



The Parish of Yate

The Diocese of Bristol

*St. Mary's Church, Church Road, Yate
St. Nicholas' Church, Abbotswood, Yate
St. James' Church, Westerleigh,
St. Peter's Church, Wapley*

SAFEGUARDING POLICY

*~ for safeguarding the well-being of
Children & Vulnerable Adults in our care ~*

Version 2.1

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Approved by the PCC at their meeting on.....2014

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Policy Statement for the Safeguarding of Children & Adults and the use of Disclosure Information

The following policy statement was agreed by the PCC at their meeting on 2014

As members of the PCC we commit our church community to the support, nurture, protection and safeguarding of all, especially the young and vulnerable. We recognise that our work with children and vulnerable adults is the responsibility of the whole church community. As well as being fully committed to acting within the safeguarding procedures promoted by the Diocese of Bristol, and within current legislation, national frameworks and guidance, we will also endeavour to act in an open, transparent and accountable way in working with the Diocesan Safeguarding Adviser, Children and Adult Social Care Services, the Police, Probation Services and other agencies to safeguard children and vulnerable adults and assist in bringing to justice anyone who has committed an offence against them.

In particular we will:

1. Develop a comprehensive Safeguarding Policy and review it annually to ensure that our parish safeguarding procedures are up-to-date and relevant
2. Ensure that all the necessary checks are made to promote the safe selection and recruitment of ordained and lay ministers, paid workers and volunteers working with children and/ or vulnerable adults
3. Provide the necessary supervision, support and training to those working with children and/ or vulnerable adults in order that they can undertake their roles effectively
4. Respond without delay to every concern raised that a child or vulnerable adult may have been harmed, or be at risk from harm, or about the inappropriate behaviour of an adult or child, including notifying the relevant authorities and providing such pastoral support as is appropriate in the circumstances
5. We will fully co-operate with the Diocese and appropriate statutory agencies during any investigation into abuse, including when allegations are made against a member of the church community
6. Ensure that pastoral care is made available to children and vulnerable adults, and to their families and to any member of our church community against whom an allegation is made
7. Ensure, in partnership with the Diocese of Bristol and any other agencies, that care and supervision is provided for any member of our church community known to have offended against a child or vulnerable adult, or who might pose a risk to them

As a Parish we are committed to the fair and sensitive use of Disclosure Information, and where an applicant feels that this has not happened an appeal process will be available, details of which can be obtained in writing from the PCC Secretary or from the Diocesan Office (Hillside House, 1500 Parkway North, Stoke Gifford, Bristol, BS34 8YU).

As a Parish we are 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.

As a Parish we will ensure that each paid post or volunteer position is assessed from the appropriateness of a DBS Disclosure, that any advertisement or other indication of a paid post or volunteer position will indicate the level of Disclosure to be sought, and that an offer of a paid post or volunteer position will be subject to the receipt of satisfactory Disclosure information.

As a Parish we will request candidates for a paid post or volunteer position to submit in writing any convictions or other disqualifying behaviour that might be revealed in the Disclosure process in order to assist the recruitment decision process. This information will only be taken into account when relevant to the post in question. It should be submitted in an envelope clearly marked "Private and

Confidential” and handed to the person specifically identified for this purpose in the recruitment process.

As a Parish we are committed to encouraging the re-submission of application for Disclosure in respect of all paid employees and volunteers for whom this is appropriate every 5 years as part of our on-going strategy for the protection of children and vulnerable adults.

Although very effort is made to ensure that all recruitment decisions involving Disclosure information are made sensitively and fairly, should an applicant for a paid post or volunteer feel that this has not happened the matter can be referred to the office of the Diocesan Secretary (Hillside House, 1500 Parkway North, Stoke Gifford, Bristol, BS34 8YU) who will instigate an independent review of the risk assessment that informed the recruitment decision.

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 appointing body responsible for making the appointment to the paid post or volunteer position, and any other relevant information.

Our Parish Safeguarding Representative for Children and Young People is Emma Gay [*Phone: 01454 324247 E-mail emma.gay@gmail.com]*

Our Parish Safeguarding Representative for Vulnerable Adults is Caroline Mardle [*Phone: 01454 315058 E-mail carolinemardle@yahoo.co.uk*]

The Lead Recruiter for our Parish is our Parish Administrator (currently Joanne Hodge) [*Phone: 01454 313105 E-mail parishoffice@yateparish.org.uk*]

Address: c/o Parish Office, St. Mary's Youth Centre, Church Road, Yate, BS37 5BG



Safeguarding Policy

1. The Policy

The Parish of Yate is committed to safeguarding the well-being of the children and vulnerable adults within our church community. We will work to promote an environment where all people, and especially those who may be vulnerable, are nurtured and cared for and are able to worship and pursue their faith journey with encouragement and in safety

To this end we are committed to the following:

- Implementing the Diocese of Bristol Safeguarding Policy and Procedures, the Church of England's Safer Recruitment Policy (June 2013) and the relevant statutory legislation and guidance for the welfare of children and vulnerable adults and adhering to the principles of *Working Together 2013* and the South-West Child Protection Procedures
- Requiring the PCC to review and agree each year a Statement for the Safeguarding of Children and Vulnerable Adults
- Appointing a minimum of two Safeguarding Representatives who will be responsible on behalf of the incumbent and the PCC for implementing the current Parish policy in respect of Safeguarding of Children and Vulnerable Adults
- Establishing and following recruitment procedures for all staff, both paid and volunteer, which ensure that the safeguarding of children and vulnerable adults is a paramount consideration in the selection process (see section 7 below)
- Providing appropriate training, support and supervision to all working with Children and Vulnerable Adults on behalf of the parish (section 8 below)
- Set out guidelines for running activities and events which promote the safety of those in our care (see section 6 below)
- Ensure an appropriate awareness of risk and of Health & Safety issues among those working with Children and Vulnerable Adults and encourage the undertaking of risk assessments where appropriate (see section 6 below)

2. Scope of the Policy

This policy is intended to apply without exception to all staff (including volunteers), and particularly to those to whom the care and supervision of children has been temporarily entrusted by their parents. It does not apply to contractors working on church premises but, where appropriate, such contractors should be advised of our commitment to safeguarding, and parish staff should closely supervise any children or vulnerable adults in the vicinity of their work.

The policy does not apply to hirers of church premises, but when making a booking such hirers will be required to sign a booking form that includes a Declaration of their commitment to safeguarding all children and vulnerable adults and that they understand that the booking agreement is conditional on their applying appropriate safeguarding procedures. Where appropriate (e.g. in the case of a booking by an organisation to run regular children's clubs or activities) the booking should be conditional on the organisation producing a copy of their own safeguarding policy and guidelines. If any of these terms are not complied with the agreement can be terminated immediately

3. Definitions

- i. Children - refers to any person under the age of 18 years
- ii. Vulnerable Adults - refers to any person aged 18 years or over who is, or may be, in need of community care services by reason of mental or other disability, age or illness; and who is, or may be, unable to take care of him or herself, or be unable to protect him or herself against significant harm or exploitation
- iii. Staff - refers to all those employed the Parish of Yate PCC or by the Diocese of Bristol and assigned to the Parish of Yate, other than external contractors engaged on a contract for the provision of services
- iv. Leaders – any person acting on behalf of the Parish of Yate who has been given responsibility for guiding the work of others
- v. Workers - refers to any person working for the Parish of Yate in a voluntary capacity
- vi. The Parish – refers to the Parish of Yate, which incorporates St. Mary's Church, Yate, St. Nicolas' Church, Abbotswood, St. Peter's Church, Wapley and St James' Church, Westerleigh.
- vii. PCC – refers to the Parochial Church Council of the Parish of Yate, which acts as the Trustee body for the parish and therefore carries the legal responsibility for its activities

4. Aims of Policy

The aim of the policy is to: -

- increase awareness of both volunteers and paid staff of the issues relating to the safeguarding of children and vulnerable adults;
- ensure that the risks to which children and vulnerable adults may be exposed while in our care or under our supervision are assessed in a systematic and on-going way, and that safe systems and methods of work are put in place to reduce and, where possible, eliminate the risk so far is reasonably practicable;
- ensure that appropriate training is available to all staff in all areas that equips them to recognise risk and boundaries, and provides practical advice on safety when working with children and vulnerable adults;
- ensure that appropriate support is available to staff who work with children and vulnerable adults;
- ensure full reporting and recording of all adverse incidents;
- minimise the number of incidents and injuries relating to children and vulnerable adults

5. Core Values

This policy is based around our commitment to five core values, which will provide the basis for all training and procedures through which the policy will be put into practice. The five core values are:

Core value 1: Our policies and practice should seek to minimise risk and protect the vulnerable.

Core value 2: We will carefully recruit, select and support all those within the Parish with any responsibility for caring for children and/ or vulnerable adults in line with Safer Recruitment principles, including the use of criminal records disclosures and registration/ membership of the relevant vetting and barring schemes.

Core value 3: We recognize that proper induction and safeguarding training plays a vital part in protecting children and vulnerable adults entrusted to our care, and will maintain a formal training programme.

Core value 4: The safety of children and adults at risk is of paramount importance. Allegations of unacceptable or abusive behaviour must always be listened to, taken seriously and reported to the relevant authorities.

Core value 5: Allegations by an adult, of past (historic) abuse of them must be taken seriously and responded to as effectively and appropriately as possible.

6. Minimising Risk – Core Value 1

Safeguarding policies should seek to minimise risk and protect the vulnerable.

6.1 Risk can be minimised by visibility, accountability and supervision

All leaders, staff and workers involved in working with children or vulnerable adults on behalf of the Parish of Yate should:

- Be able to recognise situations which may present risks
- Be able to plan and organise the work and workplace so as to minimise risks as far as possible and be visible to other adults when working and talking with children and/ or vulnerable adults
- Take particular care to take into account the needs of those with disabilities
- Recognise the consequences of breaking the rules and understand that this is linked to the parish's disciplinary processes. Any illegal act will, in addition, be reported to the appropriate authorities

6.2 Code of conduct

Background

The most effective way to prevent abuse is to be vigilant. All staff and workers who have roles with children are expected to interact in a mature, capable, safe, caring, responsible manner, with a high level of accountability. All adults working with children and vulnerable adults are in positions of trust. It is therefore vital that staff and workers ensure they do not, even unwittingly, use their position of power and authority inappropriately. All staff and workers are responsible for giving and accepting feedback from others in order to maintain a high level of professionalism. This Code of Conduct includes, but is not limited to, the following expectations of staff and workers.

6.3 Adult-to-child behaviour

Visibility and overcoming isolation

- All work with children/adults at risk should be planned in a way that minimizes risks as far as possible. This includes being visible to other adults when working and talking with children and/ or vulnerable adults. This can be accomplished by planning activities in areas where other adults are present and at a time when other activities are occurring
- Workers should seek to avoid being alone with children and/ or vulnerable adults, but where this is unavoidable they should aim to keep such time to a minimum and ensure that another adult is informed
- Generally, at least two unrelated adults should be present in work with children. When this is not possible, reduce isolation by having a minimum of two children present, informing the parent/legal guardian/carer of the meeting, and doing it

during a time and/or in a location where interaction with the person is visible to others

- Where a parish worker is visiting someone who may be considered a vulnerable adult in their home for the purpose of giving home communion or undertaking a pastoral visit, they must log the visit with the Parish Office before the visit takes place either by e-mail or a telephone call. In case of an emergency visit where it is not possible to log the visit in advance, details of the visit must be logged as soon as possible after the conclusion of the visit.
- Where confidentiality is important and a child and/ or vulnerable adult is being seen on their own, ensure that others know the interview is taking place and that someone else is in close vicinity ^[L]_[SEP]

Accountability

- Always be accountable to other adults regarding interactions with children and/ or vulnerable adults
- Parents and/or leaders are to be notified beforehand of any activities with ^[L]_[SEP] children and/ or vulnerable adults
- Two people should attend an emergency situation or a second person should be ^[L]_[SEP] notified of action to be taken ^[L]_[SEP]

Supervision

- Supervision reduces risk. The leader responsible for safeguarding children in any activity undertaken in the name of Yate Parish or by one of the churches within the parish should periodically and randomly inspect areas where children and/ or vulnerable adults and adults are together.

