

Vulnerable Adults Safeguarding Policy

updated 2022, version 2.0

St Andrew's Church, Clubmoor, commits itself to provide a safe and supportive environment for its work with vulnerable adults, children and young people.

- St Andrew's Church endorses and will implement the following Diocesan policies:
 - Safeguarding Children Policy and Procedures 2015
 - Safeguarding Vulnerable Adults Policy and Procedures 2015
 - Domestic Abuse Policy and Procedure 2015
 - Safer Recruitment Policy 2016
- St Andrews also takes guidance from the Church of England's Parish Safeguarding Handbook 2018, and reference should also be made to that handbook when consulting this document.
- The highest standards will be maintained in all its contact with vulnerable adults, children and young people, and volunteers will be given appropriate training and support.
- The exploitation of any relationship for self-gratification will not be tolerated and any allegations of the abuse of children and vulnerable adults will be taken seriously and the appropriate authorities informed.
- This Church has clear procedures for supporting and supervising all its work with vulnerable adults, children and young people.
- The church is committed to pastoral support for those individuals who have been victims of abuse, or whose family member has been abused. Where appropriate, those offering support will be provided with training.
- The church is also committed to supervising and offering pastoral care to individuals within the church who are known to have abused children or vulnerable adults. The individual involved will be expected to keep boundaries in the form of a written two-way contract which will be regularly reviewed. Where appropriate, those offering support to this person will be provided with training.
- The Parish Safeguarding Officer (PSO) position is Claire Pollard (safeguarding@standrewslive.org.uk). The PSO roles and responsibilities are outlined in the Diocesan Safeguarding Children Policy.

- The Assistant Parish Safeguarding Officer is Alison Robinson (safeguarding@standrewslive.org.uk)
- The Vicar is James Green (James@standrewslive.org.uk and 07794375665)
- The Independent Children's Advocate is Wendy Peacock (07790644853 and wendypeacock47@gmail.com, quoting safeguarding in the email subject).
- The Independent Vulnerable Adult's Advocate is Beryl Bellew (beryl@standrewslive.org.uk and 07851400190)

The advocate's role is to act as a listener for vulnerable adults, children or young people, and to be available for support and advocacy if approached to disclose abuse. In the event of a disclosure they will follow the procedures outlined in this policy. In the event that the PSO cannot be contacted, the advocates can act in a deputy role. They are expected to complete a DBS check and attend the training event.

- St Andrew's Church Clubmoor Safeguarding Policy contains the following subsections:
 - Safeguarding Children and Young People
 - Safeguarding Vulnerable Adults
 - Working with those who Pose a Risk
 - Lone Workers
 - Safer Recruitment

Introduction

We recognise the unique status of all people within the Christian tradition, regardless of an adult's physical or mental ability, mental health, social or criminal background.

As Christians, we are therefore required by God, to foster relationships of the utmost integrity by those who work within the Church community.

The trust and dependency of vulnerable adults must never be compromised or violated by those who work within the Church community. It is the responsibility of each of us to prevent neglect, physical harm, emotional harm, sexual harm, spiritual harm or domestic violence.

The procedures are the basis of good practice in this churches' care of vulnerable adults (VA). All who work with VA should have a copy of this Safeguarding Vulnerable Adult Policy and sign to say that they understand them. This can be a digital copy with a reply via email to say they are understood.

Definitions of a Vulnerable Adult

A person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability, illness, old age, emotional fragility, distress, or otherwise. Impairment can be temporary or indefinite.

Some adults may not consider themselves vulnerable but may be vulnerable to being abused by individuals in positions of leadership and responsibility. Individual factors described below do not necessarily mean that a person is vulnerable, but a combination of one or more of these factors, and the circumstances that a person finds themselves in that can make an individual vulnerable to abuse or neglect.

Some factors that increase vulnerability include:

- Mental illness, chronic or acute
- Sensory or physical disability, illness or impairment
- Learning disability
- Dementia
- Addiction to alcohol or drugs
- Failing faculties of old age
- Those who are homeless
- Refugee families or individuals (including those seeking asylum)

- Victims/survivors of domestic abuse
- Those who suffered historic abuse in childhood
- Significant life events – eg bereavement, abuse or trauma

Consent

It should be assumed that all adults have the capacity to make decisions for themselves, however unwise these decisions may seem to be. This means that an individual can choose to access things that are helpful (eg attending CR), but cannot be forced to stop accessing things that are unhelpful (eg maintaining an unhealthy relationship). An individual can also choose not to access means of support that may improve their wellbeing (eg social services) and should never be referred without consent.

A person has this capacity if they can understand the information they are being given, they can retain/remember that information, they can weigh up the information taking all aspects of a scenario into account, and then communicate their wishes.

