

Ferndown Parish

Safeguarding Policy

Parish Safeguarding Representative
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This Eighth Edition agreed by
the Parochial Church Council of St Mary's Church Ferndown
on 27th November 2018

This Safeguarding Policy is based on the following documents:

Working Together to Safeguard Children A guide to inter-agency working to safeguard and promote the welfare of children (HM Government July 2018)

The Church of England Parish Safeguarding Handbook – Promoting a safer church (V2. October 2018)

Diocese of Salisbury Domestic Abuse Policy (June 2017)

The Church of England - Practice Guidance: Safer Recruitment (July 2016)

The Diocese of Salisbury also holds a Safeguarding Complaints Policy which can be accessed via their website to deal with concerns about a safeguarding matter in the Diocese relating to possible abusive behaviour by members of the clergy, licensed, authorised or commissioned lay persons or church officers.

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Definition of Terms

“3:16”: Midweek youth group for young people in school years 7 – 13

'Adult': One who is eighteen years of age or older

'Children': Those aged 0-11 years old (to school year 6)

'Children's Pastor': The worker employed to work with those aged 11 and under

'DBS Identity Validators': The persons appointed and trained to check DBS forms and associated personal documentation prior to authorising the DBS forms for processing.

'Diocesan Safeguarding Adviser': The person appointed by the Diocese to advise, oversee and administer safeguarding issues

'Incumbent': The member of stipendiary clergy with responsibility for the Parish or the person appointed to this responsibility in their absence or during a vacancy/interregnum.

'Member': Universal term anyone participating in St. Mary's activities

'Pastoral Care Coordinator' - The volunteer appointed to oversee pastoral care under the authority of the incumbent and PCC.

'Parish Safeguarding Representative': The person appointed by the PCC to oversee and manage the safeguarding issues within the Parish

'PCC': Parochial Church Council of St Mary's Church, Ferndown which is elected annually by the church membership at the AGM.

'Regulated Activity' - Any activity defined by the DBS as necessitating the participant to undergo a DBS check (see appendices 12 & 13)

“SOUL” – Sunday evening youth group for young people in school years 7 - 13

'Staff' : The paid employees of St Mary's Church

'Team Leader': A volunteer worker who takes key responsibilities, particularly in the absence of the Children's Pastor, or Worship & Youth Pastor.

'Vulnerable Adult': A person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired. *(As defined in the Safeguarding and Clergy Discipline Measure 2016)*

'Worker' : An adult who undertakes work with anyone on behalf of the PCC in either a paid or voluntary capacity

'Worship & Youth Pastor': The worker employed to work with those aged 14-18

'Young People': those aged 11-18 years old (school years 7 to 13).

IMPORTANT PHONE NUMBERS

Parish Safeguarding Officer	Pam Pyke	01202 572582
St Mary's Church Office		01202 897087
Incumbent	Rev. Sarah Pix	01202 890798
Diocesan Safeguarding Adviser	Mrs Heather Bland	01722 411922 07500 664800
Dorset Police Child Abuse Investigation Unit		01202 222222

Safeguarding Policy for Children and Vulnerable Adults at St Mary's Church, Ferndown

1. Introduction

This document offers guidelines to all employees and volunteer workers concerning the safeguarding of children, young people and vulnerable adults whilst involved in church activities and in the community where work is undertaken on behalf of St Mary's Church, Ferndown (hereafter "St Mary's")

2. Statement of Purpose

St Mary's is committed to the Christian education and development of all. We are concerned with the wholeness of each individual within the context of the church family and beyond. St Mary's recognises that it is our responsibility to prevent the physical, spiritual, sexual, or emotional abuse of children, young people or vulnerable adults whilst in our care.

We are committed to promoting and supporting environments which:

- ensure that all people feel welcomed, respected and safe.
- encourage young people and vulnerable adults to lead as independent a life as possible, to choose how to lead their life, and to be active contributors to the church and local community.
- protect children, young people and vulnerable adults from actual or potential harm.
- enable and encourage concerns to be raised and responded to openly and consistently.

We recognise that:

- everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
- all who may be vulnerable (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 those who may be vulnerable, their carers and other agencies is essential in promoting their welfare.

3. Implementation of Policy

We will endeavour to safeguard all those who may be vulnerable by:

3.1 In all our activities:

- valuing, listening to and respecting children, young people and vulnerable adults.
- fostering and encouraging best practice by setting standards for working with all those who may be vulnerable, and boundaries for acceptable behaviour, in co-operation with statutory bodies and other agencies.

3.2 In our recruitment of paid staff and volunteers, following procedures in:

- ensuring careful selection and recruitment of voluntary workers and paid workers in line with safer recruitment principles and checks.
- providing supervision, support and training

3.3 In our publicity:

- sharing information about good safeguarding practice with those we work with, their parents, carers and all those working with them.

3.4 In the event of raised concerns, we will follow procedures in:

- responding without delay to every concern raised that a child, young person or vulnerable adult may have been harmed, or be at risk from harm, through abuse, harassment or bullying; or about the behaviour of an adult or child.
- working with appropriate statutory bodies during an investigation into abuse, including when allegations are made against a member of the church community.
- challenging any abuse of power, especially by anyone in a position of trust.
- undertaking external advice and relevant referral where help or advice is needed, in association with the Diocesan Safeguarding Adviser.

3.5 In our care:

- ensuring that informed and appropriate pastoral care is offered to anyone who has suffered abuse in our care, including support to make a complaint if so desired.
- ensuring that appropriate pastoral care is offered to any member of our church community against whom an allegation is made, under the close guidance of the Diocesan Safeguarding Adviser.

3.6 In our supervision and following of procedures:

- ensuring, in partnership with the Diocesan Safeguarding Adviser and other agencies, that care and close supervision is provided for any member of our church community who is known to have offended against a child, young person or vulnerable adult, or known to pose a risk to them.

How we will achieve this:

3.7 Active membership and inclusion - Our aim is to create an environment where all, regardless of age or ability are encouraged to participate in and contribute to church and community life.

3.8 Respect - We will always show respect to a child, young person or vulnerable adult and respect all his or her capabilities by;

- asking about preferences, form of address, and if necessary, how much assistance is required
- affirming individuality- ie: always using their name
- giving the same respect as to others
- respecting differences; appearance, ideas, personalities, ability
- not assuming or withholding physical contact - but asking first
- having a proper conversation using appropriate language
- not expecting more than the individual is capable of

3.9 Choices

- recognising choice even if it appears risky
- respecting a person's choice of environment and to live as they wish
- respecting privacy and confidentiality in line with church policy, and acknowledging that confidentiality may need to be broken where harm is suspected
- consulting with the individual about who they wish to be included in decision making which affects their life
- offering assistance in such a way that it maximises a person's independence
- giving choices where possible and practical about where a person sits and what they participate in
- actively working towards clear physical access for adults to all areas which are available to the congregation

3.10 Language and visual resources

- using positive language when referring to age, mental health conditions, or a disability
- consulting with individuals to identify their specific needs and trying to meet these
- advising that the Church has an installed hearing loop system
- having large print resources available, and taking care to be considerate in material and presentations with font size and use of colour
- ensuring all notice board material is accessible

3.11 Personnel recruitment (paid and volunteers)

The following recruitment process relates to any new applicants for paid or volunteer positions. Should a member of the church change role they may be subject to a further DBS check in line with their new role.

- Candidates applying for a paid or volunteer position will complete a Confidential Declaration and application Form and submit in writing any convictions or other disqualifying behaviour that might be revealed in the Disclosure process. This is to assist the recruitment decision making process. This information will only be taken into account when relevant to the post in question as defined by the DBS.
- Candidates will also provide on their Confidential Declaration the names of two referees who can vouch for their character and suitability for the post. References will be taken up and held in a secure file in the Church Office. These remain confidential. No DBS application documents are processed or stored via the Church Office.
- Candidates for a paid or volunteer position will also have a face to face interview / discussion to assess their suitability for the role applied for.
- If the person leading the interview / discussion is minded to recommend approval then if appropriate and necessary the applicant will be advised that an appropriate criminal record check may be carried out through the Disclosure and Barring Service (DBS).
- We will ensure that those employees and volunteers working with vulnerable groups and those working with adults experiencing, or at risk of abuse or neglect, will undergo the relevant DBS check (as per the Safer Recruitment, Practice Guidance, reviewed in July 2016)
- Any offer of a paid or volunteer position will be subject to the receipt of a satisfactory Disclosure. DBS applications are completed online.
- All candidates will receive a letter of appointment following the conclusion of the recruitment process.
- All Pastoral care workers are required to complete a Confidential Declaration Form and references will be taken up. Any appointment is also subject to the candidate being a committed member of St Mary's Church (in regular attendance, registered on the

Church Electoral Roll and belonging to a small group), meeting with the Pastoral Care Coordinator and being subsequently authorised by the Incumbent.

- All paid employees and volunteers for whom this is appropriate, will be resubmitted for a Disclosure Status Check every 5 years as part of our ongoing strategy for the protection of children and vulnerable adults. If the paid employee or volunteer has registered for the DBS updating service we will request their written consent to check their disclosure status every 5 years.
- The PCC is committed to the fair and sensitive use of disclosure information. Where an applicant feels that this has not happened, an appeals process will be available, details of which can be obtained in writing from the Parish Safeguarding Representative or from the Diocesan Safeguarding Adviser.

