

The Parish of Saffron Walden

Practice Guidelines for Keeping our Children and Young People Safe

Revision 8: January 2020

Next Review Date: October 2020

Policy and Guidelines will be reviewed by Children and Youth Committee each year and the revised document put before the PCC in November of each year.

Saffron Walden Parish Church Council Guidelines for Keeping our Children and Young People Safe

These guidelines apply to all groups and events involving children and young people (up to 18 years of age) for which Saffron Walden Parish Church Council (PCC) is responsible. The PCC acknowledges that it does not work in isolation but as part of the wider structure of the diocese, the police and social care.

Children and young people attend our services and events, with and without their parents or other adults with responsibility for their care. These Guidelines aim to safeguard children and young people at all activities held in the name of the church. However, some requirements included within these Guidelines relate specifically to children and youth groups for which PCC is responsible. These include:

- Team JC
- Aftershock
- Joyful Noise
- Junior Choir
- Choral Scholars
- St Mary's Tinies
- Brass group – Junior members
- Bell ringers – Junior members

Summary of responsibilities of Saffron Walden PCC under these Guidelines

1. PCC will appoint a Parish Safeguarding Representative (Children and Youth) (PSR-CY) and each daughter church committees will appoint a safeguarding representative.
2. PCC will acknowledge the value of our Children and Youth Leader, PSR-CY, Group Leaders, Leaders and volunteer helpers working with children or young people with prayerful support, regular thanks and the provision of funding for salary, training and resources where applicable.
3. The Children and Youth Committee (CY committee), a committee of the PCC, will approve the appointment of all Group Leaders and Leaders following confirmation from the Rector, or Churchwardens during vacancy, as to their suitability.
4. Group Leaders and Leaders will be supported by the Children and Youth Leader and/or a member of the clergy / PSR-CY as appropriate, especially during their probationary period.
5. To ensure that Group Leaders, Leaders and volunteer helpers are represented on relevant PCC committees, Group Leaders will be members of the CY Committee and the Chairman of the CY Committee will be a member of the PCC. The CY Committee will ensure that

development and training arrangements for Group Leaders, Leaders and volunteer helpers are properly considered, and will make recommendations to the Team Rector and the PCC with regard to any particular actions required

6. The PCC will ensure that adequate insurance cover is provided for approved church activities with young people.
7. The PCC may approve the use of church premises for private tuition provided that it is clear that such lessons are a private arrangement between the tutor and the family of the pupil. The PCC will refuse the right to use church premises for private tuition if concerned that the same child safeguarding standards will not be applied as required if such tuition were being carried out under the auspices of the church.
8. The PCC will ensure that groups hiring the church premises will sign to say they agree to abide by the PCC's Safeguarding Policy and are appropriately insured.

Contacts

In addition to the contacts listed at the Parish and Diocese level, the Parish Safeguarding Representative (Children and Youth) (PSR-CY), the Children and Youth Leader or the Children and Youth Committee Chairman can be approached for help or advice.

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1 Introduction

1.1 *The purpose of this document*

Children and young people are valued members of the church. They are also among the most vulnerable, so their care and nurture is one of the most important ministries of the church. Most of the people who work with children and young people are volunteers but this does not diminish the importance of having high standards to ensure the safety and wellbeing of the youngsters in our care and the protection of those who work with them.

This document sets out the practice guidelines that are to be used to achieve our aim of protecting children and young people and their leaders while they are involved in church activities.

The document describes best practice, including minimum legal requirements. Reference material and required standard forms are attached as appendices.

This document is required reading for the clergy, the PCC and all people working with young people on behalf of the churches in The Parish of Saffron Walden. This document will be reviewed by PCC annually.

1.2 *Policy and scope*

It is our responsibility as a church to keep our children and young people safe when they are undertaking activities held in the name of the church. We will also work to help and support families through difficult times and make sure that the church is a safe place and source of help for children in trouble.

The Team Rector (or churchwardens during vacancy) and the PCC are ultimately jointly responsible for ensuring that these guidelines are followed by all groups and in all events involving children and young people in the name of the churches in the parish.

Non-church groups using parish premises will be asked to confirm that they agree to abide by the PCC's Safeguarding Policy, will fulfil their own safeguarding responsibilities and are adequately insured.

Group Leaders assisted by their Leaders must carry out the mandatory requirements applicable to their activities. In addition, all Leaders and helpers should study this document and aim to adopt all of the best practice described. If changes are made for practical purposes, these should be equally safe.

It should be understood that failure to follow the mandatory requirements and to take any necessary actions could open the PCC to a legal claim if a child came to harm while taking part in a church activity and could also have insurance implications should a claim need to be made.

2 Safeguarding Representatives

The PCC will appoint a Parish Safeguarding Representative (Children and Youth) (PSR-CY). Together with the Parish Safeguarding Representative (Vulnerable Adults), the PSR-CY will fulfil the role of the Parish Safeguarding Officer referred to in the PCC Safeguarding Policy. The job description is in Appendix 4.

Each daughter church committee will appoint a safeguarding representative. The job description is also included in Appendix 4.

3 Group Leaders, Leaders and helpers

A well-organised group with high-quality activities and teaching is as important to the welfare of children as a safe physical environment. Appointing suitable leaders is of paramount importance and the PCC acknowledge the value of their work with prayerful support, regular thanks and provision of funding for training and resources.

3.1 *Definition of terms*

For the purposes of this document, the following definitions apply.

1. Children and young people are defined as those less than 18 years of age.
2. A Group Leader is someone who has overall responsibility for a particular group. **At least one Group Leader must be identified for each group.**
3. A Leader is someone who assists regularly with a group. This includes those who have frequent, regular or irregular contact with children or young people or those who can have sole supervisory responsibility. A leader will generally require a DBS check.
4. An adult volunteer helper is anyone who assists with a group on an infrequent basis and does not have sole supervisory responsibility. They perform roles such that a DBS check is not required to be carried out (see Appendix 3) but safer recruitment procedures should be followed (see 3.2 below).
5. A potential adult volunteer helper is someone interested in becoming an adult volunteer helper.
6. A junior/teenage helper is a young person who helps with the running of a children's or young people's group or activity, but who can never have sole supervisory responsibility (see section 3.5 below), and therefore cannot be included as an adult in staffing ratios.
7. Sole supervisory responsibility is understood to mean a single leader running an activity in a room separate from other leaders, but within near hailing distance of other leaders. It does not mean running an entire group alone.
8. For definition of Regulated Activity, see flow chart (Appendix 3).

3.2 Appointment of Group Leaders, Leaders and volunteer helpers

Great care should be taken when appointing Group Leaders, Leaders and volunteer helpers, even when they are well known. **The Team Rector, or Churchwardens during vacancy, will confirm the personal suitability of all Group Leaders, Leaders and volunteer helpers and the PCC will approve their appointment.** The PCC may delegate this approval authority to the Children & Youth Committee. The following must be considered when selecting new Group Leaders, Leaders and volunteer helpers.

1. Previous satisfactory experience of looking after or working with children or young people: if there is no such experience the Group Leader / Leader should be willing to undertake training and work under supervision for an agreed period e.g. 12 months.
2. The ability to provide safe and consistent care.
3. A willingness to respect the background and culture of the children in their care.
4. A commitment to treat all children/young people as individuals of infinite value, with equal concern.
5. Reasonable physical health, mental stability, integrity and flexibility.
6. Sufficient free time to carry out the work effectively and without undue detriment to other responsibilities.

When recruiting Leaders and volunteer helpers, Group Leaders should make clear at an initial discussion what the role will involve and what responsibilities are being asked to be undertaken. A written role outline should be provided and, for some roles, a written job description may be appropriate.¹ The PSR-CY should be informed about any such discussions so as to be able to track the safer recruitment process.

Recruitment of a Group Leader will require a more formalised recruitment process, even if the role is voluntary. A written job description will always be required for a Group Leader and the Team Rector (or Churchwardens during vacancy) and PSR-CY should be consulted.

All Group Leaders, Leaders and volunteer helpers are required to complete a Children and Youth Group Leader or Leader Registration Form which includes a Confidential Disclosure Form (see Appendix 2). This declaration form will remain confidential to the Team Rector, or his representative. The form will be retained in accordance with Church of England records management guidance. A DBS check may also be required (see paragraph 3.2).

All applicants must offer referees who have known them well for more than 2 years, only one of whom may be from the church community. The Team Rector, or churchwardens during vacancy,

¹ A suggested template is available on:

<https://www.churchofengland.org/more/safeguarding/templates-resources>

This can be amended to suit the role in conjunction with advice from the PSR-CY.

will always take up references and may contact referees for further information. When approaching referees, it will be made clear that the person concerned will be working with young people or children.²

If a criminal record is disclosed, this will be handled in accordance with our Policy Statement on the Recruitment of Ex-Offenders (see Appendix 6). Note that advice will be sought from the DSA in these circumstances.

When the Team Rector, or churchwardens during vacancy, is satisfied that nothing on the declaration forms or references gives cause for concern, this will be communicated to the PSR-CY. Assuming any DBS check that may be required similarly raises no issues, the PSR-CY will ask the C&Y Committee to consider approval of the individual on behalf of the PCC.

All new Group Leaders, Leaders and volunteer helpers will start with a six-month probationary period, which will include vetting of work and instruction by the Team Rector, or churchwardens during vacancy, and relevant co-leaders. Following this, the CY Committee will consider full approval and make recommendations to the PCC.

The designated Group Leader may invite adult or teenage volunteer helpers (potential volunteer help) at his/her discretion to assist on an occasional basis. Examples might include asking parents to help out once per term to run a tuck shop or asking someone along ‘a couple of times’ if they are considering becoming a Leader or volunteer helper.

The potential adult volunteer helper **must** be previously known to the Group Leader or **must** be recommended by a third party whose judgement the Group Leader can trust. It must be emphasised that adult volunteer helpers **must never** be given sole supervisory responsibility and that they should always operate in the presence and under the direct supervision of a Leader or Group Leader. It should be noted that adult volunteer helpers may be used on day trips but should work under the direct supervision of a named Leader. These helpers should not work on trips involving overnight stays.

As soon as adult volunteer helpers have regular contact with the children or young people or perform tasks that require a DBS check to be completed, they will also need to complete the DBS form and process to become a Leader.

