



SAFEGUARDING

Children, Young People and Adults at Risk

July 2023

ST MARY'S PARISH CHURCH

SAFEGUARDING POLICY AND PROCEDURES

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SECTION 1

PRINCIPLES OF ST MARY'S POLICY FOR SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK

PRINCIPLES:

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children, young people and all adults at risk
- The safeguarding and protection of all children, young people and adults when they are vulnerable
- 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

This Document is a working document based on the Children Act 1989, outlining Policy and Procedures which need to be followed in order to ensure the safest possible practice. This Parish Policy follows the House of Bishops' Policy on Safeguarding Children and Adults at Risk* and Safeguarding in the Diocese of London #

It sets out the Procedure which must be followed in the event of suspected, actual, or disclosure of abuse of a child or vulnerable adult.

It contains Health and Safety Guidelines to be followed when working with children at St Mary's.

This is a public document. Copies of it and supportive training are to be provided and taken up by those who work with children at St Mary's. Copies are also in the Church (South Porch), Parish Office, and the Church Hall and also on the church website.

**Protecting All God's Children.*

The Policy for Safeguarding Children in the Church of England 4th edition 2010

Safeguarding in the Diocese of London 2018

PCC SAFEGUARDING POLICY STATEMENT

PARISH OF ST MARY THE VIRGIN, HAMPTON

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 accept and endorse the principles of the House of Bishops' Policy set out in Safeguarding in the Diocese of London's Safeguarding Policy Statement for Children, Young People and Adults (*Promoting a Safer Church, June 2018*).
- We commit ourselves to nurture, protect and safeguard all our members, particularly children, young people and adults at risk.
- We recognise that safeguarding is the responsibility of the whole church community.
- We undertake to exercise proper care in the selection, appointment, training and support of those working in a paid or voluntary position with children or adults at risk, including the use of Criminal Records disclosures and making appropriate referrals to the Independent Safeguarding Authority.
- We will respond without delay to concerns or allegations that a child or adult at risk may have been harmed, cooperating with the police and social care services in any investigation.
- We will challenge any abuse of power by anyone in a position of trust.
- We will seek to offer pastoral care and support to anyone who has suffered abuse, developing with them an appropriate healing ministry.
- 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 adult at risk.

The PCC of this Church agreed and adopted this Policy at its Safeguarding Meeting in July 2023

We have appointed Mr Nalindra (Nally) Fernando as our Church Safeguarding Officer, Ron Pettit as our Adults at Risk Champion and Mary Collins as our Childrens' Champion.

Copies of the Parish's Safeguarding Children and Young People's Policy and Safeguarding Adults at Risk Policy are displayed prominently in Church, available from the Parish Office and on the church website.

The PCC shall review this policy annually.

The next review will take place in July 2024 for adoption by the PCC.

Signed:

Vicar: _____

Churchwarden

Churchwarden

ROLE OF THE CHURCH SAFEGUARDING OFFICER

Each Parochial Church Council (PCC) will appoint one or more people as the Church Safeguarding Officer(s) to play an essential role in fulfilling the Church's commitment to safeguard and promote the welfare of children and adults at risk. It is strongly recommended that they are a co-opted member of the PCC.

The Church Safeguarding Officer(s) will oversee the implementation of the Diocesan Safeguarding Policy, along with its associated policies, procedures and guidelines in their parish. They will ensure that all allegations or suspicions of abuse are taken seriously and responded to in a timely manner.

MAIN RESPONSIBILITIES

- Be a source of support, advice and information on all matters of safeguarding children and adults at risk in the parish.
- Be the first point of contact for children, adults at risk and other members of the congregation regarding suspicions of abuse and other safeguarding concerns.
- Respond to all safeguarding concerns in line with the Safeguarding Policy, reporting these concerns to the Diocesan Safeguarding Team and liaising with the NSPCC Helpline and the Local Authority as needed.
- Keep the parish priest informed of all concerns, responses and activities relating to safeguarding children and adults at risk.
- Raise the profile of safeguarding in the parish, ensuring that it remains a high priority on the PCC's agenda and report on any issues or concerns with the implementation of the safeguarding policy.
- Ensure that the requirements for DBS disclosures are met for the appropriate roles.
- Complete a list of 'local contacts' as per the Safeguarding Policy annually, sending a copy to the Diocesan Safeguarding Officer.

