And have others praying for you too.

Discipline: What can we Do?

1. Team agreement

The leadership team should be in agreement as to the standard of behaviour allowed in the group.

2. The rules

The young people in the group must be given the boundaries of behaviour that are acceptable.

3. Supervision

Always ensure adequate supervision of activities by leaders. Have other leaders helping.

4. Control

If necessary, stop all activities until order is restored.

5. Consistency

Apply all rules fairly and consistently.

6. Don't

Shout, lose your temper or strike a child.

7. Restraint

If your young people need to be restrained because of physical behaviour, training, advice and guidance should be sought from the local authority.

Transporting Children and Young People

Where parents/carers make their own arrangements with friends and other parents for transporting children to and from activities, this is entirely an informal arrangement and no church responsibility exists, except to ensure that parents know their responsibilities for each event.

These guidelines apply to churches where children's activities involve transport by an employee or volunteer in the line of their specific church role.

A full risk assessment should be carried out prior to any activity. If you need help with the assessment get in touch with the Diocesan Safeguarding Team.

A template risk assessment is found in Appendix 3, and is also available on the safeguarding pages of the diocesan website.

- Only those who have gone through the church Safer recruitment procedures should transport children.
- All car drivers and escorts on mini buses/coaches, should have read the child protection policy of the church and agree to abide by this.
- Parental consent should be given and all journeys should be carried out with the knowledge of the leadership.
- PCCs must ensure that there is a clear policy that seat belts should be worn at all times, the driver should have adequate insurance and the vehicle should be road worthy.
- Drivers should avoid being alone in a vehicle with a child. Where the child is the last one to be dropped off, parents should know, and the child should sit in the back of the vehicle.
- At the collection or dropping off points do not leave a child on their own. Make sure that an appropriate adult collects children.

-

Arrangements when using mini buses

In addition to the above, consider the following:

- Ensure full compliance with mini bus regulations.
- Ensure that you have adequate supervision. As well as a driver, another responsible adult sitting with the children/young people will be needed.

Guidelines for Good Practice for Care of Children in Out-of-School Schemes and Holiday Play-Schemes

Guidelines issued by Gloucestershire Social Services (under the 1989 Children Act) are intended to ensure that children under the age of eight are properly protected and that standards of care are safeguarded.

The following are helpful links when setting up a scheme or club:

- www.outofschoolalliance.co.uk/ofsted
- www.gloucestershire.gov.uk/extra/article/109372/Childrens-Services-Improvement-Programme
- www.outofschoolalliance.co.uk/holidayclub-only
- www.safenetwork.org.uk/help_and_advice/pages/Setting_up_a_group.aspx
- www.gloucestershire.gove.uk/extra/article/108714/Day-nurseries-pre-schools-and-playgroups

Understanding Self Harm

Introduction

Self harm is the act of deliberately injuring yourself physically. It can be unnoticed harm, such as hitting or punching yourself, or taking small doses of poisonous or reactive substances. It can also include acts of visible damage, such as cutting or burning. At the present time the UK has the highest rate of self harm in Europe and self harm leads to around 15,000 Accident and Emergency Unit attendances each year. About one in 10 teenagers say that they deliberately self harm. It generally starts in adolescence, the average age is 13; and peaks in early or mid 20s if no help is sought. It is not just a problem for girls, although more girls than boys seek help. It is strongly linked with problems of low esteem and confidence.

How can we help a young person self harming?

- Talk about what is going on.
- Help them see that you understand – and help them to understand.
- Ensure their safety in episodes of self harm.
- Encourage them to get some help.
- Get some support yourself.

One of the difficult and frustrating issues about self harm is that it can easily be manipulated. Sufferers feel that the only way that they will get love, care and attention is if they force you to show it and they can do this by self harming. Such manipulative behaviour includes threatening to harm themselves if you don't call round, making sure you see scars or evidence of harm, showing reluctance to improve and being easy to relapse following any step forward.

This means:

- Keep very clear boundaries; remember we can only offer Pastoral and Practical support
- Try not to react to manipulation.
- Try not to confront it when you experience it.
- Do not handle the situation alone, and seek professional help and advice

Practical suggestions

- Discuss why people self harm.
- Teach or try different ways of dealing with negative emotions.
- Teach the whole youth group.
- Be willing to share how you deal with emotions, being aware of your own strategies.
- Seek professional help if you are concerned

Note:

1. Self harm can be 'catching'. If one person begins to self harm it is possible that others in the group will want to do the same.
2. Self harm is not the same as attempted suicide. Self harm is an attempt to feel better, not to die. Suicide, in contrast, stems from the desire not to feel at all any more.