3.12 Supervision, probation and accountability

- Anyone wishing to work within our children's, youth groups or with vulnerable adults will be able to visit the appropriate group on one occasion in a supervised capacity to ensure that they wish to apply for the role. If they are happy to work in that role they will then be asked to complete the safer recruitment process as outlined in 3.11. The volunteer cannot serve in their role until the safer recruitment process has been completed.
- All workers will be issued with a copy of the appropriate ministry handbook and advised where to obtain a copy of the full Safeguarding Policy.
- New workers will then complete a 6 months probationary / settling in period. Upon completion of this period, a meeting will take place to confirm that the worker wishes to continue with the role and that the supervisor believes that they are appropriate for the role. During this period relevant safeguarding training will be planned and support provided in the form of regular reviews/meetings.
- We will ensure each volunteer and paid member of staff is fully aware of and works within their line of accountability. This should be readily communicated.
- We will ensure that the PCC is aware of its responsibilities.

3.13 Qualities and desired attributes of voluntary workers

- We look to recruit as volunteer workers only those who are members of St Mary's (on the electoral roll) and are in regular attendance.
- Volunteers will be expected to demonstrate suitable maturity and ability for the task.
- Where young people are invited to assist in children's groups, they will need to be a regular member of SOUL or 3:16 Youth Groups. Authorisation should be given by the Worship & Youth Pastor.

3.14 Safeguarding Training

- We are strongly committed to the development of all our volunteers and paid staff.
- We expect volunteers to display a commitment to their own training and development.
- All employees or volunteers working with children, young people or adults who may be at risk should complete the relevant safeguarding training as per the Safeguarding Training and Development Practice Guidance (Jan 2017) and undergo safeguarding refresher training every 3 years, run via Salisbury Diocese.
- All those who work with children, young people and/or vulnerable adults on a regular basis will be made aware of and should familiarise themselves with St Mary's Safeguarding Policy.

3.15 Safety within Church buildings

- At all times, the safety of all members and workers must be a prime concern. While it is primarily the responsibility of the employed staff and team leaders to ensure a safe environment, all workers need to be aware of the dangers and know what action to take should difficulties arise.
- Responsibilities of group leaders:
 - ensure meeting place is warm, accessible, well lit, well ventilated, clean and free of clutter
 - toilets, hand basins and drying facilities are easily available
 - ensure there is enough space for the intended activity
 - ensure access to a telephone in order to call for help if needed
 - no smoking is allowed on the premises, and no alcohol (unless at a pre-organised event) or illegal drugs are used by those attending or in a responsible position
 - an annual fire drill will be held to ensure all are aware of the evacuation procedure and meeting point. All workers should be aware of the location of fire extinguishers and fire exits. Fire exits should be kept clear at all times, and fire doors shut.
 - all equipment used should be safe and fit for purpose. St Mary's electrical items are regularly PAT tested, as should be any external electrical device used on our premises. Where an item is deemed unfit to be used, it should be removed immediately and reported to the office as soon as possible. Equipment should also be stored safely when not in use.
- First Aid Provision
 - First Aid boxes are located in the vestry lobby, the corridor between the hall and the church office (next to the post pigeon holes) and the kitchen and contain accident sheets. These should be completed in the case of all incidents and "near misses" and handed into the Church Office as soon as possible. This applies whether the

First Aid Kit is used or not as it may be important later for insurance purposes. There is also a defibrillator in the hall foyer.

- o Ideally, each group or venue should have one qualified adult first aider. A list of qualified first aiders is clearly displayed by each First Aid kit.
- o A sick bucket, with cloths, and gloves along with a blanket and pillow are available at the back of church.

3.16 Use of Church Property by Other User Groups

We recognise our responsibilities for ensuring that hirers of our premises abide by our policies. The following clause is included in the "Terms and Conditions of Hire":

"In hiring St Mary's premises you make yourself responsible for ensuring the safety of any and all children, young people and/or vulnerable adults that use the premises during the period of hire and to ensure that they are safeguarded at all times by taking reasonable steps to prevent the occurrence of any injury, loss, damage or harm in the course of the hiring.

St Mary's operates a Safeguarding Policy to ensure that its work with children and young people and vulnerable adults is conducted in a safe manner and in accordance with good practice. A copy of our full policy available on request. A summary of the Government's guidelines, "Safe from Harm" is also available from the Church Office.

St Mary's urges users of its premises to follow these same good practice guidelines. If groups hiring the premises are found to operate in such a way that good practice is not being followed it is likely to result in a termination of the hire agreement."

All hirers are required to sign an agreement declaring that they have read, understood and agree to abide by the terms and conditions of hire.

3.17 Safe from Harm

Whatever the context of our work with children, young people and vulnerable adults, we will actively seek to minimise situations in which abuse may occur. Practically and in association with the procedures outlined above, this will include the following:-

- Where possible we recommend male workers to work with males and female workers to work with females.
- As far as possible, we will ensure that a worker is not alone with a child, young person or vulnerable adult where they cannot be seen. This may mean leaving doors open, for example.

- One to one work with children, young people or vulnerable adults should be undertaken wisely. Ideally, it should take place in a public and appropriate area such as a local coffee shop. Workers should record basic details of these meetings in their notes.
- Another person should be aware of when and where the meeting is taking place and what time you are expected to return. A telephone should be available.
- In one to one meetings with young people, another adult should be informed when and where it is taking place and a second adult should be in the building. The young person should be aware that this person is there and available to them.

3.18 Transport

- Any transport provided by church staff and/or volunteers is done so on an informal "friend to friend" basis.

3.19 Use of Photographs and Video Recordings

We recognise that increasingly we wish to use photographs and occasionally video recordings, to both record and publicise our work. Where this is the case, photographs taken at a large event are considered public domain and permission is not required, even for those in the foreground. A consent form will be given to the parents/guardians of all children and young people which will include a request for permission to use photographic images and/or media footage for the purpose of church publicity and communications. Pictures and/or media, wherever displayed, will not reveal unnecessary information and in the case of under 18s, their full name or any other details. Reference should be made to the Photography and Video Recording policy (Appendix 15)

3.20 Use of Recordings

Where young people or vulnerable adults speak at Church Services and their talks are to be made available on the Church Website, we will obtain written Parental/Carer's Consent for this or their written permission if a vulnerable adult.

3.21 Communication

We wish to ensure that the public, and parents in particular, are fully aware of our work. To this end, leaflets will be freely available outlining the work of the Children's Groups, Youth Provision and general church groups.

3.22 Social Networking - Young People

- Facebook or other Social Networking Media - The focus of our youth work is relational, and has an emphasis on face to face working. To that end, the Worship & Youth Pastor will host a closed Facebook Group for SOUL which is only available to those members

and volunteers whom the “administrators” (Youth Team) allow access. This information is therefore not viewable by the general public.

- Leaders & helpers will not send personal Facebook friend requests to group members.
- We advise that youth work team members ensure their privacy settings are set to “strict” so that minimal content is on public display.
- We discourage the use of Facebook private messaging between leaders/helpers and young people.

When using technology such as texting or email, workers should follow these guidelines:-

- Keep a log of significant email or text conversations, stating with whom and when they communicated; save such email conversations and text messages as text files where possible and make young people aware that you are doing this.
- Use technology at appropriate hours of the day, agreeing lengths of time and curfews (e.g. not using text after 10pm)
- Pass on or show any texts or email conversations that raise concerns to the Worship & Youth Pastor, Children's Pastor, Parish Safeguarding Representative or Incumbent. Records should be kept of any significant conversation or concerns noted and should be stored securely.
- Use clear language, avoiding words like “luv” or abbreviations like “lol” (which could mean “lots of love” as well as “laugh out loud”) which may be misinterpreted.

3.23 Physical contact

Churches aim to provide a warm, nurturing environment for all who may be vulnerable. We can all find physical contact potentially difficult and we each have different boundaries of personal space, which may depend on our background, personality and cultural or ethnic norms. However, sympathetic attention, humour, encouragement and appropriate physical contact are needed by all who may be vulnerable as part of their expression and understanding of human relationships.

There will, therefore, be occasions when a distressed child, young person or vulnerable adult needs comfort and reassurance and this may involve physical contact. Someone may need immediate physical comfort, for example, after a fall or injury. Those giving assistance should use their judgement to comfort or reassure someone whilst maintaining clear boundaries.

In such instances:

- we will be sensitive and sympathetic to the needs and wishes of the individual, and try to respond in a way which is neither patronising nor rejecting.

- we will keep all contact public and appropriate. Touch should be related to the person's needs, not the worker's or the carer's needs.
- touch should be generally initiated by the child, young person or vulnerable adult.
- we will avoid all activity that is or may be thought to be sexual.
- we acknowledge that everyone has the right to decide how much physical contact they have with others, except in exceptional circumstances where they may need medical attention.

3.24 Intimate and personal care

- Children under 5 may need to be escorted to the lavatory by an adult worker who may administer personal care as appropriate. When this happens, another worker should be informed.
- It may sometimes be necessary for those giving assistance to do things of a personal nature for a vulnerable adult, particularly if disabled. The potential for this situation should have been identified during the initial assessment. These tasks should only be carried out with the full understanding and informed consent of the vulnerable adult, taking account of their disability or impairment.
- Generally workers should avoid any physical contact when a child, young person or vulnerable adult is in a state of undress.
- Those giving assistance should not undertake any personal care the person can undertake for themselves.