THOSE SUITABLE FOR THE ROLE OF CHURCH SAFEGUARDING OFFICER

The person appointed to this role should be a regular member of the church who can demonstrate a commitment to safeguarding children and adults at risk of all cultural backgrounds and abilities and have a good awareness of Diocesan policies and procedures, statutory legislation and guidance.

Some training in safeguarding and child protection is needed when accepting the role. Where this cannot be evidenced it should take place within 3 months of being appointed and be updated at least every three years. Appropriate attendance at Diocesan Safeguarding training is expected.

This role requires a criminal records disclosure to be requested.

ROLE OF THE CHILDREN'S CHAMPION

The Diocese of London (and its parishes) is committed to ensuring that all children and young people within our diocese are listened to. The Children's Champion is a key role in ensuring that the voices and needs of the children and young people are heard.

Each Parochial Church Council (PCC) should appoint a 'Children's Champion' who will give children and young people this voice within the work of the parish and is there to ensure the question 'How does this impact on our children?' is always asked. We would recommend that the person fulfilling this role is not the Church Safeguarding Officer.

This is a voluntary role responsible to the Incumbent.

MAIN RESPONSIBILITIES

- To engage and build positive relationships with children, young people and other members of the congregation and parish.
- To actively communicate with children and young people and ensure that their perspectives and wishes are reflected.
- To raise the profile of their role in the parish by providing information about the activities for children and young people that are available (i.e. articles in the weekly notices / parish magazine).
- To make use of the Children's Charter to develop provision for children and young people within the areas of worship, welcome, nurture and mission.
- Be responsible for asking the necessary questions to ensure the presence, needs and interests of children are recognised and promoted within the parish, attending a PCC meeting at least twice a year in order to achieve this. (One of which should be the meeting at which the safeguarding policy is discussed and reviewed.)
- Work closely and confidentially with the Church Safeguarding Officer and parish clergy to inform / report / discuss any concerns, seeking support and advice when necessary.
- To keep up-to-date with developments in ministry with children and young people in the Diocese by liaising with the Children's Ministry Advisor and Children's Society Youth Project team as appropriate and reading the Children's Ministry newsletter on the Diocesan web site.

PREFERRED QUALITIES / SKILLS FOR THE ROLE OF CHILDREN'S CHAMPION

- Be a regular member of the congregation, demonstrating a commitment to the parish's work with children and / or young people who shows respect for, and empathy with, children and young people.
- Have the necessary communication skills to be able to speak with children / young people and be able to clearly state their needs.
- Have a child-focused approach with some experience relevant to the role (i.e. teacher, youth worker, experience of caring for children).
- Be willing to attend training in Safeguarding initially on appointment and then to regularly update this knowledge (at least every 3 years).

This role requires a criminal records disclosure to be requested.

DIOCESE OF LONDON

MODEL VOLUNTEER JOB ROLE DESCRIPTION

This is a simple model role outline template provided by the Diocese of London for a volunteer which can be used, amended or substituted by a local model as required.

VOLUNTEER WORKER

(Children and/or adults experiencing, or at risk of abuse or neglect)

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately report it.

PRINCIPLES

Workers with children or adults experiencing, or at risk of, abuse or neglect must have a commitment to:

- Treat individuals with respect
- Recognise and respect their abilities and potential for development
- Promote their rights to make their own decisions and choices unless it is unsafe
- Ensure their welfare and safety
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person to whom you are responsible, unless there are safeguarding issues of concern (e.g. allegations of abuse). Safeguarding issues of concern must **always** be reported to the Police or Social Care services and Diocesan Safeguarding Adviser.

RESPONSIBLE TO

(named contact for support and resolution of any difficulties)

- The Vicar (or his named representative) and through them to the PCC.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- To work with vulnerable people (children and adults experiencing, or at risk of abuse or neglect) in a way that meets and develops their personal, spiritual and social needs, exercising active pastoral concern.
- To represent the needs and views of vulnerable people to the PCC or, where appropriate, enable them to do this for themselves.
- To maintain a link with parents and carers.
- To work in accordance with the church's policy on safeguarding.
- To undertake any other work that has been agreed and is seen to be appropriate.

AS A VOLUNTEER YOU CAN EXPECT THAT WE WILL DO OUR BEST TO ENSURE THAT:

- We provide a supportive, inclusive and positive environment that ensures you enjoy your volunteering and that you are treated with respect and courtesy and provided with training.