3.3 DBS Checks

The Disclosure and Barring Service (DBS) offers a system that enables police checks to be made for all adults who perform Regulated Activities with children and young people under the age of 18 and a DBS check for these adults is a legal requirement. For those eligible for a DBS check, see Appendix 3. Standard level of disclosure contains details of all convictions held on the Police

² A suggested template interview form is available on:
<https://www.churchofengland.org/more/safeguarding/templates-resources>.

National Computer, including both current and “spent” convictions as well as details of any cautions, reprimands or final warnings. Enhanced Disclosure will also involve a check on local police records.

If a DBS check is required, the Group Leader will raise this at the initial discussion and will inform the PSR of the person’s contact details so the PSR can contact them with information as to how to apply for a DBS check.

The PSR-CY will be notified when a certificate has been issued, with number and date of certificate. If the check does not produce a clear certificate, the PSR-CY must ask to see the certificate and will follow the process outlined in the Policy Statement on the Recruitment of Ex-offenders (see Appendix 6).

Note that merely obtaining a DBS check is not sufficient for an adult to assist with groups involving children and young people. All the safer recruitment procedures in these Guidelines must be followed and approval from the Rector, or churchwardens during vacancy, obtained before the adult can work unsupervised with children or young people.

3.4 Renewal of DBS checks

The Church of England safeguarding advice requires a DBS check to be renewed every 5 years. The PSR-CY will keep a record of when checks are due to expire and will alert the relevant Group Leader. If the Group Leader wishes the person concerned to remain an active Leader, taking into account the considerations on initial selection in paragraph 3.2, they will discuss continued involvement with them before asking the PSR-CY to contact them with information about a recheck. A recheck will include a need to complete a further Confidential Disclosure Form but it may be decided that further references are disproportionate.

The PSR-CY will advise the Group Leader when a recheck has been satisfactorily completed. If the 5-year period expires in the intervening period, the person should not perform a Regulated Activity. If the re-check does not produce a clear certificate, the PSR-CY must ask to see the certificate and will follow the process outlined in the Policy Statement on the Recruitment of Ex-offenders (see Appendix 6).

3.5 Junior helpers (anyone under 18 years old)

Junior helpers should be given every encouragement but care should be used in deciding how much responsibility junior helpers can take. **They should never be given sole supervisory responsibility for a group, and should not count towards the ratios of adults to children (see 4.4 Supervision).** They may be asked to supervise small groups if there is an adult Leader in the same room, or in the next room and where the adjoining door is ajar. The parents/guardians of the junior helper should be informed that this situation might arise.

Sensitivity should be shown towards the pressure of homework, exams etc. and junior leaders should be given opportunities for their own spiritual development as well as the same training and support which is offered to the adult leaders as is appropriate.

Junior leaders do not need to complete the forms described in section 3.2 above.

3.6 Supervision, support and training for Group Leaders and Leaders

All Group Leaders and Leaders are required to undergo online Safeguarding Training and know who to go to if abuse is disclosed or they have other safeguarding concerns. Please note that training should be refreshed every 3 years. The PSR-CY will inform them of how to access such training and how to evidence satisfactory completion. Satisfactory completion of any initial training will be a factor taken into account by the C&Y Committee when considering the recommendation of full approval of a Group Leader or Leader to the PCC following the probationary period (see 3.2 above).

The level of training required will depend on the role, with Group Leaders and some Leaders being required to attend face-to-face courses. The PSR-CY will inform those for whom this is necessary and discuss availability of courses.

Each Group Leader, Leader or volunteer helper, however experienced, might need help or support, which will guarantee their own protection as well as protect the children. Group Leaders will oversee Leaders and volunteer helpers and a member of the clergy or the Children and Youth Leader will oversee Group Leaders.

Appropriate support and opportunities to discuss their work and to undergo training will be made available to both new and experienced Leaders and Group Leaders. The Diocese offers training that varies from day courses on specific subjects to an extended course for anyone working with children in the church. The Children's Officer can also provide training to particular specification. Other organisations like CPAS and Scripture Union also run training sessions.

Group Leaders should ensure that regular meetings are held where all the leaders plan and evaluate work for their group. Group Leaders, Leaders and volunteer helpers are represented on the Children & Youth Committee and on the PCC by the Chair of the Children & Youth Committee.

4 Organisation of children's and young people's groups

The most brilliant ideas often collapse because of poor administration. Similarly, emergencies may occur unnecessarily because of lack of information. Group leaders should aim to provide the same standards of organisation and care as are required for activities taking place in school.

4.1 Approval of Groups, Events and Activity Plans

Approval must be obtained from the PCC to set up a new group for children or young people, for one-off events involving children and young people from those groups and for ad hoc events and activities involving unaccompanied children and young people not registered with a group.

Approval is sought as follows:

1. Make a proposal to the Rector or the churchwardens during vacancy
2. Consult the Chair of C&Y Committee / C&Y Committee
3. Chair of C&Y committee will take the idea to the PCC for agreement in principle. The level of detail in the proposal will depend on the nature of the proposal and more

information will be required to set up a new group than for a routine outing by an established group.

4. Enter the activity in the church diary and ensure it has been countersigned by the Rector (or one of the church wardens during a vacancy) prior to the event. For regular group activities, the Rector's (churchwarden's) signature is only required for the first meeting.

If exceptionally, an event requires approval before the next PCC meeting, it may be approved in principle by the Standing Committee of the PCC. In this case the Chair of the CY Committee will liaise with the PCC Secretary to arrange the meeting.

An Activity Plan must also be completed for all new groups and for all one-off events and ad hoc events. The Activity Plan must include all the elements listed in the Activity Plan form, including a Risk and Health & Safety Assessment (Appendix 2). Guidance on how to complete a Risk Assessment is included in Appendix 2 accompanying the form. Guidance about planning a residential trip can be found in the diocesan *Safeguarding Policy: practical guidance and resources* (see <https://www.chelmsford.anglican.org/safeguarding/safeguarding-policy-and-practice-guidance>)

Send the completed paperwork to the PSR-CY (currently Kathryn Bennett kjbennett09@yahoo.co.uk) for advice prior to submitting to the Rector for signature (or the churchwardens during vacancy). Note that the Rector or churchwardens may overturn the outline approval from the PCC if the Activity Plan alters the nature of the undertaking.

If an activity or event is to take place outside of the UK, advice on insurance must be obtained from the Church Wardens or Team Rector.

IF THESE REQUIREMENTS ARE NOT MET THE ACTIVITY OR EVENT WILL NOT BE COVERED UNDER THE CHURCH INSURANCE POLICY.

4.2 Review of Activity Plans

All regular activities must be reviewed annually and a new Activity Plan must be completed. They should also be updated before activities involving new or additional risks are included. Activity plans for one-off and ad hoc events should be reviewed after the event so that improvements can be noted for the future.

4.3 Consent Forms

The Group Leader must adhere to the following for the running of any group.

1. **Consent forms including medical details must always be used when a child joins a group.** The general consent forms must be renewed annually or parents asked to confirm that the information and consents are up to date. If a parent/guardian has not signed this form (or any necessary part thereof), then the child concerned cannot participate in the group. Specimen consent forms can be found in Appendix 2.
2. **Always keep a register with the address and contact phone number of every child.** This may be crucial in case of illness, a fire or a child not turning up.

3. **When organising a one-off or ad hoc event, see that all participants book in advance using specific consent forms for the event even if the child or young person is already a member of the group.** This gives leaders a chance to prepare for the numbers and the age groups involved, and prevents children attending without the knowledge of their parents. It should also ensure emergency contact numbers for use during the activity and details of health conditions relevant to the specific activity are known. An outline information form, which can be adapted for any event, is provided in Appendix 2.
4. **Records of any children and youth activities, group registers, activity plans and related risk and health and safety assessments and must be retained for 50 years to comply with Church of England Records Management guidance. Activity Plans, including the risk and health and safety assessments, will be kept centrally in The Parish Child Protection Folder in the Parish Office. Group registers must be maintained by group leaders and any communication from parents (such as consent forms) or other parties in relation to the children and youth activities must be kept in the group register. Group Leaders should have regard to the Data Protection Guidance when keeping such records.**

4.4 Supervision

4.4.1 Ratios

Staff ratios for all groups should be based on risk. However, for safety reasons, the minimum numbers outlined below must be adhered to. If there are not enough suitable adults then the event must not take place.

In any situation, there must always be a minimum of two adults who are DBS checked church approved leaders i.e. adult leaders, one of whom has overall responsibility. Consideration should be given to the gender balance of the group and for residential trips with mixed groups there should be sufficient adults of both genders.

From this minimum level, adult numbers should be read off from the table below. These figures are minimum numbers and more adults may be required depending on the activity. If there are any queries on this, the PSR-CY should be contacted.

Supervising adults (minimum 2)	Age of children	Maximum no of children	Ratio
2	0 – 2 years	6	1:3
2	2 – 3 years	8	1:4
2	4 – 8 years	12	1:6
2	9-12 years	16	1:8
2	13-18 years	20	1:10

Anyone under 18 cannot be included in staff ratios and should never be solely in charge of a group. Junior helpers also have to be considered as children in the staffing ratios.

The only exceptions to these requirements are set out in 4.4.2 and 4.4.3 below:

4.4.2 Group tuition or group activities

Given the layout of the premises, there may be occasions when a single Leader will be required to take immediate responsibility for a group activity in a room (i.e. have sole supervisory responsibility). Examples of this might include running a cooking activity, taking a Sunday school class, running a team game in the hall. However, the following applies wherever possible.

- 1. Another Leader must be near and within hailing distance.** The other Leader need not be in the same room, but it must be possible to summon them rapidly. The children/young people must be informed that another Leader is available, e.g. in case of an accident.
- 2. The overall adult to child ratios must be adhered to.**
- 3. A group of children aged less than 16 years should never be left unattended.**
- 4. If the children are under 6 years of age, allowance should be made for the fact that a child may need taking to the toilet.**

4.4.3 Individual tuition

It is accepted that there will be occasions when it is necessary for a young person (e.g. chorister) to receive extra help or tuition, either on a one-to-one basis or within a group under the supervision of an individual Leader. This should only take place with parental consent. If such tuition is under the auspices of the church:

1. Written parental consent must be obtained. A covering letter or email should explain the type of tuition being given and invite the parent(s) to stay for the duration of each lesson. This consent is not required specifically for each individual occasion, rather it is acceptable for the parental consent to cover a series of sessions (e.g. on joining the junior choir or termly).
2. The Team Rector, or churchwardens during vacancy, must be informed of the place and time of the tuition.
3. If there is any change to the circumstances under which such tuition is given and for which parental consent has been obtained, both the parents and the Team Rector, or churchwardens during vacancy, must be informed
4. The Leader should inform a third party and will request that, wherever possible, someone else is within view and calling distance, especially if a parent decides not to stay for the duration of the tuition (see invitation to parent above). They will have a mobile phone with them.

