

**Diocese of Bristol**  
**Parish of St Mary's Church Almondsbury**

**November 2019**

**Safeguarding Children, Young People and Vulnerable Adults:  
Policy and Procedure**

*“Every person has a value and dignity which comes directly from the creation of male and female in God’s own image and likeness. Christians see this potential as fulfilled by God’s re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm”* Diocese of Bristol 2014

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**Policy Context**

In developing this policy St Mary's Church commits to following the safeguarding policies of the Church of England, safeguarding policy and guidance as issued by the Diocese of Bristol and commits to working within legislation and statutory guidance as related to the Safeguarding of Children, Young People and Adults.

The main relevant polices and guidance documents are:

### **Church of England:**

Protecting all God's Children 2010

Promoting a Safe Church 2006

Safer Recruitment 2015

Responding to Domestic Abuse 2010

Responding Well 2012

Risk Assessment 2015

Practice Guidance Safeguarding Records 2015

Safeguarding Records Retention Tool Kit 2015

General Statement on Safeguarding Children In Towers Dec 2015

### **Diocese of Bristol:**

Safeguarding Policy

Allegations Management Procedure

Ministering to those who may present a risk

**These documents can all be found on the Diocese of Bristol website:**

**[www.bristol.anglican.org/parish-resources/safeguarding/policies-and-procedures](http://www.bristol.anglican.org/parish-resources/safeguarding/policies-and-procedures) And descriptions are given where these policies are referenced in this policy document.**

### **Statutory Guidance:**

**Working Together 2015:** This guidance from the Department of Education describes safeguarding processes and the safeguards that every organisation must have in place, including faith organisations. See the guidance at <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

**Care and Support Statutory Guidance 2016** This guidance from the Department of Health describes safeguarding processes for adults and the responsibilities of different organisations <https://www.gov.uk/guidance/care-and-support-statutory-guidance>

## **2. Policy Statement**

It is the responsibility of all members of St Mary's Church to give paramount importance to the nurture and care of children, young people and vulnerable adults in a safe and secure environment. It is about preventing harm to children and adults wherever possible.

### **We recognise that:**

- The welfare of the child, young person or vulnerable adult is paramount.
- Everyone has different levels of vulnerability and each of us may be regarded as vulnerable at some time in our lives
- All children, young people and adults who may be vulnerable (regardless of age, disability, gender, marriage and civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation) have the right to equal protection from all types of harm or abuse which can occur in all families and communities.
- Working in partnership with children, young people, vulnerable adults and their parents, carers and other agencies is essential in promoting their welfare.

**We will develop a culture in our church that:**

- Enables a safe and caring community to provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.
- Enables and encourages concerns to be raised and responded to openly and consistently and protects children, young people and adults who may be vulnerable from actual or potential harm.
- Ensures all people feel welcomed, respected and safe from abuse.
- Values, listens to and respects children, young people and adults who may be vulnerable, encouraging them to be active contributors to the church community.
- Encourages adults who may be vulnerable to lead as independent a life as possible.

**When concerns are raised we will:**

- Respond without delay to every concern raised that a child, young person or vulnerable adult may have been harmed, or may be at risk of harm, through abuse or neglect.
- Work with police, local authority and other partners in any investigation, including where allegations are made against a member of the Church community.
- Challenge any abuse of power, especially by anyone in a position of trust.

**If abuse has occurred we will ensure:**

- Informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse, including support to make a complaint if so desired.
- Supervision is provided for any member of the Church Community known to pose a risk of harm to others.
- Appropriate pastoral care is provided to any member of our church against whom an allegation is made.

**In all recruitment we will**

- Carefully select those with any responsibility within the Church (including voluntary workers) in line with the Church of England Safer Recruitment Practice Guidance 2015 (See Almondsbury Parish Safeguarding Guidelines) and provide ongoing supervision, support and training.

**In our publicity we will:**

- Share information about good safeguarding practice with children, young people and vulnerable adults, their parents, carers and all those working and worshipping with them.