PERSON SPECIFICATION

- 1) Able to demonstrate an ability to work with people who are /may be vulnerable; and
- 2) A willingness to develop their skills and training

As a volunteer working regularly with people who are/may be vulnerable, this post may be eligible for a criminal record check which will be renewed at least every five years.

This letter is binding in honour only; it is not intended to create a legally binding contract between us and it may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.

SECTION 2

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

CODE FOR SAFER WORKING

- Treat all children and young people with respect, keeping your language, attitude and body language respectful
- Actively communicate with children and involve them in planning and running activities.
- Avoid being alone with a child and aim to work within sight of another adult.
- Develop a culture where workers, children and young people feel comfortable to point out inappropriate behaviour and attitudes in each other.
- Make it plain who someone can speak to about a personal concern.
- Never use drugs or alcohol when responsible for a child or young person.
- Obtain consent from parents/carers for photographs/videos to be taken or displayed.
- Never use rough play, sexually provocative words and games, or any form of physical punishment.
- Avoid showing favouritism to any one child or group. Do not encourage infatuations toward you.
- Never share sleeping accommodation with children or invite them to your home alone.
- Always ask for advice when unsure.

TAKING CHILDREN OFF THE CHURCH PREMISES

Well-planned visits can be very beneficial.

- Parental permission should be obtained, with contact details and any details of health problems or allergies. The group leader should have this list with them and a basic first aid kit.
- The appropriate ratio of adults to children must be observed.
- A Risk Assessment form should be completed
- If children are to be transported by car parental permission is needed. Those driving must have a clean driving licence and make sure their insurance covers the transportation of children.
- The trip should be carefully planned and parents informed about departure and return times. In case of emergencies there should be a telephone contact number in the Parish.
- Report to the appropriate person within 24 hours, if concerns arise. Make clear notes of what has happened.

TRAINING, SELECTION AND RECRUITING WORKERS

All those working with children should have a Disclosure and Barring Services check (DBS) Safeguarding Training and First Aid training should be available to all workers.

PHOTOGRAPHS AND VIDEOS

The display or making of photographs and videos relating to any church activity which includes children or teenagers is subject to parental / carer permission. Consent can be given preferably via ChurchSuite, alternatively a form can be downloaded from the London Diocese Safeguarding website. Either option should be completed by the parent/carers and given to the person running the activity prior to any photograph or video being used by St Mary's Church Hampton.

CATEGORIES OF ABUSE

There are four categories of abuse:

1) PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child. Female genital mutilation is abusive and is illegal in the United Kingdom.

2) SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child to take part in sexual activities whether or not a child is aware of what is happening. Suspicion of abuse may be based on physical signs, the child's behaviour or a direct statement from the child.

Signs of possible sexual abuse:

- A level of sexual knowledge inappropriate to the child's age
- Sexually provocative behaviour with adults
- Sexualised play with other children
- Self harm, mutilation or suicide attempts or threats
- Recurrent urinary tract infections. Soiling or wetting
- Promiscuity. Requests for sexual advice or contraception
- Behavioural problems

3) NEGLECT

Neglect is the failure to meet a child's physical and /or psychological needs, likely to lead to the serious impairment of the child's health and development.

- Failure to provide adequate food, clothing or shelter
- Failure to protect a child from physical and emotional harm or danger
- Failure to ensure adequate supervision
- Failure to seek appropriate medical care or treatment.

4) EMOTIONAL ABUSE

Emotional abuse is the persistent emotional maltreatment of a child causing harm to the child's emotional development. It is the result of coldness, hostility, rejection or belittlement, leading to low self esteem, apathy, fearfulness, attention seeking behaviour or constantly seeking to please.

INTERNET RELATED ABUSE

A child may be targeted by an adult or other children via chatrooms and social networks. Advice can be sought via the Child Exploitation and online Protection Service (**CEOPS**)

PROCEDURES TO FOLLOW IF THERE IS CONCERN ABOUT A CHILD

ACTION TO BE TAKEN:

Concerns about a child or young person may present in a number of ways. The core actions that should always be taken are:

- Take any emergency action needed to alleviate any immediate threat to life or limb. **Call 999** for emergency services.
Tell hospital staff of your suspicions.
- Discuss your concerns with the Church Safeguarding Officer.
- Make a brief factual note of what you have seen, heard or become concerned about (within one hour if possible).
- Listen, don't ask any leading questions and treat all information confidentially. Ensure safeguarding action is taken

All situations of actual or suspected child abuse should be reported without delay (within 24 hours) to the Diocesan Safeguarding Team and their advice sought.