3.25 Restraint

- Restraint is where someone is being held, moved or prevented from moving against their will, because not doing so would result in injury to themselves or to others or would cause significant damage to property.
- Restraint should always be a last resort, when all other methods of controlling the situation have failed. It should not be used as a punishment or to bring about compliance (except where there is risk of injury).
- Workers should take steps in advance through dialogue and diversion to avoid the need for physical restraint. A verbal warning that restraint will be used unless the person desists, should precede any action. Only the minimum force necessary should be applied.
- Every effort should be made to ensure the presence of another worker to act as witness before applying restraint. In every situation where restraint is employed, the incident should be documented and reported with written accounts from all parties, including the person restrained. Parents or Carers should be informed where appropriate on the same day.

3.26 Abuse

Abuse towards children can take various forms. These types of abuse can be defined as follows:

- Physical - where the body is hurt or injured.
- Emotional - where the cared for do not receive love or affection, is often threatened, or is being given responsibilities beyond their years.
- Sexual - where adults, carers and sometimes older children, use children, young people or vulnerable adults to satisfy their sexual desires.
- Neglect - where adults or carers fail to care for the child, young person or vulnerable adult and protect them from danger, seriously affecting their health and development.
- Peer on Peer - where a young person is exploited, bullied and / or harmed by their peers who are the same or similar age; everyone directly involved in peer on peer abuse is under the age of 18. The behaviour in question is harmful to the child perpetrator as well as the victim. Examples of peer on peer abuse are Bullying (including Cyberbullying), Child Sexual Exploitation, Sexting, Gang activity and Youth Violence, Domestic Violence.

Abuse toward adults can also take different forms including

- Sexual abuse - includes indecent exposure, sexual harassment, inappropriate looking or touching, as well as rape. Sexual teasing or innuendo, sexual photography, subjection to pornography, witnessing sexual acts, and sexual acts that a person didn't agree to or were pressured into consenting to all count as sexual abuse.
- Physical abuse - can include being assaulted, hit, slapped, pushed, restrained, being denied food or water, or not being helped to go to the bathroom when they need to go. It can also include misuse of medication.
- Psychological abuse - includes someone emotionally abusing a person or threatening to hurt or abandon them, stopping them from seeing people, and humiliating, blaming, controlling, intimidating or harassing them. It also includes verbal abuse, cyber bullying and isolation, or an unreasonable and unjustified withdrawal of services or support networks.
- Domestic abuse - typically an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is, or has been, an intimate partner or family member.
- Discriminatory abuse - includes some forms of harassment, slurs or similar unfair treatment relating to race, gender and gender identity, age, disability, sexual orientation, or religion.
- Financial abuse – includes someone stealing money or other valuables or it might be someone who is appointed to look after their money on the person's behalf using the money inappropriately or coercing them into spending it in a way they are not happy with. Internet scams and doorstep crime are also common forms of financial abuse.

- Neglect - includes not being provided with enough food or the right kind of food, or not being taken proper care of. Leaving a person without help to wash or change dirty or wet clothes, not getting a person to a doctor when they need one, or not making sure they have the right medicines.

Perpetrators are generally people well-known to the individual concerned. While warning signs such as bruises or inappropriate behaviour may indicate abuse, it is important not to jump to conclusions. It is important that concerns are referred and dealt with promptly and appropriately.

Should abuse be suspected or disclosed to a worker, the following guidelines should be followed:

- Listen, keep listening. Do not question or investigate.
- Accept what the individual says and make clear to them that you are taking them seriously. Remember that it is your responsibility to report it and not to decide whether the allegation is true.
- Keep calm and reassure them that they are right to have told you.
- Offer to help but make clear that you will need to tell someone else. Do not promise confidentiality.
- Let them know what you are going to do next and that you will let them know what happens.
- Do not push them for more details.
- Immediately inform your line manager.
- Make notes of what happened as soon as possible, recording exactly what was said, including dates and times. Keep these handwritten notes even if you subsequently type them up. Try to be factual and to record where possible, what was actually said or seen.
- Only tell those who need to know
(Taken from the Church of England Model Pocket Sized Guide to Safeguarding 2014)

Once your line manager is aware of the concerns or disclosure, they will inform the Parish Safeguarding Representative who will, in turn, inform the incumbent and Diocesan Safeguarding Adviser. If the individual concerned is in immediate danger, the Police will be contacted. Information is shared with third parties on a strictly need to know basis. The advice of the Churches' Child Protection Advisory Service (CCPAS) is that parents should not be informed.

All confidential records about leaders and allegations of abuse against members of the congregation and specific concerns about children, young people or vulnerable adults should be stored in a locked filing cabinet. It may be necessary to inform our Insurers.

3.27 Complaints against a Worker

- Should a complaint of any nature be made against one of our workers, their line manager should be informed. They will, in turn, inform the Incumbent.
- A complaint against a member of staff should be made directly to the Incumbent.
- A complaint against the Incumbent should be made to the Diocesan Safeguarding Adviser.
- Any complaint will be investigated appropriately. This may involve the use of external organisations as necessary.
- There would be a need to distinguish appropriately between internal, procedural matters and allegations which would require external actions.

3.28 Insurance

St Mary's holds insurance with the Ecclesiastical Insurance Group under their Parishguard Policy, in the name of "St Mary's Church & Church Hall, Church Road, Ferndown, Dorset"

3.29 Risk Assessment

Risk Assessments will be carried out, and held on file, for specific events and regular activities as appropriate.

3.30 Finance

There is an annual budget for Children's Work, Youth Work and Pastoral Care. This is held within the account of the PCC. We will keep clear and accurate records of expenditure. Small floats may be maintained by the Children's Pastor, Worship & Youth Pastor & Pastoral Care Coordinator and accounted for separately. There is also a separate budget for the church's community work in its many forms. We will seek to subsidise any children or young people who need additional help with funding in order to attend an activity.

4. Appropriate Behaviour

4.1 Staff and Volunteers

- We recognise that our workers offer a clear role model to our children and young people. We expect, therefore, all staff and volunteers to uphold clear and appropriate standards in their behaviour, dress, speech, and attitude.
- Relationships with children, young people and vulnerable adults must be kept on a strictly professional level.
- We will not draw excessive attention to any one person through ridicule, scapegoating, or physical contact.
- We will not ask or expect children, young people or vulnerable adults to do more than is appropriate for their age and/or ability.

4.2 Children, young people or vulnerable adults

- We will be clear about what behaviour is expected.
- We expect all children, young people and vulnerable adults to respect one another and our workers.
- We also expect respect to be shown for our property and the safety and well being of all people using our facilities.
- We will challenge the use of bad language, excessive teasing, play fighting, violence, or other inappropriate behaviour.
- Anyone who breaks these rules will be disciplined verbally and where necessary, removed from a group. We will talk the issue through with the child, young person or vulnerable adult and inform parents/carers of this if thought necessary.
- We are prepared to exclude members from our activities should their behaviour necessitate this. Such action should only be taken after discussion with a line manager.

4.3 Ministry

In the case of general ministry, workers should minister only to those of the same sex wherever possible. This type of ministry would generally be to a personal response following an invitation from the front to be open to receiving the Holy Spirit.

In cases of individual ministry, where a person has requested specific prayer, it should be undertaken only by workers of the same sex, and preferably in twos. All ministry should uphold the values expressed under section 3.17 'Safe from Harm' and be undertaken sensitively and under the direction and authority of a designated leader.

4.4 Drugs and Alcohol

- Illegal drugs, solvents or alcohol are not permitted at our children's and youth events.
- Smoking is not allowed within our buildings nor when engaged in Children's or Youth Activities off site.
- Anyone under the influence of illegal drugs or alcohol should be asked to leave the premises if they are able to do so safely. Medical attention should be sought where necessary.
- Anyone found under age in the possession of alcohol on site or attending an off-site event will be asked to hand it in to a worker to be disposed of. It is recognised that alcohol may be available at selected church social events. Under these circumstances we look to our workers to model appropriate behaviour.
- Any illegal substance found on the premises should be destroyed in the presence of a witness. Any transfer of the substance to a worker should also be witnessed. Alternatively, the substance could be handed in to the Police. The worker is not obliged to report such an incident to the Police, but should inform their appropriate member of staff as soon as possible.

4.5 Prescribed Medication

- Where a child, young person or vulnerable adult requires prescribed medication during an activity, we will allow them to administer it to themselves.
- We will only administer prescribed drugs upon production of a letter from a parent or carer outlining the procedure and their permission for this to be undertaken.
- Parents should identify such medication on the Consent Form, or provide written information as appropriate.

4.6 Special Needs

Where members have special needs, we will seek to meet these appropriately and as far as our resources enable. We ask parents/carers to make us aware of any special needs their child / young person /vulnerable adult may have.

5. Issues related specifically to children and young people

5.1 Ratios of staff: children and young people

Children and young people attending activities at, or organised by, St. Mary's Church are the responsibility of the staff and volunteers of the church. We note that the provisions of the Children Act (1989) relate specifically to activities which are outside our standard mode of operation, given that our general activities do not last for over 2 hours (for under eights). Thus while we are not directly affected by the Act, we recognise the model for good practice contained therein, and express our commitment to this in every aspect of our work.

"Sparkles" and "Toddlers" are parent and toddler groups where we expect babies and children to be accompanied by a parent at all times. To this end, the children are not in our sole care, and therefore it is unnecessary for the group leaders to be DBS checked as outlined elsewhere in this Policy. They have been instructed not to accept responsibility for childcare at any time.