Safe Recruitment

Recruitment and Selection of Leaders and Helpers

A list of all roles with adults, including those with vulnerable adults, and details of the responsibilities of these roles, will be recorded by the ministry area leader. Individuals who would like to volunteer within adult groups need to have been regular members of St Andrew's Clubmoor for the past 6 months. Volunteers will be expected to commit to a leading/helping in a group at least once every half term.

When a person would like to be involved in any registered activities within the Parish they will meet with ministry area leader for an informal conversation. This conversation will guide the completion of an Information Form (Appendix 1). The individual will need to complete a Self Declaration Form (Appendix 2) and return it to either the PSO, APSO or ministry area leader. Both of these forms will be kept by the PSO and will remain confidential and safely stored in a locked cabinet for 70 years.

At the informal conversation the relevant team leader or vicar will also discuss the role that they have applied for, and the importance of the Safeguarding Children Policy. The volunteer will be offered a digital or paper copy, and will sign to say they have read it as part of the self-declaration.

An Induction Checklist (Appendix 3) should be completed by the ministry area leader. Completed forms should then be returned to the PSO.

Any individual who has expressed an interest in becoming a team member needs to complete their safer recruiting paperwork by their second session volunteering (ie they can volunteer once without it). They will not be allowed to continue to volunteer until their induction checklist is completed.

References

Once the completed information form and self-declaration form have been received, feedback from a referee will be sought (appendix 4). At least one reference will be required for the applicant, but two will be requested and preferably two will be obtained. We prefer to have at least one reference from outside the church community. The referee will be asked to comment on the applicant's character and relationship with others and in particular if there are any concerns about the applicant working with children or young people. If there is any cause for concern raised by the referees, the PSO or APSO will decide on the relevance of the information and discuss with the diocesan safeguarding team pr ministry area leader as appropriate. The references will be kept in a locked cabinet for 70 years.

DBS Check

All those authorised to work with under 18s are asked to complete a DBS. When the leader or helper receives their DBS the PSO will need to record the date that it was received, the role it covers and the Disclosure Number. Self Declaration forms will be renewed every 3 years as recommended by the Diocese of Liverpool and DBS will be renewed every 5 years as recommended by the House of Bishops. An individual is obliged to inform the PSO of any subsequent police or social services involvement that may be relevant to DBS checks. Having a criminal record will not necessarily bar you from working with us.

Roles and Training

All leaders and helpers will have an agreed role description and will be provided with the relevant support and training. All those who work with vulnerable adults within St Andrew's Church have to attend Safeguarding Training every 3 years. Annual training will be offered for all those who have joined the team within the previous year. If anyone does not attend training, the vicar, PSO and PCC have the authorisation to ask the person to withdraw from working with VA.

An annual review can be arranged with the team member by either the leader or themselves to discuss their role within the group, training, and what support they would find helpful. Additional mentoring may also take place. As a church

we want all leaders and helpers to feel valued and supported within their role, and to ensure best practise and quality teaching.

Unsuccessful applicants

The applicant will be notified if the PSO, ministry area lead or PCC believes the appointment of an individual is inappropriate. Ongoing and regular misuse of drugs or alcohol will make an applicant unsuccessful. If the unsuccessful applicant requests written feedback regarding this decision, this will be provided. Background details of any DBS certificate will not be discussed.

Specific groups of volunteers for

All volunteers, including those listed below, can expect to be given clear written roles and responsibilities.

- **Leaders** will work alongside another volunteer in a group, ideally another leader. If another leader is not available, the leader should work alongside an occasional helper (see below). Only occasionally should a leader be left unsupervised with a group, and for the shortest possible time. They will have completed an information form, received a DBS check and obtained references.
- **Helpers under the age of 18** can participate as a helper. He/she should not be considered as a leader. The helper should be under the direct supervision of an approved leader and never left unsupervised with the group. A record will be kept of their name and which group they help with. They will not be required to complete an application form, obtain references or receive a DBS check.
- **Occasional helpers** are those willing to help out on an irregular basis, temporarily, or by an individual who is interested in formally volunteering but is not sure what the role involves. The ministry area leader will pre-agree these arrangements. He/she should not be considered as a leader. The helper should be under the direct supervision of an approved leader and never left in sole charge of a VA. A record will be kept of their name and which group they help with. They will not be required to complete an application form, obtain references or receive a DBS check until they have attended four times at which point they are no longer considered an occasional helper.
- **Leaders from abroad;** if the applicant is able to provide an address history in the UK for the last five years, a DBS check should be sought. If they are unable to have a DBS check, they will be required to provide two references.

