

# **ST ANDREW'S CHURCH POLICY PACK FOR SAFEGUARDING 2022/23**

**Approved 17th October, 2022**

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Parish of Furnace Green, St Andrew,  
Weald Drive,  
Furnace Green,  
Crawley,  
RH10 6NU

## SECTION 1

### **Parish of Furnace Green, St Andrew**

## **PARISH SAFEGUARDING POLICY STATEMENT**

The following policy was agreed by the PCC of the Parish of Furnace Green, St Andrew at the meeting held on 17th October, 2022.

As members of this PCC we recognise the importance of the Parish's ministry work with children and young people, and vulnerable adults, and our responsibility to protect everyone entrusted to our care. We are committed to the safeguarding, care and nurture of all our members, particularly the children and young people, and vulnerable adults.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this, and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse, and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery, and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy, and have access to every aspect of the life of St Andrew's unless they pose a risk to the safety of those we serve, in which case our policies relating to known offenders will be applied.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.

**We recognise that our work with children and young people and adults with care and support needs is the responsibility of the whole church community and, consequently, safeguarding is the responsibility of everyone.**

**We are committed to implementing the Church of England's safeguarding policy and guidance for children, young people and adults, and the diocesan policies, procedures and quality standards, which are based on this.**

**We will carefully select and train ordained and lay ministers; volunteers and paid employees who work with children and young people. Similarly, we will select and train all persons given a role by our church to support and provide services to vulnerable adults.**

**We will use the Disclosure and Barring Service, amongst other tools, to check the background of each person.**

**We will respond, without delay, to every concern made that a child or young person, or vulnerable adult for whom we are responsible, may have been harmed.**

**We will co-operate fully with statutory agencies during any investigation concerning a member of the church community.**

**We will seek to ensure that any child, young person or adult who has suffered abuse is offered support that meets their needs.**

**We will care for and supervise any member of our church community known to have offended against a child or vulnerable adult.**

**We will review this policy annually and as part of this process will ensure that, all our procedures, particularly in relation to the Disclosure and Barring Service, are up to date.**

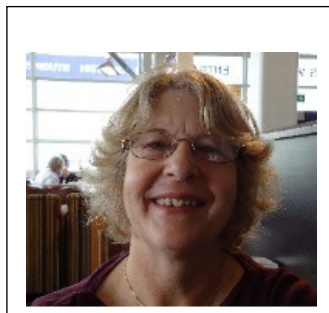
**Our Parish Safeguarding Officer and Lead Recruiter is:**

**Name: Jen Davis**

**Address: 13 Padstow Walk, Bewbush, Crawley, RH11 8RZ**

**Telephone number: 01293 520626**

**Email address: jennydavis50@hotmail.com**



**Name/Signed Richard Poole ..... Incumbent      Date.....**

**Name/Signed Ian Martin ..... Churchwarden      Date.....**

**Name/Signed Mark Clabon ..... Churchwarden      Date.....**

**A copy of this statement is to be displayed in the church and a copy sent to the Diocesan Safeguarding Adviser**

## SECTION 2

### KEEPING US SAFE AT ST ANDREW'S

## SAFEGUARDING IMPLEMENTATION POLICY

**Within the terms of the overall Policy Statement in Section 1 this Section sets out St Andrew's policy, expectations and guidance on a number of important practical matters.**

### 1 POLICY COMMITMENTS

#### 1.1

- The parish of Furnace Green, St Andrew ("the Parish") shall ensure compliance with their policy and the Diocesan policies relating to safeguarding, using this document.
- This document shall be reviewed on an annual basis by the Parochial Church Council (PCC).
- This document shall be published and made available to all worshippers in the Parish. Copies will be given to all those working with children and young people and vulnerable adults, preachers and service leaders and PCC members.
- A copy of this document shall be sent to the Diocese Safeguarding Adviser.

1.2 It is important to note that the Church of England's safeguarding policy and guidance for children, young people and vulnerable adults, and the Diocesan policies, procedures and quality standards (which can be accessed on [www.safeguarding.chichester.anglican.org/policy](http://www.safeguarding.chichester.anglican.org/policy)) must be referred to as the definitive source of guidance wherever they are applicable. In such circumstances they shall take precedence over this implementation document. All those working with children and young people and vulnerable adults are expected to be familiar with these documents, and how to refer to them if needed. Copies of the national Safeguarding Handbook or a Pocket Guide to it will be given to all people with these roles according to their level of involvement and responsibility.

1.3 This document covers local issues and specific parish requirements.

1.4 The PCC, on behalf of the Parish, recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of them. We have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding. We are also committed to a culture of constant vigilance on the basis that "it could happen here."

1.5 The PCC also undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures.
- provide on-going safeguarding training for all its paid and volunteer workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Parish Safeguarding Officer and other Safeguarding Representatives in their work and in any action, they may need to take in order to protect children and vulnerable adults.

1.6 The PCC also meets the requirement to ensure that the safeguarding arrangements are clearly visible and accessible from the front page of the Church website.

## **2 KNOWN OFFENDERS AGAINST CHILDREN**

2.1 If any member of a congregation within the Parish is known to have offended against children, or they do not have convictions or cautions but there are sound reasons why they might still pose a risk to others, the Vicar must be informed. The Vicar must then inform the Diocesan Safeguarding Adviser and the Parish Safeguarding Officer.

