

The Parish of South Crawley

Safeguarding Policy and Statement

May 2024

Contents

1. Safeguarding Implementation Policy
2. PCC Safeguarding Policy statement
3. Behaviour Code for Adults Working With Children
4. Parish Policy for Off-Site Visits of Children and Young People
5. E-Safety policy
6. Policy Guidance on how to raise safeguarding concerns
7. How the Parish should respond to safeguarding allegations

SECTION 1 POLICY COMMITMENTS

- 1.1 The parish of South Crawley (hence forth referred to as “the Parish”) shall ensure compliance with their policy and the Diocesan policies relating to safeguarding using this document.

This document shall be reviewed on an annual basis by the Parochial Church Council (PCC) and shall be signed by the chair of the Parochial Church Council to acknowledge its adoption.

This document shall be published and made available to all worshippers in the Parish. Copies will be given to all those working with children and young people and vulnerable adults, preachers and service leaders and PCC members.

A copy of this document shall be sent to the Diocese Safeguarding Adviser.

- 1.2 It is important to note that Promoting a Safer Church – the Church of England’s Safeguarding Policy for children, young people and adults 2017, the Church of England’s Parish Safeguarding Handbook 2019, **the General Synod document ‘Protecting All God’s Children 2010’ and the Diocesan Working Together to Safeguard Children (2013) document (both of which can be accessed on (https://safeguarding.chichester.anglican.org/safeguarding_policy) must be referred to as the definitive source of guidance wherever they are applicable. In such circumstances they shall take precedence over this implementation document.** All those working with children and young people and vulnerable adults are expected to be familiar with these documents and how to refer to them if needed.

Copies of the national Safeguarding Handbook or a Pocket Guide to it will be given to all people with these roles according to their level of involvement and responsibility.

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

It is a requirement on the Incumbent and the PCC 'to ensure that safeguarding arrangements are **clearly visible** on the **front page** of the parish website'.

It is also a requirement that information is displayed about how to contact the Diocesan Safeguarding Adviser and the Parish Safeguarding Officer and how to get help outside the church with child and adult safeguarding issues. This should be displayed inside the church, together with a formal statement that the PCC has adopted the House of Bishop's "*Promoting a Safer Church; Safeguarding Policy Statement.*" Each of the three churches have to put a clear safeguarding link on the front page of their website.

The Safeguarding Policy Statement agreed by the PCC is shown on page 9.

1.5 The PCC undertakes to:

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

SECTION 2 KNOWN OFFENDERS AGAINST CHILDREN OR VULNERABLE ADULTS

- 2.1 If any member of a congregation within the parish is known to have offended against children, or they do not have convictions or cautions, but there are sound reasons why they might still pose a risk to others, the Vicar must be informed. The Vicar must then inform the Diocesan Safeguarding Adviser and the Parish Safeguarding Officer.
- 2.2 The Diocesan policy and procedures shall be followed and steps shall be taken to ensure the protection of the young people of the Parish and others who may be vulnerable. (see https://safeguarding.chichester.anglican.org/safeguarding_policy). These steps shall also lessen the possibility of the adult being wrongly accused of abuse or being tempted to abuse.

A management plan should be drawn up and agreed with the known offender. Responsibility for this should be taken by the Vicar and Parish Safeguarding Officer working closely with the Diocesan Safeguarding Adviser and, as appropriate, the Police and Social Services.

- The Area Church Wardens, Parish Wardens the Lead Children's Worker will also need to be informed to the extent necessary for their roles.
- This plan should be reviewed if circumstances change
- Confidentiality should be maintained within the group.

