

Safeguarding Policy

Policy Statement

As part of the Christian Church living in the spirit of the Gospel, we are committed to protect and care for everyone in the church community, and especially children, young people and adults at risk.

We are committed to :

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

Young people/person - means any individual(s) aged 14 to 17 years old.

Vulnerable adult - Section 6 Safeguarding and Clergy Discipline Measure 2016 defines a 'vulnerable adult' as "a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired".

The full text of the 2016 Measure is found at... <https://www.publications.parliament.uk/pa/jt201516/jtselect/jtecc/79.pdf>

Who this applies to

This policy applies to the PCC and all areas of its activity within the Parish of Stratford-upon-Avon which includes anyone appointed or elected by or on behalf of the PCC to a post or role, whether they are ordained or lay, paid or unpaid.

Full understanding of, and adherence to, this policy should lead to a deepening in the understanding of, and respect for, the rights of children, young people and vulnerable adults as people of faith in the life of the Church.

Foundations

In developing and implementing the Safeguarding Policy, the Church of England is guided by the following foundations.

1. Gospel

The Church is called to share the good news of God's salvation through Jesus Christ. The life of our communities and institutions is integral to how we address this task. The good news speaks of welcome for all, with a particular regard for those who are most vulnerable, into a community where the value and dignity of every human being is affirmed and those in positions of responsibility and authority are truly trustworthy. Being faithful to our call to share the gospel therefore compels us to take with the utmost seriousness the challenge of preventing abuse from happening and responding well where it has.

2. Human Rights and the Law

The Church recognises the personal dignity and rights of all children, young people and adults, as enshrined in the Human Rights Act 1998 and the 1989 United Nations Convention on the Rights of the Child.

Safeguarding work is undertaken within a legislative framework supported by government guidance which sets out a range of safeguarding duties, responsibilities and best practice.

3. Core Principles

The following core principles underpin the Church's approach to safeguarding practice:

- The welfare of the child, young person and vulnerable adult is paramount;¹
- Integrity, respect and listening to all;
- Transparency and openness;
- Accountability;
- Collaboration with key statutory authorities and other partners;
- Use of professional safeguarding advice and support both inside and outside the Church;
- A commitment to the prevention of abuse;
- The active management of risk;
- Promoting a culture of informed vigilance;
- Regular evaluation to ensure best practice.

4. Good Safeguarding Practice

The following key features will help Church bodies promote and maintain a safer culture that protects and promote the welfare of children, young people and vulnerable adults.² These features are:

- A leadership commitment, at all levels, to the importance of safeguarding and promoting the welfare of children, young people and vulnerable adults;
- A safeguarding policy available to Church Officers;
- A clear line of accountability within the Church for work on safeguarding;
- Clear reporting procedures to deal with safeguarding concerns and allegations;
- Clear roles for Church Officers;
- Practice and services informed by on-going learning, review and by the views of children, young people, families and vulnerable adults;
- Safer recruitment procedures in place;
- Clear arrangements for support and/or supervision;
- Safeguarding training for all Church Officers working with or in contact with children, young people and/or vulnerable adults;
- Effective working with statutory and voluntary sector partners;
- Publicly advertised arrangements for children, young people and vulnerable adults to be able to speak to an independent person, as required;
- Complaints and whistleblowing procedures that are well publicised;
- Effective information sharing;
- Good record keeping.

¹ In the event of any perceived or potential conflict of interest the welfare of any children and young people involved will always take precedence over all adults

² These are based on *Safe from Harm*, Home Office, 1993, and the statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004.

It is acknowledged that the level and depth of arrangements that meet these key features will be dependent on the size and resources available to an individual church body.

5. Learning from the past

In the July Synod 2013 Archbishop Justin Welby stated:

“The reality is that there will always be people who are dangerous and are part of the life of the Church. They may be members of the congregation; we hope and pray that they will not be in positions of responsibility, but the odds are from time to time people will somehow conceal sufficiently well. And many here have been deeply affected, as well as the survivors who have so rightly brought us to this place. Many other people here have been deeply affected and badly treated. So we face a continual challenge and reality. ... There has to be a complete change of culture and behaviour.

And in addition, there is a profound theological point. We are not doing all this, we are not seeking to say how devastatingly, appallingly, atrociously sorry we are for the great failures there have been, for our own sakes, for our own flourishing, for the protection of the Church. But we are doing it because we are called to live in the justice of God, and that we will each answer to Him for our failures in this area. And that accountability is one that we must take with the utmost seriousness.”

The Archbishops of Canterbury and York wrote in their joint forward to ‘Safeguarding: Follow-up to the Chichester Commissaries’ Reports’, June 2013:

“We cannot overestimate the importance of responding appropriately today. Sadly for many this comes far too late. History cannot be rewritten, but those who still suffer now as a result of abuse in the past deserve this at least, that we hear their voices and take action to ensure that today’s safeguarding policies and systems are as robust as they can be. This work is an essential and prior Gospel imperative, for any attempts we make to grow the Church, to seek the common good, and to reimagine the Church’s ministry.”