2.2 The Diocesan policy and procedures (see [safeguarding.chichester.anglican.org/safeguarding\\_policy](http://safeguarding.chichester.anglican.org/safeguarding_policy)) shall be followed, and steps shall be taken to ensure the protection of the young people of St. Andrew's, and others who may be vulnerable. These steps shall also lessen the possibility of the adult being wrongly accused of abuse or being tempted to abuse. A management plan should be drawn up and agreed with the known offender. Responsibility for this should be taken by the Vicar and Parish Safeguarding Officer working closely with the Diocesan Safeguarding Adviser and, as appropriate, the Police and Social Services. The Churchwardens, the Director of Children and Families, and Youth Director will also need to be informed to the extent necessary for their roles. This plan should be reviewed if circumstances change. Confidentiality should be maintained within the group.

## **3 OUTSIDE GROUPS**

3.1 The Parish shall identify all outside groups using their premises.

3.2 This record shall be held in the Church Office under the direction of the Vicar. A copy of this record shall be forwarded to the Parish Safeguarding Officer.

3.3 All outside groups shall be asked to declare if they have a safeguarding policy appropriate to their activities and an agreement with regard to child protection and /or adult safeguarding shall be drawn up. The agreement must be signed at the time the booking is accepted. The form shall be as described in the diocesan policy and procedure document.

3.4 For those groups without their own policy the agreement shall stipulate that the group concerned must follow the policies and procedures adopted by the PCC. The group shall be required to notify the Parish Safeguarding Officer or Vicar of any concerns or allegations which arise about children and/or vulnerable adults in the course of their activities.

3.5 For organisations with their own policy the agreement shall require the group to abide by the stated policy

3.6 Again the group shall be required to notify the Parish Safeguarding Officer or Vicar of any concerns or allegations which arise about children and/or vulnerable adults, in the course of their activities.

3.7 For one off bookings the organiser shall be given a copy of the Parish Safeguarding Policy.

3.8 The organisers shall be informed as to the number of helpers that are required for the number of expected children.

3.9 Hirers are required to sign that they have read the Church's booking policy, and the Safeguarding Policy referred to in 3.7 above.

3.10 For safety, hirers shall be advised to lock the outer door ten minutes after the commencement of their group.

3.11 When children's groups are using the upper hall, there shall be no admittance for others to this level.

#### **4 IDENTIFICATION AND REGISTERING OF CHURCH GROUPS**

4.1 The Parish shall clearly identify all groups serving children and young people and groups of mixed age (children and adults) and groups which contain vulnerable adults for whom they have responsibility.

4.2 The name of the group and its meeting time must be clearly displayed on Church premises.

4.3 If a group meets local authority registration criteria the parish requires that the Vicar or Parish Safeguarding Officer must ensure that the group is registered with the local authority.

#### **5 CHURCH GROUP LEADERS AND VOLUNTEERS**

5.1 The leaders of all the defined groups shall be identified and steps shall be taken to ensure they comply with the relevant safeguarding procedures. Their names shall be kept by the Vicar and the Parish Safeguarding Officer.

5.2 Any adult who, in the course of his/her work within the church, has significant access to children must be identified and come under the child protection procedures. The names of these adults will also be kept by the Vicar and Parish Safeguarding Officer.

#### **Training**

5.3 All adults involved with work with children and young people and vulnerable adults shall be supported by the Parish. The Parish shall provide workers and volunteers appropriate training not only with regard to their work but in safeguarding issues. Diocesan led or Thirtyone:Eight (formerly CCPAS) training shall be offered whenever available.

5.4 The Church of England safeguarding modules which all appropriate persons will be required to undertake and keep up to date are as follows:-

- **Basic Awareness (C0)** – This is a core module that contains basic messages about safeguarding. It is an e-learning module, which can be studied individually or in small or large groups. C0 is designed to raise awareness across churches, and the emphasis is that “safeguarding is everyone’s responsibility” It will be commended to as many people in the Parish as possible. From the commencement of this Policy completion of this module will be a prerequisite for any new person wanting to undertake on-line training at C1 level.
- **Foundation (C1)** – This is the “foundation module”. Everyone who works / volunteers with children and vulnerable adults at St Andrew’s must complete this module. It is also a requirement for all those who have to complete C2 (see below) for the first time. It is available either through group training sessions run by the Diocese or via e-learning.
- **Leadership (C2)** – This is a leadership module, for clergy and lay leaders who lead groups involving children or vulnerable adults, or who have responsibility for implementing good safeguarding practice. At St Andrew’s this means The Vicar, Churchwardens, Readers, Director of Children and Families, Youth Director, Parish Safeguarding Officer. The training must be refreshed every three years by completing the highest previous level of training.

5.5 All adults working with young people and vulnerable adults shall be expected to attend the required training on safeguarding matters. Failure to complete such training without good reason will lead to the removal of the worker from the work concerned.

5.6 All adults working with young people shall be expected to work within the directives on child protection issued by the Parish and Diocese of Chichester.

