

# Safeguarding Procedures

## Benefice of Baldock with Bygrave



*Committed to best practice in work with  
children, young people and vulnerable adults*



St Mary the Virgin, Baldock and St Margaret of Antioch, Bygrave

## **Introduction**

In the Benefice of Baldock with Bygrave we are concerned with the wholeness of each individual, which is God's purpose for everyone. We seek to safeguard all persons using our church facilities or having dealings with representatives of our church community. It is the responsibility of every member of our church communities to respect children, young people and vulnerable adults as unique individuals and protect their physical, sexual and emotional well-being.

The Benefice of Baldock with Bygrave recognise the principles of the Children Act 1989 and Children Act 2004 and that the welfare of the child is paramount. We follow the recommendations of the National House of Bishops Policy Document on Child Protection. A copy of the Policy Statement is displayed in our working centres.

All persons having contact with children and young people in the church community, and using church premises are responsible for acting in compliance with the policy statement and procedure as outlined in this document. Please read it in full, ensuring you are familiar with it and understand it. If you have any questions, please contact one of the safeguarding officers (see below). When you are finished, please sign the declaration of agreement and return this copy of the Safeguarding Policy.

All regular hall hirers working with children, young people or vulnerable adults, must comply with this Policy, and sign a declaration to that effect.

This policy will be reviewed annually for approval at P.C.C. meetings. The date of the next review is January 2020.

***Your Safeguarding Officer is:***

Emma Wilkinson – 07836749283

***DBS (Disclosure and Barring Service) lead:***

Jenny Woolnough - 01462 618453

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## Definitions

This document is made with particular reference to two groups in society, children, and adults who may be vulnerable. Before going any further the definitions of these groups are:

A **child** is defined as anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout this document.

Working Together to Safeguard Children 2010 states:

*The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital, in prison or in a Young Offenders' Institution, does not change his or her status or entitlement to services or protection under the Children Act 1989 and Children Act 2004. (Working Together, 1.19)*

The term **safeguarding** covers vetting and safer recruitment, safer working practices, responding to concerns, working with partner agencies, dealing with allegations against those responsible for children and other matters that may be relevant. The term **child protection** is used for responding to concerns where it appears that a child may have been harmed (see section 5i).

**Vulnerability** may change with time and according to circumstance. All human beings are subject to change and chance happenings which may affect their capacity to manage themselves and their situation. All human beings have different strengths and weaknesses: all have different capacities and disabilities. While some people may appear to be strong, we know that no-one is invulnerable and at different times in our lives and in different circumstances strengths can change and grow, diminish or disappear. Some people, because of their physical or social circumstances, have higher levels of vulnerability than others, and it is our duty as Christians to recognise this and support those who are vulnerable in a way that affords them as much independence and autonomy as possible. We must do this in a way that allows compassion and empathy without undermining dignity.

The term **vulnerable adult** refers to:

*Any person aged 18 and over "who is, or may be, in need of community care services by reason of mental or other disability, age or illness and who is, or may be, unable to take care of him or herself or unable to protect him or herself against significant harm or serious exploitation". (Promoting a Safe Church policy 2006 and No Secrets' 2000)*

# Benefice of Baldock with Bygrave

## Safeguarding Policy

This policy applies to all staff, PCC members, paid staff, volunteers and sessional workers, students or anyone working on behalf of Baldock and Bygrave PCCs.

The purpose of this policy:

- The care and protection of children, young people and vulnerable adults involved in Church activities. This is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a Safer Church for all.
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

Baldock and Bygrave PCCs believe that a child, young person or vulnerable adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

### Legal framework

This policy has been drawn up following the principles of the Church of England's Safeguarding policy for children, young people and adults, 'Promoting a Safer Church' 2017

This policy should be read alongside our policies and procedures on:

- Recruitment, induction and training
- Role of the Parish Safeguarding Officer
- Parish Safeguarding Handbook October 2018
- Dealing with disclosures and concern about a child or young person
- Managing allegations against staff and volunteers
- Responding well to domestic abuse
- Code of conduct for staff and volunteers
- Safe recruitment
- Safe use of images
- Computer and internet usage
- Complaints
- Risk Assessment and Health & Safety Policy
- Training, supervision and support
- Diocese of St Albans Recruitment Policy
- Preventing individuals from being drawn into serious and organised crime: (see <https://www.gov.uk/government/publications/individuals-at-risk-of-being-drawn-into-serious-and-organised-crime-a-prevent-guide>)

We recognise that:

- the welfare of the child is paramount, as enshrined in the Children Act 1989
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, vulnerable adults, their parents, carers and other agencies is essential in promoting young people's welfare
- everyone has different levels of vulnerability and that all adults should be offered respect and given inclusion and empowerment within the Church.

We will seek to keep children, young people and vulnerable adults safe by:

- valuing them, listening to and respecting them
- appointing a Parish Safeguarding Officer (PSO) for children, young people and vulnerable adults, a deputy and PCC member on each council with responsibility for safeguarding
- adopting child and vulnerable adult protection and safeguarding practices through procedures and a code of conduct for staff and volunteers
- providing effective management for staff and volunteers through support and training
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, young people and vulnerable adults, their families, staff and volunteers via leaflets, posters, one-to-one discussions
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people and vulnerable adults, parents, families and carers appropriately
- ensuring that we have an effective complaints policy
- caring for and supervise any member of our church community known to have offended against a child, young person or vulnerable adult.
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers by applying health and safety measures in accordance with the law and regulatory guidance

## Contact details

### Rector and Lead Sponsor

Reverend Andrew Holford

01462 896273 /

[2008luddite@gmail.com](mailto:2008luddite@gmail.com)

### Parish Safeguarding Officer (PSO)

Emma Wilkinson

07836749283

[wilks1965@yahoo.com](mailto:wilks1965@yahoo.com)

### Churchwardens

Phil Charsley

01462 895665

[phil.charsley@virginmedia.com](mailto:phil.charsley@virginmedia.com)

Emma Wilkinson

07836749283

[wilks1965@yahoo.com](mailto:wilks1965@yahoo.com)

### Diocesan Child Protection Adviser and Deputy

Mr Jeremy Hirst

Tel: 01727 818107

Mobile: 07867 350886

[safeguarding@stalbans.anglican.org](mailto:safeguarding@stalbans.anglican.org)

Mr Martin Hedley

Tel: 01727 818106

Mobile 07391010033

[safeguarding@stalbans.anglican.org](mailto:safeguarding@stalbans.anglican.org)

### Local Police Safer Neighbourhood Team

Tel: 01707 354192

PC Shaun Deal

[shaun.deal@herts.pnn.police.uk](mailto:shaun.deal@herts.pnn.police.uk)

PC Katie Golledge

[katie.golledge@herts.pnn.police.uk](mailto:katie.golledge@herts.pnn.police.uk)

### Hertfordshire Safeguarding Children Board (Social Services)

If you're an adult concerned about a child or young person, call any time on 0300 123 4043

## The Church of England's Safeguarding Policy for children, young people and adults

### Promoting a Safer Church

#### Introduction

The care and protection of children, young people<sup>1</sup> and vulnerable adults<sup>2</sup> involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a Safer Church for all.

The Church of England safeguarding policy statement is based on **5 foundations** and offers **6 overarching policy commitments**:

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

This policy applies to all Church Bodies<sup>3</sup> and Church Officers<sup>4</sup>. Full understanding of, and adherence to, this policy should lead to a deepening in the understanding of, and respect for, the rights of children, young people and vulnerable adults as people of faith in the life of the Church.

Under section 5 of the Safeguarding and Clergy Discipline Measure 2016<sup>5</sup>, all authorised clergy, bishops, archdeacons, licensed readers and lay workers, churchwardens and PCCs must have 'due regard' to safeguarding guidance issued by the House of Bishops (this will include both policy and practice guidance). A duty to have 'due regard' to guidance means that the person under the duty is not free to disregard it but is required to follow it unless there are cogent reasons for not doing so. ('Cogent' for this purpose means clear, logical and convincing.) Failure by clergy to comply with the duty imposed by the 2016 Measure may result in disciplinary action.

This Policy Statement is supported by more detailed Practice Guidance and Reference documents which can be downloaded from: <https://www.churchofengland.org/clergy-office-holders/safeguarding-children-vulnerable-adults.aspx>

Building on this, Church bodies may provide additional local procedures and guidance in line with the House of Bishops policy and practice guidance.

#### Safeguarding Policy Statement of the Church of England

The Church of England, its Archbishops, Bishops, clergy and leaders are committed to safeguarding as an integral part of the life and ministry of the Church.

Safeguarding means the action the Church takes to promote a safer culture. This means we will promote the welfare of children, young people and adults, work to prevent abuse from occurring, seek to protect those that are at risk of

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being abused and respond well to those that have been abused. We will take care to identify where a person may present a risk to others, and offer support to them whilst taking steps to mitigate such risks.

The Church of England affirms the 'Whole Church' approach to safeguarding. This approach encompasses a commitment to consistent policy and practice across all Church bodies, Church Officers and that everyone associated with the Church, who comes into contact with children, young people and adults, has a role to play.

The Church will take appropriate steps to maintain a safer environment for all and to practice fully and positively Christ's Ministry towards children, young people and adults; to respond sensitively and compassionately to their needs in order to help keep them safe from harm.

## **Foundations**

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

### **1. Gospel**

The Church is called to share the good news of God's salvation through Jesus Christ. The life of our communities and institutions is integral to how we address this task. The good news speaks of welcome for all, with a particular regard for those who are most vulnerable, into a community where the value and dignity of every human being is affirmed and those in positions of responsibility and authority are truly trustworthy. Being faithful to our call to share the gospel<sup>3</sup> therefore compels us to take with the utmost seriousness the challenge of preventing abuse from happening and responding well where it has.

### **2. Human Rights and the Law**

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

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

### **3 Core Principles**

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

- The welfare of the child, young person and vulnerable adult is paramount<sup>6</sup>;
- Integrity, respect and listening to all;
- Transparency and openness;
- Accountability;
- Collaboration with key statutory authorities and other partners;
- Use of professional safeguarding advice and support both inside and outside the Church;
- A commitment to the prevention of abuse;
- The active management of risk;
- Promoting a culture of informed vigilance;
- Regular evaluation to ensure best practice.

