

MOTTRAM PARISH CHURCH: SAFEGUARDING POLICY

AIM

To safeguard members of the church community of all ages, including children, young people and adults who are in vulnerable groups. Throughout this policy we refer to them all as 'vulnerable people'.

WE UNDERTAKE:

To prevent abuse and report any which is discovered or suspected. (See flowchart on page 10 of Appendix 1 and Sunday School safeguarding leaflet)

To protect those who work with vulnerable people and to support them in carrying out that work safely.

To promote the growth of all within the love and nurture of the church community.

WE WILL:

- Ensure that our work with vulnerable people is planned so that situations where abuse may occur are minimised.
- Ensure that our workers are trained to identify potential abuse and know what to do if they are concerned about the safety of vulnerable people with whom they are working.
- Ensure that all our workers know what their roles and responsibilities are, and that there is a system in place to give them opportunities to regularly review ways of improving the implementation of this policy and any concerns they have about their role.
- Require all our workers to complete an application form including self-declaration and references before they start work with vulnerable people, and undergo an enhanced check with the Disclosure and Barring Service (a DBS check) where necessary, in line with Diocesan guidance and this policy.
- Keep a list of our workers with a record of their latest DBS check date, which will be within the previous five years.

HOW WILL WE DO THIS?

Safe Recruitment

A copy of the application form which workers will complete before they start work can be found in Appendix 2. Completed application forms for those who work with our vulnerable people will be kept securely by the Safeguarding Co-ordinator on behalf of the PCC. Every worker will provide two personal references from people who can describe their experience in work with vulnerable people and the quality of their interactions with these people as part of the recruitment process.

Disclosure and Barring Service checks

Worker roles will be categorised using the Diocesan guidance. This information can be found at Appendix 3. Workers in category 2 and 3 will have a DBS check. A secure record will be kept of these. This will mean that we can easily keep DBS checks up-to-date. Records will be re-checked every five years. If a check is returned with details of convictions which would not *automatically* bar the person from working with vulnerable people, a decision will be taken by the incumbent in consultation with the Diocesan Child Protection Adviser and a confidential note be made of the decision about their suitability for the role. If appropriate, a risk assessment will be put in place. The PCC will not accept existing DBS checks from other organisations except from our church primary schools and where the relevant person is only working with children. If the person is in category 2 or 3, a new check will be required.

Training

When workers are first engaged, we will provide initial safeguarding training before they start, with a follow-up within six months, to ensure that they know how to recognise the signs of abuse, including abuse which might be linked to the use of technology. We will make sure that workers know what they should do if they have any concerns about the vulnerable people with whom they work, by providing each person with guidance when they start work (see Appendix 1 and Sunday School safeguarding leaflet). This includes information about how to support someone who reveals that they have worries about the ways in which others treat them. Regular update training will also be provided for all workers to reflect changing times and customs, as well as making sure that their knowledge of current guidance is refreshed. A training matrix can be found at Appendix 4.

Clarifying roles and responsibilities

Every worker will be provided with a written description of their role, which will describe the tasks they are expected to undertake. It will show how the worker will be supported in their role and who they can talk to if they have concerns about any aspect of their role or the people with whom they work. A copy of the relevant format can be found at Appendix 5.

Planning

We will make sure that we plan all our activities carefully, so that it is clear what will happen, who will do what, when and where. Risk assessments will be undertaken for all activities to make sure that risks are minimised. Sessions will be planned so that workers are not routinely alone with vulnerable people anywhere, including in their own home (for example when taking communion to them). The activities which we undertake will promote our shared Christian values, including co-operation and mutual respect. We will use our planning to optimise opportunities to help vulnerable people to develop these.

ADDITIONAL GUIDANCE

This policy should be read in conjunction with the guidance which can be found at Appendix 1.

REVIEW

This policy will be reviewed annually by the PCC. We will ask vulnerable people with whom we work about whether they enjoy their sessions and whether they feel safe in them, as part of the process of review. Details of training which has been undertaken and other relevant information will also be provided to the PCC as a standing item at each January meeting.