SECTION 3 OUTSIDE GROUPS

- 3.1 The Parish shall identify all outside groups using their premises.
- 3.2 This record shall be drawn up by the Vicar or Church Safeguarding Representative and shall be held in the Church Office under the direction of the Vicar. A copy of this record shall be forwarded to the Parish Safeguarding Officer.
- 3.3 All outside groups shall be asked to declare if they have a safeguarding policy appropriate to their activities and an agreement with regard to child protection and /or adult safeguarding shall be drawn up. A copy of this policy should be provided to the bookings officer or administrator. The agreement must be signed at the time the booking is accepted. The form shall be as described in the diocesan policy and procedure document.
- 3.4 For those groups without their own policy the agreement shall stipulate that the group concerned must follow the policies and procedures adopted by the Parish Church Council (PCC). The group

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

- 3.5 For organisations with their own policy the agreement shall require the group to abide by the stated policy.
- 3.6 Again the group shall be required to notify the Parish Safeguarding Officer or Vicar of any concerns or allegations which arise about children and/or vulnerable adults, in the course of their activities.
- 3.7 For one off bookings the organiser shall be given a copy of the Parish Safeguarding Policy.
- 3.8 The organisers shall be informed as to the number of helpers that are required for the number of expected children. The booking officer should note that the “one off” group has been given this information.
- 3.9 Hirers are required to sign that they have read the Church’s booking policy and the Diocesan booklet, referred to in 3.7 above.

SECTION 4 IDENTIFICATION AND REGISTERING OF CHURCH GROUPS

- 4.1 The Parish shall clearly identify all groups serving children and young people and groups of mixed age (children and adults) and groups which contain vulnerable adults with care for whom they have responsibility.
- 4.2 Each church must clearly display the name of the group and its meeting time.
- 4.3 If a group meets local authority registration criteria the parish requires that the Vicar or Church Safeguarding Representative ensures that the group is registered with the local authority.

SECTION 5 CHURCH GROUP LEADERS

- 5.1 The leaders of all the defined groups shall be identified and steps shall be taken to ensure they comply with the relevant safeguarding procedures. Their names shall be kept by the Vicar and the Parish Safeguarding Officer.
- 5.2 Any adult who in the course of his/her work within the church, has significant access to children must be identified and come under the child protection procedures. The names of these adults will also be kept by the Vicar and Parish Safeguarding Officer.

Training

- 5.3 All adults involved in working with children, young people and vulnerable adults shall be supported by the Parish. The Parish shall provide workers and volunteers appropriate training not only with regard to their work but in safeguarding issues. Diocesan led or Thirtyone:Eight (formerly CCPAS) training shall be offered whenever available.
- 5.4 All adults working with children, young people and vulnerable adults:
 - must be identified and come under the child protection procedures.
 - shall be expected to attend training on safeguarding matters. Failure to complete such training without good reason will lead to the removal of the worker from the work concerned.
 - shall be expected to work within the directives on child protection issued by the Parish and Diocese of Chichester.
- 5.5 The Church of England safeguarding modules which all appropriate person’s will be required to undertake and keep up to date are as follows: -
 - **Basic Awards (C0)** – This is the core module that contains basic messages about safeguarding. It is an e-learning module, which can be studied individually or in small or large groups. C0 is designed to raise awareness across churches, and the emphasis is that “safeguarding is everyone's responsibility”. It will be commended to as many people in the

Parish as possible. From the commencement of this Policy, completion of this module will be a pre-requisite for any new person wanting to undertake training at C1 level.

- **Foundation (previously C1)** – This is the “foundation module”. Everyone who works /volunteers with children and/ or vulnerable adults in the Parish must complete this module. C1 must also be completed prior to C2 (see below). It is available either through group training sessions run by the Diocese or via e-learning.
- **Leadership (previously C2)** – This is a leadership module, for clergy and lay leaders who lead groups involving children and / or vulnerable adults or who have the responsibility for implementing good safeguarding practice. For the Parish this means the Vicar, other licenced clergy, clergy with Permission to Officiate, Churchwardens, Readers, Head Youth Worker, Parish Safeguarding Officer, Church Safeguarding Representatives and Lead Recruiter.
- **Foundation and Leadership for Clergy and Lay Ministers (previously C3)** – For those requiring this level of training refresher should be completed using Leadership training.
- **Safeguarding Training for Senior Leaders (previously C4)** – prior to senior staff attending this module it should be ensured that they have up to date Leadership training every time. Senior staff module is refreshed in a three-yearly basis.
- **Refresher training (previously C5)** – Removed from the framework.