The statutory reports and independent reviews into abuse that have involved the Church of England and other faith organisations highlight past errors and significant lessons to be learnt to improve safeguarding.

As a Church we continue to commit to a journey of truth, healing, learning and abuse prevention.

Policy Commitments

Based on the foundations outlined above the Church of England commits to the following:

1. Promoting a safer environment and culture

All Church Officers will respect all children, young people and vulnerable adults and promote their well-being.

The Church will strive to create and maintain environments that are safer for all, that promote well-being, that prevent abuse, and that create nurturing, caring conditions within the Church for children, young people and vulnerable adults. It will work to continue to strengthen and review these environments. This will be done by training, support, communication, learning, governance and quality assurance processes.

The Church will strive to support all Church Officers to adhere to safer working good practice and to challenge the abuse of power. It will ensure that processes are in place that listen to and advocate on behalf of children, young people and vulnerable adults within the knowledge that they will be cared for.

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

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

It will train and equip Church Officers to have the confidence and skills they need to care and support children, young people and vulnerable adults and to recognise and respond to abuse. This will be done by supporting the roll-out of consistent and accessible safeguarding training in accordance with House of Bishops safeguarding policy and practice guidance, which can be found at www.churchofengland.org/more/safeguarding

3. Responding promptly to every safeguarding concern or allegation

Anyone who brings any safeguarding suspicion, concern, knowledge or allegation of current or non-current abuse to the notice of the Church will be responded to respectfully and in a timely manner, in line with statutory child and adult safeguarding procedures and the House of Bishops safeguarding policy and practice guidance.

All safeguarding work will be recorded in line with the House of Bishops safeguarding practice guidance.

All suspicions, concerns, knowledge or allegations, that reach the threshold for reporting to the statutory authorities, will be reported via the diocesan safeguarding adviser or designated safeguarding adviser/officer in another church body to the appropriate statutory authorities. This will be done irrespective of the status of the person.

All Church Officers will cooperate with the statutory authorities in all cases.

In responding to concerns or allegations of abuse relating to Church Officers, the Church will act in accordance with the requirements of criminal, civil and ecclesiastical law, and so will respect the rights and uphold the safeguards afforded in these, both to the victim/survivor and the subject of concerns or allegations.

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

The Church will endeavour to offer care and support to all those that have been abused, regardless of the type of abuse, when or where it occurred.

The Church is committed to continuing to learn how to respond in a supportive and healing way to the needs of those who have suffered abuse.

Those who have suffered abuse within the Church will receive a compassionate response, be listened to and be taken seriously. The Church will respond to any disclosure of abuse in accordance with House of Bishops policy and practice guidance. This will be done in collaboration with the relevant statutory agencies in accordance with criminal, civil and ecclesiastical law. They will be offered appropriate pastoral care, counselling and support - according to the agreed need.

An appropriate pastoral response to the family, parish, congregation or order will be considered, with due regard to the right of privacy of those directly involved, and to the administration of justice.

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

The Church in exercising its responsibilities to suspicions, concerns, knowledge or allegations of abuse will endeavour to respect the rights under criminal, civil and ecclesiastical law of an accused Church Officer including the clergy. A legal presumption of innocence will be maintained during the statutory and Church inquiry processes. As the process progresses additional assessment, therapy and support services may be offered.

The Church will take responsibility for ensuring that steps are taken to protect others when any Church Officer is considered a risk to children, young people and vulnerable adults. This will be done by working to mitigate any identified risks according to a safeguarding agreement.

Church Officers who are the subject of concerns or allegations of abuse belong to families, congregations and church communities. The Church will be mindful of the need to provide support to members of families, parishes and congregations affected by the Church Officers in such situations.

6. Responding to those that may pose a present risk to others

The Church, based on the message of the gospel, opens its doors to all. It will therefore endeavour to offer pastoral care and support to any member of the church community who may present a known risk.

The Church will ensure that any risk has been assessed and is being managed in a safeguarding agreement in accordance with House of Bishops policy and practice guidance. This will be done in collaboration with the relevant statutory agencies in accordance with criminal, civil and ecclesiastical law.

Putting the policy into action

All parts of the Church of England must adopt or take account of this Policy Statement within their own safeguarding policy. The Policy Statement must actively underpin all safeguarding work within the Church and the drive to improve safeguarding practice.

All Church bodies should ensure that:

- All Church Officers have access to this Policy Statement;
- The Policy Statement is promoted and publicised;
- The Church's safeguarding message is communicated as reflected in the policy;
- They have a "Promoting a Safer Church" action plan in place that sets out, in line with national and local priorities, how the policy is being put into action and is reviewed regularly.

Latest versions of the Church of England's Safeguarding documents can be found here:

www.churchofengland.org/more/safeguarding

Standards and Practice

The following standards and practice have been adapted and updated from those used by the YMCA in their work throughout the United Kingdom. Although written for children and young people the principles are equally applicable to working with vulnerable adults and the addition of 'vulnerable adults' to each such reference has been made.