Technology (Electronic Communication, Photographs and Websites)

Technology should be used appropriately to protect children and/ or vulnerable adults from abuse and exploitation ^[L]_[SEP]

- Instant messaging, texting and other forms of social networking between staff and/ or workers and children should not be used inappropriately. In particular staff and workers should not accept children and/ or vulnerable adults as 'friends' on their personal Facebook page or any other social networking site. If communication is required through a social networking site to share information, concerns and photographs then a "group" page should be set up in the name of the club or youth group for this purpose and workers should make sure that the child's/ vulnerable adult's parents/ carers know and have agreed to this method of communication.
- When using e-mail to communicate with children and/ or vulnerable adults workers should make sure that the child's/ vulnerable adult's parents/ carers know and have agreed to this method of communication. It is also important to use clear, appropriate language to reduce the risk of misinterpretation, and terms such as "love" or "xxx" should never be used to end the message
- A second adult should always be copied in on e-mail and text messages and copies of the message should be saved
- Where children and/ or vulnerable adults have access to computers as part of church activities, the leader has a duty to ensure that family safe filter/ parental control programmes are used to prevent downloading pornographic material from the Internet, access to inappropriate emails, chat rooms, or films. In addition children and vulnerable adults must be advised not to disclose personal details, to avoid sending photographs and to tell a leader if any e-mails or anything on-line makes them feel uncomfortable
- the consent of parents and carers must always be obtained before taking and using images of children and/ or vulnerable adults and a chance to opt out must be given. (A photo consent form is included in Appendix 1)

Touch ^[L]_[SEP]

Healthy, caring touch is valuable to children and vulnerable adults but unhealthy touch is abusive. However, touch needs to be used in a culturally appropriate way. The following should be noted:

- Touch should be open rather than secretive. A hug in the context of a group is very ^[L]_[SEP] different from a hug behind closed doors.
- Touch should be in response to the need of the child/ vulnerable adult, and not the need of ^[L]_[SEP] the worker.
- Touch should be age-appropriate and generally initiated by the child/ vulnerable adult rather ^[L]_[SEP] than the worker. It should be with the person's permission and any resistance from them ^[L]_[SEP] should be respected.
- Touch should always communicate respect for the child/ vulnerable adult.
- Workers must avoid doing things of a personal nature for children/ vulnerable adult that they ^[L]_[SEP] are able to do for themselves, including dressing, bathing, etc.
- Workers and other children should not hit, slap, pinch, push, hold against their will (unless the child's behaviour is a risk to their own safety or that of other members of the group), or ^[L]_[SEP] otherwise assault a person in their care.

The following signs of affection are generally appropriate within specific contexts:

- verbal praise
- side hugs
- pats on the shoulder, back, or head (when culturally appropriate).
- or smaller children, touching their hands, faces, shoulders and arms, arms around their shoulders, hugs, or holding them when others are present.

The following behaviours between staff or volunteers and children are inappropriate and should not be engaged in:

- touching buttocks, chests, genital areas, or thighs
- showing affection in isolated areas or when alone with a child
- sleeping in bed with a child
- inappropriate comments that relate to physique or body development
- flirtatious or seductive looks or behaviour
- any form of affection that is unwanted by the child
- showing sexually-suggestive videos or playing sexually-suggestive games with any ^[L]_[SEP] child
- any behaviour that could be interpreted as sexual in nature.

Team members should monitor each other in the area of physical contact, helping each other by pointing out anything that could be misinterpreted. ^[L]_[SEP]

Inappropriate actions ^[L]_[SEP]

It is inappropriate for anyone to:

- Develop physical/sexual relationships with children/ vulnerable adults.
- Develop relationships with children which could in any way be deemed exploitative or ^[L]_[SEP] abusive
- Engage in behaviours that could be regarded as grooming or controlling.
- Use language, make suggestions or offer advice that is inappropriate, offensive or ^[L]_[SEP] abusive.
- Act in ways intended to shame, humiliate, belittle or degrade people, or otherwise ^[L]_[SEP] perpetrate any form of emotional abuse, discriminate against, show differential treatment, or favour particular person to the exclusion of others. ^[L]_[SEP]

6.4 - Child-to-child behaviour

Children and young people are curious about other children - the same or opposite sex - and may have experimented sexually. However, where a child has responsibility over another child (such as a teenage group leader in charge of younger children) and abuses that trust through engaging in sexual activity, this is likely to be regarded as abusive. The same applies where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child. This is not mutual exploration. Such situations should be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

Approximately one third of sexual offences are committed by children and young people. These instances will be investigated by the child protection agencies in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right. Since sexually harmful behaviour can be addictive and other children could be victims now or in the future, it is important to take the matter seriously and Yate Parish will deal with this as they would any other allegation. It cannot be assumed that young people will grow out of it. Most adult sex offenders started abusing in their teens (or even younger).

Other factors considered in evaluating whether sexually harmful behaviour has occurred include differences in responsibility, trust, power, development, awareness and understanding, coercion, and threats, whether implied or verbal. In addition, the following actions must be prohibited: bullying, derogatory name-calling, ridicule or humiliation, or singling out a child for negative treatment or exclusion.

In all activities conducted in the name of Yate Parish or one of its member churches the following issues should be standard:

- No one under 16 should be left formally in charge of any children of any age.
- Any disclosure of abuse from a child about another child should be taken seriously and safeguarding procedures followed in the same way as for any other disclosure.
- Help should be obtained from professionals and statutory agencies that have expert knowledge in this area.
- On-going pastoral care and support to the perpetrator, victim and both families through a risk assessment or counselling if necessary should always be offered.

6.5 - Adequate preparation and planning of events

When running an event in collaboration with others, or independently, it is important to clarify who has lead responsibility on child protection issues so as to ensure that Safeguarding policy and procedures are adhered to. Yate Parish staff and workers should still adhere to the Policy and Procedures set out in this document and advocate best practice. Preparation must include a thorough assessment of the staffing and other resources needed to offer a safe environment at all times. This should include contingency planning for staff/volunteer sickness or other possible events that may reduce the number of responsible staff available.

It is important to spiritually prepare for the work by staying close to God and His people. This will generally involve regular Bible reading and prayer, regular worship with a Christian congregation, praying for the children and young people with whom you will be working, regularly asking the Holy Spirit to help you with the work and working co-operatively as part of a team which prays, plans and works together.

Major points to consider in running an event:-

- Always arrive early for any activity

- Be aware of situations which may present risks and manage these
- Plan and organise the work and the workplace so as to minimise risks
- Ensure that the children / vulnerable adults are properly supervised at all times
- Ensure that all equipment and activities are safe and suitable for the age group
- Ensure children/ vulnerable adults do not wander off alone
- Report any strangers on the premises to the event leader and make sure your group is not left alone
- Prevent children/ vulnerable adults from hurting each other
- Know what to do if there is a fire
- Find a qualified person in first aid if emergency treatment is needed
- For any activity that will take place away from church premises the Rector should be asked for prior approval of the event and its financial viability and a risk assessment should be prepared and handed to the Rector (or in his absence, the Team Vicar) at least one week before the event.

Guidance on planning and preparing “off-site” visits is included in Appendix 16

6.6 - Staffing ratios

Specific ratios are recommended for the number of children to adults, which vary according to the age of the children being supervised. All planning for activities with children must take account of these ratios. **There should always be an absolute minimum of two adults with any group of children, however small the group.** This means that there should be at least two adults in any vehicle being used on behalf of the Church to carry children. Where this is not possible the parents should be asked to help with transport.

The recommended ratios are as follows:

Age-group	Maximum group size with TWO ADULTS	ADDITIONAL adults required
0 – 2 years	4	One additional adult for any additional children up to a maximum of 2 per adult
2 – 3 years	8	One additional adult for any additional children up to a maximum of 4 per adult
3 – 8 years	16	One additional adult for any additional children up to a maximum of 8 per adult
Over 8 years	20	One additional adult for any additional children up to a maximum of 12 per adult

Note:

These figures are for regular indoor activities. There may be occasions where the ratios need to be different e.g. swimming or if taking an individual or a group on an outdoor activity or where you have people with special needs.

Good practice shows that in any group there should preferably be a woman and a man.

7. Safe recruitment and selection – Core Value 2

We will carefully recruit, select and support all those within the Parish with any responsibility for caring for children and/ or vulnerable adults in line with Safer Recruitment principles, including the use of criminal records disclosures and registration/ membership of the relevant vetting and barring schemes.

7.1 Defining the Role

All staff positions (whether paid or unpaid) should be defined by a written job description that identifies the authority, responsibilities, expectations and accountability of the role and is accompanied by a Person Specification that lists the core competencies required for the role. The written job description should be approved by the PCC and such approval should be minuted.

Volunteer leaders and workers should also be given a simple role description along the lines of the sample contained in Appendix 2. The role description should include reference to the fact that the PCC is committed to safeguarding and that if, at any time, the person sees or hears anything that could suggest a safeguarding risk they should report it immediately. This does not require formal approval by the PCC but should be signed off by the Rector or by a person nominated by the PCC for that purpose

7.2 Determining the level of contact with children

Defining the role is necessary to determine the kind and level of checks that need to be undertaken. Under new provisions introduced in 2013 those eligible for Criminal Records Checks by the Disclosure and Barring Service (DBS) have been restricted to:

- those with substantial involvement with children, young people or vulnerable adults; and,
- those who undertake a 'Regulated Activity' with children or vulnerable adults. A definition of 'Regulated Activity' can be found in Appendix 17.

This places a responsibility on the PCC to ensure that adequate checks are undertaken to minimise the risk of offering a role that involves working with children or vulnerable adults to anyone who might pose a risk to those in our care. A flow-diagram listing the issues to be considered in determining whether a Disclosure and Barring Service check is required is included in Appendix 3

Where the role requires substantial involvement with children, young people or vulnerable adults or undertaking a 'Regulated Activity' with children or vulnerable adults this must be noted and reference made in all advertising and recruitment correspondence to the fact that any job offer can only be confirmed once the relevant checks have been completed with the DBS.

Particular care should be taken to ensure that the proper recruitment procedure is followed with any individual who wins the trust of members of the church by working in a role that does not require a Disclosure and Barring Service check and as a result is moved into a role that does require such checks.

The nature of the checks required for all roles should be defined at this stage of the process before any job is advertised. If the role falls within the category requiring an enhanced check then the Person Specification should be amended to make this fact plain.

7.3 Recruiting volunteer workers for roles where there is little or no contact with children

As a general rule all roles for which there is a role description should be advertised across the Parish through the Weekly Notices and anyone interested should complete a formal application form along the lines of the sample contained in Appendix 4. Any applicant needs to have been attending one of the churches within the Parish on a regular basis for at least 6 months to be eligible to be considered for the role. The Application Form should require the giving of two character referees who have known the applicant for at least two years.

In addition to the Application Form applicants will also be required to complete and sign the Confidential Declaration contained in Appendix 5. These forms, together with a copy of the Job Description and Person Specification and this Safeguarding Policy will be made available to all applicants in the form of an application pack, which may either be delivered electronically or in hard copy.

The completed Application Forms and Confidential Declarations must be filed with the relevant records in the Parish Office. The Confidential Declaration in particular is strictly confidential and should be seen only by those responsible for the appointment, the Rector and, where appropriate, the Parish Safeguarding Representative. To comply with the Data Protection Act 1998 the Parish Administrator will file all forms in a secure filing cabinet.