If one to one meetings take place in a Leader's home, a parent should always accompany the child. If this cannot be arranged, the meeting must not take place in the Leader's home. Alternatively, meetings can take place at the child's home by arrangement with the parents.

4.4.4 Private tuition

The church premises can only be used for private tuition (i.e. not in the name of the church) with the consent of the PCC, who will make it clear that such lessons are a private arrangement between the tutor and the family of the pupil. The tutor must still abide by the PCC Safeguarding Policy, comply with generally accepted safeguarding practices and ensure adequate insurance is in place.

4.4.5 Some mandatory practical requirements

1. **Never have only one adult with children or young people (except in the circumstances outlined above).** Should there be a need to be alone with a child, always tell another Leader or volunteer adult helper where you will be and for what purpose.
2. **Never arrange to meet a child away from the activity without a third party being present.**
3. **Do not at any time allow people who are not well known to the Leaders and have not received the necessary clearance to have unsupervised access to the children.**
4. **Keep aware that the interests of each and every child are paramount.**
5. **Do not:**
 - Invade an individual's privacy whilst washing and toileting.
 - Use any form of physical punishment.
 - Be sexually suggestive about or to an individual.
 - Scapegoat, ridicule or reject an individual or group.
 - Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying.
 - Show favoritism to any one individual or group.
 - Allow an individual to involve you in excessive attention seeking.
 - Allow strangers to give children or young people and adults who may be vulnerable in the group, lifts.
 - Befriend children and young people on social media.
 - Take photographs on personal phones or cameras as this means that images are stored on personal devices.
 - Arrange social occasions with children or young people (other than events which also include adult family members / carers) outside organised group occasion
6. **Touch can be acceptable in some circumstances but always**
 - Ask permission
 - Keep everything public
 - Ensure that touch is in response to the child's needs and not your own
 - Avoid physical contact that could be construed as sexual and/or abusive / offensive
 - Allow the child to determine the level of physical contact (unless e.g. they need medical attention).
 - Discourage children from touching your face or sitting on your lap.
 - Avoid touch if a person is very distressed and unlikely to tolerate it.
 - Monitor others to ensure touch remains appropriate.
7. **Speak to the PSR-CY immediately about any concerns regarding another Group Leader, Leader or adult not complying with these guidelines.**

4.5 Safety

The group leaders and leaders are responsible for the physical safety of children in their care.

1. **The premises should be safe and well maintained** – any safety concerns or hazard (e.g. damage, defect, dangerous objects, blocked exits, etc) on church premises should be reported to the Church Wardens or to the Parish Office, so that repairs can be made. Safety concerns / hazards relating to off-site premises should have been noted on the Activity Plan (and associated risk assessment) and steps taken to mitigate them.
2. **All Group Leaders, Leaders and adult helpers should be familiar with the location of emergency exits and fire evacuation procedures.** If a group meets regularly on church premises, a fire evacuation drill should be conducted on a regular basis (e.g. once a term), and details must be recorded in the group register.
3. **One person, preferably qualified, should be assigned to take charge of all first aid matters – this person should know how to rapidly summon expert help. For remotely located activities, e.g. orienteering, a trained first aider must be present and all involved in the activity must know who this person is. There must be a properly stocked first aid kit on the premises and also one available for outdoor activities. Medicines must be kept out of reach of children. First Aid kits in the church and Parish Rooms are refreshed regularly. First aid should be administered with others around.**
4. **Children must not be allowed to leave the organised activity to pursue their own interests at any time. If anyone leaves the premises before the end of the activity, a parent or carer should be contacted immediately.**
5. **Children must not be allowed to go home without an adult unless the parent has specifically informed the group leader, in person or in writing, that they may do so. In addition, children must not be allowed to go with another adult unless the parent of the child has specifically informed the Group Leader that this will be happening.**
6. **Outings should start and end at the church. All Leaders should carry a mobile phone with the numbers of all accompanying adults stored on it (or easily accessible). The Group Leader should carry a list of details of all children at all times, including emergency medical information and contact details for parents. Group Leaders and Leaders should not consume alcohol on a trip, even when off duty. A list of contacts and outline of arrangements must also be left with someone remaining locally.**
7. **If private cars are used for an outing, the drivers must be properly insured and have valid driving licences.³ If a minibus is used, the driver must have undertaken driving training and there must be at least one other adult in the minibus.**
8. **Drivers must comply with the law in relation to seatbelts, child seats and booster cushions and at no time should the number of those travelling in a vehicle exceed the designed passenger numbers. Transport with seat belts must always be used,**

³ A template form asking for confirmation of this is available on:

<https://www.churchofengland.org/more/safeguarding/templates-resources>.

and seat belts **must** be worn. Group Leaders should ensure parents / guardians of children to be transported are aware of the specific transport arrangements⁴ and parents / guardians should be asked to provide child seats and booster cushions where necessary.

9. No driver may be alone in a car with a child other than his or her own. If in an emergency a driver has to transport one child on his or her own, the child should sit in the back of the vehicle and this occurrence must be documented and reported to a supervisor.
10. Other than in exceptional circumstances as set out in the paragraph above, there should be a non-driving adult escort as well as the driver.
11. Consider if it is appropriate to document ground rules agreed by the entire group regarding unacceptable behaviour, including bullying, harassment and appropriate boundaries in advance. This is recommended for overnight trips but may be sensible more generally.

4.6 Further advice

Further advice on setting up and running groups can be obtained from the Children and Youth Leader employed by PCC, the nominated PSR-CY or the organisations listed in Appendix 1.

5 Reporting of Accidents, Incidents and Safeguarding Concerns

5.1 Safeguarding Concerns

Safeguarding allegations may be about something that is going on now, something that may happen in the future, or something that happened in the past. ALL must be treated seriously.

If you are unsure whether something you observe or are told about is harmful or abusive, or you don't know what you should do regarding a safeguarding situation, consult with the PSR-CY or the Diocesan Safeguarding Team for advice, support and guidance as soon as possible. Contact details are given below under 'Taking Action'.

A flowchart summarizing action is included in Appendix 5.

5.1.1 Emergency situations

Most safeguarding situations in the church context are not emergencies, but if:

1. A child or adult needs immediate medical help, or you believe a crime is being or likely to be committed call the Emergency Services on 999 and ensure that the services that respond are informed of your safeguarding concerns. To contact your local police station, please call 101.

⁴ A template form recording agreement to these arrangements is available at: <https://www.churchofengland.org/more/safeguarding/templates-resources>.

2. You believe that a child or adult would be in danger to return home, or they do not want to return home, and you are concerned for their safety, call the Emergency child/adult social care team (see details of LADO and out of hours social care in “Taking Action” below), or the police and seek their help or intervention.

5.1.2 Other situations

All types of disclosures or concerns regarding abuse or concerns **MUST** be taken seriously.

Remember the following essential points (Contact details are given under Taking Action):

- Respond well to the victim / survivor, if it is a direct disclosure to ensure they feel listened to and taken seriously. Explain what will happen next and check out support requirements. They should be informed that their identity and the identity of the person about whom a concern or allegation has been raised will be shared with key church officers and may be shared with the statutory agencies if there is any current risk to children or adults. The concern or allegation should not be shared with anyone other than those who need to know.
- Contact the PSR-CY or the Rector (or churchwardens during vacancy) in the first instance. They must then contact the Diocesan Safeguarding Adviser (DSA). If neither the PSR-CY or the Rector (or churchwardens where appropriate) are available, contact the DSA directly. If the concern arises in an activity, discuss with the Group Leader, who will contact the PSR-CY or Rector (churchwardens) (unless the concern or allegation involves the Group Leader).
- Any safeguarding concern must be reported to the DSA within 24 hours. If the DSA is not available, contact Childrens’ Social Care and/or the police immediately.
- Contact the Local Authority Designated Officer (LADO) and/or police if the concern is that a church officer may be abusing a child. Contact the PSR-CY or Rector, or the churchwardens during a vacancy, as soon as possible if you make a referral and they will advise the DSA. **If in doubt, don’t delay – seek advice from the statutory agencies.**
- Do not contact the person about whom the concern or allegation is made, even if they would normally be contacted as part of the procedure, until advice is sought from the DSA or statutory agencies.
- Record the details of the concern or allegation. Where it is not appropriate to take notes at the time (usually it will not be), make a written record as soon as possible afterwards or before the end of the day. Record the time, date, location, persons present and how the concern or allegation was received, e.g. by telephone, fact to face conversation, letter etc. The record should include details of information provided to that person as well as the information received. Always sign and date the record. Keep it factual. Pass on a copy to the DSA (and/or the PSR-CY). The records should be kept secure and confidential. A form is available in Appendix 2.

5.1.3 Taking action

If you are aware of a safeguarding concern, the numbers you will need are:

- PARISH SAFEGUARDING REPRESENTATIVE:
 - Kathryn Bennett, PSR (Children and Youth) on 01799 521773;
- DIOCESAN SAFEGUARDING ADVISERS (DSA):

- Lynda Saunders – safeguarding@chelmsford.anglican.org
- Amanda Goh on 01245 294457 or agoh@chelmsford.anglican.org
- Danielle Law on 01245 294472 or dlaw@chlemsford.anglican.org
- Emergency out of hours duty phone on 01245 294444.

- LADO:

To contact the Local Authority Designated Officer (LADO) Essex County Council please call 0333 013 9797.

- Essex Social Care:

To report a concern about a child contact Children's Social Care

If a child or young person is in immediate danger, call 999.

If you're worried that a child is being abused or neglected, call us on 0345 603 7627.