5.6 Appointment of New Workers and Volunteers

The PCC is responsible for the appointment of those working with children, young people and vulnerable adults, paid or unpaid. Often the responsibility is delegated to the incumbent. At least two individuals (who could include the incumbent) must be responsible for recruitment. All those involved in recruitment must be capable and competent, trained in safer recruitment and able to keep personal matters confidential.

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

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

Volunteers involved in midweek activities, but attending another church, still need to be known to us for a 6 month period before being considered for voluntary roles. Particular attention must be given to getting a reference from the vicar of the church of which they are a member and what children's work they are already involved with at their own church.

Volunteers with leadership responsibilities must be regular worshippers.

Volunteers in support roles must have been known to the leadership team for a minimum period of 6 months, (preferably) practising Christians, with specific experience relative to the proposed role.

New workers and volunteers shall have an informal interview with the Vicar and another appropriate person prior to their appointment. This may be the Parish Safeguarding Officer, Church Safeguarding Representative, Lead Children's Worker or Church Warden, as appropriate.

The progress chart in Appendix 3 should be followed.

5.7 Following Appointment

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

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

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

A person should not take up the duties of the work concerned, unsupervised, whether paid or voluntary, until all paperwork is completed and the DBS check has been satisfactorily cleared. In accordance with the Church of England directive, paperwork for Lay Staff in contact with children, should be kept for a minimum of 75 years after employment ceases.

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

SECTION 6 PARISH SAFEGUARDING OFFICER

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

Angela Chamunda

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

Liz Roe - Holy Trinity

Clare Hiley - St Mary's

Neil Stewart - Christ the Lord

If a member of the parish or worker has concerns about a child, young person or vulnerable adult or is concerned about the behaviour of an adult they should contact the relevant Vicar or Church Safeguarding Representative and Parish Safeguarding Officer.

The Safeguarding Officer shall keep a record of any reported concerns and liaise with the Vicar and the Diocesan Safeguarding Representative, as to possible action.

This information shall be held as confidential and shared only in accordance with Diocesan policy.

SECTION 7 DRINK AND DRUGS POLICY

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

SECTION 8 SPECIFIC PARISH REQUIREMENTS RELATING TO CHILDREN AND YOUNG PEOPLE

- 8.1 All groups for children and young people shall only be led by adults over 18 years of age.
- 8.2 All groups for children and young people shall have at least two leaders, with an appropriate gender balance.

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

The following adult - child ratios must be adhered to:

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

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

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

- 8.12 Best practice requires that when a group is led by a married couple there should be at least one other person involved in the leadership.
- 8.13a Electronic communication, including the use of social media, between adults and children should only be 'need to know' e.g. a change in the time of a meeting.
- 8.13b Meetings using platforms such as Zoom or Skype should also be on a 'need to know' basis. The host of such a meeting will only admit those he/she knows to be genuine participants. No such meeting may be recorded without the consent of the parent/guardian of the children taking part, and consent of any adults taking part.
- 8.14 Transporting children by car needs the written permission of parents, Please refer to the Safeguarding Officer or Parish Office for more details.
- 8.15 Information will be given to parents about how to keep children safe.
- 8.16 All paid and volunteer workers with children are expected to comply with A Safe Environment and Activities in section 11 of The Parish Safeguarding Handbook.

SECTION 9 SAFEGUARDING AND TAKING PICTURES

- 9.1 The taking of photographs and moving images is a sensitive area for safeguarding and all three churches in the Parish take this very seriously. Photographs etc for publicity purposes and at specific events may only be taken by those specifically designated by the clergy, who will then monitor and store them carefully.
- 9.2 Other people are welcome to take photographs and moving images for their own use, subject to the following simple safeguarding requirements:
- Pictures of children (under 18) must not be taken except by their own parents or carers.
 - Pictures should be limited to specific groups of families and friends and should not include wider groups of people, particularly if they may include children (under 18) and vulnerable adults.
 - It is stressed that permission is needed from the parents or carers before taking pictures of children.
 - This permission from the parents or carers, must also be in writing if, the image of a child/children are to be projected in church services or to published (e.g. internet or notice sheet)
 - Pictures of children other than family members taken on church premises must not be published without the permission of the Parish Safeguarding Officer, who may want to review the material concerned.