7.4 Recruiting staff and workers for roles where there is substantial involvement with children or vulnerable adults or which include 'Regulated Activity' with children or vulnerable adults

When recruiting staff members and workers for roles where there is substantial involvement with children or vulnerable adults, or which include 'Regulated Activity' (as defined by the Safeguarding Vulnerable Groups Act 2006 and updated by the Protection of Freedoms Act 2012 – see Appendix 17), the job advertisement and Application Pack will make it clear that appointment to the job is subject to a Disclosure and Barring Service check. As for 7.3 above the Application Pack will include:

- an Application Form,
- a Self Declaration Form,
- the Job Description,
- the Person Specification and
- details of how to find the Safeguarding Policy on the Parish website,
- details of how to get access to the CCPAS E-Bulk Guide for Applicants

Under no circumstances should an applicant for a role in this category (whether paid or voluntary) be selected and allowed to start work until the Criminal Records Check has been received and the Applicant has been approved for work. **NOTE: As from June 2013 the DBS will only send a single copy of the criminal records check to the Applicant so the Applicant must be required to produce the original copy of the DBS document to the Parish Safeguarding Representative.** The original criminal records check must be verified as being current and then a photocopy must be taken, dated and signed as a true copy of the original by the Parish Safeguarding Representative, and then filed in the Parish Office with the other documentation.

The same provisions for filing these documents as are set out in 7.3 above apply in this case, except that the Parish Safeguarding Representative must always check the Application Form, Confidential Declaration and DBS vetting application form when they are returned. If there are any concerns the Parish Safeguarding Representative must discuss these with the Diocesan Safeguarding Adviser, who will undertake a risk assessment.

7.5 References

The Parish Safeguarding Representative must always take up references for all staff and volunteers working with children or vulnerable adults, however well known the applicant is to the person responsible for making the appointment (see Appendix 8). In general references should be written and signed by the person giving the reference, but it is acceptable to speak with the referee so long as the questions about the suitability of the applicant for the role are specific and details of the conversation are recorded in writing immediately after the conversation and the referee subsequently asked to sign those notes. The Parish Administrator must file all references in a secure filing cabinet as set out in 7.3 above.

If a reference gives rise to concern or does not complement the existing knowledge of the volunteer, the Parish Safeguarding Representative must discuss the reference with the Rector and should normally discuss it confidentially with the Diocesan Safeguarding Adviser. Such a situation would not necessarily imply that the person could not be shortlisted for interview but would suggest that further enquiries need to be made in order to clarify whether the applicant represents a risk to children or vulnerable adults. In extreme cases consideration should be given to whether the information received should be communicated to the relevant authorities.

7.6 Interviews

All prospective candidates for a role within the Parish (whether paid or voluntary) should have an appropriate interview. This may involve a process whereby candidates are short-listed by comparing the skills and experience required for the job as detailed in the Person Specification with the evidence that the candidate has provided of their suitability for the role as set out in the documents provided by them (i.e. Application Form, Confidential Declaration and References).

The interview should be conducted on the basis of a set of defined questions (see Appendix 9 for sample questions) and include:

- A discussion with the candidates about their strengths and weaknesses in relation to the requirements of the job
- The post-holder's responsibilities to children and/ or vulnerable adults
- The need to comply with this Safeguarding Policy and the Diocese of Bristol's 'Safe and Sound' Child Protection guidelines
- A clear statement that the role is subject to a probationary period of six months at the end of which a review will be undertaken

7.7 Reviews

After the post-holder has been in post for six months a review of their work should be undertaken. It is also suggested that an informal review take place at three months to endeavour to avoid any surprises at the 6-month review. The six-month review should be conducted on the basis of the form in Appendix 11, which should be completed and signed by the reviewer and filed in the Parish Office. If the 6-month review is satisfactory the appointment can be confirmed (see Appendix 12). If there are concerns, then discussions should take place with the person concerned and with the Parish Safeguarding Representative. Depending on the nature of the concerns the probationary period may either be extended for a maximum of a further six months or the appointment may be terminated. This sort of termination should always be done sensitively, but if it is on grounds of concern for the safety of children or vulnerable adults then the Parish Safeguarding Representative and the Rector must always be involved and in most cases it is expected that the Diocesan Child Protection Officer will also be informed.

During the currency of any post we consider it good practice for the way the job is going and the post-holder's performance in the job to be reviewed periodically by the leader or line-manager responsible for supervision and guidance. Ideally this should be every six months and as a minimum should be at least once a year.

7.8 Renewal of Disclosure and Barring Service check

A register must be kept by the Parish Safeguarding Representative of the date upon which all Disclosure and Barring Service check were obtained and the date when they expire. All Disclosure and Barring Service check must be renewed within a period of 5 years from the date of the previous check.

8. Training – Core Value 3

We recognize that proper induction and safeguarding training plays a vital part in protecting children and vulnerable adults within an organisation, and will maintain a formal training programme.

Educating personnel regarding prevention, recognition and response to abuse is a proven method of reducing abuse within organisations. There should be both an initial and an ongoing programme of training in safeguarding children for all personnel, led by trainers with the necessary knowledge, skills and expertise.

8.1 Initial training

All staff and workers working with, or in regular contact with, children and/ or vulnerable adults should attend an initial training session within the Parish before they are allowed to work unsupervised with children and/ or vulnerable adults and in any event within 3 months of their starting which includes:

- Explanation of the parish's safeguarding policy and procedures.
- Explanation of the types of abuse.
- Recognising possible signs and symptoms of abuse.
- Teaching on best practice for working with children, particularly in relation to safeguarding.
- Teaching on how to respond to abuse or allegations of abuse.
- Information regarding who to contact if there is a suspicion or allegation of abuse, or to report a concern.
- Specific training on local policies and procedures.
- Training on child sexual development, and age-appropriate sexual behaviour.

All leaders will be required to go on the Diocese of Bristol's Safe and Sound Course

8.2 Ongoing training

All staff and workers working with, or in regular contact with, children and/ or vulnerable adults will be given ongoing, relevant and up to date, safeguarding training. Training should be given regarding safe working practices in general. This should include risk assessment, discipline, dealing with bullying and first aid. The Parish Safeguarding Representatives will keep up-to-date with training that is available.

9. Recording, Reporting and Responding to Safeguarding Concerns – Core Value 4

The safety of children and adults at risk is of paramount importance. Allegations of unacceptable or abusive behaviour should always be listened to, taken seriously and reported to the relevant authorities.

This value ensures that parish staff and workers are clear as to what steps to take where concerns arise regarding the safety of children/ vulnerable adults. The guiding principle is that the safety of the child/ vulnerable adult is always the overriding consideration.

9.1 Reporting a concern

No parish staff or workers will prejudice their own position or standing with the PCC by responsibly reporting potential or suspected abuse. Responsible reporting is defined as being in accordance with this policy. Any allegation or concern regarding the abuse of a child/ vulnerable adult will be treated seriously and for this reason it is important that anyone raising a concern follows the reporting model below. Particular care should be taken in regard to confidentiality and the sharing of information with appropriate people.

A concern, and hence the need to report, arises in the following instances

- Abuse is observed or suspected
- An allegation of abuse is made
- A child/young person discloses abuse ^[L]_[SEP]

There are absolutely no exceptions to this. However vague or unbelievable an allegation may appear this procedure must always be adhered to ^[L]_[SEP]

9.2 What is a disclosure? ^[L]_[SEP]

A disclosure occurs when a child or vulnerable adult or a friend of this person tells someone about a situation, which indicates that abuse, may have taken place. If a person informs you that they are concerned about someone's behaviour to them or makes a direct allegation you should:

Take them seriously by

- Reacting calmly
- Reassuring them that they were right to speak
- Do not promise confidentiality. Tell them who you will need to share the information with
- Being aware that the child/ vulnerable adult may have been threatened and fear reprisals or ^[L]_[SEP] that they are breaking a big secret in speaking to someone else.
- Allowing the child/ vulnerable adult to speak at their own pace
- Taking what they say seriously, even if it involves someone you feel sure would not ^[L]_[SEP] harm them. We know from experience that we must listen to what we are told even if it ^[L]_[SEP] is difficult to believe.
- Listening to what the child/ vulnerable adult has to say but do not put words in their mouth
- Avoiding leading questions, just ask enough to ensure you have a clear understanding ^[L]_[SEP] of what is being said to pass information on
- Being accepting if at any point a child/ vulnerable adult decides not to continue. Let the person know that you are ready to listen should they wish to continue at any time ^[L]_[SEP]
- Telling the child that you wish to take notes in case you forget anything important, and writing up those notes immediately after the interview

Helpful things to say

- I take what you say seriously

- I am pleased that you have told me. Thank you for telling me
- It isn't your fault and you are not to blame
- I am sorry that has happened to you
- I am going to enable you to get help [SEP]

Things not to say

- Why didn't you say something before?
- I really can't believe it
- I am surprised that person would do a thing like this
- Are you sure this is what happened?
- Don't ask why? where?, when? who? what? how?
- Everything will be alright now
- Never say 'make sure you don't tell anyone else.'

9.3 After the disclosure

- Ensure the safety of the child/adult at risk. If they need urgent medical attention make sure doctors or hospital staff know that this is a safeguarding issue
- As soon as possible write down as carefully as possible what was said, how it was said, and how the child/ vulnerable adult appeared both physically and emotionally, using the Reporting Form to be found in Appendix 13
- Keep an ongoing timeline detailing what happens at each stage
- Parents and carers should only be contacted once further advice and guidance has been sought from Parish Safeguarding Representative, the Diocesan Safeguarding Officer or external agencies
- Do not be tempted to try and investigate further the claims [SEP]

If appropriate after hearing a disclosure of abuse the Parish Safeguarding Representative should consider whether or not it is safe for a child/ vulnerable adult to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact the social services and/or police to discuss putting into effect safety measures for the child/ vulnerable adult at risk so that they do not return home. [SEP]

9.4 Adult disclosure of abuse from an earlier stage of life [SEP]

In cases where an adult discloses details of abuse when they were younger, and the alleged abuser is known and may continue to pose a threat to children/ vulnerable adults, the case should follow the same initial reporting procedure as for a child/ vulnerable adult disclosing abuse. This includes anything disclosed during an employment interview. [SEP] In circumstances where the alleged abuser is not known, or where they do not have contact with children, the adult survivor should be supported in making a decision whether or not they wish to inform the authorities. In this way some power is given back to the survivor.

In circumstances where an adult discloses details of abuse they suffered as a child and you are concerned for the safety of children today you should give the adult the opportunity of talking to the statutory authorities, and should they feel unable to do so, then explain that you are going to contact them and what details you propose to give.

9.5 Who should you report your concern to

Parish Safeguarding Representative (currently Emma Gay or Caroline Mardle). Details of who the current Parish Safeguarding representatives will be displayed on the noticeboard in each of the churches and in the event of a change this information will be updated immediately and all leaders of groups working with children will be informed.

9.6 Making Reports

- A standard reporting form is given in Appendix 13 and an electronic version is available from the Parish Office.
- Any concerns allegations or disclosures should be written down as soon as possible. Records should be signed and dated and kept safe in confidential storage. Records are an essential source of evidence for enquiries and investigations so clear, accurate and chronological records must be kept to ensure that there is a documented account of the events and concerns which have led to a referral being made.
- Records should be written in plain English.
- Records should always differentiate between fact, opinion or judgement.
- Records should be dated and signed, and stored in a lockable drawer.
- Records should be detailed and precise, focusing on what was said or observed, who was present and what happened. Speculation and interpretation should be clearly distinguished from reporting.
- Any concern, disclosure or allegation is alleged rather than proven at this point.
- All such records should be treated as extremely confidential. They should be passed only to the Parish Safeguarding Officer. It is the responsibility of each individual in possession of the information to maintain confidentiality. It is very important that workers never promise confidentiality either to a child/ vulnerable adult disclosing abuse or to an adult disclosing concerns about another adult or information about their own behaviour. Parish workers must make it clear that they are obliged to follow this policy and explain the possible outcomes that will result from information being given to them.
- In certain instances there will be the obligation for workers to report concerns to the appropriate external bodies. This will usually occur as a consequence of the reporting procedure. However, if urgent action is required in order to protect children then it may be prior to the reporting procedure.

