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Section I

Statement of intent

The Church in Wales is committed to fostering an environment where everyone is able to worship and participate in the life of the church in safety. The church therefore will:

- robustly and consistently implement safeguarding policies and procedures across the Province.
- promote a culture which listens to children, young people and adults at risk.
- ensure that when concerns are raised they are taken seriously and dealt with appropriately.
- appropriately recruit, train and support all those in a position of trust.

All church workers including, but not limited to, clergy, employees and volunteers are regarded by the Church in Wales as persons working in positions of trust within the church and as such are expected to adhere to its safeguarding policy and procedures as found in this document.

Introduction

The Church in Wales wants to provide a safe, happy and supportive environment of mission and ministry in which all God's people can grow and develop in their Christian commitment.

Those who work for and support the church, both lay and ordained whether volunteers or paid, who give of their time and talents, are crucial to ensuring that all people whether they be children, young people, adults at risk, survivors of abuse or offenders are treated with dignity and respect and valued at all times.

The Church in Wales has a responsibility to ensure that all church members are cared for and protected including those who work in the church by providing training and support. To this end the Church in Wales is committed to being a Safe Church.

Implicit in the words of Jesus is recognition of the unique status of all humankind and the need for all to be respected as persons in their own right. The Ministry of the Lord affords special protection for children, young people and adults at risk.

'Let the children come to me; do not try to stop them; for the Kingdom of Heaven belongs to such as these.'
Matthew 19:14'

To be a Safe Church we are committed to:

- ensure that all church workers, whether ordained or lay, whether acting in a paid or voluntary capacity must act towards children, young people and adults at risk responsibly and with integrity; ensuring their position of trust is safeguarded and that no advantage is taken of those in their care.
- ensure that all church workers are suitable for working with children, young people and adults at risk.
- ensure that all public worship, events and activities are organised and delivered safely to a high standard; and with the particular needs of children, young people and adults at risk in mind.
- ensure that all pastoral care is delivered safely.

- ensure that all concerns, complaints or allegations are handled in accordance with the law and in line with best practice.
- ensure that those who have suffered abuse are safely supported within our church communities.
- ensure that offenders are treated fairly.
- keep under review our policy and procedures.

Key principles of safeguarding

Everyone has the right to live their life free from coercion, intimidation, oppression, physical, sexual, emotional or psychological harm and neglect. Children, young people and adults at risk have the right to be supported and empowered to achieve well-being and fulfil their potential. The welfare of children and adults at risk is paramount they have the right to be protected from harm and exploitation.

The Church in Wales is committed to:

- ensuring that it acts in an open, transparent and accountable way.
- a 'One Church' approach to safeguarding which is robust and consistent across the Province.
- promoting the well-being and ensuring the safeguarding and protection of all children, young people and adults.
- ensuring that all those we come into contact with the church, (especially children, young people or adults at risk), receive pastoral ministry that is compassionate, caring and respectful.
- contributing to safe, caring communities which provide an environment where there is a culture of informed vigilance around risk and abuse. This includes alerting all adults (where possible) of their responsibilities to act and intervene when it appears a child or adult at risk may be at risk.
- where possible the careful selection and training of those with any responsibility within the church, in line with safer recruitment principles. This should include the appropriate use of the disclosure and barring service (DBS) procedures as outlined in Section 4. Taking seriously every concern or allegation made which suggests that an adult, child or young person may have been harmed and responding in a timely manner. This includes ensuring that any concerns or allegations are reported, proper records are kept, information is shared appropriately and statutory agencies receive full co-operation in any investigation to assist in bringing to justice anyone who has committed an offence against a child or adult at risk.
- building effective working relationships with statutory authorities, including police, child/adult social care services, health agencies, probation services and any other relevant agency and co-operating with Multi-Agency Public Protection Arrangements (MAPPA) where requested.
- working sensitively and compassionately with anyone who has suffered abuse, being open to past mistakes and developing with them an appropriate ministry of informed pastoral care.
- challenging any abuse of power, especially by anyone in a position of trust.

- ensure that any member of the church community known to have offended against a child, young person or adult at risk is supported and appropriately supervised with a plan and written agreement put in place by the Provincial Safeguarding Officer.

In all these principles the Church in Wales endeavours to follow recognised good practice in line with this policy.

Safeguarding legislative framework

The Church in Wales is legally bound to have in place appropriate arrangements for safeguarding. This is also required by the Charity Commission and for insurance purposes. The Church in Wales safeguarding policy and procedures are based on and draw from the legislative and statutory framework and policy guidance, which provide either a legally binding or else a current best practice basis.

Promoting safer practice in parishes and ministry areas

The Church in Wales promotes procedures which encourage safer practice in the work undertaken with children, young people and adults at risk. The church wishes to create and maintain an organisational culture that reflects the importance of safeguarding children, young people and adults at risk.

Therefore when organising events the following needs to be adhered to:

- Risk assessment
- Accident and incident recording
- First aid
- Food, drink and food hygiene regulations

This list is not exhaustive and before organising an event reference should be made to the Health and Safety guidance which is delivered through the Ecclesiastical Insurance provided to parishes and ministry areas. The Health and Safety guidance is separate to this policy and must be consulted before organising any events.