**3. Who is a child, young person, adult who may be vulnerable?**

**Children and young people:** for the purposes of this policy means anyone under the age of 18 years. Children and young people may be abused by an adult or child, male or female. It is far more common for a child or young person to be abused by a person known to them than by a stranger. This could be a parent, family member, friend, teacher, minister or anyone else. Children may be abused in person or via electronic media, they may experience harm as a result of seeing or hearing the abuse of others.

Where conflicts of interest arise between the welfare of the child and that of adults, the child's well-being must always be of paramount importance and priority.

**Adults who may be vulnerable:** The Care Act 2014 defines an adult to whom statutory safeguarding duties apply as an adult who:

*Has a need for care and support (whether or not the Local Authority is meeting any of these needs) Is experiencing, or at risk of abuse or neglect*

*As a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect.*

(Care and Support Statutory Guidance 2016)

The definition may apply to anyone over the age of 18 who may not be able to protect themselves from abuse, harm or exploitation, which may be by reason of illness, physical, sensory or learning disability or impairment, mental illness, use of drugs or alcohol. Increased vulnerability may be temporary or permanent and may be visible or invisible.

An adult may be abused or neglected by family (including spouses, parents and children), friends, carers (paid and unpaid), strangers and professionals and members of the community. Those at risk may live alone or may live with family or in a care setting e.g. residential home.

#### **4 What is abuse?**

- Physical abuse
- Sexual abuse
- Neglect
- Emotional abuse

Both adults and children may be the subject of abuse.

People may also be the subject of :-

- Financial harm – theft or misuse of a person’s money or assets.
- Organisational harm – collective failure to provide acceptable standards of service.
- Discrimination – denial of opportunity to a group or individuals
- Modern day slavery
- Self-neglect
- Domestic abuse
- Spiritual abuse

We should also be aware of the signs of Child Sexual Exploitation, Female Genital Mutilation, Terrorism and Extremism.

*(More detailed information on the forms of abuse and harm can be obtained from the Parish Safeguarding Officer) .*

#### **5. What to do if you are concerned that abuse or neglect may be happening**

You may see or hear something of concern or someone may tell you something of concern (a disclosure). If a child, young person or adult tells you that they have experienced abuse, are experiencing abuse or are concerned that they may be at risk:

<b>Do</b>	<b>Don't</b>
Listen. Try to move to a quiet space if possible	Tell them to speak to someone else
Let the person talk at their own pace and say what they want to say. If you need to clarify points ask open questions like:	Investigate. Ask leading questions e.g. why did they do that, was it 'name', did it hurt you?

Tell me.. what happened, Explain ... about the incident Describe ...where it was , what happened	
Take it seriously	Try not to react as though unbelieving or shocked
Reassure. Confirm they are doing the right thing by telling you.	Tell them not to tell stories
Tell them you need to share the concern with the right people e.g. Parish Safeguarding Officer, police, social care	Promise to keep a secret or tell people who don't need to know.
Record what was said and the facts as accurately as possible as soon as possible	Try to just remember it
	Contact the person the allegation is about

**Whether a child, young person or adult has shared a concern with you or you have seen or heard something of concern...**

**If the situation is urgent** i.e. there is an imminent risk of harm: contact the police on 101 or 999 as appropriate or contact the Local Authority Children or Adults safeguarding Teams:

### **South Gloucestershire Safeguarding Children Board**

**Telephone number** - 01454 86000 Monday to Friday

**Telephone number** - 01454 615165 Out of hours/Weekends

### **South Gloucestershire Safeguarding Adults Board**

**Telephone Number** - 01454 868007 Monday to Friday

**Telephone number** - 01454 615165 Out of hours/Weekends

Once you have sought advice from police or the Local Authority and the situation is made safe, inform the Parish Safeguarding Officer as soon as possible of the concern and actions taken, provide a written record of this. If the concern is about the Parish Safeguarding Officer contact the Incumbent or Diocesan Safeguarding Adviser.