Understanding Eating Disorders

Introduction

The Eating Disorder Association (EDA) estimates that around 1.15 million people in the UK are suffering from eating disorders. Only 60,000 on average are receiving treatment.

There are a number of different types of eating disorders. The two most common are anorexia nervosa and bulimia nervosa.

The potential medical consequences can be very serious.

There is evidence that there are many causes for eating disorders. These causes may be the initial diet, concern about body image, family dysfunction, and relationship difficulties. There are also more serious causes such as low confidence and self esteem, perceived responsibility of other people's happiness, revulsion of life, abuse etc. In all these cases action needs to be taken.

How can we help a young person who we think/has an eating disorder?

- Talk about what is going on.
- Help them see that you understand – and help them to understand.
- Encourage them to get some help.
- Seek professional help and advice if you are concerned.
- Get some support yourself.

Practical Suggestions

- Discuss why and how people can develop weight issues.
- Teach or try different ways of dealing with negative emotions.
- Teach the whole youth group.
- Be willing to share how you deal with emotions, being aware of your own strategies.
- Seek professional help if you are concerned.
- Be aware – particularly if you are working with young people who are at high risk.
- Do talk to them – but try to avoid focussing on food or weight
- Be on their side and engage

First Aid

It is vitally important to know any medical information about children and young people in your group, and to having, where possible, an appropriate person with responsibility for first aid in your organisation.

What level of qualification is needed?

Churches and their various groups should seriously consider having someone equipped to carry out basic first aid.

It goes without saying that formal first aid training must be provided by a recognised organisation, and in order to obtain recognised status as a First Aider, training must be undertaken on a regular basis. This ensures that up-to-date information regarding changes in medicine and practice are taken on board. Refresher training usually needs to be done every three years.

The level of first aid expertise required in your work is dependent on the group and/or organisation you are working for. Even where there is no legal requirement for formal training, it is a useful skill for any person to possess. Churches and youth groups should therefore seriously consider having someone equipped to carry out basic first aid.

An appointed person is someone who oversees first aid requirements and supervises any incident that arises and should record any incident in the Accident Book for Health and Safety purposes.

You should therefore:

- Ensure that all premises used by children have a properly equipped first aid kit.
- The first aid kit should be clearly located and recognisable. Its contents should be stored in a waterproof container and a designated worker should regularly check the contents. A white cross on a green background must identify all first aid containers.
- Make sure that an accident book is available, properly used and that any notifiable incidents (under health and safety regulations) are recorded and dealt with.
- Ensure information regarding any trained first aiders is readily accessible.
- Make sure everyone is aware who is responsible for first aid.
- Provide a sign giving the nearest available telephone for emergency calls.

You should be aware that supporting children and young people with medical needs to enable them to fully participate in events and activities. This is part of meeting the requirements of the Disability Discrimination Act 1995.

Organisations and training resources

St. John Ambulance Website: www.sja.org.uk

British Red Cross Website: www.redcross.org.uk
9 Grosvenor Crescent
London SW1X 7EJ

Diocese of Gloucester photographic release form

Holy Apostles Church, Photographic Release Form

Consent form concerning the use of photographs

Name of child/young person/adult: _____

Address (or contact details): _____

Location of photograph: _____

Holy Apostles, Cheltenham would like to take your photograph for promotional purposes. These images may appear in our printed publications, on our website or both.

To comply with the Data Protection Act 1998 we need your permission before we take any photographs of you. 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 publications produced by the Holy Apostles? | Yes/No |
| 2. May we use your/your child's image on our website? | Yes/No |
| 3. May we use your/your child's image for general publicity i.e. newspapers etc. | Yes/No |

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.

Signature of subject (or if under 16 parent or guardian) _____

Date: _____

Conditions for use:

1. This form is valid for five years from the date of signing. Your consent will automatically expire after this time.
2. We will not include personal contact details of any persons in an image on our website or in printed publications.

Social Media – tips for staying safe on the web

Social media plays a massive part in children and young people's lives today. It is instant, it is accessible, and it is a very attractive way for young people to be in touch with each other, and for others to be able to be in touch with them.

The informality that social media encourages can mean that it might be harder to maintain a professional distance that is required when working with children, young people and the vulnerable.

Communicating directly online with someone, for example with private messaging, is like meeting them in private. You're advised to send messages to groups, rather than individuals, or share them publicly.