MAKING A REFERRAL TO CHILDREN'S SOCIAL CARE

If it is agreed that a referral should be made to your local Social Care office this will normally be done by the Incumbent, Church Safeguarding Officer or a member of the Diocesan Safeguarding Team. The following points should be kept in mind:

- Give the social worker as much detail as possible: description, dates, times, and what was actually said.
- Distinguish between fact and opinion and between what you have seen and what others have told you.
- Follow up your contact with children's social care with a letter stating what you have said to them (within 24 hours).
- Keep a record of all contacts made regarding the concern.
- Continue to support the child.
- You may need support yourself – from others in the parish who know what is happening or from your clergy.

WHY CHILDREN DON'T TELL AND ADULTS DON'T ACT

It is commonly believed that a child or young person would resist abuse or tell a trusted adult.

CHILDREN AND YOUNG PEOPLE OFTEN DON'T TELL BECAUSE:

- They are scared because they have they have been threatened
- They believe they will be taken away from home and put in care
- They believe they are to blame and will not be believed
- They think it is what happens to all children
- They feel embarrassed and guilty
- They don't want to get the abuser into trouble
- They have communication or learning difficulties
- They may not have the vocabulary to explain what has happened

REASONS ADULTS DON'T TELL AND SHARE THEIR CONCERNS:

- They find it hard to believe what they are hearing
- They cannot believe it may be about someone they know
- They fear they may get it wrong or make it worse
- They fear the consequences of getting it wrong – for the child their family and /or themselves
- They simply don't want to be involved
- believe they do not have the information on what to do or who to contact

USEFUL TIPS

- Remember that if a child asks to tell you something in confidence **always** tell them you may have to tell someone else so that help can be got if they are being harmed, so the abuse can be stopped
- Give your full attention to what the child says
- If you need to clarify something, reflect back on what the child has said and ask if you heard it right
- Reassure the child they are not to blame and they are right to tell
- Try to explain simply what will happen next
- Reassure the child of your continuing support
- Keep accurate notes of what has been said and the child's emotional state
- Add date and time

HEALTH AND SAFETY

STAFFING LEVELS / AGE OF CHILDREN

0-2 years	1 person for every 3 children	Ratio 1:3
2-3 years	1 person for every 4 children	Ratio 1:4
3-8 years	1 person for every 8 children	Ratio 1:8
8 years+	1 person for the first 8 children and then 1 extra person for every extra 12 children	

- Each group should have a minimum of 2 adults and it is recommended that a gender balance be maintained if possible
- If a person who has been assigned to help has to cancel at short notice it may be possible to secure the help of another suitable person so the group can run as scheduled
- Young people aged 16 or 17 may help with groups but must be supervised by an adult worker. They cannot be counted as part of the staffing and cannot be left in charge
- No group of children under the age of 16 years can be left unattended at any time

HEALTH AND SAFETY

Health and safety should be managed as part of **ALL** activities. A **First Aid Box** and **Accident Book** should be maintained. Buildings should be checked for health and safety regularly, at least once a year and H/S team report to the PCC.

First Aid training should be encouraged and workers should have access to First Aid training such as St John Ambulance or British Red Cross.

Serious Accidents – contact the emergency services by calling 999 following the instructions given over the telephone, and giving appropriate first aid until help arrives. The child's parents/carers must be contacted as soon as possible. Record the details in the accident book.

Minor Accidents – have another adult present if basic first aid needs to be administered. Parents/carers should be informed of the accident and any care given. Record details in the accident book.

Administering Medicines: as a general rule medicine should not be administered to children or adults at risk. If there is a need for regular medication a care plan should be drawn up and kept with the registration form. The information should include the name of the medicine, dose and frequency, with the written consent of the parent/carer.

ADMINISTRATION

RISK ASSESSMENTS

Risk assessments of new and existing activities should be made. This should cover outside activities and travel arrangements. If specialized activities are to be undertaken appropriate instructors should be engaged and their credentials confirmed. However the parish retains the duty to supervise the children.

RECORD KEEPING

Registration and consent forms are not required for attendance at worship. Children attending group activities are signed in by parents / carers at each Sunday session of *Cosmos* and *Mini Cosmos*.