Out of hours or bank holidays, call the emergency duty team on 0345 606 1212.

You can also report a concern on the Children and Families hub.

For more details, see: <https://www.essex.gov.uk/report-a-concern-about-a-child>

5.1.4 Guidelines for responding to a person disclosing abuse

Do

- Listen.
- Take what is said seriously.
- Only use open questions (open questions begin with words like: who, what, when, where and how. Open questions cannot be answered with a 'yes' or 'no').
- Remain calm.
- Take into account the person's age and level of understanding.
- Check, if face to face, whether they mind you taking notes while they talk so you can make sure you capture the information accurately. At the end you can check with them that you have understood everything correctly.
- Offer reassurance that disclosing is the right thing to do.
- Establish only as much information as is needed to be able to tell your Group Leader / PSR-CY / DSA and statutory authorities what is believed to have happened, when and where.
- Check out what the person hopes to result from the disclosure.
- Tell the child or adult what you are going to do next.

Don't

- Make promises that cannot be kept (e.g. that you won't share the information).
- Make assumptions or offer alternative explanations.
- Investigate.
- Contact the person about whom allegations have been made.
- Do a physical or medical examination.

Record

- Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible.
- Do not destroy your original notes in case they are required by the DSA or the statutory authorities.
- Record the date, time, place, words used and how they appeared to you. Record the actual words used, including any swear words or slang.
- Record facts and observable things, not your interpretations or assumptions.
- Don't speculate or jump to conclusions.

5.1.5 Support

Safeguarding situations in the church setting can be complicated. The DIOCESAN SAFEGUARDING ADVISERS will co-ordinate arrangements for support so please let them know if you, or anyone else involved, need support

5.2 Accidents / Incidents

In the event of an accident (or near miss), either on-site or off-site, please complete the accident book. These are located in the Parish Rooms (by the First Aid kit) or in the Clergy Vestry.

The accident book is checked by the Church Wardens regularly.

For accidents causing significant injury, please telephone one of the Church Wardens. Currently they are Denis Tindley and Gill Caswell. Their numbers are on the noticeboards outside church and outside the Parish Rooms as well as by the accident books.

If an accident may require a pastoral response, please contact the Rector as soon as possible (or the churchwardens in vacancy). Any follow up action should be discussed with the Rector (or churchwardens in a vacancy) and/or Group Leader.

6 Use of Images

Parental/guardian consent must be obtained and the consent of the child / young person should be obtained where feasible before taking and before using images of children and young people. Consent from the child may be verbal but consent from the parent / guardian must be in writing. The issues are the same for still photographs and films; they also apply to audio clips of individuals. All these media types are referred to collectively in this policy as images.

When images are taken of children and young people it is the responsibility of the Group Leader or event organiser to ensure only appropriate images are taken and to pass only images for which consent for use has been obtained to the press officer and church website manager, specifying any restrictions on use if applicable. Images used to publicise events should be up to date and reflect the children and young people currently in the Group as far

as possible. Images should not be re-used without checking with the relevant Group Leader that the consents remain applicable and/or it is appropriate to re-use them.

For events that take place on church property or elsewhere, when organised by the church, and where parental consent forms are not required because the parents are present (e.g. the church picnic), parents attending must be told that they should let the organiser know if they do not want their children to be included in photographs taken at the event. If the organiser does not make this request at the event, no photographs will be passed to the church website manager and none will be published. A standalone consent form is available (Appendix 2) for the use of images of children not associated with a group or not at a group activity.

In cases of a general photograph of a public event, such as the church fete, where no individual or group of people is the focus, prior consent is not practical and therefore not required. It is still appropriate to consider carefully where and how the image should be displayed.

7 E-Safety-Electronic communication, Social Media and Internet guidance

Electronic communication has become enormously important and popular. It is an easy way to communicate with young people in particular. However, there are dangers associated with electronic communication that call for vigilance:

1. Electronic communication is often an extremely informal mode of communication which can create the potential for communication to be misunderstood.
2. Because of the informal style of electronic communication, adult group leaders and leaders can easily cross appropriate boundaries in their relationship with children and young people.
3. Some adults who are intent on harming children and young people choose to use electronic communication as a way to meet and groom children and young people.

The PCC must approve the use of social media and mobile phones by the church. Where there are Facebook or similar online groups set up on the church's behalf, the PCC must ensure there is a **named person** to whom all workers are accountable. The named person must be a church officer, who should be a colleague or supervisor, and should be aware of the account name and password so that they can at any time log on to the account to monitor the communications. The named person should be proactive in fulfilling this role.

Communications must be shared with the named person. Church officers remain bound by professional rules of confidentiality. Where there is concern that a young person or adult is at risk of abuse, or they themselves pose a risk of abuse to others, safeguarding procedures must always be followed.

DO

✓Have your eyes open and be vigilant.

✓Maintain the upmost integrity – honesty, transparency, consistency and accountability are key. Treat online communication with children, young people and adults as you would communication that is face to face. Always maintain the same level of confidentiality.

✓Report any safeguarding concerns that arise on social media to the PSR-CY and the DSA.

✓Always assume that everything you write is permanent and may be viewed by anyone at any time; that everything can be traced back to you personally as well as to your colleagues or the church. Always think before you post.

✓Draw clear boundaries around your social media usage associated with your private life and your use of different social media for public ministry. Keep church account/s and profiles separate from your personal social media account/s e.g. only use a Facebook page, Twitter or blogs for public ministry, while keeping a separate Facebook profile for private life.

✓Always ask parents/carers for written consent to:

o Use and store photographs of children/young people from activities or events in official church publications, or on the church's social media, website and displays.

o Use telephone, text message, email and other messaging services to communicate with young people.

o Young people connecting to the church's social media pages.

✓Only use an approved church/ministry account to communicate with children, young people and/or vulnerable adults. The named person should be able to access this and review conversations, and the account should be visible to young people and their parents. Young people must be made aware that any communication will be viewed by all users. Save any messages and threads through social networking sites, so that you can provide evidence to the named person of your exchange when required.

✓Avoid one-to-one communication with a child or young person.

✓Use clear and unambiguous language in all communications and avoid abbreviations that could be misinterpreted.

✓Save and download to hard copy any inappropriate material received through social networking sites or other electronic means and show immediately to the named person, PSR-CY, or if appropriate, DSA.

✓Use passwords and log off promptly after use to ensure that nobody else can use social media pretending to be you.

DO NOT

➤Use a personal Facebook or any other social media account in your work with children, young people or vulnerable adults.

➤Add children, young people or vulnerable adults as friends on your personal accounts.

➤Facebook stalk (i.e. dig through people's Facebook pages to find out about them).

➤Say anything on social media that you would not be happy saying in a public meeting, to someone's face, writing in a local newspaper or on headed notepaper.

➤Comment on photos or posts, or share content, unless appropriate to your church role.

➤Use visual media (e.g. Skype, Facetime) for one to one conversations with young people, use only in group settings.

In particular, do not allow content to contain or share links to other sites that contain:

➤Libellous, defamatory, bullying or harassing statements.

➤Breaches of copyright and data protection.

➤Material of an illegal nature.

➤Offensive sexual or abusive references.

➤Inappropriate language.

➤Anything which may be harmful to a child, young person or vulnerable adult, or which may bring the church into disrepute or compromise its reputation.

Wherever possible, church officers should be supplied with a mobile phone dedicated for work purposes. This allows for the phone to be switched off outside working hours, and for usage to be accountable. This means that the work phone number is the only number that young people or adults are given, and the church officer's personal number can remain private. Texts or conversations that raise concerns should be saved and passed on to the named person or the PSO/incumbent (or if unavailable the DSA).

Note that guidance on sexting is available.⁵ Sexting is defined by the NSPCC as when someone shares sexual, naked or semi-naked images or videos of themselves or others, or sends sexually explicit messages. Some children and young people may refer to sexting as:

- trading nudes
- dirties
- pic for pic.

8 DVDs

Parental consent must be obtained if a film clip or film with a BBFC certificate of 12, 12A, 15 or 18 is planned to be shown to those who are younger. The event consent form should advise parents of the title of the film with a brief outline of what will be shown and why. If consent is not given, there must be adequate supervised activities provided in another room with appropriate adult ratios. The Group Leader should also check that the film is covered by the church copyright arrangements. Ask the Parish Administrator for more details.

9 Further advice

⁵ See <https://www.churchofengland.org/sites/default/files/2018-10/Parish%20Safeguarding%20Handbook%20October%202018%20PROOF.pdf>

If you have any concerns or questions about the application of the best practices described in this document, please seek help from your group leader or the PSR-CY immediately.

Please also refer to the Parish Safeguarding Policy displayed in church or in the parish rooms or online (www.stmaryssaffronwalden.org.uk), or look at the resources on the Chelmsford Diocese website (<https://www.chelmsford.anglican.org/safeguarding/safeguarding-policy-and-practice-guidance>) or the national Church of England safeguarding website (<https://www.churchofengland.org/more/safeguarding/policy-practice-guidance>).

Chelmsford Diocese website (<http://www.chelmsford.anglican.org/safeguarding/child-protection>).
The PSR-CY can be consulted for help.

Appendix 1 - Sources of further help and advice

Within the Parish and Diocese

The PSR-CY, the Children and Youth Leader or the Children and Youth Committee Chairman are the first people to approach for help or advice. The Diocesan Children's and Youth Officers also offer advice and training on all matters concerning children and young people.

PSR-CY

Kathryn Bennett
01799 521773

Diocesan Safeguarding Advisers
01245 294444

Children and Youth Leader
Matt Williamson
07794 518907

Chair of Children and Youth Committee
Bron Ferland
01799 521497

Statutory Agencies:

- Local Authority Designated Officer (LADO):

To contact the Local Authority Designated Officer (LADO) Essex County Council please call 0333 013 9797.

- Essex Social Care:

To report a concern about a child contact Children's Social Care

If a child or young person is in immediate danger, call 999.

If you're worried that a child is being abused or neglected, call us on 0345 603 7627.

Out of hours or bank holidays, call the emergency duty team on 0345 606 1212.

You can also report a concern on the Children and Families hub.

For more details, see: <https://www.essex.gov.uk/report-a-concern-about-a-child>

Helplines

Childline: Freepost 1111
London N1 OBR

0800 1111

Children and young people can phone or write *free of charge* about problems of any kind.

