

All Hallows Church

Safeguarding Policy:

Child and Vulnerable Adult Protection policy and
Procedures

September 2025

Review date September 2026

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Terminology

Applicant:	An individual who has applied for a position of worker (e.g. leader or helper).
Appointer:	The person who leads the process of deciding whether applicants are suitable for roles, at All Hallows Church this is the Incumbent.
Child / Children:	For the purpose of this Policy this is defined as anyone under the age of 18.
Church:	Refers to All Hallows Church, Cheadle. Where relevant it includes all authorised activity carried out in the name of Church.
Parish Safeguarding Officer (PSO)	This person is responsible for the maintenance and upholding of the Child and Adult Protection Policy and overseeing Child and adult Protection as a whole. The person also monitors the internal checks and references made by All Hallows.
Thirty-one: Eight	The Churches' Child and adult Protection Advisory Service is the umbrella organisation (Thirty-one; Eight) appointed by the Diocese of Chester, through which All Hallows have DBS checks made.

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DBS:	Disclosure and Barring Service. This is the newly created public body which combines the functions of the Criminal Records Bureau and the Independent Safeguarding Agency.
Helper:	These are other workers who assist leaders.
Incumbent:	This is the ordained person licensed by the Bishop of Chester and given the charge for the Cure of Souls in the Parish. The incumbent may from time-to-time delegate his authority to another licensed ordained person, while retaining overall responsibility. In the event of there being no incumbent, responsibility is transferred to the Churchwardens, who may, in the same manner as the incumbent, delegate authority to a licensed ordained person.
Leader:	This is the person designated by the incumbent with oversight of a particular group or activity, but not necessarily in a supervisory capacity over other helpers. Where more than one leader is present, it should be agreed among them who is responsible on that occasion.
Lead Recruiter:	This person liaises with the CCPAS, gathers the required information from those who need to have criminal records checks made, sends for such checks and receives their results.
Parent(s):	When used this should be understood as to refer to parent, foster parents, or carer(s) as appropriate.
PCC:	The PCC is the Parochial Church Council. Certain matters require that the PCC share responsibility with the incumbent. The Church of England require PCC members to undergo required DBS and reference checks.
Policy:	When this is used without further clarification, It refers to the Safeguarding Policy of All Hallows Church
Volunteers:	These are others who, on occasional basis only, have contact with children or vulnerable adults during an activity or event carried out by the Church.
Vulnerable Adults:	The Care Act 2014 replaced all previous legislation governing or informing adult safeguard and this informs the Church's understanding of a vulnerable adult. The part of the report relevant for the purposes of this Policy defines a vulnerable adult as: "a person aged 18 years or over, who... by reason of mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation."

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Workers: This is a generic description of anyone who works with children or vulnerable adults irrespective of whether they are an employee or serving in a voluntary capacity.

Youth and Children's Leader:

Any employed member of staff who oversees and supervises any youth and children of All Hallows, whilst working under the authority of the Incumbent and the PCC.

Section 1: Policy

1.1 Statement of Compliance; The Parish of All Hallows, Cheadle

PROMOTING A SAFER CHURCH The following policy was agreed at the Parochial Church Council (PCC) meeting held on 16th **September 2025**.

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.

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- 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.
- This church appoints:
Diane Eaton as the Parish Safeguarding Officer
Revd Paul Cumming as the Incumbent
Graham Holt and Helen Turner as Church Wardens

1.2 Theological Approach

Every human being has a value and dignity which comes directly from God's creation of male and female in His own image and likeness. That image belongs to us by virtue of our creation and is not dependent on age, sex, health, mental health, social status, or the like. Though that image is distorted by the fall, it is not destroyed and amongst other things this implies a duty to respect all people and to protect them from harm.

A Christian approach to child protection will therefore ask both individuals and communities to create a safe environment for children, to act promptly on any complaints made, to care for those who have been abused in the past and to minister appropriately to those who have abused. The Church must take seriously both human propensities to evil but also the God-given resources of goodness.

A Christian approach to the protection of vulnerable adults begins by recognising that an individual remains fully human even if they are unable to exercise control or care over themselves, and even if they are unable to form or sustain relationships in a normal pattern. It will call individuals and communities to uphold in practice the dignity of a vulnerable adult, to offer support and help in an appropriate and timely way and to care for and to promote the well-being of those in need.

1.3 The Child Protection Policy Statement

The Church of England, in all aspects of its life, is committed to and will champion the protection of children and young people both in society as a whole and in its own community. It fully accepts, endorses, and will implement the principle enshrined in the Children Act 1989 that the welfare of the child is paramount. The Church of England will foster and encourage best practice within its community by setting standards for working with children and young people and by supporting parents in the care of their children. It will work with statutory bodies, voluntary agencies, and other faith communities to promote the safety and well-being of children and young people. It is committed to acting promptly whenever a concern is raised about a child or young person or about the behaviour of an adult and will work with the appropriate statutory bodies when an investigation into child abuse is necessary.

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1.4 The House of Bishops Policy Statement on safeguarding children, young people and adults in the Church of England

The care and protection of children, young people and vulnerable adults involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a Safer Church for all. It has been informed by Church of England safeguarding policy and the Joint Safeguarding Statement between the Church of England and the Methodist Church, with whom we work jointly.

The Church of England safeguarding policy statement is based on five foundations and offers six overarching policy commitments:

1. Promoting a Safer environment and culture
2. Safely recruiting and supporting all those with any responsibility related to children, young people, and vulnerable adults within the Church
3. Responding promptly to every safeguarding concern or allegation
4. Caring pastorally for victims/survivors of abuse and other affected persons
5. 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. This policy applies to all Church Bodies and Church Officers. Full understanding of, and adherence to, this policy should lead to a deepening in the understanding of, and respect for, the rights of children, young people, and vulnerable adults as people of faith in the life of the Church.

The Church of England is committed to encouraging an environment where all people and especially those who may be vulnerable for any reason are able to worship and pursue their faith journey with encouragement and in safety. Everyone, whether they see themselves as vulnerable or not, will receive respectful pastoral ministry recognizing any power imbalance within such a relationship.

All church workers involved in any pastoral ministry will be recruited with care including the use of the *Disclosure and Barring Service* when legal or appropriate. Workers will receive training and continuing support.

Any allegations of mistreatment, abuse, harassment, or bullying will be responded to without delay. Whether or not the matter involves the church there will be cooperation with the police and local authority in any investigation.

Sensitive and informed pastoral care will be offered to anyone who has suffered abuse, including support to make a complaint if so desired: help to find appropriate specialist care either from the church or secular agencies will be offered.

Congregations will often include people who have offended in a way that means they are a continuing risk to vulnerable people. The risks will be managed sensitively with the protection of adults and children in mind.

1.5 Domestic abuse

Domestic abuse is defined by Gov.uk as:

“Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence, or abuse between those aged sixteen or over who are or have been intimate partners or family members regardless of gender or sexuality.”

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This can encompass, but is not limited to, the following types of abuse:

- psychological
- physical
- sexual
- financial
- emotional

Controlling behaviour is:

“A range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour. Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.”

The Government definition, which is not a legal definition, includes ‘honour’ based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group. It has been widely understood for some time that coercive control is a core part of domestic violence. As such the extension does not represent a fundamental change in the definition.

However, it does highlight the importance of recognising coercive control as a complex pattern of overlapping and repeated abuse perpetrated within a context of power and control.

Without the inclusion of coercive control in the definition of domestic violence and abuse, there may be occasions where domestic violence and abuse could be regarded as an isolated incident. As a result, it may be unclear to victims what counts as domestic violence and abuse – for example, it may be thought to include physical violence only. We know that the first incident reported to the police or other agencies is rarely the first incident to occur; often people have been subject to violence and abuse on multiple occasions before they seek help.

All Hallows Cheadle accept this definition and wish to offer support to anyone experiencing these issues. Please contact our PSO or any member of the church for support. We will work with the Domestic abuse provider for Stockport to seek support.

1.6 Human Trafficking

Human trafficking, also known as trafficking in persons, is a crime that involves compelling or coercing a person to provide labour or services, or to engage in commercial sex acts. The coercion can be subtle or overt, physical, or psychological. Exploitation of a minor for commercial sex is human trafficking, regardless of whether any form of force, fraud, or coercion was used.

Victims of human trafficking can be anyone—regardless of race, colour, national origin, disability, religion, age, gender, sexual orientation, gender identity, socioeconomic status, education level, or citizenship status. But as is the case in many crimes of exploitation and abuse, human traffickers often prey upon members of marginalized communities and other vulnerable individuals, including children.

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Although there is no defining characteristics, victims can be found in legal and illegal labour industries, including childcare, elder care, the drug trade, massage parlours, nail and hair salons, restaurants, hotels, factories, and farms. In some cases, victims are hidden behind doors in domestic servitude in a home. Others are in plain view, interact with people daily, and are forced to work under extreme circumstances in exotic dance clubs, factories, or restaurants.

All Hallows accepts this definition and confirms its commitment to support anyone seeking support in these types of situations. We are committed to working with local services to seek support. Please speak to the PSO or any member of church if you need support.

1.7 Responsibilities of the Church

In seeking to implement the Child and Vulnerable Adults Protection Policy, the responsibilities of the Church include:

1.7.1 Ensuring the well-being of children and vulnerable adults in the Church community as a prime duty of care.

1.7.2 Creating a culture of informed vigilance which takes children and vulnerable adults seriously and considers the inclusion of those with special needs and people from ethnic minorities (see 1.6 below).

1.7.3 Ensuring that people who are authorised to work with children and vulnerable adults or who hold a position of authority are properly appointed, trained, and supported.

1.7.4 Appointing a Parish Safeguarding Officer and a Lead Recruiter to work with the incumbent and PCC to implement and review policy, procedures, and practice.

1.7.5 Providing support to parents and families in the congregation, particularly to children who have suffered abuse and adults abused as children.

1.7.6 Ensuring that people who may pose a threat to children are effectively managed and monitored.

1.7.7 Ensuring that appropriate health and safety policies and procedures are in place and provide insurance cover for activities undertaken in the name of the Church.

1.7.8 Reviewing annually the implementation of the Safeguarding Policy. The review should cover:

- the number of confidential declarations and DBS checks completed since the last review.
- whether people working in children's or vulnerable adults' groups have written details of the role they are expected to fulfil.
- how many acting as workers in groups have been on appropriate training courses in safeguarding children and vulnerable adults.
- whether those working amongst children and vulnerable adults are supplied with the resources necessary to allow them to fulfil their responsibilities under the terms of the Policy.

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1.8 A Culture of Informed Vigilance

It is people who protect, not just procedures. As a Church we are committed to creating a culture of informed vigilance. This means we will:

1.8.1 raise awareness of the issues involved in protecting children and vulnerable adults within the Church.

1.8.2 address the needs of children and vulnerable adults in all their cultural, spiritual, intellectual, racial, and physical diversity.

1.8.3 support and train those who work with children and vulnerable adults, encouraging them to collaborate in their work experience.

1.8.4 respond to the needs of children and adults who have been abused.

1.9 Best Practice

In wanting to protect children and vulnerable adults the Church seeks to promote best practice as part of its work for and witness to God's kingdom. Therefore:

1.9.1 the Church understands that it is required by God to foster relationships of the utmost integrity, respect, truthfulness, and trustworthiness.

1.9.2 clergy and laity need to have an awareness of their use of authority and power and never betray the trust that is given them.

1.9.3 clergy and laity in the Church should seek to maintain the highest standards of conduct in worship, pastoral, educational and recreational situations.

1.9.4 the Church acknowledges the prime responsibility of statutory agencies to investigate any significant harm to children and will never itself investigate incidents of suspected child abuse.

1.9.5 the Church will work with statutory agencies to manage the presence in congregations of offenders, including those who are on the Sex Offenders Register.

1.9.6 the Church will work with others as appropriate to promote the welfare and safety of children and vulnerable adults.

1.9.7 the Church will regularly inspect the buildings to ensure that the premises enable the church to carry out its duties under the Disability Discrimination Acts of 1995 and 2005 and meets current Health and Safety standards.

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Section 2: Procedures and Practice

2.1 Appointment of the Parish Safeguarding Officer

2.1.1 The Church will appoint a Safeguarding officer to work with the incumbent and the PCC to implement the Policy, and to ensure that any concerns about a child or an adult are reported to the statutory authorities and to the Diocesan Safeguarding team.