Date of policy adoption: 22 April 2013

Date of latest review: 18 July 2015

MOTTRAM PARISH CHURCH: SAFEGUARDING GUIDANCE

Last updated: July 2015

Acknowledgement: This guidance is based on the Mottram CE Primary School policy and guidelines, by kind permission of the headteacher and governing body. It should be read in conjunction with the Mottram Parish Church Safeguarding Policy, to which it forms **APPENDIX 1**.

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GLOSSARY

Vulnerable people includes children, young people and adults who are in vulnerable groups, because of their age or because of a physical or mental difficulty. An adult is vulnerable if they are over the age of 18 and being given personal care (feeding, bathing, toileting, clothing), being driven to/from medical appointments or having their personal finances managed.

Safeguarding and promoting of the welfare of vulnerable people refers to the process of protecting them from abuse or neglect, preventing the impairment of health or development, and ensuring that they live in circumstances consistent with the provision of safe and effective care.

Child Protection refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.

Child means any person under the age of 18 years.

Parent refers to birth parents and other adults that are in a parenting role, for example step-parents, foster carers and adoptive parents.

Worker refers to anyone working for or on behalf of the church in either a paid or voluntary capacity, including clergy.

Person refers to a person of any age, including an infant or a child.

ROLES AND RESPONSIBILITIES

Parish Priest and Parochial Church Council

The Parochial Church Council (PCC), with the Parish Priest, shares the responsibility for the duty of care to vulnerable people in the church setting.

The members of the PCC must:

- be aware that they have a responsibility to ensure that people who pose a threat to vulnerable people are effectively managed and monitored in the church context;
- read the relevant Diocesan Policy and produce a Parish Policy consistent with this. The policy must be reviewed annually to ensure that it is still appropriate to the work currently undertaken;
- appoint a Safeguarding Coordinator and support them in the implementation of this role;
- ensure that people who are authorised to work with vulnerable people within the parish or who hold a position of responsibility are properly appointed, trained and supported.

Safeguarding Co-ordinator

The Parish Safeguarding Coordinator is appointed by the PCC annually.

They must ensure that:

- the Parish Policy is implemented, reviewed and monitored, supported by the PCC;
- all new workers go through the appropriate recruitment and induction process in conjunction with the PCC and Parish Priest, and that both existing and new workers in the various groups within the parish receive a role description and a copy of the parish policy document;

- there is information available to vulnerable people so that they know how to report concerns;
- each worker receives suitable initial and ongoing training and has an opportunity for appropriate support and supervision relative to their role.

The Safeguarding Co-ordinator must maintain a secure list of workers, together with records of their DBS check where appropriate, and their training record. On leaving the post, the co-ordinator must pass on all records, documents and resources in good order to their successor or the parish priest.

Workers

Workers have a responsibility to:

- treat all vulnerable people with respect;
- set a good example by their own behaviour;
- involve vulnerable people in decisions that affect them;
- encourage positive and safe behaviour;
- listen effectively and notice changes in the behaviour of those with whom they work;
- read and understand the church safeguarding policy and guidance and undertake regular training;
- ask permission before doing anything for vulnerable people which is of a physical nature, such as assisting with dressing or administering first aid;
- maintain appropriate standards of conversation and interaction and not use discriminatory language.

ABUSE OF TRUST

Under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a worker and a child may be a criminal offence, even if that young person is over the age of consent.

SAFEGUARDING VULNERABLE PEOPLE

Abuse is devastating for vulnerable people, and can also result in distress and anxiety for workers who become involved. The PCC and church workers will support all those involved by:

- taking all suspicions and disclosures seriously;
- nominating a safeguarding co-ordinator who will be the central point of contact. Where the safeguarding co-ordinator is the subject of an allegation, another person will be nominated to avoid any conflict of interest;
- supporting any worker who experiences distress or anxiety as a result of being involved in an abuse issue;
- maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies;
- storing records securely;
- offering details of help lines, counselling or other avenues of external support;
- co-operating fully with relevant diocesan and statutory agencies.