However this policy does include guidance on the following topics which should be consulted where applicable:

1. Activities - Section 2
2. Bell ringers - Section 6
3. Cathedral choirs - Section 6
4. Church schools - Section 6
5. Communicating with young people electronically - Section 8
6. Filming and taking photographs - Section 9
7. Hiring of church premises - Section 7
8. Internet access - Section 8
9. Parental consent - Section 2
10. Residential events - Section 11

11. Safe ministry - Section 5
12. Safe practice adults at risk - Section 3
13. Safe recruitment - Section 4
14. Safe practice children and young people - Section 2
15. Transport - Section 10

The Parochial Church Council (PCC)

What the PCC needs to do

1. Adopt the Church in Wales safeguarding policy.
2. Appoint a parish or ministry area safeguarding co-ordinator.
3. Ensure worship and activities are organised in accordance with the policy and recommended procedures.
4. Ensure all paid and volunteer workers:
 - a. have clearly identified roles and responsibilities for activities undertaken.
 - b. have references and an appropriate DBS disclosure as required.
 - c. that any disclosures identified following the DBS check are discussed at the Provincial Safeguarding Panel before the person takes up their church role.
 - d. are trained as required.
 - e. that new appointees have a probationary period during which their suitability for the roles and responsibilities they have been allocated can be assessed.
 - f. job description should be written as appropriate and approved by the PCC for the role undertaken.
5. Ensure that any concerns or allegations are handled in line with the Church in Wales procedures.
6. Ensure all safeguarding records are maintained and retained in accordance with the principles of the Data Protection Act and in line with the guidance in this policy.
7. Ensure that any known survivors of abuse are welcomed and supported in the church community.
8. Notify the safeguarding team of any known sex offenders in the church community as soon as they are identified.

Assistance is available to support parishes in being a safe church from the Provincial Safeguarding Team and contact details can be found on the Church in Wales website, or by phoning the Representative Body of the Church in Wales on 02920 348 200.

The PCC is obliged to adopt and accept this policy annually and all members of the PCC should sign and date this to confirm. The poster 'Safeguarding policy' which can be found at the end of this section should be completed and clearly displayed in every church building. The key safeguarding procedures are summarised below and are further expanded with regard to children and young people (Section 2) and adults at risk (Section 3).

Key safeguarding procedures: responding and reporting concerns and allegations.

The welfare of a child/young person or adult is paramount and as such it is crucial that any contact with the church or action within the church does not increase the risk of harm to them.

The Church in Wales recognises the importance of providing a respectful, caring and safe environment. This is especially important in relation to those, who due to age or circumstance may be particularly vulnerable. Everyone including children, young people and adults at risk within our society should be able to take part in the life of the church in an environment where they feel and are safe, which respects and nurtures their wellbeing and which helps them to grow and develop spiritually.

Responding to a concern or allegation about a child, young person or adult at risk

Concerns about a child, young person or adult at risk may arise in a number of different ways, for example:

- a change in behavior or demeanor of a child, young person or adult at risk may have been noticed.
- the child, young person or adult may confide in someone about something that concerns them about themselves or another person.
- activity may be observed that causes concern or raises questions about what is happening.
- someone else may raise a concern.

Irrespective of the source of the information, the individual receiving the information needs to observe the following procedures when responding to the child, young person or adult.

Referring the concern or allegation

All concerns and allegations regarding harm to a child, young person or adult at risk must be reported to the Provincial Safeguarding Officer. When information shared raises concerns that a child, young person or adult at risk has suffered, or is at risk of suffering any harm, then the Provincial Safeguarding Officer will in most circumstances refer those concerns or allegations to the statutory authorities. The concerns will always be shared with the statutory authorities where the person alleged to be perpetrating the harm is in a position of trust.

Emergency Action

There may be instances when the concerns are about the immediate safety of the child, young person or adult at risk e.g. being afraid to go home. In these circumstances it is not appropriate to wait for the Provincial Safeguarding Officer but instead the person receiving the information will be required to make an immediate referral to the social services or the police as below.

Referring

If it is within normal office hours then the referral can be made to the local adult/children's social care services. If it is outside office hours the referral will need to be made to the emergency duty services or the police (Annex 1 for contact details). The police and social care services have a duty to liaise with each other promptly and work together.

It is recommended that Form 9 in Part 3 of the policy is completed before reporting a safeguarding concern and have this to hand when making the referral.

The person making the referral should be provided with the following information by the duty social worker or the police:

- their name and contact numbers.
- advice on what the referrer should say to the child/adult at risk.
- advice on what the referrer should do next if anything.
- a timescale for feeding back to the referrer an outcome of any intervention. Given the importance of confidentiality it is likely that the agency will only be able to share minimal information.

If someone other than the Provincial Safeguarding Officer has made the referral then following that referral the Provincial Safeguarding Officer will need to be informed as soon as possible so that they can liaise with the statutory authorities about the concern. The person making the referral should also forward any paperwork or report they have made to Provincial Safeguarding Officer at the earliest convenience.

Recording and record keeping

Making and keeping an accurate, concise and clear record in writing is important in every case when a child, young person or adult raises a concern or makes an allegation.

If Form 9 in Part 3 of this policy is to hand, use this to record objective facts and information, otherwise make notes and complete the form at a later stage but as soon as possible thereafter.