General Standards and Practice

Standard

1. To value each child, young person and vulnerable adult, recognising their individuality and seeking to develop their potential – spiritual, mental, physical and emotional – and to maximise their contribution to the group and to society at large.
2. To help children, young people and vulnerable adults to develop and grow using methods appropriate to their age and development.
3. To encourage children, young people and vulnerable adults to be involved in the management and planning of the programmes in which they participate.
4. To treat children, young people and vulnerable adults with dignity and respect, and to encourage them to do likewise in their relationships with others.
5. To choose and train staff and volunteers whose contribution to the group will be positive and in keeping with the standards we promote.
6. To have each activity formulate its own specific statements of aims and objectives, and to make these known to all leaders, parents, carers and group participants.
7. To use appropriate language with children, young people and vulnerable adults, and to encourage them to speak to each other in ways that build up dignity and mutual respect. To avoid and discourage put-downs and disparaging remarks.
8. To have activities that are appropriate and planned well in advance.
9. To have adequate leadership in terms of child/adult ratios as determined by health & safety standards for the programme.
10. To ensure there is a contact address and telephone number on file for each child, young person or vulnerable adult.
11. To be aware of the parents'/guardians'/carers' arrangements for the delivering and collecting of children/young people/vulnerable adults from activities, and generally to maintain good communication with parents/guardians/carers.
12. To ensure that appropriate photographic and social media consents are obtained and monitored in respect of each child, young person or vulnerable adult.

Practice

Each group is required to:

1. Keep an up to date list of names, addresses and contact numbers for all activity members – including staff and volunteers.
2. Ensure each staff member and volunteer has a copy of the Holy Trinity Safeguarding Policy and is familiar with its contents. They should know whom to contact if neglect or abuse is suspected, or if a complaint is made, and which basic procedures to follow.
3. Ensure that staff and volunteers have completed an appropriate application form to be kept on file with the Parish Operations Manager.
4. Ensure that each activity formulates its own statement of aims and objectives and publishes these for the PCC. These should also be accessible to all parties involved in the activity. (Each new leader and activity member and their parents should be familiarised with this.)
5. Ensure that each activity formulates – in close association with the children, young people or vulnerable adults involved – a code of behaviour, a discipline policy and an anti-bullying policy, a copy of which should be kept with the activity's aims and objectives.
6. Ensure that each activity plans its programme with safety in mind.
7. Ensure that each activity uses appropriate permission forms for outings and fills in accident reports as and when necessary.
8. No photographs of children, young people or vulnerable adults will be provided to a third party without the specific permission of the parents/guardian/carer.
9. No details of a child or vulnerable adult will be posted on social media without the permission of a parent/guardian/carer

Contact with Children, Young People and Vulnerable Adults

Standard

1. Staff and volunteers should never:
 - a Spend excessive amounts of time alone with children, young people or vulnerable adults away from others. Staff and volunteers should never be alone with a child, young person or vulnerable adult unless they are in sight of others.
 - b Take children, young people or vulnerable adults alone on car or minibus journeys, however short. Where this is unavoidable, the child, young person or vulnerable adult should sit in the back seat.
 - c Take children, young people or vulnerable adults to the home of staff member or volunteer.
 - d Use physical force to remove a child, young person or vulnerable adult, unless:
 - i. It is for the child, young person, or vulnerable adult's safety, or
 - ii. they are concerned for the safety of persons or property.
2. When occasions arise where these things are unavoidable, they should occur only with the full knowledge and consent of the leader in charge and/or the parents/guardians/carers.
3. Staff or volunteers should never:
 - a Engage in rough games with children, young people or vulnerable adults.
 - b Engage in sexually provocative games/contact/behaviour/discussion.
 - c Allow, or engage in, any form of inappropriate touching.
 - d Use corporal punishment.
 - e Allow children, young people or vulnerable adults to use inappropriate language unchallenged.
 - f Make sexually suggestive comments about, or to, a child, young person or vulnerable adult, even in fun.
 - g Allow an allegation made by a child, young person or vulnerable adult to go unchallenged or unrecorded.
 - h Do things of a personal nature that children, young people or vulnerable adults can do for themselves.
 - i For sleepovers, sleep in a room with children, young people or vulnerable adults. Where unavoidable, at least one other member of staff or a volunteer should be present.

Practice

1. Each activity should have access to a written record of the name, address, telephone number, date of birth, special medical needs and contact person for each child, young person or vulnerable adult.
2. Each activity should maintain the following leader/child ratio (allowing a minimum of 2 leaders at all times). Additional staff or volunteers may be required to cope with the demands of high risk activities:

Approx age range	No of leaders	No of children
0 - 2	1	3
2 - 3	1	4
3 - 5	1	4
5 - 10	1	8
11 - 18	1	10

3. When a 'group' consists of both males and females, the staffing should ideally reflect the composition of the participants.
4. The standards set out above must be maintained and followed at all times.

Appointment of Staff and Volunteers

Standard

For the well-being and protection of activity participants, all potential staff and volunteers must be vetted prior to their appointment or involvement in activities.