SECTION 10 REQUIREMENTS RELATING TO VULNERABLE ADULTS

- 10.1 All safeguarding work with adults should be based on the following principles:
- The empowerment of adults underpins all safeguarding adults' work.
 - The focus of safeguarding adults should always be to identify and endeavour to meet the desired outcomes of the adult.
 - Every person has a right to live a life free from abuse, neglect and fear.
 - Safeguarding adults is everyone's business and responsibility.
 - There is zero tolerance to the abuse of adults.
 - All reports of abuse will be treated seriously.
 - Every person should be able to access information about how to gain safety from abuse and violence and neglect.
 - All adult safeguarding work aims to prevent abuse from taking place, and to make enquiries quickly and effectively and take appropriate action where abuse is taking place or is suspected.
- 10.2 The Parish shall formally identify those who are authorised to visit vulnerable adults in their own homes as representatives of the church and should be given expression by a special commissioning in a service, badges of recognition, notices in Family Matters, In Touch etc.
- 10.3 Others may also wish to visit adults with needs on a personal basis and this should be encouraged. It should be made clear, however, that such visits are not being made on behalf of The churches of St Mary's, Holy Trinity or Christ the Lord Church. If, however, such people become aware of concerns where they might help, they are encouraged to share them with the Vicar or the Pastoral Care Team.

SECTION 11 DOMESTIC ABUSE

- 11.1 The Parish is committed to support those who suffer from domestic abuse, either those directly abused or children in the family affected by the abuse. For any individuals who need help because they are suffering domestic abuse or those who are concerned that domestic abuse is taking place with other people, the person to contact is Angela Chamunda, Parish Safeguarding Officer or Liz Roe or Clare Hiley or Neil Stewart, Church Safeguarding Representatives. They will arrange for help and advice to be provided, drawing on the expertise of the Diocesan Safeguarding Team.

SECTION 12 SURVIVORS OF ABUSE

- 12.1 The Parish should ensure that victims and survivors who disclose abuse within the Church of England receive appropriate support, which is a central pillar of the Church's approach to safeguarding.
- 12.2 The Church of England, The Church in Wales and The Catholic Church in England and Wales announced in November 2022, ongoing support for victims and survivors of church-related abuse, through their Safe Spaces project, with newly appointed, independent provider First Light. Safe Spaces, is a free, independent national support service for victims and survivors of church-related abuse, and have produced new posters for churches to signpost to their confidential helpline.
- 12.3 The Archbishops' Council established an Interim Support Scheme to improve the Church's response to current and non-current survivors of Church-related abuse. This Scheme is part of the Church's recognition that harm has been caused by both that abuse itself, and the Church's responses to survivors. This Scheme is not intended to provide compensation or restitution to survivors, nor is it a redress scheme; this is being developed separately by the Church.
- 12.4 The Interim Support Scheme is intended to give immediate help and support to survivors whose life circumstances are significantly affected by the abuse suffered, and the response to it and is designed to address immediate and urgent needs that help in the short-term to put the survivor's life back on track.

Serious Incidents reporting

The Charity Commission updated its guidance on 14 June 2019, to require all individual Serious Incident reports, both safeguarding and non-safeguarding, to be submitted to it using a new online form, the Church updated its guidance accordingly. The online form which must be used to report a Serious Incident to the Charity Commission can be accessed at <https://ccforms.charitycommission.gov.uk/report-a-serious-incident>

PARISH SAFEGUARDING POLICY STATEMENT

May 2024 Parish of South Crawley

The following policy was agreed by the **PCC of the Parish of South Crawley** at the meeting held on 23rd May 2024.

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

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with, know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve, in which case our policies relating to known offenders will be applied.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.
- We recognise that our work with children and young people and vulnerable adults is the responsibility of the whole church community and, consequently, safeguarding is the responsibility of everyone.
- We are committed to implementing Promoting a Safer Church (the Church of England's Safeguarding Policy for children, young people and adults), the General Synod document *'Protecting All God's Children, 2010*, and the diocesan procedures, which are based on the Children Act, and Government guidance *"Working together to Safeguard Children"*, both published in 2013.
- We will carefully select and train ordained and lay ministers; volunteers and paid workers with children and young people. Similarly we will select and train all persons given a role by our church(es) to support and provide services to adults with care and support needs. We will use the Disclosure and Barring Service, amongst other tools, to check the background of each person.