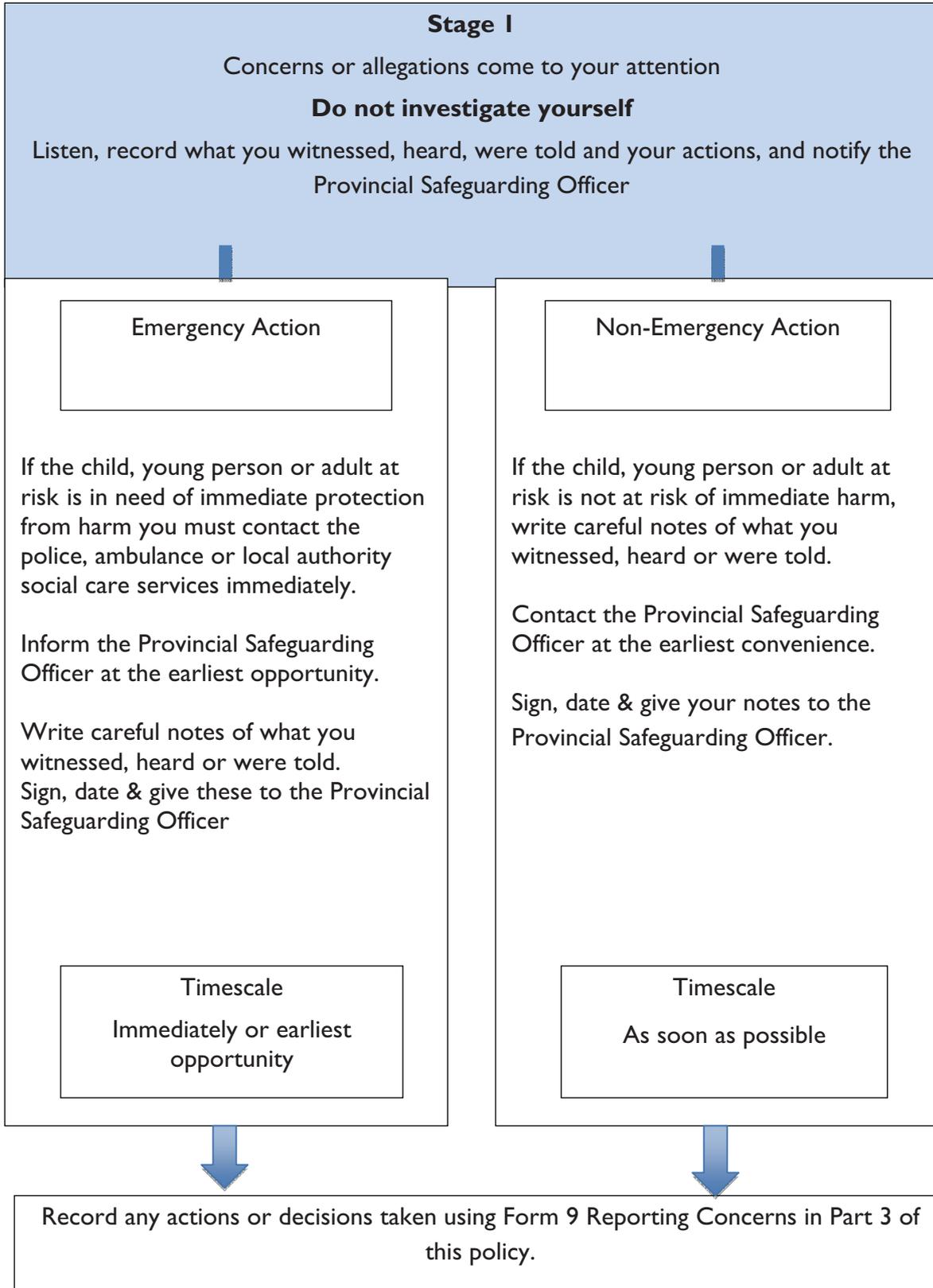
Any notes or information held must be stored confidentially and in a secure place and must then be handed to the Provincial Safeguarding Officer at the earliest opportunity.

Best practice guidance for dealing with children, young people or adults who wish to share information

1. The child, young person or adult must be allowed to talk without interruption
2. Listen and acknowledge what is heard and accept what is said without passing judgement or minimising the information.
3. Remain calm and offer immediate understanding and reassurance.
4. Avoid putting words into the child, young person or adult's mouth.
5. Do not make any judgemental statements about any person.
6. In all communication account should be taken of the age of the child or young person, their level of understanding, culture and use of language.

7. Do not question or interrogate the child, young person or adult. It is important that promises are not made that cannot be kept e.g. not to tell anyone else. The child, young person or adult must be made aware that someone in authority may need to be made aware of the information in order to keep them safe.
8. Where the concern is being raised by an adult at risk about themselves, their permission must be sought to take up their concern. If they do not consent the Provincial Safeguarding Officer should be consulted and the adult should be encouraged and supported to share their information.
9. If there is an immediate risk of harm it should be explained that the information has got to be passed on but it will be treated with great care.
10. The child, young person or adult should be informed that the Provincial Safeguarding Officer will be contacted.
11. Careful notes should be made as soon as possible using the form provided (Form 9). This should be signed and should include dates, times of the incident and when the recording was made and who was present. The form or notes must be kept securely.
12. The Provincial Safeguarding Officer should be contacted as soon as possible and informed of the situation.
13. If the Provincial Safeguarding Officer is not available and it is an urgent concern it is possible to consult the relevant local authority social care services or the police directly without giving personal details of the child, young person or adult. The advice given may be that a referral must be made in which case this must be done immediately.
14. The child or adult should be provided with the contact detail of the person receiving the information and they should be told how and when they will be contacted and given information about what will happen next. A child or adult at risk should never be left to wait to hear from someone else, e.g. a police officer or social worker, without any idea of timescale or place.
15. The adult about whom the allegation or concerns are being raised **should not be informed**. In cases of sexual or physical abuse or where there is domestic abuse or violence this may place the child, young person or adult at risk at serious risk, or it may be jeopardise or prejudice any resulting investigation. In certain cases, where an individual or family may have been known to the authorities for a period of time and where concerns have been increasing (such as in neglect cases), it may be appropriate for the person about whom there is a concern to be informed that a referral is being made. If there is any doubt about this then advice should be sought from the Provincial Safeguarding Officer.
16. Where the concerns or allegation are about another adult in a position of trust within the Church, the person in question **must not** be informed since this might prejudice any police investigations. The Provincial Safeguarding Officer **must** be contacted at the earliest opportunity.

