



**The Parish of St Mary, Rodbourne Cheney  
Policy and Procedures  
for Safeguarding of Children and Adults**

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**This document is to be reviewed annually.**

# General Statement of Policy and Procedure

The Parish of St Mary Rodbourne Cheney in co-operation with the Diocese of Bristol wishes to reflect that we are all in need of protection from harm and that as a Christian community it is the responsibility of every one of us to protect those less able to protect themselves.

The Diocese of Bristol is committed to working within the Principles of the House of Bishop's Policy for Safeguarding (contained within 'Protecting All God's Children 2010'), the requirements of Working Together 2015, and the Care Act 2014.

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ.

Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

**We are committed to the care, nurture of, and respectful pastoral ministry with all adults and children.**

This includes paying due regard to the beliefs and wishes of adults and children both when a safeguarding concern arises and in the development and delivery of church led activities including worship. This includes creating an environment in which people of all faiths and none are respected and where extremist views are not tolerated.

**We are committed to the safeguarding and protection of all children, young people and adults when they are vulnerable and the establishing of safe, caring communities which provide a loving environment where there is a culture of informed vigilance as to the dangers of abuse .**

The safeguarding and protection of children and adults at risk is everyone's responsibility not just parents guardians and carers. Procedure and formal process alone, though, essential will not protect children and adults at risk. All community members need to be aware of dangers and be prepared to report concerns and take action if necessary.

**(See: Role of the Parish Safeguarding officer appendix 1 and Parish Safeguarding responsibilities)**

The welfare of vulnerable adults and affect children is of paramount consideration in all matters of public and private law which can before the family courts . The Diocese of Bristol accepts and extends this principle in all areas of its work with children, where conflicts of interest arise between the welfare of children and that of adults. It is the welfare of children that will be given priority.

**• We will carefully select and train all those with any responsibility within the Church, in line with safer recruitment principles, including the use of Disclosure and Barring Service disclosures.**

The Diocese of Bristol and St Mary's Rodbourne Cheney is committed to implementing safer recruitment practice in the recruitment of all ministers, volunteers and employees and accepts and follows the Church of England Safer Recruitment Policy 2015. The relevant vetting scheme is that of the Disclosure and Barring Service, The suitability of an applicant to work with children or adults at risk is never solely dependent on the outcome of a DBS check and the full safer recruitment process will be used to determine suitability of the candidate for the role.

Those who work with children and/or adults, and those who supervise those workers, who are eligible for a DBS check, will be required to undertake that check prior to starting in any role whether salaried or voluntary within the Diocese of Bristol and St Mary's Rodbourne Cheney. They will also be required to complete the Safer Recruitment process.

Those who are not eligible for a DBS check will be recruited in line with Safer Recruitment

practice including the use of applications forms, references and interview where applicable.

Suitable induction, training and supervision will be provided to all working with children and vulnerable adults.

(See Safer Recruitment Guidelines and Fair Recruitment of Ex-Offenders Policy and Handling of Disclosure Information and Safer Recruitment – Appendix 1.)

**We will respond without delay to every concern raised which suggests that an adult, child or young person may have been harmed, and will co-operate with the police and local authority in any investigation.**

The Diocese of Bristol and St Mary's Rodbourne Cheney accepts that it has responsibilities, through its workers, to take all reasonable steps to safeguard children and adults at risk when on church grounds, taking part in church led activities off site and when travelling between sites when organised by the Church. The Diocese of Bristol and St Mary's Rodbourne Cheney cannot be responsible for incidents or concerns arising outside of church or church led activities but will never the less endeavour to provide appropriate advice and refer any concern raised to the appropriate authorities, in order to ensure that the community as a whole is safeguarded appropriately.

The term 'concern' covers written or verbal allegations, disclosures, or complaints of a safeguarding nature.

The Diocese of Bristol will publish a process detailing how concerns should be reported and managed and require parishes to utilise this process. This will be in line with the Church of England guidance 'Managing Serious Safeguarding Situations'.

(See 'Allegations Management Procedure' - Appendix 1)

The Diocese of Bristol and St Mary's Rodbourne Cheney has a clear line of accountability and structure for safeguarding, which attributes roles and responsibilities to everyone within the life of the church. This includes the Diocesan Secretary holding lead responsibility for Safeguarding within the Bishops Staff group, also having a suitably qualified Diocesan Safeguarding Adviser in post and the presence and work of the Diocesan Safeguarding Steering Group. (See 'DSSG - Terms of Reference' – Appendix 1)

**We will seek to work with anyone who has suffered abuse, developing with him, or her, an appropriate ministry of informed pastoral care.**

The Diocese of Bristol does not (and should not) investigate current allegations of abuse or harm of children itself, but should refer them to the appropriate statutory authorities for investigation in line with multi agency safeguarding children procedures. The Diocese may complete internal investigations once statutory authorities have completed their own investigations.