An important concept in deciding whether a child/ vulnerable adult has been, or is being, treated in an abusive way is that of significant harm. By considering whether a child/ vulnerable adult is suffering significant harm, the focus is placed on the likely consequences to the child/ vulnerable adult. All aspects of the child/ vulnerable adult's present and future well-being should be considered, as well as the nature of the abuse and the context in which it takes place. The decision concerning the 'best interests' of the child/ vulnerable adult will not necessarily be up to Parish workers. In serious cases of abuse outside agencies will be responsible for the care of the child/ vulnerable adult and decide on any further action. In these circumstances it is the responsibility of parish staff and workers to assist these agencies wherever possible.

9.7 What the PCC (or its representatives) will do

The responsibility for investigating allegations of abuse in the UK rests with the Police and local Social Services Department. The Parish Safeguarding Representative will usually seek the advice of the Rector and the Diocesan Safeguarding Officer in deciding whether a formal referral to Social Services is necessary. Police and Social Services procedures will then be followed.

If the Rector and the Parish Safeguarding Representative, having taken the advice of the Diocesan Safeguarding Officer, decided that external reporting should not take place then there must be a clear rationale for that decision which should be recorded.

Where the concerns raised about a parish worker or others are deemed to be fully or partially valid then a number of further responses will normally follow. These could include recommendations for further training, possible disciplinary procedures and a decision about the need for external reporting. The Parish Safeguarding Representative, along with the Team Rector, will agree how to proceed with matters from that point. This should include reporting the matter to the Diocesan Safeguarding Officer and considering whether it would be appropriate to suspend the worker or staff member pending the outcome of further investigations

9.8. Care for the person making a report

The PCC will take seriously any report given and the care of the person making it. This does not mean that the PCC will automatically accept the reality of the allegations being made but that the PCC will take every step in law to ensure that a proper and independent investigation will follow any report. It also means that the PCC will ensure adequate and appropriate care are offered to the person making the report. The PCC will ensure, so far as it is able to, that during the investigations the person making the report does not suffer personal or professional prejudice as a consequence of making the report. The PCC believes that people should be free to raise serious concerns without fear of personal or professional loss. The PCC will offer advice and support in making reports in the appropriate way.

9.9 False Allegations

Allegations of abuse should always be taken seriously, and reported to the Parish Safeguarding Officer. Most allegations appear to be substantiated, and a retraction of an allegation does not mean that it is untrue. However, there are times when people are falsely accused and the following need to be kept in mind:

- Previous false allegations do not mean that the new allegation should not be taken seriously
- It is important to understand reasons for false allegations
- A careful log should be maintained if a young person makes frequent comments about ^[L]_[SEP]workers and concerns should be discussed as a staff group to ensure safe working practice in relation to such a young person ^[L]_[SEP]

9.10 Review of practice and policy after serious cases

^[L]_[SEP]It is important that the PCC, leaders and staff of Yate Parish learn from cases of abuse. Once a statutory investigation the PCC will undertake a review of the circumstances and actions and to ensure that safeguarding practice and policy were appropriate. Should it be deemed necessary the PCC will discuss with the Diocesan Safeguarding Adviser the potential for a Serious Case Review and whether an independent reviewer should be appointed to establish any Findings of Fact and recommendations for improved safeguarding practice and policy implications.

10. Dealing with Allegations of Past Abuse – Core Value 5

Allegations by an adult, of past (historic) abuse of them, from within or outside the church, should be taken seriously and responded to as effectively and appropriately as possible.

Historic abuse may have occurred before the person joined the church or within the family of the church.

10.1 Alleged abuse by someone outside the Parish

If a person reports abuse which happened to them by someone outside the church, the following issues need to be considered:

- The person reporting the abuse will need support and possibly appropriate counselling
- If children could still be at risk from the alleged abuser the appropriate statutory ^[L]_[SEP]authorities should be informed to ensure measures are taken to protect children ^[L]_[SEP]
- All such reports must always be passed on to the appropriate authorities

10.2 Alleged historic abuse from within the church

If a person reports abuse which happened to them within the church, the Parish Safeguarding Representative must be informed and will take all such allegations seriously and not in any way show bias towards maintaining the reputation of the church over and above seeking justice for the survivors of abuse. In addition, the following need to be acted upon:

- The Diocesan Safeguarding Officer will be informed immediately
- The person reporting the abuse will need support and possibly appropriate counselling
- If children could possibly be at risk (whether or not the alleged abuser is in the UK) then the ^[11]_{SEP} statutory authorities should be informed
- Further action should not be taken until an investigation has taken place by ^[11]_{SEP} Social Services and/or the Police Child Protection Team
- Where the alleged abuser is still in the employ of the Parish either as a staff member or a volunteer worker, any suspension should be ^[11]_{SEP} undertaken in consultation with Local Authority Debarring Officer (LADO) / Police Child Protection ^[11]_{SEP} team

11. Responsibilities

11.1 The Team Rector

The Rector or an individual nominated on his/her behalf along with the PCC is responsible for:

- Ensuring that a policy is in place to promote effective safeguarding of children and vulnerable adults
- Ensuring that procedures and working practices are in place to implement the policy, and that the necessary resources are provided for putting the policy into practice
- ensuring that there are arrangements for identifying, evaluating and managing risk to children and vulnerable adults;
- ensuring that there are arrangements for recording and reporting any incidents relating to the safeguarding of children and vulnerable adults
- ensuring that all leaders are aware of the policy
- that the PCC regularly reviews the effectiveness of this policy.

11.2 Leaders

Leaders are responsible for:

- ensuring that all staff working with them are aware of the policy;
- ensuring that risk assessments are carried out and reviewed regularly
- putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks to which children and vulnerable adults may be exposed
- ensuring that staff working with them have received appropriate information, instruction and training, and refresher training in how to keep children and vulnerable adults safe;
- Ensuring that appropriate support is given to staff involved in any incident; and managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.

11.3 Workers

Workers are responsible for: -

- taking reasonable care of themselves and others affected by their actions
- co-operating by following rules and procedures designed for safe working
- reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;
- taking part in training designed to meet the requirements of the policy; and
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

12. Review

This policy will be reviewed annually; the next review will be due in 2014

Appendices:

Appendix 1 – Photo Consent Form

DIOCESE OF BRISTOL PARISH OF YATE PHOTO CONSENT FORM

We sometimes take photographs or video footage that may appear in our printed publications and/ or on our websites. We will, however, only include images of children in our publicity with the consent of their parents or guardians

Part 1 – for completion by a Named Representative of the Parish:

Name _____ Role _____

Please state the specific purpose for which the image(s) is/ are to be used:

- | | |
|------------------------------------|--------------------------|
| Church Notice Board | <input type="checkbox"/> |
| Church Magazine | <input type="checkbox"/> |
| Church or Parish website | <input type="checkbox"/> |
| Church or Parish publicity leaflet | <input type="checkbox"/> |
| Local Press report | <input type="checkbox"/> |

Please state how the image will be stored:

- | | |
|---|--------------------------|
| Computer file (including restricted access Dropbox) | <input type="checkbox"/> |
| Album | <input type="checkbox"/> |
| Filing Cabinet | <input type="checkbox"/> |

Part 2 – Consent of Parent or Guardian:

I consent to images of my child named below being used and stored, solely for the purposes specified above.

I agree that my child may be identified by name **OR** I wish the identity of my child to be protected in all publication of images [**delete as applicable*]

Name of Child _____

Name of Parent/ Guardian _____

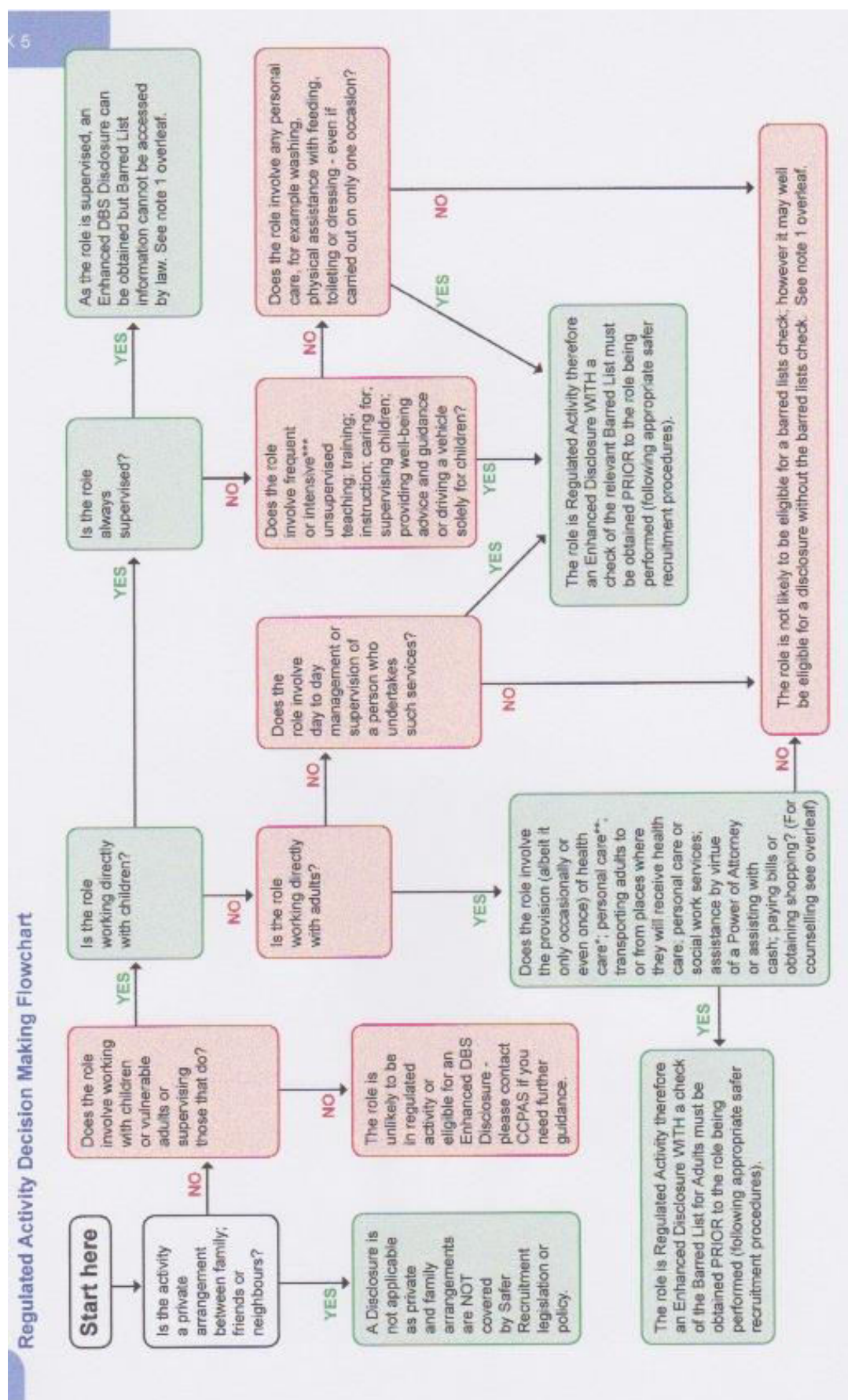
Address _____

Signature _____ Date _____

Appendix 2 – Role Description Form**DIOCESE OF BRISTOL****PARISH OF YATE****ROLE DESCRIPTION FORM**

NAME	NAME OF GROUP (Sunday School, Youth Group, Choir, etc.)
WHERE THEY MEET WHEN THEY MEET	
AGE RANGE	PERSON TO WHOM RESPONSIBLE (e.g. Minister/Director of Music/ Youth Group Leader/Sunday School Leader)
WORK TO BE UNDERTAKEN	
TO BE COMPLETED BY THE WORKER ON APPOINTMENT	
<p>I understand the nature of the work I am agreeing to do with children/young people. I have received a copy of the PCC's Child Protection Policy and understand that I must comply with the procedures set down in the policy. I have read the Parish of Yate Safeguarding Policy [and the Diocese of Bristol 'Safe and Sound' Child Protection Guidelines]. I understand that it is my duty to safeguard the wellbeing of all young people with whom I come into contact. I know what action to take if abuse is disclosed or discovered. I agree to undertake such training as is arranged on behalf of the PCC by the Nominated Person.</p>	
TO BE COMPLETED BY THE INCUMBENT OR PCC NOMINATED PERSON	
<p>In asking you to complete this form we welcome you wholeheartedly to this work and hope you will find it rewarding. We agree to provide support and supervision and to encourage you in your training.</p> <p>Signed Date</p>	

Appendix 3 – Flow diagram for determining the need for Disclosure & Barring Service Checks



Appendix 4 – Application Form

CONFIDENTIAL

DIOCESE OF BRISTOL PARISH OF YATE

APPLICATION FORM

The Parochial Church Council is responsible for all the work undertaken in the name of the Church and for those who carry it out whether paid or voluntary.