Good Practice

Staffing

There should always be more than one leader (over the age of 18) in one group, ideally both DBS checked. If possible have at least one male and female. Leaders should be unrelated and not in a relationship. If a leader is left alone in charge of a group, the door to the room must be left open.

Time Alone

As a general principle, group leaders should ensure that programmes do not offer unsupervised access to VA. This requires careful planning in multi-room venues.

Minimise time alone with any VA. If it is vital that leader or helper have to be alone they should ensure that they inform another leader of location and why they are alone. It should be made sure that all leaders and helpers can be clearly observed by others. Never be alone behind a closed door.

Visiting vulnerable adults

Ideally a leader can arrange to meet with a VA in a public place (eg coffee shop). Another staff member/leader should always be informed of the proposed visit, date, time and address.

It is advised that if home visits are being done that more than one leader is present, preferably male and female. Risk to both the leader and the VA should be considered and home visit avoided if the risk is deemed unacceptable by the leader or another supporting leader/staff member. When visiting in pairs is not possible, another leader should be aware of the visit in advance and a record of the visit date, time, length of meeting and who was present should be recorded afterwards in a logbook.

A leader should not visit a VA unannounced.

Talking and listening

St Andrew's Clubmoor will ensure that the Independent Adult's Advocate contact details are accessible, to enable VAs to be able to contact these services freely if they choose to.

- The leader should remember never to promise confidentiality, as the VA may want to talk about abuse.

- The VA should be offered privacy but safety considerations for both the leader and the VA should be made, so if the leader speaks to the VA without a further adult being present, the door to the room should be left open.
- If a VA chooses to hold a personal conversation with a leader in a car, the leader should provide the VA with the opportunity to disclose information, listen and provide support. As soon as practical, the leader should encourage the VA to leave the car, or to involve a further adult in the conversation. If further discussion is required, this should then occur in a more public arena.
- The leader should also ensure that a note is made in the logbook detailing the location, time and date of the conversation, and the individuals present. If the information is of a sensitive nature, the conversation should be recorded in a private file, rather than in the logbook.

Touch

Touch is an important part of human relationships. However, everyone working with VAs should be sensitive to what is appropriate and inappropriate physical contact. Leaders and helpers should be conscious of situations in which their actions, however well intended, could be misconstrued by others or be harmful. Leaders and helpers should ensure that any physical contact is kept public. Any physical touch should always be initiated by the adult related to their needs, not the leader's/helper's need. The leader should avoid any physical activity that may be thought to be sexually stimulating to either the leader/helper or VA. Leaders/helpers should always avoid any sexual suggestion, including comments, even in fun.

The leader/helper should respect that every adult has the right to decide how much physical contact he/she has with others. This does not apply to exceptional circumstances when medical attention may be required. A leader/helper should be free to help another leader/helper by constructively and sensitively challenging any action or behaviour which could be misunderstood or misconstrued. If a leader/helper has any concerns about abuse, these should always be reported.

Creating a Safe Environment

Insurance

St Andrew's Church has an insurance policy with Ecclesiastical Direct Insurance. Current certificates are displayed in:

- Church building

- Church hall
- The Loft

The ministry area leader must ensure that group activities are covered by this policy. They need to check whether the insurance policy is adequate for any activities, camps, etc., that are outside of usually group times and locations. Special cover may be needed.

Fire Regulations

There is a copy of the fire regulations and drill in:

- Church building
- Church hall
- The Loft

Leaders and helpers should be familiar with the procedure in case of an emergency. The leader needs to ensure that the register is taken outside during an evacuation. A fire drill with volunteers will take place regularly.

First Aid

A first aid box is kept in:

- Church building- kitchen
- Church hall- kitchen
- The Loft- kitchen

Leaders need to ensure that there is a trained first aider within each group. Do not administer any drugs except where it is essential or with written consent from a VA or a legal carer. With this consent there is an agreement that the leader or PCC accepts no liability.

Safeguarding in individual homes

When church related groups meet in the home of those involving children or vulnerable adults, some additional measures need to be considered and discussed with those families. If there are any known risks, the parents/carers should be informed of this risk to manage as they see fit, under guidance from the PSO. If there are no known risks, the parents remain responsible for the safety of their children/vulnerable adults in their own home. In particular, where there are children asleep in other rooms in the home, members of the group should be directed to use any bathroom that presents the least risk to children/vulnerable adults. This should ideally be a downstairs bathroom when children are asleep upstairs.

A parent/carers should always feel free to insist they chaperone anyone who does need to use a bathroom, whether upstairs or downstairs, without providing any reason or explanation. Any difficulty encountered for taking this approach should

be discussed at the earliest opportunity with the PSO or the leadership team and they will be supported in their approach.