The Diocese of Bristol will only investigate allegations of harm or abuse of a vulnerable adult where a statutory authority requests that this action is undertaken, or where the allegation does not meet the criteria for a referral to police or Local Authority. The Diocese of Bristol may make information gathering inquiries in order to be able to present accurate information to the statutory authorities.

If it comes to the attention of the Diocese of Bristol that a child has experienced abuse in the past, that information will be passed to the statutory authorities for their records and consideration.

If it comes to the attention of the Diocese of Bristol that an adult has experienced abuse in his/her past, the adult's wishes will be taken into consideration and that adult will be encouraged to report the matter to the statutory authorities. Where there is a reasonable belief that others may be at risk of harm, the Diocese of Bristol will refer the matter to the statutory authorities within the guidance provided by the Data Protection Act 1998 (see 'Safeguarding Records practice guidance'.)

The Diocese of Bristol accepts the guidance provided in the House of Bishops' document "Responding Well" and will provide access to training for all those carrying the Bishops

Licence in order to inform their response to survivors of abuse, and will train, support and make available Authorised Listeners so that those who survive abuse can be heard and supported. (See 'Responding Well' Appendix 1)

**We will seek to challenge any abuse of power, especially by anyone in a position of trust.**

- The Diocese of Bristol is aware that those in positions of trust and responsibility, in the Church, as elsewhere, may be subject to temptation to abuse their power and exploit or harm others. We seek to take action to deal with any abuse.
- Allegations of abuse or misconduct in relation to children (under 18) by church officers will be referred to the Local Authority Designated Officer (LADO), as well as other statutory bodies as appropriate, and investigated in accordance with his/her advice.
- Allegations of abuse or misconduct in relation to adults (18 and over) by church officers will be referred to the police and/or Local Authority where appropriate and investigated in accordance with their advice. Where appropriate, allegations of this nature will be managed according to the Church of England 'Risk assessment guidance' (see Appendix 1) managed by the Diocesan Safeguarding Officer and/ or the appropriate disciplinary and or complaint procedures.

**We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.**

If a member of a church community comes to notice as having a conviction or caution for offences against children or vulnerable adults, or has been barred from working with children or vulnerable adults, or is considered a potential present risk to either group (for example if an allegation has been made but the outcome is as yet unknown), we will seek to implement a written Agreement, where it is safe to do so in line with advice from the local Multi Agency Public Protection Arrangements group (MAPPA). The Agreement will contain safeguards for the individual and children and/or adults at risk.

The Diocese of Bristol will work with statutory authorities where appropriate to ensure adequate risk assessment and management of any Agreement. (See 'Ministering to those that may present a Risk' - Appendix 1 and 'Risk Assessment guidance' - Appendix 1 managed by the Diocesan Safeguarding Officer).

**In all these principles we will follow legislation, guidance and recognised good practice.**

Consequently this policy and all following procedures and guidance will be regularly updated in order to reflect current legislation, guidance and best practice.

The Diocese of Bristol is committed to positive information sharing practice, including appropriate seeking of consent to share, confidentiality, sharing of information internally and with statutory bodies. The Diocese of Bristol also undertakes to retain, store and destroy records in line with current best practice.

**Definition of abuse.**

Any act or failure to act which results in a significant breach of a vulnerable person's human rights, civil liberties, bodily integrity, dignity or general well-being, whether intended or inadvertent, including sexual relationships or financial transactions to which a person has not or cannot validly consent or which are deliberately exploitative Council of Europe 2002.

Abuse may include one or more of the following -

**Physical abuse:** including hitting, slapping, pushing, kicking, and misuse of medication, inappropriate restraint, or inappropriate sanctions.

**Sexual abuse** Including rape and sexual assault, contact or non - contact sexual acts to which the adult at risk has not consented or could not consent or was pressurised into consenting;

**Psychological abuse**, including emotional abuse threats of harm or abandonment, deprivation of contact or communication, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

**Financial or material abuse**, including theft, fraud, exploitation, pressure in connection with wills property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Neglect or acts of Omission**, including ignoring medical or physical care needs, failure to provide access to appropriate health and social care or educational services the withholding of the necessities of life such as medication, adequate nutrition and heating ; failure to report abuse or risk of abuse.

**Discriminatory abuse** including that based on a person's ethnic origin, religion, language, age, sexuality, gender, disability, and other forms of harassment, slurs or similar treatment.

**Organisational Abuse** including neglect and poor care practices within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home.

This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure policies processes and practices within an organisation.

**Domestic Abuse** As defined by the home office. Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 \* or over who are or have been intimate partners or family members regardless of gender or abuse psychological physical sexual financial and emotional. (\*Although the definition above refers to those over 16 in the context of this policy safeguarding adults refers to victims of domestic abuse who are 18 years or over)

**Modern Slavery** encompasses slavery, human trafficking, and forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

People and organisations working together to prevent and stop both the risk and experience of abuse or neglect, while at the same time making sure that the adults well-being is promoted including where appropriate have regard to their views, wishes , feelings and beliefs in deciding on any action.

