**Diocese of Bristol**

**Holy Trinity with St Edmund**

**(also known as Horfield Parish Church)**

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

**Policy and Procedure**

**2019**

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1. **Policy Context**

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

The main relevant polices and guidance documents are:

**Church of England:**

Protecting all God’s Children 2010

Promoting a Safe Church 2006

Promoting a Safer Church – Policy statement 2017

Practice Guidance: Safer Recruitment 2016

Responding to Domestic Abuse 2017

Responding Well to those who have been Sexually Abused 2011

Responding to, assessing and managing safeguarding concerns or allegation against church officers 2017ns

Safeguarding Records, Joint Practice Guidance 2015

Safeguarding Records Retention Tool Kit 2015

General Statement on Safeguarding Children In Towers Dec 2015

**These documents can be found on the Diocese of Bristol Website here:** [**https://www.bristol.anglican.org/safeguarding-resources/**](https://www.bristol.anglican.org/safeguarding-resources/%20) **look under National policies and procedures.**

**Diocese of Bristol:**

Safeguarding Policy 2018

Allegations Management Procedure 2018

Ministering to those who may present a risk 2018

Safer Recruitment Guidance and Toolkit 2017

These documents can all be found on the Diocese of Bristol website: [www.bristol.anglican.org/parish-resources/safeguarding/policies-and-procedures](http://www.bristol.anglican.org/parish-resources/safeguarding/policies-and-procedures) and descriptions are given where these policies are referenced in this policy document.

**Statutory Guidance:**

Working Together 2018: This guidance from the Department of Education describes safeguarding processes and the safeguards that every organisation must have in place, including faith organisations. See the guidance at <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Or online:

[www.workingtogetheronline.co.uk](http://www.workingtogetheronline.co.uk)

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

1. **Policy Statement**

It is the responsibility of all members of Holy Trinity with St Edmund church to give paramount importance to the nurture and care of children, young people and vulnerable adults in a safe and secure environment. It is about preventing harm to children and adults wherever possible.

**We recognise that:**

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

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

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

**When concerns are raised we will:**

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

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

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

**In all recruitment we will:**

* Carefully select those with any responsibility within the Church (including voluntary workers) in line with the Church of England Safer Recruitment Practice Guidance 2016 (See Safer Recruitment Guidance – Appendix 3) and provide ongoing supervision, support and training.

**In our publicity we will:**

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

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

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

Where conflicts of interest arise between the welfare of the child and that of adults, the child’s wellbeing must always be of paramount importance and priority.

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

*Has need for care and support (whether or not the Local Authority is meeting any of these needs)*

*Is experiencing, or at risk of abuse or neglect*

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

(Care and Support Statutory Guidance 2016)

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

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

1. **What is abuse and neglect?**

Please see the table attached as Appendix 2. This outlines the forms of abuse noted in legislation related to safeguarding children, young people and adults alongside some examples and potential indicators that abuse or neglect may be occurring.

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

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

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

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

**Your Local Authority name: Children’s Safeguarding Team**

**Telephone number** ‐ Monday to Friday - 01179036444

**Telephone number** ‐ Out of hours/Weekends - 01454615165

**Your Local Authority name: Adult’s Safeguarding Team**

**Telephone Number** ‐ Monday to Friday - 01179222700

Once you have sought advice from police or the Local Authority and the situation is made safe, inform the Parish Safeguarding Officer (Julie Woods - tel: 07473847649) as soon as possible of the concern and actions taken and provide a written record of this. If the concern is about the Parish Safeguarding Officer contact the Incumbent or Diocesan Safeguarding Adviser.

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

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

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

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

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

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

* To support their being part of the congregation as safely as possible, contact will be made with police, probation and other agencies connected with their case.
* The Diocesan Safeguarding Adviser and Church leaders will need to know of their circumstances.
* That a risk assessment will need to be completed
* And that a written agreement will be needed between the individual and the Church which agrees when the individual will or will not be involved in church services and activities, boundaries of behaviour and support offered.

1. **Confidentiality and consent**

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

**Consent:** Holy Trinity with St Edmund church accepts that all people have a right to make their own views and wishes known and that these wishes should be followed wherever possible.

**Children:** Where there is a concern that a child is experiencing or at risk of abuse or neglect they may ask those that know not to tell anyone. Holy Trinity with St Edmund church accepts that we cannot do this; these concerns must be reported to the appropriate authorities to enable the child or young person to receive appropriate help and support. Holy Trinity with St Edmund church asks all staff, ministers and volunteers to explain this to children in their care when appropriate. Where there is concern that a child is experiencing or is at risk of abuse or neglect, Holy Trinity with St Edmund church expects that parents and carers will be communicated with and will have their consent sought for information to be shared with the Local Authority or other agencies. This should happen except where there is concern that to do so would place a child at increased risk or where a parent or carer may be involved in the sexual abuse of the child. In those circumstances advice of the Local Authority or police should be sought before informing the parents or carers of the concern. Where the allegation is against an individual who may have access to other children or vulnerable adults the referral should be made without seeking consent from parents or carers - how they are made aware of the concerns will be decided alongside statutory agencies.

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

1. **Record Keeping**

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

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

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

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

1. **Safer Recruitment and ongoing support and supervision**

All recruitment of staff and volunteers will be undertaken in line with Church of England policy ‘Safer Recruitment’ 2016. See Holy Trinity with St Edmund church Safer Recruitment Guidance for further information - Appendix 3.

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

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

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

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

In brief: All staff and volunteers will:

* Have all recruitment checks completed and approved prior to starting in role.
* All eligible staff and volunteers will have a repeat DBS disclosure every 5 years. Any lapsed DBS check will require the post holder to stand down until the check has been completed.
* Attend safeguarding training as required by the Church of England
* Attend any other training as decided by the PCC
* Have a named supervisor

1. **Roles and Responsibilities**

|  |  |
| --- | --- |
| **Name** | **Responsibilities** |
| Parochial Church Council | * Agree, implement, monitor and review annually this safeguarding policy and all associated policies * Ensure all staff and volunteers are recruited safely * Agree and implement supporting good practice guidance and processes * Ensure adequate insurance for all activities * Recruit and support adequate Parish Safeguarding Officers * Ensure all staff and volunteers are adequately trained and supervised |
| Parish Safeguarding Officer (PSO) | * Respond to all safeguarding allegations and concerns according to policy and guidance * Monitor and report to PCC regarding adherence to policy and practice * Arrange safeguarding training and maintain records * Process DBS disclosures for the church and maintain records |
| Incumbent | * Act as a point of contact should there be any safeguarding allegation or concern regarding a PSO |
| Church Wardens | * Take part in the allegations management procedure when required * Take part in an ‘agreement’ as per ‘ministering to those that may present a risk’ |
| Activity Leaders | * Follow the Safeguarding policy and associated good practice guidance * Ensure that activities are run according to good practice guidance * Report any safeguarding concerns as per policy * Ensure all volunteers are safely recruited * Ensure all volunteers have in date training and DBS check as required * Ensure all new volunteers receive agreed induction * Supervise agreed volunteers |

1. **Good practice guidance- Working with Children and Young People**

**10.1 Guidance Context**

This guidance must be followed by all staff and volunteers working for Holy Trinity with St Edmund church.

This guidance is provided for all staff and volunteers to enable them to have an understanding of the behaviours and standards expected in relation to work with children and young people and the provision of activities within Holy Trinity with St Edmund church.

The guidance contained within this document is based on ‘Protecting All God’s Children’ 2010 and ‘Guidance for safer working practice for those working with children and young people in education settings’ September 2015.