- We will respond, without delay, to every concern made that a child or young person, or adult in need of protection, for whom we are responsible, may have been harmed.
- We will co-operate fully with statutory agencies during any investigation concerning a member of the church community.
- We will seek to ensure that any child, young person or adult who has suffered abuse is offered support that meets their needs.
- We will care for and supervise any member of our church community known to have offended against a child.
- We will review this policy annually and as part of this process will ensure that all our procedures, particularly in relation to the Disclosure and Barring Service, are up to date.

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Our Parish Safeguarding Office is:

Name: **Angela Chamunda**

Address: 37 Loveletts, Gossops Green
Crawley. RH11 8EG

Telephone number: 01293 536556/07890 667395

Email Address: a.chamunda@btinternet.com



Our Lead Recruiter is: Janet Kensey

Name/Signed: Revd Tim WilsonIncumbent Date

Name/signed Mark Hales, churchwarden

Name/signed Neil Stewart, churchwarden

A copy of this statement is to be displayed in the church and a copy sent to the Bishop's Advisor for Safeguarding.

SECTION 3

KEEPING US SAFE AT PARISH OF SOUTH CRAWLEY

Behaviour Code for Adults Working with Children

This Code outlines the expectations of the Parish of South Crawley for all those who work or volunteer with children. It reflects our desire to follow Jesus in all we do, reflecting his love to those we minister to. It follows from our determination to ensure that The churches of St Mary's, Holy Trinity and Christ the Lord are places where children can not only be safe, but feel safe. and, it reflects our unwavering commitment to the highest possible standards of safeguarding practice. Following this code will help to protect children from abuse and inappropriate behaviour from adults. It will help them learn how safe adults behave around them - thus equipping them to better recognise if an adult is behaving unsafely around them, and to know that this behaviour is wrong. It will also help staff and volunteers maintain the standards of behaviour expected of them, and will reduce the possibility of unfounded allegations of abuse being made against them.

Upholding the Code

All members of staff and volunteers are expected to report breaches of this code to Angela Chamunda, Parish Safeguarding Officer, under South Crawley Parish Policy for Safeguarding. Staff and volunteers who breach this code of behaviour may be subject to disciplinary procedures, or asked to leave their role. Serious breaches may also result in a referral being made to a statutory agency such as the police or the local authority children's social care department.

Responsibility of Staff and Volunteers

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

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

- Treat all children and young people with respect and dignity.
- Ensure that your own language, tone of voice and body language is respectful.
- Value the contribution of children and young people, and take their views seriously, actively involving them in planning activities wherever possible.
- Respect a young person's right to personal privacy.
- Always aim to work within sight of another adult.
- Ensure another adult is informed if a child needs to be taken to the toilet; toilet breaks should be organised for young children.
- Ensure that children and young people know who they can talk to if they need to speak to someone about a personal concern.
- Respond warmly to a child who needs comforting, but make sure there are other adults around.

- If any activity requires physical contact, ensure that the child and parents are aware of this and its nature beforehand.
- Administer any necessary First Aid with others around.
- Obtain consent for any photographs/videos to be taken, shown or displayed.
- Record any concerning incidents, and give the information to your group. Sign and date the record.
- Always share concerns about children or the behaviour of another worker within your group leader and/or the parish safeguarding co-ordinator.