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#### 4. Good Safeguarding Practice

The following key features<sup>7</sup> will help Church bodies<sup>8</sup> promote and maintain a safer culture that protects and promotes the welfare of children, young people and vulnerable adults. These features are :

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

#### 5. Learning from the past

In the July Synod 2013 Archbishop Justin Welby stated:

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

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

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

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

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

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

## **Policy Commitments**

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

### **1. Promoting a safer environment and culture**

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

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

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

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

The Church will select and vet all those with any responsibility related to children, young people and vulnerable adults within the Church, in accordance with the House of Bishops safeguarding policy and practice guidance<sup>9</sup>

It will train and equip Church Officers to have the confidence and skills they need to care and support children, young people and vulnerable adults and to recognise and respond to abuse. This will be done by supporting the roll-out of consistent and accessible safeguarding training in accordance with House of Bishops safeguarding policy and practice guidance.<sup>10</sup>

### **3. Responding promptly to every safeguarding concern or allegation**

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

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

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

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

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

The Church will endeavour to offer care and support to all those that have been abused, regardless of the type of abuse, when or where it occurred. 6

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

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

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

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

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

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

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

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

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

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

### **Putting the policy into action**

All parts of the Church of England must adopt or take account of this Policy Statement within their own safeguarding policy<sup>11</sup>. The Policy Statement must actively underpin all safeguarding work within the Church and the drive to improve safeguarding practice. All Church bodies should ensure that:

- All Church Officers have access to this Policy Statement;<sup>12</sup>
- The Policy Statement is promoted and publicised;
- The Church's safeguarding message is communicated as reflected in the policy;
- They have a "Promoting a Safer Church" action plan in place that sets out, in line with national and local priorities, how the policy is being put into action and is reviewed regularly.

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

<https://www.churchofengland.org/clergy-office-holders/safeguarding-children-vulnerable-adults/national-policy-practice-guidance.aspx>

If you are concerned that someone you know is at risk of, or is being abused, or presents a risk to others please seek advice from a Safeguarding Adviser or if necessary report the matter to the Local Authority Social Care Services or the Police without delay

## References

- 1 The phrase “young people/person” means any individual(s) aged 14 to 17 years old
- 2 Section 6: Safeguarding and Clergy Discipline Measure 2016 defines a ‘vulnerable adult’ as “...a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired...” The full text of the 2016 Measure can be found here:- <https://www.publications.parliament.uk/pa/jt201516/jtselect/jtecc/79.pdf>
- 3 Church Bodies includes PCCs, diocesan bodies, cathedrals, religious communities, theological training institutions and the National Church Institutions. This policy will apply to the whole of the provinces of Canterbury and York (including the Diocese in Europe subject to local variations/modifications). There is also an expectation that the policy will apply to the Channel Islands and Sodor and Man unless there is specific local legislation in a jurisdiction that would prevent adoption.
- 4 A “Church Officer” is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.  
This document sets out the safeguarding children, young people and vulnerable adult’s policy of the Church of England. It has been informed by the Joint Safeguarding Statement between the Church of England and the Methodist Church, with whom we work jointly on many aspects of safeguarding policy on a covenant basis.
- 5 The Safeguarding and Clergy Discipline Measure 2016 applies to the whole of the provinces of Canterbury and York (including the Diocese in Europe subject to local variations/modifications), with the exception of the Channel Islands and Sodor and Man. In order to extend the 2016 Measure to the Channel Islands or Sodor and Man legislation will need to be passed by the relevant island jurisdictions in accordance with section 12 of that Measure.
- 6 In the event of any perceived or potential conflict of interest the welfare of any children and young people involved will always take precedence over all adults
- 7 These are based on Safe from Harm Home Office, 1993, and the statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004.
- 8 It is acknowledged that the level and depth of arrangements that meet these key features will be dependent on the size and resources available to an individual church body
- 9 <https://www.churchofengland.org/clergy-office-holders/safeguarding-children-vulnerable-adults/national-policy-practice-guidance.aspx>
- 10 <https://www.churchofengland.org/media/3791799/approved-practice-guidance-safeguarding-training-and-development.pdf>
- 11 A shortened ‘at a glance’ version of this Policy Statement will be prepared for Parish, Dioceses, Cathedrals and other church bodies and be available on the national website
- 12 This may be access to a Parish or Diocesan website and/or a hard copy A4 Policy statement

## The role of the Parish Safeguarding Officer (PSO)

The Parish Safeguarding Officer is the key link between the diocese and the parish/s, concerning safeguarding matters. They will have an overview of all church activities involving children, young people and vulnerable adults and will seek to ensure the implementation of safeguarding policy.

The key tasks of the parish safeguarding officer are to:

1. Have an overview of all church activities involving children and vulnerable adults and keep a record of these activities.
2. Be familiar with diocesan safeguarding guidance and ensure that leaders of activities are fully aware of, and are implementing, this guidance.
3. Liaise with the incumbent over safeguarding issues.
4. Keep in touch with the leaders of all activities and offer them advice and support over safeguarding matters.
5. Liaise as necessary with the Diocesan Safeguarding Advisers. Report all concerns or allegations against church officers to the DSA.
6. Attend diocesan safeguarding training offered for PSOs.
7. Assist with safeguarding training in the parish as appropriate.
8. Attend a meeting of the church leadership (PCC) at least annually to ensure safeguarding issues are discussed and that the church leadership adopt the annual Church Safeguarding Policy.
9. Ensure that the Church Safeguarding Policy and contact details is displayed in all Church premises.
10. Keep good records of any safeguarding concerns that may arise, and ensure that others do the same.
11. Promote inclusiveness in places of worship and within church activities.
12. Keep the church leadership informed of good safeguarding practice.
13. Undertake a regular parish safeguarding self-assessment in the format offered by the Diocese.

### SAFEGUARDING - USEFUL CONTACT NUMBERS

The following are contact details to make a referral during office hours Mon-Fri. Please contact the St Albans Diocese Child Protection Officer in the first instance.

#### Diocesan Safeguarding Adviser

Mr Jeremy Hirst

Tel: 01727 818107 Mobile: 07867 350886

Email: [safeguarding@stalbans.anglican.org](mailto:safeguarding@stalbans.anglican.org)

Mr Martin Hedley

Tel: 01727 818106 Mobile: 07391010033

Email: [safeguarding@stalbans.anglican.org](mailto:safeguarding@stalbans.anglican.org)

#### For Clergy DBS disclosures:

Mrs Deborah Hoare, Abbey Gate House, Abbey Mill Lane, St Albans, Herts AL3 4HD

Tel: 01727 853305 Email:

[dhoare@stalbans.anglican.org](mailto:dhoare@stalbans.anglican.org)

#### For Reader DBS disclosures:

Mrs Tanya Willington, Bishopswood, 3 Stobarts Close, Knebworth, Herts SG3 6ND

Tel: 01438 817260 Email:

[bishophertfordpa@stalbans.anglican.org](mailto:bishophertfordpa@stalbans.anglican.org)

#### Contact details for Thirtyone: Eight (formally CCPAS)

Thirtyone: Eight, PO Box 133, Swanley Kent BR8 7UQ

Tel: 0845 120 4549 Email: [disclosure@ccpas.co.uk](mailto:disclosure@ccpas.co.uk)

Web: [www.ccpas.co.uk](http://www.ccpas.co.uk)

Our CCPAS contact for the Diocese is Jill Ragget.

#### Hertfordshire:

##### Children Schools & Families team:

During & outside office hours: 0300 1234043

**Police Contact:** Hertfordshire Police: 0845 3300 222

## **Code of Safer Working Practice with Children, Young People and Vulnerable Adults**

*(given to all volunteers and displayed in setting)*

This code of behaviour should provide the base line for anyone working with children, young people and vulnerable adults. As with all safeguarding guidance it is for the protection of both leaders and helpers as well as children, young people and vulnerable adults. Actions can often be misread by observers.

### **Clergy, paid employees and volunteers should:**

- Treat all children, young people and vulnerable adults with the respect and dignity befitting their age.
- Watch their own language, tone of voice and body language.
- Learn to control and discipline children, young people and vulnerable adults without physical punishment. This is illegal for children's workers.
- Ensure that another adult is informed if a worker needs to take a child to the toilet.
- Toilet breaks should be organised for young children.
- If known in advance, seek a parent's permission if a child, young person or vulnerable adult is to be seen on his or her own; another adult must be nearby and the child, young person or vulnerable adult must know this.
- Ensure each group has at least two adults and it is recommended that there should be at least one male and one female;
- Ensure that children and young people know that they can speak to an independent person (the Safeguarding Representative or Children's Advocate) in the parish, or contact Childline if they need to talk to someone. Display that name and contact details and the Childline telephone number (0800 1111) in a prominent place where children can see them.

### **Clergy, paid employees and volunteers should not:**

- Invade a child's privacy whilst washing or toileting.
- Play rough physical or sexually provocative games.
- Be sexually suggestive about or to a child, young person or vulnerable adult, even in fun.
- Touch a child, young person or vulnerable adult inappropriately or obtrusively.
- Scapegoat, ridicule or reject a child, young person or vulnerable adult.
- Show favouritism to any one child, young person, vulnerable adult or group.
- Allow a child, young person or vulnerable adult to involve the worker in excessive attention seeking that is overtly physical or sexual in nature.
- Give lifts to children, young people or vulnerable adults on their own. If this is unavoidable ask the child, young person or vulnerable adult to sit in the back of the vehicle BEHIND THE DRIVER.

- Share sleeping accommodation with children, young people or vulnerable adults.
- Invite a young person or vulnerable adult to the worker's home alone.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing, bullying.
- Allow unknown adults access to children, young people or vulnerable adults. Visitors should always be accompanied by a known person.
- Allow strangers to give children, young people and vulnerable adults lifts.