### 5.7 Appointment of New Workers and Volunteers

The PCC is responsible for the appointment of those working with children, young people and vulnerable adults, paid or unpaid, but in practice the actual responsibility for this is delegated. The main responsibility is delegated to the Vicar, who in turn will decide who can take responsibility for particular appointments on his behalf. For paid appointments at least two individuals (who could include the Vicar) must be responsible for recruitment in each case. All those involved in recruitment must be capable and competent, trained in safer recruitment and able to keep personal matters confidential.

All paid or unpaid appointments must be carried out in accordance with the standards and procedures of the Church of England as set out in the Parish Safeguarding Handbook, to include those set out below.

All new workers and volunteers must fill out an application form and a confidential declaration form. These forms shall be as recommended in the Diocese guidelines.

New workers and volunteers shall have an interview with the Vicar or another appropriate person prior to their appointment, to ensure that they are suitable for the work to be carried out. This may be the Parish Safeguarding Officer, Director of Children and Families, Youth Director or Church Warden as appropriate.

Volunteers must be regular worshippers in the Parish for a minimum of 6 months prior to appointment.

## 5.8 Following Appointment

Appointments shall be made subject to acceptable references and confidential declaration.

The new appointee shall then be asked to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS). The appointment shall be subject to an acceptable disclosure.

The application to the DBS shall be processed through the Thirty-one Eight Disclosure service, or the Government update service. Application should be made via the designated Lead Recruiter and/or the designated Recruiter. If a past conviction or caution is revealed, Thirty-one Eight will inform the Diocesan Safeguarding Adviser, who will liaise with the Lead Recruiter.

A person must not take up the duties of the work concerned, whether paid or voluntary, until all paperwork is complete, and the DBS check has been satisfactorily cleared. In accordance with the Church of England directive, all paperwork has to be kept for 75 years, either in paper form or electronically.

All newly appointed paid or volunteer workers should be given an induction process appropriate to their role. This must include safeguarding requirements.

## 6 PARISH SAFEGUARDING OFFICER

- 6.1 The Parish Safeguarding Officer (SO) should be appointed by the Parochial Church Council on an annual basis to be responsible under them for implementing Diocesan policy in the Parish.
- 6.2 The SO shall be responsible for reporting safeguarding issues to the Parochial Church Council.
- 6.3 The Safeguarding Officer for the parish is:-  
**Jen Davis**

Within the Parish the Safeguarding Officer may be supported by other persons with safeguarding responsibilities who may from time to time act on the Safeguarding Officer's behalf.

## 7 DRINK AND DRUGS POLICY

- 7.1 Alcohol, except for communion wine, shall not be given to any young person under the age of 18 during the course of church activities.
- 7.2 Adults or young children suspected to be adversely under the influence of alcohol shall not be allowed to take part in children's/young people's activities.
- 7.3 Non therapeutic drugs shall not be tolerated on church premises, or at any other locations during off-site activities.
- 7.4 Adults or young children suspected to be adversely under the influence of drugs shall not be allowed to take part in children's/young people's activities.
- 7.5 Any incidents should be reported to the Vicar.



## **8 REQUIREMENTS RELATING TO CHILDREN AND YOUNG PEOPLE**

- 8.1 All groups for children and young people shall only be led by adults over 18 years of age.
- 8.2 All groups for children and young people shall have at least two leaders, with an appropriate gender balance.
- 8.3 The diocesan policy and procedures shall be followed with regard to the ratio of leaders to children/young people.
- 8.4 All groups shall have a register of attendance.
- 8.5 All groups must have up to date registration forms as described in the Diocesan policy and procedures document. These must include parental consent forms.
- 8.6 Risk assessments must be completed for all groups. For regular and on-going groups, these must be reviewed on an annual basis. For one-off activities they must be completed for each activity.
- 8.7 All groups who use drivers must use the Parish form for drivers. No driver with more than 6 points on their licence shall be permitted to drive children or young people.
- 8.8 If a group including children under 8 meets for more than two hours in one day but for less than 14 days in a year (e.g. holiday clubs), the Church should request an exemption from Ofsted.
- 8.9 Registration forms are needed for groups meeting outside of church service times.
- 8.10 Registers should be kept at all groups.

### **8.11 Adult – Child ratios**

The following adult / child ratios must be adhered to:

- 0-2 years : 1 adult / 3 children
- 2-3 years : 1 adult / 4 children
- 4-8 years : 1 adult / 6 children
- 9-12 years: 1 adult / 8 children
- 13- 18 years: 1 adult / 10 children

Each group should have at least two workers, even for smaller groups, and if possible one male and one female. Staff ratios for all groups should always be based on a risk assessment. For example, staffing numbers would need to be increased for outdoor activities and more so if that activity is considered higher risk, potentially dangerous or when children with disabilities or special needs are involved.

If groups are in the same room or adjoining rooms with open doors, the ratio can be for the total numbers in the groups combined.

8.12 When a group is led by a married couple there should be at least one other person involved in the leadership.

8.13a Electronic communication, including the use of social media, between adults and children should only be 'need to know' e.g. a change in the time of a meeting.