Facilitation of groups

Register

A register of VA and helpers or other adults present should be taken at every group meeting. The register will also contain information regarding medication, allergies or an alert to make the leader aware of additional needs. Completed registers will be kept for 70 years.

Accidents

Any accident should be recorded on the Accident Book and also noted in the logbook. This must be completed during the session, and no later than the end of the session. If applicable, a carer will be informed of the accident, seeking consent from the VA as able, giving details of any treatment that has been administered. The carer should be asked to sign the entry following the discussion.

Incidents

Any incident should be recorded in the logbook. Behavioural issues will be dealt with through conversations between the leader and the VA. If applicable, a carer will be informed of the incident, seeking consent from the VA as able. The carer should be asked to sign the entry following the discussion.

Logbook

The logbook is available for leaders to write down any unusual events or conversations, particularly inappropriate sexual comments, recording what they witnessed. Leaders should be aware this will be useful if they have to deal with an accusation of assault, particularly if a VA has been difficult. In such cases, records of previous examples of this sort of behaviour will enable allegations to be seen in context. Patterns of behaviour or concerns may also emerge from the logbook entries that might not otherwise have been obvious. Logbooks will be kept securely for 70 years.

Any information of a sensitive nature will be kept in a separate private file. This may include conversations, emails and Facebook messages. This file will be available only to groups ministry area leader. Where information is to be recorded in a separate file, a cross reference should be made in the logbook to refer to the file for further information.

Any adult has the right to view information held about them if they request. For this reason, leaders should only record facts, and should never write about an individual in a demeaning manner.

Registration Forms

Group members should complete a registration form (Appendix 6). These should be given out on their first visit to the group and are expected to be returned by the second visit. Forms should include personal information, emergency contact numbers and medical details. Any information that is needed on a weekly basis should be recorded in the register. Forms should be kept up to date by group members.

All registration forms should be handed to the ministry area leader and stored confidentially in a locked cabinet. When a new form has been completed all previous forms will be archived and kept for 70 years.

Photos/videos

The Registration Form also asks permission to be included when photographs or videos are taken of any groups or activities. Any photographs/video can only be taken within a group as part of the group or activity. VA should not be named or identified in any photographs/videos. This permission also allows for the photos/video to be used for publicity purposes. Mobile phones must not be used to take photos or videos. Only an adult with a DBS check can take photos or videos and a second adult must always be present. Only a camera or memory card owned by the church can be used to take photos, and photos should be stored on a church computer only while there is an active use for them. Once they are no longer needed for publicity, all photos should be deleted.

Consent Forms and Activities

When taking VA offsite a programme and list of contacts will be left with someone in the church. Activities planned to take place away from church premises will have the agreement of the church leadership in order to be covered by insurance.

It is good practice for the leader to fill in a Risk Assessment Form (Appendix 6) for all trips that are made, and also for any events that are different to usual activities. These are then filed securely and kept for 50 years.

Alcohol and Drugs

Alcohol should not be consumed by leaders/helpers or anyone under the age of 18 during an organised activity. If a leader or helper attends the activity under the influence of alcohol or drugs they will be sent home. The Incumbent and PSO will be informed of the incident.

Smoking

It is against the law to smoke in virtually all 'enclosed' and 'substantially enclosed' public and work places. All of St Andrew's grounds are a smoke free zone. No smoking signs are displayed in all buildings. Smoking is not allowed in vehicles in which VA or other leaders are present.

Transport

All who drive VA on any trip/activity must hold a current DBS, have a signed Self Declaration Form, and have attended the Safeguarding Training. All drivers should have a drivers license and proof of insurance cover.

Two leaders should be present in the car where possible. If only one adult is in the car, the rationale for a solo trip should be logged in the log book.

Electronic Communications

This relates to the internet, email and mobile phones. When a leader or helper sends a text or email to a VA they should blind copy it to a third party within the organisation, creating accountability. The VA should be informed of the arrangement. It is preferable that all electronic communications is done within a group context. Where this is not possible, the leader should save all e-mail and/or text messages. Emails should be kept and texts should be shown to another leader before deleting. In an emergency, or where the above is not possible due to lack of access, the leader may contact the VA via a telephone call.

Social Networking

Leaders or helpers cannot add a VA as a friend. If the VA requests you as a friend then it is acceptable to add them. If the leader chooses to keep this a part of their private social life away from the VA this is acceptable and leaders are under no obligation to accept friendship requests. If friendship is established on the social network site, the leader/helper should remember that they are being observed as a Christian and as an ambassador of the church, and should ensure that they are happy for all posts, photos and comments to be viewed by the VA whose friendship they have accepted.

Leaders/helpers should not be connected with a VA on photo or video based social media, such as Instagram or Snapchat.