Suitability

1. Agreement with the purposes of the activity and of Holy Trinity in general.
2. No criminal convictions for offences likely to endanger children.
3. Previous experience of working with children, young people or vulnerable adults.
4. A commitment to the aims of the project.
5. A commitment to treat all children, young people or vulnerable adults as individuals and with equal concern.
6. Individual to be physically able to cope with activities of the group.
7. A commitment to undergo training.
8. A commitment to working in a team.
9. A commitment to recognise the importance of safeguarding and the authority of their activity manager.

Practice

1. Each potential staff member and volunteer should be made fully aware of all duties and responsibilities pertaining to their appointment and of the Holy Trinity Safeguarding Policy.
2. Full appointment procedures should be carried out as recommended by the Diocese of Coventry and agreed by the PCC.
3. Two references should be obtained, including at least one from a former employer or overall activity leader.
4. Staff and volunteers who will have substantive access to children, young people or vulnerable adults must be vetted through the Disclosure and Barring Service.
5. The Standing Committee should sanction all appointments and maintain a current list of all activity leaders, staff and volunteers.
6. Each staff member or volunteer should serve a probationary period following which their manager and Churchwarden responsible for staffing should review their suitability for the post.
7. Notes should be taken and filed appropriately at all meetings with regard to appointments, probation and work review.
8. Potential staff and volunteers should be assured of confidentiality.
9. A Training Needs Assessment should be undertaken at the earliest opportunity.
10. An Induction Procedure should be followed for each new staff member or volunteer – arranged by their activity leader and the Parish Operations Manager.
11. An inexperienced new member of staff or volunteer may initially be required to assume an assisting role with a more experienced member of the activity team - subject to review by the activity manager.
12. Safeguarding training must be provided as part of the Induction Process.

Responding to Accidents

Standard

When an accident occurs, the danger must be removed immediately, the injured person treated, and the accident recorded.

Practice

1. We will provide Basic First Aid training for every staff member and all activity volunteers.
2. When on outside activities, a leader trained in Emergency First Aid should be in attendance.
3. A telephone should be accessible wherever a group meets. Every activity leader should know how to access this facility. Notice of the location of the nearest telephone should be clearly displayed.
4. Emergency telephone numbers should be displayed prominently.
5. Professional help should be sought if, and when, the trained First Aider cannot help or if further assistance is required when the First Aider can do no more.
6. A First Aid box should be provided at each location. Professional advice should be sought on contents.
7. The activity leader must inform the Parish Operations Manager, using the Accident Report Forms, of any accidents at the earliest opportunity.
8. The activity leader must ensure that the child's/young person's/vulnerable adult's parent/guardian/carer is immediately informed of the accident.
9. The activity leader must record all details of accidents on an Accident Report Form and where appropriate also obtain witness statements within 24 hours.
10. The cause of the accident must be identified and re-occurrence must be prevented.
11. If an accident is serious, the Parish Operations Manager will inform Holy Trinity's insurance company as soon as possible.

Trips, Camps and Residentials

Standards

All trips, camps and residentials must be thoroughly planned and documented well in advance and relevant information must be made accessible to all parties involved.

Practice

1. Parents/guardians/carers must be informed in writing of the arrangements for any trip to be taken outside of the normal venue.
2. Prior to departure, the activity leader must obtain from parents/guardians/carers their written consent to the participation of their charge and a completed copy of the health form.
3. A copy of the trip information form should be forwarded to the Parish Operations Manager.
4. During the trip, an appropriate contact person within Holy Trinity must hold copies of the consent and health forms.
5. A detailed itinerary of the trip should be given to all the parents/guardians/carers, workers and the Parish Operations Manager at least 2 weeks prior to departure. (A pre-trip information night for all concerned would be an appropriate opportunity to present this information.)

Residentials

1. Each residential should have at least two leaders- in-charge, preferably 1 male and 1 female. There should be at least one leader to every 10 young people or vulnerable adults.
2. Leaders must ensure that males and females have different sleeping rooms. In exceptional circumstances workers must be sensitive to the needs of individuals and monitor the situation carefully.
3. Young people and vulnerable adults participating should have their privacy respected by other participants, e.g. rooms, changing rooms, showers, etc.
4. Staff members and volunteers must always use common sense and sensitivity and not leave themselves open to allegations of sexual misconduct. For example:
 - a Do not enter rooms without permission
 - b Do not enter changing rooms without permission
 - c Do not enter showers without permission - always knock or call out and ask permission to enter areas where people may be changing.
5. Staff and volunteers must never put themselves in a position of being alone with vulnerable individuals, e.g. in cars, closed rooms, out of public view, etc.
6. Staff members or volunteers should not sleep alone in dormitories with young people or vulnerable adults.
7. When changing, or when with a group that is changing, be discreet.
8. If behaviour by one of the participants causes offence or is deemed inappropriate, it is the leader's responsibility to discuss and deal with this as soon as possible.
9. Parental permission slips for under 18s and medical forms must be completed for all participants attending residentials.
10. Staff members and volunteers should use common sense and sensitivity around the areas of touching, hugging, etc.
11. All staff and volunteers in leadership roles on residentials will have undergone routine vetting.
12. Prior to each residential, staff should meet as a group to discuss the implementation of these guidelines on the residential.