**If the situation is of concern but is not urgent:** Contact the Parish Safeguarding Officer to report the concern and provide a written record (if the concern is about the Parish Safeguarding Officer contact the Incumbent or Diocesan Safeguarding Adviser). They will decide with you whether to discuss with the child, their parents or carers or the adult and any carers and whether a referral to the Local Authority Children or Adults Safeguarding Team is needed or any other action.

**Note:** Anyone can report a concern directly to police or the Local Authority at any time.

St Mary's Church expects that all will follow this policy but where there is any concern that an issue has not been reported and should be or any reluctance to inform the church of an incident St Mary's Church wishes to make clear that the most important point is that those concerns are reported to the appropriate authority so that they can be acted upon where needed.

**If there is an allegation that a person in a position of trust (minister, PCC member, staff member or volunteer) has abused or neglected a child or adult or that such a person may present a risk to a child or adult:** The Diocese of Bristol 'Allegations Management Procedure' will be followed (copies of this procedure can be found on the Diocesan website). In brief this

procedure requires that:

- The concern should be reported as above; report should reach police and Local Authority within 1 working day.
- The concern should not be made known to the person against whom the allegation is raised without agreement with police and or the Local Authority.
- Next steps will be decided in conjunction with police, Local Authority representatives (including Local Authority Designated Officer where there is a concern for the welfare of a child), the Diocesan Safeguarding Adviser and parish representatives (usually PSO, Incumbent and Churchwardens).

**If a person is identified who has a caution or conviction for abuse of children and or adults who may pose a risk to others:** (usually those with convictions for sexual or violent offences) the Diocese of Bristol guidance 'Ministering to those who may pose a risk' (Copies of this guidance can be found on the Diocesan website) will be followed. In brief this guidance advises that that Parish Safeguarding Officer and Diocesan Safeguarding Adviser are made aware and that the individual is informed that:

- To support their being part of the congregation as safely as possible, contact will be made with police, probation and other agencies connected with their case.
- The Diocesan Safeguarding Adviser and Church leaders will need to know of their circumstances.
- That a risk assessment will need to be completed
- And that a written agreement will be needed between the individual and the Church which agrees when the individual will or will not be involved in church services and activities, boundaries of behaviour and support offered. These written agreements will be managed by a small reference group consisting of the Vicar, Associate Vicar, Parish Safeguarding Officer, Church Wardens, Supportive Friend (a member of the Church) and the Diocesan Safeguarding Case Worker who have delegated authority to deal with these agreements on behalf of the PCC.

## **6. Confidentiality and consent**

**Confidentiality:** St Mary's Church accepts the principle that only those with a need to know should be made aware of safeguarding concerns or other confidential information. All staff, ministers and volunteers are expected to share confidential information appropriately and to ensure that written records and verbal information is shared responsibly and stored securely.

**Consent:** St Mary's Church accepts that all people have a right to make their own views and wishes known and that these wishes should be followed wherever possible.

**Children:** Where there is a concern that a child is experiencing or at risk of abuse or neglect they may ask those that know not to tell anyone. St Mary's Church accepts that we cannot do this; these concerns must be reported to the appropriate authorities to enable the child or young person to receive appropriate help and support. St Mary's Church asks all staff, ministers and volunteers to explain this to children in their care when appropriate. Where there is concern that a child is experiencing or is at risk of abuse or neglect St Mary's Church expects that parents and carers will be communicated with and will have their consent sought for information to be shared with the Local Authority or other agencies. This should happen except where there is concern that to do so

would place a child at increased risk or where a parent or carer may be involved in the sexual abuse of the child. In those circumstances advice of the Local Authority or police should be sought before informing the parents or carers of the concern. Where the allegation is against an individual who may have access to other children or vulnerable adults the referral should be made without seeking consent from parents or carers- how they are made aware of the concerns will be decided alongside statutory agencies.