2.1.2 The appointment process for the Parish Safeguarding officer will involve:

- An appropriate interview carried out by the incumbent and / or PCC nominated representative – as a minimum this will require an extended formal conversation to ascertain the abilities of the prospective Parish Safeguarding Officer; future training needs should also be identified.
- Completion of a Registration Form – the prospective Parish Safeguarding officer should complete the form as set out in Appendix 5. This should be returned to the PCC nominated representative.
- Completion of a Confidential Declaration Form – the prospective Parish Safeguarding officer should complete the form as set out in Appendix 4 and return to the PCC nominated representative.
- The taking up of references – the prospective Parish Safeguarding Officer will be asked to supply the name of two referees to assess their suitability for the post. The PCC nominated representative will obtain written references, using the pro forma set out in Appendix 7.
- When the incumbent and the PCC nominated representative are satisfied that the prospective Parish Safeguarding officer is suitable for appointment, a DBS Criminal Record Check will be made. This process will normally be managed by the PCC nominated representative. The incumbent will verify the documentation supplied as proof of identity.

2.1.3 Assuming that the appointment is to be made, the Parish Safeguarding officer will be appointed for a probationary period of not less than three months. The appointment will be subject to periodic review by a PCC nominated representative. A DBS Criminal Record Check will be required to be renewed every three years.

2.1.4 The PCC will plan for the safe confidential storage of information gained during the appointment process as defined according to relevant data protection legislation, GDPR and regulations, and any locally adopted Church policy.

2.1.5 The Parish Safeguarding Officer will be provided with a copy of the appropriate Church of England *for safeguarding, the Safer Recruitment Policy* together with the Diocese Protection Policies. In addition, the Parish Safeguarding officer will undertake training and receive support from the Diocesan Safeguarding team.

2.1.6 The Parish Safeguarding Officer will also serve as the Church Advocate for Children and vulnerable adults. A common feature of situations where children

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have been abused is that an adult has exploited their power to gain submission or silence. One benefit of creating a safe environment for children and vulnerable adults is that they will feel able to talk about any concerns with leaders or helpers. The role of Advocate for Children and vulnerable adults supplements this normal practice and identifies a specific adult for a child to speak to should they wish to discuss any concerns that they may have. Leaders should ensure that the details of the Advocate for Children and vulnerable adults are made known to those in their care.

2.2 Appointment of the Lead Recruiter

2.2.1 The Church will appoint a Lead Recruiter to be registered with Thirty-one: Eight to assist the incumbent and the PCC by ensuring that those adults appointed to work with children and vulnerable adults are only authorised to practise after the appropriate checks have been satisfactorily completed.

2.2.2 The appointment process for new Recruiters will be as required by Thirty-one: Eight. An Appointment Form (Appendix 15) and relevant documents will be sent to Thirty-one: Eight.

2.3 Recruitment and Appointment of Workers

2.3.1 The Church will exercise care when placing people in situations where they are likely to have significant contact with children or vulnerable adults. The responsibility for the appointment of leaders resides with the PCC who exercise their authority through the incumbent. The incumbent will work with leaders in the appointment of others as helpers. However, in all cases the recruitment and appointment of any workers will include:

- An appropriate interview – as a minimum this will require an extended formal conversation to ascertain the abilities of the prospective worker, together with any previous work with children and vulnerable adults. In addition, future training needs should also be identified.
- A suitable role description will be provided. This will include responsibilities generally and in respect of child and vulnerable adult protection. It should also clearly define to whom the prospective worker is accountable too. A model role description is set out in Appendix 3.
- Completion of a Confidential Declaration Form. The prospective worker applying for the post should complete the following:
 - For Enhanced DBS checks the confidential declaration form which can be found on pages 35-40 of this policy
 - or the declaration of suitability for basic DBS checks which can be found on page 41 of this policy
- Completion of a Registration Form – the prospective worker should complete the form as set out in Appendix 5. Prospective workers under the age of eighteen will be asked to have this form countersigned by their parents.

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- The taking up of references – the prospective worker will be asked to supply the name of two referees to assess their suitability for working with children and vulnerable adults. On behalf of the incumbent the Parish Safeguarding officer will seek to obtain written references (Appendix 6), using the pro forma set out in Appendix 7. Where a reference appears vague or raises concern the referee will be contacted to discuss the issue further.
- The Appointer, with advice from the Lead Recruiter, will ascertain whether there are eligibility and requirement for any DBS checks to be made (Appendix 2), and if so, will ask the Lead Recruiter to instigate such checks.
- The Applicant can only be permitted to work in Groups 1 or 2 (Appendix 2), *after* the results of the DBS checks have been returned.
 - 2.3.2 Assuming that the appointment is to be made, the worker will be appointed for a probationary period of not less than three months.
 - 2.3.3 Helpers aged 16 or 17 should be interviewed and asked to complete a Confidential Declaration Form and a Registration Form. They should be asked to apply for further DBS checks. They should never be solely responsible for a group including a crèche. They should always be supervised and supported by an adult. Once they reach 18, they should be treated as adults and asked to apply for further DBS checks if there are suitable eligibility and requirement then.
 - 2.3.4 Upon appointment a worker (of any age) should expect the incumbent (or designate) to undertake periodic review of the ministry with which they are trusted. Subsequent DBS checks are required to be renewed every three years.
 - 2.3.5 In addition to workers, the incumbent will give regard to child and vulnerable adults protection issues in the appointment of other Church officials whose office of trust gives them the opportunity or the expectation that they have regular contact with children or vulnerable adults. In such a situation, the Registration Form and Confidential Declaration Form should be completed, references collected, and any relevant DBS checks made.
 - 2.3.6 Volunteers and other individuals who have irregular, infrequent or supervised contact with children or vulnerable adults are not required to complete a DBS disclosure. Appendix 2 explains the eligibility and requirement of different workers to obtain DBS checks. The decision to seek a DBS check is made for demonstrable reasons based upon an assessment of the circumstances and settings under which an individual will operate.
 - 2.3.7 The existence of a criminal record will not necessarily bar an individual from working with children and / or vulnerable adults; the Diocesan policy relating to the recruitment of ex-offenders is set out in Appendix 8. These agreements can only be made by the Diocese safeguarding team.

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- 2.3.8 The Church recognises that the responsibility for ensuring the suitability of clergy in matters relating to child protection resides with the Diocese and that the Diocese will hold and maintain all paperwork pertaining thereto.
- 2.3.9 In accordance with data protection legislation and regulations, and any locally adopted Church policy, the PCC will ensure that completed Registration Forms, Confidential Declaration Forms, references, and information relating to DBS checks are safely and securely stored in line with GDPR requirements.

2.4 Staffing and Adults in the Company of Children

- 2.4.1 Following guidance that accompanies the Children Act 1989, the Church seeks the following ratio of adult workers to children:
- For 0–2-year-olds – one adult worker to every three children
 - For 2–3-year-olds – one adult worker to every four children
 - For 3–8-year-olds – one adult worker to every eight children
 - For over 8s – one adult worker for the first eight children and then one adult worker for every 12 children.
- 2.4.2 Ordinarily, there should always be two adult workers (that is, over the age of 18) for any group.
- 2.4.3 If two smaller groups meet in the same room, or in rooms in adjoining rooms where a separating door could be left open, then leaders are granted discretion in deciding how many leaders each smaller group needs.
- 2.4.4 Where possible, in mixed-sex groups the Church will seek to have workers of both sexes present.
- 2.4.5 The Church will ensure that helpers under the age of 18 have ready access to adult leaders and they will never be left in an isolated situation with children.
- 2.4.6 For the protection of both children and adults, the Church we will take all reasonable steps to ensure that adults are not placed in a position where they are left alone with a child.
- 2.4.7 In circumstances where a worker needs to talk confidentially to a child, this should be done within sight of others, by, for example, moving to another part of a room or leaving a door open, so as to be visible.
- 2.4.8 Touch is a normal part of human relations: it can be used to stop a young child being hurt; it is natural way of responding to someone in distress. Workers and volunteers should not therefore consider touch as unacceptable. Workers and volunteers should, however, give thought to what constitutes appropriate and inappropriate physical contact, both in general terms and in relation to a particular individual. Workers must be alert to situations in which their actions, however well intentioned, could be harmful or be misconstrued by others.
- 2.4.9 Corporal punishment must never be used.

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- 2.4.10 Workers enjoy the privilege of a position of trust and as such it is unacceptable for any worker to engage in any behaviour which might lead to sexual relationship developing. Any worker with any concerns (either about themselves or another worker) should raise them with the Parish Safeguarding Officer or a member of the clergy immediately.
- 2.4.11 Provided that there are the correct number of appropriately recruited workers (see 2.2 above), we recognise that there may be additional casual volunteers for occasional or 'one-off' events. Such volunteers are required to complete a Registration Form and a Confidential Declaration. Leaders must not under any circumstances permit a casual volunteer to be left alone with a child or vulnerable adult nor place a volunteer in such a situation where such a scenario may arise.
- 2.4.12 Leaders will seek to provide parents with clear information regarding the beginning and end of meetings. Parents are advised not to leave their children until two adult workers are present.
- 2.4.13 In those groups where parents and guardians are not ordinarily expected to be present, parents and guardians are welcome to go to any group to help settle their child. Where such an arrangement exceeds four weeks then parents and guardians will be asked to complete a Registration Form, Confidential Self-Declaration Form and supply references. Leaders will need to exercise sensitivity in seeking to ask parents to comply with this. Parents remaining in groups are there for their child's support only.

2.5 Premises and Insurance

- 2.5.1 Church group Leaders should be satisfied that premises are suitable for purpose. Ordinarily this will entail ensuring that premises are of an appropriate temperature and adequately lit. It will always involve being certain that premises are well-ventilated and safe.
- 2.5.2 Where risk assessments in respect of premises are provided, leaders should be familiar with these and follow the appropriate advice to mitigate risks.
- 2.5.3 Doorways should be secured so that children or vulnerable adults cannot get out (nor strangers in) without the knowledge of a worker. If children or vulnerable adults are being collected by parent/carers, workers should ensure that they do not leave the building on their own.
- 2.5.4 Outside of group activities, which includes when parents/carers have arrived to collect their children/vulnerable adults, parents/carers are responsible for exercising sufficient supervision of their children/individuals. To the full extent permitted by law, the PCC cannot accept responsibility for accidents that happen on its premises when children and vulnerable adults are in the care of their parents/carers.
- 2.5.5 Children/vulnerable adults, except for a properly risk assessed activity, should not be permitted in any kitchen areas.
- 2.5.6 No child/vulnerable adults should be out of sight without a worker's knowledge. Workers should be aware how long children /vulnerable

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adults are out of the room and check if they have been away for an unreasonably long time.

- 2.5.7 All workers should be familiar with the Church Fire Policy and be aware of their responsibilities under the terms of that policy, including the importance of holding a regular fire drill.
- 2.5.8 The Church will ensure that a first aid kit will be provided in each of its premises and workers should be aware where this is located. Ideally there should be a worker who has a current first aid qualification. Accidents should be recorded in the church accident book.
- 2.5.9 The completion of the Parental/carer Consent Form (Appendix 11) gives permission for first aid to be administered in the event of illness or an accident. In the absence of parental consent, workers should try to contact a parent or emergency contact before administering first aid.
- 2.5.10 In an emergency, while every attempt should be made to contact a parent/carer, medical treatment should not be delayed irrespective of whether a Parental/carer Consent Form has been received. In such situations, the Church assumes that consent is granted by virtue of participation in a group or activity.
- 2.5.11 Leaders should not be required to administer medication during church groups. No prescribed medication should be administered without parental consent. While such permission should ideally be given via the Parental/carer Consent Form, consent may be given verbally.
- 2.5.12 Workers should have ready access to a telephone or mobile phone and know where it is. Any incident (including accidents) should be recorded by a worker in the site incident book with a note of action taken.
- 2.5.13 All authorised church activities and groups will ordinarily be insured under church Public Liability (Third Party) insurance. Church Workers should be aware, however, that such insurance may be invalidated by a failure to adopt best practice based set out in the group risk assessment upon current and ongoing guidelines in respect of child protection and vulnerable adults.
- 2.5.14 Groups hiring the church should have their own insurance and will not be covered under the church insurance.

