

# Safeguarding

## Statement of Intent

In accordance with the Church of England Safeguarding Policy our church is committed to:

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

## The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works as a member of staff or volunteer within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints Carol Acheson as the Parish Safeguarding Officer

Incumbent Lis Ward

Churchwardens

## 1. Introduction

Holy Trinity Skirbeck Parochial Church Council has adopted the following policy documents:

1.1 Promoting a Safer Church safeguarding policy statement for children, young people and adults. (*Archbishop's Council 2017*). Copies of the full relevant policies are available from the Church Office and via the Diocese of Lincoln's website at [www.lincoln.anglican.org](http://www.lincoln.anglican.org) (section on Child Protection and Vulnerable Adults). The policy is summarised at Appendix 1 (attached).

## 2. PROTECTION OF CHILDREN AND VULNERABLE ADULTS

As members of Holy Trinity Church (from now on referred to as the church) we commit ourselves: to the nurturing, protection and safe-keeping of all children and young people with whom we are involved; to the respectful pastoral care of all to whom we minister and to the safeguarding of people who are vulnerable in order to ensure their wellbeing. We also commit ourselves to operate & promote good working practice. This enables workers to run activities safely and foster good relationships. It is important that all those who work with children, young people and vulnerable adults have shared values. The aim of these values is to ensure quality childcare, to protect children and adults from possible abuse and workers from false allegations. The PCC supports the approach that where possible support should be seen within the context of family, parents and carers.

**2.2 Confidentiality:** The House of Bishops' Child Protection Policy contains a General Duty of Confidentiality (see Appendix 1). While respecting the need for confidentiality it is legally possible, appropriate and highly desirable to disclose relevant information to the public authorities for the sake of protecting children, young people and vulnerable adults. The PCC understands both the need for confidentiality and the requirement to disclose information to protect those who are vulnerable. Where there are concerns regarding the desirability of disclosure, these should be referred to the Clergy.

**2.3 Insurance:** Appendix 6 gives advice about insurance for those working with children and young people. The PCC has reviewed its arrangements in the light of this advice.

**2.4 Standards in working with children and young people:** The PCC consider it important that the environment in which children, young people and vulnerable adults meet is appropriate and safe. Risk assessments should be carried out for all off-site activities.

**2.5 Specific work/contact with children:** The PCC has identified the following childrens' and youth work activity where the House of Bishops' policy should apply:

1. Trinity Tots
2. Pathfinders, Clubnite, and Clubnite
3. Crèche
4. CYFA,
5. Explorers, Scramblers and Climbers
6. Holiday Club and other related events
7. Messy Church
9. Milk Shake Shack
10. Open the Book
11. Residentials and off site events with youth groups

**2.6 Specific work/contact with Vulnerable Adults:** The PCC has identified the following work with vulnerable adults where the House of Bishops' policy should apply:

1. Community Lunch
2. Bereavement Support
3. Communion services/other services and pastoral visits undertaken in private homes, care homes and sheltered housing complexes
4. Prayer Ministry Team
5. One-off off-site events organised by Holy Trinity where vulnerable adults may attend