**Adults:** Adults have the right to make their own decisions about their lives. Consent should be sought from an adult before information is shared about them. However, where an adult withholds consent for a safeguarding concern to be shared with statutory authorities (police and local authority), this should be accepted except where there may be others at risk (e.g. is the abuse or neglect is happening in a care home or hospital or the abuser has access to other vulnerable adults or children) or where there is reason to doubt that the individual has capacity to make that decision or where there is imminent risk of serious harm. Advice should be sought from statutory services (Adult social care or police) or the Diocesan Safeguarding Adviser where there is any doubt as to whether a concern should be referred.

## **7. Record Keeping**

Records of all safeguarding concerns will be kept by the Parish Office. They will keep a record of the initial concern and all actions taken. The records will be securely held at Almondsbury Vicarage. All those involved with any safeguarding concern must ensure that they provide to the Safeguarding Officer any records related to that case for secure storage.

Records will be retained as per Church of England guidance 'Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church' 2015 (Available on the Diocese of Bristol website).

St Mary's Church does not have access to secure email systems. Therefore great care should be taken where email is used to ensure that confidential information is not open to being accessed by unauthorised individuals. Individual's confidential information should not be communicated via email (e.g. any information should not make the individual identifiable by name, address etc.).

Records must be maintained of staff and volunteer training and DBS checks. These will be maintained by the Parish Office.

## **8. Safer Recruitment and ongoing support and supervision**

All recruitment of staff and volunteers will be undertaken in line with Church of England policy 'Safer Recruitment' 2015. See Almondsbury Parish Safeguarding Guidelines for further information.

Recruitment of staff and volunteers will only be undertaken by those delegated such responsibility from PCC.

Recruitment of staff and volunteers will only be undertaken according to agreed process.

All recruited staff and volunteers will be made known to PCC.

No one who has not been safely recruited will be permitted to work unsupervised with children, young people or adults who may be vulnerable.

In brief: All staff and volunteers will:

- Have all recruitment checks completed and approved prior to starting in role.

- All eligible staff and volunteers will have a repeat DBS disclosure every 5 years. Any lapsed DBS check will require the post holder to stand down with immediate effect if the check has not been completed.
- Attend safeguarding training as required by the Church of England
- Attend any other training as decided by the PCC
- Have a named supervisor

## 9. Roles and Responsibilities

Name	Responsibilities
Parochial Church Council	<ul style="list-style-type: none"> <li><input type="checkbox"/> Agree, implement, monitor and review annually this safeguarding policy and all associated policies</li> <li><input type="checkbox"/> Ensure all staff and volunteers are recruited safely</li> <li><input type="checkbox"/> Agree and implement supporting good practice guidance and processes</li> <li><input type="checkbox"/> Ensure adequate insurance for all activities</li> <li><input type="checkbox"/> Recruit and support adequate Parish Safeguarding Officers</li> <li><input type="checkbox"/> Ensure all staff and volunteers are adequately trained and supervised</li> </ul>
Parish Safeguarding Officer (PSO)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Respond to all safeguarding allegations and concerns according to policy and guidance</li> <li><input type="checkbox"/> Monitor and report to PCC regarding adherence to policy and practice</li> <li><input type="checkbox"/> Arrange safeguarding training ( records to be kept by Parish Office)</li> <li><input type="checkbox"/> Process DBS disclosures for the church ( records to be kept by Parish Office)</li> </ul>
Incumbent	<ul style="list-style-type: none"> <li><input type="checkbox"/> Act as a point of contact should there be any safeguarding allegation or concern regarding a PSO</li> <li><input type="checkbox"/></li> </ul>
Church Wardens	<ul style="list-style-type: none"> <li><input type="checkbox"/> Take part in the allegations management procedure when required</li> <li><input type="checkbox"/> Take part in an 'agreement' as per 'ministering to those that may present a risk'</li> </ul>
Activity Leaders	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the Safeguarding policy and associated good practice guidance</li> <li><input type="checkbox"/> Ensure that activities are run according to good practice guidance</li> <li><input type="checkbox"/> Report any safeguarding concerns as per policy</li> <li><input type="checkbox"/> Ensure all volunteers are safely recruited</li> <li><input type="checkbox"/> Ensure all volunteers have in date training and DBS check as required</li> <li><input type="checkbox"/> Ensure all new volunteers receive agreed induction</li> <li><input type="checkbox"/> Supervise agreed volunteers</li> </ul>
Staff and Volunteers	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the safeguarding policy and associated</li> </ul>