Contact details and special requirements should be kept for those who attend groups such as Sunday schools, youth groups, and choirs. Consent should be obtained for making and using appropriate images of children.

SECTION 3

SAFEGUARDING ADULTS AT RISK

An **adult at risk** is 'any person over 18 years who is or may be in need of community care services, because of mental or other disability, age or illness and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm.' (Department of Health 2000). Within faith settings this includes those who have recently suffered personal adversity. Factors increasing vulnerability include:

- Sensory or physical disability
- Learning disability
- Physical illness
- Mental ill health
- Dementia
- Addiction to drugs or alcohol
- Frailty in old age
- Permanent or temporary reduction in mental, physical or emotional capacity due to bereavement, abuse or trauma

CATEGORIES OF ABUSE

There are 9 categories: physical, emotional, sexual, neglect, financial, discriminatory, institutional, spiritual, and domestic.

1) PHYSICAL ABUSE

Physical ill treatment eg. hitting, slapping, pushing, punching, kicking, burning, biting, suffocating, misuse of medication, restraint or in appropriate sanctions.

2) EMOTIONAL

Emotional abuse is the use of threats or fear to deny the vulnerable person's independent wishes. It includes humiliation and denial of dignity and verbal abuse.

3) SEXUAL ABUSE

Sexual abuse is a sexual act carried out without the informed consent of the other individual. It may include sexual suggestions and indecent behaviour.

4) NEGLECT

Neglect includes ignoring a need of medical or physical care. Withholding nutrition and heating. Also denying contact with family and failing to intervene where there is a danger to the vulnerable person.

5) FINANCIAL

Financial abuse is the willful use of the vulnerable person's property, monies or assets without their informed consent. This can include pressure to change wills, financial arrangements or misuse of property or benefits.

6) DISCRIMINATORY ABUSE

Is the maltreatment or harassment based on any characteristics of a person's identity such as their race, sex, or disability. Many of the signs are the same as for emotional abuse (no. 2)

7) INSTITUTIONAL ABUSE

Is when a culture of poor practice or maltreatment in a setting becomes routine instead of good professional practice.

8) SPIRITUAL ABUSE

Harm can be caused by the inappropriate use of religious beliefs or practices. This can include misuse of authority of leadership. It includes intrusive healing and deliverance ministries.

9) DOMESTIC ABUSE

Is the use of forms of control which are physical or verbal and may include all forms of abuse, and also cyber bullying or stalking.

PROCEDURES FOLLOWING DISCLOSURE OR CONCERN OVER SUSPECTED ABUSE

FOLLOW THE ACTIONS BELOW:

- Take any emergency action needed – dial 999 for emergency service
- Make brief factual notes of what you have seen or heard
- Listen but don't ask any leading questions. Treat all information confidentially
- Discuss your concerns with Church Safeguarding Officer within 24 hrs
- Ensure safeguarding action is taken, supporting the adult if they have capacity to make a referral
- Keep all notes safely and observe confidentiality

All situations of actual or suspected abuse should be reported to the Diocese Safeguarding Team and their advice sought within 24 hours.

GOOD PRACTICE IN SAFEGUARDING ADULTS, INCLUDING RECORD KEEPING

PASTORAL RELATIONSHIPS

Anyone whose ministry brings them into contact with vulnerable adults should be aware of their own behaviours and how these might be viewed by an adult at risk.

The following principles should be followed:

- Care when ministering to a person where there is a close personal friendship or family relationship
- Be aware of the dangers of dependency and seek advice or supervision when these concerns arise
- Do not undertake any ministry outside your competence or role (eg: counselling, legal advice or deliverance ministry)
- Avoid behaviour that could give the impression of favouritism or special relationship
- Encourage self determination , independence and choice do not undertake any pastoral ministry while under the influence of alcohol or drugs

RECORD KEEPING

Within 24 hours church workers should make notes of anything said and seen by them that causes concern.

They should aim to:

- Note what was said using the individual's own words where possible
- Describe the circumstances in which the disclosure came about
- Note the setting and list anyone else who was there at the time
- Separate factual information and your own opinions, recording the reasons for the latter

A list of contacts is to be found at Appendix 4

APPENDIX 1

GUIDANCE ON VOLUNTEERING AND WORKING IN THE DIOCESE OF LONDON

INTRODUCTION

This information applies to all those in the Diocese of London who are to be appointed to roles which involve working, either in a paid post or on a voluntary basis, with vulnerable groups – children/young people and/or adults at risk.