**Note: No information should be released to the media without prior consultation with, and agreement of, the police and Local Authority since release of such information could interfere with investigatory or legal proceedings.**

## **FLOW CHART FOR POTENTIAL ALERTERS - WHO TO CONTACT IN SWINDON**

Abuse discovered / suspected  
– a disclosure made to you

Is the adult at risk in immediate danger /  
need of medical attention?  
Has there been a crime committed  
e.g. rape / assault?  
Is there a need to protect forensic  
evidence?

Contact Emergency Services:  
Police / Ambulance  
999 (or 101)

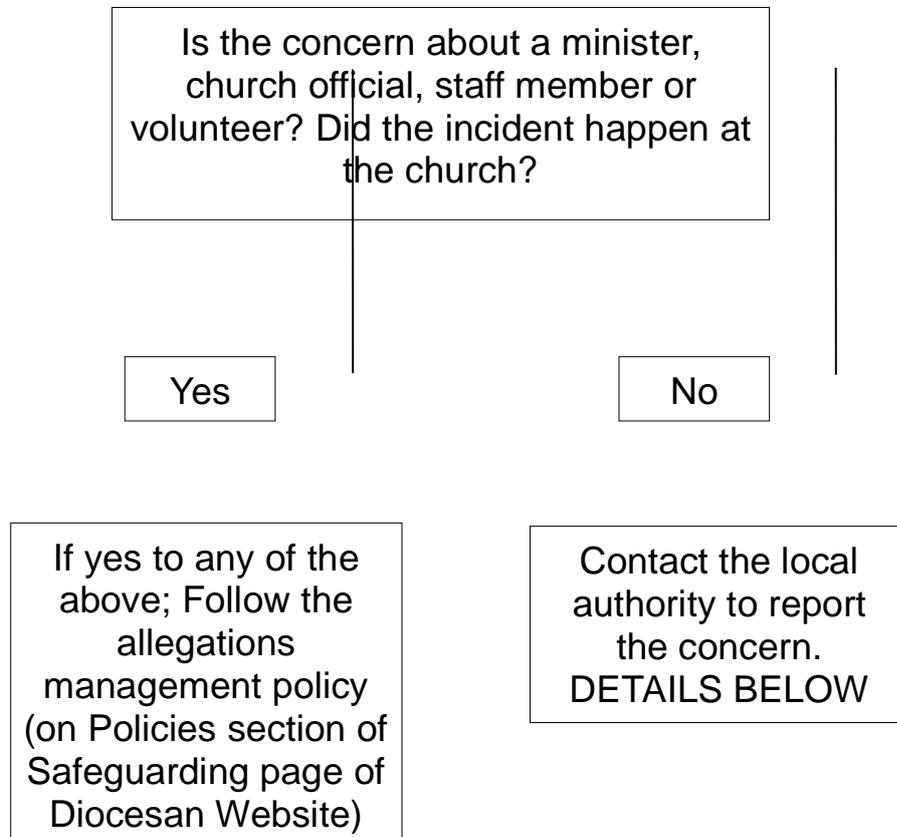
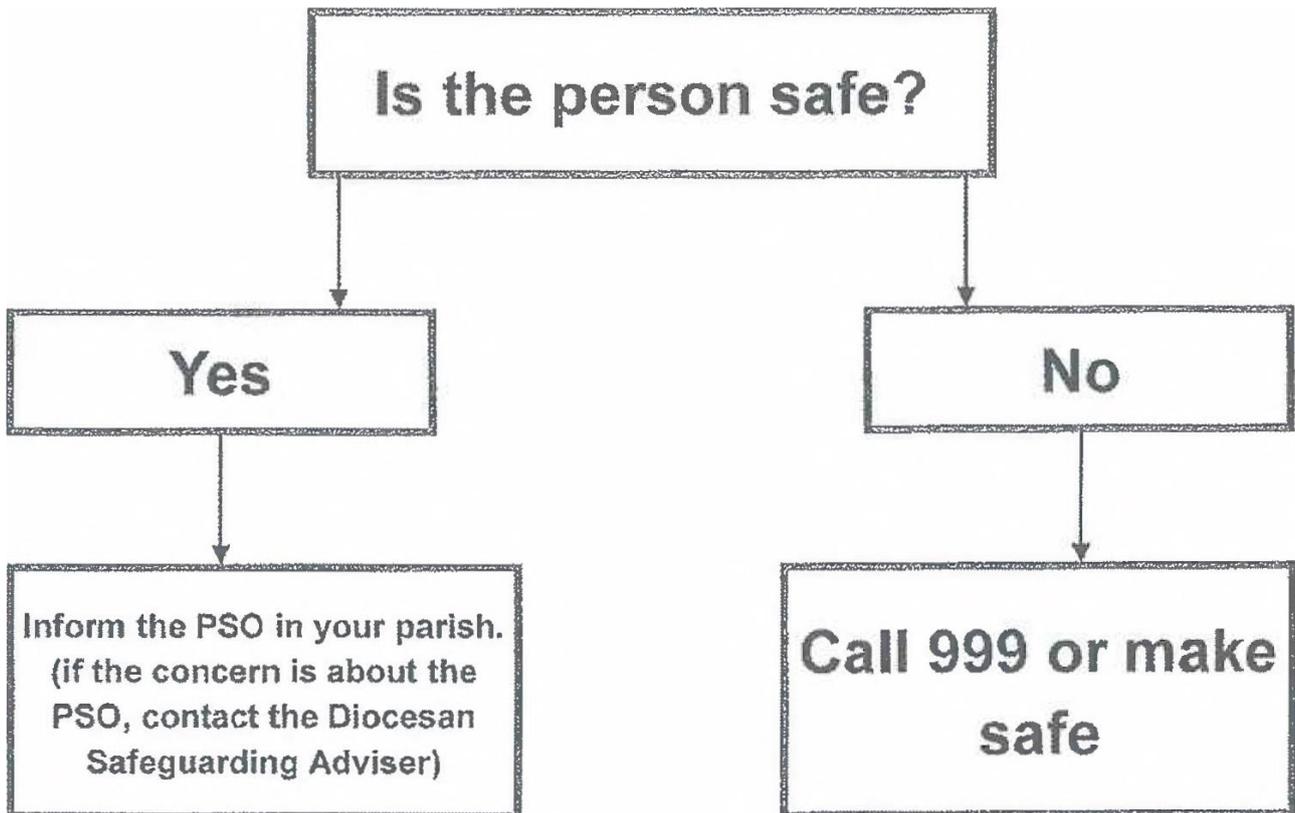
Make an adult Safeguarding Alert