Chart 1



Provincial Safeguarding Officer

The Provincial Safeguarding Officer will take responsibility for dealing with all concerns and allegations of a safeguarding nature.

If a concern is referred to Social Care Services then the Provincial Safeguarding Officer will keep in touch with the child/adult services until the assessment and enquiries are concluded.

The Provincial Safeguarding Officer will keep the following people informed of actions/decisions throughout:

- the referrer
- the archdeacon in each diocese with specific responsibility for safeguarding and the legal department of the Representative Body
- the Provincial Safeguarding Panel
- where appropriate pastoral support for all persons affected by the process will be offered by the diocese

The Provincial Safeguarding Officers' details can be found on the Church in Wales' website www.churchinwales.org.uk under 'Safeguarding'.

The Head of Safeguarding: Elaine Cloke Contact No. **07787 244037**



SAFEGUARDING POLICY

Parish / Ministry Area* / Mission Area*



(*Ministry / Mission Area name only to be used in united and merged Parishes)

OBJECTIVE

The Church aims to safeguard children, young people and adults at risk by providing safe people, safe places and safe activities, providing the necessary expenditure, administration, training, supervision and monitoring of our policy to enable us to nurture them in the Christian Faith, and further the mission of Christ.

OUR OBLIGATION TO CHILDREN AND YOUNG PEOPLE

"Let the children come to me; do not try to stop them for the Kingdom of Heaven belongs to such as these." *Matthew 19. 14*

Implicit in these words of Jesus is a recognition of the unique status of children and young people.

- † We will respect children as persons in their own right and give them special protection because of their vulnerability.
- † We will constantly pray for our work with children and young people.
- † We accept and stress the main principle of the Children Act 1989 that the child's welfare is paramount in all circumstances.
- † We will act responsibly and with integrity towards children and young people.
- † We will not exploit our relationship of trust.
- † We will maintain the highest standards of care at all times.

OUR OBLIGATION TO ADULTS AT RISK

"A new command I give you: Love one another. As I have loved you, so you must love one another." *John 13. 34*

Pastoral ministry with adults is not a matter of procedures and rules. Clergy, lay pastoral visitors and church workers should work together with adults at risk and recognise that all adults at risk have a right to:

- | | |
|--|---|
| † Be treated with respect and dignity. | † Have their rights upheld regardless of ethnic origin, gender, sexuality, impairment or disability, age, religious or cultural background. |
| † Have their privacy respected. | † Their chosen language or means of communication. |
| † Be able to lead as independent a life as possible. | † Be heard. |
| † Be able to choose how they live their lives. | |
| † The protection of the law. | |

GUIDELINES FOR GOOD PRACTICE

- We will treat seriously all allegations of abuse or risk of abuse, whether physical, sexual, emotional, financial or neglect and act accordingly as set out in the Church in Wales' Safeguarding Policy*.
- All persons working directly with children and young people and/or adults at risk will complete a Disclosure and Barring Service check and will be suitably trained.
- Unless in an emergency there will always be more than one adult with one or more children or young persons whether on or off site. In one to one situations we will ensure that the place or room can be observed by another adult.
- We will minimise the risks to children, young people and adults at risk by providing a safe, secure environment. Buildings will be checked for safety in accordance with Church in Wales Health and Safety Regulations and Guidance.
- If medical need arises we will seek appropriate care.
- We will ensure adequate insurance for both on and off site activities.
- When transporting children or adults at risk in any vehicle organised by the Benefice we will ensure that the vehicle is adequately insured and adheres to current relevant legislation.

This Policy was accepted by the Parochial Church Council onand is reviewed annually.

Signed..... on behalf of the Parochial Church Council.

***A copy of the Church in Wales' Safeguarding Policy can be accessed on line at <http://www.churchinwales.org.uk/structure/representative-body/publications/downloads/safeguarding-poster>**

For General Safeguarding enquiries, please contact

The Parish Safeguarding Coordinator: Contact No.

The Provincial Safeguarding Support Officer:..... Contact No.

If you want to speak to someone about any safeguarding concerns or an allegation please contact:

The Head of Safeguarding: *Elaine Cloke* Contact No. *07787 244037*

End

Section 2

Promoting safer practice with children and young people

The following is guidance specific to children and young people. This section is in addition to the “*Promoting safer practice in parishes and ministry areas*” referred to in Section 1.

There are many activities within the church where young people are involved in activities that are not solely provided for young people and are not necessarily led by individuals who have training in working with children and young people. This might include children and young people being involved in choirs, bell-ringing or where young people act as servers in the church. Anyone involved in any activity within the Church in Wales, where that activity brings them into contact with children and young people, should abide by the following principles.