Health

Standard

Staff members and volunteers should be prepared to treat each child, young person or vulnerable adult according to his/her own needs and respond appropriately to any condition he/she may have. Staff and volunteers of an activity should be appraised of the individual and diverse range of health issues existing amongst their group of children / young people or vulnerable adults via the parental/carer information disclosed on the health form.

Practice

1. All children, young people and vulnerable adults should be given a copy of the health form to be completed by their parent/guardian/carer at the beginning of each working year. This may be supported by a revised copy prior to any trip if the parent/guardian/carer has any amendments or additional information to provide.
2. This confidential form should be accessed by the leader of the activity of that child/young person/vulnerable adult to alert him/her to any personal or health difficulties that may arise.
3. No medication should be given to any child, young person or vulnerable adult without the written consent of the parent/ guardian/carer or doctors treating the child / young person/ vulnerable adult.
4. In the event of an urgent health or medical crisis arising, professional help should be sought immediately.
5. Any medicines that a participant carries with him/her to a meeting or trip should be clearly marked with the participant's name and parent's/doctor's signed instruction for use. These should then, if necessary, be carried by the allocated staff member or volunteer of the medication, to be taken as prescribed.
6. All venues should carry the name and phone number of the nearest contact in a medical emergency and have telephone access (i.e. if the group is out on a trip, the activity leader should carry the contact numbers with him/her alongside a mobile telephone).

Insurance

Standard

All activities for children, young people and vulnerable adults should have professionally advised and adequate insurance cover to include key areas of:

1. Personal accident
2. Public liability
3. Property and contents insurance
4. Vehicle insurance.

Practice

1. It is the responsibility of the activity organiser and the Parish Operations Manager to ensure that relevant insurance policies are current and valid.
2. In the case of activities or events that are considered to be 'high risk', the worker should consult with the Parish Operations Manager who will confirm on the appropriateness and adequacy of the cover available.
3. No high-risk activity should be engaged in without first following the above procedure to ensure that the insurance cover provided is adequate.
4. Insurance cover for transportation of children/young people/vulnerable adults should be adhered to. (See 'transport' section)

Premises

Standard

All premises used for working with children, young people and vulnerable adults should be suitable and safe. This includes:

1. Adequate provision of toileting facilities.
2. Appropriate and adequate lighting. (Torches/night lights should be available for emergencies.)
3. Appropriate and adequate heating systems.
4. Adequate provision of security and safety appliances.
5. All fire exits and entrance and exit routes should be kept clear and marked for any situation.
6. All keys to entrance/exit doorways should be easily accessed for emergency situations.
7. All fire alarms and appliances should be installed following professional advice and maintained as advised. Staff and volunteers should be trained in their use.
8. All work/meeting areas should be marked with an 'Assembly Point' notice in the case of an emergency.
9. No heating/cooking items, electrical appliances, or naked flames other than those tested and fitted to the venue by a professional should be used.

Practice

It is the responsibility of the PCC to maintain the upkeep of the premises to a safe and suitable standard. However, the activity leader has a responsibility to:

1. Maintain and leave the premises in a clean, tidy and secure condition.
2. Notify the Parish Operations Manager of any defects or hazards in the working/meeting environment, and ensure these points are documented and rectified.
3. Report any damage caused by a user group immediately to the Parish Operations Manager who will ensure that the damage is recorded, along with implications, actions to be taken, and by whom.
4. Regular scheduled fire drills should take place within each activity area.

Equipment

Standard

All equipment used by activities for children, young people and vulnerable adults must be safe and suitable for use by those participating. Where a National Standard is applicable, the equipment should conform to it.

Practice

1. All equipment should be thoroughly checked for defects before use.
2. If there are defects, the equipment should not be used.
3. All defects must be reported to the activity leader.
4. All staff and volunteers should be fully conversant with assembly and use of equipment.
5. Use of all equipment must be monitored by a member of staff or a volunteer.
6. Care should be taken that all paint, glue, felt tips, etc, are non-toxic.
7. Safe storage should be provided for all equipment.