## Contact details

### Rector and Lead Sponsor

Reverend Andrew Holford

01462 896273 /

[2008luddite@gmail.com](mailto:2008luddite@gmail.com)

### Diocesan Child Protection

#### Adviser and Deputy

Mr Jeremy Hirst

Tel: 01727 818107

Mobile: 07867 350886

[safeguarding@stalbans.anglican.org](mailto:safeguarding@stalbans.anglican.org)

### Parish Safeguarding Officer (PSO)

Emma Wilkinson

07836749283

[wilks1965@yahoo.com](mailto:wilks1965@yahoo.com)

Mr Martin Hedley

Tel: 01727 818106

Mobile 07391010033

[safeguarding@stalbans.anglican.org](mailto:safeguarding@stalbans.anglican.org)

### Churchwardens

Phil Charsley

01462 895665

[phil.charsley@virginmedia.com](mailto:phil.charsley@virginmedia.com)

### Local Police Safer Neighbourhood Team

Tel: 01707 354192

PC Shaun Deal

[shaun.deal@herts.pnn.police.uk](mailto:shaun.deal@herts.pnn.police.uk)

Emma Wilkinson

07836749283

[wilks1965@yahoo.com](mailto:wilks1965@yahoo.com)

PC Katie Golledge

[katie.golledge@herts.pnn.police.uk](mailto:katie.golledge@herts.pnn.police.uk)

### Hertfordshire Safeguarding Children Board (Social Services)

If you're an adult concerned about a child or young person, call any time on 0300 123 4043

**Additional guidelines specific to those working with Community Sponsorship families**  
***(given to all volunteers working in community sponsorship setting)***

All the above guidelines still apply as good practice. In addition you will be aware that you may be dealing with families that are used to different customs about what is acceptable. It is important that you emphasize the need to act and live by behaviour that is considered acceptable in Britain, whilst complying with the social behaviour of the society the family come from.

e.g. Many societies would expect females in the household to be visited by a female volunteer. In order to develop a good relationship this would be vastly preferable where possible. However the same society may have a different understanding about what level of physical punishment is acceptable when parenting children. The worker should be careful to emphasize the expectation to parent by a British understanding of what is acceptable.

- If a worker has any concerns that there may be a risk of actual or suspected domestic abuse (either in an adult/adult or adult/child relationship) they should report this in the first instance to the parish safeguarding officer or the lead sponsor or the rector.
- If a worker has any concerns of individuals at risk of being linked to political extremism or other threats identified under the Government's PREVENT strategy, they should immediately report this to the parish safeguarding officer or the lead sponsor, or the rector. Details of the PREVENT strategy and some training which workers are encouraged to do are at the bottom of this page.
  - This may be, among other things, either the risk of refugees being groomed for extremist action, or the risk of neighbours exhibiting far right illegal political activity.
- Workers should be especially aware that the child or adult may easily have misunderstood some or all of the details of a conversation. This may be due to unfamiliarity with their new setting or because of interpretation problems.
- It is essential that the log of visits to the refugee family should be completed immediately after the visit and that all volunteers inform another appropriate adult that they are visiting before the visit takes place.

Online printable guide to PREVENT

**Preventing individuals from being drawn into serious and organised crime:**

<https://www.gov.uk/government/publications/individuals-at-risk-of-being-drawn-into-serious-and-organised-crime-a-prevent-guide>

Online PREVENT training

**Prevent e-learning**

<https://www.elearning.prevent.homeoffice.gov.uk/>

# Recognising signs of abuse in children

*(to be kept in folder in setting)*

The following is a brief summary of national guidelines outlining different kinds of abuse those working with children and young people should be aware of and possible symptoms:

## **Physical Abuse**

This includes deliberate harm and the use of force with children leading to physical harm. Symptoms may include:

- Frequent or recurring injuries – especially if they are not typical of accidental injury.
- Improbable or conflicting explanations for injuries.
- Refusal to discuss injuries.
- Fear of parents or guardians being contacted.
- Keeping arms and legs covered even in very hot weather.
- Aggressive or violent behaviour towards others.

## **Emotional Abuse**

This is the persistent or frequent belittling, blaming, and/or ignoring of children leading to low self-esteem, anxiety and a negative self-image. This can be very difficult to spot. Signs to watch out for are:

- Child is introverted, withdrawn, or depressed.
- Over-reacting to mistakes; expectation of punishment.
- Social isolation and/or desperate attention seeking behaviour.
- Self-harm and/or eating disorders
- Continual self-deprecation

## **Sexual Abuse**

This includes inappropriate touching and any form of intercourse (penetrative or non-penetrative); exposing children to sexual activities or involving them in any way; using provocative or overly-explicit sexual language with children. Symptoms may include:

- Demonstrating sexual knowledge or behaviour that is unusually explicit for the child's age.
- Being reluctant to undress (e.g. for sport activities)
- Showing unexplained fear or dislike of a particular adult or adults.
- Urinary infections, soreness or bleeding in the genital area; also soreness or bleeding in the throat.
- Decrease in self-esteem, or self-hatred.
- Regressive behaviour (e.g. bed wetting, thumb sucking)
- Compulsive behaviour (constant need to wash etc)

## **Neglect**

This is an important and often overlooked form of abuse. It includes failure to provide adequate care for children, including clothing, washing, food & drink, shelter, supervision and attention etc. Possible signs of neglect are:

- Constant hunger
- Poor personal hygiene; clothes too small or threadbare,
- Untreated medical problems
- Constant lateness; truancy from school.
- Low self-esteem and/or poor social relationships
- Tiredness; listlessness.

*\*Please Note: the above are merely a few possible symptoms of abuse. Any unusual behaviour, or sudden changes in the behaviour of children, should be noted and brought to the attention of the children leader, safeguarding officer, Youth worker or a member of the clergy.*

## **Stranger abuse**

The majority of abuse is carried out by people known to the child, but abuse can also be carried out by strangers.

## **Internet-related abuse**

Adults may target chat rooms, social networking sites, messaging services, digital cameras, mobile phones and the internet generally in order to groom and abuse children. Children are particularly vulnerable to abuse by adults who pretend to be children of comparable ages in social networking sites and who try to obtain images or engineer meetings. Children themselves can also misuse these facilities, sometimes inadvertently and sometimes with malicious intent.

**If anyone in the Church is uncertain whether or not abuse has taken place, he or she can contact the diocesan safeguarding children adviser or the local authority children's social care team.**

# **Recognising abuse to adults who may be vulnerable**

*(to be kept in folder in setting)*

Abuse can take place in a person's home, day centre, family home, community setting and in public places (including churches and ancillary buildings). A carer might be being physically or emotionally abused by the person they are looking after. Someone from Church (you!) may be the only individual to notice when something isn't right and someone is being mistreated or abused, and it is important you act to prevent it occurring again to the same person or someone else.

## **Physical abuse**

The ill-treatment of an adult, which may or may not cause physical injury, is regarded as physical abuse. Instances might include hitting, slapping, pushing, kicking, inappropriate restraint, withholding or misuse of medication, squeezing, biting, suffocating, poisoning..... It could include racially or religiously motivated attacks. (This could include – of a person with learning difficulties - “Oh, yes, he's not supposed to eat pork but he doesn't know and won't tell his family so it doesn't matter.”) A requirement for someone to work in an unsafe environment can be construed as physical abuse.

Possible indicators of physical abuse:

- cuts, lacerations, puncture wounds, open wounds, bruising, welts, discolouration, black eyes, burns, broken bones and skull fractures
- untreated injuries in various stages of healing or not properly treated
- poor skin condition or poor skin hygiene
- dehydration and/or malnourishment without an illness-related cause, loss of weight, soiled clothing or bedding
- broken spectacles or frames, physical signs of being subjected to punishment, or signs of being restrained
- inappropriate use of medication, overdosing or under dosing
- the adult telling you they have been hit, slapped or mistreated.
- inappropriate restraint – eg being strapped into a chair (a useful question to ask would be 'who benefits from the restraint?')

## **Emotional or psychological abuse**

The use of threats or fear or the power of the carer's or other adult's position to negate the vulnerable person's independent wishes is classed as emotional or psychological abuse. Bullying, sexual and racial harassment would also come into this category if physical harm were not used. It includes lack of privacy or choice, denial of dignity, deprivation of social contact or deliberate isolation, making someone feel worthless, lack of love or affection, threats, verbal abuse, humiliation, blaming, controlling, pressurizing, coercion, fear, ignoring the person.

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Possible indicators of emotional/psychological abuse:

- feelings of helplessness
- hesitation in talking openly
- implausible stories
- confusion or disorientation
- anger without an apparent cause
- sudden changes in behaviour
- the person becoming emotionally upset or agitated
- unusual behaviour (sucking, biting or rocking)
- unexplained fear
- denial of a situation
- the person becoming extremely withdrawn and non-communicative or nonresponsive
- the adult telling you they are being verbally or emotionally abused.

### **Financial or legal abuse**

The wilful extortion or manipulation of the vulnerable person's legal or civil rights must be construed as abuse. It is also potentially fraud. It may therefore need to be reported to Trading Standards as well as the Police. Such activity may include misappropriation of monies or goods, the misuse of finances, property or possessions, or the withholding of money, the exploitation of a person's resources, or embezzlement. Such abuse may involve the use of a position of authority or friendship to persuade a person to make gifts, to leave legacies or change a will.

Possible indicators of financial abuse:

- signatures on cheques etc. that do not resemble the adult's signature, or which are signed when the adult cannot write;
- any sudden changes in bank accounts including unexplained withdrawals of large sums of money;
- abrupt changes to or creation of wills;
- the sudden appearance of previously uninvolved relatives claiming their rights to a vulnerable person's affairs or possessions;
- numerous unpaid bills, overdue rent, when someone is supposed to be paying the bills for the vulnerable person;
- unusual concern from someone that an excessive amount of money is being expended on the care of the vulnerable person;
- lack of amenities, such as TV, personal grooming items, appropriate clothing, that the vulnerable person should be able to afford;
- the unexplained disappearance of funds or valuable possessions such as art, silverware or jewellery;
- deliberate isolation of a vulnerable person from friends and family resulting in the caregiver alone having total control;
- bogus workers identifying work that isn't needed on a property, or over charging, or not completing work once paid.

## **Neglect**

Neglectful behaviour is any pattern of activity by another person, which seriously impairs an individual. Neglect can include: failure to intervene in situations where there is danger to a vulnerable person or to others (particularly when a person lacks the mental capacity to assess risk), not giving personal care, deliberately withholding visual or hearing aids, withholding food, drink, light and clothing, restricting access to medical services, denying social, religious or cultural contacts, denying contact with family, lack of appropriate supervision.