Ratios

- Based on the provisions of the Children Act, we will work to the following guidelines for adult workers to children/young people:

0 to 2 years 1:3

2 to 3 years 1:4

3 to 8 years 1:8

Over 8s 1:8 (first 8 children) followed by 1:12

- We will seek to ensure a proportionate ratio of male and female workers for each session where possible, but particularly on residential or off-site activities. There should be a minimum of two workers in attendance for any group activity.
- It should be noted that volunteers from 3:16 or SOUL are not adult workers, and should never be left alone with members, or in positions of adult responsibility.

5.2 Issues specific to child attendance

- Registers will be taken for each children's and youth group. After morning groups the children will be escorted back into church to be reunited with their parent(s) / guardian(s) / carer(s). After SOUL on Sunday evenings the young people must be collected by a parent/guardian/carer. No children or young people will be left alone on site.
- We will keep up to date records of all children and young people who use our provision. These details, including emergency contacts, will be held on paper and on computer and remain confidential to St. Mary's. St. Mary's is registered under the Data Protection Act, and parents have a right to access their child's record upon request.
- The Children's Pastor and Worship & Youth Pastor will hold completed Parental Consent and Medical Forms for each young person who regularly attends. These will be securely stored by The Children's Pastor and Worship & Youth Pastor.
- Children and young people attending events at the church should remain within the church grounds unless a parent has given consent for this to be otherwise.

5.3 Collection after an event

- No child or young person should be allowed to wait alone for a parent to collect them. The Children's Pastor, Worship & Youth Pastor or a team member should remain with the child or young person until they are collected or following a phone call to home, the worker gives the child or young person a lift home (this would be exceptional circumstances and there should wherever possible be two workers).

5.4 Mid-Week Children's and Youth Provision

- We will state clearly starting and finishing times, and seek to honour these.
- We will also be clear in other details such as leadership, location, pick up times, etc.
- When informing parents of our activities, we shall ensure that all the necessary information is clearly communicated to parents in written form well in advance of any off-site activity taking place. This will include an emergency contact number.
- We will make clear to parents how they can contact the Children's Pastor and Worship & Youth Pastor should they have any cause for concern, or simply wish to talk with them.

5.5 Off-site Activities (including residential trips and days away)

- Where an activity is to take place off-site, certain procedures must be followed. The PCC will annually minute their support of defined off-site activities, in order to validate the insurance and appropriate risk assessments will be undertaken.
- It is advisable to visit a site prior to taking the group there - it should be well planned in plenty of time. All likely costs should be taken into account and appropriate checks made to ensure safety.
- We will ensure adequate numbers of staff, and the use of suitably qualified staff when appropriate.
- We will ensure that parents are clearly informed of the activities to be undertaken. A Parental Consent Form must be returned for each child/young person attending. This form also gives the parents full details and an emergency contact number and medical information. These forms must be taken on the trip for ease of reference.
- We will allow adequate time for travel. All times of collection and return must be clearly stated.
- Good practice suggests the need of a 'base contact' who can be contacted should there be any unforeseen delays, and inform parents appropriately. A list of all attendees will also be left in the Church Office.
- Our insurance excludes certain 'hazardous activities'. Where this is the case, the Public Liability insurance cover of the activity provider should be confirmed.

6. Issues related specifically to vulnerable adults

6.1 Relationships of trust

- Genuine relationships may occur between adults, one of whom is in a caring role with another who is more vulnerable. No intimate relationship should begin while a member of staff or voluntary worker is in a position of trust.
- The imbalance of power and influence that a person in a position of trust has over someone attending a group or activity or in a supportive situation cannot be underestimated and should be kept in mind throughout.
- Workers should familiarise themselves with the definition of "regulated activity" with regard to vulnerable adults (See Appendix 12 or Pastoral Care Ministry Handbook) and not engage in such activity. If the worker is any doubt they should contact the Pastoral Care Coordinator.

6.2 Visiting adults who may be vulnerable in their homes (including residential homes)

- If there are concerns or risks known before the visit is undertaken, careful consideration should be given as to whether the visit is absolutely necessary or whether the worker should be accompanied by another adult.
- We recommend workers carry a mobile phone on a home visit and ensure someone knows where they are and when they are expected to return.
- Workers should not take unnecessary risks.
- We recommend that visits be made by arrangement, if appropriate telephoning the person just before. We also recommend that visits are undertaken during daylight hours.
- If they are not known to the person they are visiting, workers should carry their pastoral worker card and visiting cards (these are provided)
- Workers should always knock on the door before entering a room or home, and respect the person's home and possessions.
- As a general principle, we will not give those we visit our home or mobile telephone number or address. Instead, we will leave information about a central contact point (office number) or use a mobile specifically assigned to this purpose.
- When feeling out of depth, workers should seek advice or guidance from the leadership or where appropriate, from another agency. Knowledge of other relevant services is desirable.
- When referring someone on to another person or agency, we will talk this through with the vulnerable adult, and ask permission before passing on personal information. We will support and enable the vulnerable adult to self-refer whenever possible.

- We will be clear about our boundaries, keeping to agreed limits on how much time we will spend with someone, and how often we will visit. Workers should not take on extra responsibilities on a bit by bit basis. At all times, we will be realistic about the amount of time you have, and will work to ensure we do not foster a culture of dependency.
- We will be clear about what behaviour is acceptable, and what is not, from the vulnerable adult.
- Brief confidential records of the date, time, location and content of all meetings should be kept. These should be reported after each visit to the Pastoral Care Coordinator who keeps a secure and confidential record.

In one to one pastoral care, further specific norms for practice include the following:

- We will avoid harming the recipient by what is done or not done.
- We acknowledge that the relationship between carer and recipient is at that time asymmetrical and unequal. No advantages, personal, sexual or financial, should accrue to the carer from the relationship, other than the satisfaction and fulfilment which belong to the carer knowing that the work has been done for the benefit of the other person.
- We accept that the recipient is always to some extent dependent upon the carer. The relationship of dependency places power in the hands of the carer. There needs, therefore, to be a continual effort to understand the nature of the pastoral relationship so that power does not become abused or misused. The worker should therefore avoid acting in such a way that the recipient misunderstands the nature of the relationship.
- Physical touch is often an important and valuable aspect of pastoral care, yet it is particularly open to misuse and misunderstanding.
- We will work in such a way that the individual's or family's context and social group are always taken into account with skill and respect.
- We will maintain the principle of confidentiality within any limits that may have been agreed in advance with the recipient.
- All workers should seek to maintain one's knowledge and skill at the level appropriate to maintaining competency and caring and to be clear as to the limits of one's competency.
- We will ensure recipients understand that they are free to disengage from services and/or from a relationship at any time.

7. Review and responsibility

As part of our pledge to ensure high standards in our work, we shall undertake an annual review of this document, implementing any changes in accordance with the decisions of the PCC and recommendations made by the Diocesan Safeguarding Adviser. The PCC appoints Pam Pyke as the Parish Safeguarding Representative. She shares the responsibility for Safeguarding in the parish with the Incumbent and PCC.

APPENDIX 1

Advice on dealing with suspicions and allegations of abuse

Recognising and Responding to Abuse of a child

Very often children do not tell adults directly about the abuse but give indicators by their behaviour or by things that they say that all is not well. The behavioural signs in Figure 1, below, may be indications of child abuse, but should not be taken in isolation. The inference should not be that abuse has taken place but that the possibility should be taken more seriously.

Recognising and Responding to Abuse

Physical signs

- ❑ Any injuries not consistent with the explanation given for them
- ❑ Injuries occurring to the body in places which are not normally exposed to falls, rough games etc.
- ❑ Injuries which have not received medical attention
- ❑ Instances where children are kept away from the group inappropriately
- ❑ Reluctance to change for, or participate in, games and swimming
- ❑ Bruises, bites, burns, fractures etc. which do not have an accidental explanation
- ❑ Cutting, slashing, drug abuse, any form of self-harm

Indicators of possible sexual abuse

- ❑ Any allegation made by a child concerning sexual abuse
- ❑ Child with an excessive preoccupation with sexual matters and detailed, age inappropriate knowledge of adult sexual behaviour, or who regularly engages in age inappropriate sexual play
- ❑ Sexual activity through words, play or drawing
- ❑ Child who is sexually provocative or seductive with adults
- ❑ Age inappropriate bed sharing arrangements at home
- ❑ Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes overt or veiled sexual connotations

Emotional signs

- ❑ Changes or regression in mood, behaviour, particularly if a child withdraws or becomes clingy
- ❑ Sudden under achievement or lack of concentration
- ❑ Nervous, frozen watchfulness, attention seeking behaviour
- ❑ Inappropriate relationships with peers, adults – persistent tiredness
- ❑ Running away, stealing, lying - depression, aggression

- *Be aware that being a witness to violence, domestic violence or verbal aggression may well affect the child. It is important that the above signs are not taken as indications that abuse has taken place, but the possibility should be taken more seriously than we have in the past.*

Common signs and symptoms of child abuse

It is recommended that workers attend training events provided by their local Social Services Department or by the Diocesan Safeguarding Adviser. This summary gives a brief outline of some of the signs you may see which are causes of concern.