* 1. **Code of conduct**

Everyone involved in work with children and young people within Holy Trinity with St Edmund church should:

* Ensure that they are aware of the relevant policies: e.g. safeguarding (including social media and communication, photos and videography) and that those policies are followed alongside the good practice guidance.
* Commit to training that is required as part of the role
* Treat all children and young people with dignity and respect befitting their age
* Ensure that their own tone, language and body language is non-threatening and age appropriate.
* Ensure that discipline is maintained without use of threat or physical punishment or control which is illegal for children’s workers. Control and discipline of children should only be given by parents/carers, unless those parents/carers have asked or agreed to an individual assisting with this.
* Ensure that any physical contact with a child is child led. All children should be able to choose what form physical contact takes including ‘no contact’. Encourage handshaking rather than hugging as a greeting with children. All workers must be aware that children should not be picked up, sat on knees or be hugged. Children may find eye contact and a handshake, high five or hand on the shoulder acceptable. Where a child is hurt or upset they may seek a hug- this should only occur in the sight of another adult.
* Guiding a child when processing as part of the choir or serving team can often be difficult if the child is distracted. If verbal instruction is not possible, a gentle hand on the shoulder is the only suitable means of physical contact.
* A child’s own parent/carer should undertake any personal care that a child needs. This includes adjusting a child’s hair or clothing. If a child is too young to put on robes unaided a parent/carer should stay to assist them.
* Avoid taking children to the toilet. Where this is unavoidable, ensure that another staff member or volunteer is informed and in the area
* Use supervision as a means of protecting children and young people
* Always work with or insight of another volunteer or staff member. A minimum of two adults should work with any group of children
* Try to ensure that a mixed group has both male and female staff/volunteers. Couples should not be the only adults working with a group.
* Do not offer personal gifts to any child in the group worked with, any prizes or gifts should be from Holy Trinity with St Edmund church rather than personal (the exception is where the child is a family member or friend’s child and the gift is given in the context of that relationship).
* Maintain a professional manner as a helper or leader. Staff and volunteers should not ‘befriend’ children or meet with them outside the context of their work (except where the child is a family member or friend’s child and the contact is in the context of that relationship).
* Volunteers should ensure that they do not enter into a romantic or sexual relationship with any young person under 18 and within their care. Care should be taken where a young person is over 18 and has recently been within an adult’s care due to the potential inequality in the relationship.
* Ensure that children and young people know that they can raise any concerns and that they can speak to the Parish Safeguarding Officer if they wish to.
* Visitors who require access to an area in which children or young people are meeting should be accompanied by a known person at all times.
  1. **Arrangements for children and young people’s activities**

All activities provided for children and young people by Holy Trinity with St Edmund church are the responsibility ultimately of the PCC.

The PCC requires that all activities are therefore safely and appropriately managed. Every activity must ensure the following, and it is the responsibility of the activity leader to ensure this happens:

* Have a risk assessment of the activity - reviewed annually or following an incident
* Have appropriate staff ratios: In line with Ofsted advice, the following are recommended:

|  |  |  |
| --- | --- | --- |
| **Age of child** | **Maximum group size with 2 adults** | **Additional adults**  **Required** |
| 0-2 years | 4 | Additional children up to max of 2 – one additional adults |
| 2-3 years | 8 | Additional children up to max of 4 – one additional adults |
| 3-8 years | 16 | Additional children up to max of 8 – one additional adults |
| 8+ | 20 | Additional children up to max of 12 – one additional adults |

* Keep a register of staff and children in attendance, and file historic papers in the Safeguarding filing cabinet in the church office
* First aid - have access to First Aid kit (in the hall kitchen and in the sacristy- should be used only by a qualified first aider), accident book (kept on the wall in the hall kitchen and in the sacristy of the church) and appropriately qualified first aiders.
* Fire safety - ensure that there is a clear fire evacuation procedure – in the church there are 4 fire exits – North East door, South Transept door, Tower door and the main South door. These doors are open during services but not all are open at other times. Those in charge must know where the keys are kept so that the doors can be opened if the church is used for a meeting. In the church hall there are 3 fire exits, two sets of double doors in the main hall and one fire door in the back room, all of which have illuminated signs. These doors must be kept clear at all times. There are suitable fire extinguishers that are serviced regularly.
* When children transfer between the church and the church hall they should walk in pairs, with under 5s holding the hand of an adult, with the extra adults dispersed throughout the line. There should be one adult at the front and one at the rear of the line. When crossing the road, the whole party should assemble at the pedestrian crossing and wait for the green man. One adult should ensure that cars are aware that children are crossing en-masse should the lights start to change.
* Ensure that leaders have access to a phone and hold emergency numbers
* Keep up to date registration and consent forms (Appendices 4, 5,6,)
* Be clear about which children have parental consent to make their own way home, which will be collected and by whom.
* Ensure that where young children are present there are adequate arrangements to ensure they cannot leave the areas without an adult being aware.
* Complete a log in the accident book for any accident
* Use staff that have been safely recruited and who have up to date checks and training. There will be times when an individual would like to “see” an activity and to be involved prior to making a decision to commit to being a volunteer and going through the recruitment process. Whilst understandable, any such involvement should be for a maximum of one session only and under close supervision.
* Ensure that the space used for the group is:
  + Adequately heated or cooled and lit
  + Big enough for the activity and number of children/ young people
  + Is safe and that any broken furniture or fittings are reported and not causing a health and safety risk
  + Ensure that when the church hall is used the outer door of the hall is closed and the safety chain is used. If the fire doors are open for ventilation, please ensure the outer gate is not locked. The kitchen and stage areas are off limits to children

**10.4 Young Helpers**

Young helpers, those under 18 years of age may require particular support and supervision where they help with activities for younger children.

* Young people aged 16 and 17 should be recruited via the Safer Recruitment process and are old enough to apply for a DBS check where the role requires one. They should not however be given supervision responsibility and should always work under the supervision of another adult. They should not be counted in the ratios.
* Young people under 16 may act as helpers with activities. Consideration should be made regarding their level of maturity and their ability to behave responsibly and to follow instruction. Any young helper must have a clear role and be able to understand and follow the code of conduct. Young helpers will require parental consent to be present and assist with activities.
* Care should be taken to ensure that young helpers are not working with their own peers and that they do not hold leadership responsibility where a boyfriend or girlfriend is in the group they are working with.

**10.5 Taking children and young people out**

* Visits off site must be planned carefully. These visits must be approved by the PCC prior to it taking place; approval is to be sought (Appendix 5).
* Once approval has been given by the PCC an information sheet should be given to parents, this will give full details of the visit including details of the activity, travel arrangements, timings, names of leaders, cost and the name of the parish emergency contact who can be contacted during the visit. This person will hold copies of the medical and consent forms for each child and it is this person who will contact parents in the event of an emergency.
* Parental consent forms must be completed for every child who is taken off the church premises for any business (Appendix 6); these will be used in conjunction with the annual information and medical form (Appendix 4).
* Organise travel arrangements adequately­: -

Coach companies must have adequate insurance and have safety belts fitted. Recommended numbers must not be exceeded.

* + - Ensure that where children are transported by staff or volunteers that:
  + Consent has been obtained from parents
  + The driver has no unspent driving convictions
  + The driver has adequate insurance
  + There are at least two adults and two children in each car or where an emergency necessitates a child being transported by one adult that the child sits in the back and an incident form is completed.
  + The organiser should be familiar with the nature of the conditions likely to be encountered during the visit. A preliminary reconnaissance by the leader is strongly recommended in order to evaluate the site from a safety viewpoint and ensure that assessment 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. Using appendix 8, Assessment of Risk, as a guideline, appendix 9 should be completed prior to the visit so that any action can be taken before the visit. The activity provider, where there is one, must have public liability insurance

1. **Good practice guidance - Working with Adults**

**11.1 Guidance Context**

This guidance must be followed by all staff and volunteers working for Holy Trinity with St Edmund church. There are additional guidelines for clergy contained within ‘Guidelines for the Professional Conduct of Clergy’ 2015.