When engaging in conversations online the leader or helper have to make sure that they are held accountable for these conversations. Make all contact as public as possible, e.g., writing on their wall instead of instant messaging. Where a private message is sent, a second leader should also be included in the message. If the leader feels that the message needs to be recorded, a print out of the conversation should be kept in the private file. If information is disclosed

that the leader or helper is concerned about they need to send a copy of the word document or email to their group leader or the PSO. These concerns will be taken seriously and a decision will be made on the next steps that we can take.

If pictures are being uploaded on to the social network sites of the groups and activities no VA will be 'tagged' within the picture.

There should be a curfew on when to stop 'chatting' with VA, ideally 9.30pm-7am.

Media

It is the responsibility of the leaders and helpers to ensure that VA are not exposed to inappropriate material during a session.

Adults with Additional Needs

Adults with a disability may be at greater risk of abuse and it can be considerably harder to set boundaries that take due consideration of the adult's needs and requirements without putting the adult at unnecessary risk of abuse. It also makes it harder to identify when abuse is occurring.

When working with adults with special needs, the following difficulties may arise:

- **Communication difficulties.** The adult may not be able to understand what is being required of him/her, or may struggle to express themselves in ways that will be understood by others. The leader may not be able to use appropriate communication methods to relate to VA e.g. Makaton signs and symbols, British Sign Language, etc.
- **Physical contact.** An adult with disabilities may require more physical contact. This may relate to areas of personal care including toileting and feeding, but also other issues such as seating and mobility.
- **Physical environment.** The adult may require special seating or adaptive equipment, etc. He/She may also have further requirements such as the need for thicker pens, etc. when carrying out group activities.
- **Social environment.** The adult may be exposed to prejudice by other adults. This should be counteracted by all, and everyone should be educated alike about the value of individuals and people living with disabilities.
- **Emotional difficulties.** Some adults may struggle to articulate their thoughts and feelings and this can result in behaviours that may be disagreeable. Managing behaviours and emotional difficulties can be challenging for leaders/helpers.

It is important to discuss the VA's individual needs with the individual or with carers. All leaders are to be aware of appropriate and required action specific to the VA's needs to ensure maximum participation within group activities and encourage group integration. For complex disability, an additional needs information form (appendix 5) should be completed with the individual or their carer to ensure the leaders are all aware how best to care for an adult with additional needs. A note will be made in the register to alert leaders to the presence of this form, which will be kept in a locked cabinet for reference as needed. This may need to be repeated over time. ** will take responsibility for meeting with the individual/carers and disseminating the information as needed.

Suspicion or Disclosure of Abuse

Adult abuse comes under the categories of;

- Neglect
- Physical harm
- Emotional/psychological harm
- Sexual harm
- Spiritual abuse
- Domestic abuse
- Financial abuse
- Online abuse or bullying
- Discriminatory abuse

Abusers of Adults (sometimes deliberate, but may also be an unintended consequence of ignorance or lack of awareness, frustration or lack of support):

- Potentially anyone, adult or child
- Relatives including main carer, husband, wife, partner, son or daughter
- Neighbours
- Paid carers, including care home employees
- Church members
- People who are themselves vulnerable
- Confidence tricksters who prey on people in their own homes.

It is also worth noting that relatives who are the main 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 they are caring for.

Disclosure of abuse

If a VA discloses allegations of abuse to you;

- Never promise to keep a secret.

- Listen to the VA without interruption, letting them express their views and feelings, accepting what they say.
- When the VA has finished disclosing the information you should not ask any leading questions, do not promise that you will stop the abuse.
- You should make notes of what was said using the VA's words whenever possible.
- Ask the permission of the VA to discuss with the PSO for further guidance. If they do not give permission, ask permission to discuss with the vicar. Always keep the VA informed regarding who has been told, and reassure them that this information will be restricted to those on a need-to-know basis only, ideally with their permission.
- Under no circumstances should a leader carry out an independent investigation into an allegation or suspicion of abuse or discuss the suspicions with anyone other than those nominated.

The leader should consider his/her own feelings and seek pastoral support if required, but should not divulge any confidential information to anyone not authorised to know.

If the VA has not given permission for the leader to discuss with anyone, the leader may choose to discuss with the vicar for pastoral support, initially keeping the identity of the VA confidential, although this may need to be discussed later.

Acting on the information

The leader should inform the VA what they will do in response to what has been said and continue to keep the VA informed of new developments.

The leader should ask permission from the VA and then inform the PSO about the conversation. If the leader is unable to contact the PSO, or if the suspicion in any way involves the PSO, then the leader should report to the Independent Advocates. It is the role of the PSO to collate and clarify allegation/suspicion details, take advice from the diocese as needed, and pass these details onto Children's Services Department.