All those in this position need to be carefully selected and trained in line with Safer Recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes through the Disclosure and Barring Service (DBS).

This guidance should be read in conjunction with the Diocesan Safeguarding Policies ‘*Safeguarding in the Diocese of London*’, (revised 2018 and available on the Diocesan website – www.london.anglican.org).

The full national guidelines are available for further information - ‘*Safeguarding Guidelines Relating to Safer Recruitment: For all who work on behalf of the Church of England*’ Interim Guidance 2013.

Volunteers make up a huge part of the ‘workforce’ within a parish and need to be treated in the same way as paid employees in relation to these guidelines. Where a volunteer’s role is very limited, for example accompanying children on a day’s outing once a year or helping at a one-off event, some elements of Safer Recruitment would not be required i.e. a Criminal Records disclosure (DBS check) would not be necessary **providing that** they are not left alone with children and adults at risk at any time, and are supervised by someone who has been recruited in the correct way who does have a DBS disclosure that has been carried out by the Diocese. A Confidential Declaration form should always be completed and assessed.

If under-18’s wish to volunteer, they must not be left with sole responsibility for vulnerable people (either individuals or groups) and must count as a child in the ratio of adults to children (see ‘*Guidance on Staffing*’ for further ratio information).

They must be supervised at all times by an adult who has been recruited safely by the parish (including the adult having two satisfactory references and a new DBS disclosure that has been carried out by the Diocese). The young person should still go through a recruitment process which would include the request for 2 references (one of which should be from their school’s head teacher / head of year.

RECRUITMENT AND SELECTION – BEST PRACTICE

Parishes should have clear, effective appointment procedures and practices. The following checklists are to guide you through the process at each stage.

BEFORE YOU ADVERTISE THE POST:

- Ensure that you have an up to date job / role description which includes a person specification for the post.
- Ensure you know where the post will be advertised and that you have all of the relevant information for the advert, including a closing deadline.
- Ensure that you have an up-to-date PCC Safeguarding Policy Statement and that a statement about the parish's commitment to safeguarding is included in all recruitment and selection materials.

Ensure that you have a candidate information pack ready to send to any applicants, including: an application form, a job or role description, a copy of your safeguarding policy statement etc.

BEFORE YOU INTERVIEW:

Interviews should take place for all those 'working' in the parish whether paid or voluntary. (The following procedure is for employed staff.) They can be less formal for those in a voluntary role but it is important that you ascertain that they are the right person for the role.

- Ensure that each application received is scrutinised in a systematic way by the shortlisting panel in order to agree a shortlist before sending out invitations to interview.
- Ensure the Confidential Declaration form (*available in 'Forms and Templates' via the safeguarding page link on the web site*) has been completed by the shortlisted candidates (*please note that this shouldn't be used to short list and should only be looked at after a decision has been made as to who to interview*).
- Ensure that all candidates know when and where the interview is and what it will entail.

BEFORE SELECTING THE PREFERRED CANDIDATE (PAID POSTS):

- Ensure a face-to-face interview is conducted (by at least two people) for all suitable candidates based on an objective assessment of their ability to meet the person specification and role description.
- Ensure that all questions are designed to gain the required information and to assess the person's suitability for the role.
- Verify the applicant's identity

BEFORE YOU FORMALLY APPOINT (PAID POSTS & VOLUNTEERS):

- Ensure that you are confident about selecting a candidate. If you aren't, don't appoint.
- Ensure that two references have been requested for the chosen candidate.
- In the interests of transparency, that one referee should be from outside the St Mary's church community (although it is not necessary to have a member of a profession, the referee should not be a relative).
- Carry out other necessary checks including a DBS disclosure where the role is eligible (those working in regulated activity with children / vulnerable adults, please check with the Safeguarding and HR Administrator on 020 7932 1244 if unsure), and follow up references.
- Ensure that your preferred candidate knows that the offer of employment is conditional on receiving satisfactory information from all necessary checks.
You must not allow anyone to begin until all the elements of safer recruitment are complete including the receipt of a DBS disclosure.