Transport

Standard and Practice

8. Hired transport - When it is necessary to hire transport, a reputable company should be used and its insurance cover checked.
9. Minibus use – Overcrowding is dangerous and invalidates insurance cover. Drivers must not allow exits to be blocked with luggage or equipment. Only drivers registered with the hire company must drive the vehicle.
10. All minibuses are required to be fitted with seat belts. One belt per individual no matter how small (if an infant is to be transported, then an appropriate baby carrier must be employed). It is the responsibility of the driver to ensure that each individual in the minibus is wearing a seat belt before the start of each journey.
11. General – Coaches and minibuses are a safer and more effective way of transporting large groups than the use of private vehicles owned by parents/staff/volunteers. Ideally, the transporting of group participants should be kept to a minimum and reviewed regularly to consider alternatives.
12. Drivers should always be accompanied by another leader and should not be in the vehicle on their own with a child, young person or vulnerable adult.
13. The driver should endeavour to park the vehicle so that passengers can exit onto the pavement nearest to their destination as opposed to having to cross the road. All drivers should wait until a child leaving the vehicle is safely indoors before driving off. The driver must be properly licensed to drive the vehicle and should ensure that he/she always does so with due care and attention, adhering to the highway code. Where a driver is unaccompanied, it is important to ensure that no particular child or young person is consistently dropped off last or collected first. Seats should be filled from rear to front and emptied in reverse order. The rear doors of the minibus should be used only in the event of an emergency, as this would mean passengers exiting directly into oncoming traffic.
14. Drivers must not drive, in any circumstance, whilst under the influence of alcohol or drugs. (Drivers need to bear in mind that alcohol and drugs remain in the blood stream for substantial periods of time after consumption.) Drivers should ensure that there is no smoking, nor should there be any consumption of alcohol or illegal substances.
15. Drivers must not drive at any time in a careless or reckless manner, drive with the doors open when passengers are on board, or adjust anything likely to cause risk to anyone on board. Drivers are not permitted the use of mobile phones whilst driving.
16. Legally, the driver is responsible for the condition of the vehicle he/she is driving and should therefore check the tyres, lights, wipers, fire extinguisher and First Aid kit. If something is not correct, it should be attended to immediately, or an alternative form of transport should be sought.
17. For long journeys (over 50 miles each way), drivers should submit a route plan, indicating departure and return times. This plan should be left with the Parish Operations Manager.
18. Drivers should ensure that they take a break at least every two hours and, if journeys are over six hours' duration, a second driver should be available. Drivers should be aware that they can quickly become tired after a day, weekend or week of activities. The safety of passengers must be assured at all times. A duty of care is incumbent on all drivers.
19. Drivers should always have a nominated contact person, available 24 hours, in the event of an emergency

Safeguarding Roles within our Parish

Parochial Church Council (PCC)

The PCC and the Incumbent (or Priest-in-Charge) are together responsible for ensuring that safeguarding policies and procedures are implemented within the parish.

The PCC sponsors (in its own name) activities for children, young people and vulnerable adults and as a consequence all PCC members are eligible for an Enhanced DBS Check without barred list information. However, even though everyone is eligible, the Diocese of Coventry only requires that three lay PCC members are DBS checked.

Incumbent or Priest-in-Charge

The Incumbent (or Priest-in-Charge) and the PCC are together responsible for ensuring that safeguarding policies and procedures are implemented within the parish.

The Incumbent (or Priest-in-Charge) has the 'cure of souls' within the parish. Part of this pastoral care is to ensure safeguarding is taken seriously within their church community.

He/she also plays an important role in the response to any safeguarding allegation (unless the allegation has been made against the Incumbent or Priest-in-Charge). This role must be carried out under the guidance of the Diocesan Safeguarding Adviser.

The Incumbent (or Priest-in-Charge) requires an Enhanced DBS Check with barred list information.

Parish Safeguarding Officer

Working under the authority of the PCC, the Parish Safeguarding Officer takes the lead role for safeguarding within the parish. This includes:

- Developing local practices that comply with the Safeguarding Policy for the Diocese of Coventry.
- Reporting all safeguarding situations to the Diocesan Safeguarding Adviser.
- In addition to the above, immediately notifying the statutory authorities if an adult or child:
 - Is at imminent risk of harm; or,
 - Discloses any abuse which is a criminal offence.
- Processing DBS checks for volunteers and staff (or delegating it a Safeguarding Evidence Checker).
- Ensuring that volunteers and staff receive appropriate diocesan safeguarding training.
- Producing an annual Safeguarding Report and presenting it to the PCC.
- Acting as a bridge between the church and the Diocesan Safeguarding Adviser for matters relating to the safeguarding of adults at risk and children in the parish.

The Parish Safeguarding Officer is a local contact; they are not expected to be a safeguarding expert or to deliver training. They would never be expected to conduct investigations.

An Enhanced DBS Check with barred list information is required for a Parish Safeguarding Officer.

Churchwardens

Churchwardens are the senior lay representatives within the parish. They carry the responsibility for the oversight of the parish in the absence of the Incumbent (or Priest-in Charge) and must therefore be fully aware of safeguarding procedures.

The PCC sponsors (in its own name) activities for children, young people and vulnerable adults. The Churchwardens require an Enhanced DBS Check without barred list information.

PCC Lead on Safeguarding

The PCC must appoint a lay member to take the lead on discussing any safeguarding matters at PCC meetings. This person must not be related to the Incumbent (or Priest-in-Charge) and is currently a designated Churchwarden.

Children's Advocate

If a PCC sponsors (in its own name) any activities for children, the PCC must appoint a Children's Advocate to whom children can talk about any problems if they wish.

This role will often be carried out by the Parish Safeguarding Officer. If not, the Children's Advocate requires an Enhanced DBS Check with barred list information.

Safeguarding Evidence Checker

DBS checks within the Diocese of Coventry are carried out via an online system provided by Churches' Agency for Safeguarding (APCS). Within a parish, the system can only be accessed by the Parish Safeguarding Officer or by other authorised people.