Principles of good practice

All those working with children and young people should:

- ensure familiarity with these policies and procedures;
- set a positive example for others to follow;
- treat each child/young person with dignity and respect;
- be respectful of diversity and seek to promote equality for all young people, regardless of age, disability, gender, race, religion or belief, sexual orientation or gender identity;
- empower children to safeguard themselves by listening to them, giving them choices, believing them and giving them relevant advice and information (as befitting their age and understanding). Always be mindful of the language used, tone of voice, and body language;
- use touch appropriately and respect a child’s boundaries. Touch can be a way of communicating affection, comfort and reassurance. It should be age-appropriate and generally initiated by the child or young person, rather than the worker. It should be related to the child, young person’s needs, not the worker’s. Physical contact, where it occurs, should be kept public. A hug in the context of a group is different from a hug behind closed doors;
- be open and transparent as a team. Team members should monitor one another in the area of behaviour or physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued;
- encourage others to appropriately challenge attitudes or behaviour they do not like;
- be mindful of children’s safety at all times but also be mindful of the worker’s safety to protect themselves from allegations. Behaviour should be open, transparent and accountable. Be aware that however well-intentioned someone’s actions are they may be misinterpreted by others;
- learn how to control and discipline children without resorting to corporal punishment. **Never** smack or hit a child and do not shout. Discipline and control should be managed by changing voice tone, referring disciplinary issues with individual children to their parents and asking for additional support if necessary;

- get to know the children and find out what works for them as individuals and as a group. Make age appropriate group agreements (ground rules) with the children and young people on what is acceptable behaviour (e.g. no hitting, shouting, name calling etc.) which can be reviewed regularly together. Abusive peer activities e.g. bullying must not be tolerated;
- agree some basic guidelines for each activity so that everyone is behaving in a consistent way and expectations are clear. Make sure these are shared and understood by volunteers, new workers, parents and children;
- never work alone with a child or a group. In church premises, this could mean leaving doors open, or arranging for two groups to undertake activities in the same room. This enables workers to support each other and remain accountable to each other as a team;
- respect the privacy of children but never promise to keep secrets and generally do not enter into private or intimate conversations with children and young people. Offering appropriate care and support is important so, in listening to a young person's problem or offering advice, care should be taken in selecting an appropriate location and setting for such a discussion. Where possible, other leaders should be made aware of the meeting and other people should be around. Avoid situations within a relationship of trust which could compromise that relationship;
- not initiate or allow games or use of equipment which involves significant physical contact between adults and children or which could be seen as sexually provocative;
- not make or allow suggestive sexual remarks, or banter, to, or about any individual and they should avoid being drawn into a situation which allows or encourages a young person to seek attention in a manner that is sexual or overly physical;
- seek advice and deal appropriately with attention seeking behaviour displayed by children or young people e.g. tantrums and crushes;
- not invite children or young people into their own homes when they are alone. Where children are invited into a worker's home this should always be as part of a group and/or another adult should be in the house. The parent/guardian must also be aware of the child/young person's whereabouts;
- avoid entering a child's home if a parent or carer is absent unless the child is at risk of harm if they do not do so;
- not transport a child/young person without a chaperone. Workers should ensure that another leader/helper accompanies them in the vehicle. If circumstances dictate that a child/young person must be transported alone, other leaders/helpers must be made aware of what is happening, and the child must travel in the rear seat of the vehicle;
- be careful of the use of social media and mobile phones with children and young people See Section 8 for further guidance;
- never trivialise abuse. Take any allegation or concern about abuse seriously. Careful notes should be written of what is seen or heard and it should be reported straight away. Recognise, record, report; never be afraid to ask for help and advice from leaders or more experienced staff. The Provincial Safeguarding Officer is available to give consultation and advice and should be contacted.

Participating in activities

The following provides guidance on good practice when working with children and young people. Requirements, such as those relating to adult/child ratios are set out for reference. Formal approval for the activities planned should be sought where appropriate (Form: 6 Application for Approval of Activities). A register of attendance (Form 8: Session Record) at the club or activity should be maintained, together with a register of workers and volunteers at each session. Parents/carers should be kept informed of the nature of activities.

Supervision of children/young people

Children and young people should never be left unsupervised, whether inside or out in the open air. A leader should ensure that there are sufficient staff to meet recommended ratios (see below) and also adequate supervision of dangerous equipment. In the case of certain apparatus, e.g. bouncy castles, adequate supervision by suitably trained individuals is essential. It may be that specialist/additional insurance cover is required for higher risk activities.

The ratios below are those that are required by the Church in Wales and are in line with the recommended standards issued for day care by the Welsh Government.

- 1 adult to 3 children from birth to 2nd birthday
- 1 adult to 4 children aged 2 years
- 1 adult to 8 children aged 3-7 years.

The above are the minimum requirements and the ratios should be increased where circumstances require; for example to offer appropriate support to a child with additional needs. Whenever possible activities should be supervised by a minimum of two adults.

As of 1/4/2016 the age range for registration of childcare in Wales will be extended from 8 years to 12 years. The adult child ratio needs to ensure appropriate supervision for the age and experience of the children and the nature of the activity being undertaken.

As a suggested guide, there should be at least one adult for every 8 children over the age of 8. Advice on sleepovers is given under Residential Events: (Section 11).

Children under five years

Children under five years of age should always be accompanied by a parent or carer particularly if the activity is taking place outside of church premises. With regard to Sunday School where a child is under the age of five an assessment should be made as to whether the child can be in the group on their own and only if the Sunday School supervisor has agreed. In addition, the parent or carer of that child should be available and on church premises throughout all of the session.

Consent

Ensure that there is consent for each child or young person under 18 to take part in an activity. Consent forms must be completed by an adult with parental responsibility. Form 2: General Consent Form in Part 3 of this policy should be used. This should give contact information, permission to seek medical help in an emergency and details of any allergies or reactions to certain foods. Where this is being used for an on-going group or activity then this form should be renewed annually.