	good practice guidance <input type="checkbox"/> Report any safeguarding concern as per policy
Church members	<input type="checkbox"/> Be aware of the safeguarding and associated policies <input type="checkbox"/> Report any concerns as per policy

## 10. Additional Related Policies

**Photographs and videos:** It is the policy of St Mary's Church that no one should take photographs of children or young people without the consent of that child's parent or carer and the consent of that child where they are old enough to give consent.

All photos and videos taken for St Mary's Church should be stored securely on devices belonging to PCC. No photo or video should be left stored on personal photography or videography equipment.

No photo will be taken, shared or used for any purpose which shows a child in any state of undress.

Children will not be named in publicity related to photographs or video.

**Communications and Social Media:** It is the policy of St Mary's Church that no one employed on a paid or voluntary basis, serving as a PCC member or as a licenced minister will contact children or young people directly via social media, email, phone or text without the knowledge and consent of that child or young person's parent or carer.

Where such contact needs to be made (for example a text to advise of a change of time for an activity) the child's parent or carer will be asked for consent in advance and the parent or carer will be copied into that communication.

Very rarely contact may be made with a child or young person without the knowledge of the child's parents or carers (for example where there are serious safeguarding concerns for a child and it would increase the risk to the child to contact the parent). In this case the person making contact with the child must agree in advance with the Parish Safeguarding Officer that this is appropriate, a second adult should be copied into all communications e.g. Parish Safeguarding Officer or Incumbent and must keep a record of all communications and provide these to the Parish Safeguarding Officer for the case record.

Where a group wishes to have a social media account to publicise or communicate regarding their group or activity the following will apply:

- The account shall not be a personal account belonging to any group member or leader; it will be a separate group account.
- More than one adult will be administrator for the account so that all content and messages can be seen by more than one adult.
- All users will be made aware that bullying, harassment or other anti-social behaviour will not be tolerated. Information will be available to all users about how to raise a concern about the conduct of others and who with.
- Steps must be taken to prevent people outside the group having access to the names or personal details of anyone who is part of the group e.g. if a group Facebook page is used, the account settings should prevent group members being identified and any message sent to

anyone other than the administrator.

- All those in a leadership role will ensure that their language is professional and appropriate e.g. not adding 'xx' to messages, not using nicknames that are not what the leader is called by everyone else, avoiding addressing others by endearments which would be ambiguous, such as 'love',

### **Hire of Church Premises for none Church events and activities (whether a fee is chargeable or not)**

Organisations and individual users meeting at St Mary's Church and Church Rooms will be expected to adhere to this safeguarding policy or where they work regularly with children, young people or adults who may be vulnerable, to have their own safeguarding policy.

St Mary's Church is responsible for overseeing users and ensuring that that agreed hire process and forms are in use. This will include obtaining a copy of the hirers safeguarding policy where relevant and providing a copy of this policy.

### **11. Policy implementation and Review**

This policy is agreed by the St Mary's Church Almondsbury PCC on

All staff, volunteers and ministers are required to abide by this policy and associated good practice guidance.

This policy will be made available on the Church website, a copy will be available in church.

This policy will be monitored via annual audit and annual report to PCC

This policy is to be reviewed annually.