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

- Initiate physical contact. Any necessary contact (e.g. For comfort, see above) should be initiated by the child.
- Play rough physical games with children, or allow games with a potentially physical element (such as 'British Bulldog') to be played between children without careful thought, planning, and prior notification to parents and children.
- Act, speak, or conduct yourself in a sexually provocative or suggestive way, either directly towards children, or with other adults when you are with children, or engage in any sexual behaviour at all with children or young people. It is your responsibility to do everything you can do to avoid any hint of sexually inappropriate behaviour, language, or styles of relating with children or young people.
- Encourage children to behave in sexually provocative or suggestive ways with each other.
- Touch a child inappropriately or obtrusively.
- Invade a child's privacy while washing or going to the toilet.
- Act in a way that can be perceived as threatening or intrusive.
- Use any form of physical punishment, scapegoat, ridicule or reject a child, group or adult.
- Permit abusive peer activities, e.g. Initiation ceremonies, ridiculing or bullying.
- Show favouritism to any one child or group.
- Allow a child or young person to involve you in excessive attention seeking including that which is overtly physical or sexual in nature. It is always your responsibility to maintain appropriate boundaries in your work with children and young people.
- Give lifts to children or young people on their own or on your own.
- Smoke tobacco in the presence of children.
- Drink alcohol when responsible for young children, or offer to give or buy them alcohol.
- Share sleeping accommodation with children.
- Invite a child to your home alone.
- Arrange social occasions with children (other than family members or close family friends) outside organised group occasions.
- Allow unknown adults access to children. Visitors should always be accompanied by a known person.
- Allow strangers to give children lifts.

SECTION 4

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

Appendix 1 Off site visits

PCC permission is needed for any group that includes children to make a planned off site visit.

Each application to consist of:

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

Applications for permission for a group to make an off-site visit must be made to the standing committee (via Rector).

Appendix 2 Residential visits

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

Each application to consist of:

1. The completed checklist (available from the church office) which the group have gone through with the Vicar of the church linked to that group or the Parish Safeguarding Officer.
2. A copy of the risk assessment.
3. A list of all leaders and helpers. This list should note who has a Diocesan DBS check.

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

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

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

After a visit the PCC may set up a sub-committee to do a review of the visit.

Appendix 3 Progress chart for the appointment of a worker or volunteer in youth or children's work

Name:

Group:

Date of application:

Letter to referee 1 Sent: Reply received:

Letter to referee 2 Sent: Reply received:

Declaration form Issued: Returned:

Details accepted

Date Candidate interviewed:

Names of people on interviewing panel:

.....

DBS disclosure/ISA Registration applied for: Date:

Appointment advice received: Date:

Induction by Safeguarding

Representative/Officer and Church of

England Safeguarding Pocket Guide Version

1.0 September 2018

Parish instructions given Date:.....

Job role provided and child protection Date:

Undertaking signed Date:.....

Probation period agreed Date:.....

Candidate accepted Date:.....

Probation period and review completed Date:.....

Procedure completed Date:.....

Incumbent:

Signed:.....Date:.....

SECTION 5

PARISH E-SAFETY POLICY

1. This policy should be read alongside the Parish of South Crawley policies on Safeguarding and Raising Safeguarding Concerns.
2. The policy applies to all staff, including clergy, PCC members, paid staff, volunteers including children's and youth workers, those involved in leading or coordinating music and worship, and anyone else involved in working or volunteering on behalf of The churches of St Mary's, Holy Trinity and Christ the Lord
3. Following on from the Covid-19 pandemic during 2020/2021 it has become apparent that broadcasting and live streaming of services and events is likely to become a regular occurrence, and this policy provides basic principles and guidance for this.
4. Purpose of Policy
 - To protect children, young people and vulnerable adults who are ministered to by The churches of St Mary's, Holy Trinity and Christ the Lord and who make use of information technology (such as mobile phones/devices, games consoles and the Internet) as part of their involvement with the parish.
 - To provide our staff, volunteers, and parents with the overarching principles that guide our approach to e-safety.
 - To ensure that, as a Christian community, we minister in line with our values, and also within the law, in terms of how we use information technology and behave online.
 - To guide us as we seek to equip the children and young people with whom we minister to be safe, discerning and wise users of information and communication technology.
 - To ensure that meetings conducted using media platforms such as Zoom, are held with due regard to the same guiding principles applicable to face-to-face meetings.
 - To ensure that due regard is given to regulations and best practice principles, and that those principles are applied for both adults and children, when services and events are live streamed or broadcast.