This guidance is provided for all staff and volunteers to enable them to have an understanding of the behaviours and standards expected in relation to work with adults and the provision of activities within Holy Trinity with St Edmund church.

The guidance contained within this document is based on ‘Promoting a Safer Church 2006’

**11.2 Code of Conduct**

Everyone involved in work with adults within Holy Trinity with St Edmund church should:

* Ensure that they are aware of the relevant policies: e.g. safeguarding, lone working and that those policies are followed alongside the good practice guidance.
* Treat all adults with dignity and respect, avoiding any language or actions which may be perceived as threatening, harassment, bullying.
* Exercise care when ministering to persons with whom they have a close personal friendship or family relationship. Ask for another person to provide this pastoral care where appropriate.
* Be aware of the dangers of dependency in pastoral and professional relationships and seek advice or supervision when these concerns arise.
* Ensure that if they exercise a healing ministry that they have been trained in the theology and non-intrusive practice of that work
* Recognise their limits and not undertake any ministry that is beyond their competence or role (e.g. therapeutic counselling, deliverance ministry, counselling victims of abuse and domestic violence, or their perpetrators, or giving legal advice). In such instances the person should be referred to another person or agency with appropriate expertise.
* Avoid behaviour that could give the impression of inappropriate favouritism or the encouragement of inappropriate special relationships.
* Treat those with whom they minister or visit with respect, encouraging self-determination, independence and choice.
* Not assist with physical needs, washing and toileting.
* Recognise that pastoral relationships may develop into romantic attachments and such situations should be handled sensitively. Alternative arrangements should be made for the ongoing pastoral care of the person concerned.
* Not undertake any pastoral ministry while under the influence of drink or non-prescribed drugs.
* Be aware of own language and body language. For example, innuendoes or compliments of a sexual nature are always inappropriate.
* Consider the appropriateness of initiating or receiving any physical contact, for example a hug may not be welcome.
* Where visiting a person at home be careful to:
  + Go only when and where invited, and do not follow them into e.g. kitchen or bedroom
  + Visit in pairs, but recognising this is not always possible for pastoral and practical reasons ensure that appropriate risk assessments are completed before visiting alone.
  + Avoid entering private areas such as bedrooms if possible.
  + Only assist with tasks that are an agreed part of the role
  + Do not administer any drugs, or take food gifts that may interfere with medication
  + If confined to bed, then knock on door before entering (even if open) and sit on a chair and not the bed, leaving the door open
  + Do not accept personal gifts of money, If they wish to donate it should be done in an official way through the church
  + If you do any shopping this will need an agreed system. E.g. check with family, carer, keep a separate purse, receipts etc.
  + Record visits in a notebook or similar
* Not seek personal financial gain from their position beyond any salary or recognised allowances.
* Any gifts received should be disclosed to another e.g. a colleague, Churchwarden, Incumbent, relevant activity leader where it should be decided whether they could be accepted.
* Care should be taken not to canvass for church donations from those who may be vulnerable, e.g. the recently bereaved.

**11.3 Arrangements for activities involving adults**

All activities provided for adults by Holy Trinity with St Edmund church are the responsibility ultimately of the PCC.

The PCC requires that all activities are therefore safely and appropriately managed. Every activity must have the following and it is the responsibility of the activity leader to ensure this happens:

* Have a risk assessment- reviewed annually or following an incident
* Pay due consideration to the access needs of all involved
* Have access to First Aid kit, accident book and appropriately qualified first aiders where meeting at Church.
* Ensure that there is a clear fire evacuation procedure from the premises
* Ensure that leaders have access to a phone and hold emergency numbers
* Complete a log in the accident book for any accident
* Use staff that have been safely recruited where a group or activity is specifically for vulnerable adults and or where regulated activity will occur.
* Ensure that the space used for the group is:
  + Adequately heated or cooled
  + Big enough for the activity and number of people attending
  + Is safe and that any broken furniture or fittings are reported and not causing a health and safety risk
* Ensure that where adults are visited in their own homes that:
  + The adult and their visitor are clear of the purpose of the visits, the duration, frequency and boundaries to the relationship
  + That risk assessments are completed and due consideration made to lone working requirements
  + That the adult has the opportunity to have a friend or relative with them when visits occur if they choose
* Ensure that where visits are made to hospitals or care home settings that:
  + Staff and volunteers follow the sign in / out procedures for the setting and observe agreed timings of visits (and whether appropriate to the person being visited) and agreed purpose
  + That you are aware of what areas are open to visitors
  + Staff and volunteers do not interfere with provided care and that advice is sought from the adult of setting staff if it is not clear what the visitor should/ should not do.
  + That any concerns about care are reported to the setting manager and reported as a safeguarding concern if appropriate.

1. **Additional Related Policies and guidance**

**a) Photography and video**

It is the policy of Holy Trinity with St Edmund church that no one should take photographs of children or young people without the written consent of that child’s parent or carer and the consent of that child where they are old enough to give consent.

Where photographs are to be taken consent will be gained from parents and carers in advance, using the agreed form (appendix 10c). This will stipulate: who will take photos, for what purpose they may be used, how they will be stored and after what period they will be destroyed.

All photos and videos taken for Holy Trinity with St Edmund church should be stored securely on devices belonging to PCC. No photo or video should be left stored on personal photography or videography equipment.

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

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

Where an event may be photographed and is open to the public; signs will be displayed noting that photographs and or video may be taken and inviting anyone not wishing to be in any photos or video used to make this known to a named person. The photographer/ videographer will be named on these signs and will wear ID.

Only those delegated with that responsibility by PCC may ask for parental consent and arrange the taking of any photo or video. See Appendix 10 for more detail.

**b) Communications and Social Media**

It is the policy of Holy Trinity with St Edmund church that no one employed on a paid or voluntary basis, serving as a PCC member or as a licensed minister will contact children or young people directly via social media, email, phone or text without the knowledge and consent of that child’s or young person’s parent or carer.

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

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

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

* The account shall not be a personal account belonging to any group member or leader; it will be a separate group account.
* More than one adult will be administrator for the account so that all content and messages can be seen by more than one adult.
* All users will be made aware that bullying, harassment or other anti-social behaviour will not be tolerated. Information will be available to all users about how to raise a concern about the conduct of others and who with.
* Steps must be taken to prevent people outside the group having access to the names or personal details of anyone who is part of the group e.g. if a group Facebook page is used, the account settings should prevent group members being identified and any message sent to anyone other than the administrator.
* All those in a leadership role will ensure that their language is professional and appropriate e.g. not adding ‘xx’ to messages, not using nicknames that are not what the leader is called by everyone else, avoiding addressing others by endearments which would be ambiguous, such as ‘love’

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

Organisations and individual users meeting at Holy Trinity with St Edmund church will be expected to adhere to this safeguarding policy or where they work regularly with children, young people or adults who may be vulnerable, to have their own safeguarding policy.

Holy Trinity with St Edmund church is responsible for overseeing users and ensuring that that agreed hire process and forms are in use. This will include obtaining a copy of the hirers’ safeguarding policy where relevant and providing a copy of this policy.

**d) Insurance**

The Ecclesiastical Insurance Company covers insurance for activities on and off the premises. The PCC must agree to any specific activity taking place and accept responsibility for such. The insurer requires the insured to take all reasonable steps to prevent injury, loss or damage occurring.

Where children and young people are to be carried in private vehicles, it is the driver’s duty to ensure they have adequate insurance and that restraints and support seating as required by law is used.

1. **Policy implementation and Review**

This policy is agreed by the Holy Trinity with St Edmund church PCC on 22nd May 2019

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

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

This policy will be reviewed annually (next review May 2020). The policy has been reviewed November 2022.