Additional consent (Form 3: Consent for Specific Activities) should be obtained in relation to any activity which is over and above the regular activities. This could be an occasional 'high risk' activity; for example, climbing, or a trip or residential course.

Such activities will also require formal approval using Form 6: Application for Approval of Activities. A Provincial risk assessment form will be developed at a later date.

The use of electronic communication or social media with young people requires written permission from their parents. (Form 5: Consent Form for Electronic Communication with Young People).

Forms must be filed securely in accordance with data protection and record-keeping policies and procedures.

End

Section 3

Promoting safer practice – adults at risk

The following guidance relates specifically to adult at risk (formerly referred to as vulnerable adults) and is in addition to the “*Promoting safer practice in parishes and ministry areas*” referred to in Section 1.

The Church in Wales seeks to provide a safe, inclusive community for all who wish to take part in the life of the church and create an environment which helps them to grow spiritually and cares responsibly for them. An adult can become an “adult at risk” at any time in their life and is not necessarily permanent.

An adult at risk is a person over 18 years of age who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect himself or herself against significant harm or serious exploitation. A person may also become at risk due to a permanent or temporary reduction in their physical, mental or emotional capacity brought about by life events, for example bereavement or previous abuse or trauma. A full definition of the term adult at risk is given in the glossary. (Annex 5)

Through ministry and contact with adults at risk in many settings the Church in Wales has a particular responsibility to ensure that all people are treated with dignity and respect and to be alert to signs of abuse and poor care.

This policy statement and the good practice guidelines are designed for all members of the church who have some responsibility for the pastoral care of others. It is intended to help the church community understand the needs of adults at risk to help improve pastoral care.

Principles of good practice

All those working with adults at risk should:

- ensure they are familiar with the Church in Wales’ safeguarding policy;
- set an example they would wish others to follow;
- always respect the person and all their abilities and treat each person with dignity and respect;
- not make assumptions, for example, ask someone if they are happy for their first name to be used or if they would prefer to be addressed using a title and surname;
- be respectful when visiting people, taking care to knock before entering a building or a room and being conscious of length of visits. Lone visits are discouraged however when lone visits are made, the visitor should always inform someone else of their whereabouts and visits should not be undertaken at night unless it is an emergency;
- work to respect and uphold the rights of all regardless of their ethnicity, gender, sexuality, impairment or disability, age, religion or cultural background;
- remember that an adult at risk is still an adult and must never be treated like a child. The choices that an individual makes should be recognised even if they appear risky and they must never be forced or coerced to participate in an activity. It is important to ensure that the choices offered to individuals are fully understood by them;

- empower adults at risk to safeguard themselves. They should be listened to, believed, given relevant advice and information and always involved in decisions that affect them as far as it possible;
- provide help in such a way as to maximize a person's independence. People with additional needs can and do lead active and fulfilled lives but some may need support and resources to do so. Respect their independence and do not encourage the person to become dependent on you;
- not partake in pastoral care which is beyond an individual's responsibility and/or competence;
- decline to deal with an individual's financial affairs unless legally required to do so;
- not accept material or financial gifts. If it would upset or offend someone for the gift to be refused then the cleric or Provincial Safeguarding Officer should be informed as soon as possible. This will avoid any accusation or confusion later;
- be mindful of the language used, tone of voice, and body language. Positive and appropriate language should be used at all times and if necessary, advice should be sought when the person has specific communication needs;
- use touch appropriately and respect an individual's boundaries. Touch can be a way of communicating affection, warmth and comfort. It should be appropriate and generally initiated by the adult and related to their needs;
- be mindful of the safety of adults at risk but also of your own safety and protect yourself from allegations of inappropriate behaviour. Behaviour should be open, transparent and accountable. Be aware that however well-intentioned someone's actions are, they may be misinterpreted by others;
- accord adults at risk the highest level of privacy and confidentiality possible in the circumstances however promises to keep secrets should not be made. Offering appropriate care and support is important so, in listening to a person's problem or offering advice, care should be taken in selecting an appropriate location and setting for such a discussion. Where possible, other leaders should be made aware of the meeting and other people should be around. Avoid situations within a relationship of trust which could compromise that relationship;
- ensure social media is used with care;
- never trivialise abuse or dismiss worries. Allegations and concerns about abuse must be taken seriously. Careful notes should be written of what has been seen or heard and it should be reported straight away. Recognise, record, report;
- never be afraid to ask for help and advice from your leaders or more experienced staff. The Provincial Safeguarding Officer is available to give consultation and advice.

Participating in Activities

The consent of the individual should be sought before undertaking activities with them. This will usually be verbal consent.

Organisations have a responsibility to assess the risk involved in the activities that are provided. A risk assessment template works as a checklist to make sure the possible problems and risks in an activity have been considered, and help to plan appropriate steps or actions. An informal check

before the start of an activity may be sufficient but for organised group activities it is usually good practice to complete a written risk assessment.

If possible, each church led group activity should include someone who has a First Aid qualification.

End

Section 4

Safe recruitment including Disclosure and Barring Service (DBS) process**People who need to be checked:**

- All clerics who hold a bishop's licence in the Church in Wales
- Other post holders who hold a bishop's licence such as: licensed lay ministers and Readers.