The parish safeguarding process is laid out in the diagram at the end of this document (see page 10).

WORKERS WHO ARE THE SUBJECT OF AN ALLEGATION

When an allegation is made against a church worker, the parish process must be followed. It is rare for people to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events can and do happen. A vulnerable people may also make an allegation against an innocent party because they are too afraid to name the real perpetrator. Nevertheless, some workers may pose a serious risk to vulnerable people and the church must act on every allegation. Workers who are the subject of an allegation have the right to have their case dealt with fairly, quickly, consistently and with appropriate discretion, and to be kept informed of its progress. Suspension is not mandatory, nor is it automatic but, in some cases, workers may be suspended where this is deemed to be the best way to ensure that vulnerable people are protected.

SAFER RECRUITMENT

Mottram Parish Church Council endeavours to ensure that we do our utmost to employ 'safe' staff, based on the House of Bishops' "Safeguarding Guidelines relating to Safer Recruitment" 2010.

This means that the PCC will ensure that:

- there is a safeguarding policy and that workers are clear about the church's commitment to safeguarding;
- there is an up-to-date description for the role(s) within the church, that have been agreed with the PCC;
- potential workers have all the necessary information about the role and the process of recruitment, the safeguarding policy and an application form;
- each application received is scrutinised in a systematic way by a panel in order to agree whether the applicant appears to be suitable;
- all appropriate checks are undertaken including references and DBS checks where appropriate;
- a face-to-face interview is conducted for all potential workers;
- specific questions designed to gain required information about each potential worker's suitability have been asked, including those needed to address any gaps in information supplied in the application form;
- there is a confident selection of a potential worker based on their demonstration of suitability for the role;
- potential workers are informed that their position (including volunteer positions) is conditional on receiving satisfactory information from all necessary checks, including DBS checks.

TRAINING

It is important that all workers have training to enable them to recognise the possible signs of abuse and neglect and to know what to do if they have a concern. New workers will receive training during their induction. All workers will receive update training at least every three years, and the safeguarding co-ordinator will receive update training at least every two years.

OFF-SITE ACTIVITIES

Where activities are provided by and managed by the church, our own safeguarding policy applies. If other organisations provide services or activities on our site we will check that they have appropriate procedures in place, including safer recruitment procedures. When vulnerable people attend off-site activities which we have organised, we will check that effective safeguarding arrangements are in place.

PHOTOGRAPHY AND IMAGES

Most people who take or view photographs or videos of other people do so for entirely innocent, understandable and acceptable reasons. A small minority of people abuse vulnerable people through taking or using images, so we must ensure that we have some safeguards in place. To protect vulnerable people we will:

- seek their consent and/or the consent of their parents or carers (where appropriate) for photographs to be taken or published (for example, on our website or in the parish magazine);
- use only a vulnerable person's first name with an image;
- ensure vulnerable people are appropriately dressed;
- encourage vulnerable people to tell us if they are worried about any photographs that are taken of them.

E-SAFETY

Most of our church family will use mobile phones and computers at some time. They are a source of fun, entertainment, communication and education. However, we know that some men, women and young people will use these technologies to harm others. The harm might range from sending hurtful or abusive texts and emails, to enticing vulnerable people to engage in sexually harmful conversations, webcam photography or face-to-face meetings. Cyber-bullying, via texts and emails, will be treated as seriously as any other type of bullying. Chatrooms and social networking sites are the more obvious sources of inappropriate and harmful behaviour and vulnerable people will be encouraged to discuss any concerns they have about contacts which arise from these sources. Any concerns will be dealt with following the parish safeguarding processes on page 10. Additional guidance is provided in Appendix 6.

RECOGNISING ABUSE

To ensure that members of our congregation and others with whom we work and who may be young or vulnerable are protected from harm, workers need to understand what types of behaviour constitute abuse and neglect. Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child or vulnerable adult by inflicting harm, for example by hitting them, or by failing to act to prevent harm, for example by leaving them home alone, or leaving knives or matches within reach of an unattended toddler.