Whilst sharing thoughts and reflections with friends or followers via social media can seem personal and private, it is not. By law, if one or more people can access it, content is classed as published, in the public domain and subject to legislation around libel, defamation, copyright and data protection. If you wouldn't say something in a public meeting or to someone's face or write it in a newspaper or on headed paper –don't say it online.

Be mindful of your own security -don't overshare personal information. Never publish detailed personal information such as your address or telephone number, unless in a private message to someone you know and trust.

If you are having Facebook pages for particular groups of young people, remember Facebook's own guidelines are that children should be at least 13 to have an account.

If you have a church website page or Facebook, or any other social media page for young people – ensure this is properly mediated and take professional advice.

Encourage young people to be social media aware - the NSPCC has helpful resources:

- www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/
- www.nspcc.org.uk/preventing-abuse/keeping-children-safe/share-aware/

The Diocese has some additional information and contact details for Ben Evans communication and social media officer

<http://www.gloucester.anglican.org/parish-life/safeguarding/guidelines-and-safe-practice/social-media-guidelines.php>

Appendix 1: Gloucester Diocese Policy Statement Working with Children and Young People

1. Scripture teaches that all people are special because they are made in the image of God. This is therefore true for children and young people, who should be respected and protected. Jesus warned that those who exploited or abused children deserved profound condemnation. Within the Kingdom of God, children matter in their own right and are to be taken seriously.
2. The Church is required by God to foster relationships of the utmost integrity, truthfulness and trustworthiness. Clergy and laity who work for the Church in a paid or voluntary capacity need to exercise the greatest care when working with those for whom they have been given responsibility.
3. The highest standards should be maintained therefore in all pastoral, counselling, educational, worship and recreational circumstances. The exploitation of any relationships for any purpose will not be tolerated.
4. The Diocese of Gloucester is committed to creating a culture of informed vigilance which takes children, and adults who are vulnerable, seriously – and will work closely, and in partnership with, the local authority and statutory authorities to ensure that we offer best practice advice and guidance.
5. The Diocese of Gloucester accepts the principle of The Children Act (1989) that the welfare of the child is paramount, and will follow the Home Office Code of Practice: “Safe from Harm”, and the House of Bishops’ “Protecting all God’s Children” and “Safer Recruitment” advice and guidelines.
6. If allegations of abuse are made, then the Diocese of Gloucester will respond without delay and collaborate fully with the statutory and voluntary agencies concerned with investigating such allegations of child abuse. It will not conduct investigations on its own and will work in partnership with the police, local authority, and others to follow legal compliance, and to ensure we are able to offer informed pastoral care to any child, young person, or adult who has suffered abuse.
7. It will be standard practice in the Diocese of Gloucester to require completion of a common declaration form in accordance with guidelines of the Children Act 1989, from the following categories of people prior to selection or appointment for work within the Diocese:
 - all candidates for ordained ministry and accredited lay ministry
 - all clergy and accredited lay ministers moving into and within the diocese
 - employees of the Diocesan Board of Finance who are likely to have opportunities for contact with children and young people
 - volunteers who support the work of the Diocesan Advisory Boards and Committees on a regular basis
8. It is Diocesan policy that all PCCs should have in place a policy for Safeguarding/child protection – and that this is reviewed annually and a copy supplied as part of the requirements of the Archdeacon’s Visitation.

9. The Diocese will ensure that clergy and nominated local people are kept informed of changes in law, process etc – and that training is available for those who are responsible for/oversee local parish safeguarding practices.
10. The Diocese of Gloucester will seek to ensure that each paid post or volunteer position for which it is asked to act in the disclosure process is assessed for the appropriateness of a DBS disclosure. That any advertisement or other indication of an employment or volunteering opportunity will indicate where appropriate the level of disclosure that will be sought, and that the conditional nature of any offer of employment or volunteering role until the receipt of satisfactory disclosure information is clearly indicated.
11. The Diocese of Gloucester will seek to ensure that a candidate for a paid post or volunteer position for which it acts is asked in writing to list any convictions, **or other disqualifying** behaviour, that might be revealed in the disclosure process. This is in order to assist the recruitment decision process and in the knowledge that it will only be taken into account when relevant to the post in question. Also, that the candidate should be invited to submit any conviction or related information in writing prior to interview in an envelope clearly marked 'Private and Confidential' which should be handed to the person specifically identified for this purpose in the recruitment process.
12. The Diocese of Gloucester is committed to a process of five-year rechecking of employees and volunteers for whom this is appropriate, as part of its ongoing strategy for the protection of children and vulnerable adults.
13. The Diocese of Gloucester is committed to the safe storage and disposal of disclosure information in line with such guidance as may from time to time be provided by the Disclosure and Barring Service and in line with Data Protection requirements.
14. The Diocese of Gloucester is committed to the fair and sensitive use of disclosure information and will take every step to ensure that it, and those for whom it acts as an umbrella body, seek to achieve and maintain models of best practice. Where an applicant feels that disclosure information has not been handled in a fair and sensitive way an appeal process will be available, details of which can be obtained in writing from the Diocesan Human Resources Manager at Church House, Gloucester.
15. The Diocese of Gloucester will work closely with local churches to care for and supervise through appropriate contracts of behaviour, any member of our church community known to have offended against a child.