In addition to this DBS checks are carried out on the following types of post:

- youth workers, children's workers, family workers;
- bell ringers who train children and tower captains who manage those who teach or train children bell ringing;
- leaders of parent and toddler groups where children are cared for away from the parents;
- drivers of young people or children's activities organised by the church;
- church wardens, vergers and caretakers are also checked if they have regular unsupervised contact with children;

This list is not exhaustive. In some cases, it is advisable that if a person is working directly with children, young people and/or adults at risk and they fall outside this list, a risk assessment is undertaken to establish if a DBS check is needed.

In addition to DBS checks references should also be sought for those working with children, young people or adults at risk.

Once it has been established that a DBS check is required, a request for application forms should be made to the Safeguarding Administrator at the Representative Body of the Church in Wales, Cathedral Road, Cardiff CF11 9XF.

Procedure to be followed:

- request for forms is received from the cleric or benefice safeguarding co-ordinator;
- forms are sent out with guidance notes, rehabilitation of ex-offenders information, cleric ID guidance notes and two envelopes. One envelope is for the return of the application form, the other for the Disclosure result;

Completion of the application form:

- before completing the form the applicant should read the guidance on the front and also the sheet produced by the Church in Wales;
- the applicant's identity should be established by the evidence checker who will need to examine a range of documents as set out in the DBS guidance;
- The evidence checker for a cleric will be a member of the Provincial Safeguarding Team. For other applicants the evidence checker will be the cleric or a member of the Provincial Safeguarding Team;

Receipt of completed forms:

- the completed forms are checked at the Cathedral Road office and if they contain any errors or have information missing the cleric will be contacted for clarification;
- the DBS will undertake the checks free of charge for volunteers and return the results in a disclosure certificate directly to the applicant;

Receipt of disclosure:

- from June 2013 the DBS stopped sending the result of a disclosure to the Registered Body. Therefore the result will be sent to the applicant who is required to send the original result to the Cathedral Road office;
- on receipt of the disclosure it is checked to see if it is clear or not;
- in the case of a disclosure having a caution, conviction or warning on it the following takes place:
 - the original is returned to the applicant;
 - the Head of Safeguarding is notified;
 - the bishop, cleric or supervisor of the applicant will be asked for a report regarding the person;
 - the case is referred to the Safeguarding Panel who consider the content of the disclosure and the role the applicant has within the Church in Wales;
 - a decision is made as to whether the person should be appointed;
 - the Panel decision is recorded in the database – Appointed or Not Appointed;
 - the applicant is informed of the decision;

The update service:

Disclosures obtained by other Registered Bodies can be used by the Church in Wales if the following applies:

- the applicant has signed up to the update service;
- the workforce is the same as required by the Church in Wales;

Process for the update service:

- the applicant must sign up to the update service either when they have the application form or as soon as they receive the disclosure (within 19 days of it being issued);
- an ID check is still required;
- a consent form must be completed in which the applicant gives their permission to view their record online;
- the original disclosure should be sent to the safeguarding administrator along with the ID consent form and the form giving permission for the online record to be checked;

- when these three documents arrive with the safeguarding administrator the online record is checked;
- details are recorded in the database in the same way as for a check carried out by the Church in Wales;
- a letter is produced for the contact, cleric or bishop;
- the applicant's disclosure is returned;

If the disclosure shows a caution, conviction or warning the same procedure would be carried out as above.

Auditing DBS checks:

Checks should be renewed every 3 – 5 years.

This process is managed by the Representative Body of the Church in Wales.

End

Section 5

Safety and safeguarding specific to ministry

The best interests and welfare of the child, young person or adult at risk should always be at the heart of ministry and it should be exercised in a way that protects and safeguards their wellbeing. This section sits alongside guidance in the rest of this document and should be applied in conjunction with it. This section deals only with safeguarding issues within ministry. For matters relating to clerical guidance, disciplinary procedures or other human resources issues the relevant policies should be consulted.

Ministry is not a matter of procedures and rules, rather it is about clergy and lay pastoral visitors working together with all those who come into contact with the church to create and promote a safe environment that promotes wellbeing and helps all to grow in their Christian faith. The relationship between a person undertaking any form of ministry and those they are ministering to is therefore one of trust. It exists within religious and spiritual boundaries and this confers a particular duty of care to ensure that it remains safe. When that trust is abused the damage that is done to individuals, congregations and to the church community as a whole is devastating. This specific guidance sits alongside and should be applied in conjunction with the safeguarding procedures set out in this manual.

When working with children and adults at risk, particular care must be taken to ensure that relationships are safely managed and trust is never abused. The responsibility for this lies with the minister who is in a position of authority.

Ministry of prayer with children, young people and adults at risk

Praying for people is at the heart of a Christian's life. However, it can also be identified as a particular ministry within the church, for example during a corporate act of worship (even if this is done on a one to one basis) or within the pastoral care offered by a church or parish. At all times due regard for the protection and care of all those involved in this ministry should be paramount. When prayer with children, young people or adults at risk, is offered as part of this ministry only those who are authorised by the church should be involved, and the necessary DBS checks should be in place.

Individual counselling

Counselling should be offered only by those who are trained and authorised to work as counsellors. Counselling should be part of a wider pastoral care being offered, where appropriate, in consultation with medical advisors.

Personal relationships

Particular care must be exercised when ministering to people with whom the church worker has a close personal relationship. Ministers/clerics should be aware of the dependency in pastoral and professional relationships and seek advice or supervision when these concerns arise. Ministers/clerics should avoid behaviour that could give the impression of inappropriate special relationships. If there are any concerns about the nature of the feelings for a child, young person or adult at risk shown by or to a church worker then these should be discussed with the Provincial Safeguarding Officer.