In the light of the current Church of England Safer Recruitment Policy and, more specifically, *Working Together 2013*, PCCs have been asked to request all those who work with children, young people or vulnerable adults to complete a form indicating their relevant background and past experience. The PCC therefore requests all staff and volunteers to provide the following information.

Full Surname	First Name(s).....
Former Name(s)	
Date of Birth	
Address	
..... Postcode	
Tel. No. Home Work..... Mobile	
How long have you resided at this address?	
<i>If less than 12 months please give the following information</i>	
Previous address	
.....Postcode	
Church attended	
Address of church	
Name of Minister	
Period of attendance	
Please give details of any previous experience of looking after or working with children and/or young people	
.....	
.....	
.....	
.....	
.....	
.....	

Please give details of any qualification or appropriate training

.....
...
.....
...
.....
...
.....
...

REFERENCES

Please give the name, address and telephone number of two people (not relatives or friends in the Parish) who have known you **for at least two years** and are able to provide a personal reference.

Name.....

Address

.....Postcode

Tel. No:

Name.....

Address

..... Postcode

Tel. No:

CONFIDENTIAL DECLARATION FORM

Please complete the attached Confidential Declaration form

Under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 the age range you will be working with is a 'vulnerable' group and this means that you are exempt from the Act and can be asked to declare any previous criminal convictions including 'spent' convictions. This information can then be used for deciding whether or not you are suitable to work with the age range group. Failure to disclose criminal convictions may result in the termination of your services.

DISCLOSURE AND BARRING SERVICE ENHANCED DISCLOSURE

In order to work with children, young people or vulnerable adults an ENHANCED Disclosure through the Diocese must be obtained from the Disclosure and Barring Service(DBS). Please contact the DBS (instruction sheet enclosed,) at the same time as completing this application form.

Signed

Date

Please check that you have completed ALL sections of this form and the Confidential Declaration form and return the forms toas soon as possible.

DATA PROTECTION

In order to comply with the Data Protection Act 1998 it is necessary to inform you that the information you provide on this form will be held securely within our recruitment system indefinitely.

Appendix 5 – Self Declaration

DIOCESE OF BRISTOL

Parish of Yate

Self Declaration Form for a Position Requiring a Disclosure

STRICTLY CONFIDENTIAL

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form and return, to the Recruiter detailed below, in a separate sealed envelope

To: _____

(Name of Recruiter/responsible person in place of worship/organisation processing DBS checks)

Address _____

Appointment applied for:

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution?

Yes No (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

POLICE INVESTIGATIONS

This should include relevant police non-conviction information. Please complete this section if the post you are applying for requires an Enhanced Disclosure check.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction? Yes No (please tick)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?

Yes No (please tick)

If yes, please provide details, we will need to discuss this with you.

Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes No (please tick) if yes, please give details.

DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) _____

of (address) _____

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the place of worship/organisation* responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation*. I understand

that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation* responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: _____ Date: _____

Those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.

I confirm that I am not barred from working with children / vulnerable adults.

Signed: _____ Date: _____

NB: Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above.

LEGALESE – ATTACHED NOTES

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves substantial, unsupervised contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales), SCRO (Scotland), ACCESS NI (Northern Ireland).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. You must therefore declare all convictions whenever they occurred. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS/ SCRO/PVA (NI) Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk. As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS/ SCRO/ACCESS NI Service.

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involved working with children or vulnerable adults. Should ever we need to refer an individual to any of the lists of people deemed unsuitable for working with children or vulnerable adults then we would also inform them of any knowledge we have of that individual working in any other capacity with children/vulnerable adults.

* delete where appropriate

Notes for England, Wales & Northern Ireland Only - Children and Young People

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service.

Where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012) an enhanced with barred list check will be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The DBS was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Disclosure and Barring Service (DBS) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1st December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

DBS Eligibility from: <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/eligibility-guidance>

Notes for Scotland Only - Children and Young People

Under the Protection of Children (Scotland) Act 2003 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the List (outlined in Section 1 of the Act) or:

- Those included (other than provisionally) in the Disqualified from Working with Children List established under Section 1 (1) of the Protection of Children (Scotland) Act 2003;
- Individuals considered unsuitable to work with children in the List kept under the Protection of Children Act 1999; [Now DBS List]
- Individuals prohibited from teaching under Section 142 of the Education Act 2002, held on the DfE List 99.[Now DBS List]
- Individuals subject to a Disqualification Order within the meaning of the Criminal Justice and Court Services Act 2000.

Under the Protection of Children (Scotland) Act 2003 (Section 11) it is an offence for an individual who is disqualified from working with children (as outlined above) from applying for, offering to do, or accepting any work in a child care position.

The Protecting Vulnerable Groups Scheme (PVG Scheme), which is administered by Disclosure Scotland delivers on the provisions outlined in the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007 by:

- help to ensure that those who have regular contact with children and protected adults through paid and unpaid work do not have a known history of harmful behaviour,
- be quick and easy to use, reducing the need for PVG Scheme members to complete a detailed application form every time a disclosure check is required,
- strike a balance between proportionate protection and robust regulation and make it easier for employers to determine who they should check to protect their client group.

Appendix 6 - Application Procedure For Group Helper

1. Leader of group will have a chat about with you about what is expected.
2. Leader and you agree that you would like to undertake this role.
3. Leader or Assistant Child Protection Officer (Caroline Mardle) will give you an application pack containing the job description for the group, application form, confidential declaration form with guidance notes and guidelines of how to obtain Disclosure and Barring Service (DBS) clearance and envelope to put forms in for confidentiality.
4. Ask for help if struggling to fill. (All forms are frightening).
5. Put forms in envelope provided.
6. Forms will go to Emma Gay who follows up the references and stores the documents.
7. Follow the process to obtain DBS clearance.
8. Should there be any declaration causing concern, advice will be taken from the Diocesan Child Protection Officer. (See Safe and Sound Guidelines page 23).
9. Leader of group will check you are ok with the role periodically and happy to continue. She/he will keep a record that this is done.
10. Have a treat and remember it is all in a good cause to keep the children safe and to protect you.

Appendix 7 - Sample Reference Request

Date

Dear

The person named below has applied to become a (job description enclosed) and as such would have substantial access to children and young people. He/She has given your name as someone who can comment on their suitability for this work and I would be grateful if you would kindly complete the questionnaire below and return it to me by A stamped addressed envelope is enclosed.

Please bear in mind that it is the church's duty to protect children from harm of a physical, emotional or sexual nature and all those who wish to work with children and young people are required to sign an undertaking to this end. For your information a copy of the church's child protection policy is enclosed.

Yours sincerely

On behalf of the PCC

.....
NAME:
ADDRESS

1. How long have you known the applicant
2. What is your relationship with the applicant
3. With your knowledge and experience of the applicant, please comment on their suitability for working with children/young people. Please include comments on honesty, reliability, health and experience of working with children and young people.
4. From your experience does the applicant have the ability to follow policies and procedures?
5. Do you consider the applicant to be a good team worker?
6. Any additional comments you would like to make about the applicant.

Signed Date
Print Name Occupation.....
Address

If there is insufficient space in any section above please continue overleaf

Appendix 8 - Sample Interview Questions

This list of questions is not comprehensive, but a sample that could be asked depending on the situation and circumstances.

1. Why do you want to work with children and young people?
2. What experience do you have in working and caring for children and young people and over what period of time is that experience?
3. What do you feel you can bring to enhance the work of the church with children and young people.
4. How do you think your faith may influence your work?
5. What experience do you have working as a member of a team?
6. Have you read and understood the guidelines and procedures set down by the church for the care and supervision of children and young people and are you able to follow those guidelines and procedures?
7. *Have you ever had an application for work with children and young people declined?
8. *Have you ever had any concern expressed to you about your conduct with children and young people?
9. *Have you ever been investigated by the police or social services in regard to children, either in this country or abroad?
10. *Have you ever been the subject of court proceedings concerning harm to a child?
11. *If you were offered this post/voluntary role is there anything else we should know in terms of your previous work or relationship with children?
12. Can you tell us about any experiences of working with children that have been difficult or unpleasant and how you dealt with these?
13. How would you deal with a child who was being aggressive and challenging towards you personally?
14. Have you any experience in dealing with children and young people who face problems in the areas of drug and alcohol misuse or child abuse?
15. Is there anything you would like to know about working with, and caring for, children within our church?

* These questions should be asked and you may feel that they could more easily be used at the beginning of the interview.

Appendix 9 - Sample Appointment Letter

Date

Dear

I am writing to inform you officially that, having verified your DBS Enhanced Disclosure and other documentation, we are able to proceed with your appointment to the role of

You will be aware that all appointments to roles working with children and young people are subject to a probationary period of six months. We would also like to make it clear that if there are any changes in your circumstances that are relevant to your working with children and young people or vulnerable adults you are obliged to inform us.

We thank you for committing yourself to this work and look forward to working with you and supporting you in your role.

Yours sincerely

On behalf of the PCC

Appendix 10 - Sample Review Request Letter

Date.....

PRIVATE AND CONFIDENTIAL

Dear

In accordance with the PCC's policy on the care and supervision of children and young people I am required to write to you as the person with responsibility for (*indicate children's/young people's group*) as I undertake a review of the work of six months after the signing of their job description.

I would be grateful if you could kindly complete the pro-forma at the foot of this letter and return it to me as soon as possible. If there is insufficient space, please feel free to continue on a separate sheet.

With grateful thanks

Yours sincerely

On behalf of the PCC

.....
Care and Supervision of Children and Young People – Review

Person Responsible:

Person Being Reviewed:

Area of work:

Please state whether you are satisfied with the work of and whether there is any reason why he/she should not continue working with our children and young people.

Signed

Date

Appendix 11 - Sample Review Confirmation Letter

Date

Dear

It is now some six months since the job description was signed for your work with children and young people in and you may remember that the PCC policy asks for a review to be written about everyone working with young people after six months in the role.

In accordance with that policy I have written to, to whom you are responsible in your work with and have received a review of your work. I am very pleased to say that I have received a satisfactory report and it gives me much pleasure, therefore, to confirm that you have completed the procedures as established by the PCC policy on the care and supervision of children and young people.

On a less formal note, I would like to thank you for the work you carry out on behalf of the whole church with our young people. The work with which you are involved is central to the ministry and mission ofParish and your work is much appreciated.