Appendix 2: PCC Authorised Children and Youth Activities at Holy Apostles

Groups and activities, to which our Policy on Safeguarding Children and Young People, and our insurance policy, apply.

Sunday Morning Groups

Crèche	Babies and toddlers	Meet in the lower back room of church during the second part of the main Sunday service
MiniClub	Preschool	Meet in the lower back room of church during the second part of the main Sunday service
Sunday Club	Reception - Year 5	Meet in the Church Hall after the opening part of the main Church Service – normally 1st, 2nd, 4th and 5th Sundays
FROG	Years 6 -8	Meet in the Church Office after the opening part of the main Church Service – normally 1st, 2nd, 4th and 5th Sundays
HA Youth	Years 8+	Meet in the Church Hall after the opening part of the main Church Service – normally 1st, 2nd, 4th and 5th Sundays

Evening Groups

These groups have been approved by PCC to be provided when appropriate

Saturday Night Youth	Years 6 +	Saturday evenings 7-10pm, in church hall or church
Sunday Night Youth	Years 6 +	Sunday evenings, 7-9pm, in the Church Hall

Other groups and activities

Sunflowers	Pre-school children and their parents/carers	Two sessions on Mondays mornings during term time, parent and toddler group run by Christian parents, members of Holy Apostles Church
Mums Together	Pre-school children and their parents	Sessions on alternate Wednesday & Fridays in term time. Mum's meet for bible study whilst helpers (members of Holy Apostles church) look after children on an adjoining room
Communion Prep	Year 3+	From time to time members of Sunday Club and FROG may meet separately during the main morning church service for special classes or teaching, for example, in preparation for taking communion for the first time
Days Out	Sunday Club and Youth	The leaders may from time to time organise an outing or day trip for their groups
Residential Trips	Youth	Organised trips involving overnight stays including Soul Survivor, weekends away, etc.
Fireworks	Youth	Annual bonfire and firework party held in local field

If other activities involving children and young people are being planned by the church please ensure you have checked the insurance requirements.

The PCC also approved FROG and HA Youth meeting in leaders homes during the period that the church hall was out of commission (August – December 2016) on both Sunday mornings and Saturday evenings if necessary.

Holy Apostles Insurance Policy is detailed in Appendix 4.

Appendix 3: Safeguarding Risk Assessment Process

Working through this checklist will help you determine the level of activity, risk and actions that need to be taken to make the activity/event as successful as possible.

This form should be photocopied for any event (or can be downloaded directly from <http://gloucester.anglican.org/parish-life/safeguarding/safeguarding-resources>)

Those running organised groups such as Brownies, Scouts, Guides will already be very familiar with this process and may be able to offer experience and advice too.

NAME OF EVENT DATE OF EVENT VENUE OF EVENT NUMBER OF YOUNG PEOPLE (attach list/register and details of parents consent forms and contact details)	
IF TRANSPORT IS REQUIRED GIVE DETAILS	
WHO IS THE NAMED LEAD PERSON(S) FOR THE EVENT? (insert Name and Contact Details here)	
WHAT STAFF/ VOLUNTEERS AND PARENTS OTHERS WILL BE PRESENT (insert Names and Contact details here)	
ARE ANY DBS OR CONFIDENTIAL DECLARATIONS REQUIRED? (detail here)	
FROM THE RISK CALCULATOR BELOW WHAT WAS THE INITIAL ASSESSEMENT OF RISK? (PART ONE AND TWO)	Use the guide over the page to help you assess the `before` risk
FROM THE CONTROL MEASURES YOU PLAN TO PUT IN PLACE WHAT WAS THE FINAL ASSESSMENT OF RISK? (PART THREE)	Use the guide over the page to think through what you need to do to put in controls to assess final risk