There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness (this used to be called Munchausen's Syndrome by Proxy, but is now more usually referred to as Fabricated or Induced Illness).

Emotional abuse is persistent emotional maltreatment, such as to cause severe and persistent adverse effects on a person's emotional development. It may involve conveying that someone is worthless or unloved, inadequate or valued only for meeting the needs of another person. It may feature age – or developmentally-inappropriate expectations being imposed. These may include interactions that are beyond a person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing participation in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing someone frequently to feel frightened or in danger, or personal exploitation or corruption. Some level of emotional abuse is involved in all types of maltreatment, although it may occur alone.

Sexual abuse involves forcing or enticing a vulnerable person to take part in sexual activity, whether or not the person is aware of what is happening. The activity may involve physical contact, including penetrative (for

example, rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as looking at or producing pornographic material or watching sexual activities, or encouraging vulnerable people to behave in sexually inappropriate ways.

Neglect is the persistent failure to meet the basic physical and/or psychological needs of vulnerable people, and which is likely to result in the serious impairment of their health, well-being or development. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing or shelter, including exclusion from home or abandonment; failing to protect from physical and emotional harm or danger; failure to ensure adequate supervision, including the use of inadequate care-takers; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, basic emotional needs.

(Definitions based on *Working Together to Safeguard Children* (HM Government, 2006))

Bullying

While bullying is not a separate category of abuse and neglect, it is a very serious issue that can cause considerable anxiety and distress. At its most serious level, bullying is thought to result in up to 12 child suicides each year.

All incidences of bullying should be reported using the safeguarding process outlined on page 10.

INDICATORS OF ABUSE – WHAT YOU MIGHT SEE

Physical signs define some types of abuse, for example, bruising, bleeding or broken bones resulting from physical or sexual abuse, or injuries sustained through inadequate supervision. The identification of physical signs is complicated, as vulnerable people may go to great lengths to hide injuries, often because they are ashamed or embarrassed, or their abuser has threatened further violence or trauma if they 'tell'. It is also quite difficult for anyone without medical training to categorise injuries into accidental or deliberate with any degree of certainty. For these reasons it is vital that workers are also aware of the range of behavioural indicators of abuse and use the safeguarding processes on page 10 if they have any concerns.

Remember, it is a worker's responsibility only to report their concerns. It is not their responsibility to investigate or decide whether someone has been abused.

A person who is being abused or neglected may:

- have bruises, bleeding, burns, fractures or other injuries;
- show signs of pain or discomfort;
- keep arms and legs covered, even in warm weather;
- be concerned about changing for physical activities;
- look unkempt and uncared for;
- change their eating habits;
- have difficulty in making or sustaining friendships;
- appear fearful;
- be reckless with regard to their own or other's safety;
- self-harm;
- show signs of not wanting to go home or accompany a particular person;
- display a change in behaviour – from quiet to aggressive, or happy-go-lucky to withdrawn;
- challenge authority;

- be constantly tired or preoccupied;
- be wary of physical contact;
- be involved in, or particularly knowledgeable about drugs or alcohol;
- display sexual knowledge or behaviour beyond that normally expected for their age.

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help. It is very important that workers should report their concerns – there is no need for ‘absolute proof’ that someone is at risk.

IMPACT OF ABUSE

The impact of abuse should not be underestimated. Many vulnerable people recover well and go on to lead healthy, happy and productive lives, although most survivors of abuse agree that the emotional scars remain, however well buried. For some vulnerable people, full recovery is beyond their reach, and the rest of their childhood and/or their adulthood may be characterised by a range of physical, social and emotional difficulties. It is thus imperative that workers are vigilant and discuss *any* concerns with the appropriate person, using the parish safeguarding process at the end of this guidance.