- 2.7 Job Descriptions:** Job descriptions will be developed for all those working with Vulnerable Adults, Children and Young People. *(Can be accessed from the Volunteer Pack held in the Church Office)* See appendix 7 for Parish Safeguarding Officer Job Description)
- 2.8 Appointments:** Guidelines given for the appointment of all workers involved with activities in Sections 2.5 and 2.6 are given in Appendix 2
- 2.9 Training:** all those working with Vulnerable Adults, Children and Young People are required to access training provided by the Diocese of Lincoln whether at Diocesan or Deanery level. Training is mandatory in our Diocese and maybe on line or face to face. Information on how to access initial training and when refresher courses are required will be provided by Pam Mellor. Pam is the Parish Safeguarding DBS recruiter and administrator. There is no cost to the individual.
- 2.10 Monitoring and Supervision:** regular team meetings will be held for those involved with Vulnerable Adults, Children and Young People. These meeting will update participants and provide an opportunity to discuss matters of concern.
- 2.11 Posters:** will be displayed in The Trinity Centre and in the Church Lounge, which feature ChildLine and Parentline and the relevant telephone numbers.
- 2.12 Publication of Photographs:** from time-to-time representatives of the church will take photographs for publication in church publicity and/or on the church web-site. These persons should be DBS checked. In cases where photographs are to be used, written permission will be sought from the parents of children and young people under the age of 18, specifically stating where the photographs may be used. As a matter of good practice, where children are of secondary school age, their verbal permission will also be sought.
- 2.13 Concerns:** If there are concerns about a particular child or young person these should be discussed initially with the Youth and Children's Worker. If a disclosure has been made, this should be reported immediately to the Safeguarding Officer, or to the Vicar. If there are concerns about a Vulnerable Adult, these should be discussed with the Safeguarding Officer or the Vicar. Where further advice is necessary The Diocesan Safeguarding Team should be contacted. The Diocesan Safeguarding Advisor is Jack Redeyoff and his contact details are [safeguarding@lincoln.anglican.org](mailto:safeguarding@lincoln.anglican.org)  
Mobile: 07885999907.  
Diocesan Safeguarding Team 01522 504070  
They are contactable on this number both during office hours and during evenings and weekends.  
Post: Edward King House, Minster Yard, Lincoln, LN2 1PU
- 2.14 Record Keeping:** A central register of returned Disclosure and Barring Service checks and confidential declaration forms is held in secure storage in the church office. Mrs Nikki Jackson (the church administrator) is responsible for the upkeep of this register while Miss Pam Mellor (Parish Safeguarding DBS Recruiter) is charged with making random checks to ascertain whether this register is up to date and that all persons working with young people and vulnerable adults have been given appropriate clearance and training.
- 2.15 Policy Review:** this policy will be reviewed annually by the PCC using the monitoring form at Appendix 4.

2.15 Adoption: this policy was adopted by the Holy Trinity PCC. All those appointed will be provided with a copy of the policy document on safeguarding and *will be asked* to sign and complete a volunteer agreement form

Signed ..... Chairman of PCC Date: .....

Signed ..... Church Warden Date: .....

Signed ..... Church Warden Date: .....

### **Appendix 1**

#### **Summary of the House of Bishops Child and Vulnerable Adult Protection Policy**

- Within our church community we are committed to:-
  - the safeguarding, care and nurture of the children
  - respectful pastoral ministry to all adults
- We will carefully select and train all those with any pastoral responsibility within the Church, including the use of Criminal Records Bureau disclosures where legal or appropriate
- We will respond without delay to every complaint made, that an adult child or young person for whom we are responsible may have been harmed, cooperating with the police and local authority in any investigation
- We will seek to offer informed pastoral care to anyone who has suffered abuse, developing with them an appropriate healing ministry
- We will challenge any abuse of power by anyone in a position of trust
- We will care for and supervise any member of our church community known to have offended against a vulnerable person

### **Appendix 2**

#### **Guidelines for recruitment to all activities listed at Section 2.5 and 2.6 of the PCC Policy on Safeguarding**

When recruiting for work with children, young people and vulnerable adults the following recruitment procedures are to be followed: -

- An electronic application will be made (with the exception of those under eighteen years old), Electronic Application is now made via CCPAS (The Churches Child Protection Advisory Service): forms are completed online (details available from the church office) and proof of

identity documents are verified by either the Safeguarding officer or church administrator, again online; the PCC will accept an original DBS applicant copy that has been issued within the past twelve months and is for a similar role. We will accept a DBS where the applicant has signed up for the update service.

- Anyone new to the church family must provide details of two referees (known to them for more than two years);
- New applicants will be interviewed by two appropriate persons;
- The applicant must complete a declaration form Appendix 5

Once this procedure is complete and the DBS application has been returned, and is clear, the PCC will give their formal agreement to this person's involvement with the relevant activity;

- If there are any concerns arising from this procedure that would indicate an unsuitability for working with children, young people or vulnerable adults, the church reserves the right not to appoint said person;

All those appointed will be provided with a copy of the Church Policy document on Safeguarding.

### **Disciplinary guidelines**

1. Workers must accept that any behaviour deemed to be detrimental to the safety of the children; young people, vulnerable adults and other workers will result in being asked to leave the relevant team, unless there are mitigating circumstances which will be taken into consideration.