If the allegations involve both the PSO and the Independent Advocates, then the report should be made to the vicar, or alternatively contact Social Services directly. Liverpool Careline Social Services number is 0151 233 3700 and is available 24 hours a day.

Absence of the PSO should not delay referral to the Careline. Under no circumstances, will the PSO or leader/helper speak to the carer without advice from the diocese or Careline.

If the VA does not give permission to contact Careline, the leader should still discuss with the PSO. It may be that the VA would like support only. This should be written up and logged in the logbook, and active support provided. If a VA has the capacity to make this choice, this will be honoured, however unwise it may seem to be. If the VA does not have capacity, the decision to act in their best interests (whether to inform Careline or not), will be taken as a team involving the PSO, vicar and diocese if possible too.

The allegation may mean that a decision has to be made to whether the VA is in immediate danger, e.g., returning to their home. If the VA is in immediate danger the leader/helper needs to contact the police or Careline (social services). The leader/helper should also inform the PSO.

If the allegation concerns someone within the church the vicar should be notified as soon as possible, then inform the Diocesan Child Protection Officer and Archdeacon. The PSO should also be informed. If the allegation is towards the vicar then the Diocesan Child Protection Adviser and Archdeacon need to be informed directly.

Making notes

The leader should write down everything that was discussed as soon as possible after the conversation has ended without embellishing. Write down phrases that the VA used and the exact responses the leader gave, where possible. If a leader wishes to express an opinion, for example, the demeanour of the VA, it should be made clear that this is the opinion of the leader. The leader should record the date and time the conversation took place, the time of making the notes and should give introductory information regarding details of the activity which immediately preceded the conversation, for example, a description of the activity that was being played at the time. All hand-written notes should be kept in a secure place for an indefinite period, even if a typed version was later compiled. The individual may also choose to keep a copy for their own records, but must ensure it is kept securely and with minimal identifying information. The leader may wish to use the form provided (appendix 8) to record their notes.

Suspected abuse

There may be occasions when you suspect that a VA may be experiencing abuse. You should write down the reasons for suspicion and report the concerns to the PSO, who will consult with the Diocesan Safeguarding Officer.

If your suspicions relate to an institution you are visiting (eg prison or care home), record these suspicions as above, then discuss with the PSO. There may

be occasions that further reporting is required to regulatory bodies (eg CQC or prison ombudsmen).

Allegations towards a leader/helper

We will support any leader or helper that have had criticism or complaints made against them but they will have to step back from their responsibilities until the allegation has been processed. Any statements should be obtained from witnesses (other leaders and helpers, VA, parents/carers). Copies of statements should be passed to the vicar and PSO at the earliest opportunity. They will make a decision as how to deal with the matter.

Appendix 1

Information Form for Volunteers working with Children, Young People & Vulnerable Adults

Full name:

Date of Birth:

Address:

Telephone No:

Email address:

Please write which group(s) you are interested in volunteering with:

Please provide any other information, including any illnesses that may be relevant to working with children, young people or vulnerable adults:

References

Please provide details of two people who are not members of our church, who would be able to provide a reference. Where possible, one of these references should be from any previous youth/children's work, or from a previous church leader.

Name:

Name:

Address:

Address:

Email:

Email:

Relationship:

Relationship:

Appendix 2

Self Declaration Form

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the Diocesan Safeguarding Adviser.

All applicants are asked to complete this form and return it to Sarah Wilks, Parish Safeguarding Officer.

Position applied for:

Conviction History

If you have NEVER been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below.

If you HAVE been convicted of a criminal offence, or received a caution, reprimand or warning that is NOW SPENT according to DBS filtering rules*, then please select 'No' below.

If you HAVE an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974** and the DBS filtering guidance*.

Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes **No**

If yes, please give details on the back of this page, including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. You can choose to give details of the reasons and circumstances that led to the offence(s).

Investigations

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?

Yes **No**

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services (Children's or Adult Social Care)?

Yes **No**

Has there ever been any cause for concern, or employment disciplinary action, regarding your conduct with children, young people or vulnerable adults?

Yes **No**

If yes to any of the above, please give details on the back of this page, including the dates, the Police Force/Social Services department involved, details of the investigation and the reason for this, and the outcome. Information you give will not necessarily exclude you from the role you are applying for.

General

Do you suffer, or have suffered from any illness, disease or disability which may affect your ability to work with children and/or young people?

Yes **No**

If yes, please give details on the back of this page.

Declaration

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform Sarah Wilks (responsible for processing disclosure applications) if I am convicted of an offence after I take up any post in St Andrews. I agree to inform Sarah Wilks if I become the subject of a police and/or a social services investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Name:

Address:

Signed:

Date:

Only those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity:

I confirm that I am not barred from working with children / vulnerable adults.