WHAT TO DO IF YOU SUSPECT A VULNERABLE PERSON IS AT RISK OF HARM

There will be occasions when you suspect that someone may be at risk, but you have no ‘real’ evidence. The person’s behaviour may have changed, their writing or drawing could be bizarre or show distress, or you may have noticed physical but inconclusive signs. In these circumstances, you should try to give the person the opportunity to talk, but without leading the conversation in any particular direction. The signs you have noticed may be due to a variety of factors, for example, a parent or carer has moved out, a pet has died, a relative is very ill. It is fine to ask the person if they are OK or if you can help in any way, but without being more specific.

If, following your conversation, you remain concerned, you should discuss your concerns with the appropriate person, using the parish safeguarding process at the end of this guidance.

WHAT TO DO IF SOMEONE TELLS YOU THEY ARE BEING ABUSED

It takes a lot of courage for someone to disclose that they are being abused. They may feel ashamed, particularly if the abuse is sexual, their abuser may have threatened what will happen if they tell, they may have lost all trust in adults or people in authority, or they may believe, or have been told, that the abuse is their own fault.

If a person talks to you about any risks to their safety or wellbeing you will need to let them know that you must pass the information on – you are not allowed to keep secrets. The point at which you say this is a matter for careful judgement. If you jump in immediately, the person may think that you do not want to listen; if you leave it till the very end of the conversation, the person may feel that you have misled them into revealing more than they would have done otherwise.

During your conversation with the person:

- Allow them to speak freely;
- Remain calm and do not over-react – they may stop talking if they feel they are upsetting you;
- Give reassuring nods or words of comfort – ‘I’m so sorry this has happened’, ‘I want to help’, ‘This isn’t your fault’, ‘You are doing the right thing in talking to me’;

- Do not be afraid of silences – remember how hard this must be;
- Under no circumstances ask investigative questions – such as how many times this has happened, whether it happens to others in the family too, or what does someone else in the family or the person’s carer think about all this;
- At an appropriate time tell the person that in order to help them you must pass the information on.
- Do not automatically offer any physical touch as comfort. It may be anything but comforting to someone who has been abused;
- Avoid admonishing the person for not disclosing earlier. Saying ‘I do wish you had told me about this when it started’ or ‘I can’t believe what I’m hearing’ may be your way of being supportive but the person may interpret it that they have done something wrong;
- Tell the person what will happen next:
 - You will discuss this with either the Safeguarding Co-ordinator or the Parish Priest and they will decide what needs to be done, after asking advice from the Diocesan Protection Officer. They will make a plan, which may involve other people such as social services or the police, or they may talk to the person and/or their parent or carer, as well as the person who is the subject of the allegation, depending on the seriousness of the matter;
 - There will be a written note made about what has happened, in case there is any need to refer to it in the future;
 - All of this will be confidential, and no-one will be told about what the person has said who does not need to in order to ensure their safety.
- Discuss what the person has said with either the Parish Priest or the Safeguarding Co-ordinator.
- Make a factual record of your conversation as soon as possible and hand it to the Safeguarding Co-ordinator.
- Seek support if you feel distressed.

A flowchart showing this process can be found on page 10.

CONFIDENTIALITY AND SHARING INFORMATION

All workers will need to understand that protection issues warrant a high level of confidentiality, not only out of respect for the people involved but also to ensure that information released into the public domain does not compromise evidence.

Workers should only discuss concerns with the Safeguarding Co-ordinator or the Parish Priest (depending on who is the subject of the concern). That person will then decide who else needs to have the information and they will disseminate it on a ‘need-to-know’ basis.

Protection information will be stored and handled in line with Data Protection Act 1998 principles. Information is:

- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- kept no longer than necessary
- processed in accordance with the data subject’s rights
- secure.

All written information will be stored in a locked facility and any electronic information will be password protected and only made available to relevant individuals.

REPORTING DIRECTLY TO PROTECTION AGENCIES

Workers should follow the reporting procedures outlined in the parish safeguarding process at the end of this leaflet in most cases.

However, they should share information directly with Tameside's social care services if:

- the situation is an emergency and the Safeguarding Co-ordinator and the Parish Priest are both unavailable and
- they are convinced that a direct report is the only way to ensure the person's safety.