Additional authorised people are called Safeguarding Evidence Checkers. Their role is to assist the Parish Safeguarding Officer with the processing of DBS checks for volunteers and staff.

The Associate Vicar and Parish Operations Manager are currently authorised Safeguarding Evidence Checkers.

Disclosure and Barring Service (DBS)

The PCC has identified the following activities involving children, young people and vulnerable adults. The requirement of the PCC is that the leaders of all identified groups in the table below (and new groups before they commence work) together with any identified individuals in specific roles will be required to complete an enhanced DBS clearance before they commence work in any capacity in their roles or with these groups, regardless of the length of time that the individual or individuals have been a part of our congregations. Each group leader will also be expected to liaise closely with the Parish Safeguarding Officer to ensure that a current and accurate list of leaders and volunteers is maintained and that all DBS and training requirements are kept up to date.

Group	Leader
All Saints'	
Bellringers	Charles Wilson
Bereavement	Gina Lodge
Choir Chaperones	Benedict Wilson
Churchwardens	Patrick Taylor
Churchyard Maintenance	Lindsay Macdonald
Click & Chatter	Felicity Howlett
Contemplative Prayer	Jenny Rowlands
Director of Music	Benedict Wilson
Home Communion	Steve Jarvis
Home Group Leaders	Steve Jarvis
Lay Chaplains	Keith Payne
Music group	Sam Bridges
Nursing Homes	Steve Jarvis
Parish Safeguarding Officer	Jane Armitage

Group	Leader
Pastoral contacts	Gillian Nunn
PCC	Patrick Taylor
Prayer Ministry	Keith Payne
Rosebird Music Group	Phil Harper
Social team	
Soul Space	Patrick Taylor
St Helen's	
Stratford Churches together & Homeless Lunches	Hilary Newman
Trinity Ladies	Gina Lodge
Trinity Players	Ursula Russell
Trinity Tots	Phil Harper
Trinity Voices	Benedict Wilson
Welcome	Helen Warrillow
Youth Group	Steve Jarvis
Safeguarding Administrator	Andy Winter

Training and Professional Development

All those listed above will be required to complete training as set out by the Diocese of Coventry and arranged by the PCC from time to time.

All those listed above with other volunteer leaders and those involved in working with any of the above groups in any capacity should also undertake at least one training session per year that is arranged by the PCC for the purpose of refreshing everyone's understanding of their role in protecting children, young people and vulnerable adults from harm.

Failure to complete required training or the annual updates will lead to the cancellation of any agreement from the PCC for the individual to act with the group in any capacity whatsoever.

Recognising abuse that is reportable

What is abuse?

Working Together to Safeguard Children 2010 identifies four categories of child abuse, which are assumed to be forms of significant harm.

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

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

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

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

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

Emotional abuse – is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ridiculing what they say or how they communicate. Emotional abuse may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may also involve: seeing or hearing the ill-treatment of another, for example in domestic violence situations; serious bullying (including cyber-bullying); causing children frequently to feel frightened or in danger; exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child but it may occur as the sole or main form of abuse.

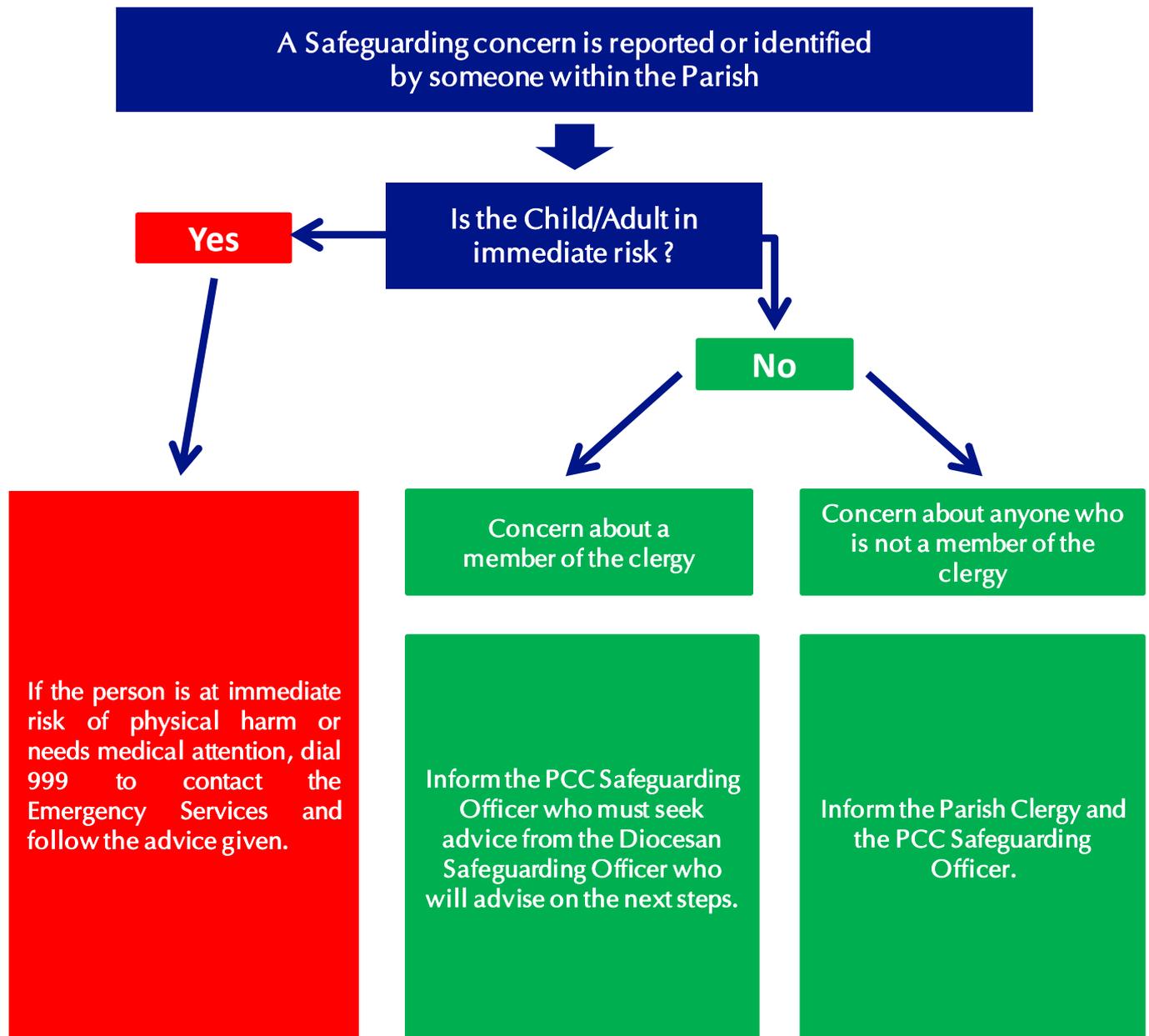
Since publication of the report there is a growing understanding and many examples of organised abuse taking place across the country.