NSPCC: Child Protection Helpline
0800 800500

thirtyone:eight an independent Christian charity which helps individuals, organisations, charities, faith and community groups to protect vulnerable people from abuse (formerly CCPAS).

Website: thirtyoneeight.org/

0303 003 11 11

This is a 24-hour free helpline for anyone who is worried about a child. Offers help, advice and counselling.

Parentline: 0808 800 2222

This offers a 24-hour phone line and a network of self-help groups for anxious parents. (www.familylives.org.uk)

Voluntary Organisations

NSPCC: Helpline (for adults concerned about a child) 0808 800 5000

First Aid: British Red Cross
St John Ambulance

Offer advice and training on matters concerned with First Aiders for all kinds of events. Local representatives are listed in the phone book.

Appendix 2 - Forms

The following pro forma forms are provided and should be used as provided:

- 1 Registration and Parental Consent form on Joining a Group
- 2 Visit/Event Information Form
3. Use of Images Consent Form
- 4 Activity Plan for Children / Youth work - Risk Assessment and Health & Safety Assessment
- 5 Record of Safeguarding Concerns Form
- 6 Children and Youth Group Leader and Leader Registration Form

Feedback on these forms and suggestions for improvement should be sent to the Chair of Children and Youth Committee.

The Parish of Saffron Walden

**Registration and Parental Consent Form on Joining Group
<edit group name>**

Name of child/young person:

Date of Birth:

Home Address:

.....

.....Postcode:

School
attended.....

Family doctor (name and
address).....

Does your child have any food allergies or dietary needs?

YES / NO.

If 'yes', please specify

.....
.....

Does your child have any medical conditions?

YES / NO

If 'yes', please specify

.....
.....

Is your child taking any medication?

YES / NO

If 'yes', please specify

.....
.....

Does your child have any special needs (including Special Educational Needs, Disabilities or any other special requirements)?

YES / NO

If 'yes', please specify

.....
.....

Is there anything else you would like us to know about your child?

YES / NO

If 'yes', please specify

.....
.....

Parent / Guardian / Carer details

Home Address:

.....
.....
.....Postcode:

Email address:

.....

Home telephone:

Mobile telephone:

Emergency contact details

Full name:

Address:

.....Postcode:

Relationship to child:

Home telephone:

Mobile telephone:

Full name:

Address:.....

.....Postcode:

Relationship to child:

Home telephone:

Mobile telephone:

You as a parent/guardian are responsible for ensuring the safe arrival of your child to the activity.

Do you give permission for your child to walk home on their own? YES/NO

If your child is to be picked up other than by parents please indicate your permission with a tick () and indicate who will collect the child

I agree to taking part in group <edit group name> including the activities listed in the term programme.

I acknowledge the need for responsible behaviour on his/her part. I understand that he/she will be in the care of the group leader and other adults approved by the PCC and that, while leaders will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury arising during or as a result of this event. In an emergency and/or if I am not contactable, **I am / I am not** willing for my child to receive medical treatment from a doctor, hospital or dentist, including an anaesthetic..

Signed: Parent/ Guardian Date:

I also understand that occasionally photographs or other images may be taken. I understand that these may be displayed on notice boards in church or the parish rooms, in publicity material, in the local press, in Diocesan publications or put on the web or social media sites of entities which are controlled by or under the auspices of Saffron Walden PCC or the Diocese. These photographs will not normally be of individual children, but will be trying to get a taste of the event. All images will be stored in compliance with the relevant Data Protection Guidelines. Please sign below to give us permission to use a photograph containing your child. Not signing this form will in no way prevent your child from participating in an event.

Signed: Parent/ Guardian

Date:

For Children of 13 years and over

From time to time we may wish to communicate with your child directly, using a mobile, email or through social media. Please sign below to give us permission to contact your child in this way. Not signing this form will in no way prevent your child from participating in an event.

I give permission for my child to be contacted directly.

I would like to be copied into the correspondence..... Yes/No

Signed.....Parent/Guardian Date.....

The Parish of Saffron Walden
Visit/Event Information Form

The {name of group} _____ is organising a visit to _____
on _____ leaving from _____ and returning to _____
_____ at approximately _____.

The activities will consist of _____

The cost for each child/young person will be £ _____ and he/she will need to bring
_____.

The group will travel by {transport} _____

Please complete the consent form and return it with the fee to _____
by _____.

If you have any queries, please contact me. Please hand any medicines to the first aider on arrival

Signed _____

Leader's name _____

Mobile Telephone No. _____

I have read the information and would like _____ to join the _____ trip on
_____.

Please state any information the organizers need to know about your child which would affect
their participation in this event

Is the named young person allergic to any medication or other materials such as food, insect stings etc.? YES / NO.

If 'yes' please specify

Please outline any special dietary requirements the named young person has.

Emergency contact details during visit / event

Full name:

Address:

.....Postcode:

Relationship to child:

Home telephone:

Mobile telephone:

Full name:

Address:.....

.....Postcode:

Relationship to child:

Home telephone:

Mobile telephone:

You as a parent/guardian are responsible for ensuring the safe arrival of your child to the activity.

Do you give permission for your child to walk home on their own? YES/NO

If your child is to be picked up other than by parents please indicate your permission with a tick () and indicate who will collect the child

In an emergency and/or if I am not contactable, **I am / I am not** willing for my child to receive medical treatment from a doctor, hospital or dentist, including an anaesthetic.

Signed (Parent / Carer / Guardian) _____

Name in block capitals _____ Date _____

I also understand that occasionally photographs or other images may be taken. I understand that these may be displayed on notice boards in church or the parish rooms, in publicity material, in the local press, in Diocesan publications or put on the web or social media sites of entities which are controlled by or under the auspices of Saffron Walden PCC or the Diocese. These photographs will not normally be of individual children, but will be trying to get a taste of the event. All images will be stored in compliance with the relevant Data Protection Guidelines. Please sign below to give us permission to use a photograph containing your child. Not signing this form will in no way prevent your child from participating in an event.

Signed: Parent/ Guardian

Date:

The Parish of Saffron Walden

Use of Images Consent form

At St Mary's Church, Saffron Walden, we only include images of children in our publicity with their verbal consent and with the written consent of their parents / carers or guardians. All images will be stored in compliance with the relevant Data Protection Guidelines.

I do / do not consent to images of my child named below being used and stored securely, solely for the purposes specified below. I understand that the identity (name) of my child will not be revealed in any publication of such images *without my explicit consent*.

Full Name(s) of child(ren) _____

Full name of parent / carer / guardian _____

Address / contact details _____

Signature _____ Date: _____

Name of person obtaining consent _____ Role _____

Date _____

Specific purpose image is for:

Church / parish notice board	Yes / No
Church / parish magazine	Yes / No
Church / parish website	Yes / No
Church / parish social media	Yes / No
Diocesan newspaper	Yes / No
Diocesan website	Yes / No
Local press	Yes/ No
Other: Please specify	

Note: Either attach a copy of the images to this form or provide sufficient details to identify them (eg. date, image ref., where published, where stored)

The Parish of Saffron Walden

Activity Plan for Children/Youth Work - Risk Assessment and Health & Safety Assessment

1. As the person who is writing this Activity Plan, please write your name and contact details below
2. What is the title of the planned Activity?
3. What aims have you set for this Activity?
4. Who is the Activity for?
5. What are the ages of the children/young people in the group?
12. How many children/young people will be involved in the group?
7. How many will be boys?
8. How many will be girls?
9. How often will the group meet – or is this a single activity?
10. How long will each session last? (give times)
11. What will the group do when they meet for each session?

12. Where will the group meet? (full address)
13. Who will be responsible for running the group? (full name and contact number)
14. How many additional helpers will there be for the group? (list their names)
15. How will leaders be trained/supported/resourced in order for them to do what is required?
16. Have you completed all necessary DBS checks for group leaders / leaders?
17. Have you fully considered leader/child ratios, registration procedures and other necessary factors? (state them here)
18. Has a Risk Assessment been carried out? This must be done before the activity can be approved.
19. What are the costs of the activity?
20. On what date will this Activity Plan be reviewed?

The PCC has checked that this activity is covered by the Parish Insurance Policy

This Activity has been approved by Saffron Walden PCC.

Signed

Date

Why, When and How to do a Risk Assessment

A risk is the chance, great or small, that someone will be harmed by a hazard. A hazard is anything or anyone that could cause harm e.g. high stacks of chairs, uneven floors, unsafe electrical equipment, blocked fire exits, missing light bulbs, overfilled cupboards, high shelves, unknown workers, working in unsupervised situations, lifts in cars, challenging behaviour, smoking and drinking, etc.

What is a risk assessment?

A risk assessment is a careful, systematic assessment of potential dangers which may be encountered as a result of planned activities. By identifying potential dangers you can plan to reduce or eliminate risk.

Why do a risk assessment?

There is no such thing as a risk-free environment. However, we should organise our activities so that any potential dangers are identified and minimized, reducing any risk to children, vulnerable people and workers.

When to do a risk assessment

Risk assessments should be completed for all new and existing parish activities where children and/or adults are present. Review your risk assessment at regular intervals to include any additional risks.

How to do a Risk Assessment: The Five Steps to Risk Assessment

Step 1 – Identify the hazards/dangers & injuries which may result

- Walk round the building/venue looking out for things or situations that could be reasonably expected to cause harm
- Ask other people – including vulnerable people - about what they think could cause harm
- Identify what injuries might result from the identified risks

Step 2 - Identify who might be harmed/vulnerable

- Children & Young people, including those with additional needs
- Adults who may be vulnerable, including those in wheelchairs; the partially sighted or blind; the hearing impaired; those who walk with a stick or frame; the mentally ill or learning disabled
- Visitors/parents/carers
- Leaders/organisers
- Members of the public

Step 3 - Identify the risks and what can be done to remove or reduce them

- What is the likelihood and potential severity of any injury - scale of 1 (low) to 3 (high)? Multiply these factors to assess a risk rating.
- Use the Risk Assessment Form to assess whether existing precautions are sufficient
- What else can be done to reduce the risk, control or remove the hazard/danger?
- Use the Risk Assessment Form to work out the risk both before and after you have taken action to reduce the risk

Step 4 – What are your findings? What do you need to do?