Possible indicators of neglect:

- dirt, faecal or urine smell, or other health and safety hazards in the vulnerable person's living environment
- rashes, sores, lice on the vulnerable person
- inadequate clothing
- untreated medical condition
- poor personal hygiene
- over or under medication
- lack of assistance with eating or drinking
- unsanitary and unclean conditions

## **Sexual abuse**

A sexual act carried out without the informed consent of the other individual is abuse. Such behaviour includes contact and non-contact abuse. The issue of informed consent is a fraught one and would need to be carefully investigated. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or have a position of trust.

Non-contact abuse may include sexual remarks and suggestions, introduction to indecent material, indecent exposure. Contact abuse may include rape, indecent assault, being forced to touch another person, sexual intercourse or being pressurized into consenting to sexual acts.

## **Parish Statement on Domestic Abuse**

**Parish of St Mary the Virgin, Baldock and St Margaret of Antioch, Bygrave**

### **Policy for Responding to Domestic Abuse**

**All forms of domestic abuse are wrong and must stop. We are committed to promoting and supporting environments which:**

- ensure that all people feel welcomed, respected and safe from abuse;
- protect those vulnerable to domestic abuse from actual or potential harm;
- recognise equality amongst people and within relationships;
- enable and encourage concerns to be raised and responded to appropriately and consistently.

### **We recognise that:**

- all forms of domestic abuse cause damage to the survivor and express an imbalance of power in the relationship;
- all survivors (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse;
- domestic abuse can occur in all communities;
- domestic abuse may be a single incident, but is usually a systematic, repeated pattern which escalates in severity and frequency;
- domestic abuse, if witnessed or overheard by a child, is a form of abuse by the perpetrator of the abusive behaviour;
- working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

### **We will endeavour to respond to domestic abuse by:**

#### **In all our activities –**

- valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse.

#### **In our publicity –**

- raising awareness about other agencies, support services, resources and expertise, through providing information in public and women-only areas of relevance to survivors, children and alleged or known perpetrators of domestic abuse.

#### **When concerns are raised –**

- ensuring that those who have experienced abuse can find safety and informed help;
- working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community.

#### **In our care –**

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse;
- identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse.

**If you have any concerns or need to talk to any one please contact .....**

# Dealing with an allegation of abuse or disclosure

*(to be kept in folder in setting)*

Safeguarding allegations can arise in numerous ways, and it is important to first recognise that a particular concern is a safeguarding matter. Such concerns may come to your attention through:

- A direct disclosure from the person being abused, child or adult.
- Indirectly through a disclosure from someone who knows someone else is being abused;
- It may be a written or verbal disclosure;
- It may be about abuse or neglect that is happening now;
- It may be about abuse or neglect that happened in the past, recently or many years ago;
- The abuse may be very straight forward to identify or the abuse may be less obvious, either because it has not been directly disclosed or because it is well hidden in some way, or excused;
- You may have a suspicion of abuse, with hard to define concerns, perhaps coming to a point of concern with an accumulation of information or observations over time;
- The abuser may be someone known to you, perhaps very well, or not known at all;
- The abuser may be someone who has a professional career, or not;

This procedure relates to all kinds of safeguarding concerns which occur on your church premises (including in situations where the premises are hired), in your church-related activities, and regarding those who attend your church and its related activities.

In all these situations **you must not deal** with the matter alone. You need support and guidance to help deal with allegations or suspicions. If a report of abuse is received by a volunteer or paid member of staff, he or she must follow the guidelines, and take the report straight to either the appropriate incumbent, Diocesan Safeguarding Advisor, safeguarding officer, or Church Wardens. Do not take the report to them if they are the alleged abuser.

## **Some points to remember in your initial response**

The following are all important points which will help anyone faced with this difficult situation:

if a person (adult or child) asks to talk in confidence do make it clear that you will respect their confidence, **unless** it concerns matters of law, when you may have to tell someone else; you have a duty to refer anyone who is at risk to the statutory agencies;

- always explain that you may have to get other people to help;
- stay calm;
- listen to the person attentively;
- maintain eye contact;
- allow the person to talk, but do not press for information or ask leading questions;
- be non-judgemental;
- tell the person that they are not to blame for anything that has happened;
- reassure the person that they were right to tell;

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- let the person know that other people will have to be told and why; however, do not tell anyone except the person who you are immediately accountable to (and the Diocesan Safeguarding Adviser), as long as the allegation does not relate to them or someone they are especially close to;
- in no circumstances should you inform the person who is having an allegation made against them. This is done very carefully by the police at the appropriate time.
- try to explain what will happen next in a way the person can understand;
- reassure the person that he or she will continue to receive support during the difficult time to come.
- NEVER attempt to investigate allegations yourself.

Bearing the above points in mind you need to know:

Abuse to children must be referred on to statutory agencies for them to intervene and take the lead in preventing further abuse. Adults can potentially have more control over their situations and abuse to adults does not necessarily result in referrals to statutory agencies – the adult is likely to have more control over who they wish their information to be shared with.

If you have concerns regarding a member of the church family or a person or group using the church facilities in regard to safeguarding please contact the incumbent or safeguarding officer.

Anyone who is worried about the behaviour of another member of the Congregation or the demeanour of a child has a duty to voice those concerns to the person designated to co-ordinate child protection in the parish or organisation or directly to the Diocesan Safeguarding Adviser.

### **Note taking/recording**

Always make notes about a possible child protection or adult protection incident or disclosure as accurately as possible, as soon as possible. These should cover what has happened, in what context, and anything that seemed particularly significant. Quote the person's words exactly where possible, and be as factual as possible. It helps to note the person's full name, age, date of birth, address, telephone number and information about their GP if you can. Remember to sign the record and add your name, role, date of incident and date of the recording. Keep the notes in a safe confidential place.

### **From Perpetrators**

If an abuser discloses that they have abused children or young people, the person making the disclosure should be encouraged to report the abuse to social services or to the police. If they are unwilling to do this, the person hearing the disclosure must be aware that the responsibility to report the abuse remains with the person who heard the disclosure.

Should a priest receive a 'confession' from someone who has abused a child, whilst the seal of the confessional remains absolute, in law the interests of the child are paramount. Although the perpetrator's right to confidentiality is of the utmost importance, it is not absolute. It may not be possible to maintain confidentiality if the person threatens harm to him or herself, or other people in the community at large

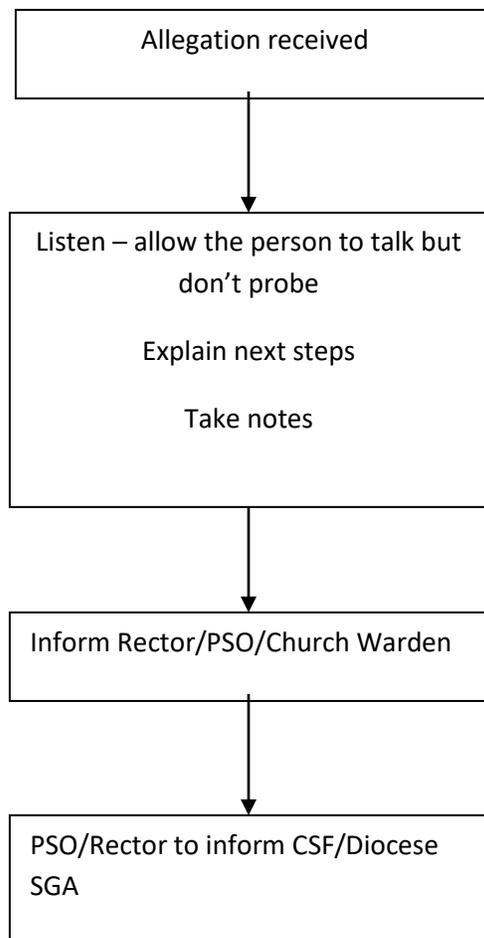
**Rumour**

A person may report a rumour about a particular individual rather than a specific allegation. This should be reported to the appropriate vicar/ rector, and the youth worker in charge should be made aware. If possible, the person who expresses unease should be asked about the reasons for their concern. They should be asked to think very carefully about the implications for children and for the suspected individual of what they have said. If rumours persist, a report will be made to the Bishop’s Representative who will discuss the matter with social services, and also inform the Bishop.