## **Appendix 3**

### **Organising Off-site activities**

#### **Activities not requiring an overnight stay**

When organising a day or outing, residential and off site events for children and young people the following guidelines are to be followed: The meeting must be approved by the PCC, unless insurance permits otherwise.

**1.1** A consent form is sent to the parents or guardians of the children or young people (16 years and under) requesting permission for

- a. the child to attend
- b. a leader to administer emergency medication
- c. transport to be provided by car drivers if necessary. The consent form should advise that all parents should provide appropriate restraints for use in vehicles, if appropriate.

**1.2** If the consent form is not returned, the child or young person will not be allowed to go.

- Youth leaders will ensure that any volunteer drivers have the necessary documentation to drive the vehicles. If a minibus is hired then the driver must have suitable experience
- Be a trained minibus driver (e.g. Midas Certificate) or
- P.C.V. licensed
- Each event will be supervised in line with the current safeguarding

## Organising holidays

When organising a holiday for children and young people the following guidelines are to be followed:

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### Administration

- An introductory letter, with a packing and first aid kit list, with a closing date, will be sent to each interested child or young person, along with a deposit/consent form for parents, guardians or those over eighteen.
- Upon receipt of the deposit and consent, if necessary, a payment schedule will be sent to parents, guardians and to those over eighteen years old.
- Upon receipt of final payment, the date for a “final details” meeting will be confirmed. At this meeting emergency contact details will be given.

### Voluntary Leadership

1. Because of the short-term nature of leaders accompanying the children and young people, any volunteers must be made aware of the “Child Protection Policy” and agree to adhere to it. Any volunteers must have DBS clearance, complete relevant training and be made aware of the Child protection policy and adhere to it.

1. Only P.C.V. licence holders or trained minibuses drivers (e.g. Midas Certificate holders) will be allowed to drive hired minibuses of children and young people’s holidays. Youth leaders will ensure that any volunteer drivers have the necessary documentation to drive the vehicles.

## Appendix 4

### Diocese of Lincoln Safeguarding Checklist

1. Has the House of Bishops’ Policy been adopted and minuted by the PCC/employing organisation?
2. Has the PCC/employing organisation identified those posts which give opportunities for substantial unsupervised contact with children/young people/vulnerable adults on a regular basis?
3. Have those who have substantial unsupervised contact with children/young people/vulnerable on a regular basis:
  1. Made a declaration/supplied birth certificate?
  2. Have a job description?
  3. Provided two references if required?
  4. If new applicants, been interviewed?
  5. Been registered with the Independent Safeguarding Authority?
  6. Been checked with the DBS?
  7. Have they access to the House of Bishops’ Policy statement?
  8. Are all those who have substantial unsupervised contact with children/young people/vulnerable adults on a regular basis been approved, and their approval minuted by the PCC?
  9. Have they access to regular supervision?
  10. Have they access to training agreed by the PCC/employing organisation?  
child protection awareness training/training in  
child care/youth work/vulnerable adults
  11. Is adequate insurance in place?
  12. Do all volunteers know to whom they report matters of concern?

13. Access to independent advice
14. Have children and young people access to independent advice
15. Have you displayed a Childline/Parentline Poster?

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**Optional but good practice: -**

- 9 Have standards been set by the PCC/employing organisation for Children and youth work and vulnerable adults?
- 9 Do those who have substantial unsupervised contact with children/young people and vulnerable adults on a regular basis receive an annual appraisal?
- 10 Have you registered your children's and youth workers with the Diocese?
- 11 Does the PCC/employing organisation receive a regular report on the work of the authorised groups? Does the PCC/employing organisation make regular inspections that the group is operating to the standard set?

**Appendix 5  
Confidential Declaration Form**

*To be completed by those wishing to work with children or vulnerable people.*

The Confidential Declaration form applies to beneficed clergy, those who hold the bishop's licence or permission to officiate, employees, ordinands and volunteers who are likely to be in regular contact with children or vulnerable people. This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the diocesan/bishop's adviser for children and vulnerable people. All forms will be kept securely under the terms of the Data Protection Act 1998. If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

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

YES /NO

*Note: Declare all convictions, cautions, warnings or reprimands however old or whether you are at present under investigation by the police. Motoring offences that cannot be dealt with by a prison sentence need not be declared. Posts where the person is working or coming into regular contact with children or vulnerable adults are exempt from the 'Rehabilitation Act 1974'. Convictions obtained abroad must be declared as well as those from the UK.*

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

YES/NO

3. Are you at present under investigation by the police or an employer for any offence?

YES/NO

4. Has your name been placed on the Protection of Children Act (POCA), List 99 or the Protection of Vulnerable Adults List (POVA), barring you from work with children or vulnerable people?