SAFEGUARDING: WHAT TO DO IF YOU ARE CONCERNED....

..... about a child or vulnerable adult who might be at risk

..... about someone who works with children or vulnerable adults in our church

..... about a member of clergy, someone licensed by the Bishop, or someone employed by the Diocese

If they tell you about their situation **unasked**, listen and reassure. Let them know that you need to pass on the information and tell them what will happen next.

DO NOT INVESTIGATE YOURSELF OR ASK QUESTIONS: THIS MAY PREJUDICE ANY FUTURE ACTIONS WHICH NEED TO BE TAKEN

Discuss with the Safeguarding Co-ordinator in the first instance, or the Parish Priest if the Safeguarding Co-ordinator is not available or the concern is about this person. Make factual notes immediately.

I cannot contact either the Safeguarding Co-ordinator or the Parish Priest and I believe the person is in immediate danger

Discuss with the Safeguarding Co-ordinator in the first instance, or the Inter-diocesan Child Protection Adviser. Make factual notes immediately.

The Safeguarding Co-ordinator/ Parish Priest will talk to the Inter-diocesan Child Protection Adviser and agree a course of action. This may include referral to Social Care and other agencies such as the police

Contact Social Care at Tameside Council and ask for the Duty Social Worker.

Tell the Safeguarding Co-ordinator and the Parish Priest of your actions. Make a written record.

ASK YOURSELF: AM I OK? DO I NEED SUPPORT? IF YOU DO, TALK TO THE SAFEGUARDING CO-ORDINATOR OR THE PARISH PRIEST

CONTACTS

REPORT CONCERNS OR ASK QUESTIONS SECURELY: safemottram@gmail.com

Parish Priest: James Halstead 01457 762268 or jameshalstead@mottramparish.org.uk

Safeguarding Co-ordinator: Claire Bibby 01457 763758 or bibclai@aol.com

Inter-diocesan Child Protection Adviser: Su Foster 01704 540516 or su.foster@chester.anglican.org

Tameside Council Social Care: Monday to Friday during office hours – 0161 342 4186 / 4199;
All other times – 0161 342 2222 (24/7 service)

APPENDIX 2: Application and self declaration form

Section A

Full Name: _____

Previous Name(s): _____

Date of Birth: _____

Address: _____

Post Code: _____ Telephone No: _____

How long have you lived at the above address? _____

(If less than 12 months, please state your previous address and parish / church)

Proposed role:

Name of group or activity: _____

Age range: _____

Please give examples of previous experience that will support your application to work with this group of people:

Are you willing to undertake a course of training pertinent to your area of work, within the next 6 months? Yes No

References

Please provide the names and addresses of two people who have known you for at least two years (not close relatives) and would be able to provide a personal reference:

1: _____ 2: _____

CONFIDENTIAL

Section B

Declaration

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 child protection adviser. All forms will be kept securely under the terms of the Data Protection Act 1998.

Guidelines from the Home Office following the Children Act 1989 advise that all voluntary organisations, including churches, should take steps to safeguard children who are entrusted to their care. In accordance with the House of Bishops' Policy on Child Protection, you are therefore required to make the following declaration:

Have you ever been convicted of a criminal offence (including any "spent convictions" under the Rehabilitation of Offenders Act 1974) or placed on probation, or discharged absolutely or conditionally for a criminal offence?

Yes No

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

Yes No

Are you at present under investigation?

Yes No

Have you ever had a child removed from you or placed under supervision by the Local Authority?

Yes No

Do you suffer, or have you suffered from any illness, disease or disability which may affect your ability to work with children and / or young people?

Yes No

Has your conduct ever caused or been likely to cause harm to a child or put a child at risk, or, to your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

Yes No

Have you, since the age of eighteen ever been known by any name other than that given above?

Yes No

Have you during the last five years, had any home address other than that given above?