**Next Review Due: November 2020**

## **Appendix 1: Useful Contact numbers**

- Our Parish Safeguarding Officer (PSO) is: Liz Tierney 07977991609 or almondsburychurchpso@gmail.com
- Our Diocesan Safeguarding Adviser (DSA) can be contacted on 0117 906 0100.
- If advice is needed on a safeguarding issue and the PSO or DSA are not available, the Churches Child Protection Advisory Service (CCPAS) (now known as thirtyone:eight) provide a helpline that can be contacted on 0845 120 4550. Please state that you are calling from a Diocese of Bristol church and contact your PSO as soon as possible to report that you sought advice from CCPAS and action taken.

**THE DIOCESE OF BRISTOL  
ST MARY'S CHURCH, ALMONDSBURY**

## **1. SAFEGUARDING GUIDELINES**

### **2. To be read in conjunction with Safeguarding Policy**

To implement the Safeguarding Policy St Mary's Church Almondsbury adopts the following good practice guidelines:

#### **A. Management of Children and Young People's Organisations**

##### **2. *In all circumstances***

1. All adults (defined as persons aged 18 and over) working with children and young people must be appointed after due completion of the current approval procedure and obtain Enhanced DBS clearance. If a Regulated Activity, such as personal care, is to be undertaken then the Barred List will be checked by the DBS .
2. Adults who occasionally volunteer (up to 2 times per year) to assist with children's and young people's activities need not obtain DBS clearance or complete current approval procedure. However group leaders must obtain approval from the Vicar and Safeguarding Officer prior to the volunteer's joining a children's/young people's activity. They must always work where there are at least two approved workers and must always be under the supervision of an approved worker. They must not take sole responsibility for a child or group of children.
3. All Groups must have regard to these guidelines in preparing their programme, and review their work and Child Protection regularly as a standing agenda item. Training in Child Protection issues is to be carried out in consultation with the Safeguarding Officer. Any concerns raised at meetings or during church work are to be discussed with the Safeguarding Officer.
4. Leaders of Groups must ensure that the Group's programme and in particular any off site activity has been notified to the PCC and that the PCC has agreed to the Programme and activity taking place and accepted responsibility. PCC must minute its acceptance of responsibility and ensure that adequate insurance cover is in force.
5. All appointed adults must receive a copy of and follow this document including Appendix 1 (Indications of possible abuse) and Appendix 2 (appropriate behaviour).
  - ⤴ Two or more approved adults must be present with a group. If only one approved adult is available then the group activity must be cancelled. The leader of the group should have regard to the nature of the group's activities and ensure that there is an appropriate level of supervision. Ratios of adult to child as recommended by NSPCC are :-
    - ⤴ 0 - 2 years  
1 adult to 3 children
    - ⤴ 2 - 3 years  
1 adult to 4 children
    - ⤴ 4 - 8 years  
1 adult to 6 children
    - ⤴ 9 - 12 years  
1 adult to 8 children

▲ 13 - 18 years  
1 adult to 10 children

6. All adults must work in the sight and sound of another approved adult. One adult is not permitted to be alone with a child or young person when others cannot observe and hear them. This may mean groups sharing a communal space or working with doors open.
7. No approved adult shall arrange to meet a child or young person on or off church premises without the parent /carer present unless acting as a mentor under the Church's One-On-One Policy.
8. A group must not be taken off the premises without the appropriate number of approved adults. (See section 26 for exceptional circumstances).
9. Each group must keep a register of children's, young people's and approved adults' attendances at meetings.
10. An annual information and medical form (produced and updated by the Safeguarding Officer in accordance with Diocesan Guidelines) must be completed for each child/ young person attending a group, and be available at each session of the group.
11. Only an approved person or parent/carer is allowed to accompany a child alone to another part of the building (e.g to visit the bathroom), and only an approved adult or the child's parent/carer may assist with personal care.
12. During any activity anyone wishing to take photographs/videos of children/young people must obtain permission from the leader of that activity and parent/carer of the children. Permission must also be obtained from parents/carers if any such photographs are to be displayed publicly. Any photographs posted in a public place (eg notice boards, church magazines, websites etc) should aim to obscure the identity of any individual child.
13. Clear information about group venues and times must be provided to parents/carers. Parents/ carers are to be informed that they have the responsibility for escorting children to and from meetings safely.
14. A husband and wife or partners must not be the only leaders of a group, visit or activity.
15. If all the children/young people are of one gender then the leadership may be all of that gender but if there is a mix of boys and girls, and if resources permit, the leadership group should try to reflect the gender mix of children/young people.