Signed:

Date:

*www.gov.uk/government/publications/filtering-rules-for-criminal-record-checkcertificates

*www.ccpas.co.uk/Documents/QRGDBSFiltering.pdf

**www.gov.uk/government/uploads/system/uploads/attachment_data/file/216089/rehabilitation-offenders.pdf

As a place of worship, we undertake to meet the requirements of the General Data Protection Regulation and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals, including the secure storage of this form.

The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and

Independent Safeguarding Authority (ISA). The DBS came into existence on 1st December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check. DBS Eligibility from: www.gov.uk/government/collections/dbs-filtering-guidance.

Appendix 3 Induction Checklist

Name:

	Date	Initials	Comments
Information form completed			
Self declaration form received			
Role description discussed			
Safeguarding policy signed			
Attended safeguarding training			
Completed DBS form received			
If applicable, DBS sent to diocesan office			
DBS response received			
References requested			
References received			
Volunteering role starts			
Self declaration form needs renewing			
DBS needs renewing			

**Appendix 4
Reference Request**

St Andrew's Church
176 Queen's Drive
Liverpool
L13 0AL

safeguarding@standrewslive.org.uk

[DATE]

Dear

Reference Request

I am writing to request a reference for . She/He has applied to work as a volunteer with our children/youth group/vulnerable adults She/He has given permission to seek information regarding suitability from you.

It would be appreciated if you could complete the following reference and return it at your earliest convenience.

Thank you for your time,

Claire Pollard
Parish Safeguarding Officer
St Andrew's Church, Clubmoor

Please answer the following questions:

What is your relationship with the applicant?	
How long have you known them?	
Have you known this applicant work with children or young people?	
Do you have any concerns about their suitability to work with children or young people?	

Do you think the applicant is a suitable role model for children/ young people? If not, please give details.	
--	--

Please indicate your assessment of the applicant in the following areas:

	Excellent	Good	Fair	Poor
Honesty and Integrity				
Reliability and Trustworthiness				
Punctuality				
Ability to work in a team				

Signature:

Name:

Date:

Appendix 4 Reference Request

St Andrew's Church,
176 Queens Drive,
L130AL
safeguarding@standrewslive.org.uk
[DATE]

Dear

Reference Request

I am writing to request a reference for . She/He has applied to work as a volunteer with our children/youth group/vulnerable adults She/He has given permission to seek information regarding suitability from you.

It would be appreciated if you could complete the following reference and return it at your earliest convenience.

Thank you for your time,

Claire Pollard
Parish Safeguarding Officer
St Andrew's Church, Clubmoor

Please answer the following questions:

What is your relationship with the applicant?	
How long have you known them?	
Have you known this applicant work with children or young people?	
Do you have any concerns about their suitability to work with children or young people?	
Do you think the applicant is a suitable role model for children/ young people? If not, please give details.	

Please indicate your assessment of the applicant in the following areas:

	Excellent	Good	Fair	Poor
Honesty and Integrity				
Reliability and Trustworthiness				
Punctuality				
Ability to work in a team				

Signature:

Name:

Date:

Appendix 5

St Andrew's Adult Registration Form

Name:

Date of Birth:

Gender: M / F

Address:

NoK Name(s):

Telephone(s):

Email:

Emergency Contact (Name of an alternative adult, to be contacted in an emergency)

Name:

Relationship to you:

Telephone:

GP Surgery Name:

Telephone:

Are you happy for:

1. For photos to be taken & used for crafts, marketing & social media

Y/N

2. In the event of an accident for emerged first aid to be carried out and emergency assistance sought if necessary

Y/N

Any medical conditions, allergies, medication, behavioural issues or additional needs that we need to be aware of:

Signed:

Name:

Date:

Details on this form will be held securely and will only be shared with staff and volunteers who need this information in order to meet the specific needs of your child. Please return this form to your team leader

Appendix 6

Additional Needs Information Form

To be discussed and completed together with the ministry areas leader who will ensure that these needs are met by communicating this information to leaders for the group.

Child/Young Person's/Vulnerable Adults Name:

DOB:

Parents / Carers Name (if relevant):

This form has been completed by please circle:

Parent/Carer

Child/Young Person

Vulnerable Adult

Date:

Significant medical diagnosis or conditions:

From the child / young person's /vulnerable adults perspective:

Do I have problems with my vision or hearing?

Do I struggle with my reading or writing?

Do I have any difficulty with my mobility? (sitting, standing, walking etc)

Do I have any problems with communication? (speech, listening, understanding etc) What frustrates me or gets me angry?