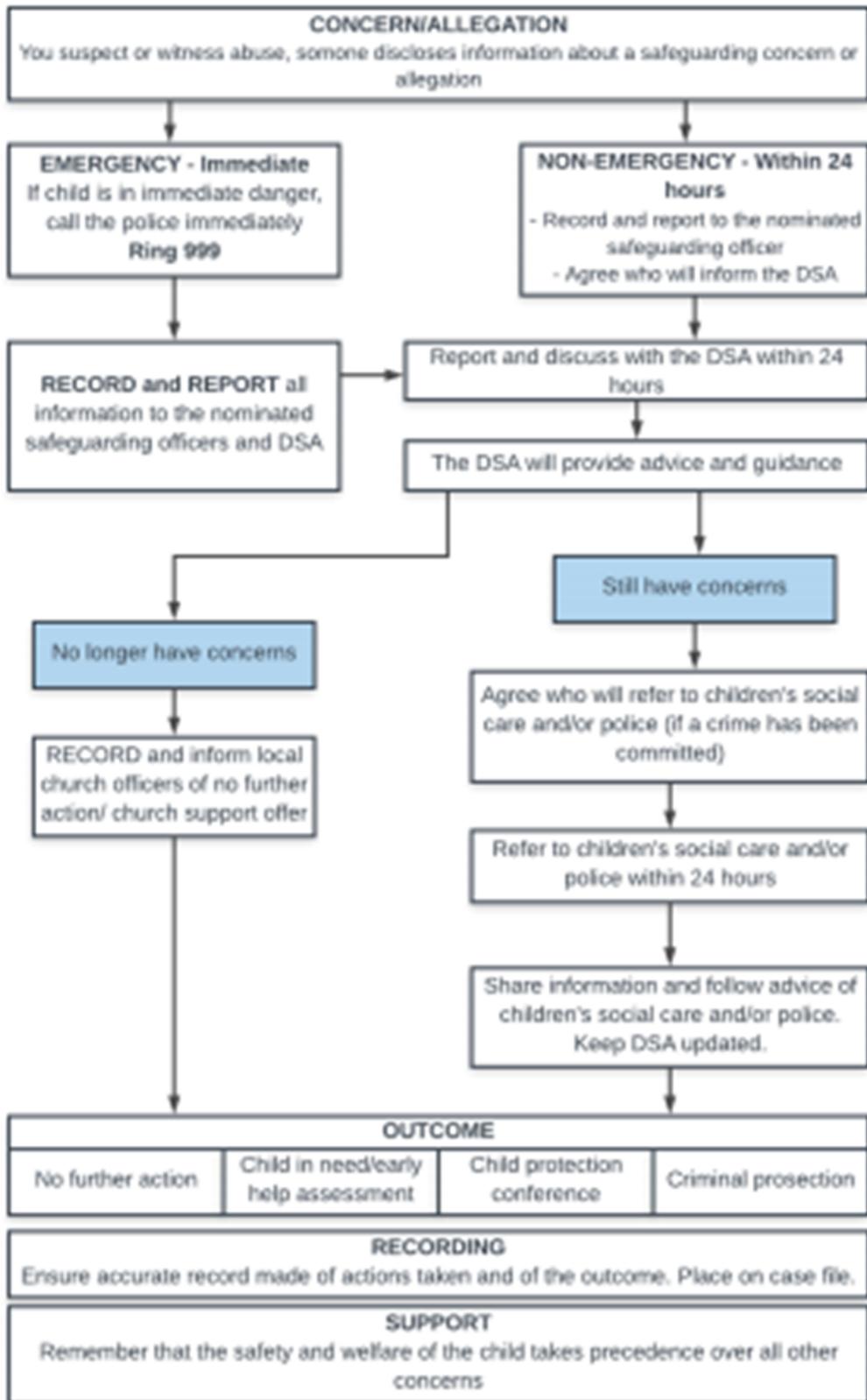
**False Allegations**

People who work in isolated settings with children and young people are sometimes vulnerable to untrue allegations. If you are uneasy about your dealings with a child (e.g. you are worried you may have crossed a boundary, or that a child is developing an unhealthy attachment to you), or you are concerned about comments being made (even if those comments are in jest) you should make a record of events, including the dates & times, and seek advice and support and, where appropriate, supervision, as soon as possible. Volunteers should refer difficult situations to the Group leader or clergy.

**Flow Chart – Action following an allegation**



Follow House of Bishops guidance



## Guidance on managing and reporting sensitive cases for community sponsors

The Full Community Sponsorship Agreement sets out a requirement for community sponsors to establish a process for managing and reporting sensitive cases to the Secretary of State for the Home Department. Sensitive cases are defined as any incidents involving members of a resettled family as a victim, perpetrator or observer, where the outcome or consequence is likely to result in:

- serious harm to any individual;
- significant impact on a community;
- significant impact on public confidence in the community sponsorship scheme.

This requirement puts an obligation on community sponsors to put in place procedures and mitigating actions to manage such situations. Information about these occurrences is used by the Resettlement Programme to ensure that our processes reflect the diverse well being needs of the individuals being resettled in the UK.

In the event that a sponsor has a concern about the safety or wellbeing of a resettled person, the table below describes the steps to take.

Step 1	Follow your organisation’s safeguarding procedure to establish the facts of the situation.
Step 2	Take steps to mitigate and manage the situation. This may include approaching the relevant authority (such as the local authority or local Police) as appropriate to access support or make a referral.
Step 3	Inform the named Contact Officer, details below, or the Lead Officer named in the Grant Agreement in the event that the Contact Officer is unavailable, as soon as possible, but no later than the end of the next working day. If you are unsure whether a particular incident is critical or should be reported, seek guidance from your Contact Officer.
Step 4	Provide your Contact Officer with regular updates on progress until the case has been closed.

It is advisable for community sponsors to establish links with their local authority to ensure they are fully aware of who the right contacts are within the local authority and the local Police as well as establishing other local sources of expertise and useful information. To comply with the requirement to notify the Home Office of relevant incidents, the table below contains examples (not exhaustive) of the type of cases/incidents that should be reported.

<b>Type of incident</b>	<b>Suggested sources of information and support on reporting procedures</b>
Breakdown of relationship between sponsor and resettled family	Contact Officer
Incidents of domestic violence	Contact Officer, Local Authority, Police and local support groups
Incidents of divorce or a split of a family	Contact Officer, Local Authority, and local support groups such as marriage guidance
Child protection concerns	Contact Officer, Local Authority child protection team, Police, local specialist support groups such as the NSPCC
Incidents of Hate crime (e.g. involving disability/race/religion or belief/sexual orientation)	Contact Officer, Local Authority, Police, specialist support groups for particular issues
Incidents that challenge or raise concerns about potential community cohesion	Contact Officer, Local Authority, Police
Concerns relating to a risk of vulnerable people being radicalised and being drawn into or supporting terrorism (known as Prevent)	Contact Officer, Local Authority and Local Police contact
Incidents relating to gender based violence, exploitation, modern slavery	Contact Officer, Local Police contact
Any other incidents of actual or possibly unlawful activity including those potentially relating to concerns about National Security	Contact Officer, Police, Local Authority
Incidents relating to the health and safety of one or more resettled family members (e.g. threatening or inappropriate behaviour carried out by or directed at family members, being sectioning under the mental health Act)	Contact Officer, Local authority, GP and Police if assessed appropriate
Potential breaches of Home Office processes affecting immigration or resettlement policy, such as information that comes to light after a resettlement decision is made	Contact Officer
Propose or actual travel to Syria, Egypt, Iraq,	Contact Officer and Local Authority

Jordan Lebanon or Turkey	
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### **Families sending money back to the Middle East and North Africa region**

Sponsors should be aware that there are security and safeguarding concerns around families sending money back home to relatives in the Middle East and North Africa region. The Resettlement Programme is asking sponsors to be vigilant to the issue. If families want to send money to their relatives overseas, we recommend that sponsors explain to them that this must not be to the detriment of meeting the family's needs here in the UK. Families must also be advised to use the regulated legal money transfer processes. Sponsors must contact their Contact Officer Home Office authorised representative for advice if they have any concerns.

### **Contact Officers**

#### **East of England and Northern Ireland**

Jean Haynes – [Jean.Haynes@homeoffice.gsi.gov.uk](mailto:Jean.Haynes@homeoffice.gsi.gov.uk)  
07880 483866

#### **East & West Midlands**

Adam Bell - [Adam.Bell@homeoffice.gsi.gov.uk](mailto:Adam.Bell@homeoffice.gsi.gov.uk)  
07741235370

#### **London**

Dipesh Lakhani –  
[Dipesh.Lakhani@homeoffice.gsi.gov.uk](mailto:Dipesh.Lakhani@homeoffice.gsi.gov.uk)  
07909681838

#### **Scotland and North West**

Rebecca Leeuw -  
[Rebecca.Leeuw@homeoffice.gsi.gov.uk](mailto:Rebecca.Leeuw@homeoffice.gsi.gov.uk)  
07771 396 207

#### **South East**

Cheryl Cohen –  
[Cheryl.Cohen@homeoffice.gsi.gov.uk](mailto:Cheryl.Cohen@homeoffice.gsi.gov.uk)  
07765010706

#### **South West and Wales**

Carolyn Bunce –  
[Carolyn.Bunce@homeoffice.gsi.gov.uk](mailto:Carolyn.Bunce@homeoffice.gsi.gov.uk)  
07342052110

#### **Yorkshire and Humber and North East**

Kerry Zuccolo -  
[Kerry.Zuccolo@homeoffice.gsi.gov.uk](mailto:Kerry.Zuccolo@homeoffice.gsi.gov.uk)  
07920506942



## Diocese of St Albans Recruitment Policy

The Diocese of St Albans uses the Disclosure and Barring Service (DBS) to assess an applicant's suitability for positions of trust. The Diocese of St Albans complies fully with the DBS Code of Practice and undertakes to treat fairly all applicants for such positions. It undertakes not to discriminate unfairly on the basis of a conviction or other information revealed.

We are interested in creating an 'inclusive' society and are committed to equal opportunity. Therefore, where people have committed an offence, the nature and circumstances of that offence will be taken into consideration. In line with the DBS Code of Practice, diocesan policy states that the following should be considered:

- whether the conviction or other matter revealed is relevant to the position in question
- the seriousness of any offence or other matter revealed
- the length of time since the offence or other matter occurred
- whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

### **Having a criminal record will not necessarily bar you from working with us.**

The Diocese of St Albans is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualification, experience and potential.

A Disclosure is only requested for positions of trust which include direct work with children, young people and vulnerable adults. For such positions, all job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, all applicants called for interview must complete a Confidential Declaration Form. This allows applicants to provide details of any criminal record at an early stage in the process. The Declaration will be retained by the employer or the parish.

We ensure that all those in the Diocese of St Albans who are involved in the recruitment process receive appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information

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that is directly relevant to the position sought could lead to withdrawal of an offer of employment or a voluntary post.

The Diocese of St Albans holds the DBS Code of Practice and this is available at Abbey Gate House.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment or a voluntary post.

When making an appointment, reference needs to be given to the Church of England document:

Practice guidance: Safer Recruitment.

Review date: May 2017



# **Benefice of Baldock with Bygrave**

## **Handling and storage of disclosures policy.**

In consideration of our use of the Criminal Records Bureau Disclosure Service, to help assess the suitability of applicants for positions of trust, we agree to comply with the DBS Code of Practice, Data Protection Act and other legislation in regard to the correct handling, use, storage, retention, and disposal of Disclosures and Disclosure information.

### **Storage and access**

Disclosure information is never kept on an applicant's personal file but stored separately and securely, in a lockable, non-portable, storage container (e.g. filing cabinet), with access strictly limited to those who are entitled as part of their official duties.

### **Handling**

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information have been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **Usage**

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### **Retention**

Once a recruitment (or other relevant) decision has been made, Disclosure information may be kept for up to six months for the resolution of disputes or complaints, unless there are exceptional circumstances. If this happens it will be done in consultation with the CCPAS Disclosure Unit who will seek advice from the DBS giving full consideration to the Data Protection and Human Rights legislation. The conditions regarding safe handling and storage will continue to apply.

### **Disposal**

Once the retention period has lapsed, we will ensure that any Disclosure information is immediately and appropriately destroyed (e.g. by shredding, pulping or burning). While awaiting destruction, Disclosure information will continue to be kept securely. We will not keep any original documents or copies relating to the disclosure certificate. However, we may keep a record of it, i.e. the name, date, and type of disclosure, the position for which it was requested, the unique reference number and the details of the recruitment decision taken.

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**Our relationship with Thirtyone: Eight (formally CCPAS) as an Umbrella Organisation**

We accept that the CCPAS Disclosure Unit, as our umbrella organisation, has a responsibility to ensure, as far as possible, that we comply with all the requirements in the DBS Code of Practice, this and other policy statements, and in other DBS procedures and processes. We undertake to keep CCPAS informed of any changes in our organisation, personnel or practices which could materially affect our ability to work within these expectations.

## **Computer Usage**

All permanently installed computers will have individual accounts for those using them. Accounts will only be given to those who both need them and request them. Users of the computers will be advised that their login is their responsibility, passwords must not be shared and will be changed annually. Software will be used to prevent the viewing and downloading of inappropriate material and logs from this software will be examined regularly.

Access to the church's router / WiFi (the router's key) will only be given to those who both need and request it. Those given logins on the church computer or the router key will sign a form (included in this policy) accepting this and agreeing not to misuse the facility. A list of all those with computer / router access will be maintained, together with the signed forms.

## **Safe Use of Images Policy**

**St Mary the Virgin, Baldock and St Margaret of Antioch, Bygrave.**

### **Data Protection**

The Data Protection Act places certain duties on us to ensure that we have relevant consent to take and publish images and that we keep all data secure.

Always ensure that you have checked whether there are reasons that a particular person cannot be photographed or identified, especially if it is a child.

You must obtain the permission of all the people who will appear in a photograph, video or webcam image before you record the footage. That means children as well as adults.

If you are taking images at an event attended by large crowds, such as a sports event, this may be regarded as a public area so you do not need to get the permission of everyone in a crowd shot. However, there is no clear guidance on this so if in doubt, avoid using such images and use a library image instead.

It is a requirement of the Data Protection Act that you safeguard your images (both digital and hard copies) by storing them securely and only allow use by those authorised to do so. When you are finished with images, destroy or delete them.

If you hold copies of images on file, you can't release these without up-to-date consent forms. **Take care with images that you have archived.** An image taken at a specific time and in specific circumstances can not necessarily be used again at a later date or in a different context. Doing so can result in legal action.

When publishing images of children and young people, follow these guidelines:

- If you publish their picture, do not publish a name
- If you publish their name, do not publish a picture
- Do not publish full names, addresses or e-mail addresses
- Do not publish individual close-up portraits
- When publishing children's' work simply label it as by '*John*'
- Give adult leaders and parents the opportunity to request that their contact information is not included in any published material

If parents are permitted to take images during or after an event or service, make it clear from the start that they must be for private use only and ask for them not to put the images on the internet (particularly if a parent posts a picture on the web that shows children other than just their own child). If the picture is being used for public use then consent must be obtained.

You might want to provide written guidance to parents beforehand and/or make an announcement at the start of the event/service.

### **Consent**

When taking images, ensure you have written permission to **take** and **publish** the images before you start. This permission should cover:

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- How the image will be used

*(i.e. for a one-off article or as a general resource that could appear in a number of contexts)*

- How it will NOT be used

*(i.e. alongside articles or text that are of potentially sensitive or offensive subjects)*

- Where it will be used / who will it be available to

*(i.e. in internal/public-facing printed newsletters, on the web, in a DVD, in local and/or national media, in exhibitions etc.)*

- How long it will be used for

*(i.e. once only, for 2 years, 3 years, indefinitely etc. Be mindful that people's circumstances change and it can become inappropriate to continue to use a photo)*

Please see **appendix H (Page 61)** for our consent form.

For children under 18 years old, the form should be completed by a parent or guardian.

Consent forms should also be obtained for adults, particularly if they are considered 'vulnerable', for example those with learning disabilities.

The parent/guardian or social worker may give written consent in these circumstances.

Be aware that some people may require help to understand and complete a consent form, need the information translated into a different language or have it supplied in a different format.

Completed consent paperwork should be kept on file for the duration of the time the image is being used.

Once this time is up, the image should be destroyed.

Do not use an image unless you know that you have permission to do so. If you are unsure, use an alternative.

## **Copyright**

Copyright law applies to almost everything, and can be complex and ambiguous.

A few basic points are listed below:

- Copyright automatically belongs to the person who created the work. In the UK it does not need to be registered. Take care with any images you release to the media, it is your responsibility to check with the owner of the copyright that it is OK to use them.
- If you are using someone else's image you must get their written permission, and always credit the artist
- Images are protected for the lifetime of the creator and for 70 years after his/her death
- Downloading images from the internet and using them on your church website without the copyright owners consent may breach copyright laws, and could be considered a criminal offence, leading to heavy fines. Be aware that picture agencies and photographers are increasingly using software to track their images.
- If you put something on the web, you must obtain electronic global broadcasting rights from the owner of the copyright.

## **Context**

Be careful about the context in which you use an image, especially if it is of children.

- If you're using it for publicity specifically related to an event, there should be little problem as long as the relevant consents have been obtained.

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- For information that covers sensitive areas always use a library picture. Using pictures of real children alongside these subjects could result in legal action by parents / carers.
- Do not use a photo in a context that is different to that stated on the consent form.
- Ensure that images cannot be construed as being provocative.
- When taking/using images, be representative of diversity by reflecting gender, race and disability.

### **New media**

'New media' describes anything that relies on digital technology or computerised methods of communication, for example the internet, email, electronic kiosks, multimedia CD-ROMs, mobile phones, podcasts, webcams etc.

New media is becoming more widely used; along with this increased use comes an increased responsibility to consider how we use images safely within the new technology.

The information shared by new media is more accessible than in non-digital formats; it is easy for people to amend, manipulate or copy images, which makes them more open to abuse. As such we must be more vigilant than ever about obtaining the relevant consent to publish images, how we publish them and monitoring their use.

If you plan to use an image in any form of new media, you should obtain electronic global broadcasting rights from the owner of the copyright and ensure that the consent form states that the image will be used in digital formats, including the web.

If you are a web-publisher, do not use an image that has been uploaded onto the system by someone else without checking with the original publisher/owner that the relevant permissions have been obtained.

Do not pixelate (blur) an image in order to obscure the face of the person in it – use an alternative picture.

### **Disability Discrimination Act (DDA)**

When using images in new media, you must comply with the DDA. The DDA applies to everyone who provides a service to the public. Service providers must ensure that they do not discriminate against disabled persons when using new media images. In order to comply with the DDA, you will need to ensure that all images have meta-tags and that you do not overlay a photo with text.

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### **Releasing images to the media**

The legislation governing whether or not the media can publish an image is complicated and ambiguous. If you are in any doubt about having an image published, do not release it to the media.

If you do release an image to the media, be aware that you are responsible for checking that all the relevant written consents have been obtained for the people in it and the owner of the copyright agrees to the image being published. If the media publishes an image you have supplied and the consents have not been obtained, responsibility falls to you.

The laws surrounding this issue are becoming stricter, especially for pictures of children. Be extremely cautious not to release any pictures of children who are in care, under wardship or involved in family law cases. The legal implications are serious.

# Benefice of Baldock with Bygrave

## Equal Opportunities Statement

Baldock benefice is part of a Christian organisation committed to social justice and resolutely opposed to discrimination in society. We are committed to providing services on a fair and equitable basis, regardless of race, ethnicity, religion, life-style, sex, sexuality, physical/mental disability, offending background or any other factor. No person requiring services from these benefices will be treated less favourably than any other person on any grounds.

In employment we actively seek to recruit with the right mix of talent, skills and potential, promoting equality for all, and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values and purposes of the organisation.

As an organisation seeking to deliver services within a Christian context, some posts can only be filled by Christians. The nature of these posts or the context in which they are carried out, and their link to the ethos of the organisation, give rise to a genuine occupational requirement (GOR) for the post-holders to be Christians. All staff in these posts are required to demonstrate a clear personal commitment to the Christian faith. This policy is implemented in accordance with Employment and Race Directives issued by the government and ACAS guidance.

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, these benefices undertakes to comply fully with the DRB Code of Practice and to treat all applicants for positions fairly. They undertake not to discriminate unfairly against any person on the basis of a conviction or other information revealed.

A Disclosure is only requested if relevant for 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 criminal record at an early stage in the application process. We request that this information is sent separately and in confidence to the Recruiter within the organisation and we guarantee that this information will only be seen by those who need to, as part of the recruitment process.

Unless the nature of the position allows questioning about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance of offences. We will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or voluntary work.

Every person under-going a DBS check will be made aware of the DBS Code of Practice and a copy will be available on request.

We undertake to discuss any matter revealed in a disclosure with the person seeking a position before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend upon the nature of the position and the circumstances and background of your offences.

## St Mary the Virgin Baldock Complaints Procedure

We always aim to provide a high standard of care in all our services. Your views are important to us and help to ensure our services are consistently meeting your needs. If you are unhappy with any of our services it is important that you let us know.

We value your goodwill we would expect to resolve any day to day difficulties or complaints informally and as quickly as possible.

Firstly we would expect you to raise any complaint directly with the volunteer concerned. However, if this informal communication does not resolve the problem our formal procedure needs to be followed.

This is what you (the complainant) should do:

The complaint should be made either in person, or by telephone, letter or email to the Rector who will acknowledge receiving the complaint by letter or e-mail within ten working days.

If the complaint is about the Rector you (the complainant) should contact one of the churchwardens.

If you make the complaint in person you may bring a friend but not a legal representative for support.

If the complaint alerts us to possible abuse or neglect we will inform the Diocese safeguarding team. The safeguarding team will decide how to investigate and monitor outcomes

This is what will happen:

The Rector or churchwarden will investigate the circumstances leading to the complaint and will communicate the results of the investigation to you (the complainant) usually within twenty working days of the complaint being received.

If the complaint is found to be justified, the Rector or churchwarden will agree any necessary further action with you (the complainant).