**APPENDIX 1**

**Useful Contact numbers**

* Our Parish Safeguarding Officer (PSO) is: Caroline Plaice Telephone: 07714 255670
* Our Diocesan Safeguarding Adviser (DSA), Adam Bond, can be contacted on 0117 906 0100.
* If advice is needed on a safeguarding issue and the PSO or DSA are not available, the Churches Child Protection Advisory Service (CCPAS) provide a helpline that can be contacted on 0845 120 4550. Please state that you are calling from a Diocese of Bristol church and contact your PSO as soon as possible to report that you sought advice from CCPAS and action taken.
* Bristol City Council: Children’s Safeguarding Team

**Telephone number** ‐ Monday to Friday - 01179036444

**Telephone number** ‐ Out of hours/Weekends– 01454 615165

* Bristol City Council: Adult Safeguarding Team

**Telephone Number** ‐ Monday to Friday – 0117 9222700

* Police: 999 (emergency) or 101 (non-emergency)

**APPENDIX 2**

**Categories of Abuse and additional information**

**Categories, Definitions and Indicators of Harm**

Last Updated July 2017 V3

|  |  |  |  |
| --- | --- | --- | --- |
| **Type Of Harm** | **Definition** | **Examples** | **Indicators** |
| **Physical**  Adults and Children | Non-accidental harm to the body. From careless rough handling to direct physical violence.  Unlawful or inappropriate use of restraint or physical interventions. | Hitting, slapping, pinching, shaking, pushing, scalding, burning, dragging, kicking, physical restraint, locking an individual in a room or a car. | History of unexplained falls or minor injuries, bruising which is characteristic of non-accidental injury – hand slap marks, pinch marks, grip marks, bite marks, scalds, flinching, reluctant to undress. |
| **Sexual**  Adults and Children | Direct or indirect involvement in sexual activity without capacity and/or consent. Individual did not fully understand or was pressured into consenting.  Note: A child under 16 years old can never consent to any sexual act | Coercion to be involved in the making or watching of pornographic material. Coercion to touch e.g. of breasts, genitals, anus, mouth, masturbation of either self or others, penetration or attempted penetration of vagina, anus, mouth with or by penis, fingers and or other objects | Pregnancy in a women unable to give consent, difficulty in walking or sitting with no apparent explanation, torn, stained or bloody underclothes or bedding, Bleeding, bruising to the rectal and/or vaginal area, bruising. Behavioural changes, sexually explicit behaviour, explicit language, self harm, obsession with washing, fear of pregnancy may be exaggerated |
| **Emotional**  Adults and Children | Behaviour which has a harmful effect on an individual’s emotional well being or development, causing mental distress undermining their self-esteem and affecting individual’s quality of life.  Wilful infliction of mental suffering by a person in a position of trust and power. | Shouting, coercion, bullying, blaming, insulting, ignoring, threats of harm or abandonment, intimidation, harassment, humiliation, depriving an individual of the right to choice and their privacy, dignity, self -expression, deprivation of contact, undermining self-esteem, isolation and over-dependence. Failure to provide a loving environment for a child. | Loss of interest, withdrawn, anxious or depressed, frightened, avoiding eye contact, irritable, aggressive or challenging behaviour, unexplained sleep disturbance, self harm, refusing to eat, deliberate soiling, unusual weight gain or loss |
| **Neglect**  Adults and Children | Failure of any person who has responsibility for the charge, care or custody of an adult at risk or child to provide the amount and type of care or treatment that a responsible person could be expected to provide. | Fail to meet basic needs including food, environment, access to health care and education, failure to provide for social needs. | Unwashed/ dirty appearance, clothes too small/big, untreated sores or infections, isolation. |
| **Financial**  Adults | The unauthorised taking (theft), deprivation or misuse of any money, income, assets, funds, personal belongings or property or any resources of an adult at risk without their informed consent or authorisation. | Misuse of power of attorney or appointeeship. Money and possessions stolen, misuse or misappropriating money, valuables or property, possessions or benefits, undue pressure in connection with wills, property, inheritance or financial transactions, denying the adult at risk the right to access funds, unauthorised disposal of property or possessions, being asked to part with money on false pretences, | Unexplained or sudden inability to pay bills, Power of Attorney obtained and misused when a person lacks or does not lack mental capacity to understand, unexplained withdrawal of money with no benefits, person lacking goods or services that they can afford, extortionate demands for payments for services |
| **Organisational**  Adults | Involves the collective failure of an organisation to provide safe, appropriate and acceptable standards of service to adults at risk.  Mainly relates to health and social care provision but aspects may be relevant to Church settings | Lack of individualised care, inappropriate confinement or restriction, sensory deprivation, inappropriate use of rules, custom and practice | Whistle blowing policy not in place and accessible, insufficient employees training and development. Organisational standards not meeting those laid down by regulatory bodies, service users not treated with dignity and respect, diverse needs not recognized and valued in terms of age, gender, disability, ethnic origin, race or sexual orientation, services not flexible |
| **Discriminatory**  Adults | Exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. | Verbal abuse, harassment or similar  treatment, unequal treatment, deliberate exclusion from services such as education, health, justice and access to services and protection, harmful or derisive attitudes, inappropriate use of language | Repeated exclusion from rights afforded to citizens such as health, education, employment and criminal justice |
| **Modern Slavery** | Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. | Adult or Child trafficked into UK or between places in UK for purpose of sexual abuse or labour.  Adult or Child forced to work as domestic servant.  Adult or child forced to work as sex worker, farm labourer, car cleaner. | Individual may not have their passport or Identity documents. They may not have access to or contact with friends and family. May never be left alone, live in poor conditions, not be able to leave of own free will. May have no access to funds. May not know where they are or who they are with. |
| **Self Neglect** | A wide range of behaviour involving neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. | May not react to or appropriately fulfil needs for health care, food, warmth. May live in an environment that is an environmental or fire risk and not take any measure to reduce risk or inadequate measures. | Environment which is poorly maintained, dirty, animal infested, cramped to the degree that it places the individual’s wellbeing at risk.  May have untreated or inadequately treated physical health issues. |
| **Domestic Abuse** | In 2013, the Home Office announced changes to the definition of domestic abuse:  Incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality. Age range 16+ | * Includes: psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence; Female Genital Mutilation; forced marriage. | Appears to be afraid of partner or other person in intimate relationship / of making own choices, behaves as though she/he deserves to be hurt or mistreated, low self-esteem or appear to be withdrawn, appears unable or unwilling to leave perpetrator, makes excuses for or condones the behaviour of the person alleged to have caused harm, blames abuse on themselves |
| **Spiritual Abuse** | Inappropriate use of religious belief or practice | The misuse of the authority of leadership or penitential discipline, oppressive teaching or intrusive healing or deliverance ministries which may result in various types of harm. | Could be any of the above. |

**Some Additional Information:**

**Child Sexual Exploitation:** All children and young people can be at risk of sexual exportation. This includes boys and girls of any age. This is a form of sexual abuse. Whilst young people can give consent to sexual acts from the age of 16 (so long as they have the capacity to do so) they continue to be a risk of sexual exploitation beyond their 16th birthday. **Any concern that a child or young person may be at risk of or experiencing sexual exploitation must be reported immediately to Children’s Social Care or the police.** Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive ‘something’ (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child’s immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person’s limited availability of choice resulting from their social/economic and/or emotional vulnerability.

**Female Genital Mutilation:** Female genital mutilation (sometimes referred to as female circumcision) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK. It has been estimated that over 20,000 girls under the age of 15 are at risk of female genital mutilation (FGM) in the UK each year, and that 66,000 women in the UK are living with the consequences of FGM. However, the true extent is unknown, due to the "hidden" nature of the crime. The girls may be taken to their countries of origin so that FGM can be carried out during the summer holidays, allowing them time to "heal" before they return to school. There are also worries that some girls may have FGM performed in the UK. Any concern that a child of adult who may be vulnerable may be at risk of FGM must be reported immediately to the relevant Local Authority or directly to police.