With best wishes

Yours sincerely

On behalf of the PCC

Appendix 12 – Referral/ Reporting Form

DIOCESE OF BRISTOL

Parish of Yate

YOUR DETAILS;

Your Name:

Your Role:

Your knowledge of and relationship to the child/ vulnerable adult:

DETAILS OF CHILD/ VULNERABLE ADULT:

Child/ vulnerable adult's name:

Child/ vulnerable adult's address:

Child/ vulnerable adult's date of birth:

DETAILS OF INCIDENT/ CONCERNS:

Nature of the incident/ concerns:

Date, time and location of the incident(s):

Observations made by you or to you (e.g. description of visible bruising or injuries, child/ vulnerable adult's emotional state etc.) *N.B. Make a clear distinction between what is fact, opinion or hearsay*

Exactly what the child/ vulnerable adult said and what you said
(Remember, don't lead them – record actual details. Continue on a separate sheet if necessary)

DETAILS OF EXTERNAL AGENCIES CONTACTED

Police:	Yes:	No:
	If yes, which station:	
Date:		Time:
Name & Contact number:		
Details of advice received:		
Social Services:	Yes:	No:
	If yes, which office:	
Date:		Time:
Name & Contact number:		
Details of advice received:		
Diocesan Safeguarding Officer:	Yes:	No:
Date:		Time:
Name & Contact number:		
Details of advice received:		
Other:	Yes:	No:
	If yes, which office:	
Date:		Time:
Name & Contact number:		
Details of advice received:		
Print Name:		
Signature:		
Date:		

Appendix 13 – Sample Agreement for Volunteers

DIOCESE OF BRISTOL Parish of Yate

We appreciate your willingness to volunteer with Yate Parish and want your experience with us to be enjoyable and rewarding. The agreement, which is in honour only and is not intended to be a legally binding contract of employment, is designed to ensure that your volunteering relationship with us is appropriately managed and is a fulfilling relationship for you. Volunteers are an important and valued part of the Church. We hope you enjoy volunteering with us and become a valued part of our team.

This volunteer agreement describes the arrangement between the Yate Parish (represented by a person appointed by its PCC) and _____ ("the volunteer").

1. Nature and purpose of voluntary work

Your voluntary work will involve [details]._____

You will be supervised in these voluntary duties by _____.

The duties which this voluntary work entails are set out in the voluntary work description attached to this statement. The voluntary work description may from time to time be amended by the organisation and in addition to the duties set out you may be requested to undertake additional or other duties as may be necessary, from time to time.

2. Date of Commencement

This volunteer arrangement will begin on [date].

[This arrangement will be reviewed annually or on (date)].

We hope that you will volunteer with us for at least [six months or other period of time], but we realise that as a volunteer you may choose not to do this.

3. Place of Volunteering

Your usual place of volunteering is [place].

4. Hours of Availability

You have agreed to be available for voluntary work on _____.

If you are unavailable for any of these sessions it would be helpful if you advise _____ giving as much notice as possible in order that the organisation may arrange alternative cover for the tasks.

6. Ending this Arrangement

Should you wish to end this arrangement please inform _____

Should Yate Parish wish to end this arrangement they will discuss this with you. The arrangement will be reviewed as Yate Parish considers necessary and at least annually.

7. Reimbursement of expenses

It is not anticipated that you will incur expenses in this role. Under normal circumstances any materials needed will be purchased for you. However, if you anticipate that you will incur expenses you should discuss it with _____ and get them pre-authorised. In this case a Volunteer Expenses Claim should be submitted to the person authorising the expenses, together with the receipts. Mileage incurred may also be claimed at the standard rate in the same way.

8. Arrangements if there are problems

If the person responsible for supervising the work for which you have volunteered is dissatisfied with your work as a volunteer then he/ she will discuss this with you. If, after a reasonable time has been allowed for you to improve, he/ she is still dissatisfied with your work as a volunteer, this arrangement may be ended. We endeavour to resolve any problems that there may be fairly and promptly.

If you have a complaint or are unhappy in your work as a volunteer you should speak to _____ who will try to resolve the problem.

9. What we expect from you

- to be guided in your work by Yate Parish's values and vision, including its specific aims and objectives as set out in its vision documents
- to read and comply with Yate Parish's Safeguarding Policy and Procedures
- to provide referees and to complete a Confidential Declaration Form and, where required, the necessary application to the Disclosure and Barring Service for Criminal Records Check
- to attend relevant training when offered
- to discuss any concerns about children and/ or vulnerable adults with the Parish Safeguarding Representative and/ or the Rector
- to comply with health and safety policy, confidentiality, and other requirements of Yate Parish during the course of you volunteering.

By drawing up this agreement there is no intention to create any obligation between the parties and there is no employment contract or employment relationship between the organisation and volunteer.

I agree with conditions as set out above.

Signed by the volunteer:

Date:

Signed by organisation:

Date:

Appendix 14 – Diocesan policy on the Recruitment of People with a Criminal Record

The Diocese of Bristol is determined to make all efforts to prevent discrimination or other unfair treatment against anyone working for, or applying to work for, in either a stipendiary, employed or a voluntary capacity, or any user of its services who has a history of offending behaviour where this does not create a risk to children or vulnerable adults, a risk to property or financial assets or which is not specifically outlined in statute.

Code of Practice

1. People with criminal records applying for jobs, whether paid or unpaid, should be treated according to their merits and to any special criteria of the post.
2. Having a criminal record, in itself, should not necessarily prevent a person from being appointed to any post, unless the offence debars the person. Where it is felt, however, that a recent or serious offence might mean that a person presents a risk to children or vulnerable adults or to property or financial assets then that person should not be appointed.
3. Discrimination either in favour of or against those persons currently in post who have disclosed their criminal record is not permissible (unless the offence debars them), and such information is strictly confidential.

Procedure

1. All applicants are required to complete a declaration of their criminal record and apply to the Disclosure and Barring Service for their Disclosure, which the Diocese has determined should always be at the Enhanced level.
2. If the applicant reveals a serious criminal record the person receiving that information should discuss this with the Bishop, the Diocesan Child Protection Officer or the Diocesan Secretary.
3. If the Disclosure reveals anything the Counter-Signatory receiving the Disclosure should share that information with another Counter-Signatory, namely the Child Protection Officer in the case of applicants for positions of trust involving contact with children or vulnerable adults or the Finance Officer in the case of applicants for positions involving trust with money. In consultation with the Diocesan Secretary as Lead Counter-Signatory a decision will be made as to the degree of risk assessment to be followed.
4. A risk assessment procedure will be followed as appropriate.
5. All information received from the applicant or Disclosure is to be treated with the utmost confidentiality. Information is only to be shared on a need to know basis.
6. The conclusions of a risk assessment are to be shared with the applicant and a representative of the employing body as appropriate.
7. Information relating to an applicant's criminal record must be stored securely and should be retained for as long as required.

Appendix 15 - Off-Site Visits/Activities

This section gives general advice relating to the organisation of visits and activities and states good practice. Individual parishes/benefices will need to develop arrangements which meet their specific needs.

General Principles

- The careful preparation and supervision of visits/activities is essential in order to ensure the safety of, and enjoyment by, young people.
- It is suggested that a form/pro forma be developed for completion by the visit organiser to ensure that all necessary information is available to the PCC when considering visits/activities. (Sample Form E on page 89 may be helpful).
- All visits/activities must be approved by the Parochial Church Council.
- A parish emergency contact should be appointed and this person will be the point of first contact in the parish during the visit/activity if an emergency arises. They will hold copies of the Information, Medical and Consent forms and will be the person who will contact parents in the event of an emergency.
- For each visit/activity one leader should take on the responsibility of organiser. This person has overall responsibility for the visit/activity and for ensuring that the Child Protection Policy is followed. The organiser should be considered by the PCC to be suitably qualified, or competent and experienced to fulfil this role. For certain activities e.g. swimming, rock climbing you may need to take specialist advice.
- All adult leaders should have been through the parish's child protection procedure and DBS Disclosure.
- The ratio of adult leaders to young persons must be as set out on page 32.
- Written parental/carers consent must be obtained prior to any young person going on a visit/activity. Communication with parents/carers needs to be extensive and as frequent as is necessary. A form should be developed for the collection of emergency information (see sample forms A, B and C, pages 85-87 – remember that you may well need additional information if the visit is a residential one).
- Consent should be sought from parents/carers and the child/young person before photographs may be taken. It is important to try to make sure that when using photographs in any public place, which includes your own church, magazines, newspapers or the internet, no child can be identified.
- All copies of emergency information forms should be returned to the appropriate person in your parish immediately following the visit/activity. The original forms should be retained by this person but all copies should be shredded. Copies may not be retained by visit/activity organisers/leaders.
- No information relating to young people may be held by visit/activity organisers/leaders on computers or databases.

- Copies of information relating to any accidents or incidents which may have occurred should be lodged with the appropriate person in your parish immediately after the visit/activity. It may also be necessary to contact your insurer.
- The PCC reserves the right to exclude any child or young person from participating in a visit/activity.

Financial Arrangements

Financial arrangements will vary from parish to parish and guidelines based on specific systems in each parish will need to be put in place. The following reflects the responsibilities of PCCs and is suggested 'best practice'.

- The PCC is responsible for all financial arrangements through the PCC Treasurer.
- When making arrangements for accommodation, travel, etc., the organiser should ensure that the PCC Treasurer receives an invoice from the service provider.
- Most service providers will issue invoices but in the event of this not being so the organiser should arrange for the PCC Treasurer to forward the necessary cheque.
- In the unlikely event of a need for immediate payment to secure a booking and the payment being made from the organiser's own resources the receipt should be given to the PCC Treasurer immediately to ensure early repayment.
- Receipts for incidental expenses incurred by the organiser or other leaders on a visit should be sent to the PCC Treasurer as soon as possible to ensure early repayment.
- All payments by cheque from parents/adult participants relating to a visit/activity should be made out to the Parochial Church Council. Payments in cash should be passed to the PCC Treasurer, with accompanying documentation, as soon as possible.
- Full accounts relating to a visit/activity must be passed to the PCC Treasurer for record purposes.
- **Organisers MUST NOT use their own personal bank accounts to receive payments for the organisation of a visit/activity.**

Supervision

- Each visit/activity needs to have a designated organiser who should be approved by the PCC.
- The organiser shares responsibility for the trip with a group of adult leaders. The number of leaders will depend on the number of children involved in the visit/activity and the ratio of adults to young people must be as set out in 'Safe and Sound'. However, this is the minimum requirement and a ratio of more adults to children may well be preferable. The leaders should reflect the gender mix of the young people.

A reminder about ratios for young people aged over 8 years and up to the age of 18

Number of young people	Team Leaders	Organiser	Total Adults
Up to 8	1	1	2
9 to 20	1	1	2 *
21 to 32	2	1	3 *

It is important to note that **TWENTY** children with only **TWO** adults on a off-site visit/activity or residential visit is not advisable and may well pose a risk, even **FIFTEEN** could be a problem. It is strongly advised, therefore, that a higher ratio of leaders to children/young people be decided.

If children **UNDER THE AGE OF 8** are included in a visit it should be noted that additional adults are required as indicated in the Good Practice Guidelines on page 32.

- A husband and wife, or partners, **may not** be the only leaders of a group/visit/activity.
- It is not appropriate for leaders to sleep in the same room as children or young people. Care should be taken to ensure that 'rules' set down by outside organisations are not in conflict with those determined by this policy.
- All visit/activity leaders are responsible for the safety and pastoral care of all the children and young people in their care. It is advisable for each child or young person to be allocated to a specific leader as their first point of contact in case of need. **Young people must know where they can contact an adult leader of the party at all times.**
- It is essential that **all** adult leaders have a list of **all** the young people and frequent checks and roll calls need to be made to ensure that no one is missing. Each adult leader should also carry a list of the young people for whom they have **specific** responsibility even if it is intended that the whole party will stay together.
- It is recommended that adult leaders and young people be aware that groups should not be changed and that, if travelling in groups, young people return with the adult leader with whom they came. This avoids the possibility of someone being left behind because it is thought they have changed group and are travelling with someone else.
- Children/young people should not be allowed to wander around unsupervised.
- An agreement should be reached between the organiser and parents/carers as to how much independence is appropriate for older children and teenagers.
- For some activities, like swimming, it is essential to check on specific local arrangements,
e.g. most swimming baths require one adult in the water with every two children under the age of eight. Water based activities can be particularly hazardous. The DfES has produced an extensive guidance document entitled "Health and Safety of Pupils on Educational Visits", this includes useful guidance concerning taking children

swimming.

This document is available from DfES Publications, PO Box, Sudbury, Suffolk CO 6ZQ

or contact 0808 100 50 60.

- For special activities it is essential to check, at the planning stage, that there are qualified, trained and skilled people in charge and that the establishment has appropriate insurance cover. If on arrival it is found that the situation is not as expected the organiser should not let the activities take place.
- Adult leaders have a duty of care, to act in the manner of a prudent parent, exercising supervisory responsibility for the young people in their charge. The golden rule at all times is 'safety first'.