We recognise that:

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

SECTION 6

HOW TO RAISE SAFEGUARDING CONCERNS

1. INTRODUCTION AND GENERAL PRINCIPLES

- 1.1 This guide tells how people at The churches of St Mary's, Holy Trinity and Christ the Lord can report concerns about the safeguarding of a child (anyone under 18) or a vulnerable adult.
- 1.2 This relates to concerns about what happens to the child or adult at The churches of St Mary's, Holy Trinity and Christ the Lord but also concerns about their safeguarding outside the church, perhaps involving parents, other relatives, carers etc.
- 1.3 Safeguarding is everyone's responsibility: given this, encouraging people to express concerns appropriately and in a timely fashion is an important aspect of a strong safeguarding culture. Additionally, 'whistleblowing' has been recognised as having an important place in developing a strong safeguarding culture within organisations. At the most simple level, anyone can spot a genuine concern and it is important that everyone who does so feels safe to raise that concern. At a more fundamental level, organisations – including the church – can become hierarchical and opaque, and a strong whistleblowing policy recognises the importance of empowering those who may not hold positions of structural influence within the organisation to feel confident enough to speak out, should they believe poor practice to be present.
- 1.4. The aim of this policy and associated guidance is to provide a clear and transparent way for anyone involved in The churches of St Mary's, Holy Trinity and Christ the Lord who raise genuine concerns regarding poor practice that impacts upon the safety or wellbeing of children or vulnerable adults to whom The churches of St Mary's, Holy Trinity and Christ the ministers. It also aims to ensure that any concerns are dealt with effectively, and in a timely fashion.
- 1.5 This policy and guidance provides a simple set of steps to deal with concerns, ensuring that people are not penalised for raising genuine concerns, even if those concerns appear to be unfounded.
- 1.6 This policy and guidance applies to everyone involved in The churches of St Mary's, Holy Trinity and Christ the Lord including all workers who are involved on either a paid or voluntary basis. Like all parish safeguarding policies, this policy will be readily available to all.

2. GENERAL CONCERNS

- 2.1 If the concerns are of a general or non-specific nature, firstly discuss them with the people in the churches of St Mary's, Holy Trinity and Christ the Lord, who have responsibility for the area of work concerned. For children and young people that would be the Head Youth Worker or Lead Children's Worker. For adults this may be less clear, but might be, for example, one of the Pastoral Care Team.
- 2.2 If the matter goes beyond what this person can deal with, or that person may be the subject of concern, the concern should be raised with Angela Chamunda, Parish Safeguarding Officer. In doing so the person raising the concern should make a written note of it in as much detail as they are able.
- 2.3 In raising concerns follow this advice:
 - Try to be as specific as possible: what or whom are you concerned about exactly? Can you give specific dates or examples of what has caused your concern? Vague concerns are difficult to investigate. If you only have an impression, or cannot give specific examples, you may still wish to express concerns but be open about the limited details you have.
 - Try and avoid language that is either accusatory or emotive: your aim is to improve an area of church life, not to put the recipient of your concern on the defensive.

- It is very helpful to quote policy, if you can (although if you cannot, this is not a reason to avoid expressing your concern). This helps the person receiving your concern to see very quickly that you are simply holding the church to account to its own policies, or to Diocesan policies.
 - Face-to-face is usually best, but follow up the conversation in writing. “Last Sunday after church I expressed a concern about X, you replied by saying Y, and you said you would get back to me by Z. Please could you reply by confirming my understanding of our conversation is correct”: a simple written communication such as this can assist greatly in providing clarification to all concerned about what was said (although see below guidance for the person receiving the concern along similar lines).
- 2.4 The Safeguarding Officer will take responsibility for the concern, and will decide what further action will be taken. This may include informing or consulting the Vicar and seeking advice from the Diocesan Safeguarding Team. She may also decide that the matter is a more specific concern that should be subject to the procedure below.

3. SPECIFIC CONCERNS

- 3.1 If there is a specific concern about the safeguarding of a child the person raising the concern must notify the Parish Safeguarding Officer as soon as possible. After the initial notification you will be asked at the earliest opportunity to give a detailed report of it using the Diocesan form, “Reporting Concerns About A Child”. This is a detailed form, giving quite extensive information, and if necessary the safeguarding team will help in writing it. As far as possible, however, the person raising the concern will be asked to make it their own work.
- 3.2 It should be noted that this kind of concern will be shared with the Diocesan Safeguarding Team and a copy of the completed form will be sent to them. It will also, if necessary, be shared with the Local Authority Designated Officer as a child safety issue. If any criminal matters are suspected the police will also be involved.
- 3.3 In the case of an adult with care or support needs there is no equivalent form but a written statement will be required containing a similar amount of detail. The form for children should therefore be used as a good model to follow.