PART ONE - RISK CALCULATOR

Check out where the event sits within this matrix

LIKELIHOOD CONSEQUENCE	UNLIKELY	POSSIBLE	LIKELY
Slightly harmful	Trivial	Acceptable	Moderate
Harmful	Acceptable	Moderate	Substantial
Extremely harmful	Moderate	Substantial	Unacceptable

PART TWO - RISK CONTROL

If Moderate or higher, move to Part Three

RISK LEVEL	ACTION REQUIRED
Trivial and Acceptable	No action required
Moderate	<p>If it is reasonably practicable to undertake some action to reduce the level of risk this should be done.</p> <p>If the risk is moderate because the consequences are extremely/ harmful it is unlikely that there can be any further reduction without significant effort and this should be reviewed urgently before further planning. Ensure there is a suitable system in place and continue to monitor.</p>
Substantial and Unacceptable	<p>Action must be taken to remove or reduce the risk.</p> <p>If action cannot reduce or remove the level of risk the activity should not be undertaken.</p>

PART THREE - RISK CONTRL MEASURES – below is just an example to help you think through the controls you may need to complete for your final Risk Assessment

Before the event identify key activities	What risks are there and what level would they be?	What will you do to control the level of risk?	What is the new risk level from controls in place now ?	Who will be leading on a particular issue?
ACTIVITIES AND ISSUES OBSERVED	RISK LEVEL BEFORE CONTROL MEASURES APPLIED	CONTROL MEASURES PUT IN PLACE	FINAL RISK LEVEL	RESPONSIBLE PERSON FOR THIS ACTIVITY
<p>Take youth group up to the Bell Tower</p> <p>Steep steps, dark, group get separated, heights, fooling around</p>	<p>Substantial</p>	<p>Leaders to take torches and first aid kit - Give clear instructions. Ensure one leader at font, middle and rear Parents permissions needed - Young people to wear appropriate footwear.</p>	<p>Moderate</p>	<p>Two leaders to take charge one at the front and one at rear</p>

A blank template for you to complete for each of your areas of risk and measures is on page 40.

CHURCH RISK ASSESSEMENT and CONTROL MEASURES

The lead person for every event should retain a copy for use during the event and as part of departmental/group events planning and a copy should be kept by the Nominated Person and by the person responsible for Health and Safety and insurances.

ACTIVITY AND RISKS OBSERVED (give details)	RISK LEVEL BEFORE CONTROL MEASURES APPLIED	CONTROL MEASURES PUT IN PLACE (give details)	FINAL RISK LEVEL	RESPONSIBLE PERSON FOR THIS ACTIVITY

CONTINUE ON FURTHER PAGES AS APPROPRIATE

Appendix 4: Child Protection and Insurance Requirements

As a PCC, we are required, for the purposes of Insurance, to authorise and minute our regular activities for children and young people. We also keep a current list of all those working with children and young people in our church, not just for insurance purposes but also to fulfil the requirements the PCC Policy on Safeguarding Children and Young People.

Our insurance policy for Youth and Children's groups states that-

*For a group to be working under the control and authority of the PCC the following should apply:
The PCC must maintain management and control of selection procedures for all leaders and maintain record of such appointments (applications forms, job descriptions, references, confirmation of CRB Disclosure checks etc.).*

Full written details of all activities must be given to the PCC.

The PCC must specifically authorise and accept responsibility for the activities and minute such in the PCC records

Therefore, **as leaders and helpers** of different groups of children and young people in the church, are required to:

Be aware of our insurance policy – please read the summary below outlining what is covered with regard to personal accident and what the exclusions apply. The full document can be viewed at <http://www.ecclesiastical.com/ourproducts/insurance/churchinsurance/>.

Inform Candace Plouffe of all new leaders and helpers so that the PCC can keep the list up to date and so that we can keep to our Child Protection Policy, ensuring that all those needed are cleared with CRB.

Take a look at the Appendix of PCC authorised and approved activities involving children and young people. If you are organising events other than those listed, please inform PCC in case additional insurance is required. If there are regular activities taking place, please let Candace Plouffe know so that the table can be updated.

Appendix 5: Personal Accident – Parishguard Insurance (summary)

Guidance Note (not forming part of the policy)

Under 'What is not covered', part (f) we list some high risk sports and activities for which we will not automatically provide cover under this section. However, there are other unconventional sports or activities which we have not listed but which are generally considered to be hazardous.