**Terrorism and Extremism**: Any person may become drawn into extremism or sympathy with such views and into terrorism. This will often happen through contacts made via the internet but a culture that supports this can develop in any community, group, school or faith organisation. The Counter-Terrorism and Security Act 2015 places duties on certain bodies, not including Faith Organisations (excepting where such an organisation runs a school or other relevant premises) to have due regard to the need to prevent people from being drawn into terrorism. Everybody should be alert to any indication that a person or group may be developing or has developed an interest or ideology that may include harm to others. **Any concern related to this whether for a child or adult must be reported to the police without delay.**

**Some Additional Information:**

**Child Sexual Exploitation:** All children and young people can be at risk of sexual exploitation. This includes boys and girls of any age. This is a form of sexual abuse. Whilst young people can give consent to sexual acts from the age of 16 (so long as they have the mental capacity to do so) they continue to be a risk of sexual exploitation beyond their 16th birthday. **Any concern that a child or young person may be at risk of or experiencing sexual exploitation must be reported immediately to Children’s Social Care or the police.** Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive ‘something’ (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child’s immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person’s limited availability of choice resulting from their social/economic and/or emotional vulnerability.

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**APPENDIX 3**

**Holy Trinity with St Edmund church safer recruitment guidance**

Holy Trinity with St Edmund church is committed to the Church of England Safer Recruitment Policy 2015.

**Safe Recruiting**

The safe care and nurture of our children and young people and vulnerable adults is essential in all we do and plan and we need to ensure that the recruitment procedure for all people who come into contact with children and young people and vulnerable adults is as secure as we can make it. It is important, therefore, that appointments follow the rigorous programme set out below.

1. Develop a job description for the particular role. This will ensure that everyone is clear as to what is expected of them and specify whether contact with children and young people or vulnerable adults comprises part of this role.

2. Obtain PCC approval of the job description. The PCC is ultimately responsible for work carried out with children and young people by church members both on and off church premises.

3. Seek Candidates. This could be done by advertisement and/or by discreet enquiries. New members of the congregation should be advised that they are required to attend church for 6 months before taking on responsibilities with children and young people.

4. Provide each applicant with an application pack and Disclosure and Barring Service (DBS) Enhanced Disclosure information for completion (see appendices A - E for copies of these forms) as well as a copy of the parish Safeguarding Document. On their return the Parish Safeguarding Officer (PSO) will check these forms carefully before proceeding further.

5. Seek references. This is the role of the Parish Safeguarding Officer

6. Interview the volunteer. The composition of the interview panel will vary depending on the position. During the interview the volunteer and those interviewing will have an opportunity to discuss roles and responsibilities and the importance of Safeguarding as well as the need for a 6 month probationary period. At the end of the interview, assuming all are happy to, the job description can be signed and kept on file.

7. Review probationary period. The PSO should do this after the volunteer has been in post for 6 months. If the review is satisfactory the appointment can be confirmed.

8. Appoint and commission, or publicly recognise, role where appropriate. At this time the PCC should be informed of the appointment and it could be publicly acknowledged e.g. weekly bulletin or within a Sunday service.

9.Keep in contact – provide reviews of work and training. Endeavour to develop a regular review period and ensure that the PCC is committed to the provision of training on a regular basis

10. Support and affirm volunteers at all times. Ensure that volunteers are supported at all times and that their contribution to the ministry of the parish in working with children and young people is valued. Provide regular opportunities for volunteers working with children and young people to meet together and ensure that they feel able to raise issues that may concern them.

**The names of all people who have been through the full recruitment procedure, including DBS, will be recorded in the PCC minutes.**

**All paperwork will be kept safely and securely, stored in accordance with the provision of the Data Protection Act 1998 and kept indefinitely.**

# **Disclosure and Barring Service (DBS) Disclosure Procedures Policy Statement**

Holy Trinity with St Edmund church is 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, Newbrick Road, Stoke Gifford BS34 8YU)

Holy Trinity with St Edmund church is committed to recognising 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.

The appropriateness of a DBS disclosure is assessed for each paid post or volunteer position. Any advertisement or other indication of a paid post or volunteer position will indicate the level of disclosure to be sought. Any offer of a paid post or volunteer position will be subject to the receipt of satisfactory Disclosure information.

Holy Trinity with St Edmund church 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.

Holy Trinity with St Edmund church is 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 its ongoing strategy for the protection of children and vulnerable adults.

**Appeals and complaints procedure**

Although every 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 position feel that this has not happened the matter can be referred to the office of the Diocesan Secretary (Hillside House, 1500, Parkway North, Newbrick Road, Stoke Gifford BS34 8YU) who will instigate an independent assessment of the issues in question.

The applicant should submit the appeal or complaint in writing, stating their name and address, the nature of the complaint or appeal, the date of the Disclosure document, the identity of the person or appointing body responsible for making the appointment to the paid post or volunteer position, and any other relevant information.



**APPENDIX 3A**

**Diocese of Bristol**

# **HOLY TRINITY WITH ST EDMUND**

# **JOB DESCRIPTION FORM**

|  |  |
| --- | --- |
| **NAME** | **NAME OF GROUP**  (e.g. Sunday School, Youth Group, Choir) |
| **WHERE THEY MEET**  **WHEN THEY MEET** | |
| **AGE RANGE** | **PERSON TO WHOM RESPONSIBLE** |
| **WORK TO BE UNDERTAKEN**  **To care for, nurture and teach the children and young people of the group...** | |
| **TO BE COMPLETED BY THE WORKER ON APPOINTMENT** | |
| 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 Safeguarding Policy and understand that I must comply with the procedures set down in the policy. 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 Parish Safeguarding Officer.  Signed……………………………………………..  Date ………………………………………….... | |
| **TO BE COMPLETED BY THE INCUMBENT OR PCC PARISH SAFEGUARDING OFFICER** | |
| 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.  Signed…………………………………………  Date ……………….………………………….. | |

**APPENDIX 3B**

**Diocese of Bristol**

# **HOLY TRINITY WITH ST EDMUND**

**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 line with the Diocese of Bristol Safeguarding Policy PCCs have been asked to request all those who work with children and young people to complete a form indicating their relevant background and past experience. The PCC of Holy Trinity with St Edmund church 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 …….………………….…..  Email address……………………………………………………………………………..…… | |
| How long have you resided at this address? ………………………………………………..  *If less than 12 months please give the following information* | |
| Previous address ………………………………………………………………………….……. ………………………………………………..Postcode ……………………..…………………  Church attended at previous address………………………………………………….………  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 Horfield Parish Church) 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. Please see Appendix I – Fair Recruitment of Ex-Offenders Policy | |
| **DISCLOSURE AND BARRING SERVICEENHANCED DISCLOSURE**  **In order to work with children and young people an ENHANCED Disclosure must be obtained from the Disclosure and Barring Service (DBS).** Please contact the Parish Safeguarding Officer for details of how to apply for the DBS onlinethrough CCPAS 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 to the Parish Safeguarding Officer via the Parish Office as 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 3 C**

**Diocese of Bristol**

# **HOLY TRINITY WITH ST EDMUND**

**CONFIDENTIAL DECLARATION FORM**

**Name** ………………………....  **Position applied for** ………………………………………..

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 as a basis for deciding whether or not you are suitable to work with the age range group. The disclosure of an offence will not necessarily be a bar to your appointment. Failure to disclose criminal convictions may result in the termination of your services.

Please see Appendix I – Fair Recruitment of Ex-Offenders Policy

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the Diocesan Safeguarding Officer. All forms will be kept securely under the terms of the Data Protection Act 1998. **If you answer YES to any question, please give details, using a separate sheet if necessary, giving the number of the question you are answering.**

**Please tick either the YES or NO Box in answer to EVERY QUESTION**

1a Have you ever been convicted of a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)?\*

YES ❑ NO ❑

1b Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

YES ❑ NO ❑

1c Are you at present under investigation?