YES/NO

5. Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm\* to a child or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child or vulnerable adult was at risk of significant harm from you?

YES/NO

*Note: Declare any finding of fact by a civil court that your actions have significantly harmed a child or vulnerable adult. Declare any court orders made on this basis.*

6. Has your conduct ever caused or been likely to cause significant harm to a child or vulnerable adult, 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

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

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

8. 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 a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

YES/NO

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

9. Have you any health problem(s), which might affect your work with children or vulnerable adults?

YES/NO



*Note: Declare in confidence any health issues that may affect your ability to work with children or adults. This question is primarily intended to help you if you subsequently need to withdraw from work e.g. because of a recurring health issue.*

\* 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 you had pastoral responsibility.

**Declaration**

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

Signed .....Full name

.....

Date ..... Date of Birth .....

Address

.....

...

\*\* Please delete if not applicable. Please return completed form to: .....

Before an appointment can be confirmed applicants may be required to provide an enhanced/standard disclosure from the Criminal Records Bureau – see incumbent or parish coordinator for details.

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 or vulnerable adults.

**Appendix 6**

**Statement from Ecclesiastical Insurance**

The groups concerned with this document will be insured through a number of different companies whose policies will be subject to various terms, conditions and exceptions. However, the majority of PCCs, parish groups, etc. will be insured with Ecclesiastical who have made the following statement in respect of those policies they have issued for:

- a. Churches, in use for worship;
- b. Youth Groups, through the Diocesan Youth Group Scheme.

Under such policies Public Liability (Third Party) insurance, where in force, will operate to protect the interests of the insured where they are found to be legally liable for accidental death of or bodily injury to a third party or accidental loss of or damage to third party property, subject to the policy terms, conditions and exceptions.

The policy will provide an indemnity to the insured if they are held legally liable for an incident leading to accidental bodily injury or illness as a result of abuse. It is not Ecclesiastical's intention to

provide an indemnity to the perpetrator of an incident of abuse. This statement clearly only applies to policies issued by Ecclesiastical. Where parishes are insured with another company the position of that company should be clarified.

Policies of insurance require the insured to take all reasonable steps to prevent injury, loss or damage occurring. Failure to take such precautions may prejudice the insurance arrangements in force. A duty therefore exists upon the insured to research and adopt best practice based upon current and ongoing guidelines.

It is also a condition of a policy of insurance that any incident or allegation is notified to the insurer *immediately*. Failure to comply with this requirement may prejudice any cover provided by the policy.

Public Liability insurance indemnity limits should be kept under regular review.

## **Appendix 7**

### **JOB TITLE: PARISH SAFEGUARDING OFFICER**

#### **1. Overview**

All safeguarding guidance is contained in one handbook – “The Parish Safeguarding Handbook” – Promoting a Safer Church - Published 2018. It is complemented by posters and resources which we have on display in church. It is based on the 2017 Policy statement which is an update of earlier policies and also includes relevant more recent concerns (like online abuse) and the law. The Policy statements which the PCC must have due regard for are: “Promoting a Safer Church,” (House of Bishops 2017) ‘Protecting all God’s children. (Safeguarding policy for children and young people 4th edition 2010) ‘Promoting a safe church. (Safeguarding policy for adults 2006) The Parochial Church Council (PCC) has the legal responsibility to adopt, implement and monitor the policies

#### **Parish Safeguarding Officer**

Each Parish Safeguarding Officer’s (PSO) role is to:

- Work closely with the incumbent to advise within the parish on all safeguarding matters relating to children, young people and vulnerable adults;
- Receive, with the incumbent, any concerns about children or adults in the parish and make sure that proper advice is sought and proper referrals are made;
- Report all matters relating to concerns and allegations of abuse against church officers, in liaison with the incumbent, to the diocesan safeguarding adviser who will liaise with the statutory agencies, as required. Concerns about the incumbent should be raised directly with the DSA;
- Ensure that any ex-offenders with offences against children or vulnerable adults known to be in the church community are notified to the diocesan safeguarding adviser and contribute to managing Safeguarding Agreements;
- Promote safer practices in all activities and make any recommendations required taking into account the particular arrangements of the parish;
- Seek to ensure that Safer Recruitment practice is followed, with the support of diocese.
- Attend diocesan safeguarding training at least every three years;
- Maintain safeguarding records;
- Complete national, diocesan and parish safeguarding self-assessments as required;