Discipline and Sanctions

- All visits/activities must have safety rules and boundaries.
- Clear instructions about their expected behaviour should always be given to children/young people; this applies to matters such as free time, lights out and out of bounds.
- The relevant laws on smoking and the consumption of alcohol must be upheld and strict guidelines enforced.
- The use and/or possession of illegal drugs is strictly forbidden.
- The use and/or possession of weapons (including knives) is strictly forbidden.
- If a young person's conduct is deemed to be so bad (e.g. drunkenness, abusive language, refusals to accept the instructions of adults) as to be intolerable, the parents/carers should be contacted to collect the young person.
- It is not usually possible for a leader to take a person home, either because of bad behaviour or because they have become unwell, since this may affect the child/adult ratio and leave the rest of the group vulnerable.
- Those responsible for the visit must be able to contact parents/carers, or someone who is prepared to be responsible for a child/young person, at all times throughout the duration of the visit/activity.

Action to be taken when Organising a Visit/Activity

Preparation for visit/activity

- PCC approval for the visit/activity must be obtained.
- A full itinerary should be sent to parents/carers as early as possible.
- A meeting of parents/carers should be held for all residential visits and visits/activities involving adventure style activities to explain the itinerary, ground rules for the visit/activity and to answer questions.
- For visits to countries within the European Economic Area (EEA) all participants will require a European Health Insurance Card (EHIC). The quickest way to

apply for an EHIC is online, but application can also be made by 'phone or by post.

- Careful planning for all off-site visits/activities is essential and a full assessment of potential risks and hazards is an integral part of this process. A sample assessment of risk is included in the Good Practice Guidelines Appendix, see Form F on page 90.
- The organiser should be familiar with the nature of the conditions likely to be encountered. Prior information should be obtained about local hazards and safety requirements that are likely to be encountered. Contact should be made in advance with local agencies, guides or establishments in order to ascertain local conditions. Informed and responsible local advice should always be heeded and acted on accordingly.
- A preliminary reconnaissance visit by the leader is strongly recommended in order to evaluate the site(s) from a safety viewpoint and ensure that assessments of risk, safety procedures, necessary insurance and suitably qualified and competent staff are in place; the organiser **must** be able to demonstrate that adequate preparation has been undertaken.

Accommodation

- Insurance cover for any building used for general activities/sleeping must be checked.
- The limit on the number of children and adults that can be accommodated must be adhered to as exceeding it may render the insurance invalid.
- On arrival, building and evacuation arrangements must be checked and note taken of where water, electricity, etc., can be turned off, also the location of fire extinguishers
- The fire drill for the building must be noted and a fire drill carried out as soon as possible after arrival
- Church halls and rooms used for sleeping larger numbers of people must have at least two means of exit. (It is a good idea to notify the local police and fire brigade that you are sleeping in the building. This applies if you are sleeping in any building, even if only for one night, and even if it is your own church)

Emergency Procedure

- Copies of the Information, Medical and Consent forms should be taken on all visits/activities and be available at all times in case of emergency.
- The details of the emergency contact person should be carried at all times.
- In the event of accident or illness the organiser/a leader must inform the designated parish emergency person who will endeavour to contact the parents/carers at the earliest opportunity.
- Details of incidents and accidents should be recorded in writing as soon as possible and eye witness accounts should be included. It is important to make

sure that these are retained in a safe place in perpetuity. (see Form D, Exceptional circumstances/Incident report in the appendix). Accidents should be recorded in the parish accidents book.

- Any change of plan involving the planned activities/travel arrangements, etc., should be notified to the parish emergency contact person who will endeavour to contact the parents/carer.
- Parents/carers should be informed, in advance, that if a child/young person has to return home for disciplinary/illness/injury the parents may need to collect the young person. Occasionally one of the leaders may need to accompany a child and this highlights the desirability of a child/adult ratio over the minimum prescribed.
- Organisers of visits should have contingency plans relating to the care and/or return of ill/injured young persons and those who may have to return early for disciplinary reasons.
- The location of the nearest doctor and hospital (with an accident and emergency department) should be checked.
- The organiser must ensure that the young people are fully briefed about potential difficulties or emergencies. All young people need to know how and where to contact the organiser or other leader(s) at any time.
- Taking a mobile phone is considered good practice but the location of the nearest working public telephone kiosk should be checked and a good supply of small change be kept available.
- A first aid kit should be taken.

Participation in the Visit/Activity

- Information, Medical and Consent forms should be issued well in advance to be completed by parents/carers.
- The organiser should check that each parent/carer has returned the form and ensure that all sections of the form have been fully and properly completed. **A young person may only participate in a visit/activity when the necessary form, fully and properly completed, has been received and checked by the organiser.**
- If any parent/carer has refused permission for any proposed activity during the visit this should be noted on the register and that young person **must** be excluded from the particular activity and appropriate provision made.
- A list of 'kit' for all activities should be issued well in advance.
- The organiser/leader should try to ensure that young people have the correct clothing for all activities in which they are participating.

We strongly affirm the right of the leadership team to make decisions in the light of individual circumstances. If in doubt about an activity or child always share your concerns with someone else.

SAMPLE FORMS

The sample forms are offered for guidance purposes only and may be customised to suit the specific needs of each parish.

FORM A

Annual Information and Medical form

- This form asks parents to provide information which may be needed in the event of an emergency. It is suggested that parents are asked to complete a form at the beginning of each academic year and to update the information as necessary. Forms for previous years should be destroyed.

FORM B

Annual Consent form – to be used in conjunction with the Annual Information and Medical form (above) AND a consent slip related to each visit/activity

- If you are likely to be taking children/young people off-site for **non-residential** visits/activities on a regular basis it is advisable to ask parents to complete Form B at the same time as Form A. This can then be used in conjunction with a consent slip for each specific activity/visit.
- It is advisable to have more detailed Information, Medical and Consent forms for **residential visits** and these can easily be developed from Forms A and B.

Please note that forms must be available for use in an emergency and should be kept under secure conditions. No information relating to young people may be held by leaders /organisers on computers or databases.

FORM C

Swimming Ability

- Information relating to children/young people's swimming ability should be collected for each specific occasion.

FORM D

Exceptional Circumstances

- To be completed in circumstances outside the norm where a record is required for further investigation.

FORM E

Visit/Activity Details

- All visits must have PCC approval and it is advisable, therefore, to devise a form which will provide your PCC with the information they require before giving approval. Form E suggests information which may be required by your PCC and can be customised to meet your specific needs.

FORM F

Assessment of risk

- This is included as a guide to some of the issues you may need to consider when planning an off-site visit/activity.

ANNUAL INFORMATION AND MEDICAL FORM FOR USE IN EMERGENCIES ON-SITE AND FOR NON-RESIDENTIAL VISITS/ACTIVITIES

DIOCESE OF BRISTOL

..... PARISH/BENEFICE

TO BE COMPLETED BY PARENT/CARER FOR ALL YOUNG PEOPLE UNDER THE AGE OF 18	
PART A - YOUNG PERSON DETAILS	
Surname First name(s)	
Date of Birth National Health Number	
Address.....	
.....Postcode	
Tel. No Mobile No.	
PART B - MEDICAL INFORMATION	
Please indicate if your child suffers from any medical condition, however mild, or is taking medication on a regular basis. Conditions such as asthma, epilepsy, diabetes, heart condition, allergies or physical weakness should be included.	
Please give details of any current medical treatment, or medication being taken by your child on a regular and continuing basis.	
Date of last tetanus injection	
PART C - FAMILY DOCTOR	
Name	
Address	
..... Postcode	
Tel No.	
PART D - DIETARY REQUIREMENTS	
Please give details of special dietary requirements, food allergies, etc. (e.g. vegetarian, non-dairy food, peanut allergy, etc).	
PART E - EMERGENCY CONTACT (1) Person holding parental responsibility	
Name	
Address	
..... Postcode	
Tel No. Home Work..... Mobile	
(2) Person other than person holding parental responsibility who could be contacted in case of emergency if person holding parental responsibility not available	
Name	
Address	
..... Postcode	
Tel No. Home Work..... Mobile	

I certify that the information given above is correct at the date of signing and understand that it is my responsibility to inform the Church of any changes. (*Changes must be in writing and sent to*) I understand that this information will be held for contact and use in emergencies.

** Please include an additional sheet if you wish to give us any additional information**

Parent/Carer's signature	Date
Parent/Carer's name (please print)	

CONSENT FORM FOR NON-RESIDENTIAL VISITS/ACTIVITIES

TO BE USED IN CONJUNCTION WITH INFORMATION AND MEDICAL FORM AND A CONSENT SLIP FOR EACH VISIT/ACTIVITY

TO BE COMPLETED BY PARENT/CARER FOR ALL PERSONS UNDER THE AGE OF 18	
Child/Young person's full name
Address
<p>I understand that I will receive a letter giving details of any visit/activity arranged and that this will contain a consent slip.</p> <p>I agree to any emergency medical treatment being given as considered necessary by the medical authorities if I cannot be contacted.</p> <p><i>NB: The medical profession takes the view that a parent's consent to medical treatment cannot be delegated. Medical consent forms have no legal status and a doctor has the right to insist on parental consent before treating a child. It has been found, however, that medical staff find this type of general consent helpful.</i></p> <p>I understand that</p> <ul style="list-style-type: none"> • my child will be under the care of the named leaders and will abide by the rules and guidelines laid down by the leaders of the visit/activity • if my child's behaviour during the visit/activity is unacceptable I may have to collect my child. • if my child becomes unwell during the visit/activity I may have to collect my child. • whilst those in charge of the party will take all reasonable care, they cannot necessarily be held responsible for any injury, loss or damage suffered during this visit/activity. • in the event of an emergency, every effort will be made to obtain my consent to any medical/surgical/dental treatment and/or administration of anaesthetic/blood transfusion • if these efforts prove unsuccessful, the leader(s) in charge of the visit/activity will then use their best endeavours to contact the person listed as emergency contact designated in Part E of the consent form. <p>I authorise the leader(s) to supervise my child taking prescribed medication. <i>(All medication must be in original packaging, clearly labelled with child's name together with the dosage and instructions for use and handed to the visit/activity organiser prior to departure for safekeeping)</i></p>	
Parent/Carer's signature	Date
Parent/Carer's name (please print)	

SWIMMING ABILITY FORM

TO BE COMPLETED WHEN SWIMMING IS EITHER THE MAIN ACTIVITY OR PART OF ANOTHER ACTIVITY/VISIT

TO BE COMPLETED BY PARENT/CARER FOR ALL PERSONS UNDER THE AGE OF 18		
Child/Young person's full name	
Address	
INFORMATION RELATED TO SWIMMING ACTIVITIES		
		Please tick to indicate level of competency
1	My child is able to swim 50 metres (approximately 2 lengths of an average public swimming pool) lightly clothed	
2	My child is able to swim 50 metres without buoyancy aids	
3	My child is able to swim for short distances (less than one length) without buoyancy aids	
4	My child is unable to swim without buoyancy aids	
5	Please state what Amateur Swimming Award badges (if any) your child holds and the date achieved	
Parent/Carer's signature		Date
Parent/Carer's name (please print)		

Sample Form D

.....PARISH/BENEFICE

EXCEPTIONAL CIRCUMSTANCES/INCIDENT REPORT
For all groups with children/young people

This form should NOT be used in the case of an accident – all accidents should be recorded in the church accident book.

CHILDREN/YOUNG PERSONS' GROUP	
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1 Names of all adults present and their roles

2 Details of the person/persons involved in exceptional circumstance/incident

Name		
Address		
	Postcode	
Name		
Address		
	Postcode	

If more than two children/young people/adults were involved please list on the reverse of this form

3 Details of the exceptional circumstance/incident

When it happened	Date	Time
Exact location		
Give full details of the exceptional circumstance/incident and indicate the cause if possible *		
Action taken		

4 Person completing this report

Signature	Date
Print name	
Address	
	Postcode

**If there is insufficient space on this form please use an additional sheet of paper*

This report should be sent to the appropriate person in the parish immediately following the exceptional circumstance/incident involving a child/young person.