YES ❑ NO ❑

1d Have you ever been found by a Court exercising Civil Jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm\*\* to a child or young person under the age of 18 years, or has any such Court made an order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you?

YES ❑ NO ❑

2a Has your conduct ever caused or been likely to cause significant harm to a child or young person under the age of 18, or put a child or young person at risk of significant harm?

YES ❑ NO ❑

2b Has your conduct ever caused or been likely to cause significant harm to a vulnerable adult, or put a vulnerable adult at risk of significant harm?

YES ❑ NO ❑

2c To your knowledge, has it ever been alleged that your conduct has resulted in any of these things?

YES ❑ NO ❑

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result

3 Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Safeguarding Register or been the subject of a Care Order, a Supervision Order, a Child Assessment Order or an Emergency Protection Order under the Children Act 1989, or a similar Order under other legislation?

YES ❑ NO ❑

4 Have you any health problem(s) which might affect your work with children or young people under the age of 18 or vulnerable adults?

YES ❑ NO ❑

5 Have you ever been known by any name other than that given on this form?

YES ❑ NO ❑

6 Have you, during the past five years, had any home address other than that given below?

YES ❑ NO ❑

\* All previous convictions, with the exception of technical motoring offences leading only to a fine, should be disclosed.

\*\* Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.

**Declaration**

I declare that the above information (and that on the attached sheets \*\*\*) is accurate and complete to the best of my knowledge.

Signed …………………………………………..….…. Date ………………………....……

Full Name ………………………………….…………… Date of Birth …………………...…

Address………………………………………………………………………………………...

……………………………………………………….….Postcode ………………….….……

Tel No: ……………………………….............. e-mail ……………………………..………….

*\*\*\**Please delete if not applicable.

**Please return the completed form to the address below**

**Parish Safeguarding Officer, c/o Horfield Parish Church Office, Wellington Hill, Horfield BS7 8ST**

**Before an appointment can be confirmed applicants must provide an Enhanced Disclosure from the Disclosure and Barring Service.**

**APPENDIX 3D**

**Diocese of Bristol**

# **HOLY TRINITY WITH ST EDMUND**

**Guidance notes for completion of the Confidential Declaration form**

**Questions 1a and 1b:**

Declare all convictions, cautions, warnings or reprimands. Posts where the person is working or coming into contact with children are exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 so that all spent convictions must be declared.

Any technical motoring offences dealt with by fine do not need to be declared.

**Question 1c:**

Declare if you are at present under investigation by the police, social services or an employer.

**Question 1d:**

You must declare any finding of fact by a civil court that your actions have significantly harmed a child. Declare any court orders made on this basis.

**Question 2a:**

Make any statement you wish regarding any incident you wish to declare.

**Question 2c:**

Declare any allegations made against you, however long ago, that you have significantly harmed a child or young person. Any allegation must be declared which has been investigated by the police, social services, employer or voluntary body. Checks will be made with the relevant authorities.

**Question 3:**

All these matters will be checked with the relevant authorities.

**Question 4:**

Please declare in confidence any health problems that may affect your ability to work with children. This question is primarily intended to help you if you subsequently need to withdraw from work with children, for example because of a recurring health problem.

**Some of the information requested on this form will be checked with the Disclosure and Barring Service. All information received will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of protecting children.**

**APPENDIX 3E**

**Diocese of Bristol**

**HOLY TRINITY WITH ST EDMUND, HORFIELD**

**Safeguarding Policy**

**Fair Recruitment of Ex-Offenders policy**

As an organisation using the Disclosure and Barring Service (DBS) Disclosure Service to assess applicants' suitability for positions of trust, Holy Trinity with St Edmund, Horfield undertakes to comply fully with the DBS Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.

We make every subject of a DBS Disclosure aware of the existence of the Code of Practice and make a copy available on request.

Having a criminal record will not necessarily bar you from working with us. It will depend on the nature of the position and the circumstances and background of your offences.

A Disclosure is only requested after a thorough assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.

Where a Disclosure is to form part of a recruitment process, we encourage all applicants called for interview to provide details of any unspent criminal record at an early stage in the application process.

Unless the nature of the position allows Holy Trinity with St Edmund, Horfield to ask questions about your entire criminal record, we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.

Where the nature of a position does allow us to ask questions about your entire criminal record excepting any “protected” information we will ask you to complete a “Self Disclosure Form” before asking you to apply for a DBS disclosure. (Further information about what information should be disclosed is available from DBS in their ‘DBS Filtering Guide’, <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/266123/Filtering_guide_v2.3.pdf>). This enables us to discuss with you at an early stage any information which may cause you to be unable to progress to confirmation in role. We request that this information is sent under separate, confidential cover to the person within the organisation who is responsible for processing your DBS disclosure application and we guarantee that this information will only be seen by those who need to see it as part of a recruitment process.

Where a caution, conviction or additional information is disclosed by you or on a DBS disclosure your consent will be sought to forward a copy of the document to the Diocesan Safeguarding Adviser (DSA).

The DSA will make contact with you to discuss the information and the circumstances in which the caution, conviction or concern arose. The DSA may need to speak to statutory bodies or individuals and will seek your consent to do so. The DSA will provide a written risk assessment to the recruiter which includes a recommendation of safe to proceed, proceed with amendments to role or not safe to proceed. You will be provided with a copy of that assessment.

The recruiter will then communicate to you a decision regarding whether they are able to continue with the appointment process.

Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or voluntary work. Failure to consent to risk assessment will result in any offer of employment or voluntary work being withdrawn.

*This policy stands for all staff and volunteers recruited by Holy Trinity with St Edmund, Horfield.*

**APPENDIX 4**

**Diocese of Bristol**

# **HOLY TRINITY WITH ST EDMUND**

**Annual Information and Medical Form for use on-site**

|  |  |
| --- | --- |
| **TO BE COMPLETED FOR ALL YOUNG PEOPLE UNDER THE AGE OF 18**  **PART A - YOUNG PERSON’S DETAILS**  Surname ………………………………… First name(s)…………………………..............………  Date of Birth………….…………… NHS Number…………………......................................…..  Address…………….……………………………………………….…………..……………………..  Postcode ……….......…..……….Tel. 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 write additional information overleaf)............................................................................................................................................................................................................................................................................................... | |
| Please give details of any current medical treatment, or medication being taken by your child on a regular and continuing basis. (Please write additional information overleaf)  .................................................................................................................................................  .................................................................................................................................................. | |
| 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). (Please write additional information overleaf)..........................  ................................................................................................................................................... | |
| **PART E - EMERGENCY CONTACT Person holding parental responsibility should the parent not be contactable**  Name……………………………………………………………………………………………………..  Address……………………………………………………………………………………………………  Postcode ………………………………….Tel: Home……………………….Work………..………… Mobile. ……………………. | |

**Parents/carers are reminded that we sometimes take photos of activities. We would never attach a child’s name to their photograph, so no individuals are identified in published photos.**

**If you do not wish your child to be photographed at all please inform us of this in writing as soon as possible otherwise we will assume your consent.**

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. I understand that this information will be held for contact and use in emergencies.

|  |  |
| --- | --- |
| Parent/Carer’s signature | Date |
| Parent/Carer’s name (please print) | |

**APPENDIX 5**

**Diocese of Bristol**

# **HOLY TRINITY WITH ST EDMUND**

**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 Safeguarding 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** | | | | |  | | | | |
| Visit/Activity Organiser Name | | |  | | | | | | |
| Visit/Activity Organiser 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.***