Organised abuse Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse. Indicators include:

- Series of complaints from different parents about the same staff/situations/issues
- Records regularly being mislaid/poor record keeping
- Controlling relationships
- Children/activities being visited regularly by "associates" of staff

What to do if a disclosure is made to you or there are concerns about the safety of a child, young person or vulnerable adult

The flow chart below will help you determine what actions to follow. There are some guidance notes and a list of essential contacts after the flowchart to support what you do.



Record the concern (who, what, when where, why, how?) within 24hrs of an issue having been raised and file it securely in the parish office. Send a copy to the Diocesan Safeguarding Officer.

Further guidance notes :

The following guidance is intended for anyone receiving information from a child, young person or vulnerable adult and for designated officers who may need to make a referral about specific allegations or expressions of concern that a child, young person or vulnerable adult may be at risk of serious harm or exploitation.

Respond to the individual by:

- Remaining calm and not showing shock or disbelief
- Listening carefully to what is being said
- Not asking detailed or probing questions
- Demonstrating a sympathetic approach by acknowledging regret and concern that what has been reported has happened
- Confirming that the information will be treated seriously
- Giving information about the steps that will be taken
- Advising who you will be reporting to and that information will only be shared with others on a need to know basis
- Informing them that they will receive feedback as to the result of the concerns they have raised and from whom
- Giving the person contact details so that they can report any further issues or ask any questions that may arise

Do Not:

- Remain in any situation that is unsafe
- Question the person further, investigate or probe
- Stop anyone who is telling you freely about significant events
- Be judgmental (i.e. "why did you not run away")
- Promise not to tell anyone else about the problem
- Clean up, touch the victim or any object (where applicable)
- Interfere with anything that could be evidence
- Ignore the issue
- Make contact with the abuser
- Pass on information or discuss with anyone except those who need to know
- Make any promise you cannot keep

Take Action:

- Write down what is said. You need to do that as soon as possible on the same day
- Report the incident as soon as possible to the designated officer. If you are the designated officer and a referral is required do this as soon as possible and certainly no more than 24 hours later
- Ask the individuals consent to inform the Police or to seek medical attention if needed
- In an emergency call the police if a crime is suspected (regardless of whether consent is given) or an ambulance if medical attention is urgently required

Contact Details

Vicar	Revd Patrick Taylor	01789 508155
Parish Safeguarding Officer	Jane Armitage	01789 297652
Children's Advocate	(to be appointed)	
DBS Administrator	Parish Operations Manager – Andy Winter	01789 266316
Safeguarding Evidence Checker	Associate Vicar – Revd Steve Jarvis	01789 290128
Diocesan Safeguarding Officer	Carol Clarke	024 7652 1345

Monitoring this policy

The churchwarden responsible for Safeguarding will be expected to produce for the PCC :

- an annual report concerning the effectiveness of this policy
- a quarterly report detailing the status of all DBS clearances
- a report as needed concerning the occurrence of any reports made to the Diocese concerning the protection of children, young people or vulnerable adults

Approved by	Parochial Church Council
Date approved	22 nd January 2019
Date of next review	February 2020