ONCE APPOINTED (PAID POSTS AND VOLUNTEERS):

- Ensure that the individual receives a written contract (paid staff) or a Church Volunteer Agreement (voluntary staff) which includes a probationary period, keeping a signed copy on file.
- In accordance with the contract/agreement, provide a named supervisor and make sure that regular reviews are set up. Induction should include: the expected behaviour and boundaries associated with the role; understanding of the parish and Diocesan policies relating to safeguarding, health and safety etc.; understanding of the conduct expected of them; understanding what good practice is for the work they are involved in – including boundaries etc.; organising both safeguarding and any other training s necessary
- Ensure that the Volunteer Agreement including the Code of Conduct is signed and a copy kept on file.

When someone leaves a position, they should be offered an exit interview / conversation. They should be thanked for their services and encouraged to share any comments on how any aspect of the role and service could be improved.

If in doubt about any element of safer recruitment, please contact the Diocesan Safeguarding Team on safeguarding@london.anglican.org for support or, for recruitment concerns the HR helpline can also be used – 020 7932 1200

ENCOURAGING VOLUNTEERS

Below are some principles to reflect on that may help recruit and retain volunteers.

1. Get the thinking right - if we are planning to employ a paid worker, ensure that the voluntary workers know their services are still very much needed but they will have the additional support of a paid worker.
2. People volunteer for many reasons - not always for the reasons we think! If we know what our volunteers are hoping to experience, hear or feel as part of their volunteering, we'll know how to better approach people who we think would be good for the team.
3. Communicating vision - work out our vision and communicate it enthusiastically so others catch it. It's the way that a leader communicates this vision that makes the difference - people need to feel they are doing more than just babysitting which 'anyone can do'.
4. Know what kind of volunteer we need - have a very clear idea of what we want a volunteer to do before recruiting. In children's work this is likely to be someone who is committed to our vision and motivated to achieve it, passionate about children and developing their faith, enthusiastic, a team player with a desire to 'inspire a generation'.
5. Know what needs to be done - once we know what sort of person we need, think about the skills they should have.
6. How can we make volunteering easy for people? We need to make the process as easy as possible offering help at each. It may take time to visit a potential volunteer to help them complete their DBS disclosure application, but if it gives us a volunteer who stays for a few years, it's worth it.
7. Can we give potential volunteers a chance to see what's involved - consider open days where they visit and sit alongside an experienced volunteer.
8. We need to make sure there is a role description, and an indication of the time commitment so that people know what is required of them, and how long it is hoped they will serve, and to whom they will be accountable.

APPENDIX 2

Templates for Risk Assessment and Registration forms can be accessed via the Diocese of London website **Safeguarding pages:**

www.london.anglican.org/support/safeguarding

Go to Safeguarding Policies chapter 5 (forms and templates)

APPENDIX 3

Those currently defined as 'working with children' and those working with 'adults at risk' and thus needing to be made aware of and receive training about Safeguarding Children and Adults at Risk, at St Mary's and need to hold a DBS certificate which has been issued within the last five years.

1. Those working with children on Sundays and all midweek activities.
2. Those working with the Creche (if it is reinstated)
3. Those working with the Choir and the (Organist / Director of Music and any working with a Children's Choir)
4. Worship Band Leaders
5. Those working with child Bellringers
6. Those leading *Oasis* and *First Steps* (Leader only as parents/carers stay with their child/ren)
7. Licensed Lay Ministers
8. The Safeguarding Officer and Deputy Safeguarding Officer
9. The Children's Champion and Adults at Risk Champion
10. Those leading youth sessions on both Sunday mornings and midweek (inc with other churches)

APPENDIX 4

CONTACT NUMBERS:

Safeguarding Officer: Nally Fernando
safeguarding@hampton-church.org.uk
Mobile: 07968 805 243

Vicar: Ben Lovell
vicar@hampton-church.org.uk
Mobile: 07734 775 102

Social Services: Child Protection Team:
020 8891 7969 (Mon-Fri 9-5pm)
Out of hours 020 8770 5000

Social Services : Adult Emergency Team:
020 8744 2442

Single Point of Access: 020 8547 5008 – Mon – Fri 8am- 6pm
020 8770 5000 – out of hours

Police: 999 or 111 (non emergencies)

Richmond Police Child Protection Team:
020 8247 6331

NSPCC: 0808 800 5000

Childline: 0800 1111

STOP IT NOW: 0808 1000 900

Family Lives (previously Parentline) helpline :
0808 800 2222

CCPAS 24 helpline: 0303 003 1111

Diocesan Safeguarding Advisor:
020 7932 1224
0800 731 9256 - out of hours

Note: In emergency always call 999.

NOTES

www.hampton-church.org.uk