2.6 Risk Assessment

- 2.6.1 Risk is an unavoidable part of everyday life. Indeed, part of the attraction of certain activities is the perceived risk associated with them. The need to assess risk should not of itself be used as an excuse for not undertaking a particular activity.
- 2.6.2 The purpose of risk assessment is not to eliminate risk but rather to encourage careful consideration of it with the intention of minimising it where possible. Risk assessment should therefore not be seen as merely a paper exercise, but rather a mindset adopted by all workers.
- 2.6.3 Each hazard has a probability (how likely it is to happen) and a severity (how serious it would be if it did happen). Good practice is to rate each

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on a scale of 1 to 5 where 1 is a low probability or severity and 5 is a high probability or severity. The formula for calculating the risk factor is probability multiplied by severity. The highest risk factor is therefore 25. The possible risk factors are shown in the table below:

Level of Risk Calculation			Severity				
			Slight inconvenience	Minor Injury – minor first aid	Medical attention needed	Major injury – hospitalisation	Fatality or serious injury/ disablement
			1	2	3	4	5
Probability	Highly unlikely	1	1	2	3	4	5
	May occur, but rare	2	2	4	6	8	10
	Does occur, but rare	3	3	6	9	12	15
	Occurs from time to time	4	4	8	12	16	20
	Likely to occur often	5	5	10	15	20	25

2.6.4 The goal is not to establish risk factor for its own sake, but rather to highlight those risks for which mitigating action is required. The calculation of a risk factor is not intended to produce a number beyond which an activity should not take place. Workers are encouraged to take action so that risks are brought down to acceptable levels.

2.6.5 Workers are encouraged to make a written risk assessment part of normal practice. A written risk assessment is preferred to a mental one in that it is more likely to ensure that the risks are more thoroughly assessed and minimized and provides proof of due diligence in the event of an accident.

2.6.6 It is good practice for workers to share risk assessments amongst themselves and so ensure a consistent approach to the management of risk.

2.6.7 Any events involving children or vulnerable adults should have prior PCC approval.

2.6.8 Risk assessments should be prepared ahead of activity: requests being submitted to the PCC for approval.

2.6.9 A Risk Assessment pro forma is shown in Appendix 10.

2.7 Parental Consent for Non-Residential Activities and Administration

2.7.1 For all children enrolled in a regular activity, or on an activity that requires preregistration, the Church will seek to obtain parental consent. Parental

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consent in no way transfers parental responsibility and parents may withdraw consent at any time.

- 2.7.2 Parental consent will include the child's full name, address, and telephone number together with dates of birth, parent's names, emergency contact, medical permission (as appropriate), known medical and allergic conditions, and any other information the Church might consider relevant. The Parental Consent Form is set out in Appendix 11.
- 2.7.3 From time to time the Church may choose to photograph or video children within the course of an activity or group. The Church may seek to use images gathered in this way in publicity material, including use on the Church website. The Church will not identify any individuals in such publicity and will keep any captions at a general level. At the time of seeking consent, parents will be asked whether they are happy to allow images of their child to be used in this way and the Church (and those acting for it) will respect the decision made.
- 2.7.4 Parental consent, when given, is deemed by the Church as having applicability for all groups or activities in which the child will take part.
- 2.7.5 The Church will endeavour to have the information contained within a Parental Consent Form checked annually, though the responsibility for the accuracy of the information supplied remains with parents. In all circumstances we will assume that consent is perpetual and remains operative so long as the individual remains a child (as defined by this Policy) or parents withdraw consent.
- 2.7.6 All information contained on a Parental Consent Form will be treated as confidential in accordance with data protection legislation and regulations, and any locally adopted Church policy. The Church will centrally store and manage the information that it holds and supply to those who need it when necessary.
- 2.7.7 Workers, receiving an original copy of a Parental Consent Form, should send that original to the person who has been appointed by the incumbent to manage parental consent data.
- 2.7.8 Workers should request from the person managing parental consent data a copy of the Parental Consent Form for each child in their group or activity.
- 2.7.9 In all cases, leaders are responsible for the maintenance of registers, which should be completed promptly at the start of each session.

2.8 Communication with Children Outside of a Group Session

2.8.1 Visits between Children and Workers

Apart from interaction in a group setting or at the invitation of parents, workers should be extremely careful about meeting with children, and any such meetings should ordinarily be done only with parental and PCC knowledge and agreement.

2.8.2 Email, Telephone and Letter Contact

Sustained email or telephone contact should not be continued between a child and a worker of the opposite sex. It is a worker's responsibility to ensure that this does not happen. In all cases, copies of all emails and letters between a worker and a child should be retained by the worker involved and made available to the Parish Safeguarding officer on request.

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A worker who receives an email from a child which makes them wary about either the personal situation of the child or the relationship between the child and themselves, should forward it directly to the Parish Safeguarding Officer.

2.8.3 Text Messaging (SMS)

Text messaging is a common part of many children's lives. Workers should exercise caution in using text messaging to communicate to children and should ordinarily only use it for the purpose of passing on information such as, for example, meeting times.

2.8.4 Chat Rooms and Message Boards

Workers should always avoid arranging a meeting with a child or a group of children via a chat room or message board. In addition to which, workers should never reveal any personal details such as names or contact details of either themselves or children whom they know.

2.8.5 Social Networking Websites (including Twitter now called X, snapchat, WhatsApp and Facebook)

A group may wish to set up a social networking presence, but this should only be done with the agreement of the PCC, and with the knowledge of the Parish Safeguarding officer. This can be a useful way of keeping in touch with the children in a particular group and be a spur to them inviting friends along. Where a site such as X, Snapchat, WhatsApp, Instagram my or Facebook is set up the following points should be taken into consideration:

- Minimum wages for the sites vary.
This may exclude some younger children.
- Responsibility for administration of the site should be given to an appointed leader(s) and not left open or given to children.
- Where possible the group should be a 'closed group,' and the administrator should control which photos and texts are uploaded.
- Any site should be reviewed regularly (at least every week) to monitor the appropriateness of material written and photos posted.
- Personal information should not be given out.
- Workers should not ordinarily accept a child as a 'friend';
- Workers should not delete any private email / message conversations between themselves and children, in case there is a need to refer to them at a later stage.

2.9 Online Video Conferencing with Children & Young People

2.9.1 The COVID-19 pandemic of 2020 meant that a great deal of youth work was required to take place online. Other safeguarding measures still apply to online youth work, but there are some specific actions that should be taken for online youth work.

2.9.2 Invites must be made to video conference meetings through parents /guardians. Should children and young people subsequently join the meeting it will be presumed that consent has been given by their parents/guardians.

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- 2.9.3 It is preferable that children and young people do not join video conference meetings from a device in their bedrooms. However, this may not be practical in many homes. The final determination for this should be made by parents / guardians.
- 2.9.4 There should usually be at least two leaders at each meeting, with the exception that one-to-one meetings might very occasionally take place, only with agreement with Parish Safeguarding in advance.
- 2.9.5 One-to-one video conference meetings will be rare, but if they take place neither the child / young person nor the adult in the meeting should be meeting from a device in their bedroom. They must both be in the living areas of their respective homes. This must be agreed in advance with Parish Safeguarding officer.
- 2.9.6 Meetings that involve children and young people will not be recorded in their entirety. There may be a particular reason for recording a short item, but consent should be obtained from the child / young person and their parent / guardian.
- 2.9.7 All video conference meetings involving young people should be password protected, along with unique meeting ID numbers. These passwords and numbers should not be shared publicly, but only with the parents / guardians of those attending.
- 2.9.8 'Waiting rooms' should also be enabled, to ensure that children and young people cannot join the group without adult supervision. This also means that an adult can monitor who is seeking to join the group and see if somebody erroneous is trying to join.
- 2.9.9 If all known potential child / young people are already in the video conference meeting then the meeting should be locked to all others from attending.
- 2.9.10 'Screen sharing' should be disabled for everybody other than the host. This prevents young people from sharing inappropriate material.
- 2.9.11 In the event that a friend of one of the children / young people wishes to join a meeting, the leader must first have contact with their parent / guardian, and they must be able to enable the webcam on their device. Whilst such a move may appear to be a little unwelcoming, it protects the group from an adult posing as a minor.

2.10 Transport

- 2.10.1 Adults/volunteers within church related activities should not be asked to transport children or vulnerable adults alone but if asked by a leader to provide transport for

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recognised activities, agreement in advance must be sought from the Parish Safeguarding officer and incumbent. Volunteers need to exercise particular care. In addition to having completed the necessary appointment process and risk assessment (see section 2.3 above), those driving should affirm that:

- they are insured to drive the vehicle they are using.
- the vehicle is taxed and has a current MOT certificate.
- the vehicle is road safe and in satisfactory legal working order.
- they hold a full UK Driving Licence and have done so for at least twelve months; they have no more than six penalty points on their licence.
- A second volunteer, leader or parent is present.
- These arrangements are not of a permanent nature.

Where doubt exists, the leader has the right to ask for documentary proof of each and any of these requirements.

2.10.2 It will also be necessary for the leader to establish how many people may safely be allowed to travel in a particular vehicle. Drivers must never carry more passengers than the number of seats stated by the manufacturers or specifically noted in the insurance policy.

2.10.3 Drivers will also be required to declare that they

- will remain fit to drive at all times.
- will not drive when affected by alcohol, drugs, or medicines.
- will not drive when affected by illness.
- will not drive when they are too tired to do so safely.
- will adopt good practice in respect of driving, observing the Highway Code and applicable laws.
- understand their responsibilities in respect of seat belts and child restraints as prescribed by the regulations in force at the time.
- appropriate child car seats will be used in accordance with child's age and legal requirements.

2.10.4 Although it would be unusual for a mileage rate to be paid, any mileage rate paid by the Church to a volunteer driver must be agreed in advance. Drivers have a duty to inform their insurance company of the fact that they are:

- transporting children and that expenses are to be reimbursed by a charity (i.e. the Church), not by the passengers.
- that there is no implied contract between the driver and Church.
- that driving is not being done as part of normal employment.

If the insurance company objects to this arrangement, expenses may not be reimbursed by the Church for miles driven. However, drivers should inform their insurance company even if they are not to claim expenses as some companies require notification if the driving is not for personal use.

2.10.5 Adults who are driving should take steps to ensure that ordinarily they are not placed in a position where they are left alone with a child. This is best done by arranging a time and place for pick up and drop off. If circumstances are such that children are being picked up or dropped off at their homes, the adult who is driving should take reasonable steps to try and ensure that another adult is present in the

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car with them. Parents /Guardians should be at home to receive the child, unless otherwise agreed.

2.10.6 A copy of the Driver Declaration Form, together with a summary of the regulations in respect of child restraints, can be found in Appendix 12.

2.11 Off Site and Residential Activities and Activities under the Leadership of Others

2.11.1 Any activity off site, residential or under the leadership of others requires parental consent in addition to the consent gathered during usual activities (Appendix 11). Each child under the age of 18 (unless they are over 16 and living away from home or married) must have the written consent of parents; this gives authority to the leader named as responsible for the activity to take the child away and to act as a careful parent would. It does not transfer parental responsibility.

2.11.2 It is important that parents have full information before giving consent. This should include:

- the aims and objectives of the event or activity.
- clearly setting out the activities to be undertaken.
- the date of the event and its duration.
- the details of venue (including arrangements for accommodation if appropriate).
- details of travel arrangements.
- the name of group leader and contact numbers.
- Information about financial, medical and insurance arrangements.

It may also be helpful to hold a briefing session for parents before the event.

2.11.3 Parents may only grant partial consent if there is an aspect of the activity with which they are unhappy.

2.11.4 The leader organising the event should ensure that they have copies of parental consent with them at all times.

2.11.5 In an emergency, while every attempt should be made to contact a parent, medical treatment should not be delayed.

2.11.6 The provisions of 2.4.1-2.4.10 (Staffing and the Adults in the Company of Children) continue to apply. There must be no volunteers without valid Church authorised DBS checks present at a residential activity.

2.11.7 The provisions of 2.5 (Premises and Insurance) continue to apply.

2.11.8 The provisions of 2.5 (Risk Assessment) continue to apply and are especially important for those off site and residential activities supervised by Church leaders.

2.11.9 No child under the age of 8 can be taken away on residential activities without being accompanied by a parent.

2.11.10 Where a proposed activity is away from Church premises and under the supervision of others, the leader should be satisfied that issues of child

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protection and risk assessment are appropriately considered. Where doubt exists, advice should be sought in advance from the Incumbent or Parish Safeguarding officer.

2.12 Bullying

2.12.1 Bullying is not easy to define, takes many forms and is usually repeated over a period of time. The three main types of bullying are: physical (e.g. hitting, kicking), verbal (e.g. name calling, racist remarks, threats) and emotional (e.g. isolating a child or vulnerable adult). Bullying will include:

- deliberate hostility and aggression towards the victim.
- a victim who is weaker than the bully/bullies.
- an outcome which is painful and distressing for the victim.

It may also include:

- other forms of violence.
- sarcasm, spreading rumours, persistent teasing, or theft.
- tormenting, ridiculing, humiliation.
- racial taunts, graffiti, gestures.
- unwanted physical contact or abusive/offensive comments of a sexual nature.

2.12.2 The Church takes bullying seriously and a leader or the Parish Safeguarding officer will investigate any incidents that take place on Church premises.

2.12.3 In situations where bullying is reported a leader or Parish Safeguarding officer will talk to all parties separately. They will decide on the appropriate action which may include:

- obtaining an apology from the bully/ies to the victim.
- informing parents (where appropriate).
- insisting on the return of items of property.

2.12.4 In extreme situations, a bully can be excluded from a group.

2.13 Some Help in Recognising Child Abuse

2.13.1 Children may be abused by someone causing them harm, or by a failure to prevent harm. They may be abused by people they know (or who know them), or more rarely by a stranger. A child may abuse another child.

2.13.2 Child Abuse can be defined and categorised as being:

- Physical Abuse. This may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of or deliberately causes ill health to a child whom they are looking after.
- Emotional Abuse. This is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on a child's emotional development. It

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may involve conveying to children that they are worthless or unloved, inadequate, or valued only as far as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

- Sexual Abuse.

This involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or nonpenetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

- Neglect.

This is the persistent failure to meet a child's basic physical and/or psychological needs. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failure to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

- Organised Abuse.

Organised or multiple abuse may be defined as abuse involving one or more abusers and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

2.13.3 In addition to the defined categories of child abuse the Church will be vigilant in identifying the inappropriate use of any religious belief or practice which may harm a child spiritually, emotionally, or physically.

2.13.4 The categories of abuse listed in 2.12.2 above are not mutually exclusive: a child may suffer more than one category of abuse.

2.13.5 Those who work with children have a responsibility to be aware and alert to signs that all is not well with a youngster. It is important to keep an open mind and consider carefully what is causing concern.

The following may be signs of abuse:

- Physical abuse: unexplained injuries or those that have received no medical attention, hidden injuries, signs of neglect.
- Sexual abuse: allegations made by the child or young person, preoccupation with sexual matters, sexual activity through words, play or drawings, severe sleep disturbances with fears and phobias, being sexually provocative with adults.
- Emotional abuse: regression of behaviour, nervousness, sudden underachievement, inappropriate relationships with peers/adults, attention seeking, running away/stealing/lying, looking uncared for.
- Other: unexplained reluctance of children to be left in the care of an individual – unexplained mood changes.
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2.13.6 Physical abuse and neglect are difficult to hide. Sexual abuse can be almost impossible to identify and prove. Many symptoms of distress can point to abuse but there may be other explanations. It is important therefore that the signs in 2.11.4 are not taken as indications that abuse has taken place: they should be warnings but should not automatically lead to conclusions.

2.13.7 A worker has a duty to act on any direct report or suspicion of child abuse. An allegation or suspicion of abuse must not be ignored. Annex 1 identifies what should be done if an incident of child abuse is reported, or where it is suspected.

2.14 Supporting Adults Abused as Children

2.14.1 In the course of their work, clergy, or other people offering pastoral support, may be told by an adult that they were abused as a child. This is a complex and difficult area of work and professional advice should be sought as to how to take the matter forward. Advice is available from a member of the Diocesan safeguarding team.

2.14.2 There is no single, correct procedure for dealing with a disclosure of historical abuse by an adult. The wishes of the person disclosing abuse will be very important. For some adults, just being able to talk to a trusted person about their experiences can assist the process of healing. The pastoral care of the person who has been abused should be a priority.

A referral to the police will not always be necessary unless the individual wishes to report the offence; however, they should be encouraged and supported to do so. Adults do need to be made aware, however, that if the alleged abuser is still working with or caring for children a referral to Social Services /Police will be made by the person hearing the complaint or the Diocesan Child Protection Adviser, who must in any case be informed.

People who have committed sexual abuse against someone years ago could well be abusing children today.

2.15 Some Help in Recognising Abuse of Vulnerable Adults

2.15.1 Abuse occurs for many reasons, and the causes are not fully understood. The following risk factors have been identified as being associated with physical and psychological abuse (one or more may be present in any abusive situation):

- Social isolation – as those who are abused usually have fewer social contacts than those who are not abused.
- There is a history of a poor-quality long-term relationship between the abused and the abuser.
- A pattern of family violence exists. The person who abuses may have been abused when younger.
- The person who abuses is dependent upon the person they abuse for accommodation, financial or emotional support.

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- The person who abuses has a history of mental health problems or a personality disorder or a substance addiction.
- In care settings abuse may be a symptom of a poorly run establishment. It appears that it is most likely to occur when staff are inadequately trained, poorly supervised, have little support from management or work in isolation.

2.15.2 Abuse of Vulnerable Adults can be defined and categorised as being:

- Spiritual aspects of abuse.

Churches need to be sensitive so that they do not, in their pastoral care, attempt to 'force' religious values or ideas onto people, particularly those who may be vulnerable to such practices.

Within faith communities harm can be caused by the inappropriate use of religious belief or practice; this can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries, which may result in vulnerable people experiencing physical, emotional or sexual harm.

If such inappropriate behaviour becomes harmful it should be referred for investigation in the usual way. Careful supervision and mentoring of those entrusted with the pastoral care of adults should help to prevent harm occurring in this way. Other forms of spiritual abuse include the denial to vulnerable people of the right to faith or the opportunity to grow in the knowledge and love of God.

- Physical Abuse.

The ill-treatment of an adult, which may or may not cause physical injury, is regarded as physical abuse. Instances might include hitting, slapping, pushing, kicking, inappropriate restraint, withholding or misuse of medication, squeezing, biting, suffocating, poisoning, drowning, or killing. It could include racially or religiously motivated attacks. A requirement for someone to work in an unsafe environment can be construed as physical abuse.

- Emotional or Psychological Abuse.

The use of threats or fear or the power of the carers or other adult's position to negate the vulnerable person's independent wishes. Such behaviour can create very real emotional or psychological stress. Bullying, sexual, and racial harassment would also come into this category if physical harm were not used. It includes lack of privacy or choice, denial of dignity, deprivation of social contact or deliberate isolation, making someone feel worthless, lack of love or affection, threats, verbal abuse, humiliation, blaming, controlling, pressurizing, coercion, fear, ignoring the person.

Other behaviours which may take place within a working relationship include public or unreasonable criticism, insults and shouting, ignoring a person's wishes or point of view, setting unreasonable work targets, removing areas of responsibility, undervaluing a person's efforts.

- Harassment may include name calling, victimization and ostracism, unwanted sexual attention, stalking, compromising invitations or gifts, the display of images that are racially or sexually offensive, the suggestion that sexual favours might further promotion prospects.

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- Financial or Legal Abuse.

The wilful extortion or manipulation of the vulnerable person's legal or civil rights must be construed as abuse. Such activity may include misappropriation of monies or goods, the misuse of finances, property or possessions, or withholding money, the exploitation of a person's resources or embezzlement. Such abuse may involve the use of a position of authority or friendship to persuade a person to make gifts, to leave legacies or change a will.

- Neglect.

Neglectful behaviour is any pattern of activity by another person, which seriously impairs an individual. Neglect can include failure to intervene in situations where there is danger to a vulnerable person or to others, particularly when a person lacks the mental capacity to assess risk, not giving personal care, deliberately withholding visual or hearing aids, withholding food, drink, light and clothing, restricting access to medical services, denying social, religious or cultural contacts, denying contact with family, lack of appropriate supervision.

- Sexual Abuse.

A sexual act carried out without the informed consent of the other individual is abuse. Such behaviour includes contact and non-contact abuse. The issue of informed consent is a fraught one and would need to be carefully investigated by appropriate agencies. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or have a position of trust.

Non-contact abuse may include sexual remarks and suggestions, introduction to indecent material, indecent exposure.

Contact abuse may include rape, indecent assault, being forced to touch another person, sexual intercourse or being pressurized into consenting to sexual acts.

2.15.3 The categories of abuse listed in 2.14.2 above are not mutually exclusive: a vulnerable adult may suffer more than one category of abuse.

2.15.4 Those who work with vulnerable adults have a responsibility to be aware and alert to signs that all is not well. It is important to keep an open mind and consider carefully what is causing concern.

The following may be signs of abuse:

- Physical abuse: cuts, lacerations, puncture wounds, open wounds, bruising, welts, discolouration, black eyes, burns, broken bones and skull fractures; untreated injuries in various stages of healing or not properly treated; poor skin condition or poor skin hygiene; dehydration and/or malnourishment without an illness-related cause, loss of weight, soiled clothing or bedding; broken eyeglasses or frames, physical signs of being subjected to punishment, or signs of being restrained; inappropriate use of medication, overdosing or under dosing; the adult telling you they have been hit, slapped or mistreated.

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- Emotional or psychological abuse: feelings of helplessness; hesitation in talking openly; implausible stories; confusion or disorientation; anger without an apparent cause; sudden changes in behaviour; the person becoming emotionally upset or agitated; unusual behaviour (sucking, biting or rocking); unexplained fear; denial of a situation; the person becoming extremely withdrawn and noncommunicative or nonresponsive; the adult telling you they are being verbally or emotionally abused.
- Financial or legal abuse:
Signatures on cheques etc. that do not resemble the adult's signature or which are signed when the adult cannot write;
Any sudden changes in bank accounts including unexplained withdrawals of large sums of money;
The inclusion of additional names on an adult's bank account; abrupt changes to or creation of wills;
The sudden appearance of previously uninvolved relatives claiming their rights to a vulnerable person's affairs or possessions;
The unexplained sudden transfer of assets to a family member or someone outside the family; numerous unpaid bills, overdue rent, when someone is supposed to be paying the bills for the vulnerable person;
Unusual concern from someone that an excessive amount of money is being expended on the care of the vulnerable person;
Lack of amenities, such as TV, personal grooming items, appropriate clothing, that the vulnerable person should be able to afford;
The unexplained disappearance of funds or valuable possessions such as art, silverware or jewellery;
Deliberate isolation of a vulnerable person from friends and family resulting in the caregiver alone having total control.
- Neglect: dirt, faecal or urine smell, or other health and safety hazards in the vulnerable person's living environment; rashes, sores, lice on the vulnerable person; inadequate clothing; untreated medical condition; poor personal hygiene; over or under medication; lack of assistance with eating or drinking; unsanitary and unclean conditions.
- Sexual abuse: bruises around the breasts or genital areas; unexplained venereal disease or genital infections; unexplained vaginal or anal bleeding; torn, stained or bloody underclothing; the vulnerable person telling you they have been sexually assaulted or raped.
- Other indications that abuse may be occurring: the vulnerable person may not be allowed to speak for themselves, or see others, without the caregiver (suspected abuser) being present; attitudes of indifference or anger towards the vulnerable person; family member or caregiver blames the vulnerable person (e.g. accusation that incontinence is a deliberate act) aggressive behaviour (threats, insults, harassment) by the caregiver towards the vulnerable person; previous history of abuse of others on the part of the caregiver; inappropriate display of affection by the caregiver; flirtations, coyness, etc., which might be possible indicators of an inappropriate sexual relationship; social isolation of the family or restriction of activity of the vulnerable person by the caregiver; conflicting accounts of incidents by the family, supporters or the vulnerable person;

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inappropriate or unwarranted defensiveness by the caregiver; indications of unusual confinement (closed off in a room, tied to furniture, change in routine or activity); obvious absence of assistance or attendance.