### ***Safety of venues for groups and activities:***

16. Leaders and helpers should pay careful attention to the safety of venues whether in public or private buildings. They should be aware of safety procedures in the venue, including telephone for emergency use, fire exits, provision of a first aid kit and safety in kitchen areas. In the interests of safety, the group leader should carry a working mobile phone.
17. It is important that venues used by groups are safe from unwelcome people and that children cannot wander out of the building.

### ***3. Adult Groups with children attending***

18. In adult groups which may include children or young people, such as choir, music or bell ringing, and where parents/carers are not present, the Leader shall be an approved adult and shall identify three or more approved adults within the group and ensure that at least two approved adults are present at any session where children/young people are present. If a child is accompanied by a parent or carer then only the leader of the group needs to be approved.
19. All other Guidelines apply to these groups

#### **4. Off-Site Visits**

20. All proposed off-site visits must be notified with as much detail as possible in advance to the Church Council through the Secretary or Vice-Chairperson and can only take place when approval has been obtained.
21. One approved adult must be the designated 'leader' of the visit and is responsible for ensuring that the Child Protection Policy is followed
22. A Risk Assessment must be carried out using the sample provided by the Safeguarding Officer, and if any excessive risk is anticipated then this must be notified to the Safeguarding Officer.
23. Written consent for the visit must be obtained from parents/carer, preferably using the specimen provided by the Safeguarding Officer.
24. Each adult should have a list of all children on a visit and must have a list of those children/young people for whom they have specific responsibility.
25. If there is only one approved adult available to take a group off site then the group may join with a group from another church, in which case the approved adults take joint responsibility for the children. The adults accompanying the other church group must be approved by their own PCC and have current Enhanced DBS certificates. (Certificate number to be recorded). Permission for such an event is at the discretion of the Incumbent, Church Wardens and PSO.

#### **5. Transport**

26. Parents/carers have responsibility for escorting children to and from meetings safely.
27. Children and young people must not be taken in private cars without parent/carer permission except in emergency.
28. All drivers are responsible for ensuring that they have proper insurance cover for carrying passengers.
29. There must be two adults in any car transporting children, one of whom must be an approved person, and there must be a minimum of two children, except in emergency.
30. If in an emergency it is necessary for one adult to transport one child or young person only, the child or young person must sit in the rear seat, and the fact that this journey took place must be reported to the group leader or Safeguarding Officer.
31. Each driver is responsible for ensuring that correct child seats are used where needed.
32. A driver with an "unspent" driving conviction shall not transport children or young people.

#### **B. Appointment of a Safeguarding Officer**

1. The Safeguarding Officer is appointed by the PCC, is independent of the leadership of any church group and has completed the current approval procedure. Details of how to contact the Safeguarding Officer is to be displayed publicly.
2. The Safeguarding Officer is available for children and young people to talk to, and has guidelines on how to respond to requests for help or confidential disclosures.
3. The Safeguarding Officer is responsible for:-
  - a) ensuring that the Child Protection Policy is understood and implemented by all groups and activities in the Parish.
  - b) knowing when and how to contact the Diocesan Child Protection Officer and/or Social Services to make a referral or seek advice.
  - c) being on the Interview Panel under Item C.
  - d) providing leaders with guidance, training and support by visits meetings and other activities.
  - e) recording the names of those approved under this policy and advising the PCC of these from time to time.

- f) make an annual report to the PCC.
  - g) following the Diocesan Guidelines in the event of suspected abuse.
4. The Safeguarding Officer for Almondsbury is Mrs Liz Tierney.  
(Tel No. 0797791609 or almondsburychurchpso@gmail.com)

### **C. Approval of Volunteers or of Paid Staff**

1. All volunteers or paid staff seeking on or after 1 November 2006 to work with children and young people in Church Groups and activities approved by the Parochial Church Council shall:-
  - a) Complete an Application Form, a Confidential Declaration Form, apply for a Disclosure and Barring Service Enhanced Disclosure and supply names and addresses of two referees who can comment on the experience of the Applicant in work with children & young people.
  - b) Attend an Interview with a panel consisting of the PSO and 2 other members of the Church approved by the PCC. Such interviews will always follow the satisfactory receipt of the forms in (a) above.
  - c) Take up the role after successfully completing the internal vetting process, obtaining appropriate DBS clearance, and complete C0 Basic Awareness online Training
  - d) Following Diocesan Policy, DBS checks will be renewed every 5 years.
2. The Parish is committed to recognition of each individual's abilities, skills, experience and qualifications and will take every step to ensure that these are given appropriate weight and consideration in the appointment or recruitment process.
3. The Appointment of volunteers or paid staff will be confirmed by the Parochial Church Council on receipt of the advice of the panel interviewing the applicant, and is always subject to the receipt of a satisfactory Enhanced Disclosure. The Parochial Church Council shall keep a record of persons so approved.
4. The Parish is committed to the fair and sensitive use of Disclosure Information. Should an Applicant feel that this has not happened then the matter can be referred to the office of the Bristol Diocesan Secretary (First Floor, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol BS34 8YU) who will instigate an independent assessment of the issues in question. The Applicant should submit the appeal or complaint in writing, stating their name and address, the nature of the complaint or appeal, the date of the Disclosure document, the identity of the person or body responsible for making the appointment and any other relevant information.
5. All existing and newly appointed volunteer and paid staff must undertake training as decided by the PCC following Diocesan advice either online or at a Diocesan approved course.
6. Confidential material relating to an Application shall be stored securely and retained indefinitely.

### **D Safeguarding Adults in Church**

- 1 Those wishing to be involved in the pastoral support of adults must follow the same vetting procedure as those working with children as set out in para. 5 below. Enhanced DBS clearance must be obtained for working with adults. If a Regulated Activity is to be undertaken such as personal care or handling of money then the Barred List will be checked by the DBS.
2. The Safeguarding Officer must undertake a DBS check for working with adults. (This is

in addition to any DBS clearance for children's work). The person must be interviewed and approved in the normal way by the PCC as for any voluntary position.

3. The PCC to record the names and details of all pastoral support church groups and teams. The leaders of these groups to be approved by completing the vetting procedures set out in para. 5 below and their names recorded by the PCC.

4. **All** members of groups (listed below) involved with the pastoral support of individual people in the community are to be approved (under para.5 below) and their names recorded by the PCC.

5. The approval procedure will be the same as used in the Child Protection Guidelines.

- ⤴ Complete an Application Form
- ⤴ 2 References to be requested
- ⤴ Complete a Confidential Declaration Form
- ⤴ Interview
- ⤴ Apply for an Enhanced DBS Disclosure.
- ⤴ Undertake C0 Basic Awareness online Training

**NB Volunteers who have previously completed these procedures need only apply for Enhanced DBS Disclosure.**

6. The Group Leader of the Pastoral Groups will keep a list of people to be visited. This will need to be kept safely for 7 years.

7. Members of the Pastoral Groups will keep a diary record of the date, time and place of all visits made and any actions taken and this record to be made available to the Leader of the Group on request.

8. The Good Practice Guidelines should be observed by all groups when pastoral visiting.

9. Pastoral Groups in which **all** members need approval:-

**Almondsbury**

Pastoral Team

Home Communion Team

**Approved by PCC:- 10 July 2018**