8.13b Meetings using platforms such as Zoom or Skype should also be on a 'need to know' basis. The host of such meetings will only admit those he/she knows to be genuine participants. No such meeting may be recorded without the consent of the parent/guardian of the children taking part, and the consent of any adults taking part.

8.14 Transporting children by car needs the written permission of parents.

8.15 Information will regularly be given to parents about how to keep children safe.

8.16 All paid and volunteer workers with children are expected to comply with the Behaviour Code for Adults Working With Children shown in Section 3.

## **9 KEEPING CHILDREN SAFE AT ST ANDREW'S SCHOOL**

St Andrew's Church and St Andrew's School have a special partnership in which we work closely together and share our premises on a regular basis. This means that when the School are using the church area special arrangements need to be made to ensure the safeguarding of the school children.

The key thing to note is that, while the school are using the main church area, that area is regarded as part of the school, and access to it will be locked from the school side. No-one should enter using the doors from the Cornerstone Café or the Church Office.

Anyone wanting to enter the school must do so at the School Reception and be assigned a school visitor badge.

## **10 SAFEGUARDING AND TAKING PICTURES**

10.1 The taking of photographs and moving images is a sensitive area for safeguarding, and at St Andrew's we take this very seriously. Photographs etc. for publicity purposes, and at specific events may only be taken by those specifically designated by the church leadership team, who will then monitor and store them carefully.

10.2 Other people are welcome to take photographs and moving images for their own use, subject to the following simple safeguarding requirements:

- Pictures of children (under 18) must not be taken except by, or with the express permission of, their own parents or carers.
- Pictures should be limited to specific groups of families and friends, and should not include wider groups of people, particularly if they may include children (under 18) and vulnerable adults.
- It is stressed that permission is needed from the parents or carers before taking pictures of children.
- This permission must be in writing if the pictures are to be published, including on social media sites.
- Pictures of children other than family members, taken on church premises, must not be published without the permission of the Parish Safeguarding Officer, who may want to review the material concerned.

## **11 REQUIREMENTS RELATING TO VULNERABLE ADULTS**

11.1 All safeguarding work with adults should be based on the following principles:

- The empowerment of adults underpins all safeguarding adults work.
- The focus of safeguarding adults should always be to identify and endeavour to meet the desired outcomes of the adult.
- Every person has a right to live a life free from abuse, neglect and fear.
- Safeguarding adults is everyone's business and responsibility.
- There is zero tolerance to the abuse of adults.
- All reports of abuse will be treated seriously.
- Every person should be able to access information about how to gain safety from abuse and violence and neglect.
- All adult safeguarding work aims to prevent abuse from taking place, and to make enquiries quickly and effectively and take appropriate action where abuse is taking place or is suspected.

11.2 It is a requirement that those who are authorised to visit vulnerable adults in their own homes as representatives of the church shall be formally identified, and given expression by a special commissioning in a service, badges of recognition, notices in Cornerstone News etc. Currently the only people authorised in this way at St Andrew's are the Pastoral Assistants.

11.3 Others may wish to visit adults with needs on a personal basis, and this should be encouraged. It should be made clear, however, that such visits are not being made on behalf of St Andrew's Church. If, however, such people become aware of concerns where the church might help, they are encouraged to share them with the Vicar or the Pastoral Assistants.

## **12 DOMESTIC ABUSE**

12.1 The Parish is committed to support those who suffer from domestic abuse, either those directly abused or children in the family affected by the abuse. For any individuals who need help because they are suffering domestic abuse, or those who are concerned that domestic abuse is taking place with other people, the person to contact is Jen Davis, Parish Safeguarding Officer. She will arrange for help and advice to be provided, drawing on the expertise of the Diocesan Safeguarding Team.

## SECTION 3

### **KEEPING US SAFE AT ST ANDREW'S**

#### **Behaviour Code for Adults Working with Children**

This Code outlines the expectations of the Parish of Furnace Green, St Andrew for all those who work or volunteer with children. It reflects our desire to follow Jesus in all we do, reflecting his love to those we minister to. It follows from our determination to ensure that St Andrew's is a place where children can not only be safe, but feel safe. And, it reflects our unwavering commitment to the highest possible standards of safeguarding practice.

Following this code will help to protect children from abuse and inappropriate behaviour from adults. It will help them learn how safe adults behave around them - thus equipping them to better recognise if an adult is behaving unsafely around them, and to know that this behaviour is wrong. It will also help staff and volunteers maintain the standards of behaviour expected of them, and will reduce the possibility of unfounded allegations of abuse being made against them.

#### **Upholding the Code**

All members of staff and volunteers are expected to report breaches of this code to Jen Davis, Parish Safeguarding Officer, under the St Andrew's Policy for Safeguarding .

Staff and volunteers who breach this code of behaviour may be subject to disciplinary procedures, or asked to leave their role. Serious breaches may also result in a referral being made to a statutory agency such as the police or the local authority children's social care department.

#### **Responsibility of Staff and Volunteers**

When working with children and young people for St Andrew's all staff and volunteers are acting in a position of trust. It is important that all staff and volunteers are aware that they may be seen as role models by children and young people, and by their parents. They therefore must act in an appropriate manner at all times.