Swindon Adult Safeguarding Team  
During Office Hours  
(9am – 6pm Mon – Thurs; 9am – 4.30pm Fri)  
Tel: 01793 463555  
Email: [adultsafeguarding@swindon.gov.uk](mailto:adultsafeguarding@swindon.gov.uk)  
Safeguarding Adults Investigation Team  
Wiltshire Police  
Tel: 01380 826350  
If the allegation involves someone in a  
hospital bed – contact the relevant hospital  
social work team

Out of Hours Service (and  
weekends & Bank Holidays)  
Social Care Emergency Duty  
Service (5pm – 9am)  
Tel: 01793 436699  
Police Out of Hours  
Tel: 101  
(Request Control Room)

For alerts about a service registered with the Care Quality Commission you may also  
telephone 03000 616161

# PASTORAL RESPONSE



## Local Authority Contact Details for Children

South West Region

[www.proceduresonline.com/swcpp](http://www.proceduresonline.com/swcpp)

Click on the relevant logo for each local Safeguarding Children's Board

Swindon Multi-agency Safeguarding Hub (MASH) for children and young people

Email: [swindonmash@swindon.gov.uk](mailto:swindonmash@swindon.gov.uk)

Tel: 01793 466903 during office hours (8.30am – 4.40pm Mon-Thur, 8.30am -4pm Fri)  
Non-emergency 101 or Emergency 999 (out of hours)

## Local Authority Contact Details for Adults

### Bristol City Council

[www.bristol.gov.uk/safeguarding](http://www.bristol.gov.uk/safeguarding)

Tel: 0117 922 2700 (Office hours)

0117 903 6444 (Out of hours)

### South Gloucestershire Council

[www.southglosCouncil.gov.uk](http://www.southglosCouncil.gov.uk)

Tel: 01454 866000 (Office hours)

01454 868007 (Out of hours)

### Wiltshire Council

Tel: 0300 456 0111 (Office hours)

0300 607 0888 (Out of hours)

Services are also sub divided into areas:

West 01225 718551

South 01722 438165

North 01249 707900

East 01380 826350

In addition they also run M.A.S.H. (Multi-agency safeguarding hub)

Tel: 0300 456 0108

### Swindon Borough Council

[www.adultsafeguarding@swindon.gov.uk](http://www.adultsafeguarding@swindon.gov.uk)

Tel: 01793 463333 (Adult community team – office hours)

01793 436699 (Out of hours)

In addition they also run M.A.S.H. (Multi-agency safeguarding hub)

Email: [adultsafeguarding@swindon.gov.uk](mailto:adultsafeguarding@swindon.gov.uk)

Tel: 01793 463555 during office hours (8.30am – 5pm Mon-Fri)

01793 436999 out-of-hours

### CCPAS Helpline

Available every hours of every day of the year, although out-of-office hours it is available for urgent advice only.

Tel: 0303 003 11 11 (option 2)

## Promoting a Safe Church

This policy document is addressed to everyone in the Church of England but especially to church workers who have some responsibility for the pastoral care of others. Such workers may be ordained or lay, licensed, commissioned or accredited. They may be volunteers with no official authorization. This document is intended to help members of the Church consider issues of vulnerability, disability and integration. Understanding the needs of people with vulnerabilities will enhance pastoral ministry.

