

Safeguarding Policy

Version 9: October 2023

Contents

*Details of **important names and contact numbers** linked to this policy are in Appendix 1 at the end of this document.*

Policy Statement.....	3
Groups.....	3
Categories of Harm	3
Domestic Abuse	4
Social Media	4
Photographs	4
Recruitment and Management of Staff & Volunteers	5
Safeguarding Training.....	7
Responding to Concerns	7
Enquiries.....	9
Pastoral Care.....	9
Management, Care and Supervision for Offenders	10
Whistleblowing.....	10
Radicalisation (The Prevent Duty).....	10
Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)	11
Female Genital Mutilation.....	11
Appendix 1: Important Contacts.....	12
Appendix 2: Social Networking with Young People.....	13
Appendix 3: Responding to Concerns Flowchart	14
Appendix 4: Management, Care & Supervision for Offenders.....	15
Appendix 5: Policy Statement on Recruitment of Ex-Offenders to Paid and Volunteer Positions	19
Appendix 6: Policy for Responding to Domestic Abuse in the Parish of Cullompton	20
Appendix 7: Volunteers Recruitment Application Form	21
Appendix 8: Young Helper Volunteer Recruitment Application Form.....	24
Appendix 9: Parish Safeguarding Policy Statement	27
Appendix 10: Confidentiality Policy Agreement	29

1. Policy Statement

This Policy is to be read and implemented in conjunction with the Church of England policy entitled '[Promoting Safer Church](#)' and the [Diocese of Exeter Safeguarding Policy](#). It should also be read in conjunction with [Government Legislation and Statutory Guidance and Safer Recruitment and People Management Guidance | The Church of England](#).

The Policy Statement (see appendix 9) was agreed at the PCC meeting in Nov 2023.

2. Groups

St Andrew's Church offers a wide range of services to youth and children aged 0-18 and to adults including vulnerable adults at risk. For the purposes of this document a child is anyone under the age of 18.

3. Categories of Harm

Potential significant harm to children and vulnerable adults can occur in a family, institutional or community setting or through digital technology. Children and vulnerable adults can be abused by those known to them or by strangers.

3.1. Children Refer to [C of E safeguarding e-manual](#) & [DSCP website](#) for more detail

- Physical abuse
- Domestic Abuse
- Emotional/ Psychological abuse
- Neglect
- Sexual abuse
- (Spiritual abuse: not a separate category, it is a form of emotional and psychological abuse relevant for faith contexts)

3.2. Adults Refer to [C of E safeguarding e-manual](#) for more detail

- Physical abuse
- Sexual abuse
- Financial/Material abuse
- Psychological abuse
- Neglect and acts or omission (including self neglect)
- Discriminatory abuse
- Domestic abuse
- Organisational abuse
- Modern slavery
- (Spiritual abuse: not a separate category of abuse, it is a form of emotional and psychological abuse relevant for faith contexts)

4. Domestic Abuse

We recognise that all forms of Domestic abuse are wrong and we are committed to responding appropriately and agree to adopt the Parish Statement on Domestic abuse (*Appendix 6*) and follow the [C of E: Responding Well to Domestic Abuse: Policy and Practice Guidance 2017](#).

5. Social Media

- Team leaders/members should not upload information about individuals/activities onto their personal Social Media but share information through the church social media channels
- When a team leader/team member is acting on behalf of the church or is contacting a young person/group because of a church event or because of a church connection, **all communication must be through the approved church social media channels and not on personal social media channels.**
- When using church social media:
- Youth Pastor/Team leader to receive written parental consent in order to add a young person as their 'friend' on Church run social media sites eg FB, Instagram. This written consent should be kept on record as evidence that it has been obtained.
- Team leaders/members should ensure that they do not add as a 'friend' or make contact with a young person under the minimum age for that social networking site. (Please check the minimum age for each social media platform e.g. 13 is the minimum age for use of Facebook) 3) Do not add as a 'friend' or make contact with a young person who you have not met in person
- Only use church social networking sites for communication within reasonable normal waking hours (i.e. not after 10pm etc.)
- Use church social networking sites for brief contact with young people, for practical details, reminders and encouragements NOT for counselling or things of a deeper nature
- Ensure all electronic communication is appropriate and professional
 - Adults to regularly check their privacy settings to ensure they are protecting themselves
 - If using digital technology as a group activity, ensure that an adult worker knows and understands what is happening within the group
- Maintain a log of all electronic contact with individuals or groups including messaging and texting

6. Photographs

- Within children's groups, photographs are only taken of children by a Designated Leader
- Photographs of children must be uploaded onto the church office 365 SharePoint and then deleted from the camera
- Photographs of children should not be uploaded onto any Social Media, including the church website, Twitter or Facebook, without written consent from the parent. The written consent must be kept on record as evidence that it was obtained. Children's names must not be mentioned, neither should they or their parents be tagged

- Photographs of adults should not be uploaded onto Social Media without verbal confirmation (e.g. I am taking photographs for the website, if you do not want to be on a photograph, please speak to me)
- Individual church members should not upload photographs of children at church events onto personal pages without the permission of the parent
- Photographs of groups are preferable to photos of individual children

7. Recruitment and Management of Staff & Volunteers

Recruitment of all staff and volunteers follows the C of E [Safer Recruitment and People Management Guidance](#).

All those 18 and over who wish to volunteer to work with young people or vulnerable adults must fulfil the criteria below:

- Be known to the Church Leadership/Ministry lead and have been regularly involved in the life of the church for at least 4 months

Exemptions to this are:

a) *paid, employed St Andrew's staff*

b) *those recruited and employed by the Diocese of Exeter*

c) *those involved in designated projects (at present agreed by PCC to be Keystone & People Matter foodbank). For these, ministry leads will liaise with a member of the SLT regarding a potential volunteer before then following all safer recruitment stages. Applicants must complete the whole Safer Recruitment process BEFORE they are allowed to volunteer. Volunteers involved in designated projects must be in sympathy with, and willing to support, the ethos and policies of St Andrew's Church.*

- Fill out a St Andrew's Volunteer Application (see **Appendix 7**)
- Complete a **Self-Declaration Form (if appropriate)** and **Confidentiality Agreement Form**
- Be willing to have an informal interview with the group leader/ a member of SLT
- Agree to the job description for the role
- Provide appropriate references as required. Information from references is passed on to the relevant group leaders as appropriate.
- To undertake a DBS as required. DBS certificates are renewed on a 3-yearly basis ○
- To complete/attend Safeguarding Training and updates within the time frame designated - failure to do so may result in a volunteer role being revoked.
- Work within the Social Networking and Leader Guidelines/Job Description for each group/activity
- Be under the guidance & supervision of a Designated Team Leader, who will liaise with the team on a regular basis

(If an allegation against a staff member or volunteer is investigated, and as a result the staff member or volunteer is removed from their role, the DBS barring, church insurers and the Charity Commission must be informed)

Trial sessions. We understand that many volunteers may want to visit a group or ministry before starting the recruitment process and we encourage this up to a maximum of two trial sessions for an activity/group/ministry. Trial sessions must be agreed by the ministry lead. The prospective volunteer, if not already DBS checked by St Andrew's at the appropriate level, must be **supervised at all times by the paid member of staff/ministry lead** during the trial session and not left alone with any children/vulnerable adults. Another volunteer cannot supervise a trial session. Individuals taking part in a trial cannot be factored into the adult to child/ratio.

Recruitment and management of young helpers is completed in line with the Safer Recruitment & People Management 2021 Guidance alongside the relevant guidance and advice in the document: Safer Environment and Activities.

Helping in activities for children can be an excellent opportunity for young people aged 14-17 to share in church life, be discipled and grow in responsibility. Under 14s cannot be recruited as young helpers and remain and are recorded as a participant in any children's group, although the group/ministry lead may designate an under 14 as a 'senior participant' within the children's group to encourage, nurture and express they are valued as older members of the group.

- Under 18-year-olds must be supervised at all times by an adult (who has been safely recruited at the appropriate level) and who can take overall responsibility for the leadership of the group. The young helper is themselves legally a child, and the adult leader has safeguarding responsibilities for the young helper. Adult leaders should not be alone with a young helper; there should be two adults always present with children.
- A five-year age-gap is required between children and those working with them (e.g. a 17 year old would work with children 12 years and under). This may not always be possible with, for instance, trainee youth-workers/interns, but in that instance the group should be led by other adults who are at least five years older than the young people in the group. An exception to the five year age gap is KidZone Saturday/Summer sessions which cater for a wide range of ages: 5-11 year olds with activities undertaken in age banded groups. In this case the ministry lead/group leader would assign the young helper to work with a group of children where there is a five-year gap.
- Young helpers **cannot** count as part of the adult/child ratios; they are additional helpers/support, not part of the core team.
- Young helpers should not be left on their own with children at any time, there must always be a safely recruited adult in the room with them.
- Young helpers cannot take children to the toilet/be involved in any intimate care.

Remember that your young helper is still a child. While they need to show commitment to the role and the role is an opportunity for growth, you should not expect them to take on the responsibility of an adult member of the leadership team.

All 14-17 year olds who wish to be a young helper must:

- Fill out a St Andrew's Young Helper Volunteer Application which includes a confidentiality statement (see **Appendix 8**) & complete a **Self-Declaration Form (if appropriate)**
- Be willing to have an informal interview with the ministry/group lead (in the presence of another adult).
- Agree to the written job description for the role
- Provide appropriate references as required . Information from references is passed on to the relevant group leaders as appropriate
- Be willing to undertake a DBS as required (16 & 17 year olds only). DBS certificates are renewed on a 3-yearly basis
- Complete appropriate Safeguarding Training and updates within designated timeframes – failure to do so may result in a volunteer role being revoked.
- Work within the Social Networking and Leader Guidelines/Job Description for each group/activity
- Be under the guidance & supervision of a Designated Team Leader, who will liaise with the team on a regular basis

8. Safeguarding Training

When starting to volunteer, volunteers must agree to work within Leader Guidelines/Job Description (and Social Networking Guidelines where relevant) for each group/activity.

All volunteers must complete/attend Safeguarding Training and updates within designated timeframes, at least once every three years in line with Diocesan requirements. All volunteers and staff team will be contacted by the Operations Team and asked to attend or complete the necessary training sessions. They will also send out links to our Diocesan online portal with links to online training. Failure to complete training may result in a volunteer role being revoked.

9. Responding to Concerns

One of the key principles embedding best practice, in relation to Safeguarding, is ensuring that information relating to concerns is shared with, or between, relevant bodies in order to protect children, young people and adults potentially at risk (also known as vulnerable adults). Please refer to [Diocese of Exeter, Confidentiality - Information Sharing Guidance for Clergy and Parishes May 2018](#).

- Refer to Flowchart (**Appendix 3**) for additional guidance
- Refer to [Devon Safeguarding Children Partnership](#) website and [Indicators of Need](#) documents for support on concerns.
- No one should try to deal with any child protection concern on their own. Any concerns should be reported to the Group Leader and a member of the Safeguarding Team as soon as is possible and - if appropriate - the Diocesan Safeguarding Officer. Such discussions will determine what action

will be taken and by whom. The concerns should also be recorded on [ChurchSafercare](#) as soon as possible by Ministry Leads, Staff Team, Team Leads or members of our Safeguarding Team

- Team Leaders, the St Andrew's Safeguarding Team and the Diocesan Safeguarding Officer are available to talk through concerns and help individuals to determine whether there is the possibility of harm or significant harm. The [Devon Multi-Agency Safeguarding Hub \(MASH\)](#)
 - [Consultation line](#) can also be a source of advice
- Notes should be made about a possible Child Protection incident or disclosure as accurately as possible and as soon as possible. These should cover what has happened, in what context, and anything that seemed particularly significant. Quote the child's words exactly. Using information from the consent form, note the child's full name, age, date of birth, address, telephone number and GP. The person taking notes must sign the record and add their name, role, date of incident and date of the recording. If typing up notes, the original notes made at the time must also be kept, signed and dated. Unless notification would put the child at risk, keep parents/carers informed of all action taken/to be taken
- Ensure all notes are kept confidential and locked away in a secure place. If notes are typed up on a computer, they should be saved on the [ChurchSafercare app](#). This should be shared with the [Safeguarding Team](#) as soon as is possible following the disclosure.
- If a child asks to talk in confidence do not promise confidentiality – each person has a duty to refer a child/young person who is at risk of significant harm or who has suffered significant harm to the statutory agencies
- Always explain to a young person that other people may need to be involved to help
- Stay calm and listen to the child attentively, maintaining eye contact
- Allow the child to talk, but do not press for information or ask leading questions. Use TED questions if needed (Tell Me, Explain to Me, Describe to me)
- Tell the child that they are not to blame for anything that has happened
- Reassure the child that they were right to tell
- Let the child know that other people will have to be told and why
- Try to explain what will happen next in a way the child can understand
- Reassure the child that he or she will continue to receive support during the difficult time to come
- If a child is in imminent danger, act immediately to secure the safety of the child. Seek the assistance of the Police and then make an enquiry to MASH
- If a child needs emergency medical attention, this should be sought immediately and directly from the emergency services. Parents, wherever it is possible and safe to do so, should be kept fully informed.

10. Enquiries

10.1. Children:

Discuss with the Parish Safeguarding Representative, Children and Families Minister, Youth Pastor, Vicar or Group Leader who will, where possible, contact the Diocesan Safeguarding Officer and or use [Devon Safeguarding Children Partnership](#) website and [Indicators of Need](#) to determine the level of risk.

MASH enquiries can be made via an enquiry form [Making a MASH contact - Devon Children and Families Partnership \(dcfp.org.uk\)](#) or by telephone if it is urgent **0345 155 1071**. Make it clear from the first point of contact that you are making a Child Protection enquiry.

- Describe the event or disclosure and give information about the child and family e.g. the child's name, date of birth, address, telephone number and GP if known
- If there is no acknowledgement within 48 hours of the enquiry, chase it
- The child and family/carers should, wherever possible, be informed about and consent to the enquiry unless this would put the welfare of the child or another person at further risk of significant harm. If you have serious concerns, the absence of consent should not prevent an enquiry. The MASH Consultation line will give advice in this area.

10.2. Adults:

- Discuss with the Safeguarding Team, Children & Families Minister, Youth Pastor, Vicar or Team Leader who will make the enquiry
- Make a telephone enquiry Adult Social Care team 0345 1551 007 who will direct the caller to the appropriate department. [Safeguarding adults at risk of abuse or neglect](#)
- If a crime has been committed or there is there is imminent danger to a vulnerable adult, ring the emergency services or the Police on 999 or 101.
- The adult should be informed of any enquiry unless notification would put them at risk
- When an enquiry is made regarding a vulnerable adult, those responsible for the referral need to consider any children the vulnerable adult is responsible for and whether an enquiry needs to be made to MASH regarding the children in their care.

11. Pastoral Care

The Vicar in the first instance will take responsibility for the provision of pastoral care to children and vulnerable adults and their families impacted by abuse and to any member of the church community against whom an allegation is made.

The Vicar, in discussion with the Diocesan Safeguarding Team and those impacted, will create a pastoral support plan. This might be implemented within the church family or may require input from professionals from outside the church community.

12. Management, Care and Supervision for Offenders

St Andrew's PCC is committed in partnership with the Diocese and other agencies, to provide (where it is possible and safe to do so) care and supervision for any member of our church community known to have offended against a child or vulnerable adult, or to pose a risk to them. An outline of the procedures can be found in **Appendices 4 and 5**.

13. Whistleblowing

Refer to [responding-to-assessing-and-managing-concerns-or-allegations-against-church-officers.pdf](#) (churchofengland.org) Section 2

- Where safeguarding concerns relate to a member of the Laity, contact should be made within 24 hours with a member of St Andrew's Safeguarding Team, the Vicar and Diocesan Safeguarding Officer
- A written record must be made, signed and dated detailing the concern, allegation or disclosure. This must be passed to the Safeguarding Team and/or Diocesan Safeguarding Advisor (or Assistant) to assist in the decision-making process. The Safeguarding Team will consult with the Parish Priest/Vicar and the Diocesan Safeguarding Advisor to determine what action may need to be taken.
- If an allegation or concern relates to someone who works or volunteers with children, check the [Devon LADO \(Local Authority Designated Officer\) webpage](#) to assess if a referral is needed and meets the threshold. Any concern should be referred **within one working day** of the concern coming to attention. Refer a concern by completing the [online notification form](#) or calling 01392 384964
- It should be noted that if making contact with any of the above becomes problematic and risks delay causing the potential for greater or further harm, the concern should be escalated to the next step (ring Police or LADO direct) to achieve a timely response to safeguarding matters.
- If the safeguarding concern relates to a member of the Clergy (or other person in a position of trust and responsibility), contact should be made within 24 hours directly with the Diocesan Safeguarding Advisor (or Assistant). A written record must be made in the same manner. The Diocesan Safeguarding Advisor will then consult with necessary parties to facilitate a prompt and effective response.

14. Radicalisation (The Prevent Duty)

We have a duty to prevent people being drawn into terrorism (counter terrorism & security act 2015). If you suspect that a child or adult is at risk of radicalisation and being drawn into terrorism you should help to prevent this by:

- Contacting the Police at prevent@devonandcornwall.pnn.police.uk
- Making an enquiry through **MASH** (for children)
- For more information, see [The Prevent Duty](#)

15. Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity. This power imbalance could be due to age, gender, sexual identity, cognitive ability, physical strength, status, and /or access to economic or other resources. The abuse could be linked to an exchange for something the victim perceives that they need or want and/or will be to the financial benefit or other advantage (such as increase status) of the perpetrator or facilitator. The abuse can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse. It may involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. Victims can be exploited even when the activity appears consensual and it should be noted exploitation as well as being physical can be facilitated and/or take place online.

Any concerns that anyone is being or is at risk of being sexually or criminally exploited should be passed without delay to the Safeguarding Team.

16. Female Genital Mutilation

This is illegal in England, Wales & Northern Ireland and we have a duty to report it. If you suspect or it has been disclosed to you that an act of FGM has been carried out, you should make an enquiry through MASH and inform Diocesan Safeguarding Advisor.

17. Review Information

This Policy will be reviewed on an annual basis by St Andrew's PCC.

Appendix 1: Important Contacts

Are you worried about someone's safety?

Do you know who to ask for help?

Do you have concerns about the safety and safeguarding of someone you know? At St. Andrew's Church there are people who you can contact if you are worried. In Devon there are also dedicated professional teams you can contact.

Remember! In an emergency always dial 999

Contact name	Job role	Contact number
Nikki Phillips	Parish Safeguarding Lead	07712 599654
Edward Hobbs	Vicar/Parish Safeguarding Lead	07985 428938
Viv Southall	Parish Safeguarding Team	07738 081 700
Diocese of Exeter	Diocesan Safeguarding Advisor	01392 294929
Thirtyone:eight	Helpline & advice	0303 003 11 11

Professional Contacts

<p>Safeguarding Children</p> <ul style="list-style-type: none"> If you are concerned about a child or young person contact Multi-Agency Safeguarding Hub (MASH): 0345 155 1071 Out of Hours Emergency Duty Social Work Team: 0345 600 0388 Local Authority Designated Officer: 01392 384964 	<p>Private Fostering</p> <ul style="list-style-type: none"> If you think that a child may be living in a private fostering situation with people who aren't their parents or immediate family contact MASH: 0345 155 1071
<p>Safeguarding Adults</p> <ul style="list-style-type: none"> If you suspect a vulnerable adult is being abused, make a Safeguarding Alert by phoning Adult social care on 0345 1551 007 	<p>Domestic Abuse</p> <ul style="list-style-type: none"> If you are living with Domestic Violence and abuse, or are worried that someone else is, contact Devon's domestic abuse helpline 0345 155 1074 Rape crisis helpline 0808 802 9999
<p>National Help</p> <ul style="list-style-type: none"> Non-Urgent Health Care/NHS: 111 Childline: 0800 1111 Family Lives : 0808 800 222 	<p style="text-align: center;">Remember!</p> <p style="text-align: center;">In an emergency always dial 999</p> <ul style="list-style-type: none"> For Non-Emergency situations you can contact Devon and Cornwall Police on 101

Appendix 2: Social Networking with Young People

Safety and guidelines

St Andrew's Church, Cullompton

Excerpt from, "Protecting All God's Children" – the safeguarding policy of the Diocese of Exeter.

"E-safety

- *Ensure all electronic communication are appropriate and professional*
- *If using e-technology as a group activity, ensure that an adult worker knows and understands what is happening within the group.*
- *Do not make any relationship with a child (other than family members) through a social networking site.*
- *Maintain a log of all electronic contact with individuals or groups including messaging and texting."*

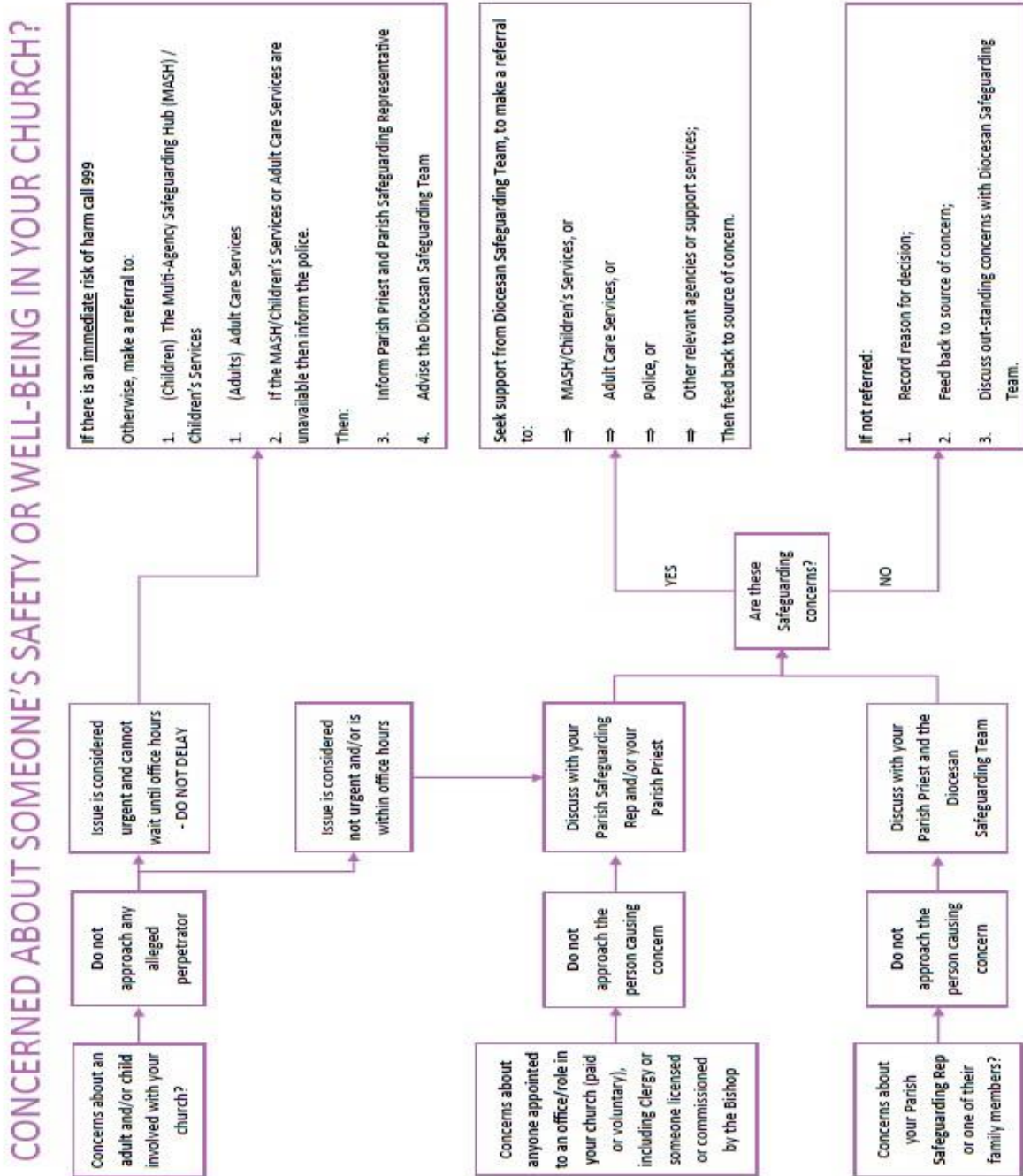
The following guidelines interpret what it means to 'ensure all electronic communications are appropriate and professional' with young people.

1. **Do not add as a 'friend' or make contact with a young person under the minimum age for that social networking site. (Please check the minimum age for each social media platform, e.g 13 is the minimum age for use of Facebook, 16 for Whatsapp...)**
2. Parental consent must be given in order for an adult to request a young person to be added as 'friend'/contact on any social media platform.
3. Do not add as a 'friend' or make contact with a young person who you have not met in person.
4. Only use social networking sites for communication within normal waking hours (ie. not after 10pm etc).
5. Use social networking sites for brief contact with young people, for practical details, reminders and encouragements NOT for counselling or things of a deeper nature.
6. Only use social networking sites to invite or remind young people about events or meetings when it is *already* a public event. IE: Do not arrange to meet a young person privately using social media. If this is the only means of contacting a young person, a third party should be copied into all communications that have to do with meeting a young person; but this is not ideal.

If there is ANY doubt about the interpretation of messages or the nature of a relationship being developed through a social networking site you should talk as soon as possible to your designated staff member/Parish Rep.

It is much better to be open about your mistakes than to hide them!

Appendix 3: Responding to Concerns Flowchart



Appendix 4: Management, Care & Supervision for Offenders

The term 'Offender' applies only to those who have a conviction or who have accepted a Caution, Reprimand or Warning for a Criminal Offence. Note, that acceptance of a Caution is an admission of the offence and is, therefore, equivalent to a Conviction. The Caution will appear on the DBS certificate. The term 'suspected abuser' is used here to refer to those who have been the subject of allegations which have not been formally substantiated, but which appear to be reasonably well founded.

Under the *Rehabilitation of Offenders Act 1974*, some old convictions and cautions are deemed spent after a period of time, which varies according to the offence. However, for the purpose of work with children or vulnerable adults, no offence is considered spent. Some of those putting themselves forward for roles in the Church, which involve or could involve working with children, will have Convictions or Cautions on their record. A DBS check containing information of this kind, is termed a positive, blemished or unclear disclosure. The term is also used if other relevant material is supplied.

It is the policy of the Church of England that all people, with positive or blemished DBS checks, should undergo a Risk Assessment from a suitably qualified person. The nature of the assessment should be proportionate to the matters disclosed. It is good practice for more than one person to be involved in the process of assessing risk. The Diocesan Safeguarding Adviser should always be involved and will in certain cases commission a formal risk assessment. In the case of complex or borderline cases this good practice should include referral to a Diocesan Multi-Disciplinary Risk Assessment Panel. This can be a group drawn from the Diocesan Safeguarding Management Group.

Old, minor and unrelated offences will not prohibit otherwise suitable people from work with children. While not being complacent about risk, the Church understands that those who have done wrong are often capable of reform.

The same approach will be taken where the matters disclosed are not convictions but other relevant information which warrants or is in the process of investigation and risk assessment.

Anyone who seeks a position in the Church whose DBS check discloses that they are barred from working with children, will be reported to the Police by the DBS, as it is an offence for such a person to seek such work or for an employer knowingly to offer it.

Convicted Offenders against Children

Research has indicated that a higher proportion of convicted offenders against children may be found in church congregations than in the population generally. It is therefore probable that many congregations will have people who have abused children among their worshippers, some of whom will be known. Not all will have committed sexual offences; some will have been guilty of neglect, physical or emotional abuse. They may still present a risk to children. The church's Duty to Minister to all imposes a particular responsibility to such people.

However, this must not compromise the safety of children. If a congregation is generally aware of how offenders will be treated, it will be easier to deal confidentially with a specific case, should one occur.

As well as people with convictions against children, there are others whose position in a congregation may need to be carefully and sensitively considered to decide whether they pose a risk to children. This would include people convicted of violent or sexual offences against adults, including: domestic violence, people involved in drug or alcohol addiction, adults with a mental disorder or special needs which might, in rare cases, result in erratic behaviour. It would also include those who do not have convictions or cautions but where there are sound reasons for considering that they might present a risk to children. In appropriate cases the approach recommended below for managing sex offenders should be adopted.

Ministering to People known to have Sexually abused Children

Where a sex offender is known, befriended and been helped by a group of volunteers, to lead a fulfilled life without direct contact with children, the chances of reoffending are diminished and the church has thus an important role contributing to the prevention of Child Abuse.

When it is known that a member of the congregation has sexually abused a child, the Diocesan Safeguarding Children Adviser must be consulted, so that a safe course of action can be agreed in conjunction with the relevant statutory agencies. A written agreement or contract will usually be entered into with the offender which reflects research evidence about the compulsive nature of child sexual abuse.

Where a small group is formed, the membership should be chosen carefully. It should include the Priest or a Delegated Representative, a Church Warden and a representative of the Children or Youth Work team or the Parish Safeguarding Children Co-Ordinator. The Diocesan Safeguarding Children Adviser should be consulted on the constitution of the group and training of the group may be necessary.

If the offender's victim, or in some cases the victim's family, attends the church, it is likely to be necessary to introduce the offender to another congregation. Consideration must also be given to other people who have been abused in the past.

The offender should not accept any official role or office in the church which gives him or her status or authority; a child may deem that person to be trustworthy. Some roles, for example that of Church Warden, are statute-barred to people with convictions of this kind, including offences against the person.

A meeting should be held with the offender, explaining that the appointed small group and a few others from the congregation will need to know the facts in order to create a safe environment for him or her. Those needing to know are likely to include the Clergy, Church Wardens, the Safeguarding Children CoOrdinator and any befriending volunteers. The Children's and Families Minister will need to be informed so that he or she does not inadvertently ask the person to volunteer. The Police should be invited to the meeting, in addition to the Probation Service, the Local Authority and Children's Social Care, if they have a role.

Consideration should be given to whether, with the offender's agreement, the congregation should be told. The advantages and disadvantages of this course of action should be carefully considered, including the offender's need for protection as a vulnerable adult.

It must be made clear that no one else, apart from those identified on the agreement, will be informed of the facts without the offender's knowledge. The highest levels of confidentiality should be maintained unless there is a Breach of the Agreement and it is necessary to inform others to protect a child.

The group should offer support and friendship as well as supervision. They should endeavour to keep channels of communication open.

Those with pastoral responsibility will need to discuss with the group appropriate ways for the offender to develop and grow as a Christian without putting him or herself and others at risk.

The Agreement

It will be necessary to establish clear boundaries, both to protect children and to lessen the possibility of the adult being wrongly accused of abuse. The Diocesan Safeguarding Children Adviser should assist in drafting a written agreement (referred to as a contract in the MAPPA guidance above) which might include the following elements:

- Attend designated services or meetings only
- Sit apart from children
- Stay away from areas of the building where children meet
- Attend a house group where there are no children
- Decline hospitality where there are children
- Never be alone with children
- Never work or be part of a mixed-age group with children
- Take no official role in the church.

The offender should be asked to sign the agreement. Other parties will be members of the group noted earlier. It should be made clear that as people change role, their successors will take on becoming involved.

The Agreement should be enforced and no changes made without consultation with the Diocesan Safeguarding Children Adviser and other parties involved. It should be made clear that a Breach or other relevant information could lead to a referral to the Police and Probation Service and advice that the offender attends a different church.

The agreement should include provision for close support and pastoral care.

The agreement should be reviewed at regular intervals, at least annually, with the Diocesan Safeguarding Children Adviser. A review must take the form of a face-to-face meeting with the offender and at least two members of the group. The meeting should be recorded and the record retained.

An agreement must remain in place so long as the person is a part of the congregation, whether or not they are on licence or their name appears on the Sex Offenders Register.

If the agreement is breached, the Police or the Probation Service should be informed. In some cases, it may be possible to restrict attendance at church. If the person cannot be banned because they live in the parish, the advice of the Diocesan Registrar should be sought and a high level of supervision maintained. It may be necessary, following consultation with the Police, to inform other relevant organisations that the person presents a risk.

If the person leaves the church for another church, then the Police should be involved and a new agreement should be made. If the person leaves without informing anyone where or whether they might attend for worship, the Police should be informed.

Whenever possible, the agreement should be drawn up as a two-way covenant: the church will agree to levels of support and appropriate access to worship etc. while the offender agrees to the appropriate behavioural guidelines included in the agreement.

Disclosures by Perpetrators of past abuse

In some cases, offences only come to light after many years. In such situations, great sensitivity will be required. It must, however, be remembered that there may still be a substantial risk to children, therefore, the Police should be informed of the offences.

Appendix 5: Policy Statement on Recruitment of Ex-Offenders to Paid and Volunteer Positions

- As an organisation assessing applicants' suitability, for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), St Andrew's Church complies fully with the [Code of Practice](#) and undertakes to treat all applicants for positions fairly
- St Andrew's Church undertakes not to discriminate unfairly, against any subject of a Criminal Record check on the basis of a conviction or other information revealed
- St Andrew's Church can only ask an individual to provide details of convictions and cautions that St Andrew's Church are legally entitled to know about. Where a DBS certificate, at either standard or enhanced level, can legally be requested (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)
- St Andrew's Church can only ask an individual about convictions and cautions that are not protected ○ St Andrew's Church is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background
- St Andrew's Church has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- St Andrew's Church actively promotes 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
- St Andrew's Church selects all candidates for interview based on their skills, qualifications and experience ○ 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
- St Andrew's Church ensures that all those in St Andrew's Church, who are involved in the recruitment process, have been suitably trained to identify and assess the relevance and circumstances of offences
- St Andrew's Church also ensures that they have received appropriate guidance and training in relevant legislation relating to the Employment of Ex-Offenders e.g. Rehabilitation of Offenders Act 1974
- At interview, or in a separate discussion, St Andrew's Church ensures 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
- St Andrew's Church makes every subject of a Criminal Record Check submitted to DBS aware of the existence of the Government DBS [code of practice](#) and makes a copy available on request
- St Andrew's Church undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment

Appendix 6: Policy for Responding to Domestic Abuse in the Parish of Cullompton

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

- Ensure that all people feel welcomed, respected and safe from abuse
- Protect those vulnerable to domestic abuse from actual or potential harm
- Recognise equality amongst people and within relationships
- Enable and encourage concerns to be raised and responded to appropriately and consistently.

We recognise that:

- All forms of Domestic abuse cause damage to the survivor and express an imbalance of power in the relationship
- All survivors (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse
- Domestic abuse can occur in all communities
- Domestic abuse may be a single incident, but is usually a systematic, repeated pattern which escalates in severity and frequency
- Domestic abuse, if witnessed or overheard by a child, is a form of abuse by the perpetrator of the abusive behaviour
- Working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

We will endeavour to respond to domestic abuse by:

- In all our activities; valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse
- In our publicity; raising awareness about other agencies, support services, resources and expertise, through providing information in public and women-only areas of relevance to survivors, children and alleged or known perpetrators of domestic abuse
- When concerns are raised; ensuring that those who have experienced abuse can find safety and informed help working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community
- In our care; ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse, identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse

If you have any concerns or need to talk to anyone, please contact a member of the [Safeguarding Team](#).

Appendix 7: Volunteers Recruitment Application Form

We ask all members of teams to fill in a few details for us. This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the Diocesan Safeguarding Advisor. All forms will be kept securely (Data Protection Act 1998) and be compliant with GDPR laws.

1. Nature of voluntary work

Team/s: e.g. coffee morning, seniors, home group, youth, children

Full Name: D.O B

Other names by which known in the past:.....

Address & postcode:

.....

Telephone Number: (Daytime)..... (Mobile).....

Email:.....

How long have you lived at the above address? years. If less than 3 years, please give previous address(es) with dates (continue on a separate sheet if necessary).

From: / / To: / /

From: / / To: / /

Address & Postcode:

Address & postcode:

.....

.....

.....

.....

2. Experience and skills

Please tell us briefly about what you consider your skill set (what are your strengths and what do you enjoy doing).

.....

.....

.....
.....

3. Your Faith Journey

Please tell us briefly about your how you became a Christian & some key moments which have led you to this point. Tell us which church(es) you have attended (with dates) & other Christian ministries you have served in.

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

4. Additional info

Do you suffer, or have you suffered, from any illness which may affect your work as a leader or team member?

Yes/No If yes, please give details (continue on a sperate sheet if required).

.....
.....

Are you prepared to undertake appropriate/further training as agreed/as the PCC requires? **Yes/No**

5. References

Please give details of **two** people, who know you well, who would be able to give you a suitable reference (please refer to the information below).

- Referees must be over 18 and **MUST NOT** be family members or relatives
- At least one referee must be someone with **no** connection to St Andrew's Church
- At least one referee must have known you for at least 2 years
- If you are currently working/volunteering with children, young people or vulnerable adults, or have done within the past two years, then a reference must be sought from that organisation
- If you have joined St Andrew's from another church within the past two years, one reference must be from your previous church
- At least one of the references must comment on your ability to carry out the role for which you are volunteering for. It is not appropriate to ask the group/ministry lead in the area you are serving to provide a reference

St Andrew's Church

CULLOMPTON

Name:.....

Name:.....

Address & postocde:

Address & postcode:.....

.....

.....

.....

.....

Phone:

Phone.....

Email:

Email:

Connection to you:

Connection to you:

For Office use only:

References Received:

1 Date.....

2 Date.....

DBS cert seen

Cert number

Appendix 8 – Young Helper Volunteer Recruitment Application Form

We ask all young helper volunteers to fill in a few details for us. This form is strictly confidential and, except under law, will be seen only by those responsible for the appointment and, when appropriate, the Diocesan Safeguarding Advisor. All forms will be kept securely (Data Protection Act 1998) and be compliant with GDPR laws.

1. Nature of voluntary work/basic information

Team/s: e.g. youth, children

Full Name: D.O B

Address & postcode:

.....

Telephone Number: (Daytime)..... (Mobile).....

Email:.....

If in education, School or College you attend

2. Experience and skills

Please tell us briefly about why you would like to volunteer.

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

3. Additional info

Do you suffer, or have you suffered, from any illness which may affect your work as a young helper?

Yes/No If yes, please give details

Are you prepared to undertake appropriate/further training as requires? **Yes/No**

4. References

Please give details of **two** people, who know you well, who would be able to give you a suitable reference.

- Referees must be over 18 and **MUST NOT** be family members or relatives
- At least one referee must be someone with no connection to St Andrew's Church
- At least one referee must have known you for at least 2 years
- If you are in education, one reference must be from your school or college
- At least one of the references must comment on your ability to carry out the volunteer role for which you are applying. It is not appropriate to ask the group/ministry lead in the area you are hoping to serve to provide a reference

Name:.....

Name:.....

Address & postcode:

Address & postcode:

.....

.....

.....

.....

Phone:

Phone.....

Email:

Email:

Connection to you:

Connection to you:

I, agree that I will keep confidential any sensitive information, documents or data concerning St Andrew's Church, its staff, members, organisations and Clergy that I may have access to as a result of carrying out my volunteer role, other than sharing information with the group leader/Safeguarding lead. I consent to my contact details being passed onto the relevant group leader, to utilize my data then destroy securely once no longer required.

Signature of young person : Print Name:

Date:

5. Parental/Guardian Consent

If you are still in full-time education and under 18 years old, we require consent from a parent/guardian both to you volunteering and to us processing your data in accordance with the St Andrew's privacy statement. I understand that by providing consent for the above-named person to undertake

St Andrew's Church
CULLOMPTON

volunteering with St Andrew's Church that all reasonable measures have been taken to ensure the health and safety of that individual.

Parent/Guardian's Name

Parent/Guardian's Contact Telephone Number

Emergency Contact Name (please give a different name from above)

Emergency Contact Number

Emergency Contact Relationship

Signature of Parent/Guardian:

Print Name:

Date:

For Office use only: References Received:

1 Date.....

2 Date.....

DBS cert seen (if appropriate)

Cert number

Appendix 9: Parish Safeguarding Policy Statement

Statement of Safeguarding Principles

The St Andrew's Parochial Church Council fully accepts this policy has been informed by, and is consistent with, the Church of England policy entitled '[Promoting Safer Church](#)' and the [Diocese-Safeguarding-PolicyStatement-2021.pdf \(anglican.org\)](#) and commits to complying with the current Church of England and Diocesan safeguarding policies and practice guidance. In so doing we will comply with the secular multiagency safeguarding procedures relating to children and young people and adults experiencing or at risk of harm, abuse or neglect.

In accordance with the Church of England Safeguarding Policy our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

Safeguarding representative

We will ensure that there is an identified person/s to be the Parish Safeguarding Representative/s who will be suitably recruited and trained, and is aware of their role and responsibilities, and who will be the point of contact for any concerns.

We have appointed Nikki Phillips as our Parish Safeguarding Representative.

Guidance

Copies of Diocesan and parish guidelines and procedures are held by/can be accessed via the Diocese & St Andrew's Church websites or by contacting the St Andrew's church office.

Review

This policy will be formally reviewed annually.

Date of Adoption

The PCC of this Church agreed and adopted the above Policy at its meeting on 13th November 2023

The PCC shall review this policy annually.

Appendix 10: Confidentiality Policy Agreement

Confidentiality Policy Agreement

PCC Members (Trustees) and Employees, including students and volunteers, (herein referred to as 'Individuals') of St Andrew's Church are responsible for the security of any confidential information to which they have access.

Individuals have an obligation to maintain the confidentiality of proprietary, confidential and sensitive information, documents and data pertaining to the activities, operations and business of St Andrew's Church and/or financial and personal information of church members and anyone else that they come into contact with through the church including children, young people and their families. Individuals will not discuss or divulge internal church business concerning any of the above entities except (1) to the extent necessary for the normal conduct of business (2) to those that are specifically authorised to receive such information (3) in the event of safeguarding concerns when it should be passed to one of the Church Safeguarding Officers

This policy is not intended to delay normal church communications, but rather it is to specify individual discretion. Individuals further acknowledge that disclosure of such confidential information may be prejudicial to St Andrew's church and its members. Any breach of this policy/agreement may constitute grounds for removal from the position they hold.

Everyone who has access to confidential and sensitive information will be required to sign a Confidentiality Agreement indicating that they completely understand the importance and safeguarding of confidential information and they also understand the consequences if they break this policy or agreement.

Confidentiality Agreement

I confirm that I have received and read a copy of the Confidentiality Policy/Agreement and I understand and accept the policy and guidelines set forth within this document. As a PCC member, staff member or volunteer, I also confirm that I have received and read the Code of Conduct/job description and agree to act within the spirit of those principals and guidelines.

My signature demonstrates my agreement to hold confidential all church business/matters pertaining to the Clergy, staff, organisations, members and any others I may come into contact with while serving as an officer of the church/volunteer. This includes information regarding children, young people and their families. I will not discuss or divulge internal church business concerning any of the above entities except (1) to the extent necessary for the normal conduct of business (2) to those that are specifically authorised to receive such information (3) in the event of safeguarding concerns when it should be passed to one of the Church Safeguarding Officers.

This agreement does not prevent the me from making a protected disclosure within the meaning of Part IVA of the Employment Rights Act 1996.

I agree that I will keep confidential any proprietary, confidential and/or sensitive information, documents or data concerning St Andrew's Church, its staff, members, organisations and Clergy that I may have access to as a result of carrying out my responsibilities on behalf of St Andrew's Church and that I will return or irretrievably delete (as appropriate) any such confidential information in the event that my employment/trusteeship/volunteer status comes to an end.

Signature: _____

Print Name: _____

For Church Use Only: Signature (Staff Witness): _____

Print Name: _____

Title: _____