**APPENDIX 6**

**Diocese of Bristol**

# **HOLY TRINITY WITH ST EDMUND**

**Consent form for visit/activity**

|  |  |  |
| --- | --- | --- |
| **To be completed by parent/carer for all persons under the age of 18** | | |
| Child/Young person’s full name |  | |
| Address and telephone number |  | |
| I have received a letter giving details of the visit/activity arranged and I understand the details.  I understand that   1. 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 2. if my child’s behaviour during the visit/activity is unacceptable I may have to collect my child. 3. if my child becomes unwell during the visit/activity I may have to collect my child. 4. 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. 5. 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 6. 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 .   I authorise the leader(s) to supervise my child taking prescribed medication. *(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)* | | |
| Parent/Carer’s signature  …………………………………………………………..………..  Parent/Carer name (please print)  …………………………………………………………………….  Mobile phone number…………………………………………… | | Date ……………. |
| **EMERGENCY CONTACT Person holding parental responsibility should the parent not be contactable**  Name……………………………………………………………………………………………  Address……………………………………………………………………………………………  …………………………………………………… Postcode……………………………….  Tel No Home……………………… Work………………………Mobile……………………… | | |

**APPENDIX 7**

# **HOLY TRINITY WITH ST EDMUND**

**Group Sessions on Site – Safety Check List**

It is all too easy to think that accidents do not happen but the sad reality is that they do.

Careful attention to safety procedures, safety of buildings and equipment and constant vigilance is best practice. Here is a suggested checklist for on-site activities.

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| * Is the child/adult ratio for each group correct, bearing in mind the different age groups? |  |  |
| * Do you have anyone who can be called upon to be an additional adult if the ratio is not correct? |  |  |
| * Is the register completed at each session of the group and does it include the names of the leaders and helpers at each session? |  |  |
| * Do you have emergency contact and medical information for all children should there be an emergency during the session? See Form A |  |  |
| * Are the places where children/young people meet safe and secure from unwelcome people? |  |  |
| * Can you be sure that no child can wander out of the building? |  |  |
| * Is suitable access and provision made for disabled people? |  |  |
| * If the meeting area is in a different part of the church away from where the congregation is meeting is there a means of contact with someone within the church should an emergency arise? |  |  |
| * Is a first-aider available and does everyone know who it is? |  |  |
| * Is a first aid kit available? |  |  |
| * Is there an accident book – do leaders know where it is and are accidents properly recorded? |  |  |
| * Can any other unusual incidents be recorded? |  |  |

**APPENDIX 8**

**Risk assessment checklist**

|  |  |  |
| --- | --- | --- |
| **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 9

## Diocese of Bristol

# **HOLY TRINITY WITH ST EDMUND**

**Risk assessment form**

# Visit/Activity…………………………… Date……………………………

|  |  |  |
| --- | --- | --- |
| **HAZARD** | **WHO MIGHT BE HARMED?** | **IS THE RISK ADEQUATELY CONTROLLED?** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Completed by** ………………………………………… **Date**……………………

**APPENDIX 10**

**Diocese of Bristol**

**HOLY TRINITY WITH ST EDMUND CHURCH**

**PHOTOGRAPHY AND VIDEOGRAPHY POLICY**

New technology provides a lasting, clear and fast way to record special events taking place in the life of Holy Trinity with St Edmund church. Mobile phones, tablets and other digital devices & video cameras allow people to take images and share them instantly. Everyone is able to share in this joy immediately thanks to the internet, but for some children and young people, these images have unfortunate consequences.

Holy Trinity with St Edmund church and the Parochial Church Council (PCC) feel that it is very important for children and young people to embrace new technology and to feel happy and secure when events are being recorded. To ensure their safety, the following safeguarding measures are now in place to protect all children and young people, as well as those adults responsible for recording, storing and sharing all images:

‘Video images’ are defined in this policy as still or digital photographs, video films and or any other forms of recordable imagery.

1. Anyone wishing to record an event taking place in the church or church hall must apply to the PCC for permission to use cameras or video equipment in advance of the event and receive written consent from the PCC. Where the PCC is not convening in sufficient time for the event and the notice period required for the congregation, the church leadership team along with the Parish Safeguarding Officer (PSO) can review an application and make a decision regarding consent. An application form is available from the church office (Appendix 10a)
2. No adult should be using a recording device or take video images of children, display or distribute them without written consent from both the PCC and the parents / carers of the children recorded.
3. Parents / carers of any child taking part in an event that is being recorded must give their written consent to be filmed prior to the event taking place. Parents / carers must complete a Parent Permission Form, available from the Church Wardens / Junior Church at the time of the event (Appendix 10c)
4. Once consent is given by the PCC, prior notice of no less than 1 week that an event will be recorded must be given to the congregation by a) an announcement in the weekly bulletin and b) a notice at the back of the church, that an event will be recorded, giving the date and time. Sufficient time is required for anyone who does not wish to be recorded to make alternative plans if necessary. Additionally, a notice will be made by the clergy (or relevant leader) before the start of an event that the event will be recorded.
5. If the event is taking place in church, a nominated area will always be made available where recording is ‘off limits’ to enable those who do not wish to be recorded, or have not given consent to be recorded, so that no one is excluded from an event.
6. Video images must not be used inappropriately or adapted.
7. The PCC reserves the right to review all photos and videos (in their unedited format) at any time to ensure safeguarding standards are being met.
8. Video images must not contain inappropriate images of children. All children must be suitably dressed when recorded and certain activities where children are wearing drama costumes, gymnastic or athletic attire etc. must not be recorded.
9. Video images must not identify a child by name, e.g. showing a name badge a child could be wearing or show a name on a folder a child could be carrying.
10. Video images must not include any accompanying information that could be used by an individual to learn more about a child prior to grooming them for abuse, e.g. here is X who likes to play chess.
11. Recording is not permitted to be carried out on a one-to-one basis with any child.
12. Recording is not permitted without sufficient supervision in accordance with Ofsted’s recommended adult/child ratios.
13. Recording is not permitted to take place in a child’s home.
14. Video images must not be shared or published on websites (including social media, e.g. Facebook, Twitter, Instagram etc.), in publications or displayed in a public place without the written consent of the PCC and parents / carers of the children recorded. An application form is available from the church office (Appendix 10b)
15. Video images must be stored securely, e.g. on a ‘Safestick’ password encrypted USB stick or on a password protected personal computer. Video images should never be left on a DVD or unsecured memory card where accidental discovery could lead to easy access.

**APPENDIX 10A**

**Diocese of Bristol**

**HOLY TRINITY WITH ST EDMUND CHURCH**

**PHOTOGRAPHY AND VIDEOGRAPHY APPLICATION FORM**

Name:…………………………………………………………………..…………………………..

Address:…………………………………………………………….………………………………

………………………………………………………………………….……………………………

Contact telephone number:……………………………………………………………………….

Email address:……………………………………………………………………………………..

Date and time of event to be recorded:…………………….…………………………………...

Venue of event:………………………………………………….…………………………………

**Declaration. I declare that the video images produced will not be altered in anyway without prior approval in writing by the PCC. I have read and agree to the guidance outlined in the Photography and Videography Policy for Holy Trinity with St Edmund church and agree to abide by the policy.**

Signature:…………………………………………………………..……………………….........

Date:……………………………………………………………………………………………….

For PCC Use Only

APPROVED / REFUSED

Date:……………………………………………………………………………………………….

Signature 1 of PCC Member: …………………………………………………………………..

Signature 2 of PCC Member: …………………………………………………………………..

Reason for refusal (if applicable)

…………………………………………………………………………………………………

………………………………………………………………………………………………….

Copies should be given to the Applicant, PCC Secretary and Parish Safeguarding Officer.

**APPENDIX 10B**

**Diocese of Bristol**

**HOLY TRINITY WITH ST EDMUND CHURCH**

**PHOTOGRAPHY AND VIDEOGRAPHY SHARING REQUEST FORM**

Name;…………………………………………………………………………………………..