4. URGENT CONCERNS

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

5. SAFEGUARDING ALLEGATIONS

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

6. WHAT HAPPENS IF YOUR CONCERN IS NOT DEALT WITH

6.1 If you are satisfied that your concern has been resolved, or that someone is dealing with it in a suitable way you can leave the matter there. If you are not, it is important that you escalate it. A suitable order of escalation' would be:

1. **Lay Leader in Church**
2. **Parish Safeguarding Officer**
3. **The Vicar**
4. **Diocesan Safeguarding Team – see the Diocesan Safeguarding website.**
5. **Bishop – see the Diocesan Safeguarding website**
6. **National Safeguarding Team – see the Diocesan Safeguarding website.**

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

7. HOW SHOULD CONCERNS BE RESPONDED TO?

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

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

SECTION 7

HOW WE RESPOND TO SAFEGUARDING ALLEGATIONS

1. At the churches St Mary's, Holy Trinity and Christ the Lord, we recognise that in all matters that involve allegations that someone has, or may have, caused harm to another person, whether child or adult, the welfare of the alleged victim is paramount and is our primary concern. No other consideration, however legitimate or important, can outweigh this primary responsibility.
2. We promise that all allegations that someone may have harmed a child or adult will be taken seriously. In all but the most exceptional circumstances, this will mean letting a safeguarding specialist know about the allegation. This means that our Safeguarding Officer will be told and in most cases she will also want to involve the Diocesan Safeguarding Adviser and, where necessary, experts from the appropriate statutory agency.
3. We also recognise that, as a Parish, it is not our responsibility to investigate allegations, nor would it be appropriate for us to do so. Our responsibility is to pass allegations on to the person/people who can respond appropriately.
4. In the first instance, this will normally involve informing the Vicar and the Parish Safeguarding Officer (unless the allegation is about one of them).
5. The Vicar or the Parish Safeguarding Officer will inform the Diocesan Safeguarding Team upon becoming aware of any allegation that someone in our church community has harmed, or may have harmed, a child or adult.

6. We recognise that any allegation that a person in a position of responsibility for children (paid or voluntary) has behaved in such a way that indicates they may present a risk to children, will be referred by the Diocesan Safeguarding Team to the Local Authority Designated Officer (LADO). If the alleged behaviour is of a criminal nature, the police will always be involved.
7. We also recognise that any allegation that a person in a position of responsibility for adults (paid or voluntary) has behaved in such a way that indicates they may present a risk to adults, will be referred by the Diocesan Safeguarding Team with the local Adults Services team manager. If the alleged behaviour is of a criminal nature, the police will always be involved. (With adults there may be issues of consent which are more complex. If necessary, this will be discussed with the Diocesan Safeguarding Team in individual cases to receive their specialist advice).
8. The Vicar and the PCC recognise that human behaviour is complex and many-layered, and that any individual may have motives or intentions that are not apparent, even to those who believe they know them well. Practically speaking, this means that we will commit to ensuring that any allegation that a person has harmed, or may have harmed, a child or adult will be taken seriously in the way indicated above, even when that person is a highly respected individual whose integrity appears to be without question.
9. We recognise that the best way to identify any false or malicious allegation is to treat all allegations the same. A transparent, fair and accountable process that is consistently applied is best for all involved, including those against whom allegations are made.
10. At the churches of St Mary's, Holy Trinity and Christ the Lord we are aware that all involved in situations where allegations are made require pastoral support. In particular, the person making the allegation and their family, and the person against whom the allegation is made and their family, will require skilled and careful support of this nature. Providing that support may be complex, and taking account of the national Church of England procedures and advice, we commit to working with the Diocese to achieve the best and most suitable support for all parties should this situation arise.
11. South Crawley Parish commit to implementing the advice received or any outcome arising from the above process.