Yes No

If you answered YES to any of the above, please give details which may, if you wish, be enclosed in a separate sealed envelope. It will be regarded as relevant only to this application and will not necessarily debar you from consideration. The object of this is not, in any way, to reflect upon your integrity, but it is necessary simply to protect the children and young people, the parish priest and the PCC.

Signed _____ Date _____

Before an appointment can be confirmed applicants may be required to provide a satisfactory enhanced disclosure from the Disclosure and Barring Service.

APPENDIX 3: ROLE CATEGORIES

<p>CATEGORY 1: Choirmaster Choir Flower lady Holy duster Home Communion Music Group Organist PCC Praise and Play leader Refreshment team Server Sidesperson Verger</p> <p>People in category 1 roles will have a role description and a copy of the safeguarding policy. They will receive basic safeguarding training every three years.</p>	<p>CATEGORY 2: Tower Captain</p> <p>People in category 2 roles will have a role description and a copy of the safeguarding policy. They will receive basic training on induction and further safeguarding training every three years. A check will be made with the DBS every five years.</p>	<p>CATEGORY 3: Creche helpers Lay Reader Honorary Curate Open the Book Parish Priest (through Chester) Pastoral Worker Safeguarding Co-ordinator Sunday School Warden</p> <p>People in category 3 roles will have a role description and a copy of the safeguarding policy. They will receive basic training on induction and further safeguarding training on a regular basis every 2 years. An enhanced check will be made with the DBS every three years.</p>
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APPENDIX 4: Safeguarding Training Schedule*

Job Role (Role Category)	Essential Training	Desirable Training
Pastoral Worker (3)	Basic Safeguarding Training Further Safeguarding Training	
Sunday school teachers and helpers (3)	Basic Safeguarding Training Further Safeguarding Training Sunday School Induction	First Aid Risk Assessment
Crèche helpers (3)	Basic Safeguarding Training Further Safeguarding Training	First Aid Risk Assessment
Youth Leaders (3)	Basic Safeguarding Training Further Safeguarding Training	First Aid Risk Assessment
Churchwardens and Lay Readers (3)	Basic Safeguarding Training Further Safeguarding Training	
Safeguarding Lead (3)	Basic Safeguarding Training Further Safeguarding Training Safer Recruitment Training	
Tower Captain (2)	Basic Safeguarding Training Further Safeguarding Training	First Aid Risk Assessment
Members of the PCC (1)	Basic Safeguarding Training	
Sidespeople and vergers (1)	Basic Safeguarding Training	
Flower ladies, Holy Dusters and those who serve refreshments (1)	Basic Safeguarding Training	Food Hygiene First Aid Risk Assessment
Organist /Choir leader and Music group leaders (1)	Basic Safeguarding Training	
Choir and music group members (1)	Basic Safeguarding Training	
Servers (1)	Basic Safeguarding Training	
Praise and Play leader (1)	Basic Safeguarding Training	First Aid Risk Assessment

* This is a training schedule for safeguarding but includes references to other training that might be desirable for roles.

APPENDIX 5

ROLE DESCRIPTION

Name of worker: _____

Address: _____

Role title: _____

Tasks of this role:

- 1.
- 2.
- 3.

Training and check requirements:

Working arrangements:

Arrangements for supervision and support:

I acknowledge receipt and have read a copy of the Parish Safeguarding Policy and Guidance and understand who to contact and the referral procedures.

Signature: _____ (Role) _____

Date: _____

This agreement assures you of the continuing prayerful support of the PCC for its workers and the work which is undertaken on our behalf.

Signature of Incumbent: _____

Date: _____

SAFE E-COMMUNICATION: GUIDANCE FOR CHILDREN'S WORKERS IN MOTTRAM PARISH



“Help! I’m a dinosaur! I can’t even use a mobile phone properly. How can I possibly help young people?”

Many children and young people use their mobiles and other devices as their primary means of communication. As Children’s Workers in Mottram Parish we need to be aware of how children and young people communicate so that we can support and protect them. We may think that our technological skills are rudimentary compared with the children in our groups, but our life experience will attune us far better to what is safe and what is not, and the children in our care need that guidance.