When working with children and young people, it is important to:

- Treat all children and young people with respect and dignity.
- Ensure that your own language, tone of voice and body language is respectful.
- Value the contribution of children and young people, and take their views seriously, actively involving them in planning activities wherever possible.
- Respect a young person's right to personal privacy.

- Always aim to work within sight of another adult.
- Ensure another adult is informed if a child needs to be taken to the toilet; toilet breaks should be organised for young children.
- Ensure that children and young people know who they can talk to if they need to speak to someone about a personal concern.
- Respond warmly to a child who needs comforting, but make sure there are other adults around.
- If any activity requires physical contact, ensure that the child and parents are aware of this and its nature beforehand.
- Administer any necessary First Aid with others around.
- Obtain consent for any photographs/videos to be taken, shown or displayed.
- Record any concerning incidents, and give the information to your group leader. Sign and date the record.
- Always share concerns about children or the behaviour of another worker within your group leader and/or the parish safeguarding co-ordinator.

When working with children and young people, you should not:

- Initiate physical contact. Any necessary contact (e.g. For comfort, see above) should be initiated by the child.
- Play rough physical games with children, or allow games with a potentially physical element (such as 'British Bulldog') to be played between children without careful thought, planning, and prior notification to parents and children.
- Act, speak, or conduct yourself in a sexually provocative or suggestive way, either directly towards children, or with other adults when you are with children, or engage in any sexual behaviour at all with children or young people. It is your responsibility to do everything you can do to avoid any hint of sexually inappropriate behaviour, language, or styles of relating with children or young people.
- Encourage children to behave in sexually provocative or suggestive ways with each other.
- Touch a child inappropriately or obtrusively.
- Invade a child's privacy while washing or going to the toilet.
- Act in a way that can be perceived as threatening or intrusive.
- Use any form of physical punishment.

- Scapegoat, ridicule or reject a child, group or adult.
- Permit abusive peer activities, e.g. Initiation ceremonies, ridiculing or bullying.
- Show favouritism to any one child or group.
- Allow a child or young person to involve you in excessive attention seeking, including that which is overtly physical or sexual in nature. It is always your responsibility to maintain appropriate boundaries in your work with children and young people.
- Give lifts to children or young people on their own or on your own.
- Smoke tobacco in the presence of children.
- Drink alcohol when responsible for young children, or offer to give or buy them alcohol.
- Share sleeping accommodation with children.
- Invite a child to your home alone.
- Arrange social occasions with children (other than family members or close family friends) outside organised group occasions.
- Allow unknown adults access to children. Visitors should always be accompanied by a known person.
- Allow strangers to give children lifts.

## SECTION 4

### KEEPING US SAFE AT ST ANDREW'S

## PARISH POLICY FOR OFF-SITE VISITS OF CHILDREN AND YOUNG PEOPLE

### OFF-SITE VISITS NOT INVOLVING A RESIDENTIAL STAY

Standing Committee permission is needed on behalf of the PCC for any group that includes children (anyone under the age of 18) to make a planned off-site visit.

Each application to consist of:

1. A summary of the visit to include dates, approximate number of young people on the trip, times, locations and names of leaders (each leader who is DBS checked to have 'DBS' written after their name).
2. The risk assessment.
3. A note as to who is the named first-aider for this trip and who is responsible for administration (this includes ensuring those on the trip have parental permission in writing and that these forms together with a list of contact details for those on the trip are available for the duration of the visit).

Applications for permission for a group to make an off-site visit must be made to the Standing Committee.

### VISITS INVOLVING A RESIDENTIAL STAY

Full PCC permission is needed to make a residential visit, for any group that includes children (anyone under the age of 18) who are not under the supervision of their parents or guardians.

Each application to consist of:

1. The completed checklist (available from the church office) which the group must have gone through with the Vicar or the Parish Safeguarding Officer.
2. A copy of the risk assessment.
3. A list of all leaders and helpers, all of whom must have a DBS check.

The PCC will then decide whether to approve this visit. They reserve the right to invite the organisers of such a visit to attend a PCC meeting before the visit where they would present details of the visit and answer relevant questions.

Parents must sign a residential consent form. As part of this form parents are given an information sheet about the proposed visit. This should contain details of the visit such as times, names of leaders, contact numbers and information about unusual activities (such as canoeing, a long hike or archery).

The Parish Office or a nominated person is to hold a list of children and leaders on the visit, together with their contact details and shall act as an emergency contact for the duration of the visit.

After a visit, the PCC may set up a subcommittee to carry out a review of the visit.



## SECTION 5

# KEEPING US SAFE AT ST ANDREW'S

## PARISH E-SAFETY POLICY

1. This policy should be read alongside the Parish of Furnace Green, St Andrew (from here on referred to as St Andrew's) policies on Safeguarding and Raising Safeguarding Concerns.
2. The policy applies to all staff, including clergy, PCC members, paid staff, volunteers including children's and youth workers, those involved in leading or coordinating music and worship, and anyone else involved in working or volunteering on behalf of St Andrew's.
3. Following on from the Covid-19 pandemic during 2020/2021 it has become apparent that broadcasting and livestreaming of services and events is likely to become a regular occurrence, and this policy provides basic principles and guidance for this.

### 4. Purpose of Policy

- To protect children, young people and vulnerable adults who are ministered to by St Andrew's and who make use of information technology (such as mobile phones/devices, games consoles and the Internet) as part of their involvement with the parish.
- To provide our staff, volunteers, and parents with the overarching principles that guide our approach to e-safety.
- To ensure that, as a Christian community, we minister in line with our values, and also within the law, in terms of how we use information technology and behave online.
- To guide us as we seek to equip the children and young people with whom we minister to be safe, discerning and wise users of information and communication technology.
- To ensure that meetings conducted using media platforms such as Zoom, are held with due regard to the same guiding principles applicable to face-to-face meetings.
- To ensure that due regard is given to regulations and best practice principles, and that those principles are applied for both adults and children, when services and events are livestreamed or broadcast.

### 5. We recognise that:

- The welfare of the children, young people and vulnerable adults to whom we minister and with whom we come into contact is paramount, and should govern our approach to the use and management of electronic communications technologies and online behaviour;
- All children and vulnerable adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse;
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare, and in helping young people to be responsible in their approach to e-safety;

- The use of information technology is an essential part of all our lives; it is involved in how we as a church gather and store information, as well as how we communicate with each other. It is an intrinsic part of the experience of children, young people and vulnerable adults, and is greatly beneficial to all. However, it can present challenges in terms of how we use it responsibly, and, if misused either by an adult or a young person, can be actually or potentially harmful.

## **6. We will seek to keep children, young people and vulnerable adults safe by:**

- Treating any child protection concern, or concern for a vulnerable adult arising from the online world in the same way, taking it just as seriously, as concerns arising from the offline world.
- Ensuring that our Parish Safeguarding Officer has access to up-to-date information and training regarding online safety, assisting them as appropriate to access this training.
- Ensuring that all staff and volunteers at St Andrew's avoid using private forms of electronic communication (text message, email, direct messaging including on social media) to communicate with the children and young people they are responsible for, other than to communicate basic information, such as the cancellation of a meeting.
- Taking the use of such private communication between staff or volunteers and young people as seriously as one-on-one contact between adults and children without another responsible adult present. It is always the responsibility of the adult staff member or volunteer to put appropriate boundaries in place in their relationships with the young people with whom they minister, in both the offline and online worlds.
- Using open online forums to communicate with children, such as Facebook youth group pages, to notify young people of events etc.
- Avoiding any form of inappropriate content in what we, our staff and our volunteers post online, including (but not limited to) sexual content, racist, sexist or otherwise bigoted content, or content promoting illegal activity.
- Maintaining electronic versions of sensitive personal data securely, according to the principles of the General Data Protection Regulations.
- Providing age-appropriate awareness material, including training, to children and young people with regards to online safety. In particular, we will make them aware of the Thinkuknow website and Childline.
- Providing awareness material to parents with regards to online safety. In particular, we will make them aware of the Thinkuknow, Parents Protect, and UK Safer Internet Centre websites.

## **7. When Services and Events are broadcast or livestreamed we will:**

- Ensure that written permission is obtained from all participants, using a Contributor Release form, to be signed either by the Contributor, or by the Contributor's parent/guardian.
- Ensure that Contributors have access to the "Photography and filming in churches – Privacy Notice".
- Ensure that Contributors are aware of the nature of their contribution to the service/event. For example, their contribution may be pre-planned, such as a reading, or it may be participation in a question/answer session, or similar.
- Treat all contributors with respect, avoiding any form of inappropriate content, including sexual content, racist, sexist or otherwise bigoted content, or content promoting illegal activity.

## **KEEPING US SAFE AT ST ANDREW'S**

# **HOW TO RAISE SAFEGUARDING CONCERNS**

### **1. INTRODUCTION AND GENERAL PRINCIPLES**

1.1 This guide tells how people at St Andrew's can report concerns about the safeguarding of a child (anyone under 18) or a vulnerable adult.

1.2 This relates to concerns about what happens to the child or adult at St Andrew's, but also concerns about their safeguarding outside the church, perhaps involving parents, other relatives, carers etc.

1.3 Safeguarding is everyone's responsibility: given this, encouraging people to express concerns appropriately and in a timely fashion is an important aspect of a strong safeguarding culture. Additionally, 'whistleblowing' has been recognised as having an important place in developing a strong safeguarding culture within organisations. At the most simple level, anyone can spot a genuine concern and it is important that everyone who does so feels safe to raise that concern. At a more fundamental level, organisations – including the church – can become hierarchical and opaque, and a strong whistleblowing policy recognises the importance of empowering those who may not hold positions of structural influence within the organisation to feel confident enough to speak out, should they believe poor practice to be present.

1.4. The aim of this policy and associated guidance is to provide a clear and transparent way for anyone involved in St Andrew's to raise genuine concerns regarding poor practice that impacts upon the safety or wellbeing of children or adults to whom St Andrew's ministers. It also aims to ensure that any concerns are dealt with effectively, and in a timely fashion.

1.5 This policy and guidance provides a simple set of steps to deal with concerns, ensuring that people are not penalised for raising genuine concerns, even if those concerns appear to be unfounded.

1.6 This policy and guidance applies to everyone involved in St Andrew's, including all workers who are involved on either a paid or voluntary basis. Like all parish safeguarding policies, this policy will be readily available to all.

### **2. GENERAL CONCERNS**

2.1 If the concerns are of a general or non-specific nature, firstly discuss them with the people in St Andrew's who have responsibility for the area of work concerned. For children and young people that would be the Director of Children and Families or the Youth Director. For adults this may be less clear, but might be, for example, the Manager of the Cornerstone Café, Chair of Friendship Club or one of the Pastoral Assistants.

2.2 If the matter goes beyond what this person can deal with, or that person may be the subject of concern, the concern should be raised with Jen Davis, Parish Safeguarding Officer. In doing so the person raising the concern should make a written note of it in as much detail as they are able.

### 2.3 In raising concerns follow this advice:

- Try to be as specific as possible: what or whom are you concerned about exactly? Can you give specific dates or examples of what has caused your concern? Vague concerns are difficult to investigate. If you only have an impression, or cannot give specific examples, you may still wish to express concerns but be open about the limited details you have.
- Try and avoid language that is either accusatory or emotive: your aim is to improve an area of church life, not to put the recipient of your concern on the defensive.
- It is very helpful to quote policy, if you can (although if you cannot, this is not a reason to avoid expressing your concern). This helps the person receiving your concern to see very quickly that you are simply holding the church to account to its own policies, or to Diocesan policies.
- Face-to-face is usually best, but follow up the conversation in writing. "Last Sunday after church I expressed a concern about X, you replied by saying Y, and you said you would get back to me by Z. Please could you reply by confirming my understanding of our conversation is correct": a simple written communication such as this can assist greatly in providing clarification to all concerned about what was said (although see below guidance for the person receiving the concern along similar lines).

2.4 The Safeguarding Officer will take responsibility for the concern, and will decide what further action will be taken. This may include informing or consulting the Vicar and seeking advice from the Diocesan Safeguarding Team. She may also decide that the matter is a more specific concern that should be subject to the procedure below.

## 3. SPECIFIC CONCERNS

3.1 If there is a specific concern about the safeguarding of a child the person raising the concern must notify the Parish Safeguarding Officer as soon as possible. After the initial notification you will be asked at the earliest opportunity to give a detailed report of it using the Diocesan form, "Reporting Concerns About A Child". This is a detailed form, giving quite extensive information, and if necessary the safeguarding team will help in writing it. As far as possible, however, the person raising the concern will be asked to make it their own work.

3.2 It should be noted that this kind of concern will be shared with the Diocesan Safeguarding Team and a copy of the completed form will be sent to them. It will also, if necessary, be shared with the Local Authority Designated Officer as a child safety issue. If any criminal matters are suspected the police will also be involved.

3.3 In the case of an adult with care or support needs there is no equivalent form but a written statement will be required containing a similar amount of detail. The form for children should therefore be used as a good model to follow.

## **4. URGENT CONCERNS**

4.1 In some cases there may be great urgency because of the immediate safety or welfare of a child or adult. If that is the case you must raise those concerns without delay with the police and/or appropriate statutory authority. Please follow the guidance on the Diocesan Safeguarding Website, under the section entitled 'What Do I Do If?'. Use the appropriate sub-heading to find out how best to report these concerns. Please do not, however, by-pass the relevant people at St Andrew's, such as the Vicar or the Parish Safeguarding Officer, unless you feel that their involvement would be a hindrance. They will want to know about your concerns and to help you take action on them.

## **5. SAFEGUARDING ALLEGATIONS**

5.1 At the most serious level the concern may amount to an allegation that someone has, or may have, caused harm to another person, whether child or adult. If that is the case the matter should be referred immediately to the Parish Safeguarding Officer and there is a separate procedure for dealing with it, which the SO is obliged to put into operation.

## **6. WHAT HAPPENS IF YOUR CONCERN IS NOT DEALT WITH**

6.1 If you are satisfied that your concern has been resolved, or that someone is dealing with it in a suitable way you can leave the matter there. If you are not, it is important that you escalate it.

A suitable order of escalation' would be:

- 1. Lay Leader in Church (e.g. Director of Children and Families)**
- 2. Parish Safeguarding Officer**
- 3. The Vicar**
- 4. Diocesan Safeguarding Team – see the Diocesan Safeguarding website.**
- 5. Bishop – see the Diocesan Safeguarding website**
- 6. National Safeguarding Team – see the Diocesan Safeguarding website.**

6.2 In escalating your concern, you are acting in an entirely appropriate way. Safeguarding is everyone's responsibility; there may be the rare occasion where you just have to raise your concern outside of your local parish context, in order to ensure that the children and adults your church ministers to are safe.

## **7. HOW SHOULD CONCERNS BE RESPONDED TO?**

7.1 If someone comes to you with a safeguarding concern here is advice on how you should respond:

- If someone tells you that they have a concern, you should arrange to meet him/her as soon as possible.
- Approach the situation sensitively, recognising the discomfort that the person may feel. Offer to meet him/her away from the church if they wish, and allow them to bring a friend if that would help.
- Do not promise confidentiality: you do not know what they are going to share, but if they share an immediate safeguarding concern you will have no choice other than to break that promise.