How do I react when I get frustrated or angry? And what calms me down again? Is there anything that I particularly enjoy? How will I respond?

Is there anything else to mention?

It may be appropriate to complete this form again as your needs change. You can always request a conversation to talk it through and make any changes.

Appendix 7

Disclosure Form

Remember to keep the child/young person/vulnerable adult informed about what is happening and who is being told. Use this form to help you make notes about anything you feel might be significant from observations, conversations or information about a child or young person. If there is any declaration or suspicion of abuse, you must inform the Parish Safeguarding Officer. Refer to the Safeguarding Children Policy for more information or alternative actions. If a child/young person is in immediate danger, contact the police or Careline (social services).

Making notes

Write everything that was discussed as soon as possible after a conversation has ended

Date and time of conversation:

Time of making notes:

Who is involved?

Introductory information preceding a conversation e.g., a game that was being played, or an action or comment that triggered something:

What was discussed? Give facts only, use phrases the child used & responses you gave.

Do you have an opinion about an aspect of the conversation? e.g. demeanour of the person you're concerned about.

If you use additional paper, make sure you write the relevant names and date on it. All hand-written notes should be kept in a secure place for an indefinite period, even if a typed version was later compiled. You can choose to keep a copy for your own records, but you must ensure it is kept securely and with minimal identifying information.

Name:

Signature:

Appendix 8

Church of England document: The Code of Safer Working Practice

The Code of Safer Working Practice expresses our commitment to demonstrating God's love by placing the highest priority on the safety of those to whom we minister. It sets out what we expect from anyone who ministers in our church, in both paid or voluntary roles, and is one of the ways we ensure high standards of safeguarding in all we do.

Upholding the Code

All members of staff and volunteers are expected to report any breaches of this code to the Parish Safeguarding Officer. Staff and volunteers who breach this code may be subject to disciplinary procedures or asked to leave their role. Serious breaches may also result in a referral made to the relevant statutory agency.

All those working on behalf of the parish with children, young people and adults must:

- Treat all individuals with respect and dignity;
- Respect people's rights to personal privacy;
- Ensure that their own language, tone of voice and body language are respectful;
- Ensure that children, young people and adults know who they can talk to about a personal concern;
- Record and report any concerns about a child, young person or adult and/or the behaviour of another worker with their activity leader and/or the Parish Safeguarding Officer. All written records should be signed and dated;
- Obtain written consent for any photographs or videos to be taken, shown, displayed or stored.

In addition, those working with children and young people must:

- Always aim to work with or within sight of another adult;
- Ensure another adult is informed if a child needs to be taken to the toilet;
- Respond warmly to a child who needs comforting but make sure there are other adults around;
- Ensure that the child and parents are aware of any activity that requires physical contact and of its nature before the activity takes place.

All those working on behalf of the parish with children, young people and adults must not:

- Use any form of physical punishment;

- Be sexually suggestive about or to an individual;
- Scapegoat, ridicule or reject an individual or group;
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying;
- Show favouritism to any one individual or group;
- Allow an individual to involve them in excessive attention seeking;
- Allow unknown adults access to children, young people and adults who may be vulnerable. Visitors should always be accompanied by an approved person;
- Allow strangers to give lifts to children, young people and adults who may be vulnerable in the group;
- Befriend children, young people and adults who may be vulnerable on social media;
- Take photographs on personal phones or cameras as this means that images are stored on personal devices.

In addition, for children and young people, must not:

- Give lifts to children you are supervising, on their own or your own (unless there are exceptional circumstances e.g. in an emergency for medical reasons or where parents fail to collect a child and no other arrangements can be made to take a child home. In such situations, the circumstances and your decision must be recorded and shared with an appropriate person at the earliest opportunity);
- Smoke or drink alcohol in the presence of children and young people, except when this is a social situation with family members/carers present, eg a parish party¹ Arrange social occasions with children and young people (other than events which also include family members/carers) outside organised group occasions.

Acceptable Touch

Sympathetic attention, encouragement and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, can be wholly appropriate. However, abusers can use touch that appears safe to 'normalise' physical contact which then becomes abusive. As a general rule, the use of touch between adults in positions of responsibility and those with whom they are working or volunteering should be initiated by the person themselves, and kept to the minimum. In addition to this, always follow the guidelines below:

- Ask permission before you touch someone;
- Allow the other person to determine the degree of touch except in exceptional circumstances (e.g. when they need medical attention);
- Avoid any physical contact that is or could be construed as sexual, abusive or offensive;

¹ For the avoidance of doubt this document does not apply to church services, including Holy Communion.

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors;
- Touch should be in response to a person's needs and not related to the worker's needs. Touch should be age appropriate, welcome and generally initiated by the child, not the worker.