Physical abuse

- Unexplained or inconsistent explanations of injuries or burns
- Refusal to discuss injuries
- Untreated injuries
- Self-inflicted injury or aggression to others
- History of falls or minor ailments
- Bald patches
- GP or agency hopping or reluctance to seek medical help
- Withdrawal from normal physical contact
- Fear of returning home
- Admission by parents of excessive punishment

Emotional abuse

- Passivity, resignation, demanding behaviour or over active
- Neurotic behaviour
- Fear of someone
- Emotional withdrawal
- Disturbed sleep patterns
- Low self-esteem
- Poor motor or tactile skill
- Ambivalence or confusion, agitation or irritability
- Aggression or bullying of others
- Self-harm
- Failure to reach potential –intellectual, social or language delay
- Inappropriate emotional responses to painful situations
- Compulsive stealing or scavenging

Neglect

- Lack of care – inadequate clothing, heating, light or food
- Untreated medical problems or failure to give prescribed medication
- Poor hygiene
- Poor stimulation
- Failure to thrive
- Exposure to dangers from which the child is unable to protect him/herself
- Constant tiredness or hunger.
- Leaving a child alone without proper supervision
- Poor growth
- Poor skin condition
- Developmental delay – poor speech and lay skills
- Lateness or non-attendance at school
- Behavioural signs include – destructive tendencies; low self-esteem; compulsive stealing

Sexual abuse

- Full or partial disclosure or hints of abuse
- Incontinence
- Unusual difficulty in walking or sitting
- Extreme fear of someone else
- Headaches or stomach aches
- Too much money
- Reluctant to change for swimming etc.
- Physical signs include – pain, itching bruises or bleeding in genital area; infections – vaginal, urinary tract or STD; pregnancy; bruises to thighs or upper arms

Disturbed behaviour includes - poor concentration; significant change in sexual behaviour; depression or withdrawal; eating problems; self-injury.

Behavioural Signs of Abuse in Adults

It's not always easy to spot the symptoms of abuse. Someone being abused may make excuses for why they're bruised, they don't want to go out or talk to people, or they're short of money.

It may include them

- becoming quiet and withdrawn
- being aggressive or angry for no obvious reason
- looking unkempt, dirty or thinner than usual
- sudden changes in their normal character, such as appearing helpless, depressed or tearful
- physical signs of abuse, such as bruises, wounds, fractures and other untreated injuries
- the same injuries happening more than once
- not wanting to be left on their own or alone with particular people
- being unusually light-hearted and insisting there's nothing wrong
- their home may lack heat, be unusually dirty or untidy, or you might notice things missing.

Other signs to watch out for include a sudden change in their finances, not having as much money as usual to pay for shopping or regular outings, or getting into debt. Watch out for any official or financial documents that seem unusual and for documents relating to their finances that suddenly go missing.

Adults are more at risk of abuse at home if:

- They are isolated and don't have much contact with friends, family or neighbours
- They have memory problems or have difficulty communicating
- They have become dependent on someone as a carer
- They don't get on with their main carer
- Their carer is addicted to drugs or alcohol
- Their carer relies on them for a home, or financial and emotional support

If you have concerns that abuse may have occurred, you should report these concerns as soon as possible to the Parish Safeguarding Representative, Diane Newton, (hereafter the "PSR") who is nominated by the PCC to act on their behalf in referring all allegations or suspicions of neglect or abuse to the statutory authorities. In the absence of the PSR, the matter should be brought to the attention of the Deputy PSR, Rev. Sarah Pix.

If suspicions in any way involve any of the above people, then the report should be made to the:

- The Diocesan Safeguarding Advisor – see overleaf for contact details.

Suspicious should not be discussed with anyone other than those nominated above.

It is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies or to seek advice from the Diocesan Safeguarding Advisor in the Diocese Office. However, we hope that members of the church will use the procedures as described. If, however, you believe that the PSR (or Deputy) has not responded appropriately to your concerns, then it is open to you to contact the relevant organisation direct and to refer to the Safeguarding Complaints Policy that can be found on the Diocesan of Salisbury website. We hope that by making this statement that we demonstrate the commitment of the church to effective safeguarding.

Contact telephone numbers:

Parish Safeguarding Representative

Pam Pyke 01202 572582

Deputy PSR

Rev. Sarah Pix 01202 890798

The Diocesan Safeguarding Advisor

Mrs Heather Bland 01722 411922

Mobile (for emergency out of hours safeguarding discussions) 07500 664800

E-mail: Heather.Bland@salisbury.anglican.org

Address: Diocesan Office, Church House, Crane Street, Salisbury, SP1 2QB.

The Diocesan Safeguarding Adviser will reply to non-urgent messages left on the answer-phone or contact can be made by email as above.

Statutory Agencies for the Ferndown area:

Children's Services (Social Services)..... 01202 877445
Child Care Assessment Team

Children's Services (Social Services)..... 01202 657279
Emergency Out of Hours

Police Child Abuse Investigation Unit.....01202 222222

Dealing with allegations of physical injury or neglect

If a child or vulnerable adult has a physical injury or symptom of neglect or emotional abuse, the PSR (or Deputy) will:

- Ensure that any necessary immediate medical help is available and that the child or vulnerable adult is in a safe situation, albeit temporary. If this is unable to be done for any reason, including (in the case of a child) resistance by the child's parent or carer, then immediate assistance will be sought from the Social Services or the Police.
- If abuse is confirmed or suspected beyond doubt, then the PSR (or Deputy) will report the matter to the Social Services (or police) immediately. A discussion will then take place with Social Services at the time of referral of how/whether the parents/carers should be advised of the action that has been taken.
- Where vague or uncertain suspicions of physical or emotional abuse have been raised, the PSR (or Deputy) will discuss this with the appropriate child or adult worker/team leader, and if appropriate, the parent/carers. A written record of these concerns will be made for possible future reference.
- If suspicions are such that the PSR (or Deputy) is unsure whether he/she should refer the matter to the Social Services or Police, then he/she should refer the matter to the Diocesan Safeguarding Advisor at The Diocesan Office and follow that advice.

Dealing with allegations of sexual abuse

Allegations of sexual abuse are usually denied and difficult to prove one way or another.

Therefore any concerns of the “likelihood of significant harm”* must be reported to Social Services or the Police. The Social Services Department is the lead agency in matters of child protection and care of vulnerable adults and co-ordinates any response to allegations.

Procedures exist for cases to be investigated jointly by Social Workers and Police Officers.

If your concerns are that the child or vulnerable adult is “likely to, or is suffering significant harm”*, you should avoid speaking to the parent or carer or anyone else as there is always the possibility that they could be involved. Even if you doubt the account provided, this must not prevent you from taking action. It is in the interest of both parties to involve the Authorities from the very beginning.

E.g. A child may say that he/she has been abused by an older person. In reality, the perpetrator could be a parent or a close relative, but naming another young person may be the only way this child can seek help. Here it would be in the child’s best interest not to tell the parent before contacting the Authorities. A parent or adult named may be quite innocent. To tell them before contacting the Authorities changes the whole nature of the information gathering process that Social Workers/Police will follow and considerably reduces the chances of discovering the truth. As a consequence, the innocent may never be cleared. In the event of allegation or suspicions of sexual abuse which are likely to cause significant harm* to the child, the PSR (or Deputy) will:

- Contact the Social Services/Police directly. The PSR will not speak to the parent or anyone else.

- If, for any reason, the PSR (or Deputy) is unsure whether or not to follow the above, then advice from the Diocesan Safeguarding Advisor will be sought and followed.

- **Under no circumstances will the PSR (or Deputy) attempt to carry out any investigation into the allegations or suspicions of sexual abuse.** The role of the PSR (or Deputy) is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the Social Services whose task it is to investigate the matter under Section 47 of the Children Act 1989 in the case of a child). (Collecting the information and noting it down in written form is not the same as mounting an investigation).

- The PSR (or Deputy) will speak to the appropriate children’s work leader or adult ministry leader in the case of a vulnerable adult and a member of the church leadership especially when uncertain suspicions have been raised.

- Whilst allegations or suspicions of sexual abuse will normally be reported to the PSR (or Deputy), their absence should not delay a referral to the Social Services so as not to expose the child or vulnerable adult to any ongoing danger.

- If sexual intercourse is alleged to have occurred very recently, then contact with the Authorities must be swift to preserve any physical/forensic evidence.

- Do not interfere with any evidence such as stained clothing.

- Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the PSR (or Deputy) as to the appropriateness of a referral to the Social Services Department, that person retains the responsibility, as a member of the public, to report serious matters to the Social Services Department and or Police and should do so without hesitation.

The PCC will support the PSR (or Deputy) in their role and accept that any information that they have in their possession will be shared in a strictly limited way, on a “need to know basis”.

Guidance on how to react when a child or vulnerable adult wants to talk about abuse

It will be a very significant development for a child or vulnerable adult to have decided to talk about his/her abuse, so our reaction to their account will be imperative. Their account will be familiar to them, but not to us. It will have taken some courage to tell, and the telling of it may not be a coherent account and we need to be aware of this. The personal cost to someone telling should not be underestimated and it is therefore very important to make the child or vulnerable adult feel that they are respected and listened to. The following advice may be helpful. (See below.)