- However, be prepared to discuss the possibility of anonymity for the person sharing the concern. People may have reasons to want to stay anonymous, even if they know they have to say something, and closing this option off may mean that the concern never gets aired.
- Reassure the person that there will be no negative repercussions for any concern shared in good faith – even if it turns out to be unfounded or mistaken. ‘Concerns’ shared out of malice or divisiveness are a different matter but at this stage, assume the person to be acting in good faith.
- You may wish to suggest sources of support for the person – especially if they are on their own without the support of a friend or family member. Sharing concerns in an institutional context can be very intimidating – even in church – and the concern may have been a source of great anxiety for a long time. The person may be sharing the concern with you because this anxiety has reached the point where they feel compelled to act, and in coming to you they are expressing a great measure of faith that they will be well-received, and not have their intentions misinterpreted. They may wish to speak to someone outside of the immediate context to receive some pastoral support (for instance from a neighbouring parish), or they may wish to speak to someone in the Diocesan Safeguarding Team.
- Recognise that not everyone expresses genuine concerns appropriately. Someone can say something in the wrong manner, at the wrong time and with the wrong language – but still be right. Don’t be too quick to dismiss what someone says because of how they say it.
- Make notes of the conversation, ideally at the time or immediately afterwards.
- Follow-up your conversation in writing, as soon as you can. “On date X, you expressed your concerns about Y. I replied by saying I would look into what you said, and would get back to you by date Z’. This helps provide clarity for all involved.
- Make sure you are clear about what you will do with the concern, by when you will do it, and when you will let the person know. Give the person a clear indication of when they can expect to hear back from you, and keep to this promise if you have made no progress – hearing from you with no news is better than not hearing from you.
- Unless the concern is easily resolved, we suggest that you seek advice from The Parish Safeguarding Officer and, perhaps with her assistance, from the Diocesan Safeguarding Team. If the concern is about the behaviour of an adult in the church, you must follow the policy ‘How We Respond To Safeguarding Allegations’. If the concern is about the safety and welfare of a child or adult, you must follow the guidance provided in the ‘What Do I Do If?’ section of the Diocesan Safeguarding Website.
- The crucial principle for any adequate Whistleblowing policy is that anyone raising any concern in good faith – whether or not that concern is ultimately justified – should suffer no adverse consequences whatsoever.

## SECTION 7

### KEEPING US SAFE AT ST ANDREW'S

## HOW WE RESPOND TO SAFEGUARDING ALLEGATIONS

1. At St Andrew's we recognise that in all matters that involve allegations that someone has, or may have, caused harm to another person, whether child or adult, the welfare of the alleged victim is paramount and is our primary concern. No other consideration, however legitimate or important, can outweigh this primary responsibility.
2. We promise that all allegations that someone may have harmed a child or adult will be taken seriously. In all but the most exceptional circumstances, this will mean letting a safeguarding specialist know about the allegation. This means that our Safeguarding Officer will be told and in most cases she will also want to involve the Diocesan Safeguarding Adviser and, where necessary, experts from the appropriate statutory agency.
3. We also recognise that, as a Parish, it is not our responsibility to investigate allegations, nor would it be appropriate for us to do so. Our responsibility is to pass allegations on to the person/people who can respond appropriately.
4. In the first instance, this will normally involve informing the Vicar and the Parish Safeguarding Officer (unless the allegation is about one of them).
5. The Vicar or the Parish Safeguarding Officer will inform the Diocesan Safeguarding Team upon becoming aware of any allegation that someone in our church community has harmed, or may have harmed, a child or adult.
6. We recognise that any allegation that a person in a position of responsibility for children (paid or voluntary) has behaved in such a way that indicates they may present a risk to children, will be referred by the Diocesan Safeguarding Team to the Local Authority Designated Officer (LADO). If the alleged behaviour is of a criminal nature, the police will always be involved.
7. We also recognise that any allegation that a person in a position of responsibility for adults (paid or voluntary) has behaved in such a way that indicates they may present a risk to adults, will be referred by the Diocesan Safeguarding Team with the local Adults Services team manager. If the alleged behaviour is of a criminal nature, the police will always be involved. (With adults there may be issues of consent which are more complex. If necessary, this will be discussed with the Diocesan Safeguarding Team in individual cases to receive their specialist advice).
8. The Vicar and the PCC recognise that human behaviour is complex and many-layered, and that any individual may have motives or intentions that are not apparent, even to those who believe they know them well. Practically speaking, this means that we will commit to ensuring that any allegation that a person has harmed, or may have harmed, a child or adult will be taken seriously in the way indicated above, even when that person is a highly respected individual whose integrity appears to be without question.
9. We recognise that the best way to identify any false or malicious allegation is to treat all allegations the same. A transparent, fair and accountable process that is consistently applied is best for all involved, including those against whom allegations are made.



10. At St Andrew's we are aware that all involved in situations where allegations are made require pastoral support. In particular, the person making the allegation and their family, and the person against whom the allegation is made and their family, will require skilled and careful support of this nature. Providing that support may be complex, and taking account of the national Church of England procedures and advice, we commit to working with the Diocese to achieve the best and most suitable support for all parties should this situation arise.

11. St Andrew's Parish commit to implementing the advice received or any outcome arising from the above process.