YOUR QUESTIONS ANSWERED

Should I give children and young people my personal email address or mobile phone number? No. You should not really need to email children or young people individually, but if you do, copy their parent/carer into the message – they will need to know what is happening and to give permission for activities in any case.

If you really do need to do this regularly, then ask the parish administrator to set up a personal parish email address for you, rather than using your own.



Remember that communications which might give the impression that you are developing a personal relationship with a child which goes beyond your relationship as a Children’s Worker could be mis-interpreted, even if you think that you are just being friendly.

What should I do if a young person emails or rings me on my personal address/number?

This is like meeting the child alone in a room

with the door closed, and could be risky for both you and the young person. Ask them politely but firmly not to do this again and give them an alternative time to communicate face to face when there are other people present. If the young person repeats this action, do not respond to them, but do tell either their parent, or James, or Claire.

In the case of a phone call, you should let a parent/carer know what you have been talking about, but do let the child know that you are going to do this. In the case of an email, you should copy a parent/carer in to your response.



What should I do if a child or young person tells me that someone is bullying them through their mobile, tablet or other electronic communication?

There is guidance in the parish safeguarding policy about how to deal with bullying and what to do if you think that the young person is at risk of harm. Cyber-bullying differs from bullying in person, in that it follows young people home. This can mean that young people feel that they have no safe place where they can escape. Electronic communication has great

power to undermine confidence and isolate young people. It is no use telling a young person to just take no notice or to turn their phone off. Follow the guidance in the parish policy, and tell someone.



Should we let young people text or look at social media during youth group or Sunday School sessions? There may be occasions when you are using electronic communication as a teaching tool. Other than this, young people should not be doing this during sessions, as a simple matter of common courtesy. Encourage them to find the “off” button on their phone!

Can we share photographs of events? Parental permission is always needed if you are taking photos of children and young people, and it is good practice to obtain the permission of the young people involved too. There may be many reasons why young people or their parents would not want images made public. If you do share photos, it is preferable if these are group photos. In any case, do not use captions which could identify individual children or precise locations, if you use those regularly.

TO FACEBOOK OR NOT TO FACEBOOK?

Should we have a Facebook page for our youth organisations? No - this would exclude some of the members of our youth groups, as there is an age limit of 13 for Facebook users.

How can I let young people know about activities and events? Ask the parish administrator to set up a group parish email address for you. Copy parents/carers in – after all, you will need parental permission for many activities – tell the young people that this is the normal mode of communication in your group. It will save them having to remember to let their parents know, and is also environmentally friendly, saving paper.

If I use Facebook personally, can I have a young person from our youth group as a “friend” if they are over the age of 13? This is not advisable, even if you know them and their family well in a personal capacity. As a children’s worker, you are always “on duty”. If you feel you must do this (maybe you are related to the child) then keep a record of your communications and make sure that someone else can see what you do: the electronic equivalent of meeting in a public place. Never use Messenger, as this is always a one-to-one communication.

REMEMBER!

Keep talking to young people about how they use the internet and social media, and how they can do this safely. Even if you are feeling a bit at a loss with the technicalities, don’t shy away: make it an open topic.

Promote this catchphrase for safe communication on-line:

“Zip it, Block it, Flag it”

Zip information (keep it private);
Block people who send offensive messages and don’t open unknown links or attachments;

Flag anything they are unhappy about by telling an appropriate adult or mailing the church’s secure email:

safemottram@gmail.com

Don’t forget you can read the parish safeguarding policy and guidance on the parish website at www.mottramparish.org.uk/safeguarding

More resources:

“Safeguarding in a Digital World – E-safety for churches and faith organisations”, (CCPAS), available from Claire Bibby, and

<http://www.tamesidesafeguardingchildren.org.uk/childrenandyoungpeople/esafety.aspx>

James Halstead, Vicar
Pat Hall, Children’s Work Co-ordinator
Claire Bibby, Safeguarding Co-ordinator