If you (the complainant) are dissatisfied with the results of this investigation you (the complainant) have the right to appeal by sending a letter marked "Confidential" stating your complaint and comments to the Appeal Panel of three PCC members including the vice chairman.

If the appeal is found to be justified, the appeal panel will agree any necessary further action with you (the complainant). The decision of the appeal panel is final and no further appeal is possible.

The Rector or churchwarden will report to the PCC the number, nature and the outcomes of complaints, at least annually.

**Church of England Confidential Declaration Form**

*This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment / appointment process and, when appropriate, the Diocesan Safeguarding Adviser or someone acting in a similar role / position. All forms will be kept securely in compliance with the Data Protection Act 1998.*

*If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question which you are answering.*

*Please note that the Disclosure and Barring Service (DBS) is an independent body, which came into existence on 1<sup>st</sup> December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).*

1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules<sup>1</sup>? (Include both 'spent'<sup>2</sup> and 'unspent' convictions) YES / NO
2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules<sup>3</sup>? YES / NO

*Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules. Please also provide details of the circumstances and/or reasons that led to the offence(s).*

*Broadly, where your position / role involves substantial contact with children and / or adults experiencing, or at risk of abuse or neglect (i.e. where you are eligible for an enhanced criminal records check) you will be expected to declare **all** convictions and / or cautions etc., even if they are 'spent' provided they have not been filtered by the DBS filtering rules.*

<sup>1</sup> You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it is your only offence; (c) it did not result in a prison sentence or suspended prison sentence (or detention order) and (d) it does not appear on the DBS's list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b), (c) and (d) in order to be filtered.** Further guidance is provided by the DBS and can be found at [www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates) and [www.gov.uk/government/publications/dbs-filtering-guidance](http://www.gov.uk/government/publications/dbs-filtering-guidance)

<sup>2</sup> Please note that the 'rehabilitation periods' (i.e. the amount of time which has to pass before a conviction etc. can become 'spent') have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never 'spent'. For further guidance in relation to the 'rehabilitation periods', please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

<sup>3</sup> You do not have to declare any adult caution where: (a) 6 years (or 2 years if under 18 at the time of the caution, reprimand or warning) have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences referred to in footnote 1 above. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered**

**If your position / role does not involve substantial contact with children and / or adults experiencing, or at risk of abuse or neglect you should only declare ‘unspent’ and ‘unfiltered’ convictions / cautions etc.**

*Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK.*

*If you are unsure of how to respond to any of the above please seek advice from an appropriate independent representative (e.g. your solicitor) because any failure to disclose relevant convictions, cautions etc. could result in the withdrawal of approval to work with children and / or adults experiencing, or at risk of abuse or neglect. Although it is important to note that the existence of a conviction, caution etc. will not necessarily bar you from working with vulnerable groups unless it will place such groups at risk.*

3. Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence / misconduct? YES / NO
4. Are you or have you ever been prohibited and / or barred from work with children and/or vulnerable adults? YES / NO
5. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and / or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and / or vulnerable adult was at risk of significant harm from you<sup>4</sup>? YES / NO
6. Has your conduct ever caused or been likely to cause significant harm to a child and / or vulnerable adult, and / or put a child or vulnerable adult at risk of significant harm? YES / NO

*Note: Make any statement you wish regarding any incident you wish to declare*

7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things? YES / NO
8. Have you ever had any allegation made against you, which has been reported/referred to, and investigated by the Police/Social Services/Social Work Department (Children or Adult’s Social Care)? YES/NO

If you reply yes to questions 7 and/or 8, please give details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

---

<sup>4</sup> ‘Significant harm’ involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse

*Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or adult who is vulnerable. Any allegation or complaint investigated by the police, Children’s Services, an employer, voluntary body or other body for which you worked must be declared. Checks will be made with the relevant authorities.*

9. 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 Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989 and Children Act 2004, or a similar order under any other legislation? YES / NO

10. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules<sup>5</sup>; or is that person at present the subject of a criminal investigation/pending prosecution? YES/NO/Not Applicable

If yes, please give details including the nature of the offence(s) and the dates. Please give any further details, such as the reasons or circumstances, which led to the offence(s)

*Note applicable to Q10: You are only required to answer this if you work from home with children. The DBS define home based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives (this will include **all** clergy). <sup>6</sup>*

*Note: All these matters shall be checked with the relevant authorities*

**Declaration**

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

After I have been appointed I agree to inform my line manager or supervisor if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Social Services/Social Work Department (Children or Adult’s Social Care) investigation.

Signed.....

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

Address.....

.....

<sup>5</sup> See footnotes 25 and 27 above

<sup>6</sup> <https://www.gov.uk/government/publications/dbs-home-based-positions-guide/home-based-position-definition-and-guidance>

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Date.....

Please return the completed form to

.....

*Before an appointment can be made applicants who will have substantial contact with children and / or adults experiencing, or at risk of abuse or neglect in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check (as appropriate)) from the Disclosure and Barring Service.*

*All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and / or adults experiencing, or at risk of abuse or neglect.*

*Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and / or an adult experiencing, or at risk of abuse or neglect at risk.*

# Benefice of Baldock with Bygrave

## Volunteer Agreement

This form should be completed by all voluntary workers with children or vulnerable adults in accordance with House of Bishops Safeguarding guidance policy and procedures. If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC (or other responsible body) and the person to whom the worker is responsible (ie the supervisor).

### To be completed on behalf of the PCC (or other appointing body)

Church .....

Name of worker .....

Name of group/club .....

(e.g.

Junior Church/luncheon club for disabled people)

Where/when they meet

Age range of children/range of vulnerabilities

Person to whom responsible/supervising .....

(e.g. Youth group leader/church community worker/warden/incumbent)

Work to be undertaken (5–10 points describing the duties and responsibilities in this role)

Signed .....

(on behalf of the PCC or other appointing body)

### To be completed by the worker with children/young people/adults

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I have understood the nature of the work I am to do with children/young people.

I have read the guidelines produced by the Church for safeguarding children and young people. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact. I know what action to take if abuse is discovered or disclosed.

Signed .....

Date .....

*N.B. All information will be held safely and in confidence, in accordance with the Data Protection Act 1998.*

# Benefice of Baldock with Bygrave

## Volunteer Registration Form

*For voluntary workers with children or vulnerable adults in parishes*

The PCC is responsible for the acceptance and accreditation of all workers with children or vulnerable adults. Every worker should fill in a copy of this form which should be securely retained by the incumbent/ warden/ secretary to the PCC.

Full name .....

Former names .....

.....

Home address .....

.....

..... Postcode .....

Telephone Number .....

Date of birth .....

Church .....

Parish .....

How long have you lived at the above address?.....

If less than 12 months please give the following information:

Previous address .....

.....

How long there?.....

Church attended .....

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Name of minister/priest .....

Please give details of previous experience of looking after or working with children, young people or vulnerable adults (as relevant to this role).

Please give details of any relevant qualification or appropriate training.

Have you successfully completed one of the following training programmes?

Specific Training for the work

YES/NO

WHEN

What course was this?

Safeguarding children or vulnerable adults

YES/ NO

WHEN

Who delivered this?

Other relevant training

YES/ NO

WHEN

Please give details

Are you prepared to undertake appropriate training?

Yes/No

Are you prepared to undertake further training as agreed or as the PCC requires?

Yes/No

*(Note: If you decline to undertake initial training or further training the PCC will be entitled to withdraw your authority to work with children or vulnerable adults.)*

**References**

Please give the name, address, telephone number and position or relationship of two people who know you well, including one who has managed or supervised your work with children, young people or vulnerable adults. If you are

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currently in employment, one of the references should be your current employer, unless there are specific reasons why this is not appropriate – in which case, please indicate this.

Name:

Name:

Address:

Address:

Postcode:

Postcode:

Telephone Number:

Telephone Number:

Relationship to referee:

Relationship to referee:

*N.B. All information will be held safely and in confidence, in accordance with the Data Protection Act 1998.*

# Benefice of Baldock with Bygrave

## Declaration of Agreement

I understand the nature of my role and my responsibilities at:  
(Insert Group/Organisation)

.....

I confirm that I have received a copy of the Volunteer Registration Form and have read the Child Protection Policy.

I understand the guidelines for safeguarding children and I accept my responsibility to care for the children and young people with whom I come into contact.

Name (Please print) .....

Signed .....

Date .....

From the Rector:  
Rev'd Andrew Holford  
9, Pond Lane  
Baldock  
Herts SG7 5AS

# St Mary the Virgin Baldock

Parish Office:  
St Mary's Church Office  
Church Street  
Baldock  
Herts SG7 5AE



*"Building with Christ"*

Tel: 01462 896273  
2008luddite@googlemail.com

Tel: 01462 892838  
stmarysofficebaldock@btinternet.com

## Benefice of Baldock with Bygrave

### Volunteer Referee Form

Dear Referee,

The following person ..... has expressed an interest in being a volunteer and has given your name as a referee. This post involves substantial contact with children. As an organisation committed to the welfare and protection of children, we need to be aware if there is any reason at all to be concerned about this applicant being in contact with children, young people or vulnerable adults.

Please complete the questionnaire below. Any information will be treated in strictest confidence. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post. The person concerned would be working mainly as

.....

We would appreciate you being extremely candid, open and honest in your evaluation of this person.

With very many thanks,

Yours sincerely,

Andrew Holford

(PTO)



## Acceptance Agreement of entitlement to use Church Computer Facilities

I, \_\_\_\_\_ (*print name*) acknowledge receipt of:

- an account on the computer in the church office  
(my username being \_\_\_\_\_)
- the key allowing my usage of the church's internet router

*(delete as appropriate)*

I understand that usage of church computer facilities is granted primarily for church purposes and I undertake not to use them illegally, nor in any way which might bring the church into disrepute. I understand that any access granted to me is my responsibility and undertake not to share any passwords or keys I am given with anyone. I understand that it is good practice to change passwords regularly.

Signed \_\_\_\_\_

Date \_\_\_\_\_

[One copy to be kept with church safeguarding records, one copy by the signatory.]