- Contribute to the annual review of parish safeguarding arrangements;
- The PSO should regularly report on safeguarding in the parish. Safeguarding should be a standing agenda item at each PCC meeting. At the APCM the PCC will provide an annual report in relation to safeguarding.

The PSO may also be responsible for:

- Being the Children's and /or Vulnerable Adult Advocate (see below);
- Being the DBS Administrator (see below);
- Supporting other church officers who work with children or vulnerable adults;
- Providing or arranging provision of safeguarding training for parish workers (both volunteers and paid staff).
- Preferably the PSO should be someone who is a lay person, has good pastoral and organisational skills and experience of working with children/young people or vulnerable adults, although not always currently involved in such work in the parish. They should not be the incumbent or his or her partner. **Please see Appendix 7** for a model role description.
- The level of the resource will be dependent on the size and complexity of the parish. These roles often are voluntary but some larger parishes have paid posts. Some parishes have one PSO for children and one for vulnerable adults. If required, in rural parishes, or in group arrangements, arrangements for safeguarding maybe shared whilst remembering that legal responsibilities will continue to rest with the individual parishes.

**7. Diocesan guidance and lists of approved trainers can be found at [www.lincoln.anglican.org/protection](http://www.lincoln.anglican.org/protection)**

## **Appendix 7**

### Parish Safeguarding Officer Role Description

The Parish Safeguarding Officer is the key link between the diocese and the parish/s, concerning safeguarding matters. She/he 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 role can be taken by one person or the role shared, for example with one person covering children the other vulnerable adults. The key tasks of the parish safeguarding officer are to:

- Have an overview of all church activities involving children and vulnerable adults and keep a record of these activities.
- Be familiar with diocesan safeguarding guidance and ensure that leaders of activities are fully aware of, and are implementing, this guidance.
- Liaise with the incumbent over safeguarding issues.
- Keep in touch with the leaders of all activities and offer them advice and support over safeguarding matters.
- Liaise as necessary with the Diocesan Safeguarding Advisers. Report all concerns or allegations against church officers to the DSA.
- Attend diocesan safeguarding training offered for PSOs.
- Assist with safeguarding training in the parish as appropriate.
- 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.
- Ensure that the Church Safeguarding Policy and contact details is displayed in all Church premises.

- Keep good records of any safeguarding concerns that may arise, and ensure that others do the same.
- Promote inclusiveness in places of worship and within church activities.
- Keep the church leadership informed of good safeguarding practice.
- Undertake a regular parish safeguarding self-assessment in the format offered by the Diocese.

#### Various pro-formas

Forms for the following are available to download from THE DIOCESE OF LINCOLN website:

- **REQUEST FOR REFERENCE FOR VOLUNTARY WORKERS WITH CHILDREN AND YOUNG PEOPLE/VULNERABLE ADULTS**
- **INTERVIEW/DISCUSSION OUTCOME FOR A VOLUNTEER SEEKING TO WORK WITH CHILDREN/VULNERABLE ADULTS**
- **APPOINTMENT LETTER FOLLOWING SUCCESSFUL CHECKS, REFERENCES ETC**
- **APPLICATION FORM FOR VOLUNTARY WORKERS WITH CHILDREN AND VULNERABLE ADULTS**
- **REPORTING A CONCERN** (*Page 52-52 of the Additional Guidance to Support the Safeguarding Handbook*)

#### Implementation, Monitoring and Review

- The current policy will be stored, and accessed via the Church Office
- This policy will be reviewed at least bi-annually and ratified by the PCC.
- Any comments about this policy can be sent to Church Office
- This policy shall be monitored via the PCC and it's representatives

#### Signature Sheet

<b>Safeguarding Policy</b>	<b>Approved on</b>
Holy Trinity Parochial Church Council	10 October 2023
Review Date	October 2024