General points

Listen carefully to what is said with an attitude of acceptance (however unlikely it sounds)

- ❑ Keep calm
- ❑ Look at the child or vulnerable adult directly, maintain appropriate eye contact
- ❑ Be honest
- ❑ Let them know that you will need to tell someone else – don't promise confidentiality
- ❑ Even when a child has broken a rule they are not to blame for the abuse
- ❑ Be aware that the child or vulnerable adult may have been threatened
- ❑ Never push or prompt for information, don't ask questions (the enquiry is not your responsibility – appropriate questions will be asked at a later point by professionals)
- ❑ Aim not to be completely alone with a child when they are talking to you

Helpful things to say or show

- ❑ I take seriously what you are telling me
- ❑ I am glad you have told me
- ❑ It's not your fault; you are not to blame for anything that has happened.
- ❑ I will help you
- ❑ Be aware that touching the child or vulnerable adult by hugging or cuddling may not be appropriate

Avoid saying

- ❑ Why didn't you tell anyone before?
- ❑ I can't believe this
- ❑ Are you sure this is true?
- ❑ Why? How? When? Who? Where?

- Never make false promises or promises that you can't keep
- Never make statements such as "I'm shocked, don't tell anyone" or "Let's keep this our secret".

Concluding

- Again, reassure the child or vulnerable adult that they were right to tell you and that you take them seriously
- Let the child or vulnerable adult know what you are going to do next, and that you will let them know what happens
- Immediately follow the guidelines set out on this document

Guidance on what to do once a child or vulnerable adult has talked to you about abuse

- Make notes as soon as possible (preferably within an hour of the interview), writing down exactly what the child or vulnerable adult said and when he/she said it and what was happening immediately before hand (e.g.; description of activity). Record dates and times of these events and when you made the record. Keep all written notes, even if these have subsequently been typed up. (They may be asked for at a later date).
- Report your discussion as soon as possible (within 24 hours) to the PSR (or Deputy). If these people are implicated, or are unavailable, then you should report to a member of the leadership of the church, or direct to the Diocesan Safeguarding Advisor for advice.
- **You should not discuss your suspicions or allegations with anyone other than those nominated above, and those in responsible authority on a "need to know basis".**
If there are allegations against a church member, or they have convictions for offences against children, it is important for the person and his /her family that the minimum number of people is aware for the sake of confidentiality. Therefore it is important that the information held must be treated confidentially and shared in a strictly limited way.
- Do not talk to the alleged abuser.

It may help for us to consider the following:

Perpetrators of abuse can often:

- be skilled communicators who can spend much time in cultivating positive relationships and trust with vulnerable adults, children together with the adults around them (grooming).
- put themselves in places and positions within organisations where they can maximise their access to children and vulnerable adults).
- be established within a church organisation for long periods of time, giving them status and respectability that would command instant trust.

We should all therefore:

- Be aware of the risk of minimising your feelings, abuse is often so unthinkable that we might put our own alternative interpretation on behaviours. Consult others in authority as there may be other concerns that have occurred in the past that you are unaware of.
- Listen to any child or vulnerable adult if they express concern about any adult or their behaviour.
- Also be aware of jumping to conclusions too quickly. Often isolated incidents have rational and sometimes humorous explanations although the initial information may have sounded sinister.

APPENDIX 2

Criteria for not appointing paid employees or volunteers to work with children, young people and/or vulnerable adults

The PCC recognises that it will sometimes be necessary to exclude some people from being involved in work with children, young people and vulnerable adults.

For example:

- Individuals who have previously abused a child/young person/vulnerable adult
- Where there are known or declared health issues that may present a risk to children/young people/ vulnerable adults.
- Where it is known that the individual has a record of violent/inappropriate sexual behaviour or registered with the Disclosure Barring Service.
- Where the individual is considered to present a risk of harm to children/young people/vulnerable adults because of a previous conviction of an offence against children/young people/vulnerable adults (i.e. A person who has committed one of the offences listed or treated as listed in the Sexual Offences Act 2003).

Where there are concerns/reservations about appointing an individual, then we will seek to find alternatives where the individual can feel that he/she is serving God.

Where someone joining the church has a previous record of abusing children/young people/vulnerable adults, we recognise the importance of extending love and friendship, but at the same time, ensuring that a frank discussion takes place between the leadership and the individual to maintain the protection of children/young people/vulnerable adults within the church. Efforts will be made to sustain open communication.

For the protection of children /young people/vulnerable adults, and to lessen the possibility of indiscriminate suspicions, the PSR and the clergy will draw up an agreement which sets out safeguarding measures for the protection of our children/young people/vulnerable adults and the person. These may include some of the following;

- To ensure that he/she is not placed in a position of being alone with children/young people/vulnerable adults

- ❑ Parts of the building used by children /young people/vulnerable adults will be out of bounds completely, or at certain times.
- ❑ The individual will be encouraged to attend meetings where there are adults only, as opposed to those where there may be a mix of children in the group e.g. 9am Sunday Church Service or Thursday 10am Communion Service where children/young people generally do not attend.
- ❑ To discourage attendance at any Family Service
- ❑ Where there are combined Services when children may be present, consideration will be given to seating arrangements so that the person concerned is not in close proximity to children/young people.
- ❑ If the individual wishes to join a house group/cell group, they will be offered the opportunity to join a group where there are no children/young people/vulnerable adults in the group or resident in the host family. This host family will be made aware of the individual's history and given appropriate advice.

The following individuals may be made aware of the agreement set up.

The Clergy, PSR, the PSR Deputy, The Churchwardens, The Verger, The Children's Pastor, The Worship & Youth Pastor, The PCC Youth Representative. In this way, the leadership are more likely to become aware of any breaches of the agreement which will need to be dealt with firmly.

We recognise that whilst the church may know of an individual who has been convicted, there may be others unknown in the congregation who pose as great, if not greater threats. Therefore, a serious view is taken of any inappropriate behaviour towards children/young people/vulnerable adults whether or not the individual is a known offender.

The Church also has a new duty to share information under the Safeguarding and Vulnerable Groups Act 2006. The Church has a duty to notify the DBS of relevant information so that individuals who pose a threat to vulnerable groups can be identified and barred from working with these groups.

It is the PCC's view that, even if there has been true repentance, or "Deliverance Ministry", it would be wrong to place an individual in a compromising or tempting position, as an offender may have an addictive compulsion towards children/young people or vulnerable adults. The arrangements set out above therefore are as much for the benefit of the adult concerned as for the children/young people in the congregation.

Where an allegation/suspicion arises in the church, a period of investigation will follow which will be stressful for all involved. Acknowledging this, the PCC will commit to support:

- The alleged victim.
- The family of the alleged victim.
- The alleged perpetrator and his/her family (without compromising the child/young person/vulnerable adult or their family).

If it is appropriate to encourage the alleged perpetrator to worship elsewhere, then the church leaders will be informed of the reasons so that the individual is given as much support and pastoral care as possible and the abuse to the young person/vulnerable adult is not compounded.

N.B. Whilst pastoral care for all concerned is essential, that for the alleged perpetrator (retaining contact, prayer support etc.) should not be at the expense of the victim, their family or the taking of the perpetrator's side. There should be no minimising of what has been done or even a denial of the perpetrator's responsibility. It is likely, therefore, that a number of different people may be appointed to support the conflicting needs of the various parties.

APPENDIX 3

Confidential Declaration Form

The Confidential Declaration Form must be completed by all those wishing to work with children and/or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including clergy, employees, ordinands and volunteers who may be in a leadership position, or in a role that has contact with children and/or adults experiencing, or at risk of abuse or neglect. This form is strictly confidential and will be stored safely as required by the General Data Protection Regulations. Except under compulsion of law, will be seen only by those involved in the recruitment/ appointment process and the Diocesan Safeguarding Adviser or someone acting in a similar role who may need to view the data in order to carry out the Diocese’s safeguarding duties. In signing this form you are consenting to the Diocese of Salisbury and the parish to which you are applying for a role, storing and processing this information for Safer Recruitment and Safeguarding purposes.

Full Name.....

If you answer ‘Yes’ to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering. Please note that the Disclosure & Barring Service (DBS) is an independent body, which came into existence on the 1 December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

If the role you have applied for is not eligible for a DBS check you MUST only answer questions 1 and 2 of this form

1. Have you been ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules? (Include both spent and unspent convictions)

Yes / No *If yes, please explain below.*

.....
.....
.....
.....

Note: You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it is your only offence; (c) it did not result in a prison sentence or suspended prison sentence (or detention order) and (d) it does not appear on the DBS’s list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b), (c) and (d) in order to be filtered.** Further guidance is provided by the DBS at www.gov.uk/government/publications/dbs-filtering-guidance

Please note that the rehabilitation periods (the amount of time which has to pass before a conviction etc. can be spent) have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never spent. For further guidance in relation to the rehabilitation periods please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules?

Yes / No *If yes, please explain below*

.....
.....
.....

Note: You do not have to declare any adult caution where: (a) 6 years (or 2 years if under 18 at the time of the caution, reprimand or warning) have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences referred to in the above notes. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered**

Additional notes: Where your position/role involves substantial contact with children and/or adults experiencing, or at risk of abuse or neglect you will be expected to declare **all** convictions and/or cautions etc., even if they are spent provided they have not been filtered by the DBS filtering rules. Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK.

If your position/role does not involve substantial contact with children and/or adults experiencing, or at risk of abuse or neglect you should only declare unspent and unfiltered convictions/cautions etc.

3. Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence/misconduct?

Yes / No *If yes, please explain below*

.....
.....
.....

4. Are you or have you ever been prohibited and/or barred from work with children and/or vulnerable adults?

Yes / No *If yes, please explain below*

.....
.....
.....

5. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and/or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and/or vulnerable adult was at risk of significant harm from you?

Yes / No *If yes, please explain below*

.....
.....
.....

Note: Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health or development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others.