- Use the Risk Assessment Form to record your findings (each hazard should be recorded)
- Any remedial action taken to minimise/remove the risk to the lowest level possible should be recorded
- Submit it for approval in advance of your activity following the procedure in these Guidelines.

Step 5 - Revise and evaluate your risk assessment regularly

- Complete a fresh risk assessment at least annually, and before new or one-off activities begin

You may find the following checklists from www.ecclesiastical.com helpful in preparing your risk assessment – they are for general guidance only.

Planning events – risk assessment checklist

Ensure the venue is suitable – check the health and safety risk assessment for the building if there is one – a copy of the assessments for St Mary’s Church or Parish Rooms is available from the Parish Office.

Risk assessments must be carried out for fire and health and safety risks.

Consider crowd control

Including parking arrangements, having stewards to direct visitors, checking exits and deciding how visitors will be evacuated in an emergency.

Plan first aid provision

This will be based on the numbers attending and the nature of the activities. It may range from a simple first aid box to a number of trained first-aiders.

Consider food and drink provision

Food hygiene and the requirements of the Food Safety Act 1990 and the Food Hygiene Regulations 2006 must be considered. Where cooking takes place, a check should be made on the method of heating and its associated hazards, e.g. bottled gas and deep fat fryers. Consider how you will deal with food allergies.

Take care with bouncy castles

They are a major cause of injury to children. Read our safety advice and instructions if you're planning one for your event.

Check external contractors

Companies providing fairground rides or amusements must have adequate public liability insurance. It is your duty to check this before the event.

Animals

If animals feature as part of the event (donkey rides, pet shows, obedience trials, for example), there needs to be adequate separation between the public and the animals, and provision must be made for the welfare of the animals and their supervision.

Cash handling

Consideration must be given before the event to the handling of cash and the security of those involved in collecting and banking money. Every stall or attraction should be provided with a cash box of some kind, a float will be required for each cash collection point and takings must be removed regularly and placed in a secure place during the course of the event.

Tower tours

Members of the public entering for the first time will not be aware of potential hazards. Take a look at our tower tours checklist to help identify the main hazards and the control measures that can be taken to reduce the risk.

Dangerous activities

In the event that any dangerous activity is to be organised, you must take all reasonable steps to ensure the safety of participants as far as possible. Many of these activities are operated through Codes of Practice, Health and Safety Executive Guidelines and Guidance

Notes, Trade Association guidelines and Government regulations.

In the event that any dangerous activity is to be organised, Ecclesiastical must be advised as Public Liability cover will not be automatic. For a list of dangerous activities, see our Functions Guidance notes.

Accidents and First aid

- Provision of first aid equipment
- Persons with first aid training
- Procedures to deal with accidents
- Transport arrangements to hospital
- Existing arrangements and assess what is needed

Fire safety

- Combustible materials, flammable liquids and accumulations of waste
- Heaters, smoking and other sources of heat
- Provision of fire exits, escape routes, signage and emergency lighting
- Provision of fire detection equipment and firefighting equipment
- Effect of a fire on our neighbours
- Evacuation plans and training of stewards

Electrical safety

- Condition of fixed electrical installation, including switches and sockets
- Condition of portable electrical appliances, including leads and plugs
- Use of unauthorised electrical appliances and temporary wiring
- Mechanical damage to wiring
- Frequency of inspections

Gas safety

Condition and maintenance arrangements for fixed gas boilers and heaters

- Condition and arrangements for use, including storage and changing of cylinders for portable Liquid Petroleum Gas heaters

Control of hazardous substances

Internal

- Cleaning materials
- Types, amounts, storage arrangements
- Provision of personal protective equipment

External

- Pesticides, herbicides, petrol
- Types, amounts, storage arrangements
- Provision of personal protective equipment

Plant and machinery

Internal

- Condition and potential injury arising from font covers, sanctuary lamps, hanging roods and crosses, canopies and other suspended items
- Lifts, hoists and other lifting mechanisms
- Ladders, scaffolds and staging, including storage and accessibility
- Display screen and computer equipment
- Bells, clock weights and chiming mechanisms

Any other equipment

External

- Churchyard maintenance equipment
- Lawnmowers, gangmowers, strimmers, etc.

Slips, trips and falls

Internal

- Loose carpets, rugs, mats and other floor coverings
- Loose and uneven tiles, stone paving and floorboards
- Trailing leads and other obstructions
- Worn, steep and uneven steps and stairs
- Inadequate lighting, lack of handrails

External

- Uneven and poorly maintained paths and steps, boiler room steps and access
- Potholes, tree roots and unprotected drops
- Gravestones and other obstructions
- Long grass and undergrowth
- Areas designated as wildlife habitats
- Poor drainage of paths and growth of algae
- Inadequate lighting and lack of handrails
- Unprotected open graves prior to burials

Lighting

Internal

- Check adequacy of lighting
- Pay particular attention to stairs, steps, crypts, basements

External

- Paths, steps, drives, car parks, boiler room steps and entrances

Falls from a height

Internal

- Arrangements for light bulb changing
- Use of unsecured ladders
- Unprotected openings and walkways at high level
- Roof loft openings
- Use of fixed vertical ladders

External

- Clearing of gutters and valleys
- Low parapets and balustrades

Food hygiene

- Extent of food preparation
- Nature of foods to be prepared and stored
- Consideration of food allergies
- Areas used for food preparation
- Facilities for washing and preparation of foodstuffs
- Facilities for storage of foodstuffs
- Experience, training and competence of food handlers

Manual handling

- Moving and lifting of furniture, staging, pianos and other equipment
- Numbers required
- Specialist equipment needed

Display screen equipment

- List all computer equipment
- Who uses it and for how long
- Check seating, workstation, screen, software

Hazardous buildings /glazing

- Loose stonework, falling masonry, parapets, pinnacles, slates, tiles, gutters, flag poles
- Detail any glass in windows below waist height and in doors or beside doors below shoulder height which is not of a safety material or protected against breakage (narrow panes up to 250mm need not be included)
- Arrange for a competent person to check for the presence of asbestos
- Dangerous gravestones, tombs, monuments and railings in the churchyard

Child protection/Safeguarding

- Existing child protection/Safeguarding procedures
- Implementation of Diocesan guidelines

Personal safety

- Risk of attack
- Lone working, church sitting
- Handling of cash
- Means of raising an alarm, summoning assistance

Activities and other hazards

- Services, concerts, events, exhibitions, etc.
- Numbers attending
- Age-related hazards (children/elderly)
- Disability access/provision
- Fêtes, sponsored walks, fund-raising activities
- Bungee jumping, abseiling, parachute jumps etc.

Note: These activities will require separate insurance arrangements by the provider of the facility

Look for and note any other hazard which could cause someone harm which are not included in the above checklist.

**Parish of St Mary the Virgin, Saffron Walden
Risk Assessment Template**



Event:	
---------------	--

Location :	
----------------------	--

Assessment Performed Date:	
---	--

Assessment Performed By:	
---	--

Likelihood 1=Low (seldom), 2=Medium (frequently), 3= High (certain or near certain).

Severity 1=Low (minor cuts and bruises), 2=Medium (serious injury or incapacitated for 3 days or more), 3=High (fatality or a number of persons seriously injured)

Risk rating 1-2 Low, 3-4 Medium, 6-9 High

Potential Hazard and type of injury that may result	Who might be at risk?	Likelihood (L)	Severity (S)	Risk Rating L x S (low/medium/high)	Actions taken to minimize risk	By Whom

Event:				Location:		
Potential Hazard and type of injury that may result	Who might be at risk?	Likelihood (L)	Severity (S)	Risk rating L x S (low/medium/high)	Actions taken to minimize risk	By Whom

The Parish of Saffron Walden

Record of Safeguarding Concern

Childs name			
Address/contact details			Dob
			Age
Brief details of the nature and type of the concern		Date concern was raised	
		Time concern was raised	
Name of person raising concern		Relationship to child	
Who have you handed this concern to? (e.g. PSR, DST)		Date handed over	
Details of Concern (Please include as much detailed information in this section as possible – continue on a separate sheet if required. Make sure any continuation pages are signed dated and timed.)			
Full Name		Date	
Signature		Time	

Please complete side 2

Record of Safeguarding Concern (continued)

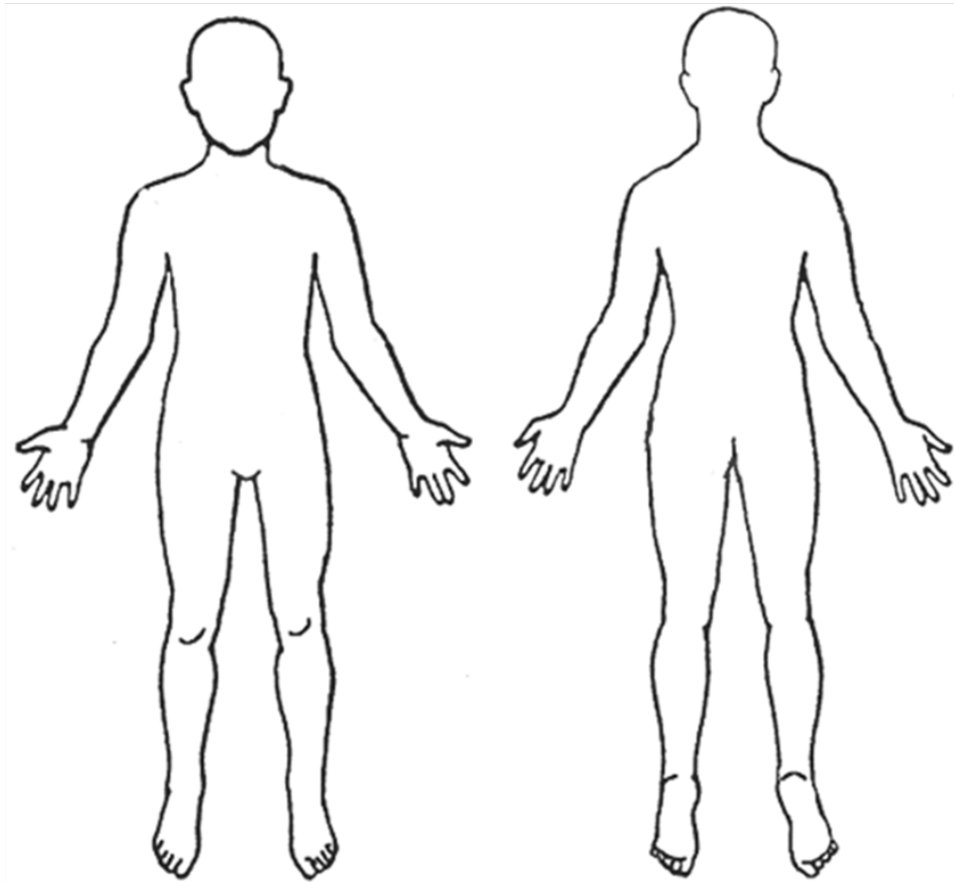
Details of all actions/decisions taken in respect of this concern To be compiled by the Group Leader, Parish Safeguarding Representative or member of the Diocesan Safeguarding Team	
Number of previous records of safeguarding concerns	
Is the child known to Local authority or statutory Services?	Yes/No/ Not known

Action taken	By whom	Date
		Time
Outcomes		
Full name of PSR/DST		Date
Signature		Time

Safeguarding Body Map



The Church of England
in Essex and East London
Diocese of Chelmsford



FRONT

BACK

Use the diagram to mark the locations and types of injuries.

Name: _____
DOB: _____

Note any other details, such as anything the child or vulnerable adult discloses on examination (use their language) or information received from any other source regarding injuries.

Your Name: _____
Your Role: _____
Signature: _____
Date: _____

The Parish of Saffron Walden

CHILDREN/YOUTH GROUP LEADER OR LEADER REGISTRATION FORM

TO BE COMPLETED BY PEOPLE WORKING WITH CHILDREN'S AND YOUTH GROUPS

Introduction

Children and young people are valued members of the Church. They are also the most vulnerable, so the care and nurture of children and young people is one of the most important ministries of the Church. Most of the people who work with children and young people are volunteers, but this does not diminish the importance of having high standards to ensure the safety and well-being of the youngsters in their care.

To assist us in this aim, in becoming an officially registered leader we ask you to complete both sections of this form, and return it to the Rector or the Churchwardens during a vacancy.

The information is kept confidential by the Team Rector or by those delegated by the PCC unless requested by an appropriate authority.

Thank you for taking this step of commitment. You are joining a team which commits itself to the care and nurture of young people. On behalf of the members of this church, we welcome you and we undertake to support you and your work by prayer, by our interest and by providing resources and training. Working with young people is a responsibility, but it also brings great rewards. We hope you enjoy your work

*The Clergy Team
Parish of Saffron Walden*

**The Parish of Saffron Walden
Children/Youth Group Leader or Leader
Application and Confidential Declaration Form**

**SECTION 1: INFORMATION
(to be retained by the Rector)**

Please complete all applicable questions. Among the factors the Church will consider in appointing children's or youth workers will be the following:

- *Previous experience*
- *Relevant training or qualifications*
- *The ability to provide warm and consistent care*
- *A willingness to respect the background of children and young people in their care*
- *A commitment to treat all children and young people with equal concern, and as valued and unique individuals*
- *Reasonable physical health, mental stability, integrity and flexibility*

Name _____ Address _____

Telephone _____(day) _____(evening)

Date of Birth _____

How long have you lived at the above address? _____

If less than 12 months, please state your previous address and Church

Church _____ Address _____

Have you ever changed your name?
YES / NO

If yes, please give details of your previous names and the dates they were in use

Name: _____ From / to: _____

Name: _____ From / to: _____

With which group(s) do you intend to work?

_____ Age Range _____

_____ Age Range _____

_____ Age Range _____

Please give details of any special interests and skills you have, and previous experience of working with children or young people? Where appropriate, give the name(s) and date(s) of churches or groups (continue on a separate sheet if necessary).

Please give details of any relevant qualifications or appropriate training

Are you prepared to undertake training (online and face to face)?

YES / NO

Do you suffer, or have you suffered, from any illness that may directly affect your work with children or young people?

YES/NO

If YES, please give details: _____

Please give the details of two referees who have known you well for at least 2 years and who would be able to provide a personal reference if contacted. These references will be taken up.

Note: Your chosen referees should not be related to you and one must be from your current or most recent employer. If you have not previously been employed, then at least one referee should be from outside of the church.

	Referee 1	Referee 2
Name		
Address		
Telephone		
Email		
Occupation		

I agree that the above information is correct. I also confirm that I have read the documents *Parish of St Mary's Safeguarding Policy* and *Practice Guidelines for Keeping our Children and Young People Safe* and that it is my duty to follow the guidelines therein.

Signed _____

Date _____

Please return the completed form, marked Private and Confidential to

The Rector 17 Borough Lane, Saffron Walden, CB11 4AG (during vacancy to the Church Wardens, St Mary's Parish Office, Church Path, Saffron Walden, CB10 1JP)

Children or Youth Leader/Helper or Vulnerable Adults Worker

Registration Form

SECTION 2 : CONFIDENTIAL DECLARATION

This form is strictly confidential and, except under compulsion of law, will be seen only by the Team Rector or his representative and the Diocesan Safeguarding Team if necessary.

All forms will be kept securely.

Some posts fall into categories of activity which are eligible for a DBS check and the level of that check for this role should be clear from the job description or explained to you. Any subsequent offer of employment or acceptance as a volunteer leader/helper/worker will be based on the successful outcome of this check.

Other posts do not fall into these categories, but still come within Safer Recruitment Guidelines. In all posts that involve regular contact with children or vulnerable adults, applicants are required to complete this Confidential Declaration Form to support safer recruitment and help ensure our churches and communities are as safe as can be.

If you answer yes to any questions, please give full details. Continue on a separate sheet if necessary and be clear which question you are answering by showing the question number.

1. Do you have any unspent convictions? YES / NO

If the answer is yes, please give the dates and details of any convictions, cautions, reprimands or warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended by SI 2013 1198).

2. Are you under investigation by the police, social services or an employer for any offence?

YES / NO

If the answer is yes, please give the dates and details.

3. Has your conduct ever caused, or been alleged or likely to have caused significant harm* to a child or put a child or vulnerable adult at risk of significant harm?

YES / NO

If yes, please give details including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, moved to other work or resigned from any paid or voluntary work.

*Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.

4. 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 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 other legislation?

YES / NO

If the answer is yes, please give the dates and details.

5. Have you any health problem(s) which might affect your work with children/vulnerable adults?
YES / NO

If the answer is yes, please give full details.

6. Have you, since the age of eighteen, ever been known by any name other than that given in this declaration? YES/NO

If yes, please state the name(s):

Declaration

I declare that all of this information is accurate and complete to the best of my knowledge.

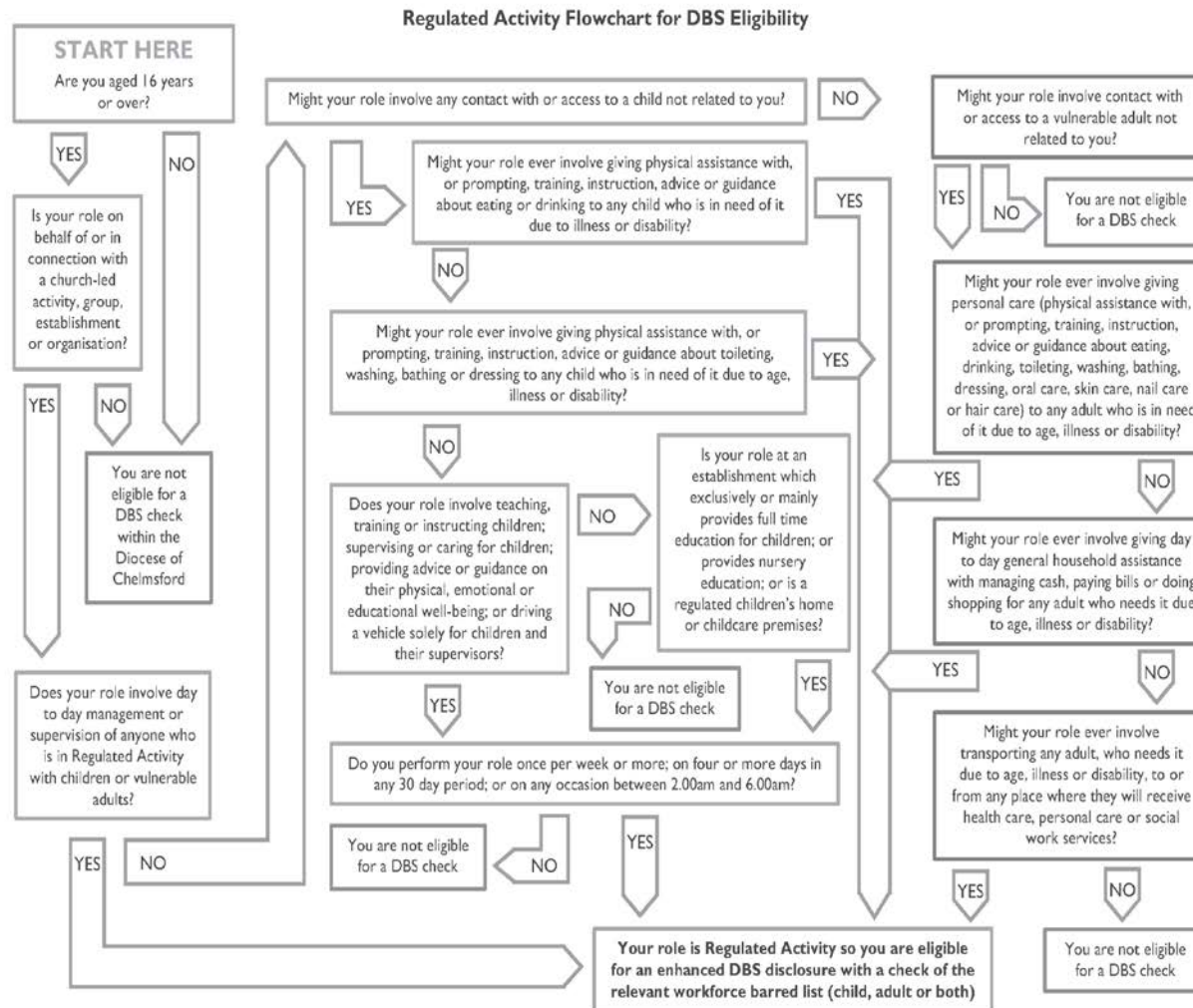
I agree that where a role may require a criminal records check that I will apply to the Disclosure and Barring Service through the Diocese for the appropriate level of disclosure. I understand that should this disclosure not be satisfactory, any offer of employment or voluntary work may be withdrawn or terminated.

Signed _____

Date _____

Appendix 3

Regulated Activity Flowchart for DBS Eligibility



St Marys Church Saffron Walden
Application for DBS Check

For Group Leader.

Please refer to the flow chart in Appendix 3 of the CY Safeguarding Guidelines before filling in this form. Return the form to the Parish Safeguarding Representative.

Please give the following information about the applicant

Full name		
Address		
Email address		
Is the intention that the applicant will work with (please tick)	Child workforce	
	Adult workforce	
	Child and Adult workforce	
What is the job title?		
Is the post paid or volunteer?		

For parish records

Is applicant eligible to be checked against the Children Barred list? Yes/No If yes, explain why
Is applicant eligible to be checked against the Adult barred list? Yes/No If yes, explain why
Is the applicant's home address the primary place of work with children/adults? Yes/No If yes, explain why

Appendix 4

St Marys Church Saffron Walden

Based on the Chelmsford Diocese Safeguarding Guidance 2014

Parish Safeguarding Representative (Children and Youth) Job Description

Job Description

Post Title: Parish Safeguarding Representative

Employer: St Mary's Church Saffron Walden PCC

Salary: Voluntary [reasonable out-of-pocket expenses incurred in the performance of this role may be reimbursed]

Hours of Work: Part Time [Some flexibility will be required]

Place of Work: Parish Based

Term of office: Initially 3 years with the opportunity for review/renewal at the end of the term

Overall purpose of the post:

To take responsibility for working with the PCC and the incumbent to ensure that good practices in child safeguarding are developed within the parish.

To act as a bridge between the church and the Diocesan Safeguarding Team for matters relating to the safeguarding of children in the parish.

The Parish Safeguarding Representative is a local contact; they are not expected to be safeguarding experts or deliver training and would never be expected to conduct investigations.

Principal duties:

- To ensure that the diocesan Safeguarding Policy is adopted and implemented in the Parish.
- To ensure that full Parish safeguarding records are maintained and stored securely in accordance with data protection guidelines.
- To liaise with the diocesan Safeguarding Team in the case of any safeguarding concerns or allegations in the Parish.
- To ensure that there is a system in place for DBS applicants to be supported in their application – including the checking of identity documents and processing of applications at Parish level.
- To promote and co-ordinate access to and completion of Safeguarding Training within the Parish, including supporting access for all relevant members of the parish 'workforce' to online training and face-to-face training by the Diocesan Safeguarding Team.
- To attend at least one PCC meeting per year to update the PCC and provide guidance on changes in policy/responsibilities.
- To regularly complete Safeguarding training as invited by the Diocesan Safeguarding Team – this will include e-learning and face-to-face training sessions.

Key Skills & Person Specification:

- Organised and efficient
- Good written and oral communication skills
- Access to a telephone
- Basic computer skills (including using the internet and emails)

- Access to a computer with internet access and the use of a personal email address (this is required for the Diocesan Safeguarding Team to provide support and updates)

Parish of Saffron Walden

Job Description for Safeguarding Representative of daughter churches of St John's Little Walden and St James Swards End

The role is appointed by the individual church's committee and is responsible for working with the committee and the priest in charge/ incumbent. The person appointed must go through the Safer Recruitment process set out in the Parish Safeguarding policy and guidelines.

Overall purpose of the post:

To take responsibility for working with the church committee and the incumbent to ensure that good practices in safeguarding are developed at the local church.

To act as a local link between the church and the Parish Safeguarding Representatives for matters relating to safeguarding in local church activities.

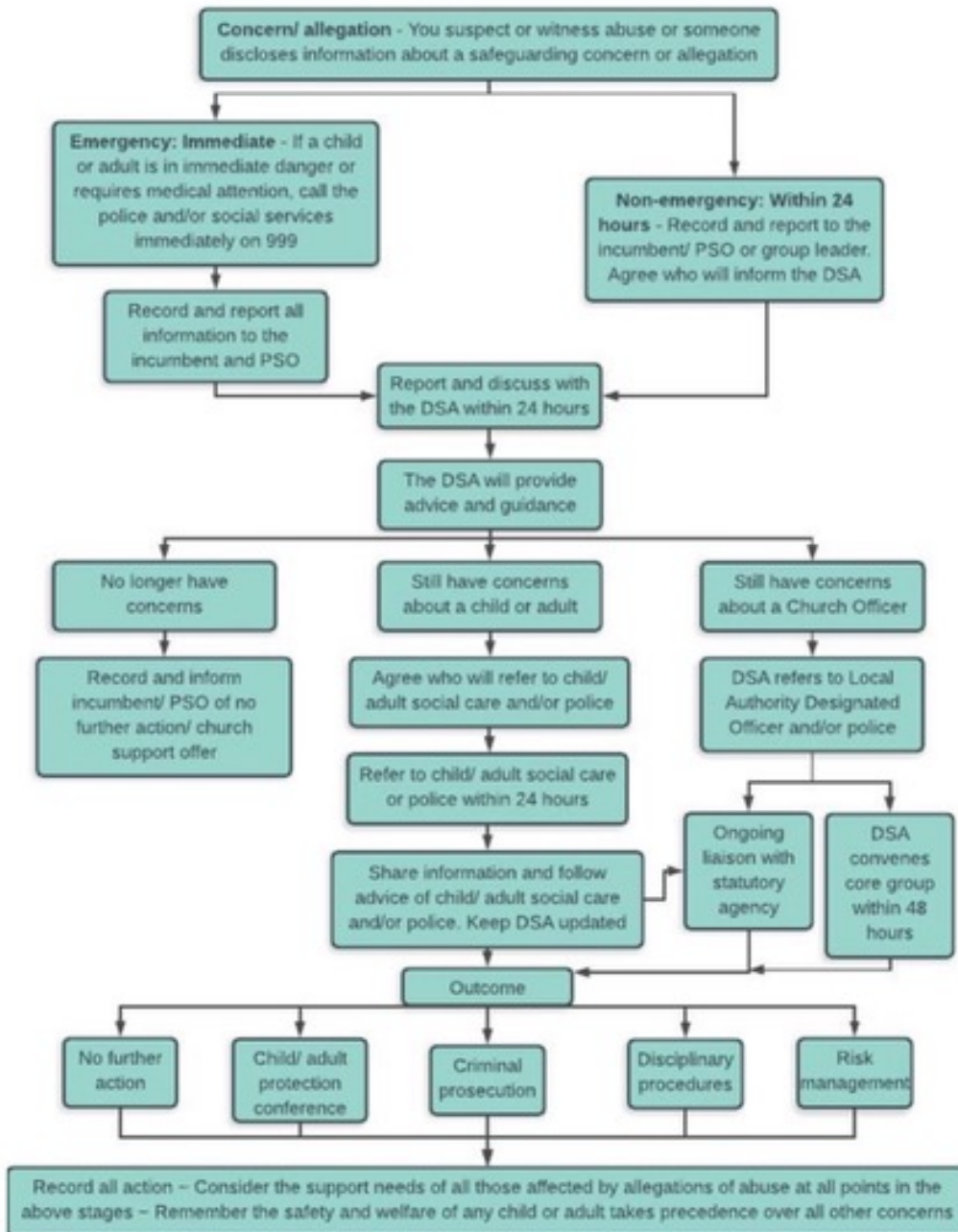
The Safeguarding Representative is a local contact; they are not expected to be safeguarding experts or deliver training and would never be expected to conduct investigations.

The role includes:

1. Being aware of activities taking place at church or elsewhere under the auspices of the church committee
2. Being aware of the needs of children and adults within the church family
3. Being familiar with the Parish Safeguarding Policy and the associated guidelines for Children and Youth and for Adults and advising the church committee on its implementation.
4. Advising anyone in the church about the content of the Parish Safeguarding Policy
5. Listening to any concerns about safeguarding and being aware of the procedures for taking action. Safeguarding concerns should be notified to the appropriate Parish Safeguarding Representative (PSR) or, if they are not available, to the Diocesan Safeguarding Team.
6. Referring new leaders/helpers to the PSR (Children and Youth) or the PSR(Adults) as appropriate for guidance on completion of the Safer Recruitment procedures, including a DBS check (where applicable). When the appointment is confirmed by the Rector (or by the churchwardens during a vacancy), the Safeguarding representative and the committee of the daughter church will be notified.

Appendix 5

Responding promptly to every safeguarding concern or allegation Quick Guide



Appendix 6

Policy Statement on Recruitment of Ex-Offenders

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974⁶ (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the code of practice⁷ and undertake to treat all applicants for positions fairly.
2. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
3. We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about⁸.
4. We can only ask an individual about convictions and cautions that are not protected.
5. We are committed to the fair treatment of staff, potential staff or users of our services, regardless of race, gender, religion⁹, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
6. We make this written policy on the recruitment of ex-offenders available to all DBS applicants at the start of the recruitment process.
7. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
8. We select all candidates for interview based on their skills, qualifications and experience.
9. An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
10. We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offence. Please note that we may take advice from the Diocesan Safeguarding Adviser in this regard.

⁶ Full text available here: www.legislation.gov.uk/ukpga/1974/53

⁷ DBS Code of Practice: www.gov.uk/government/publications/dbs-code-of-practice

⁸ Where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended.

⁹ See Diocesan website for information about Genuine Occupational Requirements (GOR), (e.g. the post requires the applicant to be a practicing Christian).

11. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
12. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
13. We make every subject of a criminal record check submitted to DBS aware of the existence of the code of practice¹⁰ and make a copy available on request.
14. We undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment. Please note that we will involve the Diocesan Safeguarding Adviser if there are disclosures of cautions, convictions, reprimands or police intelligence in order to ensure that the relevance of the offences and associated risk are assessed.

¹⁰ DBS Code of Practice: www.gov.uk/government/publications/dbs-code-of-practice