Whilst it is impossible to provide an exhaustive list of such activities, we consider them to be excluded on the basis of (g), 'What is not covered', i.e. wilful exposure to needless peril.

If you are in any doubt about any activity which an Insured person wants to take part in, please contact us and we will advise you if the personal accident cover is affected.

Definitions

Each time any of the following words or phrases appear in this section in bold italic type (or in capital letters in the schedule) they will take the specific meaning shown below. Where words or phrases are not highlighted in this manner the normal everyday meaning of the word or phrase will apply.

Accidental bodily injury

Bodily injury or injuries caused by an accident or assault (and not by any gradual cause) or exposure to the natural elements which within 104 weeks from the date of the accident, assault or exposure is the sole cause of the death or disablement of the ***insured person***.

Insured person(s)

Members of the clergy whether on duty or not in the ***geographical limits*** or whilst temporarily outside the ***geographical limits***.

Employees, members of the ***church council*** and ***authorised volunteers*** all acting under *your* authority whilst engaged in ***your*** church business or authorised activities in the ***geographical limits***.

Children aged 3 or over taking part in activities organised by the ***Insured*** anywhere in the ***geographical limits***.

Any member of a party travelling with ***your*** knowledge and authority on a tour organised by ***you***.

Loss of eye(s)Total and irrecoverable loss of sight in one or both eyes.

Loss of limb(s)Loss by physical severance at or above the wrist or ankle or total and irrecoverable loss of use of a limb or limbs.

Permanent total disablement Total and absolute disablement (other than by ***loss of limb(s)*** or ***loss of eye(s)***) from usual occupation or from that occupation for which the individual is suited by training or qualification which shall have lasted for 104 weeks and which will in all probability continue for the remainder of life.

Temporary total disablement Disablement from carrying out the ***insured person's*** normal parochial duties (or in the case of persons under 16 disablement from participating in the ***insured person's*** normal activities with *you*).

What is covered

We will pay **you** the benefits shown in the schedule if any **insured person** suffers **accidental bodily injury**.

What is not covered

Accidental bodily injury resulting from the following
Any criminal act by an **insured person**.

Insanity, suicide or attempted suicide.

The use of alcohol or drugs by the **insured person**.

Any health problem which **you** or the **insured person** know of or should have known about at the start of the insurance or when it was renewed and which has not been accepted by **us** in writing.

Childbirth or pregnancy.

The following:

Aqualung diving;

Flying (except as a fare-paying passenger), hang-gliding or parachuting;

Hunting on horseback, polo, show jumping or steeple chasing;

Driving, riding or sailing in any kind of race;

Riding motor cycles or motor scooters as a driver or passenger;

Winter sports other than curling or ice-skating;

Mountaineering, cliff or rock climbing, abseiling, subterranean or elastic rope sports or activities;

Playing in any sport professionally;

Service in the armed forces.

Wilful exposure to needless peril (except in an attempt to save human life).

Accidental bodily injury directly or indirectly caused or contributed to by **terrorism** involving the use or release or the threat thereof of any nuclear weapon, device or chemical or biological agent regardless of any contributory cause.

If **we** allege that by reason of this exclusion any **accidental bodily injury** is not covered by this policy the burden of proving the contrary shall be upon **you**.

Appendix 6: Training, Supervision and Support

Training

Each team member is encouraged to attend one general training session per year (paid for by the PCC, if needed), as well as have the opportunity to receive first aid training if required.

Attend individual group planning/training sessions.

Make use of Diocesan Resource unit in Gloucester – tel. **01452 410022**.

Supervision

Responsibility for supervision of each group is given to the group leader who is accountable to the Vicar.

Support

All group leaders will be given the encouragement, support and prayer of the PCC and the Church. Opportunities of meeting with the PCC will be given during the course of the year so that each group's activities can be better supported.

Safety

Each leader should be aware of first-aid provisions, fire precautions, health and safety issues and risk assessment.

Appendix 7: Useful Contact Numbers

Helpline	Contact
Gloucestershire Safeguarding Children Board	www.gscb.org.uk
Safeguarding Children Services	
• for concerns about a child	01452 426565
• out-of-hours emergency number	01452 614194
• for concerns about a vulnerable adult	01452 426868
NSPCC Helpline	0808 800 5000
Gloucestershire rape and sexual abuse centre helpline	01452 526770
Childline	0800 1111
Samaritans	01242 515777
Churches Child Protection Advisory Service	08451 204550