6. Has your conduct ever caused or been likely to cause significant harm to a child and/or vulnerable adult, and/or put a child or vulnerable adult at risk of significant harm?

Yes / No *If yes, please explain below*

.....
.....
.....

7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

Yes / No *If yes, please explain below.*

.....
.....
.....

8. Have you ever had any allegation made against you, which has been reported/referred to, and investigated by the Police/Social Services/Social Work Department (Children or Adult's Social Care)?

Yes / No

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

.....
.....
.....

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

9. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation?

Yes / No *If yes, please explain below.*

.....
.....
.....

10. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules; or is that person at present the subject of a criminal investigation/pending prosecution?

Yes / No / Not Applicable

If yes, please explain below, giving details including the nature of the offence(s) and the dates. Please give any further details, such as the reasons or circumstances, which led to the offence(s).

.....
.....
.....

*Note: You are only required to answer this if you work from home with children. The DBS define home based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives (this will include **all** clergy).*

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

Before an appointment can be made applicants who will have substantial contact with children and/or adults experiencing, or at risk of abuse or neglect in their role, will be required to obtain an enhanced criminal record check (with or without a barred list check as appropriate) from the Disclosure and Barring Service. All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people or adults experiencing, or at risk of abuse or neglect. Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and/or an adult experiencing, or at risk of abuse or neglect at risk of harm.

Declaration

I declare that the above information (and that on any attached sheets) is accurate and complete to the best of my knowledge. I consent to the Diocese and the parish storing and processing this information for safer recruitment and safeguarding purposes.

I agree to inform the Bishop or the Diocesan Safeguarding Advisor if I am cautioned or convicted of an offence after I take up post or if I become subject of an investigation by one of the statutory agencies. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of this work.

APPENDIX 4

CHILDREN'S WORK REFERENCE REQUEST LETTER

DATE

NAME
ADDRESS

Dear NAME,

Re: APPLICANT

We have received an application from NAME who wishes to be involved in children's work at St Mary's Church, Ferndown. In order to take on this role, he/she must undergo a DBS check and provide references regarding his/her suitability for this voluntary role.

NAME has stated that you would be willing to provide a character reference for him/her. I would be grateful if you would kindly complete the enclosed form and return it to me in the stamped addressed envelope provided within the next 14 days if possible please.

If you would prefer to submit your reference by e-mail, please feel free to do so via safeguarding@stmarys-ferndown.org.uk. Please note that we cannot accept a verbal reference.

Thank you, in anticipation, for your assistance in this matter. If you have any queries please do not hesitate to contact me on 01202 572582.

Yours sincerely

Pam Pyke
Parish Safeguarding Officer

APPENDIX 5

**CHILDREN'S WORK REFERENCE FORM
(Private and Confidential)**

Name of Volunteer: _____

What is your relationship with the volunteer? (please circle):

Friend Employer Other (please specify) _____

How long have you known the Volunteer? _____(years)

From your knowledge and experience of the Volunteer, please comment on his/her suitability to work with children or young people. Please include comments on his/her honesty, reliability, health and experience of working with children / young people:
(Continue on a separate sheet if necessary)

Are there any other comments you would like make about the Volunteer?

If you have any concerns about this appointment, please telephone our Parish Safeguarding Officer, Mrs Pam Pyke, on 01202 572582

Signed: _____ Date: _____

Please print name: _____

APPENDIX 6

YOUTH WORK REFERENCE REQUEST LETTER

DATE

NAME
ADDRESS

Dear NAME,

Re: APPLICANT

We have received an application from NAME who wishes to be involved in youth work at St Mary's Church, Ferndown. In order to take on this role, he/she must undergo a DBS check and provide references regarding his/her suitability for this voluntary role.

NAME has stated that you would be willing to provide a character reference for him/her. I would be grateful if you would kindly complete the enclosed form and return it to me in the stamped addressed envelope provided within the next 14 days if possible please.

If you would prefer to submit your reference by e-mail, please feel free to do so via safeguarding@stmarys-ferndown.org.uk. Please note that we cannot accept a verbal reference.

Thank you, in anticipation, for your assistance in this matter. If you have any queries please do not hesitate to contact me on 01202 572582.

Yours sincerely

Pam Pyke
Parish Safeguarding Officer

APPENDIX 7

**YOUTH WORK REFERENCE FORM
(Private and Confidential)**

Name of Volunteer: _____

What is your relationship with the volunteer? (please circle):

Friend Employer Other (please specify) _____

How long have you known the Volunteer? _____(years)

From your knowledge and experience of the Volunteer, please comment on his/her suitability to work with young people. Please include comments on his/her honesty, reliability, health and experience of working with young people:

(Continue on a separate sheet if necessary)

Are there any other comments you would like make about the Volunteer?

If you have any concerns about this appointment, please telephone our Parish Safeguarding Officer, Mrs Pam Pyke, on 01202 572582.

Signed: _____ Date: _____

Please print name: _____

APPENDIX 8

PASTORAL CARE REFERENCE REQUEST LETTER

DATE

NAME
ADDRESS

Dear NAME,

Re: APPLICANT

We have received an application from NAME who wishes to be involved in pastoral work at St Mary's Church, Ferndown. In order to take on this role, he/she must go through our safer recruitment process and provide references regarding his/her suitability for this voluntary role.

NAME has stated that you would be willing to provide a character reference for him/her. I would be grateful if you would kindly complete the enclosed form and return it to me in the stamped addressed envelope provided within the next 14 days if possible please.

If you would prefer to submit your reference by e-mail, please feel free to do so via safeguarding@stmarys-ferndown.org.uk. Please note that we cannot accept a verbal reference.

Thank you, in anticipation, for your assistance in this matter. If you have any queries please do not hesitate to contact me on 01202 572582.

Yours sincerely

Pam Pyke
Parish Safeguarding Officer

APPENDIX 9

**PASTORAL CARE WORK REFERENCE FORM
(Private and Confidential)**

Name of Volunteer: _____

What is your relationship with the volunteer? (please circle):

Friend Employer Other (please specify) _____

How long have you known the Volunteer? _____(years)

From your knowledge and experience of the Volunteer, please comment on his/her suitability for a pastoral role. Please include comments on his/her honesty, reliability, health and experience of working in a pastoral environment:

(Continue on a separate sheet if necessary)

Are there any other comments you would like make about the Volunteer?

If you have any concerns about this appointment, please telephone our Parish Safeguarding Officer, Mrs Pam Pyke on 01202 572582

Signed: _____ Date: _____

Please print name: _____

APPENDIX 10

GENERAL CONSENT FORM (CHILDREN & YOUNG PEOPLE)

*Please complete both sides of this form and return to the group leader or to
St Mary's Church Office, Church Road, Ferndown, BH22 9EU*

*Data Protection - Please note that the information on this form will be stored securely and will only be accessed and/or processed
by individuals authorised by the PCC of St Mary's Church as is necessary and in accordance with our Privacy Notice.
This is available on our website and on request from our Church Office.*

Male Female *(Please tick the box which applies)*

Name of group(s) attending _____

Name of child _____

Date of Birth _____ School Year _____

Name of Parent/Guardian/ _____

*Carer Foster Carers are kindly requested to obtain agreement from all relevant parties before completing and
returning this form.*

Do you have legal responsibility (PR)? YES / NO *Please delete as applicable*

Address _____

Postcode _____

Tel. Home/Mobile _____

E-mail _____

Church Name St Mary's Church, Ferndown

Church Leader's Name Rev. Sarah Pix

Telephone (01202) 897087 *Please complete the second part of the form overleaf*

Medical / Emergency Information and Parental Consent

Name _____

Name of Doctor _____ Tel. No. _____

National Health No. _____

1st Emergency Contact

_____ Tel. No. _____ Relationship _____

2nd Emergency Contact

_____ Tel. No. _____ Relationship _____

Details of any medical condition / special need / disability about which leaders should be aware:

Details of any allergies or special diet: _____

Parental Consent Section

In an emergency and/or if I am not contactable, I am willing for my child to receive any necessary hospital or dental treatment; including an anaesthetic.

Yes	<input type="checkbox"/>
-----	--------------------------

No	<input type="checkbox"/>
----	--------------------------

I am happy for a qualified first-aid to administer first aid to my child if necessary.

Yes	<input type="checkbox"/>
-----	--------------------------

No	<input type="checkbox"/>
----	--------------------------

Occasionally we might like to use photographic or video images of a general nature for publicity purposes to be used on the church's overhead notices and/or display boards and/or literature and/or website/Facebook page. *St Mary's Facebook page is only accessible to people authorised by the church leadership. Please be assured that individual names will not be linked to any photographs/media.*

Your permission is sought for this and would be valid until you advise otherwise.