Those who work most closely with vulnerable people in lunch clubs, day centres, and Bible study groups or as pastoral visitors, etc., are in a unique position to get to know them. As a result workers might learn about things that give cause for concern or they may see others, sometimes including fellow workers, or church members, behaving in ways that may be described as abusive or potentially harmful.

When visiting a care home, for example, a visitor may observe another resident showing signs of abuse. Workers should have a good knowledge of the guidelines for good practice and should be implementing them. They should know what to do if they learn of any incidents where vulnerable people are being mistreated or abused.

Not all concerns about the welfare or safety of a vulnerable person need the public authorities to be involved. Sometimes it may be that the concern focuses on behaviour and attitudes that are not immediately harmful. Then the matter should be dealt with through training or discussion. The choices of the adult concerned should, if at all possible, be accepted. The response to any concerns should always be proportionate and appropriate to the issue.

People in positions of trust necessarily have power, although this may not be apparent to them. For this reason respecting professional boundaries is particularly important. Church workers should exercise particular care when ministering to persons with whom they have a close personal friendship or family relationship.

- Church workers should be aware of the dangers of dependency in pastoral and professional relationships and seek advice or supervision when these concerns arise.
- Church workers who exercise a healing ministry should be trained in the theology and non-intrusive practice of that work
- Church workers should recognize their limits and not undertake any ministry that is beyond their competence or role (e.g. therapeutic counselling, deliverance ministry, counselling victims of abuse and domestic violence, or their perpetrators, or giving legal advice). In such instances the person should be referred to another person or agency with appropriate expertise.
- Church workers should avoid behaviour that could give the impression of inappropriate favouritism or the encouragement of inappropriate special relationships.
- Church workers should treat those with whom they minister or visit with respect, encouraging self-determination, independence and choice
- Care should be taken when helping with physical needs, washing and Toileting, always respecting the choices of the individual concerned.
- Pastoral relationships may develop into romantic attachments and such situations should be handled sensitively. Workers need to recognize such a development and make it clear to both the person concerned and a supervisor or colleague. Alternative arrangements should be made for the on-going pastoral care of the person concerned. Church workers should not undertake any pastoral ministry while they are under the influence of drink or non-prescribed drugs.
- Church workers should know to whom they are accountable and be regularly mentored by them or another person who can assist. Such mentoring is especially necessary for those undertaking a continuing individual pastoral ministry of counselling, or when their ministry takes them outside normal church work.

## **Financial integrity**

Financial dealings can have an impact on the church and the community and must always be handled with integrity. Those with authority for such matters should maintain proper systems and not delegate that responsibility to anyone else.

- Church workers should not seek personal financial gain from their position
- Church workers should not be influenced by offers of money.
- Church workers should ensure that church and personal finances are kept apart and should avoid any conflict of interest.
- Money received by the church should be handled by two unrelated lay people.
- Any gifts received should be disclosed to a supervisor or colleague where it should be decided whether they could be accepted.
- Care should be taken not to canvass for church donations from those who may be vulnerable, e.g. the recently bereaved.

## **Behaviour outside work and Christian ministry**

In church ministry behaviour outside work can often impinge on that ministry. Church workers are expected to uphold Christian values throughout their lives.

# **Policy and Procedure for Safeguarding of Children within the Church and the Parish of St. Mary's Rodbourne Cheney - Information for PCC, Youth leaders. Churchwardens . Incumbent. Parish Safeguarding Officer, Activity Leaders, Volunteers and the Congregation**

All church members and staff working directly with children and young people within the church or on behalf of the church in other locations will be subject to Disclosure and Barring Service check, to a level as per guidelines from the CCPAS .

Where a new person is to fill the role this will also include the Safer Recruitment Procedure as laid down by the Diocese of Bristol Safeguarding Team and in co-operation with the CCPAS.

In line with the NSPCC it is recommended that the following adult to child ratios for working with children are followed.

## **Supervision**

Supervision levels will vary depending on the children's age, gender, behaviour, and the abilities within your group.

They will also vary depending on the nature and duration of activities, competence and experience of staff involved, the requirements of location, and whether any special medical needs and/ or specialist equipment is needed. Decisions can then be made about the competence and experience of staff and how many adults may be needed . Youth Parish Safe guarding office/ Incumbent to be contacted if any concerns or for help needed with this decision. Staff and volunteers will need to have an understanding of their responsibility to keep children and young people safe, of insurance required for certain activities and of codes of practice.

## **Adult to Child Ratios**

We recommend having at least 2 independent adults present when working with or supervising children and young people. It is important that the two adults are not related.

0-2 years = 1 adult to 3 children

2-3 years = 1 adult to 4 children

4-8 years = 1 adult to 6 children

9-12 years = 1 adult to 8 children

13-18 years = 1 adult to 10 children

We recommend having at least 2 adults present even with smaller groups

When young people are helping to supervise younger children then generally only people aged 18 or over should be included as adults when calculating adult to child ratios.

Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them. The safeguarding and welfare requirements, specified in this section, are designed to help providers create high quality settings which are welcoming, safe and stimulating, and where children are able to enjoy learning and grow in confidence.

Providers must take all necessary steps to keep children safe and well. The requirements in this section explain what early years providers must do to: safeguard children, to ensure the suitability of adults who have contact, with children; to promote good health, to manage behaviour, and maintain records, policies and procedures.

Providers must be alert to any issues for concern in the child's life at home or elsewhere. Providers must have and implement a policy, and procedures, to safeguard children. These should be in line with the guidance and procedures of the relevant Diocesan Policy.

The Safeguarding Policy and Procedures must include an explanation of the action to be taken in the event of an allegation (see St Mary's Policy) being made against a member of staff, Volunteer or Parent and cover the use of mobile phones and cameras in the setting. The church appointed PSO must be designated to take lead responsibility for safeguarding children in every setting. Youth workers must take the lead responsibility themselves. The lead practitioner is responsible for liaison with local statutory authorities and CCPAS and the Diocese of Bristol Safeguarding team. They must provide support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required. The lead practitioner needs to attend the diocese training as explained on the Diocese website.

Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles. Providers must have effective systems in place including safer recruitment and DBS checks alongside training from the group leader.

The church youth leaders must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If leaders are taking medication which may affect their ability to care for children, those leaders should seek medical advice. Providers must ensure that those leaders only work directly with children if medical advice confirms that the medication is unlikely to impair that leader's ability to look after children properly. Any medication on the premises must be securely stored, and out of reach of children, at all times.

## **Leaders' qualifications, training, support and skills**

The daily experience of children in early years' settings and the overall quality of provision depends on all Leaders having appropriate qualifications, training, skills and knowledge and a clear understanding of their roles and responsibilities. The church must ensure that all staff receive induction training to help them understand their roles and responsibilities. Induction training must include information about emergency evacuation procedures, safeguarding, child protection, the Diocese and Church's Equality Policy, and Health and Safety issues. The church must support staff to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improve.

The church / PCC / PSO must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching and training for the individuals and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of any issues or problems.

At least one person who has a current appropriate First Aid Certificate must be available at all times when children are present. The training must be relevant for workers caring for young children and where relevant, babies. Providers should take into account the number of children, staff and layout of premises to ensure that a first aider is able to respond to emergencies quickly.

Before a child is admitted to the setting the provider must also obtain information about any special dietary requirements, preferences and food allergies that the child has, and any special health requirements. Fresh drinking water must be available and accessible at all times. Providers must record and act on information from parents and carers about a child's dietary needs.

The Church must ensure there is a first aid box accessible at all times, with appropriate content for use with children. Leaders must keep a written record of accidents or injuries and first aid treatment. Leaders must inform parents and/or carers of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, and of any first aid treatment given.

Leaders with the support of the church are responsible for managing children's

behaviour in an appropriate way. Leaders must take all reasonable steps to ensure that corporal punishment is not given by any person who cares for or is in regular contact with a child, or by any person working in the premises where children's groups are provided. Any action taken for the purposes of averting immediate danger or personal injury to any person (including the child), or to manage a child's behaviour if absolutely necessary must be reported to the appropriate church Officers. The leaders must keep a record of any occasion where physical intervention is used, and parents and/or carers must be informed on the same day, or as soon as reasonably practicable.

## **Safety**

The church must ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and for the activities provided on the premises. Providers must comply with requirements of Health and Safety Legislation (including fire safety and hygiene requirements).

The leaders must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure. Providers must have appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and/or fire extinguishers) which are in working order. Fire exits must be clearly identifiable, fire doors must be free of obstruction and easily opened from the inside.

## **Smoking**

The law states no smoking in or on the premises where there are children, leaders are not to smoke while looking after children.

## **Premises**

The premises and equipment must be organised in a way that meets the needs of children and the following guidelines need to be adhered to:

- The church and youth team must ensure there are an adequate number of toilets and hand basins available. There should usually be separate toilet facilities for adults. Providers must ensure there are suitable hygienic changing facilities for changing any children who are in nappies.
- The church must also ensure that there is an area where staff may talk to parents and/or carers confidentially, as well as an area in group settings for staff to take breaks away from areas being used by children.
- The church must only release children into the care of individuals who have been notified to the leaders by the parent, and must ensure that children do not leave the premises unsupervised. The church and leaders must take all reasonable steps to prevent unauthorised persons entering the premises, and must have an agreed procedure for checking the identity of visitors.
- The church must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks.
- The church must maintain records and obtain and share information (with parents and carers, other professionals working with the children, the police, social services and Dioceses Safeguarding Team).
- See section 77(1) (g) and (4) of the Children and Families Act 2014.
- See section 67(2) and 67(3) of the Children and Families Act 2014.
- The church must ensure that all staff understand the need to protect the privacy of the children in their care, as well the legal requirements that exist to ensure that information relating to the children is handled in a way that ensures confidentiality.