**Sensitive cases referral form**

<b>Date of Referral</b>	
<b>Referring Officer and contact details</b>	
<b>VPR Number / Name</b>	
<b>Community Sponsor</b>	
<b>Local Authority</b>	
<b>Details of concerns and or incident (including date)</b>	
<b>Police Contact Details and incident reference number, (if applicable)</b>	
<b>Any other information</b>	

Please forward this form to your Contact officer within 24 hours of any incident, or as soon as you have any concerns you wish to raise. Thank you.

# Benefice of Baldock with Bygrave

## Consent Form

Your child has expressed an interest in attending Children or Youth activities in Baldock or Bygrave. In the interest of your child, it's very important that you read, complete and return this form. This is to make us aware of any special care requirements, and to enable us to contact you if necessary.

**Name of Child/ Young person:** .....

**Date of birth:** .....

**Address:**.....

.....**Postcode:** .....

**Parent/ Guardians Name:** .....

**Contact Phone Number:** .....

**Email address:** .....

Alternative contact number (please give the name & number of someone who can be contacted in an emergency if you are unavailable):

**Name:** .....

**Number(s):** .....

**Family doctor:**

**Name:** .....

**Address:**.....

.....**Number:** .....

**Details of any known medical conditions:**

**Food allergies or dietary requirements:**

**CONSENT:**

*(Please sign*

*below if you agree with the statement)*

I hereby give consent for my child/children (named above) to take part in activities run by St Mary's Baldock and St Margaret's Bygrave. I understand that this may include some sport-related activities that carry reasonable, minor risk. Separate permission will be required for off-site activities.

Signature of parent/guardian: .....

I also consent to any necessary medical or dental treatment (including an anaesthetic) that may be necessary in the event of an emergency and/or if I am not contactable.

Signature of parent/guardian: .....

I consent to photographic images being taken that include my child being displayed in the following ways: (please delete any to which you do not consent)

- Reports and displays in the church hall and Church
- The Church Website
- The Church social media
- The Church publications

Signature of parents/guardian: .....

Date: .....

***Please note that this information will be filed for retrieval at subsequent dates.  
Separate permission will be required for any off-site trips or activities.***

## Benefice of Baldock with Bygrave Consent Form

Your child has expressed an interest in attending Children or Youth activities in Baldock or Bygrave. In the interest of your child, it's very important that you read, complete and return this form. This is to make us aware of any special care requirements, and to enable us to contact you if necessary.

**Name of Child/ Young person:** \_\_\_\_\_

**Date of birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Parent/ Guardians Name:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

Alternative contact number (please give the name & number of someone who can be contacted in an emergency if you are unavailable):

**Name:** \_\_\_\_\_

**Number(s):** \_\_\_\_\_

**Family doctor:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Number:** \_\_\_\_\_

**Details of any known medical conditions (please continue on a separate sheet if necessary):**

**Food allergies or dietary requirements:**

***Please note that this information will be filed in accordance with GDPR regulations for retrieval at subsequent dates. Separate permission will be required for any off-site trips or activities.***

January 2019

**CONSENT:**

*(Please sign below if you agree with the statement)*

I hereby give consent for my child/children (named above) to take part in activities run by St Mary's Baldock and St Margaret's Bygrave. I understand that this may include some sport-related activities that carry reasonable, minor risk. Separate permission will be required for off-site activities.

I also consent to any necessary medical or dental treatment (including an anaesthetic) that may be necessary in the event of an emergency and/or if I am not contactable.

I give / do not give my permission for this information to be stored on a PC (please delete as appropriate)

**Signature of parent/guardian:** .....

**Dated:** .....

\_\_\_\_\_ I consent to photographic images, video and webcam recordings being taken that include my child being displayed in the following ways: (please delete any to which you do not consent)

- Displays in the church hall and Church
- The Church Website
- The Church social media including Facebook
- Church publications
- News media – either sent to them by the Church or taken directly by them when attending an event

\_\_\_\_\_ I do not want my child's image used in any publicity

**Signature of parents/guardian:** .....

**Dated:** .....

**General Data Protection Regulation (GDPR)**

I consent to the church contacting me by  post  phone  email.

By signing this form you are confirming that you are consenting to the PCC of St Mary the Virgin, Baldock and St Margaret of Antioch, Bygrave holding and processing your personal data for the following purposes. More information is available on our website. (Please tick the boxes where you grant consent):-

- To keep me informed about the group my child is a member of
- To keep me informed about news, events, activities and services at St Mary the Virgin and St Margaret of Antioch  
*(note you can unsubscribe from this list at any time).*
- To share my contact details with the incumbent, the leadership team and with members of the church who have a direct link to the groups that I am involved with
- To share my contact details with the Friends of St Mary's so that they can keep me informed about news, events and activities.

Signed: .....

Dated: .....

**St Mary the Virgin, Baldock and St Margaret of Antioch, Bygrave.**

Occasionally, we take photographs of the children at our church. We may use these images in our church magazine or in other printed publications that we produce, in displays and on our website. We may also make video or webcam recordings for training, or other church use.

We also send images to the news media, or our church may be visited by the media who will take their own photographs or film footage (for example, of a visiting dignitary or other high profile event). Children will often appear in these images. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, on websites, or both.

When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

**Conditions of use:**

1. This form is valid for the period of time your child attends this church. Images of your child will not be used after this time. Please write to the church [email address below] if you wish to withdraw consent at any time.
2. The images we take will be of activities that show the church and children in a positive light.
3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
4. We may use group photographs or footage with very general labels e.g. 'Sunday School'.
5. We will only use images of pupils who are suitably dressed.
6. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
7. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent you understand that images may be used in printed and electronic form.*

**To give your consent, please complete the information overleaf and return the form to the church.**

***If you require help completing this form, please contact Parish Safeguarding Officer (PSO)  
Emma Wilkinson (07836749283) [wilks1965@yahoo.com](mailto:wilks1965@yahoo.com)***

January 2019

**St Mary the Virgin, Baldock and St Margaret of Antioch, Bygrave.**

**Please tick those that apply:**

I give permission for my child's image to be taken and used in publicity material for the church, including printed and electronic publications, video and webcam recordings and on websites

I give permission for images of my child to be used by the news media in printed and/or electronic form and stored in their archives.

This might include images sent to the news media by the church and images / footage the media may take themselves if invited to the church to cover an event.

I do not want my child's image used in any publicity

**I have read and understood the information overleaf.**

Name of child: \_\_\_\_\_

Parent's or carer's signature: \_\_\_\_\_

Name (in block capitals) \_\_\_\_\_

Date: \_\_\_\_\_

Church: \_\_\_\_\_

## Benefice of Baldock with Bygrave Risk Assessment Form

Church:

Risk Assessor:

Date of Assessment:

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring with CURRENT CONTROL in place			Severity of Harm if injury does occur with CURRENT CONTROL in place			RISK LEVEL L; M; or H.	Current Control Measures in place	Further Control Measures required and Date to implement	Person Responsible to implement further measures required	Date to review: annual review unless the task changes
			L	M	H	L	M	H					

## Benefice of Baldock with Bygrave

### Safeguarding provision and Hire of Church Premises Agreement

The Benefice of Baldock with Bygrave has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A summary is attached. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.

You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular this means that:

- you will comply with the attached good practice guide with children and young people or vulnerable adults unless you already have an equivalent;
- you will provide the church with a copy of your organisation's Safeguarding Policy/ies or if you do not have one adopt the current parish policy;
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually;
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
- no person under the age of 18 years will be left in charge of any children or young people of any age;
- no child or group of children or young people should be left unattended at any time;
- a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;
- you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
  - (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
  - (b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

**The Parish Safeguarding Officer for The Benefice of Baldock with Bygrave is:**

**Name: Emma Wilkinson**

**E-mail: [wilks1965@yahoo.com](mailto:wilks1965@yahoo.com)**

**Tel. No: 07836749283**

## Declaration of Agreement for Regular Hall Users

I confirm that I have read the Benefice of Baldock with Bygrave's Safeguarding Policy. I understand the nature of my responsibilities and the guidelines for safeguarding children, young people or vulnerable adults.

On behalf of my organisation, I agree to abide by appropriate safeguarding procedures when working with children, young people or vulnerable adults with whom I come into contact. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Name (please print): .....

Organisation: .....

Signed: .....

Date: .....

**Please sign two copies, one to be retained by the church, and one by the organization**

## List of numbers & websites relating to the safeguarding of children, young people & vulnerable adults.

Please contact the Diocese Child Protection Officer in the first instance.

### Diocesan Child Protection Adviser

Mr Jez Hirst  
Tel: 01727 818107  
Mobile: 07867 350886  
Email: [safeguarding@stalbans.anglican.org](mailto:safeguarding@stalbans.anglican.org)

### Thirtyone: Eight (formally CCPAS):

Our contacts for the Diocese are Jackie Tripp and Jill Ragget.  
Tel: 0845 120 4549  
Web: [www.ccpas.co.uk](http://www.ccpas.co.uk)

### Hertfordshire:

#### Children Schools & Families team:

During & outside office hours: 0300 1234043

### Police Contact:

Hertfordshire Police: 0845 3300 222

*The above are contact details to make a referral during office hours Mon-Fri.*

### Childline:

Tel: 0800 1111  
[www.childline.org.uk](http://www.childline.org.uk)

### NSPCC

*Help for adults concerned about a child:*

0808 800 500  
[www.nspcc.org.uk](http://www.nspcc.org.uk)

**CEOP** - Child exploitation and online protection

[www.ceop.police.uk](http://www.ceop.police.uk)

*This is a place where you can report any inappropriate or potentially illegal activity with or towards a child online. This might be a conversation with someone online who you think may be an adult, and is treating a child in a way which makes you feel uncomfortable, or you think may be trying to meet them for sex.*

### Family Lives (formally ParentLine Plus)

<http://familylives.org.uk/>  
*Family lives is a national family support charity providing help and supporting all aspects of family life. They are there 24 hours a day seven days a week to listen and support.*

### Protecting all God's Children

<http://www.churchofengland.org/media/37378/protectingallgodschildren.pdf>

### Dioceses of St Albans Safeguarding

<http://www.stalbans.anglican.org/schools/safeguarding>

Jenny Woolnough (DBS Lead) - 01462 618453

Emma Wilkinson (Safeguarding Officer) - 07836749283

PSO