Yes	<input type="checkbox"/>
-----	--------------------------

No	<input type="checkbox"/>
----	--------------------------

Signed: _____
(Parent/Guardian/Carer*)

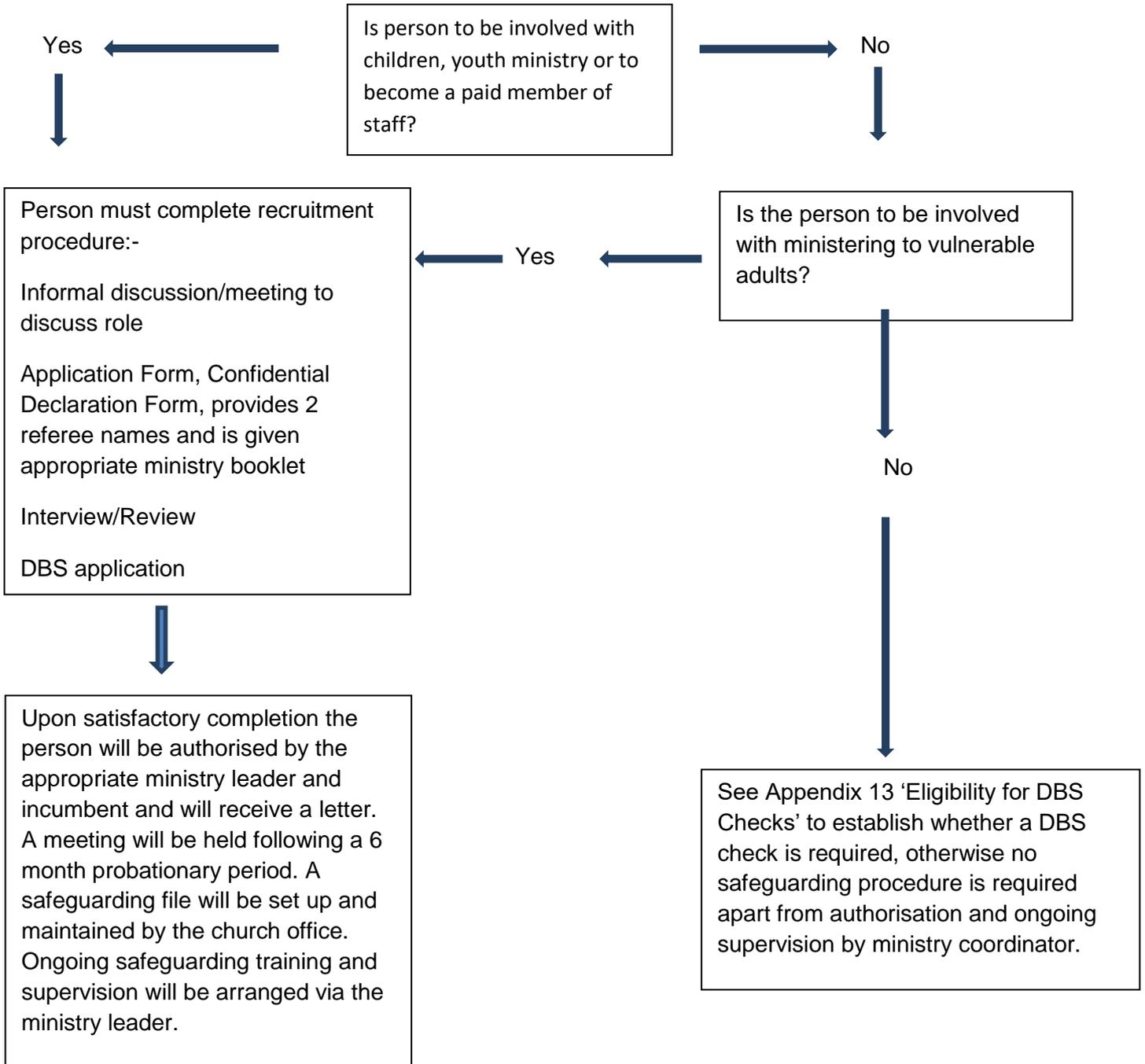
Print Name: _____

Date: _____

N.B Foster Carers are kindly requested to obtain agreement from all relevant parties before completing and returning this form.

APPENDIX 11

Safeguarding Process Flowchart



APPENDIX 12

Practice Guidance – Safer Recruitment (v. July 2016, Church Of England)

<https://www.salisbury.anglican.org/resources-library/parishes/safeguarding1/parish-resources/recruitment/2016-safer-recruitment-practice-guidance>

(Paper copy also available from the Church Office)

This document outlines the practice guidance for safer recruitment.

Appendix 7 within the document outlines the activities which make a person eligible for an enhanced criminal record check. This document should be referred to alongside the documents from the Disclosure Barring Service. (Appendix 13 in this policy)

APPENDIX 13

Eligibility for DBS Checks

This document produced by the Disclosure Barring Service will help you identify whether the position you are recruiting for falls into the adult workforce when completing the “Position Applied For” field on a DBS application form and where access to an adults’ barred list check is available.

These are roles which relate specifically to working with adults.

<https://www.salisbury.anglican.org/resources-library/parishes/safeguarding1/about-the-dbs/a-guide-to-adult-workforce-rules-may-2018>

This document produced by the Disclosure Barring Service will help you identify whether the position you are recruiting for falls into the child workforce when completing the “Position Applied For” field on a DBS application form and where access to a children’s barred list check is available. These are roles which relate specifically to working with children

<https://www.salisbury.anglican.org/resources-library/parishes/safeguarding1/about-the-dbs/a-guide-to-child-workforce-rules-sep-2018>

APPENDIX 14

Policy for Responding to Domestic Abuse

All forms of domestic abuse are wrong and must stop. We are committed to promoting and supporting environments which:

- ensure that all people feel welcomed, respected and safe from abuse;
- protect those vulnerable to domestic abuse from actual or potential harm;
- recognise equality amongst people and within relationships;
- enable and encourage concerns to be raised and responded to appropriately and consistently.

We recognise that:

- all forms of domestic abuse cause damage to the survivor and express an imbalance of power in the relationship;
- all survivors (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;
- domestic abuse can occur in all communities;
- domestic abuse may be a single incident, but is usually a systematic, repeated pattern which escalates in severity and frequency;
- domestic abuse, if witnessed or overheard by a child, is a form of abuse by the perpetrator of the abusive behaviour;
- working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

We will endeavour to respond to domestic abuse by:

In all our activities –

Valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse.

When concerns are raised –

- ensuring that those who have experienced abuse can find safety and informed help;
- working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community.

In our care –

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse;
- identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse.

If you have any concerns or need to talk to any one please contact

Parish Safeguarding Representative – Pam Pyke on 01202 572582 OR

The Incumbent - Rev Sarah Pix on 01202 890798

Appendix 15

St Mary's Church, Ferndown

Policy for use of photographs and video recordings of children, young people and adults at risk of abuse

- Diocesan responsibilities for safeguarding and the protection of children, young people and adults who may be at risk of abuse (adult at risk) require that an assessment is made about whether publishing a photograph or video recording in any format might pose a risk to a child, young person or vulnerable adult.

Good practice guidelines for photography or video recording at church events

- Include a consent request as a matter of course for all groups and events at the same time as you collect contact details, permission slips or registration forms.
- If it is impractical to ask all people at an event to sign a consent form (e.g. at most church services which are open to the public), put the Notice about Photographs or Video Recording (see below) in prominent places or in the event programme and on the premises, and make sure official photographers and video recorders are aware of these guidelines. You may also want to read the text of the Notice out in any notices.
- Do not photograph or video record any child, young person or adult at risk who has asked not to be photographed or who is under court order (where it is known).
- All children, young people or adults at risk must be appropriately dressed when photographed or video recorded.
- All people taking photographs or video recording footage for official use at the event should register with the event organiser.
- All concerns regarding inappropriate behaviour or intrusive photography or video recording should be reported to the event organiser.
- At large events, set up photo or video recording opportunities at the end. This allows the performance to go ahead with limited interruption, and allows any child, young person or adult at risk to take part in the event but not to be photographed or video recorded.
- At services relating to 'life events' such as weddings, christenings, etc., if there is no commercial photographer contracted, ask those being married/baptised/etc or their families to provide a designated photographer. The official or designated photographer can be briefed on photography guidelines before the event. This also cuts down on intrusive use of cameras or phones during an act of worship.

Guidance on the use of photographic material in the parish, including the internet

Diocesan churches and organisations creating their own website are encouraged to observe the safeguarding guidelines below and to regularly review the pages of their site so that it remains up to date, effective and safe.

Guidelines:

- Photographs and video recordings are deeply personal and must be used responsibly.
- Obtain consent as above from parents, guardians or carers before using photographs or video recordings of children, young people or adults at risk on a website.
- Children, young people or adults who may be at risk should not be identified by their full name. Under no circumstances should the e-mail, postal addresses or telephone numbers of children, young people or adults be published.
- Ensure that the image files are appropriately named – do not use the names of children, young people or adults who may be at risk in image filenames or Alt tags.
- Only use images of children, young person or adults at risk in suitable dress.
- The use of inappropriate images should be reported through the standard procedures (statutory authorities and Diocesan Safeguarding Adviser) to reduce the risks to children, young people or vulnerable adults.

Taking the Best Photographs

We also have guidelines on how to take the best photographs on the Diocesan website.

Appendix 16

St Mary's Church, Ferndown

Events – Notice about Photographs and Video Recordings

It is possible that during this event that a child, young person or adults at risk may be photographed or video recorded. The church will take all steps to ensure that these images are used solely for the purposes that they are intended.

If you become aware that these images are being used inappropriately you should inform an official as soon as possible. If you would prefer that a child, young person or adult at risk photograph or video recording is not taken please advise the organiser.

Signed:

Date:

St Mary's Church, Ferndown

Photographs and Video recordings

Please note that it is not permitted for individuals to take photographs or video recordings during the course of any service / event in this church.

During some services/events an official photographer will be taking photographs and copies may be obtained from them. Their contact details will be made available

You will be permitted to take photographs of family members at the end of the service/event.

Signed:

Incumbent/Churchwarden

Date: