

Diocese of Bristol
St Saviour with St Mary Cotham
also know as Cotham Parish Church
(“Cotham” or “the Church” or “the Parish”)

Safeguarding Children and Adults:
Policy and Procedures

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NB. There may be exceptional circumstances when policies/procedures may have to be adapted e.g. the pandemic. The Hire of Church Premises is an example as increased measures are required for hygiene. These updated policies for such circumstances will be placed at the back of the Safeguarding Policy and will be available from the Church Administration office. The adapted Policy/Procedure will temporarily replace the existing one.

1.Church Values.

“Every person has a value and dignity which comes directly from creation of and God’s own image and likeness. Christians see this potential as fulfilled by God’s re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore protect them from harm”

Diocese of Bristol 2014

Our church’s ethos is:

We aspire to cherish all, regardless of marital and social status, sexual orientation or level of Church commitment.

2. Key Telephone Numbers for Safeguarding Issues.

Cotham Parish Safeguarding Officer Vicky Leggat-Green, vickygreenis@yahoo.co.uk, 07534-177920

If a child, young person or adult has shared a concern with you or you have seen something of concern.....

If the situation is urgent i.e. there is an imminent risk of harm: contact the police on 101 or 999 as appropriate or contact the Local Authority Children or Adults Safeguarding Teams:

**Bristol Children’s Safeguarding Team ‘ First Response’
Telephone Number - Monday to Friday **0117 9036444.****

**Bristol Adult Safeguarding Team
Telephone Number Monday to Friday **0117 922 2700****

**Bristol Safeguarding Team for Children and Adults Out
of hours /Weekends Telephone Number –
01454615165**

3. Policy Context

In developing this Policy and Procedures Cotham commits to following the Safeguarding Policies of the Church of England, Safeguarding Policy and guidance as issued by the Diocese of Bristol and commits to working within the legislation and statutory guidance as related to the Safeguarding of Children , Young People and Adults.

The policies and documents are:

Church of England: The House of Bishops ‘ Policy for Safeguarding (Contained within Protecting all God’s Children). 2010.

- Promoting a Safe Church 2006
- Promoting a Safer Church- policy Statement 2017
- Practice Guidance: Safer Recruitment 2016
- Responding Well to Domestic Abuse, 2017
- Responding Well to those who have been Sexually Abused,2011
- Responding to, assessing and managing safeguarding concerns or allegations against church officers.
- Roles and responsibilities of Church Office Holders and Bodies, 2017
- Safeguarding Records Joint Practice Guidance,2015
- Safeguarding Records Retention Tool Kit, 2015
- General Statement on Safeguarding Children in Towers.
- Safer Environment and Activities.
- Also obtainable is a parish safeguarding handbook.

Statutory Guidance Working Together to Safeguard Children 2018: this guidance from the Department of Education describes the safeguarding processes and safeguards that every organisation must have in place this includes faith organisations. See the guidance at:-

<https://www.gov.uk/government/publications/working-together-to-safeguard-children-2>

The Care Act 2014,

Care and Support Statutory Guidance 2018: this guidance from the Department of Health describes safeguarding processes for adults and the responsibilities of different organisations.

<https://www.gov.uk/guidance/care-and-support-statutory-guidance>

The Diocese of Bristol: Safeguarding Policy. This policy can be found on the Diocese of Bristol website:

www.bristol.anglican.org/parish-resources/safeguarding/policies-and-procedures. Also on <https://www.bristol.anglican.org/safeguarding-resources/>

- Safeguarding Policy
- Allegations Management Procedure.
- Ministering to those who may present a risk.

4. Policy Statement

Promoting a Safer Environment and Culture.

The safeguarding and protection of children, young people and adults at risk is the responsibility of everyone within the church community. The church community, including all its members, must be alert to the risks and dangers and be prepared to report concerns and take action as and when necessary. Everyone who participates in the life of the church has a role to play in promoting a Safer Church for all.

We recognise that:

- The welfare of the child, young person or vulnerable adult is paramount.
- Everyone has different levels of vulnerability and each of us may be regarded as vulnerable at some time in our lives.
- All children, young people and adults who may be vulnerable (regardless of age, disability, gender, marriage, and civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation) have the right to equal protection from all types of harm or abuse which can occur in communities.
- Working in partnership with children, young people, vulnerable adults and their parents, carers and other agencies is essential in promoting their welfare.

We will develop a culture in our church that:

- Enables a safe and caring community to provide a loving environment where there is a culture of 'informed vigilance to the dangers of abuse.

- Enables and encourages concerns to be raised and responded to openly and consistently and protects children, young people and adults who may be vulnerable from harm.
- Ensures all people feel welcomed, respected and safe from abuse.

When concerns are raised we will:

- Respond without delay to every concern raised that a child, young person or vulnerable adult may have been harmed, or may be at risk of harm, through abuse or neglect.
- Work with police, local authority and other partners in any investigation, including where allegations are made against a member of the church community.
- Challenge any abuse of power, especially by anyone in a position of trust.

If abuse has occurred and having consulted with the Diocesan Safeguarding Adviser we will ensure:

- Informed and appropriate pastoral care is offered to any child, young person or vulnerable adult who has suffered abuse, including support to make a complaint if required.
- Supervision is provided for any member of the Church Community known to pose a risk of harm to others.
- Appropriate pastoral care is provided to any member of our church against whom an allegation is made.

In all recruitment we will:

- Follow the church of England Safer Recruitment Practice Guidance. See section 11h

Training and supervision

- is to be undertaken for those with any responsibility within the church and including voluntary workers. The training is arranged through the diocese.
- Share good safeguarding practice with children, young people and vulnerable adults, their parents, carers and all those working and worshipping with them.
- We will publicise the Safeguarding Policy on the Parish website

5. What is abuse and neglect?

Who is a child, young person or adult who may be vulnerable?

Children and young people: for the purposes of this policy this means anyone under the age of 18 years. Children and young people may be abused by an adult or child, male or female. It is far more common for a child to be abused by a person known to them than by a stranger. This could be a parent, family member, friend, teacher, minister or anyone else. Children may be abused in person or via electronic media, they may experience harm as a result of seeing or hearing the abuse of others.

Where conflicts of interest arise between the welfare of the child and that of adults, the child's wellbeing must always take priority.

Adults. The Care Act 2018 defines an adult to whom statutory safeguarding duties apply as an adult who:

Has needs for care and support (whether or not the Local Authority is meeting any of these needs)

Is experiencing, or at risk of abuse or neglect.

As a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect.

Care and Support Statutory Guidance 2016

The definition may apply to anyone over the age of 18 who may not be able to protect themselves from abuse, harm or exploitation, which may be because of illness, physical, sensory or learning disability or impairment, mental illness,

use of drugs or alcohol. Increased vulnerability may be temporary or permanent and may be visible or invisible.

An adult may be abused or neglected by family (including spouses, parents and children) friends, carers (paid or unpaid) strangers and professionals and members of the community. Those at risk may live alone or with family or in a care setting e.g. residential home.

Abuse and Neglect of Children

The abuse of children and young people can take many forms. They have the same right to protection regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. Children and young people from minority ethnic groups and those with disabilities (physical sensory and/or learning difficulties) are especially vulnerable and need protection.

Statutory definitions

The UK central government “Working Together to Safeguard Children” categorises and defines abuse in terms of:

- **Physical abuse** including hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.
- **Emotional abuse** including conveying to a child that they are inadequate, humiliation, blaming, controlling, intimidation, verbal abuse, isolation, seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying)
- **Sexual abuse** including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. It may include involving children in looking at, or in the production of , sexual images, watching sexual activities, or grooming a child in preparation for abuse.
- **Neglect** including failure to provide adequate food, clothing and shelter , to protect a child from physical and emotional harm or danger, to provide adequate supervision and/or access tp appropriate medical care or treatment. It may occur during pregnancy as a result ofmaternal substance abuse.

Domestic Abuse

Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

Sexual exploitation

Child exploitation (CSE) is a type of sexual abuse. Children or young people may be tricked into believing they are in a loving, consensual relationship.

They might be invited to parties given drugs and alcohol. They may also be groomed and exploited online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation.

Bullying and cyberbullying

Bullying behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It is usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there is no escape because it can happen wherever they are, at any time of day or night.

Online abuse

With the ever-growing use of the internet, mobile phones and online gaming (e.g. Xbox/PlayStation), there has been a corresponding rise in the use of the internet and other electronic communication to target, groom and abuse children. Adults may target chat rooms, social networking sites, messaging services, mobile phones, online gaming sites and the internet generally. Children are particularly vulnerable to abuse by adults who pretend to be children of similar ages when online and who try to obtain images or engineer meetings.

Electronic images

The downloading keeping or distributing of indecent images of children are all classified as sexual offences. Such offences are sometimes referred to as non-contact sexual offences. However, it must be remembered that children will have been abused in the making of the images. The texting of sexual messages and photographs (sometimes referred to as 'sexting') can be particularly problematic and abusive amongst children and young people.

Key message

See Photograph, Video and social media Policy appendix a) for information on safeguarding and action to help prevent the associated abuses.

Abuse and Neglect of Adults

All adults, including vulnerable adults have a fundamental human right to choose how and with whom they live, even if this appears to involve a degree of risk. They should be supported to make these choices, to live as independently as possible and be treated with respect and dignity.

Who abuses adults?

Potentially anyone, adult or child, can be the abuser of an adult. Abuse will sometimes be deliberate, but it may also be an unintended consequence of ignorance or lack of awareness. Alternatively, it may arise from frustration or lack of support. The list can include:

- Relatives of the vulnerable person including husband, wife, partner, son or daughter. It will sometimes include a relative who is a main carer.
- Neighbours.
- Paid Carers.
- Workers in places of worship.
- People who are themselves vulnerable and/or are users of a care service.
- Confidence tricksters who prey on people in their own homes or elsewhere.

Relatives who are main carers.

Carers can experience considerable stress, exhaustion and frustration without respite or support. This can lead to unintended poor care or abuse. Relatives who are the main carers may also be subject to abuse by those for whom they are caring. This abuse is often endured for long periods and is unreported.

Institutions.

All people living in institutions are more likely to have a degree of vulnerability. The Care Quality Commission in England has responsibility for inspecting and regulating the quality of care in institutions such as residential care homes, domiciliary care services and hospitals. In addition, the Local Government Ombudsman deal with complaints that relate to adult social care. HM Inspectorate of Prisons in England inspects Prisons.

Some members of the parish may be visiting adults in institutions – hospitals prisons and residential homes. If, as part of those responsibilities, they have concerns about care being given and/or the way someone is being treated, the DSA should be contacted. You can also refer directly to the institution or raise concerns with the appropriate inspection and/or complaints body.

Definitions of adult abuse.

The UK central government document ‘Care and Support Statutory Guidance’ categorises and defines adult abuse in terms of:

- **Physical abuse** including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.
- **Sexual abuse** including rape and sexual assault or sexual acts to which the vulnerable adult has not consented or could not consent or was pressurised into consenting.
- **Psychological abuse** including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
- **Financial or material abuse** including theft, fraud, exploitation pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Neglect or acts of omission** including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Discriminatory abuse** including racist, sexist, based on a person’s disability, and other forms of harassment, slurs or similar treatment.

- **Domestic abuse** that is usually a systematic, repeated and escalating pattern of behaviour, by which the abuser seeks to control, limit and humiliate, often behind closed doors.
- **Organisational abuse** including neglect and poor care practice within an institution or specific care setting such as a hospital or care home. This may range from one-off incidents to ongoing ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organization.
- **Modern slavery** including human trafficking forced labour and domestic servitude; and traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhuman treatment.

6. Responding to concerns or allegations.

You may see or hear something of concern, or someone may tell you something of concern (a disclosure). If a child, young person or adult tells you that they have experienced abuse, are experiencing abuse or are concerned that they may be at risk.

The following is a quick guide for action.

Concern/allegation You suspect or witness abuse, or someone discloses information about a safeguarding concern or allegation
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Emergency – immediate If a child or adult is in immediate danger or requires medical attention, call the police and /or social services immediately on 999 Record and report all information to the incumbent and PSO.	Non-emergency-within 24 hours Record and report to the incumbent/PSO or activity leader. Agree who will inform the DSA.
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**The incumbent and/PSO
Will record and discuss with the DSA within 24 hours**

The DSA will provide advice and guidance.

<p>No longer have concerns Record and inform incumbent/PSO of no further action/church support offer.</p>	<p>Still have concerns about child or adult Agree who will refer to child/adult social care and/or police following discussion with DSA</p> <p>Refer to child/adult social care or police within 24 hours</p> <p>Share information and follow advice of child/adult social care and/or police. Keep DSA updated</p>	<p>Still have concerns about a church officer DSA refers to Local Authority Designated Officer and/or police.</p> <p>Ongoing liaison with statutory agency. And DSA convenes core group within 48 hours</p>
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Record all actions Consider the support needs of all those affected by the allegations of abuse at all points in the above stages. Remember the safety of any child or adult takes precedence over all other concerns

The outcomes of any allegations may be:-

No further action	Child/adult protection conference	Criminal prosecution	Disciplinary procedures	Risk management
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Key message

Always seek advice from the Incumbent or PSO about concerns of abuse.

Never do nothing.

Guidelines for responding to a person disclosing abuse

Respond

Do:

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

Do not

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

Record

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

Report

- If there is immediate danger to a child or adult contact the police.
- Otherwise report to your Parish Safeguarding Officer/activity leader/incumbent immediately.
- Within 24 hours the PSO/incumbent reports the concerns to the DSA.
- The DSA will advise regarding reporting to statutory agencies within 24 hours.
- If there is any doubt seek advice from the Children's/Adult's Social Care or the police.

Non-recent abuse

Safeguarding concerns maybe happening now/ happen in the future/or in the past. Non-recent abuse must be treated as seriously as recent allegations. Research shows that it may take up to 25 years for an adult to disclose sexual abuse that happened to them when a child/or young adult. A victim/survivor needs to be informed that the perpetrator of the abuse will be reported to the statutory services by the DSA if they are currently working with children/vulnerable adults in a paid or voluntary capacity.

7. Confidentiality and consent.

Confidentiality: The church accepts the principle that only those with a need to know should be made aware of safeguarding concerns or other confidential information. All staff, ministers and volunteers are expected to share confidential information appropriately and ensure that written records and verbal information is shared responsibly and stored securely.

Children: A child experiencing or is at risk of abuse may ask those that know 'not to tell anyone'. Under the Church of England Safeguarding guidance and Statutory Guidance this is not possible. Safeguarding concerns must be reported as outlined in the above guidance on responding to abuse. Cotham accepts this guidance and that concerns must be reported to the appropriate authorities to enable the child or young person to receive appropriate help and support. Cotham asks all staff, ministers and volunteers to explain this to children in their care when appropriate. Where there is concern that a child is experiencing or is at risk of abuse or neglect the parents and carers will be communicated with and will have their consent sought for information to be shared with the Local Authority or other agencies. This should happen except where there is concern that to do so would place the child at increased risk or where the parent or carer may be involved in the abuse of the child. In those circumstances, advice of the Local Authority or police should be sought, and the Diocesan Safeguarding Adviser informed before informing the parents or carers of the concern. Where the allegations against an individual who may have access to other children or vulnerable adults the referral should be made without seeking consent from parents or carers. How they are made aware of the concerns will be decided together with the appropriate statutory agencies.

Adults: Adults have the right to make their own decisions about their lives. Consent should be sought from an adult before information is shared about them. However, where an adult withholds consent for a safeguarding concern with statutory authorities (police or local authority), this should be accepted

except

- Where others may be at risk (e.g. if the abuse or neglect is happening in a care home or hospital or the abuser has access to other vulnerable adults or children)

- Where there is reason to doubt that the individual has the capacity to make that decision.
- Where there is imminent risk of serious harm.

Advice should be sought from statutory services (adult social care or police) or the DSA where there is any doubt as to whether a concern should be referred.

8. Record retention and security.

Records of all safeguarding concerns will be kept securely by the Parish Safeguarding Officers. They will keep a record of:

- Initial concerns and all action taken.
- The records will be securely held in (1) in a locked filing cabinet in a locked filing cabinet in the Parish Office at Cotham Church.
- All those involved in any safeguarding concern must provide the PSO with any records they have made.
- All DBS checks.
- Staff and volunteer training.

Records will be retained as per the Church of England guidance 'Safeguarding Records: Joint Practice Guidance of the Church of England and Methodist Church' 2015 (Available on the Diocese of Bristol website). Some safeguarding records must be kept for 50 years.

Data Protection and the Storage of Records.

The Data Protection Act (DPA) applies to the processing of any information which relates to a living individual who can be identified from that information alone or when taken together with other information held by the same person or body. Such information is termed '**personal data**' in the DPA. Processing is widely defined and includes obtaining information, holding it (whether in paper or electronic form) and sharing it with others.

Key considerations when recording personal information:

Is it lawful? Is it relevant/adequate? Is it accurate/up to date? Is it to be retained? Has the DPA process been applied? Is it stored Securely? Has the information been shared within the DPA framework? Has there been honesty with families or others involved in safeguarding issues? Has appropriate

consent been acquired? Has a record been kept of any decisions? Is the information timely/proportionate?

9.Safer Recruitment and ongoing support and supervision

All recruitment of staff and volunteers will be undertaken in line with Church of England Policy 'Safer Recruitment 2016'. See Benefice Safer Recruitment Guidance for further information.

Recruitment of staff and volunteers will only be undertaken by those delegated with such responsibility from the PCC.

Recruitment of staff and volunteers will be undertaken according to agreed process.

All recruited staff will be made known to the PCC.

No one who has not been safely recruited will be permitted to work unsupervised with children young people or adults who may be vulnerable.

In brief: all volunteers will:

- Have all recruitment checks completed and approved prior to starting in role
- All eligible staff and volunteers will have a repeat DBS disclosure every five years. Any lapsed DBS check will require the post holder to stand down until the check has been completed.
- Attend safeguarding training as required by the Church of England.
- Attend any other training as decided by the PCC
- Have a named supervisor.

10. Roles and responsibilities.

Name	Responsibilities
Parochial Church Council	<ul style="list-style-type: none"> • Agree, implement , monitor and review annually this safeguarding policy and all associated policies. • Ensure all staff and volunteers are recruited safely. • Agree and implement supporting good practice guidance and processes. • Ensure adequate insurance for all activities. • Recruit and support adequate Parish Safeguarding Officers. • Ensure all staff and volunteers are adequately trained and supervised.
Parish Safeguarding Officer (PSO)	<ul style="list-style-type: none"> • Respond to all safeguarding allegations and concerns according to policy and guidance. • Monitor and report to PCC regarding adherence to policy and practice. • Arrange safeguarding training and maintain records. • Process DBS disclosures for the church and maintain records.
Incumbent	<ul style="list-style-type: none"> • Act as a point of contact should there be any safeguarding allegation or concern regarding a PSO.
Church Wardens	<ul style="list-style-type: none"> • Take part in allegations management procedure when required.

	<ul style="list-style-type: none"> • Take part in ‘agreement’ as per ‘ministering to those that may present a risk’.
Activity Leaders	<ul style="list-style-type: none"> • Follow the safeguarding policy and associated good practice guidance. • Ensure that activities are run according to good practice guidance. • Report any safeguarding concerns as per policy. • Ensure all volunteers are safely recruited. • Ensure all volunteers have in date training and DBS checks as required. • Ensure all new volunteers receive agreed induction. • Supervise volunteers.
Staff and Volunteers	<ul style="list-style-type: none"> • Follow the safeguarding policy and associated good practice guidance. • Report any safeguarding concern as per policy.
Church Members	<ul style="list-style-type: none"> • Be aware of the safeguarding policy and associated policies. • Report any concerns as per policy.

11. Additional Related Policies.

(a) Photograph, Video and Social Media Policy

Photograph, Video, and Social Media Policy

With the continuing development of IT and the ease with which technology allows us to communicate, it is important that safeguards are in place to protect and give advice to all especially those who may be vulnerable. As a consequence we need to be reviewing and updating the information regularly. This may require additional protocols for exceptional circumstances and may be added to this policy.

For full information regarding Photograph, Video and Social Media please refer to the Church of England Guidance 'Safer Environment and Activities' <https://www.churchofengland.org/sitesdefault/files.2021-04/video.pdf>

Other resources: The online resources for detailed advice regarding social media are as follows:

- **Thinkyouknow**
- **Parentzone**
- **Parents Protect-Internet Safety**
- **ChildNet International**

Images count as sensitive personal data under the **Data Protection Act 2018** and the **General Data Protection Regulations (GDPR)**. As with all such data, they should only be used with the consent of the person in the image.

The list below provides a simple point of reference for gaining consent regarding the images of children:

- Children under the age of 13: consent should be gained from their parents;
- Children aged between 13 and 16: consent should be gained from parents and the children themselves;
- Children aged 17: consent should be gained from the children themselves.

Risk Assessment.

A risk assessment must be taken for these activities.

A form is available for consent and must be completed when photographs, videos or social media (including Zoom) are being undertaken for church activities. This form will stipulate; Who will take the photographs and videos. The form will stipulate who is responsible for social media.

Storage

All photographs and videos will be stored securely on devices held by the PCC. No photograph or video should be left stored on personal photography or video equipment.

General guidance.

All images must respect the dignity of the person being photographed.

- Do not take pictures of children or adults who may be vulnerable without another adult present.
- If children are dressed for a specific activity in less clothing than usual e.g. for swimming, then:
 - *Focus on the activity rather than an individual child
 - *avoid full face and body shots
 - *consider the age of the children involved
- Children will not be named in publicity related photographs, video or on Zoom. However, there may be circumstances where, with the explicit, written consent of the child and their parent/carer, it is permissible to use a child's full name, for instance when promoting a specific performance or achievement.
- For adults who may be vulnerable specific consent should be sought if their name may accompany a publicized article or caption.
- When an image is being taken for publication or distribution, those being photographed or videoed should be aware this is being done.
- Where an event may be photographed or videoed and is open to the public; signs will be displayed noting that photographs or video may be taken to inform anyone not wishing to be in the photograph or video, so that they may inform the named person for the event. This may be the photographer.
- Only those delegated with that responsibility by the PCC may ask for parental consent and arrange the taking of photographs or video and social media events including Zoom.

Images taken by participants

If, at a church related event, children or adults who may be vulnerable use cameras or mobile phones to take photos of each other, or if parents or carers take photos of children or adults other than their own, they should be advised that these can be used for personal use only, and should not be displayed in any publicly accessible space, including the internet or web-based communication channels such as Facebook.

Communications and Social Media

No one employed on paid or voluntary basis, serving as a PCC member or as a licensed minister will contact children or young people directly via social media, email, phone or text without the knowledge and consent of that child or young person's parent/carer.

Where such contact needs to be made (e.g. a text to advise a change of time to an activity) the child's parent/carer will be asked for consent in advance and the parent/carer will be copied into that communication.

Very rarely contact may be made with a child or young person without the knowledge of the child's parent/carer (e.g. where serious safeguarding concerns for a child would increase the risk to the child from the parent/carer).

In this case the person making contact with the child must agree in advance with the Parish Safeguarding Officer, and confirm that this is appropriate. A Second adult should be copied in with all communications. The Parish Safeguarding Officer or Incumbent must keep a record of all communications for the case record.

Social Media Accounts

Where a group wishes to have a social media account to publicise or communicate about their group activity the following will apply:

- The account shall not be a personal account belonging to any group member or leader; it will be a separate account.
- More than one adult should be the administrator for the account so that all messages can be seen by more than one adult.
- All users will be made aware that bullying, harassment or any other anti-social behaviour will not be tolerated. Information will be available to all

users about how to raise a concern about conduct of others and with whom.

- Steps must be taken to prevent people from outside the group having access to the names or personal details of anyone who is part of the group, e.g. if a group Facebook is used, the account and settings should prevent group members being identified and any message sent to anyone other than the administrator.
- Where a group account is set up the specific details of this account must be given to the parent/carer. This pro forma should be held by the key individuals running the group and by the Parish Safeguarding Officer for the records.
- All those in a leadership capacity will ensure their language is professional and appropriate, e.g. not adding 'xx' to messages, not using nicknames unknown to others, avoiding addressing others by endearments which could be ambiguous, such as love.

Consent

Parent or carer consent is needed for any activity for their children at which they are not present. Often this will be implicit, for example through attendance at Sunday School or a Youth Club. Implicit consent will suffice for regular group activities. Written parental consent forms must be

completed for activities off the premises. These must include contact details of the parent/carer, details of any special needs of the child, and permission as necessary for taking photographs, videos and other images.

(b) Ratios: children and adults

Definitions:

On-site: This is an activity that takes place on a church site whilst there are other adults present in the building. This means only children and young people's activities on a Sunday during public service times can be operated as an on-site activity.

Off-site: These are all other activities including those taking place in church buildings outside of the public church hours,

On-site activities.

Specific ratios are recommended for the number of children to adults and it is necessary to be aware and plan for these levels. **There should always be two adults with any group of children, however small the group.** This also means that there should be at least two adults in any vehicle which is being used on behalf of the church to carry children/young people.

As recommended by Ofsted the ratios are:-

0-2 years 1 person for every 3 children

2-3 years 1 person for every 4 children

3-8 years 1 person for every 8 children

Over 8 years 1 person for the first 8 children then one extra person for every 12 children.

A risk assessment should be undertaken to identify the numbers of adults required for each activity.

Twenty children with only two adults might pose a risk, even **fifteen** could be a problem. It is probable that higher ratio of adults to children would be needed if there were no other activities going on in the building at the same time.

THERE MUST BE A MINIMUM OF TWO ADULTS HOWEVER SMALL THE NUMBER OF CHILDREN.

In a creche, the specific ages of children and any special needs or circumstances should be assessed at the beginning of each session. Necessary action should be taken if it is felt that the adults present would be unable to deal with the children in any emergency arises. It is important to remember that you can only carry two babies at a time should you need to leave the premises in the event of an emergency.

(c) Off-Site visits/Activities (UK based)

All off-site visits/activities must have PCC approval and such approval must appear in the PCC minutes.

The PCC is responsible for all off-site visits and activities, and, therefore, the group leader needs to provide members with the necessary information to

enable them to decide if they are able to approve such visit/activity. If plans are at an early stage, the PCC can give outline approval and set a date, well in advance, for the for the detailed arrangements to be made available. When all the required information is received by the PCC, and is considered satisfactory, the PCC will be able to give final approval for the visit/activity to go ahead. It is good practice to notify Ecclesiastical if the proposed activity is in any way unusual or dangerous.

Action to be taken when Organising a Visit/Activity (UK based)

Preparation for visit/activity

- PCC approval for the visit/activity must be obtained for any new activity/event.
- A full itinerary should be sent to parents/carers as early as possible.
- A meeting of parents/carers should be held for all residential visits and visits/activities involving adventure style activities to explain the itinerary, ground rules for the visit/activity and to answer any questions.
- Careful planning for all visits/activities is essential and a full risk assessment is to be completed and submitted to the PCC and copies given to the Safeguarding officer.
- A preliminary reconnaissance visit by the leader is strongly recommended in order to evaluate the site from a safety viewpoint and ensure that assessments of risk, safety procedures, necessary insurance and suitably qualified and competent staff are in place. The organizer must be able to demonstrate that adequate preparation has been undertaken.
- The organizer should be familiar with the nature of the conditions likely to be encountered. Prior information should be obtained about local hazards and safety requirements that are likely to be encountered. Contact should be made in advance with local agencies, guides or establishments in order to ascertain local conditions. Informed and responsible local advice should always be heeded and acted upon accordingly.

General Principles for Off-Site Visits/Activities.

- The careful preparation and supervision of visits/activities is essential in order to ensure the safety of, and enjoyment by, young people.

- A form should be completed by the visit organizer to ensure that all necessary information is available to the PCC when considering visits/activities.
- All visits must be approved by the PCC.
- A Parish emergency contact should be appointed and this person will be the first point of contact in the Parish during the visit/activity if an emergency arises. They will hold copies of the information, medical and consent forms and will be the person who will contact parent in the event of an emergency.
- For each visit/activity one leader should take on the responsibility of organizer. This person has overall responsibility for the visit/activity and for ensuring the Safeguarding Policy is followed. The organizer should be considered by the PCC to be suitably qualified, or competent and experienced to fulfill this role. Specialist advice may be sought for certain activities such as swimming or rock climbing.
- All adult leaders should have been through the Church Safeguarding procedure and DBS disclosure.
- The ratio of adult leaders to young people must be as set out under the section 'supervision'..
- Written parent/carer consent must be obtained prior to any young person going on a visit/activity. Communication with parents/carers needs to be extensive and as frequent as necessary. A form should be used for the collection of information to be used in an emergency.
- Consent should be sought from parents/carers and the child/young person before photographs may be taken. It is important to try to make sure that when using photographs in any public place which includes church, magazines, newspapers or the internet no child can be identified.
- All copies of emergency information forms should be returned to the appropriate person in the parish immediately following the visit/activity. The original forms should be retained by the person, but all copies should be shredded. Copies may not be retained by visit/activity organisers/leaders.
- No information relating to young people may be held by visit/activity organisers/leaders on computer databases.
- Copies of information relating to any accidents or incidents which may have occurred should be lodged with the appropriate person in the

parish immediately after the visit/activity. The insurers must be informed if necessary.

- The PCC reserves the right to exclude any child or young person from participating in a visit/activity.

Supervision

- Each Visit/activity needs to have a designated organizer who should be approved by the PCC.
- The organizer shares the responsibility for the trip with a group of adult leaders. The **minimum** requirement for the ratio of leaders to children is outlined in the table but a ratio of adults to children may be preferable.
- The leaders should reflect the gender mix of the young people.

A reminder about ratios for young people aged over 8 years and up to the age of 18.

Number of young people	Team leaders	Helper	Total adults
Up to 12	1	2	3
13 to 18	1	3	4
19 to 24	2	2	4

If children under the age of 8 are included in a visit, additional adults are required.

- A husband and wife, or partners **may not** be the only leaders of a group/visit/activity.
- It is not appropriate for leaders to sleep in the same room as children or young people. Care should be taken to ensure that 'rules' set down by outside organisations are not in conflict with those determined by this policy.
- All visit/activity leaders are responsible for the safety and pastoral care of all the children and young people in their care. It is advisable for each child or young person to be allocated a specific leader as their first point of contact in case of need. **Young people must know where they can contact an adult leader of the party at all times.**

- It is essential that **all** adult leaders have a list of **all** the young people and frequent checks and roll calls need to be made to ensure that no one is missing. Each adult leader should also carry a list of young people for whom they have **specific** responsibility even if it is intended the whole party should stay together.
- It is recommended that adult leaders and young people be aware that groups should not be changed and that, if travelling in groups, young people return with the adult leader with whom they came. This avoids the possibility of someone being left behind because it is thought they have changed group and are travelling with someone else.
- Children/young people should not be allowed to wander round unsupervised.
- An agreement should be reached between the organizer and parent/carers as to how much independence is appropriate for older children and teenagers.
- Water based activities can be particularly hazardous. For some activities, like swimming, it is essential to check on specific local arrangements.
- For special activities it is essential to check at the planning stage, that there are qualified, trained and skilled people in charge and that the establishment has appropriate insurance cover. If on arrival it is found that the situation is not as expected the organizer should not let the activities take place.
- Adult leaders have a duty to care, to act in the manner of a prudent parent, exercising supervisory responsibility for the young people in their charge.

Discipline and Sanctions

- All visits/activities must have safety rules and boundaries.
- Clear instructions about their expected behaviour should always be given to children/young people, this applies to matters such as free time, lights out and out of bounds.
- The relevant laws on smoking and consumption of alcohol must be upheld and strict guidelines enforced,
- The use and/or possession of illegal drugs is strictly forbidden.
- The use and/or the possession of weapons (including knives) is strictly forbidden.

- If a young person's conduct is deemed to be so bad (e.g. Drunkenness, abusive language, refusals to accept the instructions of adults etc.) as to be intolerable, the parents/carers should be contacted to collect the young person.
- It is not usually possible for a leader to take a person home, either because of bad behaviour or because they have become unwell, since this may affect the child/adult ratio and leave the rest of the group vulnerable.
- Those responsible for the visit must be able to contact parents/carers or someone who is prepared to be responsible for a child/young person, at all times throughout the duration of the visit/activity.

(d) Transport

Church Organised Car Transport.

Where the driving of young people and/or children has been organized by the church; the driver must hold an enhanced plus DBS clearance. There must always be two leaders in the car at all times when young people are present.

Private Transport.

- Children and young people should not be taken out in private cars without the prior consent of their parents. This applies to giving lifts to and from church activity,
- If any leaders or helpers use their own cars for youth and children's work, it is essential that they consult their insurers about such use and confirm this to the PCC.
- Whoever makes the transport arrangements, it is always the responsibility of the driver to ensure the vehicle is roadworthy and adequately insured.
- Any driver who has an 'unspent' conviction for a driving offence should not transport children.
- At no time should the number of children in the car exceed the usual passenger number. There must be a seat belt for every passenger, and these must be worn in accordance with current seat belt laws.
- Any driver who is transporting children/young people should have at least two years driving experience since passing their test.

- There should be 2 adults in each car in which children are travelling and a minimum of 2 children. If in an emergency, a driver has to transport one child on their own, the child should sit in the back of the car and this should be recorded on an incident sheet.
- Drivers who are not normal children's/youth workers should be recruited for the task through the Parish's normal recruiting processes.

Minibuses

If a minibus is hired, then motor insurance will need to be arranged and this should be available as part of the hiring arrangement. A minibus with seat belts should be used and all occupants must have a proper seat. The terms and conditions of the hire agreement must be complied with e.g. evidence of a Minibus certificate. Two adults must be present in the minibus.

Coaches

The PCC should check that any independent coach company used for transporting children has the appropriate insurance in place. When travelling by coach normal off-site ratios apply.

Multiple occupancy vehicles and/or public transport.

Where multiple occupancy transport e.g. coaches/minibuses or public transport is used it is recommended that a private care also accompanies the party to enable emergency transport if required.

(e) Hire of Church Premises for non-Church events and activities (whether a fee is charged or not)

Statement for Hirers

Safeguarding Policy for one-off bookings:

The PCC will signpost the hirer or responsible person to a copy of the Parish Safeguarding Policy and ask them to sign a contract which confirms they are aware of, understand, in agreement with, and will comply with the policy. The Agreement for Hire for a Single Event is included as an appendix to this policy (see page 52). For one-off bookings such as parties or wedding receptions the

PCC does not need or expect the hirers to obtain Disclosure and Barring Certificates for Leaders.

Safeguarding Policy for regular bookings:

All organisations that regularly hire church premises will be signposted to a copy of the Parish Safeguarding Policy. Compliance with this Policy is a condition of hire.

This means that hirers are required to ensure that children and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring, and carry full liability insurance for this.

In particular this means that hirers will:

- comply with the parish policy and procedures for safeguarding children and vulnerable adults
- provide the church with a copy of the hiring organisation's safeguarding policy and procedures (if the hirer has one)
- recruit safely all current paid and voluntary workers who work with children and vulnerable adults and where enabled by law to do so obtain satisfactory disclosures from the Disclosure and Barring Service (DBS)
- keep an up to date list of the names of all paid and voluntary workers with regular and direct contact with children and vulnerable adults
- **always have at least two leaders in any group of children and young people, no matter how small the group, with DBS certificates.**
- ensure no person under the age of 18 years will be left in charge of children of any age
- ensure no child or group of children or young people should be left unattended at any time
- ensure a register of children or vulnerable adults attending the activity will be kept (to include their name, address, date of birth and next of kin)
- complete details as soon as possible of any accident or incident occurring during the hirer's occupation of the premises which did or could give rise to injury

- immediately (within 24 hours) inform the Parish Safeguarding Officer of a) any incidents or allegations of abuse or causes of concern relating to members or leaders of the hirer's organisation, and b) any known offenders against children or vulnerable adults seeking to join the hirer's membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

Access to the area being hired will be available to Church Wardens, the Vicar, the Halls Administrator, volunteer opening-up person and maintenance persons. Hirers will need to ensure that, where there are shared facilities with other groups, children are sufficiently supervised to reduce the risk of harm occurring.

Enquiries will be made as to whether the hirer intends to care for children under the age of 8 years for 2 hours or more without their parents or carers present. If so, they may need to register with Ofsted. No booking with such a group will be formalised until the Administrator has seen evidence of its Ofsted registration, or confirmation that registration is not required.

The Agreement for Regular Hire is included in an appendix to this policy.

(f) Insurance (Church activities)

“Policies of insurance require the insured to take all reasonable steps to prevent injury, loss, or damage occurring. Failure to take such precautions may prejudice the insurance arrangements in force. A duty therefore exists upon the insured to research and adopt best practice based upon current and ongoing guidelines.” (A statement from the Ecclesiastical Insurance Group)

Some points to note:

- Public liability Insurance should be a minimum of £2 million in respect of any one claim.
- Workers who use their own cars for transporting children, young people and vulnerable adults should check their own insurance covers this. This means social, domestic, pleasure and business for a car. They should never carry more people than their vehicle may legally carry.

- A copy of the insurance policy should be displayed in the church and in the hall.
- The PCC should approve all church activities.
- For anything involving children or young people we need a separate risk assessment.
- For insurance purposes, offsite activities involving children and young people require specific PCC approval and compliance with this policy.
- Our Ecclesiastical Parish Plus Insurance Policy insures us for all our usual activities in the UK.
- New activities require PCC approval and, if dangerous, the PCC should notify Ecclesiastical of such intentions.

(g) Equality and Diversity

Our equality and diversity policy is summarised in Cotham's mission statement:

We aspire to cherish all regardless of marital and social status, sexual orientation or level of Church commitment.

All forms relating to Safeguarding Policies and Procedures are available from the Parish Safeguarding Officer.

(h) Safe

Cotham Church is committed to a safe recruitment process.

This will be conducted in line with the Diocese of Bristol Safer Recruitment Guidelines (Diocese of Bristol 2018) which are based on the current Church of England Policy (Safer Recruitment Policy for the Church of England and Methodist Church in Britain, 2013) the process adopted by the PCC will be used when recruiting any paid or voluntary staff and will include use of the Disclosure and Barring Service when appropriate.

The recruitment process will involve:

- Disclosure and Barring checks where necessary, and handling the Disclosure information.
- Fair Recruitment of ex-Offenders policy where applicable.

Safeguarding Recruitment Process.

1. Advertise Role with a statement which includes suitability to work with children and/or vulnerable adults, state that references will be required.
2. Give out application forms to volunteers and Role Descriptions (this includes the skills required and the role purpose). The Declaration form is included (this is returned to the PSO sealed until the post is offered).
3. On receipt of the application form etc. send for references using an official letter with the address of the vicarage.
4. Interview and inform the candidate about the Disclosure and Barring Service check as appropriate.
5. Use official letter to offer or decline post.
6. Undertake Disclosure and Barring Service check as required (renewable every five years)
7. The role cannot be undertaken until the post has been offered in writing. There will be a three-month trial period – the role reviewed, then the position confirmed or not and the out come recorded.
8. The Role Description is signed at this point.
9. Training is then arranged.
10. Ongoing supervision and support should be provided.

(i) Training

The House of Bishops' Safeguarding Policy states that the church 'will train and equip church officers to have the confidence and skills they need to care and support children, young people and vulnerable adults and to recognize and respond to abuse'

The Training and Development Framework outlines the core safeguarding training that is available from the diocese for a more comprehensive list of training requirements for individual roles see the Diocesan Safeguarding website.

C0 – Basic awareness	Recommended for anyone who needs a basic level of awareness of safeguarding. This module is also a pre-requisite for attendance at any core training module.
C1 – Foundation	Required for anyone who has safeguarding responsibilities/contact with children and/or vulnerable adults.
C2 – Leadership	Required for anyone who has safeguarding leadership responsibilities and/or leads activities involving children and/or vulnerable adults.
C-4 Senior staff	Senior staff who have key roles in safeguarding policy, strategy and practice.
C5 – Refresher	To be undertaken every three years by those who have completed C1, C2, or C4.

Basic safeguarding awareness.

C0 is a basic safeguarding awareness course that can be completed by any member of the congregation, to improve their understanding of abuse and enable them to help build a culture of informed vigilance within the Church. It can be undertaken online.

However it is recommended that the following roles are encouraged to complete it.

Vergers, servers, welcomers, caretakers, refreshment helpers, shop staff, sidespersons, flower arrangers, administrative staff, bell- ringers, choir members/music group members, (including sound/AV)

Additional core training requirements.

Role	C0	C1	C2	Refresher
Incumbent and Clergy including those who hold PTO	YES	YES	YES	YES
Licensed lay ministers e.g. readers	YES	YES	YES	YES
Parish workers with children/vulnerable adults (paid or volunteers)	YES	YES	NO	YES
Leaders /supervisors of work with children/vulnerable adults (paid or volunteer)	YES	YES	YES	YES
Parish Safeguarding Officer	YES	YES	YES	YES
Church operations managers	YES	YES	NO	YES
Church wardens	YES	YES	YES	YES
PCC members	YES	NO	NO	NO
PCC Safeguarding leads	YES	YES	YES	YES
Youth and children's pastors (if not ordained or licensed) Role	YES	YES	YES	YES
Music activity leaders/choir leaders	YES	YES	YES	YES

Bell tower captains	YES	YES	YES		YES

(j) Fair Recruitment of Ex Offenders Policy

As an organization using the disclosure and Barring Service (DBS) to assess applicants' for the suitability for positions of trust, Cotham undertakes to comply fully with the DBS Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.

We make every subject of a DBS Disclosure aware of the existence of the Code of Practice and make a copy available on request.

Having a criminal record will not necessarily bar you from working with us. It will depend on the nature of the position and circumstances and background of your offences.

A Disclosure is only requested after a thorough assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where 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 a position.

Where a Disclosure is to form part of a recruitment process, we encourage all applicants called for interview to provide details of any unspent criminal record at an early stage of the application process.

Unless the nature of the position allows Cotham to ask questions about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of offenders Act 1974.

Where the nature of a position does allow us to ask questions about your entire criminal record excepting any "protected" information we will ask you to complete a "Self Disclosure Form" before asking you to apply for a DBS disclosure. (Further information about what information should be disclosed is available from DBS in their DBS Filtering Guide).

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide> guide. This enables us to discuss with you at an early stage any information which may cause you to be unable to progress to confirmation in

role. We request that this information is sent under separate, confidential cover to the person within the organization who is responsible for processing your application and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Where a caution, conviction or additional information is disclosed by you or on a DBS Disclosure your consent will be sought to forward a copy of the document to the Diocesan Safeguarding Team (DST).

The DST will make contact with you to discuss the information and the circumstances in which the caution, conviction or concern arose. The DST may need to speak to statutory bodies or individuals and will seek your consent to do so. The DST will provide a written risk assessment to the recruiter which includes a recommendation of safe to proceed, proceed with amendments to role or not safe to proceed. You will be provided with a copy of that assessment.

The recruiter will then communicate to you a decision regarding whether they are able to continue with the appointment process.

Failure to reveal information that is relevant to the position sought could lead to further withdrawal of an offer of employment or voluntary work. Failure to consent to a risk assessment will result in any offer of employment or voluntary work being withdrawn.

Quality Assurance and Appeals:

Should the individual subject to this process feel that they have been treated unfairly or that the process is contradictory the Church of England practice guidance, they may appeal.

The individual subject to risk assessment states in writing that they wish to appeal. If the individual states verbally that they wish to appeal they may be assisted any party in producing a letter stating their reason for appeal.

In the first instance the appeal should be made to the Parish Safeguarding Officer/Recruiter. The parish Safeguarding Officer will discuss this appeal with the Diocesan Safeguarding Adviser and act upon their advice.

In order that this process is followed according to the Church of England agreed policy and practice (see National Church of England 'Practice Guidance: Risk Assessment for individuals who may pose a risk to children or adults' June 2015

(k). Policy for Responding to Domestic Abuse

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

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

We recognize that:

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

We will endeavour to respond to domestic abuse by:

In all our activities-

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

In our publicity-

- Raising awareness about other agencies, support services, resources and expertise, though providing information in public and women-only areas of relevance to survivors, children and alleged or know perpetrators of domestic abuse.

When concerns are raised -

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

In our care –

- Ensuring that informed and appropriate pastoral care is offered to any child, young person who has suffered abuse.
- Identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or know perpetrators of domestic abuse.
- **If you have any concerns or need to talk to any one please contact Parish Safeguarding Officer St. Mary and St. Saviour Church Cotham.**

12. Policy Implementation and Review

This policy and procedures was agreed by the Parochial Church Council of St Saviour with St Mary Cotham at a PCC meeting on 2nd November 2021

Chair of PCC of St Saviour with St Mary Cotham

All staff, volunteers and ministers are required to abide by this policy and associated good practice guidance.

The policy will be made available on the Church website. A copy will be available in the church.

This policy will be monitored via annual audit and annual report to PCC.

This policy will be reviewed annually.

14. Appendix ... Example Forms.

St Saviour with St Mary Cotham

Consent for the use of Photographs, Video and Social Media Material

This form should be completed when groups wish to display photographs use video footage or use social media groups for children under the age of eighteen years old. The form should be completed prior to the use of material and filed by the group co-ordinator and the Parish Safeguarding Officer.

Name of child, young person.....

Home Address.....

Telephone Number.....

Photographs, videos to be taken by.....

Reason/event for photos/videos to be taken.....

What will the photographs/videos be used for?.....

.....

Consent given by PCC.....

The photographs will be stored by the church for Months/weeks/ years.....

Social media (indicate which type).....

Frequency of event.....

You are happy for your child to participate in zoom/Facebook meetings **Yes/No**

If using zoom, data will be shared do you agree? **Yes/No**

Parent/guardian/carer will provide your email log in for a zoom call **Yes/No**

You agree to your child's photograph being put on the church noticeboard/website. **Yes/No**

Signature of parent/carer/guardian.....

St Saviour with St Mary Cotham

Registration and Consent: Children and vulnerable Adults.

Church Groups, Day Visits, Camps, Residential Holidays, Retreats.

(to be completed as appropriate by the parent, carer of the child or vulnerable adult. This must be complete annually for church groups)

Name of Church.....Name of Group/Activity.....

.....

Family contact details

Adult/Child's name.....Date of birth.....

Full name of parent/carer/guardian.....

Home address.....

Home Telephone number.....

Parent's/carer's/guardian's mobile number.....

Parent's/carer's/guardian's email

Family Doctor.....Tel. No.....

School.....School Year.....

About you/your child:

Do you/ Does your child have any food allergies/ (please specify).....

.....

Do you/ does your child have any medical conditions? (please specify).....

.....

Are you/is your child on any medication? (please specify).....

.....

NHS No.....Details of last anti-tetanus injection.....

Does your child have any special needs? (please specify).....

Policy Date: October 2021. Version Number: 1. Due for review: October 2021.

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

.....

Emergency contact details for parents/carers/guardians.....

Contact tel.no. during group or activity time.....

Contact name for carer/ an alternative adult in case of emergencies.....

.....

Tel. no.....Relationship to your child.....

Arrangements for collection: Church groups.....

I/My child will be brought and collected from the group Yes/No

I/My child will be collected by.....

Relationship to your child.....

Name of anyone not allowed to collect my child.....

Relationship to child.....

My child has permission to travel to and fro from the group without me
(children over 11 years) Yes/No

Declaration

I give my permission for.....(child) to attend
and take part in the specified activities.

In an emergency and/or if I am not contactable, I am, I am not (delete as
appropriate) willing for my child to receive doctor, hospital or dental treatment
including an anaesthetic. (Day visits, camps, Res Hols. Retreats)

Signed (adult/parent/guardian).....

The information requested on this form can be completed by a carer, but only
those with parental responsibility can sign the consent. (NB this may not
include foster carer)

If you need to add any further details please do so on a separate sheet.

St Saviour with St Mary Cotham

Risk Assessment form for Transport

Location or project title:

Usage of car:

Assessors Name (capitals).....

Date of assessment:Risk assessment number.....

Project description:

Risk assessment cover:

Trips outings by Youth Group

.....

Activity or incident identified
Persons at risk
Severity of consequences
Likelihood of occurrences
Risk rating SxL 1-9
Existing risk control measures necessary
Date of R/A's to be implemented
Review Date if any

St Saviour with St Mary Cotham

Application form for Volunteers

Copies of this form should be retained by the Parish Safeguarding Officer.

Personal Details:

Name:

Address:

Post Code:

Telephone Number: Home

Mobile

How long have you lived at the above address?

Years

(If less than 12 months please state your previous address and parish church)

Name of group with which you intend to work:

Experience of working with children and Qualifications please give details:

Please give employment history and reason for any gap:

Please give any other relevant experience useful for this post on attached blank page.

References:

Please provide the names and addresses of two people who have known you for at least two years and would be able to provide you with a personal reference. If you are employed please give your Managers name and HR managers name as one of the referees.

Where appropriate I agree to comply with the requirements for Disclosure and Baring Service check.

I have received a copy of the Parish Safeguarding Policy. Yes/ No

Signature.....Date.....

St Saviour with St Mary Cotham

Declaration Form

For Volunteers seeking to work with Children/Young Adults.

This form is strictly confidential and will only be seen by the Parish Safeguarding Officer.

Please circle the answer appropriate to yourself:-

1a. Have you ever been convicted of a criminal Offence? (including any 'spent' convictions under the Rehabilitation of Offenders Act 1974)

Yes/No

1b. Have you ever been cautioned by the police or bound over to keep the peace?

Yes/No

1c. Have you ever been found by a court exercising civil jurisdiction (including matrimonial or Family jurisdiction) to have caused significant harm to a child or young person under the age of eighteen years, or has such a court made an order against you on the basis of any findings or allegation that any child was at risk or significant harm against you?

Yes/No

1d. If yes please give details, including date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

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

Yes/No

3 Have you had any health problems which might affect your work with children or young people under the age of eighteen?

Yes/No

4 Have you, during the past five years, had any home address other than that given below?

Yes/No

If you have answered 'Yes' to any of the questions then please give details on a separate sheet and attach it to this document before submitting.

*All previous convictions with the exception of technical motoring offences leading to a fine should be disclosed.

Declaration

I declare that the above information (and that on the sheet attached) is accurate and complete to the best of my knowledge.

Signed.....Date.....

Full Name.....

Address.....
.....
.....

Please return this form in a sealed envelope with your name on the front to the Parish Safeguarding Officer.

You may be required to complete a Disclosure and Barring Service Check.

Agreement for Hire for a Single Event

This Agreement is between the Parochial Church Council of St Saviour with St Mary, also known as Cotham Parish Church (and hereafter referred to in this document as “Cotham” or “we”) and *type in name of individual* of *type in name of business or organisation if applicable* hereafter referred to in this document as “the Hirer” or “you”.

The Hirer will hire *[space to be hired] eg Large Hall, Small hall, Church*

from *[enter time and start date of hire]*

until *[enter time and end date of hire]*

for the following activity *[enter activity]* (“the Proposed Activity”)

and will pay *[enter the amount of rent to be paid for this hire]* or such other amount as may be agreed in writing (and/or by email) between Cotham and you.

We will invoice you, and you will pay us by BACS, before the date of your hire. Unless otherwise agreed in writing (and/or by email), if an invoice is overdue and unpaid, you will lose any discount that may have been agreed and will not be permitted to continue with the hire.

The Hirer is aware of, understands, and agrees with the following:

Access: Cotham’s administrator will provide the Hirer with a key, keycode or other arrangements for accessing the space hired. It is the responsibility of the Hirer to secure the building on departure. The key or keycode must not be given or disclosed to members of the group apart from one person nominated as deputy. Please supply the name and mobile numbers of the key holder and deputy keyholder in Appendix 1 to this Agreement. If a named key or code holder changes, Cotham’s Administrator must be informed.

Accidents: The Hirer is responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the Hirer to ensure the premises are safe for the purposes for which they intend to use them. In the event of an accident or incident which did or could have given rise to injury, the Hirer is required to make an entry in the Accident Book in the kitchen and email Cotham with the details of the accident or incident within 24 hours of the accident or incident taking place. There is a first aid box in a labelled wall cupboard in the kitchen.

Additional Information: The Hirer is asked to complete the information sheet given in Appendix 1 and return this to Cotham before the start of the hire.

Alcohol: Cotham is not licensed so alcohol may not be sold on the premises. Private consumption of alcohol may be allowed only with prior agreement from Cotham.

Breakages & damages: must be reported to Cotham and a charge may be made. If a hirer finds any equipment in a dangerous state please contact Cotham.

Car Parking: We do not guarantee parking space. There is limited space at the church for car parking which the Hirer can use on a first come first served basis. Please be considerate to other users of the premises and to our neighbours when parking.

Cleaning: The Hirer is asked to ensure that the premises and toilets are left clean and tidy. There are brushes and a vacuum available in the lobby in between the small and large hall.

Contact and correspondence: All contact and correspondence with Cotham must be made in writing (and/or by email) through Cotham’s Administrator (currently Julia Wright), Cotham Parish Church, Cotham Road, Bristol BS6 6DR highburypartnership@googlemail.com

Cotham Priority: The Hirer is aware that Cotham's activities take priority, even over existing bookings. In the unlikely event of a clash we will try to provide at least a month's notice.

COVID-19 Cotham and the Hirer note that from 19th July 2021 almost all legal restrictions on social contact will be removed. The Hirer is therefore responsible for keeping up to date with, and adhering to, any government guidance that may subsequently emerge. Notwithstanding government guidance (or the lack thereof), the Hirer is responsible for taking appropriate steps to prevent the transmission of COVID-19 in the space hired and used under this agreement. The Hirer agrees that Cotham has no liability or responsibility for any transmission that may occur as a result of the Hirer's hire and use of space.

Disabled Access: Cotham's halls and church are mostly accessible to wheelchairs and there is a disabled toilet in the lobby of the halls. If the hirer has any other special requirements please discuss with Cotham's Administrator.

Equipment brought in: if you bring your own equipment this should be removed at the end of the booking/event. Please supply your own consumables such as tea, coffee, milk. There is a fridge available in the kitchen, but foodstuffs must not be left in there by the hirer beyond the time of their booking/event or anywhere on the premises.

Insurance: Cotham holds insurance in respect of its own property, church activities and public liability. This insurance does not protect the Hirer, and we therefore require that you arrange your own insurance in respect of liability arising from death, injury or damage to third parties and/or their property. We reserve the right to require you to produce evidence of your insurance to us at any time.

Kitchen: The Hirer may not use the kitchen facilities to cook or prepare food. Only hot drinks and light refreshments may be prepared and consumed.

Lock up time: We require all Cotham's buildings to be closed and locked up by 10pm unless otherwise agreed with the Church Administrator. Cotham is in a residential area so please be considerate to our neighbours when vacating the premises.

New agreement: This Agreement for Hire supersedes any previous agreements that may have been in place between Cotham and the Hirer and any such previous agreements no longer have any effect.

No liability: The church does not accept the responsibility for loss of or damage to personal property, including motor vehicle or contents therein.

Play equipment: The Table Tennis and other play equipment is not for general use and must only be used with the prior agreement of Cotham's Administrator. If you wish to use a Bouncy Castle then you need to agree this with the Church Administrator. You will be asked to pay an additional £20 to cover the extra cleaning costs.

Refusal: We reserve the right to refuse or cancel any booking (without reason) not considered suitable for the premises.

Rubbish: Cotham respectfully asks the Hirer to recycle what you can (plastics, glass, cans etc) and to put all non-recyclable rubbish in the external wheelie bin (at the side of the church halls). If the wheelie bin is full please take your rubbish home with you.

Policy approved by PCC on 2nd November 2021. Due for review by 2nd November 2022

Safeguarding: Cotham’s Policy for Safeguarding Children and Vulnerable Adults can be viewed on the website at <http://cothamparishchurch.org/safeguarding/>, and is available from Cotham’s Administrator. The Hirer’s use of Cotham’s property is conditional upon the Hirer’s compliance with this policy *and* with the Hirer’s own Safeguarding Policy (when applicable).

Safety: Cotham has a Health and Safety policy. Cotham arranges the regular servicing of the heating, fire extinguishers, and all other gas and electrical equipment. If relevant, you must ensure that you have a Risk Assessment and a policy regarding Health & Safety for your own activity.

Smoking: is not permitted anywhere within the hall buildings or on the church premises.

Tables: There are tables stored under the stage and chairs in both halls. The hirer is required to set out and put away safely any tables they require.

Termination: If you no longer wish to proceed with your booking, please give at least 1 week’s notice. Otherwise Cotham will charge 25% of the hiring fee.

We agree to the terms of this Agreement for Hire.

Signed by an Authorised Signatory for **Cotham**

.....
Name	Date	Position

Signed by [an Authorised Signatory for] **the Hirer**.....

.....
Name	Date	Position

Please return one signed copy of this Agreement for Hire to: Julia Wright, Cotham Parish Church, Cotham Road, Bristol BS6 6DR highburypartnership@googlemail.com and keep one copy for your records.

Appendix 1
Additional Information Required by Cotham

Hirer's contact phone number

Hirer's postal address.....

Hirer's email address.....

Hirer's phone number.....

Contact details for invoice if different.....

.....

Name and contact details for code/keyholders if different.....

.....

Agreement for Regular Hire (“Agreement”)

This Agreement is between the Parochial Church Council of St Saviour with St Mary, also known as Cotham Parish Church (and hereafter referred to in this document as “Cotham” or “we”) and *type in name of individual* of *type in name of business or organisation if applicable* hereafter referred to in this document as “the Hirer” or “you”.

The Hirer will hire *[space to be hired] eg Large Hall, Small hall, Church*
from *[enter start date of hire]*
until *[enter end date of hire or “until further notice”]*
for the following activity *[enter activity]* (“the Proposed Activity”)
at the following days and times *[enter days and times of sessions]*
and will pay *[enter the amount of rent to be paid and make clear if per session or per month]*
or such other amount as we may agree in writing (by email) with you.

We will invoice you monthly in advance and you will settle this invoice by BACS within 7 days. Unless otherwise agreed in writing (and/or by email), if an invoice is overdue and unpaid, you will lose any discount that may have been agreed and will not be permitted to continue with the hire.

The Hirer is aware of, understands, and agrees with the following:

Access: Cotham’s administrator will provide the Hirer with a key, keycode or other arrangements for accessing the space hired. It is the responsibility of the Hirer to secure the building on departure. The key or keycode must not be given or disclosed to members of the group apart from one person nominated as deputy. Please supply the name and mobile numbers of the key holder and deputy keyholder in appendix 2 to this Agreement. If a named key or code holder changes, Cotham’s Administrator must be informed.

Accidents: The Hirer is responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the Hirer to ensure the premises are safe for the purposes for which they intend to use them. In the event of an accident or incident which did or could have given rise to injury, the Hirer is required to make an entry in the Accident Book in the kitchen and email Cotham with the details of the accident or incident within 24 hours of the accident or incident taking place. There is a first aid box in a labelled wall cupboard in the kitchen.

Additional Information: The Hirer is asked to complete the information sheet given in Appendix 2 and return this to Cotham before the start of the hire.

Alcohol: Cotham is not licensed so alcohol may not be sold on the premises. Private consumption of alcohol may be allowed only with prior agreement from Cotham.

Breakages & damages: must be reported to Cotham and a charge may be made. If a hirer finds any equipment in a dangerous state please contact Cotham.

Car Parking: We do not guarantee parking spaces. There is limited space at the church for car parking which the Hirer can use on a first come first served basis. Please be considerate to other users of the premises and to our neighbours when parking.

Cleaning: The Hirer is asked to ensure that the premises and toilets are left clean and tidy. There are brushes and a vacuum available in the lobby in between the small and large hall.

Contact and correspondence: All contact and correspondence with Cotham must be made in writing (and/or by email) through Cotham’s Administrator (currently Julia Wright), Cotham Parish Church, Cotham Road, Bristol BS6 6DR highburypartnership@googlemail.com

Cotham Priority: The Hirer is aware that Cotham's activities take priority, even over existing bookings. In the event of a clash we will try to provide at least a month's notice. Officers of the Church have a right of entry to all hired spaces at all times.

COVID-19 Cotham and the Hirer note that from 19th July 2021 almost all legal restrictions on social contact will be removed. The Hirer is therefore responsible for keeping up to date with, and adhering to, any government guidance that may subsequently emerge. Notwithstanding government guidance (or the lack thereof), the Hirer is responsible for taking appropriate steps to prevent the transmission of COVID-19 in the space hired and used under this agreement. The Hirer agrees that Cotham has no liability or responsibility for any transmission that may occur as a result of the Hirer's hire and use of space.

Disabled Access: Cotham's halls and church are mostly accessible to wheelchairs and there is a disabled toilet in the lobby of the halls. If the hirer has any other special requirements please discuss with Cotham's Administrator.

Equipment brought in: if you bring your own equipment this should be removed at the end of the booking/event.

Insurance: Cotham holds insurance in respect of its own property, church activities and public liability. This insurance does not protect the Hirer, and we therefore require that you arrange your own insurance in respect of liability arising from death, injury or damage to third parties and/or their property. We reserve the right to require you to produce evidence of your insurance to us at any time.

Kitchen: The Hirer may not use the kitchen facilities to cook or prepare food. Only hot drinks and light refreshments may be prepared and consumed. Please supply your own consumables such as tea, coffee, milk. There is a fridge available in the kitchen, but foodstuffs must not be left in there by the hirer beyond the time of their booking/event or anywhere on the premises.

Lock up time: We require all Cotham's buildings to be closed and locked up by 10pm unless otherwise agreed with the Church Administrator. Cotham is in a residential area so please be considerate to our neighbours when vacating the premises.

New agreement: This Agreement Regular Hire supersedes any previous agreements that may have been in place between Cotham and the Hirer and any such previous agreements no longer have any effect.

No liability: Cotham does not accept the responsibility for loss of or damage to personal property, including motor vehicle or contents therein.

Play equipment: The Table Tennis and other play equipment is not for general use and must only be used with the prior agreement of Cotham's Administrator. If you wish to use a Bouncy Castle then you need to agree this with the Church Administrator. You will be asked to pay an additional £20 to cover the extra cleaning costs.

Prohibition: The premises may not be used for anything which is or might be immoral or a nuisance to Cotham or to owners and users or adjoining property.

Refusal: We reserve the right to refuse or cancel any booking (without reason) not considered suitable for the premises.

Rubbish: Cotham respectfully asks the Hirer to recycle what you can (plastics, glass, cans etc) and to put all non-recyclable rubbish in the external wheelie bin (at the side of the church halls). If the wheelie bin is full please take your rubbish home with you.

Policy approved by PCC on 2nd November 2021. Due for review by 2nd November 2022

Safeguarding: The Hirer agrees with Cotham that safeguarding children and vulnerable adults is of utmost importance and agrees to all content in Appendix 1.

Safety: Cotham has a Health and Safety policy. Cotham arranges the regular servicing of the heating, fire extinguishers, and all other gas and electrical equipment. You must ensure that you have a Risk Assessment and a policy regarding Health & Safety for your own activity.

Smoking: is not permitted anywhere within the hall buildings or on the church premises.

Tables: There are tables stored under the stage and chairs in both halls. The hirer is required to set out and put away safely any equipment they require.

Termination: Either Cotham or the Hirer can give one month's notice by email if they no longer wish to continue with this Agreement for Regular Hire. Cotham has the right to terminate this Agreement without notice in the event of breach by the Hirer of any provisions in the Agreement.

We agree to the terms of this Agreement for Regular Hire.

Signed by an Authorised Signatory for **Cotham**

.....
Name	Date	Position

Signed by an Authorised Signatory for **the Hirer**

.....
Name	Date	Position

Please return one signed copy of this Agreement for Regular Hire to: Julia Wright, Cotham Parish Church, Cotham Road, Bristol BS6 6DR highburypartnership@googlemail.com and keep one copy for your records.

Appendix 1

Safeguarding Conditions – for regular hirers of Church Premises

Cotham has a Policy and Procedures for Safeguarding Children and Vulnerable Adults, which can be viewed at <http://cothamparishchurch.org/safeguarding/>, and is also available from Cotham's Administrator. This Agreement is conditional upon you complying with that policy or, if you have one, your own safeguarding policy providing it is equivalent. The Agreement can be immediately terminated if you fail to comply with them.

You are required to ensure that children and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring, and that you carry full liability insurance for this.

In particular this means that:

- You will comply with the parish policy and procedures for safeguarding children and vulnerable adults
- You will provide the church with a copy of your organisation's safeguarding policy and procedures if you have one
- You will recruit safely all current paid and voluntary workers who work with children and vulnerable adults and where enabled by law to do so obtain satisfactory disclosures from the Disclosure and Barring Service (DBS)
- You will keep an up to date list of the names of all paid and voluntary workers with regular and direct contact with children and vulnerable adults
- **You will always have at least two leaders in any group of children and young people, no matter how small the group, with DBS certificates.**
- You will ensure no person under the age of 18 years will be left in charge of children of any age
- You will ensure no child or group of children or young people should be left unattended at any time
- You will ensure a register of children or vulnerable adults attending the activity will be kept. This will include their name, address, date of birth and next of kin
- You will complete details as soon as possible of any accident or incident occurring during your occupation of the premises which did or could give rise to injury
- You will immediately (within 24 hours) inform the Parish Safeguarding Officer of a) any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

Appendix 2
Additional Information Required by Cotham

Hirer's contact phone number

Hirer's postal address.....

Hirer's email address.....

Hirer's phone number.....

Contact details for invoice if different.....

.....

Name and contact details for code/keyholders

.....