2.16 The Risk of False Allegations

People who work in isolated settings with children are especially vulnerable to false allegations. If a member of the clergy or worker becomes uneasy about working with a specific individual, they should make a record of events, sign, date, and file it and seek advice, support and, where appropriate, supervision as soon as possible. Workers should discuss difficult situations with the person to whom they are responsible, the Parish Safeguarding officer or the incumbent, as soon as possible.

2.17 Pastoral Care of Individuals During an Investigation

2.17.1 The period in which an allegation of abuse is being investigated by the police calls for increased pastoral care of all those directly involved. The Church will exercise caution to prevent the contamination of evidence and will seek advice from the police if there is uncertainty about personal contact between those involved in the case.

2.17.2 The basic principle that the Church seeks to observe is that the person responsible for the pastoral care of the accused person and his / her family should not have communication about the case with the person supporting the victim or the person who reported the abuse. The Church may seek support from outside of the Parish if that is thought to be appropriate.

2.18 Dealing with Adults who have Harmed children.

2.18.1 Adults who have been convicted of serious offences against children may seek to join the Church. The Church recognises that the presence of offenders often gives rise to concern (and even hostility) and is committed to taking responsible action to ensure the ongoing well-being of children. While seeking to make an appropriate welcome for offenders, the Church is aware that there is a continued and ongoing risk presented by the presence of those who have previously offended and that they may employ manipulative strategies to repeat past behaviour. Appropriate good practice, as recommended by the Diocese of Chester, is shown in Appendix 13.

2.18.2 On learning of the presence of someone who has offended, the Church will work in partnership with those agencies who share the responsibility for helping offenders integrate safely into the community. The Church will also request its inclusion on the local Risk Assessment Team.

2.18.3 When someone who has offended is identified within the Church, the situation will be immediately referred to the incumbent, who will then seek advice from the Diocese's Safeguarding team. An agreement will be drawn up and will identify which

All Hallows Church Safeguarding Policy and Procedures

Church activities an offender may participate in, and any conditions attached to that involvement. An illustrative contract is shown in Appendix 13.

2.19 Agreement with Outside Users of Church Premises

2.19.1 The Church recognises that those groups and activities that are carried out in the name of the Church are the responsibility of the PCC.

In addition to those groups and activities there are also other, outside users of Church premises. Although any other groups and activities involving children and vulnerable adults on Church premises are not the PCC's direct responsibility, there is a duty of care and a responsibility for health and safety which means an ongoing requirement to ensure outside groups and organisations follow appropriate procedures.

- The hirer is responsible for the activities they are running including safeguarding.
- Any person working with children must have a DBS.
- Any work with youth or vulnerable adults must be consistent with legal requirements.
- All people and activities must follow safeguarding principles outlined in the church policy (see brief summary note)

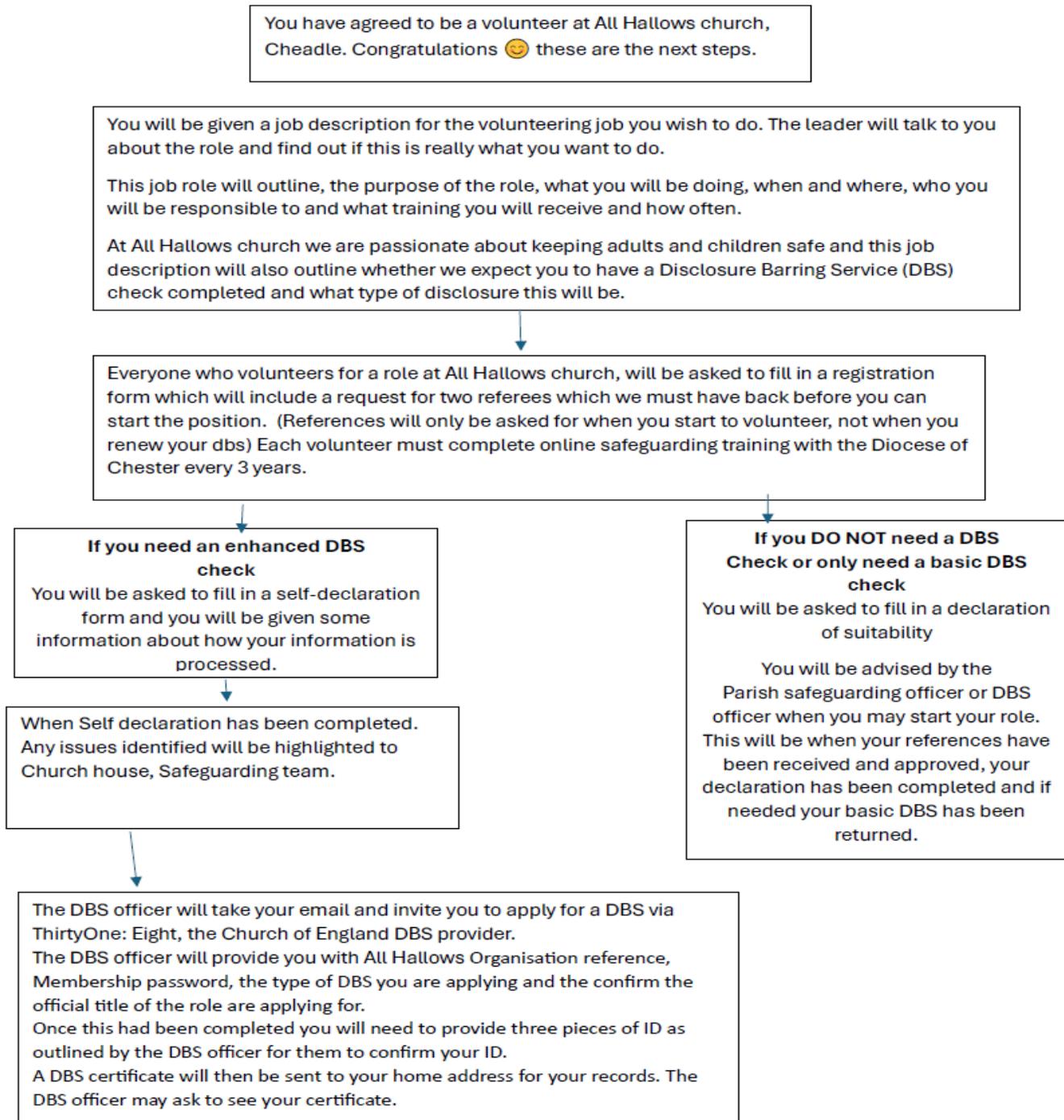
2.19.2 The following clause will be incorporated in any booking form for Church premises for which the PCC is responsible, both for one-off bookings and regular bookings: "You are required to ensure that children and vulnerable adults are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm."

2.19.3 All other regular outside users of Church premises should complete the agreement shown in Appendix 14. Groups and organisations that do not have their own safeguarding Policy will be required to adopt the Church Policy (one page summary prepared for quick reference) and to cooperate with the Parish Safeguarding officer. Groups with their own policy should declare it and cooperate with the Parish Safeguarding officer, as necessary. In all cases, a failure to follow Safeguarding procedures may result in the termination of the booking agreement.

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Appendix 1: Procedure for Recruitment

Flowchart to show the process to becoming a volunteer at All Hallows church.



Diane Eaton, Parish Safeguarding Officer and Helen Turner DBS officer | 3/10/25

Outcome: There are three possible outcomes are: approval, approval with conditions and not approved.

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Appendix 2: Eligibility for Disclosure and Barring checks (DBS) *In Relation to Children, Young People (CYP), and Vulnerable Adults (VA)*

<p><u>Group 1 - Regulated Activity with CYP/VA.</u></p>	<p>Those who undertake "Regulated Activity" with children or vulnerable adults. There is a legal requirement to check whether the individual is barred from "Regulated Activity."</p> <p><i>If the job description includes any of these activities, then the worker will need an enhanced db's check with the appropriate barred list. The worker will need to be working in a supervised capacity.</i></p> <p><i>In most church situations, one worker will not be acting as the formal supervisor of another worker. The more usual pattern would be for people to co-work.</i></p> <p>The Church of England defines supervised activity as: <i>Activity where the supervisor - who has him / herself been safely recruited - is always able to see the supervised worker's actions during his / her work.</i></p> <p>Where you are uncertain whether this level of monitoring can be maintained continuously – for example, ensuring cover for all holidays and sickness absence by the supervisor - then the role is <i>not</i> a supervised position. If two leaders are always present, then both leaders can be classed as 'supervised.'</p> <p>(In addition, those who supervise / are responsible for people undertaking work which meets these criteria, are deemed to be undertaking Regulated Activity, regardless of the above criteria.)</p>		
<p><u>Regulated activity when working with children and young people</u></p>	<p>Once</p>	<p>Weekly or 4 or more times in a 30-day period</p>	<p>Overnight between 2-6am</p>
<p>Providing healthcare</p>	<p>Yes</p>	<p>Yes</p>	<p>Yes</p>
<p>Providing personal care</p>	<p>Yes</p>	<p>Yes</p>	<p>Yes</p>
<p>Teaching, training, instructing, caring for, supervising, providing advice or guidance on well-being unsupervised</p>	<p>No</p>	<p>Yes</p>	<p>Yes</p>
<p>Driving children under arrangement</p>	<p>No</p>	<p>Yes</p>	<p>No</p>
<p>Moderating a web-based service</p>	<p>No</p>	<p>Yes</p>	<p>No</p>
<p><u>Regulated activity when working with vulnerable adults:</u></p> <p>Providing healthcare Providing personal care Social work Assisting with cash/paying bills or obtaining shopping Transporting/accompanying to or from places where they will receive: Health/personal care, social work services</p> <p>According to 'Promoting a Safe Church' those who "regularly care for, train, supervise or are in sole charge of vulnerable adults," are the only ones who are to be classed in groups 1 or 2 and will subsequently require DBS checks.</p>			
<p><u>Group 2- Substantial CYP/VA Contact</u></p>	<p>Eligible for DBS checks because of substantial involvement with children, young people, or vulnerable adults but not within the</p>		

All Hallows Church Safeguarding Policy and Procedures

	changed narrower definition of "Regulated Activity," (for instance, because they are supervised). Checks for this group will NOT include information about whether the individual is barred.
Group 3 Limited CYP/VA Contact	Those who work for the Church and have limited contact with people (including children and vulnerable adults) through their role, but this contact is insufficient to cross the threshold for eligibility. Enhanced criminal record checks cannot be carried out for this group.
Group 4 – Church Workers with no CYP/VA Contact	Those who work for the Church and where it would be useful to know about any convictions but, as their work does not relate to children, young people or vulnerable adults, safeguarding provisions do not apply. Enhanced criminal record checks cannot be carried out for this group.
Group 5 – Congregation	People within the congregation or known through community engagement. Enhanced criminal record checks cannot be carried out on these groups.
Group 6 – Community	

Note: Only people of 18 and over should do Church work within Groups 1 and 2, and so NO criminal record check to be undertaken for anyone aged 16-18.

Some examples of roles at All Hallows

Role	Group	Notes
Clergy	1	All clergy DBS checks are made by the Diocese of Chester
Youth and Children's Worker(s) including clubs and Sunday School groups	2	All workers in these groups are classed as 'leaders,' in that neither leader is to be classed as a 'supervisor' of the other. One leader can still take the lead in the delivery of the session. As none of these leaders undertake regulatory activities, they do not have to have a check on the barred list
Readers	1	All DBS checks are made by the Diocese of Chester, depending on their terms of licence
Sunday Group Leaders	2	All workers in Sunday groups are classed as 'leaders,' in that neither leader is to be classed as a 'supervisor' of the other. One leader can still take the lead in the delivery of the session.
Parent and Toddler Group Leaders	2	All workers in these groups are classed as 'leaders,' in that neither leader is to be classed as a 'supervisor' of the other. One leader can still take the lead in the delivery of the session. As parents are present with their children's leaders are never working with children in an unsupervised capacity.
Car Drivers	1/2	If the drivers are workers and not parents, then they will be unsupervised with children and vulnerable adults. This activity should not occur without prior written agreement to reduce risk and prevent one to one situation. Type of dbS will depend on whether this is seen as a regulated activity.
Day Away Leaders	1 / 2	If no leader is left alone with children, they fall into Group 2. If their work means that they are likely to be unsupervised then Group 1.
Mentors	1	As these workers will be left alone with children a Barring Check is required.
Holiday Sunday Leaders	2	These workers lead children's work during school holidays when there are no regular groups. The same level of checks and safeguarding is required as at Sunday groups.
Lead Musicians	2	Those who lead a band, choir etc where children are present, but where other adults are also present.
PCC trustees	2	Need to have an enhanced check for both children and adults but do not need to have a barred check as it is not seen as a regulated activity.

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Appendix 3 : Role Description

Name of Worker or Helper.....

Address.....

.....

Postcode

Thank you for agreeing to work as in part of our overall work with children, young people and vulnerable adults.

The Parochial Church Council (PCC) puts a very high value on work with children, young people, and vulnerable adults.

The PCC intends to make sure that the appropriate resources and support are available from the Parish and from the Diocese and intends that no one should work unsupported.

These are the responsibilities of the volunteer's work that have been discussed with you in detail:

- _____
- _____
- _____

The PCC hopes that you find this work rewarding. Any further questions that arise from time to time can be discussed with

Once a year there will be a parish Child Protection and vulnerable adults meeting, which we expect you to attend. We will look at any changes to the policy and provide opportunity for you to talk about your work, and if you wish to continue, we can discuss training opportunities so that there is an opportunity to continue to develop skills.

The volunteer acknowledges receipt and has read a copy of the Parish Protection Procedures or summary and understands who to contact and the referral procedures.

Working with children, young people and vulnerable adults is a big responsibility but it also brings enormous satisfaction.

This agreement assures you of the continuing prayerful support of the Parish for volunteers and the work which is undertaken on our behalf.

Signed _____(incumbent or designate on behalf of the PCC) Date _____

Signed _____(worker or helper) Date _____

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Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

Confidential Declaration Form and Privacy Notice Guidance

This form must be completed by all applicants for roles engaging in regulated activityⁱ or roles working/having substantial contact with children and/or vulnerable adults. This includes all Clergyⁱⁱ, as well as all Church Officersⁱⁱⁱ who are applying for a role that has been assessed as requiring an Enhanced Disclosure and Barring Service (DBS) (with/without Barred List) check. The nature of these roles means they are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act (1974 (ROA 1974) by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) (the ROA Order 1975 (as amended)).

All individuals applying to work/volunteer in such roles will be subject to a satisfactory Enhanced DBS (with/without Barred List) check before the appointment is confirmed as well as a satisfactory Enhanced DBS (with/without Barred List) re-check every 3 years.

You are required to disclose **all** unspent convictions and conditional cautions and **all** spent^{iv} convictions and adult cautions that are not protected^v (i.e. that are not filtered out) as defined by the ROA Order 1975 (as amended)). The ROA Order 1975 (as amended) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers/voluntary organisations and, if they are disclosed, cannot be taken into account.

A criminal record will not necessarily exclude an individual from consideration for appointment. This will depend on the nature of the role applied for and the circumstances and background of the offences. All information declared on this form will be carefully assessed to decide whether it is relevant to the role applied for and will only be used for the purpose of safeguarding children and/or vulnerable adults. If you answer yes to any question, please provide details, on a separate sheet if necessary, giving the number of the question that you are answering.

If it is later discovered that any statement is false or misleading, then depending on the nature of your engagement, it may lead to disciplinary procedures, where appropriate, and/or dismissal from your post/role. If you are unsure of how to respond to any of the questions, please seek appropriate advice e.g. from the appointing organisation/responsible person/recruiter, an organisation such as NACRO or Unlock^{vi}, or a solicitor.

Registered Bodies and those in receipt of DBS Update Service information must fulfil the DBS Code of Practice requirement to have written policies on the secure handling of information provided by DBS, be that electronically or otherwise, and the recruitment of ex-offenders. Copies of these documents are available on request and the DBS Code of Practice is available from the DBS via [DBS code of practice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/362222/db_s_code_of_practice.pdf)

The accompanying Privacy Notice explains how the information you supply on this form is used and your rights with respect to that data as required by the UK General Data Protection Regulation, (the "UK GDPR"), and the Data Protection Act 2018, (the "DPA 2018"). If applicable, please inform relevant members of your household that you have included their details on this form and give them a copy of the Privacy Notice (it will only be applicable if members of your household have been included in the response to a question on the form, e.g. Qs.6 & 7).

This Confidential Declaration Form and Privacy Notice must be used within the Diocese in Europe, the Channel Islands and Sodor & Man, subject to relevant legislative variations/modifications and/or unless there is specific local legislation in a jurisdiction that would prevent its use in its current format.

All Hallows Church Safeguarding Policy and Procedures



Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

Section A
PERSONAL DETAILS
This section must be completed by all applicants.

Title (Mr/Mrs/Miss/Ms/Other):	<input type="text"/>
Surname:	<input type="text"/>
Forename(s):	<input type="text"/>
D.O.B.:	<input type="text"/>
Home Address:	<input type="text"/> <input type="text"/> <input type="text"/>
Telephone No.:	<input type="text"/>
Role Applied for:	<input type="text"/>
Role Location:	<input type="text"/>

Section B
Please fully complete all relevant sections.

1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? Yes No
If yes, please provide details:

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Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)? If yes, please provide details:
- Yes No

3. Are you aware of any criminal/police enquiries/investigations undertaken following allegations made against you which may have a bearing on your suitability for the post? If yes, please provide details:
- Yes No

4. Are you at present the subject of any criminal/police enquiry/investigation/pending prosecution which may have a bearing on your suitability for the post? If yes, please provide details:
- Yes No

5. Is your role deemed "home based", as per the DBS definition^{vii}?
- Yes (proceed to Question 6.) No (proceed to Question 8.)

6. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974 and/or any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)? If yes, please provide details^{viii}:
- Yes No

7. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who is at present the subject of a criminal/police enquiry investigation/pending prosecution? If yes, please provide details:
- Yes No

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Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

8. Have you lived, worked or volunteered outside the United Kingdom for a continuous period of six months or more at any point within the previous 10 years? If yes, please provide details, including the name of the country/countries:
- Yes No

9. Does your role involve engaging in regulated activity with children^{ix}?

Yes (proceed to Question 10.)

No (proceed to Question 11.)

10. Are you or have you ever been barred from work with children?
- Yes No

11. Does your role involve regulated activity with vulnerable adults^x?

Yes (proceed to Question 12.)

No (proceed to Question 13.)

12. Are you or have you ever been barred from work with vulnerable adults?
- Yes No

13. Are you currently or have you ever been subject to any formal action as a result of an allegation that your conduct has amounted to, resulted in or put a child and/or vulnerable adult at risk of harm^{xi}? If yes, please provide details:
- Yes No

14. Are you currently or have you ever been subject to a court order either made against you or in relation to you that you have caused harm to a child and/or vulnerable adult, or that a child and/or vulnerable adult was at risk of harm from you? If yes, please provide details and a copy of the court order:
- Yes No

15. This question must be answered in relation to circumstances that have arisen from a child/ren being in your care. If you are an adoptive and/or foster parent and the circumstances either relate to the child/ren's previous situation, or to the removal/placement/child protection or child in need plan, which formed part of the planned management or transition of the child/ren into your care, then you do not need to answer yes to this question.

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Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

Has a child/ren in your care or for whom you have or had parental responsibility ever been removed from your care, placed by you in care and/or been made subject to a child protection or child in need plan as a result of a safeguarding concern that has arisen whilst the child/ren has been in your care and/or in relation to your provision of their care? If yes, please provide details:

Yes

No

16. Is there any other information that may be considered relevant to the questions in this Confidential Declaration Form, and which may have a bearing on your suitability for the post you are applying for, (i.e. working with children and/or vulnerable adults)? If yes, please provide details:

Yes

No

Declaration

I declare the above information and that on any additional sheets (number attached: __) is true, accurate and complete to the best of my knowledge. After I have been appointed and during my appointment, I agree to inform the responsible person immediately if my answers to any of the above questions change and provide the relevant details.

Signed:

Date:

Consent statement (this statement should only be signed if the answer to Question 8. is Yes)
I consent to my details being transferred outside the UK for the purposes of an overseas criminal records check.

Signed:

Date:

Please return the completed form in a separate, sealed envelope, marked private & confidential to:

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Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

ⁱ [Eligibility guidance for enhanced DBS checks - GOV.UK \(www.gov.uk\)](#)

ⁱⁱ Applies to all Church of England ordained and licensed Clergy including Archbishops, Bishops, Archdeacons, Deans, stipendiary parish Clergy, self-supporting Minister / non stipendiary Ministers, Chaplains, locally ordained Clergy, Clergy with 'permission to officiate' (PTO), and those seeking ordination training or ordination.

ⁱⁱⁱ A Church Officer is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or voluntary.

^{iv} Please note that the 'rehabilitation periods' (i.e. the amount of time which has to pass before a conviction etc. can become 'spent') have been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never 'spent'. For further guidance in relation to the 'rehabilitation periods', please see [A simple guide to the Rehabilitation of Offenders Act 1974 \(ROA\) - Unlock](#)

^v The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Convictions:- You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it did not result in a prison sentence or suspended prison sentence (or detention order) and (c) it does not appear on the DBS's list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b) and (c) in order to be filtered.**

Cautions:- You do not have to declare any adult caution where: (a) 6 years have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences. As of 28 November 2020, reprimands, warnings and youth cautions, are automatically filtered. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered.**

Further guidance is provided by the DBS and can be found at <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

^{vi} <https://www.nacro.org.uk/> <https://unlock.org.uk/>

^{vii} [Home-based position definition and guidance - GOV.UK \(www.gov.uk\)](#)

^{viii} Please inform relevant members of your household that you have included their details on this form (if applicable) and give them a copy of the Privacy Notice.

^{ix} [Regulated activity with children in England and Wales - GOV.UK](#)

^x [Regulated activity with adults in England and Wales - GOV.UK](#)

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

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Declaration of Suitability

STRICTLY CONFIDENTIAL

As an organisation, we undertake to meet the requirements of the General Data Protection Regulations which became effective on May 25th 2018, and all other relevant legislation, and comply with the expectations of the Information Commissioners Office relating to the privacy and management of data about individuals.

You are asked to complete this form, and return it, **to the Lead Recruiter detailed below, in a separate sealed envelope**

To: _____
(Name of Recruiter/responsible person in place of worship/organisation requesting the Basic Disclosure Check)

Address: _____

Position/Role applied for: _____

The expectations of this role are that you; have no relevant unspent convictions, are not currently the subject of any criminal investigation or pending prosecution, and that there is no cause for concern regarding your conduct with children, young people or adults at risk in the context in the role for which you are applying.

It is also expected that if you become the subject of a criminal investigation, or a social services investigation, you will inform the relevant person in the organisation. You should also be in agreement with any Code of Conduct applied to your role and agree to abide by it. If you have any concerns regarding your suitability for the post that you have applied for, you should discuss this with an appropriate person and NOT sign this form

Declaration

I (full name), _____

of (address) _____

Understand the expectations of this church/organisation (as detailed above), agree to uphold them and will inform the relevant person if this situation changes.

Signed: _____ **Date:** _____

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Appendix 5:

Registration Form

This form is to be completed by leaders, helpers, and others whose office of trust gives rise to the expectation that they will have regular or unsupervised contact with children and vulnerable adults. It may also be completed by others at the discretion of the Church Protection Coordinator.

1a. Full Name _____

1b. Previous Name(s) (if relevant)

2. Date of Birth _____

3a. Home Address _____
Postcode _____

3b. How long have you lived at this address? _____

If less than five years please supply all previous addresses (including postcodes) for this period, including the dates at which you resided at those addresses. Where relevant please include details of any Church attended together with the name of the incumbent. Details may be given on the reverse of this form.

4. Please give details of any previous experience of working with children, young people, or vulnerable adults:

5. Please give details of any relevant qualifications or training:

6. Are you willing to undertake a course of training pertinent to your area of work, within **Yes** **No** the next 12 months?

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7. Please provide the name address, telephone number, and position (or your relationship with) two people who know you well. This should not be family members.

Name

Name

Address _____

Address _____

Postcode _____

Postcode _____

Telephone _____

Telephone _____

Position/ Relationship _____

Position/ Relationship _____

Previous Address 1 _____

Postcode _____

Dates at which you lived there _____

Church Attended _____

Name of Incumbent _____

Previous Address 2 _____

Postcode _____

Dates at which you lived there _____

Church Attended _____

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Name of Incumbent _____

Previous Address 3 _____

Postcode _____

Dates at which you lived there _____

Church Attended _____

Name of Incumbent _____

Previous Address 4 _____

Postcode _____

Dates at which you lived there _____

Church Attended _____

Name of Incumbent _____

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Appendix 6: Reference Request Letter

Dear

RE:

The above named has volunteered to work with children and young people or with vulnerable adults at All Hallows, Cheadle, SK8 2JG; they have supplied your name as a referee.

The Church has a Child and Vulnerable Adult Protection Policy in order to ensure that those for whom we care are safeguarded from physical emotional or sexual harm when taking part in activities within the Church. We take all reasonable steps to ensure that we create a safe environment for children and vulnerable adults to operate. Each volunteer signs a declaration to this end and agrees to abide by our Child and Vulnerable Adult Policy.

I should be grateful if you would complete the enclosed questionnaire regarding the above volunteer's ability and suitability.

Within the terms of Data Protection legislation, we will treat all information in confidence.

I enclose a stamped addressed envelope for your reply.

If you would like to discuss this matter in confidence, please ring me on 01625 873775.

Thank you for your time.

Yours Sincerely,

Mrs Diane Eaton
All Hallows
Parish Safeguarding Coordinator

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Appendix 7: References

Reference

Private and confidential

Please complete in ball point pen and in BLOCK CAPITALS

Part 1

Name of Volunteer _____

Address _____

_____ Postcode _____

Position volunteered for

Part 2

1>What is your relationship to the volunteer, and how well do you know them?

2.How long have you known the volunteer?

3.Please describe any previous experience of looking after or working with children or vulnerable adults that the candidate has. In your opinion, would the candidate be willing to undertake training within the first twelve months?

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4. Does the candidate demonstrate an ability to provide warm and consistent care and knowledge of appropriate boundaries/ behaviour?

5. Does the candidate demonstrate a commitment to treat all children and young people as individuals and with equal concern?

6. Is the candidate a person of integrity and flexibility, whose physical and emotional well-being are appropriate for the service he or she is offering?

7. To your knowledge, has the candidate ever been convicted of a criminal offence (including any "spent convictions" under the Rehabilitation of Offenders Act 1974), or placed on probation, or discharged absolutely or conditionally for a criminal offence?

Yes **No**

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8. To your knowledge, has the candidate ever had a child removed from her / his custody or placed under supervision by a Local Authority?

Yes No

9. To your knowledge, has the candidate's conduct ever caused or been likely to cause harm to a child, or put a child at risk, or (to your knowledge), has it ever been alleged that her / his conduct has resulted in any of these things?

Yes No

If the answer to any of questions 7, 8 or 9 was "Yes" please give details on a separate sheet.

Overall, in my opinion and from my knowledge of this person, I consider them to be suitable/ unsuitable for this work (*please delete as appropriate*).

Please provide any other comments about the volunteer that you consider relevant.

Part 3

Your Name _____

Address _____

Postcode _____

Telephone Number _____

Email _____

Signed _____ Date _____

Please return this reference to All Hallows Church

All Hallows Church Safeguarding Policy and Procedures

Appendix 8: Diocese of Chester's Policy Relating to the Recruitment of Ex Offenders

Recruitment of Ex-Offenders

It is a requirement of the Disclosure and Barring (DBS) Code of Practice that all Registered Bodies must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges Registered Bodies to have a written policy on the recruitment of ex-offenders, a copy of which can be given at the outset of the recruitment process.

The Diocesan Policy on the Recruitment of ex-offenders

- As an organisation using the Disclosure service to assess applicants' suitability for positions of trust, the Diocese complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of information revealed.
- The Diocese is committed to the fair treatment of its parish staff, potential staff, or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical disability, or offending background.
- 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. We select all candidates for interview based on their skills, qualifications, and experience.
- A Disclosure is only requested after a risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those where a Disclosure is required, all application forms, job adverts, and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form a part of the recruitment process, we encourage applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate confidential cover, to a designated person, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows the Diocese to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in the Diocese who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- This policy should be made available to all Disclosure applicants at the outset of the recruitment process.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place about any offences or other matter that might relate to the position. Failure to disclose information that is directly relevant to the position sought may lead to withdrawal of an offer of employment.

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- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working for us.

Procedure for dealing with a Blemished Disclosure

The House of Bishop's policy (2018) states that "as well as people with convictions against children there are others whose position within 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 mental disorder or special needs which may in rare cases result in erratic behaviour."

Stage 1

When a blemished disclosure is received within the diocese it will be given to the Diocesan Safeguarding Adviser for initial assessment and enquiries to be made. It should be checked with the applicant that they accept the personal information – if not they need to take this up with the DBS.

Following these enquiries a decision can be made that: -

- a) It is safe and appropriate to appoint, or
- b) It is unsafe to appoint

If unsafe the applicant will be informed, and a copy of the appeals procedure given (see below)

Procedure for Appeal by Aggrieved Applicants

When a person has applied to serve (or continue to serve) on behalf of the Church as a volunteer or employee working with children, and the person is aggrieved by the decision of the Parish or Diocesan body in light of the Disclosure issued by the Disclosure and Disbarring service, the person may seek a review of the recommendation given to the parish or Diocesan body in the following way.

1. The aggrieved person should write a letter to the Diocesan Secretary at their Diocesan Headquarters in an envelope marked "Confidential – for the DBS Section." This letter should be sent to arrive within one month of the receipt by the aggrieved of the decision about which they are complaining.
2. The letter should give details of the aggrieved person's full name, address, telephone number, and the position of service for which the Disclosure was issued, including the Parish details as appropriate.
3. The letter should explain why the aggrieved person believes the decision to be unreasonable.
4. The aggrieved person may wish to explain more detail or circumstances of the offences or inappropriate behaviour cited in the Disclosure than are mentioned there, and to enclose documents to corroborate the additional details.
5. The aggrieved person may wish to draw attention to any way that they believe the DBS Code of Practice has not been followed in his or her case.

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6. The information submitted by the aggrieved person will be considered with the Disclosure and the completed form giving a description of the duties involved in the relevant service by a panel of at least three people drawn from Diocesan Protection Advisory Groups. Further information may also be requested from the applicant, the Parish, or the Diocese.
7. The Diocesan Secretary will send the panel's recommendation to the Appellant and the Parish Safeguarding Coordinator. There is no further right of appeal if the person is still aggrieved.

Appendix 9: Insurance

The church is insured through Ecclesiastical insurance. The insurance covers church led activities. Hirers of the hall and church buildings on a regular basis, are required to have their own insurance. **See Treasurer for details.**

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Appendix 10 -Risk Assessment Template

Risk Assessment Form

(based on the General Risk Assessment Form issued by Ecclesiastical Insurance, and used with acknowledgement)

Address	
All Hallows Church, 222 Councillor Lane, Cheadle, Cheshire	Postcode: SK8 2JG

Assessment Details	
Activity or Area	Assessment undertaken by
Date	Review Date (every 2 years recommended)

Risk Details					
<i>Under additional controls you should note the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented</i>					
Hazards/risks/ persons affected	Existing controls	Likelihood (L)	Severity (S)	Risk Rating (LxS)	Additional controls

Likelihood

- 1 = Low (seldom)
- 2 = Medium (frequently)

Severity

- 1 = Low (minor cuts and bruises)
- 2 = Medium (serious injury or incapacitated for 3 days or more)
- 3 = High (certain or near certain)
- 3 = High (fatality or number of persons seriously injured)
- 6-9 – high priority

Risk Rating

- 1-2 = low priority
- 3-4 = medium priority

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Risk Details (continued)					
Hazards/risks/ persons affected	Existing controls	Likelihood (L)	Severity (S)	Risk Rating (LxS)	Additional controls



Beaufort House, Brunswick Road,
Gloucester GL1 1JZ

Ecclesiastical Insurance Office plc. (EIO) Reg. No. 24869. Ecclesiastical Insurance Group plc. (EIG) Reg. No. 1718196. Ecclesiastical Life Ltd. (ELL) Reg. No. 243111. Ecclesiastical Investment Management Ltd (EIM) Reg. No. 2170173. Allchurches Mortgage Company Ltd. (AMC) Reg. No. 1974218. Ecclesiastical Financial Advisory Services Ltd. (EFAS) Reg. No. 2046087. Ecclesiastical Risk Services Ltd. (ERS) Reg. No. 6290300. All companies are registered in England at Beaufort House, Brunswick Road, Gloucester, GL1 1JZ, UK. EIO, ELL, EIM & EFAS are authorised and regulated by the Financial Services Authority and are members of the Financial Ombudsman Service. EIO & ELL are members of the Association of British Insurers and EIM is a member of the Investment Management Association.

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Appendix 11:

Parental Consent Form

Full Name

Date of Birth

Parent/ Guardian Name(s)

Address

Postcode

Phone Number

Mobile

School Attended

Church Attended (if any)

Emergency Contact (not as above)

Phone Number

GP's Name

Phone Number

Address

Postcode

Please state any known allergies or conditions:

In the unlikely event of illness or accident, I give permission for any appropriate first aid to be given by the nominated first aider. In an emergency, and if I or my nominated emergency contact cannot be contacted, I am willing for my child to be given hospital treatment, including anaesthetic if necessary. I understand that every effort will be made to contact me as soon as possible.

From time to time, we may wish to photograph or video an activity in which your child is involved.

Please tick as appropriate

Appendix 12:

Driver Declaration Form

Thank you for agreeing to drive our children and young people; we are very grateful for your help. The Church is obliged to ensure that on all officially organized trips that children and young people are transported in a way that is both safe and legal. To that end, please complete the form below and return to the person who is responsible for organizing the trip. Thank you.

Name of Driver _____

Address _____

_____ Postcode _____

Phone Number _____ Mobile _____

Car Details and Driver Experience

Registration Number _____

Please delete as appropriate:

- My insurance for this car is: _____ Third-Party / Comprehensive
- The car is presently taxed and has a current MOT* certificate (*if needed) Yes / No
- The car is road safe and in satisfactory legal working order _____ Yes / No
- I hold a full UK Driving Licence, and have done so for at least twelve months Yes / No
- My driving licence has no more than six penalty points Yes / No

Drivers must never carry more passengers than the number of seats stated by the manufacturers or specifically noted in the insurance policy.

Including yourself as the driver, how many persons is your car legally able to carry? _____

Although it would be unusual for a mileage rate to be paid, if mileage (at a previously agreed rate) is to be paid you have a duty to inform your insurance company that:

1. you are transporting children and that expenses are to be reimbursed by a charity (i.e. the Church), not by the passengers.
2. that there is no implied contract between you as the driver and Church.
3. that you are not doing this as part of your normal employment.

Driver Declarations

We are required to ensure that you understand your responsibilities regarding the safe transportation of children. Please read carefully the following declarations and then sign below.

I declare that I:

- will remain fit to drive at all times.
- will not drive when affected by alcohol, drugs, or medicines.
- will not drive when affected by illness.
- will not drive when I am too tired to do so safely.
- will adopt good practice in respect of my driving, observing the Highway Code and applicable laws.

- understand my responsibilities in respect of seat belts and child restraints (see *overleaf for summary of guidance*).

I confirm I have understood the declarations above and that I agree to them. In addition, I believe the information I have supplied on this form to be true.

Signature of Driver _____ Date _____

Regulations for the safe transportation of children were changed in September 2006. The table below summarises the current rules.

	Who is responsible?	Front seat	Rear seat
Driver	Driver	Seat belt MUST be worn if available	
Child up to 3 years	Driver	Correct child restraint MUST be used*	Correct child restraint MUST be used*.
Child from 3 rd birthday up to 135cms in height (approx. 4'5") (or 12th birthday whichever they reach first)	Driver	Correct child restraint MUST be used*	Where seat belts fitted, correct child restraint. MUST be used*. Must use adult belt if the correct child restraint is not available
Child over 1.35 metres (approx. 4'5") or 12 or 13 years	Driver	Seat belt MUST be worn if available.	Seat belt MUST be worn if available.
Adult passengers (i.e. 14 years and over)	Passenger's own responsibility	Seat belt MUST be worn if available	Seat belt MUST be worn if available

* 'Child restraint' refers to appropriate child car seat and seat belts.

Appendix 13: Dealing with Adults who have Harmed Children***Integrating Known Offenders into the Church***

Should a known offender seek to become a member of the Church, the Church will:

1. welcome those who have previously abused children and adults in a way that is supportive and caring to their relationship with God. but does not compromise the future well-being of children, vulnerable adults, and adult survivors.
2. consider the position of any victims of the offender (or any friends or relatives) who are within the Church family. Their wishes and feelings will be sought. If it is not possible to meet these wishes completely, the Church will explain why, and the Incumbent (or another mutually agreed person) will be available to discuss the situation with them at any time.
3. seek to remember members of the offender's family who might also feel vulnerable – the wife/ husband of the offender will be invited to participate in discussions where appropriate.
4. be open and honest with the offender about expectations and will have clear boundaries so that children and vulnerable adults are protected, and the likelihood of any new allegations is reduced.
5. working with the Diocese safeguarding leads in Church House to make and maintain appropriate contact with Probation Officer or Risk Assessment Team and work with them constructively in the interests of both children, vulnerable adult, and offender.
6. be clear that other, specific people in the Church family will need to know about the offender's history and a list of who those people are (together with the reason they need to know (e.g. leaders of children and youth work and other groups in which children and vulnerable adults are present.) will be provided;
7. involve the Probation Officer or another professional member of the Risk Assessment Team in the drawing up of a written contract for the offender working with the Diocese Safeguarding advisor in Church House.
8. establish a small group of selected adults who will.
 - work with the offender to offer support and guidance.
 - help the offender maintain the conditions of the contract with the Church
 - work to ensure that it remains relevant to the needs of all parties.

Illustrative Contract between Offender and the Church

Local circumstances will determine the specific content.

We are pleased to welcome you as a member of the Church Family here at All Hallows. In order to do this and carry out our responsibilities for the future protection of children and vulnerable adults, the following conditions for your involvement are to be agreed. The need for this agreement is likely to be long term.

1. The following people will (by mutual agreement) provide care and support (referred to as 'the small group'): *names and addresses are to follow.*
2. I will never allow myself to be in a situation where I remain alone with children or vulnerable adults.
3. I will not attend small meetings or Home Groups where there are children or vulnerable adults in the home. The small group of supporters will guide me about which meetings are appropriate.
4. I will attend services as directed, and not sit in the vicinity of children, young people, or vulnerable adults. X and/ or Y will sit with me during Church services and activities. They will know that I am an offender.
5. I will not enter areas where children, youth or vulnerable adults' activities are taking place, or any other area where children, young people or vulnerable adults gather – as directed by the small group.
6. I will accept that certain other people will be told of my circumstances in order for them safeguard the children, young people, and vulnerable adults for whom they care.
7. I will decline invitations of hospitality where there are children, young people, or vulnerable adults in the home.
8. I accept that the Church will need to maintain contact with my Probation Officer (or other representative of the Risk Assessment Team), who will meet with Church Leaders or members of the small group, as necessary.
9. I understand that any concerns expressed about me (or by me) will be taken seriously.
10. I understand that if I do not keep these conditions my Church activities may be further restricted and that the Church Leaders will inform Statutory Services and any other relevant organisation.
11. I understand that this contract every (3, 6 or 12) months and will remain in place for an indefinite period.

Signed (Offender) _____ Date _____

Signed (Incumbent) _____ Date _____

Signed (Probation Officer) _____ Date _____

Signed (safeguarding advisory Group representative) _____ Date _____

To be reviewed in _____ months.

Appendix 14: Safeguarding agreement with Outside Groups

Agreement with Outside Groups

Hall hirers complete a booking form. Regular hall hirers who work with children or Vulnerable adults are required to comply with Church of England requirements to keep children and adults safe.

Please complete either section a) or b)

a) For those groups with no child or vulnerable adult protection policy of their own

The Parochial Church Council of All Hallows Church has a Safeguarding policy and procedures, see website.

Your booking agreement is conditional upon your working within the terms and conditions of this policy. Any concerns or allegations which arise about children or vulnerable adults during your activities should be communicated to the appropriate body immediately i.e. GMP, Social services etc. In any case , of an incident being reported to have occurred on our premises , the Parish Safeguarding officer (Diane Eaton) should be notified on safeguarding.allhallows@gmail.com .

Name ____ Telephone _____

Declaration

I have received and agree to abide by the safeguarding policy of the Church.

I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signature _____

Position in Organisation _____

Organisation _____ Date _____

Please sign two copies of the document, one to be retained by the Church and one by the organisation.

b) For organisations with their own safeguarding policy

We _____ (*name of organisation*) follow our own safeguarding. Policy and procedures based on the Home Office recommendations "Safe from Harm." We understand that this booking agreement is conditional on us keeping to these procedures and that the agreement can be terminated if we fail to comply with them.

Any concerns or allegations which arise about children or vulnerable adults during your activities should be communicated to the appropriate body immediately i.e. GMP, Social services etc. and your head official. In any case , of an incident being reported

to have occurred on our premises , the Parish Safeguarding officer (Diane Eaton) should be notified on safeguarding.allhallows@gmail.com .

We will inform the Parish Safeguarding officer if there are any concerns or allegations arising about child or vulnerable adults during our activities on your premises contact the Parish Safeguarding coordinator on; safeguarding.allhallows@gmail.com

Name _____ Telephone _____

Signature _____

Position in Organisation _____

Organisation _____ Date _____

Please sign two copies of the document, one to be retained by the Church and one by the organisation

Appendix 15: New Recruitment Appointment Form

APPENDIX 2

New Recruiter Appointment Form

PLEASE NOTE: THIS FORM (SECTIONS A-C) **MUST ONLY BE COMPLETED** ONCE THE ORIGINAL LEAD RECRUITER HAS HAD THEIR REGISTRATION CONFIRMED BY THIRTYONE:EIGHT

Send the completed form: Liz Geddes, Diocesan Director of Human Resources, Church House, 5500 Daresbury Park, Daresbury, Warrington, WA4 4GE.

SECTION A: ORGANISATION DETAILS

Membership No: _____ Parish name: _____

Contact Address (this must be the address of the Parish where contact can be made with the Lead Recruiter from now onwards. Please enter even if unchanged):

SECTION B: NEW RECRUITER DETAILS

Please tick one box : Lead Recruiter Recruiter

Mr/Mrs/Miss/Ms/Revd/Other: _____ Surname: _____

Forenames: _____ D.O.B: _____

Email: _____ *(An email address is essential)*

Day-time tel no: _____ Mobile No: _____

If this form is for a new Lead Recruiter will the current Lead Recruiter still remain as a Deputy Recruiter? Y/N

If 'No' please confirm the email to be deleted from our records: _____

I confirm that we will continue to follow the correct recruitment procedure as detailed by the Diocese of Chester and we will comply with the DBS Code of Practice. We confirm that we have read the Thirtyone:eight Statement of Fair Processing and the E-Bulk Recruiter Agreement Form <https://thirtyoneeight.org/statement-of-fair-processing>. We agree to abide by the terms and conditions set out in these documents in accordance with the DBS Code of Practice and by UK data protection legislation and GDPR.

New Recruiters Signature: _____ Date: _____

SECTION C: INCUMBENT AND DIOCESE OF CHESTER AUTHORISED PERSON DECLARATION

The following needs to be signed by the incumbent and the authorised person from the Diocese of Chester:

Signed: _____ Date: _____ Print name: _____
(Incumbent)

Signed: _____ Date: _____ Print name: _____
Diocesan authorised signatory

THIRTYONE:EIGHT USE ONLY			
DATE ____ / ____ / ____			
SIG CHECK		REC ACC SENT	
ADD CHECK		DIOCESE CC'D	
EBULK SET-UP		CHECKED	

Annex 1: What to do if you Think a Child has Been Abused**1. General**

The House of Bishop's policy commits the Church to taking seriously any report of suspected abuse. The potential personal cost to someone making such a complaint may be high. Resist the tendency to be defensive about the reputation of the Church, or the person being accused – particularly if you know them.

The Church of England at national and diocesan level has determined that where allegations or concerns about child abuse are reported or identified within a church setting, a referral will be made to on the 'Investigating Agencies' (Police, Social Services and Children's Services). The Church will not itself investigate incidents of possible child abuse.

People involved with children in a Church setting are not required to come to a firm conclusion about the truth or otherwise of information they receive about child abuse. They should listen to the concerns and pass the information on to someone who has the responsibility and knowledge to decide how to handle it.

There will be occasions when there is initial concern about a child's health, behaviour, or development, but no features that suggest the child is being abused. In these circumstances, after discussing the situation with the leader, the situation may appropriately be dealt with in consultation with the child's parents. However, if the situation persists, or the response of the parents (or carers) seems unreasonable or inappropriate in the circumstances, then further discussions should follow. If the concerns are not resolved by discussion within the Church, a member of the Diocesan Child Protection Advisory Group should be consulted (details available on request).

The decision to refer a situation to the Investigating Agencies can generate an understandable degree of anxiety and reluctance. However, these agencies are used to dealing with information that may or may not prove to be significant in the long term. They may also have access to background information not available to the Church. Situations can be discussed with the Agencies on a consultation basis, without initially revealing the child's identity. However, if after discussion the Agency decides to take the matter further, personal details will need to be passed on, and the Church should cooperate with any investigation.

2. Action to be Taken by the Person First Learning (or Suspecting) Abuse

- If a child (or anyone else) tells you about abuse, let them know that you are listening to them and that what they are saying will be taken seriously.
- Do not promise confidentiality; you may be required to pass on the information that has been shared with you.
- Do not ask any closed questions and try to ask as few questions as possible. Phrases such as, "Why don't you tell me what happened" are useful. (If a court case follows it could be dismissed if an adult is seen to have guided in any way what a child or vulnerable adult has said.)
- As soon as possible make a brief factual note about what you have been told (using your informant's words and phrases wherever possible) and the action you took. Sign and date the notes.

- Speak at once to the person to whom you are responsible for work with children (i.e. the leader) or the incumbent, or the Parish Safeguarding officer. Do this even if you are not sure of the implications of what you have learned, but your suspicions have been aroused. If neither person is available, speak to another responsible person such as a Churchwarden or member of the PCC.
- If a Clergy person is suspected of abusing a child, the situation should be reported to the Parish Safeguarding officer or Churchwarden. They will immediately report the matter to one of the Diocese's Archdeacons or Bishops and inform a member of the Diocesan Safeguarding team. If the Parish Safeguarding officer or a Churchwarden is unavailable, the matter should be reported directly to an Archdeacon or Bishop.

3. Action to be Taken by the Leader or Incumbent

- Write down the factual details given to you by the person reporting the concerns or allegations. Try to use their words and phrases.
- If you consider a child may be at risk do not hesitate to contact the Investigating Agencies. You can always seek advice from them without initially giving names. Their telephone numbers can be found in your local telephone directory.
- If you are not sure how to proceed, consult a member of the Diocesan Safeguarding team.
- Unless the child's parents or carers are implicated in the abuse, inform them of the situation and the action that you propose to take. Try to gain their support for talking to the police or social services.

If you have referred a situation to the Investigating Agencies, inform the incumbent if they are not already involved. At this stage, the incumbent should notify a member of the Diocese safeguarding team / Child Protection Advisory Group if the situation involves possible abuse within the Church or a Church official is under suspicion.

Incidents that arise in the Church may lead to considerable interest from the media. The incumbent should contact the Diocesan Communications Officer at the earliest opportunity to discuss how to engage such interest constructively.

Where an allegation is against someone holding a position or office (paid or voluntary) in the Church, the individual should be withdrawn from any contact with children in the Church until the outcome of any investigation is known. This should only be done after an initial discussion with one of the Investigating Agencies. This suspension from duties is a neutral act to enable proper enquires to be made. It neither implies guilt nor innocence. Where possible it should be done by agreement.

Make a brief factual note of the action taken and the people consulted. Sign, date, and retain these notes.