Sample Form E

VISIT/ACTIVITY DETAILS FORM

To be completed by Visit/Activity Organiser and sent to PCC Secretary. Copy to be returned to Organiser when approval/outline approval granted – see note at foot of form.

*Further inf. req.

General arrangements				
Visit/Activity Description				
Visit/Activity Destination				
Inclusive dates				
Departure time		Return time		
Assembly point		Dismissal point		
ALL activities involved				
Attach detailed timetable and activities involved				
Attach copy of letter sent to parents/carers				

Details of leadership team				
Visit/Activity organiser				
Visit/Activity leader				
Deputy Visit/Activity leader				
Attach list of all adults attending together with their responsibilities				
Total number of adults				
Confirm that all adults have completed Parish Child Protection procedure and DBS Enhanced Disclosure				
Details relating to young people				
Number of young people attending				
Attach list of young people attending				
Insurance				
Confirm all checks on cover have been made and any necessary additional insurance obtained (attach details to form)				
Finance				
Total cost of Visit/Activity				
Cost to each child				
Cost to each adult				
Confirm that number of children and adults attending will ensure all costs will be covered or that other arrangements have been made to cover costs				
The parish emergency contact person contact in case of emergency during visit/activity				
Name				
Address				
Home tel. no.	Daytime tel.no.	Mobile tel. no.		

FOR PCC USE ONLY

Visit approved		
Visit approved in principle – ALL remaining information indicated by * to be submitted to PCC Secretary by for final approval for the visit/activity		
Visit not approved		
Signed on behalf of PCC		Date

End column * to be used if outline permission sought or when all information is not available when form is presented to PCC. **Additional information to be provided to PCC by specified date.**

ASSESSMENT OF RISK

HAZARD List significant hazards which may result in serious harm or affect people	WHO MIGHT BE HARMED? List groups of people who are especially at risk from the significant hazards identified	IS THE RISK ADEQUATELY CONTROLLED? List existing controls, or note where the information may be found, (e.g. information, instruction, training, system or procedures) Indicate proposed action
Management/emergency action	All	Designated organiser to monitor all aspects of safety (and other administration) in connection with off-site activities
Coach journey	All	Leaders to supervise young people. Instructions given by driver to be followed. Young people to remain seated at all times and wear seat belts Head count to be taken after toilet stops
Road traffic accident	All	Before commencing journey emergency exits to be shown to all. Those sitting next to emergency exits to be briefed on their use. Instructions to be given on how/where to assemble in emergency. Contact emergency services immediately, follow instructions of designated organiser and/or first-aider.
Getting lost/separated from party	All	Head counts to be taken at regular intervals. Young people to be placed in smaller groups with a defined leader. *Make young people aware that a leader will be at a given location at all times.
Stranger danger	All	Warn young people of type of risk they may face from other people visiting location e.g. theft, bullying, abduction. Advise common sense approach, always keeping within group, etc. * as above.
Personal accident/illness	All	Medical conditions recorded on consent forms. Contact first-aider. Seek expert medical attention if required.
Swimming/water based activities	All	See local regulations re adult/child ratio, life guards, etc. Young person's swimming ability recorded on consent form.
Accommodation	All	Check security and safety of building, insurance, smoke alarms, fire escapes, etc. Check night security and assess need for 'awake' leaders during night.
Camping	All	Check security of camp during day. Check security at night and assess need for 'awake' leaders during night (consider gender as young people may need to be accompanied to toilet buildings at night).
Food Hygiene	All	If self-catering ensure best standards of hygiene.
Activity Providers	All	Check activity providers have appropriate risk assessments, safety procedures and insurance for all activities at their site and ask for copies of assessments, procedures and insurance documents. Check qualifications of activity leaders – ask for copies of certificates of competence.
Use of equipment	All	Check that equipment which may be used/hired is safe and regularly maintained.

It should be noted that this is not an exhaustive list of issues but a sample of what may need to be considered. The nature, venue and activities involved will determine the potential risks and hazards. A reconnaissance visit, well in advance, is strongly recommended.

Appendix 16– Definition of “Regulated Activity

The concept of Regulated Activity was introduced in the Safeguarding Vulnerable Groups Act 2006. The Protection of Freedoms Act 2012 amends the original definition contained in the SVGA and now limits the number of people carrying out Regulated Activity by restricting the definition.

From September 2012, Regulated Activity for children and young people will be defined as:

(a) Unsupervised activities: teaching, training, instructing, caring for or supervising children, or providing advice/guidance on well-being or driving a vehicle only for children.
(b) Working for a limited range of establishments (known as ‘specified places’), with opportunity for contact, e.g. schools, children’s homes, childcare premises (but not work by supervised volunteers).
Work in (a) and (b) above still has to be carried out on a regular basis. The current definitions have not changed: Frequently - at least once a week Intensively - 4 days in a 30 day period Overnight - between the hours of 2am and 6am.
(c) Relevant personal care, e.g. washing or dressing; or health care by or supervised by a professional, even if done once.
(d) Registered child-minding and foster carers.

The manager / person responsible for Regulated Activity is also deemed to be carrying out Regulated Activity so the same provisions apply.

Regulated Activity also now needs to be unsupervised (see later discussion.) A charity trustee of a children’s charity is now removed from the definition of ‘Regulated Activity’ positions (see appendix for further details).

Regulated Activity with Vulnerable Adults

The 2012 Act changes the definition of vulnerable adult to focus on activities rather than characteristics.

‘..... the focus is on the activities required by the adult and not on the setting in which the activity is received, nor on the personal characteristics or circumstances of the adult receiving the activities. There is also no longer a requirement for a person to do the activities a certain number of times before they are engaging in Regulated Activity’

(Changes to disclosure and barring: What you need to know – HM Government (2012)).

There are broadly 6 activities listed:

a) The provision of health care by a health care professional, or by a person acting under the direction or supervision of a health care professional (such as a health care assistant in a hospital or care home);
b) The provision of relevant personal care (such as washing, dressing, toileting, eating and drinking);
c) The provision of social work or community care services by social workers to adults who are clients or potential clients;

d) The provision of assistance in relation to general household matters for an adult who needs that assistance because of age, illness or disability, (e.g. managing a person's cash, paying bills or shopping for someone);
e) Any relevant assistance in the conduct of an adult's own affairs, (e.g. under an enduring power of attorney);
f) Transportation in certain circumstances which is needed because of age, illness or disability, although the Government has pointed out that this will not include family and friends or taxi drivers.

- as in the case of children, a charity trustee of a vulnerable adult's charity is removed from the definition of Regulated Activity positions.
- the 'period condition' is removed in relation to vulnerable adults (although it remains for children.) This means that a person providing health or personal care, for instance, need only do so once to come within the scope of Regulated Activity.

The main text from the consultation document is as follows:

We start with a presumption of trust and confidence in those who work with children, and the good sense and judgment of their managers. The law is that supervision must be reasonable, which gives local managers the flexibility to determine what is reasonable for their circumstances. In law, an organisation will have no entitlement to do a barred list check on a worker who, because they are supervised, is not in Regulated Activity.

The precise nature and level of supervision will vary from case to case. The duty means that organisations must ensure that the supervision in place is sufficient, in their judgment, to provide reasonable assurance for the protection of the children concerned.

The duty that supervision must take place 'on a regular basis' means that supervision must not, for example, be concentrated during the first few weeks of an activity and then tail off thereafter, becoming the exception not the rule. It must take place on an on-going basis, whether the worker has just started or has been doing the activity for some time. Within the statutory duty, the level of supervision may differ, depending on all the circumstances of a case.

Organisations should consider the following factors in deciding the specific level of supervision the organisation will require in an individual case:

the age of the children concerned;
the number of children that the individual is working with;
whether or not there are other carers/ adults around;
the nature of the individual's work or contact with the children;
the vulnerability of the children;
the experience of, and checks carried out on, the person being supervised; the number of people being supervised.

Examples of Regulated Activity

- All ordained ministers with authority to exercise their ministry are deemed to be undertaking Regulated Activity (Group 1) and are therefore required to undertake an enhanced criminal record check with barring information requested (Qs 64 & 65.) A minister / member of the clergy, once ordained, is expected to provide a range of services, including pastoral care, when exercising his/her ministry¹. So, where a

person is ordained and is authorised to exercise his/her ministry they have the authority required² to undertake work which is 'Regulated Activity'.

- It is recognised that the individual could be called upon to undertake this work at any time without any further accreditation or approval process. Such an individual is therefore deemed to be part of the workforce carrying out 'Regulated Activity' irrespective of the remit of his/her current post or the nature of his/her current role. For example, an ordained Church of England priest who is an academic with the appropriate Bishop's licence could start working in a church youth club within the diocese without any further check or validation process. In short, this means that all ordained ministers / clergy with authority to exercise their ministry are expected by the Church of England and the Methodist Church, to complete criminal record checks which include a barred status check.

Vulnerable Adults

- The current Regulated Activity definition for adults was tightened by the Protection of Freedoms Act 2012. It is now defined by the role and not by the characteristics of the recipient –i.e. their type or level of vulnerability.
- Within a Church setting, those undertaking Regulated Activity with adults will be limited to the small number of roles where the person concerned is involved in the relevant activities set out below. Differing from the children's definition, there is no period condition (frequency, intensity, overnight) for these activities. If a worker is expected to do them as part of the role at any point, then the role becomes Regulated Activity. An Disclosure and Barring Service check must therefore be undertaken.
- Apart from the work of health or social work professionals (not usually relevant for church roles) the relevant activities are as follows – and include those who supervise / are responsible for people undertaking this work directly:
 - help with washing/dressing; eating/drinking; toileting;
 - teaching someone to do one of these tasks.
 - help with a person's cash, bills or shopping because of their age, illness or disability. ^[L]_[SEP] A good example is helping someone pay a household bill. Posting the letter for the housebound person is not Regulated Activity but taking the money from them to pay at the PO counter is Regulated Activity.)
 - helping someone in the conduct of their affairs (for example, a Power of Attorney for someone who is not a relative or friend. This would be very unlikely in a church context and ministers in particular are advised never to accept Power of Attorney for a church member).
 - driving someone (because of their age, illness or disability) to/from places in order to receive health, personal or social care. ^[L]_[SEP] (Note: not as family or friend but as part of the church role.) ^[L]_[SEP]

Children (birth to under 18 yrs old) ^[L]_[SEP]

- To meet the definition of Regulated Activity for work with children, the Period condition criteria must be met and the person must not be supervised to the level of the definition below. ^[L]_[SEP] In addition, those who

supervise / are responsible for people undertaking work which meets these criteria, are deemed to be undertaking Regulated Activity . [L]
[SEP]

- The Period condition is defined as where the activity meets one or more of the following:
 - Frequently - at least once a week [L]
[SEP]
 - Intensively - 4 days in a 30 day period [L]
[SEP]
 - Overnight - between the hours of 2am and 6am [L]
[SEP]
- Supervision. The question of whether or not a worker (or volunteer) is supervised is important. [L]
[SEP] The Government has not provided a formal definition, but rather left each organisation to implement its own definition. In most church situations, one worker will not be acting as the formal supervisor of another worker. The more usual pattern would be for people to co-work. The Church of England defines supervised activity as: [L]
[SEP]

*Activity where the supervisor - who has him / herself been safely recruited - is always able to see the supervised worker's actions during his / her work. [L]
[SEP]*

- Where you are uncertain whether this level of monitoring can be maintained continuously – for example, ensuring cover for all holidays and sickness absence by the supervisor - then the role is not a supervised position. [L]
[SEP]
- This is complex: an unsupervised position (to this definition) is Group 1 Regulated Activity but a supervised position is not Regulated Activity – it falls into Group 2 Substantial Contact.
- In addition, managers who provide supervision to the level of this definition, and therefore moves the worker out of Group 1 Regulated Activity, are themselves in Regulated Activity (see Box 6 in App. 2 above.).