- The Church must record the following information for each child in their care: full name; date of birth; name and address of every parent and/or carer who is known to the Church (and information about any other person who has parental responsibility for the child); which parent(s) and/or carer(s) the child normally lives with; and emergency contact details for parents and/or carers.

### **Information for parents and carers**

The Church must make the following information available to parents and/or carers:

The church must put in place a written procedure for dealing with concerns and complaints from parents and/or carers, and must keep a written record of any complaints, and their outcome. The PSO and or Incumbent / PCC must have these processes in place under its Safeguarding Policy.

## Appendix 1 – Associated Documents

What is Safeguarding?

[www.bristol.anglican.org/documents/what-is-safeguarding/](http://www.bristol.anglican.org/documents/what-is-safeguarding/)

Church of England 'Risk assessment guidance'

<https://www.churchofengland.org/sites/default/files/2017-11/responding-to-assessing-and-managing-concerns-or-allegations-against-church-officers.pdf>

Safeguarding Referrals and Accessing Advice

[www.bristol.anglican.org/documents/safeguarding-referrals-and-accessing-advice/](http://www.bristol.anglican.org/documents/safeguarding-referrals-and-accessing-advice/)

I am a survivor or victim of abuse: Where can I access support?

[www.bristol.anglican.org/victims-and-survivors-of-abuse/](http://www.bristol.anglican.org/victims-and-survivors-of-abuse/)

Allegations Management Procedure

[www.bristol.anglican.org/documents/allegations-management-procedure/](http://www.bristol.anglican.org/documents/allegations-management-procedure/)

Diocese of Bristol Safer Recruitment Guidelines

[www.bristol.anglican.org/documents/safer-recruitment-guidance-and-toolkit-2017/](http://www.bristol.anglican.org/documents/safer-recruitment-guidance-and-toolkit-2017/)

Fair Recruitment of Ex Offenders policy

[www.bristol.anglican.org/documents/recruitment-ex-offenders/](http://www.bristol.anglican.org/documents/recruitment-ex-offenders/)

Handling of Disclosure Information

[www.bristol.anglican.org/documents/handling-disclosure-information/](http://www.bristol.anglican.org/documents/handling-disclosure-information/)

Parish Safeguarding Responsibilities

[www.bristol.anglican.org/documents/parish-safeguarding-responsibilities/](http://www.bristol.anglican.org/documents/parish-safeguarding-responsibilities/)

Role of the 'Parish Safeguarding Officer'

[www.bristol.anglican.org/documents/role-parish-safeguarding-officer/](http://www.bristol.anglican.org/documents/role-parish-safeguarding-officer/)

Parish Safeguarding Policy, Procedures and Guidance: A Guide

[www.bristol.anglican.org/search/?q=Parish+Safeguarding+Policy+2C+Procedures+and+Guidance%3A+A+Guide](http://www.bristol.anglican.org/search/?q=Parish+Safeguarding+Policy+2C+Procedures+and+Guidance%3A+A+Guide)

Church Building Hire Agreements: Safeguarding Considerations

[www.bristol.anglican.org/search/?q=Church+Building+Hire+Agreements%3A+Safeguarding+Considerations](http://www.bristol.anglican.org/search/?q=Church+Building+Hire+Agreements%3A+Safeguarding+Considerations)

Central Council of Church Bell Ringers

General statement on Safeguarding Children in Towers

[www.cccbr.org.uk/wp-content/uploads/2016/03/statement-of-cofe-requirements-for-safeguarding.pdf](http://www.cccbr.org.uk/wp-content/uploads/2016/03/statement-of-cofe-requirements-for-safeguarding.pdf)

Protecting all God's Children

[www.bristol.anglican.org/documents/protecting-all-gods-children/](http://www.bristol.anglican.org/documents/protecting-all-gods-children/)

Safer Recruitment 2015

[www.bristol.anglican.org/documents/c-e-safer-recruitment-2016/](http://www.bristol.anglican.org/documents/c-e-safer-recruitment-2016/)

DSSG – Terms of Reference

[www.bristol.anglican.org/documents/dssg-terms-reference/](http://www.bristol.anglican.org/documents/dssg-terms-reference/)

Safeguarding Records practice guidance

[www.bristol.anglican.org/documents/safeguarding-records-practice-guidance/](http://www.bristol.anglican.org/documents/safeguarding-records-practice-guidance/)

Ministering to those that may present a risk

[www.bristol.anglican.org/documents/ministering-those-may-present-risk/](http://www.bristol.anglican.org/documents/ministering-those-may-present-risk/)

Safeguarding Responsibilities for Churchwardens

[www.bristol.anglican.org/documents/safeguarding-responsibilities-churchwardens/](http://www.bristol.anglican.org/documents/safeguarding-responsibilities-churchwardens/)

Safeguarding Responsibilities for PCC Members

[www.bristol.anglican.org/documents/safeguarding-responsibilities-pcc-members/](http://www.bristol.anglican.org/documents/safeguarding-responsibilities-pcc-members/)

Responding Well

[https://cofebristol.contentfiles.net/media/documents/document/2016/11/CofE\\_Policy\\_-\\_Responding-Well.pdf](https://cofebristol.contentfiles.net/media/documents/document/2016/11/CofE_Policy_-_Responding-Well.pdf)

# Appendix 2

**Diocese of Bristol**  
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**SAFEGUARDING CHILDREN AND ADULTS AT RISK**

Key information for volunteers and staff



Diocese of Bristol

**What if harm or abuse has not happened but the person is at risk of harm?**

Again follow the Church of England's key safeguarding message: immediately report your concern to your Parish Safeguarding Officer, and/or the Diocesan Safeguarding Adviser.

Talk to the person involved to find out what would help them to feel safe. Failing that, use the Safeguarding contacts to seek advice.

What to do if it is known, or suspected, that there is a sex offender in your congregation.

Immediately report this information to your Parish Safeguarding Officer and minister. The Parish Safeguarding Officer must then contact the Diocesan Safeguarding Adviser for advice and support. The Church has rigorous procedures for ensuring the safe inclusion of those who pose a risk.

Where to get more information.

For more information about what you need to know and do to protect children and adults at risk, see [www.bristolanglican.org/safeguarding](http://www.bristolanglican.org/safeguarding).

See also your local authority website for local advice and procedures.

Need Safeguarding advice?

Diocesan Safeguarding Adviser: during working hours - 0117 906 0100. Out of hours for urgent advice contact the Churches Child Protection Advisory Service on 0845 120 4550 and state that you are calling from the Diocese of Bristol. Or seek advice directly from the Police or your Local Authority Children or Adults teams.

Write down the contact details of your Parish Safeguarding Officer here:

NAME	
CONTACT NUMBER	

For details about all safeguarding activity, publications and guidance see: [www.bristolanglican.org/safeguarding](http://www.bristolanglican.org/safeguarding)

**Harm or abuse of children or adults at risk can happen, or be disclosed, anywhere - even in church communities and services.**

**The key Safeguarding message:**

If you suspect or witness harm or abuse, or it is reported to you, you must **immediately** report it to your Parish Safeguarding Officer or line manager, or to the police.

Then the Parish Safeguarding Officer or line manager must contact the Diocesan Safeguarding Adviser for advice.

**Who is a child and who is an adult at risk?**

A child is a person under the age of 18 years. An adult at risk is defined in the Care Act 2014.

In everyday language, it includes a person affected by physical disabilities, learning disabilities, mental health difficulties, dementia or long term illness, that you suspect or know is being harmed by another person, and who is or may be unable to protect themselves.

**What is meant by harm or abuse?**

Harm can be caused by the following types of abuse: physical, emotional, sexual, discriminatory, domestic, organisational, spiritual, and financial. It can also mean neglect and self-neglect as well as modern slavery. Children or adults can also be at risk of abuse that has not actually happened yet - acting quickly will prevent harm from happening.

Not too sure if it is harm or abuse? If it looks, sounds or feels wrong, then it probably is wrong. Trust your gut feeling. This is only the starting point - don't jump to conclusions about the outcome.

**What to do if you suspect or witness harm or abuse, or it is reported to you.**

If serious harm or sexual abuse has happened, a crime has occurred or the person is in immediate physical danger first contact the police.

For all other types of harm, follow the key Safeguarding message on the left. Then the Parish Safeguarding Officer or line manager must contact the Diocesan Safeguarding Adviser for advice and support.

**How to respond when a child or adult at risk tells you about a harmful situation.**

- Recognising:** listen and take what they say seriously. If appropriate you can ask who, what, when and where questions to establish the basic facts. But do not ask 'why' questions. Do not investigate - where needed that is the role of the police or social services.
- Reporting:** tell the person that you will have to share this information with your Parish Safeguarding Officer or line manager.
- Recording:** as soon as possible write down everything the child or adult at risk has told you.

[www.bristolanglican.org/safeguarding](http://www.bristolanglican.org/safeguarding)

## Document Control Information

Issue & Date	Author / Issuer	Changes
Initial - 2015	PCC / St Mary's PSO in cooperation with The Bristol Diocese & the Bristol Diocese Safeguarding Adviser Board	
Issue 1 – 2016/17	PCC / St Mary's PSO	Links to other documents updated. Clarification that safer recruitment process to be used in both where DBS to be applied for and where not eligible. Note – Safer Recruitment 2016 awaiting DSSG approval at review date & so not updated from 2015 version.
Issue 2 November 2018	PCC / St Mary's PSO	Copies of external documents removed and replaced with links to their source.(to ensure that the latest issues are always referenced) Telephone numbers checked and amended where necessary.
Issue 3 January 2020	PCC / St Mary's PSO	Document reviewed by the PCC & PSO – no changes required