Address:…………………………………………………………………………………………

Contact telephone number:…………………………………………………………………….

Email address:…………………………………………………………………………………..

Date and time of event recorded:………………………………………….…………………...

Venue of event:…………………………………………………………………………………

**Declaration. I request consent from the PCC to share the video images I have created with:**

**…………………………………………………………………………………………………..**

**I am making this request because:**

**…………………………………………………………………………………………………**

**…………………………………………………………………………………………………**

**I have read and agree to the guidance outlined in the Photography and Videography Policy for Holy Trinity with St Edmund church and agree to abide by the policy.**

Signature:………………………………………………………………………………….........

Date:…………………………………………………………………………………………….

For PCC Use Only

APPROVED / REFUSED

Date:…………………………………………………………………………………………….

Signature 1 of PCC Member: …………………………………………………………………..

Signature 2 of PCC Member: …………………………………………………………………..

Reason for refusal (if applicable):…………………………………………………………………

Copies should be given to the Applicant, PCC Secretary and Parish Safeguarding Officer.

**APPENDIX 10C**

**Diocese of Bristol**

**HOLY TRINITY WITH ST EDMUND CHURCH**

**PHOTOGRAPHY AND VIDEOGRAPHY PARENTAL PERMISSION FORM**

**(TO BE COMPLETED FOR ALL YOUNG PEOPLE UNDER THE AGE OF 18)**

|  |
| --- |
| **PART A - YOUNG PERSON’S DETAILS**  **CHILD 1**  Surname ………………………………… First name(s) ……………………..............………  Date of Birth………….……………………………………………………………………………  **CHILD 2**  Surname ………………………………… First name(s) …………………………..............…  Date of Birth………….……………………………………………………………………………  **CHILD 3**  Surname ………………………………… First name(s) …………………………..............…  Date of Birth………….…………………………………………………………………………… |
| **PART B - PARENT / CARER CONTACT DETAILS (Only someone holding parental responsibility should complete this form).**  Name…………………………………………………………………………………………..  Address……………………………………………………………………………………….  Postcode ………………………………….Tel: Home……………………………………..  Mobile.………………………Email Address………………………………………………… |

**Declaration. I give my permission for my child(ren) to be photographed / videoed on:**

**Date of Event:………………………………………………………………………………………**

**Name of Event:……………………………………………………………………………………**

**Venue of Event:……………………………………………………………………………………**

**I understand that in accordance with the Photography and Videography Policy for Holy Trinity with St Edmund church, no video image of my child(ren) will be shared without further written consent from me.**

Signature:………………………………………………………………………………….........

Date:…………………………………………………………………………………………….

(Forms must be given to a Church Warden or Parish Safeguarding Officer prior the event)

**Appendix 11**

**Delegation by the PCC Members: Reporting of Serious Incidents to the Charity Commission**

**Holy Trinity, Horfield - Charity Commission registration number[[1]](#footnote-1)**

**Resolution adopted: 23rd January 2019**

1. **Background**
   1. The members of the Holy Trinity with St Edmund, Horfield PCC[[2]](#footnote-2), as charity trustees, are responsible for reporting ALL Serious Incidents to the Charity Commission in a timely manner. The trustees delegate the reporting of Serious Incidents in accordance with these Resolutions.
   2. The Charity Commission has approved specific Church of England guidance and templates for PCCs to use when reporting Serious Incidents to it (“**PCC Guidance**”). The PCC Guidance separates Serious Incidents into two types: safeguarding Serious Incidents and all other Serious Incidents. Safeguarding Serious Incidents are reported in a different way from how all other Serious Incidents are reported and so there are separate delegations for reporting safeguarding and non-safeguarding Serious Incidents.
   3. If a safeguarding incident occurs within the PCC, the Safeguarding Officer (**PCCSO**) must inform the Diocesan Safeguarding Adviser (**DSA**) and respond to and manage the incident in accordance with the relevant House of Bishops’ Safeguarding Policy and Guidance.
   4. Where a non-safeguarding incident is identified, the incumbent and/or churchwardens should be informed immediately. The incumbent and/or the churchwardens are responsible for taking such immediate steps or actions as may be required to secure and protect the PCC’s property, assets and reputation, in accordance with any internal policies or procedures.
2. **DELEGATION of responsibility to report SAFEGUARDING Serious Incidents to the Charity Commission in accordance with the PCC Guidance**
   1. In order to facilitate the confidential and timely reporting of any safeguarding Serious Incidents to the Charity Commission, the responsibility for any decisions relating to the reporting of safeguarding Serious Incidents is delegated to the incumbent and the Parish Safeguarding Officer. [All references to the Trustee Group in this delegation are references to this smaller group of trustees.]
   2. *The following responsibilities are delegated* *to the PCC’s Safeguarding Officer*

* Responsibility for contacting theDSA, if they consider a safeguarding Serious Incident may have occurred and providing the DSA with any information required.
* Responsibility for liaising with the DSA and reporting back to the Trustee Group on the management and reporting of the safeguarding Serious Incident by the DSA and the Diocesan Secretary (DS), including:
  + if the DSA and DS consider that the incident does NOT need to be reported to the Charity Commission, why this is the case, for agreement by the Trustee Group;
  + whether the incident will be individually reported or included in the next bulk report;
  + approval of a draft report for a high-risk incident (i.e. one which will be individually reported);
  + providing the PCC’s trustees with a copy of any safeguarding Serious Incident reports submitted to the Charity Commission by the Diocesan Secretary (DS) on behalf of the PCC

2.3 *The following responsibilities are delegated to the Diocesan Safeguarding Adviser and the Diocesan Secretary:*

* The DSA is responsible for deciding, in consultation with the DS, whether a safeguarding incident is sufficiently “Serious” to be reported to the Charity Commission and, if so, whether it should be reported individually or included in the next bulk report.
* The DSA is responsible for reporting back to the PCCSO on whether the incident is sufficiently “Serious” to be reported to the Charity Commission and, if so, whether the incident is to be individually reported or included in the next bulk report. If an incident does NOT need to be reported to the Charity Commission, the DSA should provide the PCCSO with an explanation of this decision, so the PCCSO can report back to the Trustee Group for agreement.
* The DSA is responsible for preparing the safeguarding Serious Incident Report. Where the report relates to a high-risk incident (i.e. one which is to be individually reported), the DSA is responsible for providing the draft report to the PCCSO for approval by the Trustee Group.
* The DS is responsible for submitting safeguarding Serious Incident reports to the Charity Commission, on behalf of the [PCC’s] trustees.
* The DS is responsible for sending copies of any Serious Incident reports submitted to the Charity Commission to the National Safeguarding Team and the PCCSO.

1. **DELEGATION of responsibility to report all OTHER Serious Incidents to the Charity Commission in accordance with the PCC Guidance**
   1. In order to facilitate the confidential and timely reporting of any Serious Incidents, the responsibility for the reporting of Serious Incidents is delegated to the incumbent and the churchwardens. [All references to the Trustee Group in this delegation are references to this smaller group of trustees.]
   2. The incumbent and the churchwardens are responsible for deciding whether, in accordance with the PCC Guidance, the incident is sufficiently Serious to require reporting to the Charity Commission. If a decision was taken that an incident does NOT need to be reported to the Charity Commission, the reasons for this decision should be agreed with the Trustee Group and recorded in writing by the incumbent and the churchwardens.
   3. The incumbent and the churchwardens are responsible for preparing and submitting the Serious Incident Report to the Charity Commission. Where the report relates to a high-risk incident, the draft report should be provided to the Trustee Group for approval.
   4. The incumbent and the churchwardens are responsible for providing the PCC’s trustees with a copy of any Serious Incident report submitted to the Charity Commission.

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)