Ministry of deliverance

All reasonable steps should be taken to ensure the safety of the person receiving deliverance ministry. It should be done with regard to the Church in Wales' safeguarding policies and best practice for children, young people and adults at risk. People have a right to know what is being provided and how they will be ministered to. Enquiries and cases should be referred to the diocesan deliverance ministry advisors. The advisors' special expertise should be used in order to help as effectively as possible but can only be administered with the knowledge and authority of the Diocesan Bishop.

Seal of the confessional

This ministry can only be exercised by bishops and priests. Any concerns or allegations of a safeguarding nature raised in the seal of confessional should be raised with the safeguarding team. The Church in Wales Professional Ministerial Guidelines paragraphs 7.3 and 7.4 state:

“Where abuse of children or vulnerable adults is admitted in the context of confession, the priest should urge the person to report his or her behaviour to the police or social services, and should also make this a condition of absolution, or withhold absolution until this evidence of repentance has been demonstrated.

If a penitent's behaviour gravely threatens his or her own well-being or that of others, particularly children or vulnerable adults, the priest should insist upon action on the penitent's part. It should be noted that at law there is no absolute duty of confidentiality.

A Court or the police may require disclosure. In exceptional circumstances there may also be an over-riding duty to break confidence, especially where the safety of children, or of vulnerable adults, is involved, or, more rarely, where the well-being of the person who is sharing confidence is at risk.

Should a priest believe that there is a possibility that such information will be disclosed, it should be made clear to the penitent in advance, that such disclosure may be necessary.”

Survivors of past abuse

Priests and those offering pastoral support in the church may find themselves hearing disclosures of abuse that happened to that person when they were a child.

There is no definitive correct procedure for dealing with a disclosure of previous abuse by an adult. The wishes of the person disclosing abuse will be very important. For some adults, just being able to talk to a trusted person about the experiences can be a powerful healing event.

However people who have committed sexual abuse against someone years ago could well be abusing children today. The individual survivor should be encouraged and supported to report the matter to the police if this has not already been done and the matter should be discussed with the Provincial Safeguarding Officer.

End

Section 6

Cathedral and church choirs with young people, bell ringers, church schools

Cathedral and church choirs with young people

The principles of good practice outlined in Section 1 should be adhered to with reference to children and young people who are part of cathedral or other church choirs. However Annex 3 is a summary document specific to this group of young people and can be photocopied for matrons, music directors and others who are involved with safeguarding children and young people in choirsⁱ.

Bell ringers

Bell ringers should adhere to the same principles of good practice as outlined in Section 1. The tower captain should have a current DBS (Disclosure and Barring Service) certificate and should take responsibility for the safety and well-being of any children and young people in the bell ringing team both at services and practices.

Church schools

All schools will have their own safeguarding policies procedures and these should be adhered to by anyone going into a school.

ⁱ Annex 3 is based on material written for Brecon Cathedral by the Dean, Paul Shackerley, and adopted by the Cathedral Chapter in November 2014.

End

Section 7

Hiring out church premises

Many churches possess buildings which they hire out to community groups and others. The hiring body is required to ensure that children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring, and that they carry full liability insurance for this.

A copy of the hire agreement can be obtained from the Assistant Head of Property at the Representative Body in Cathedral Road, Cardiff. This agreement must be completed whenever a church building is hired out.

End

Section 8

Online safeguarding

Digital technologies (internet, email, messenger services, chat rooms and mobile phones etc.) have created a wide range of educational and recreational opportunities but also new risks. These risks include, but are not limited to:

- cyber-bullying (being subject to threats, intimidation, humiliation etc. by text, online or through social media) or 'fighting' online;
- sexting (the exchange of sexually explicit content and/or images via text);
- revenge pornography (where a former partner uses sexual images that have been taken of the other partner and shares them often on social media sites);
- on-line grooming;
- meeting up with people who children/young people have met online (chatrooms) and who may be a risk to them;
- failure to protect digital information leading to breaches of privacy, identity theft, misuse of information and fraud;
- sharing files leading to breaches of copyright/intellectual property legislation;
- spreading of computer viruses and malware;
- access to harmful material such as pornography and sites which promote hatred, encourage self-harm and suicide, drug-taking, gambling etc;
- dependence/excessive use/addiction to digital technology and social media.

It is essential that all providers of services, including churches, take measures to control the potential risks posed by new technologies in order to protect children, young people and adults at risk and to safeguard the integrity of workers.

The church can play its part in minimising the risks involved with using IT, mobile phones etc by:

- supporting children and their families and adults at risk to remain safe when on-line;
- promoting the safe use of digital technologies and making them aware of the some of the risks and dangers. The church should guide its workers and volunteers in the safe use of IT within churches and as a means of communication with young people.

Guide to parishes regarding internet access

All church workers including, but not limited to, clergy, employees and volunteers who are working with children and adults at risk should have a contract or sign an agreement that clearly states that any access to IT is only given to them to perform their job. It should not be used for any other purpose.

If the Church is providing internet access to children and young people or adults at risk (e.g. cyber café), it is essential that workers are made fully aware of both its opportunities and hazards. The "Keeping safe online" guide must be given to children and young people (Annex 2) and they must complete and sign Form 10: *Agreement for Use of ICT*. A signed copy should be kept on file before they can be given access. It is not enough however to just give them a guide. Workers should engage children and young people and adults at risk in discussion about online safety and make

sure they understand the risks as far as possible. The following safeguards should be applied:

- ensure that appropriate restrictions (e.g. parental supervision or safe search engines) are in place if children are to be allowed access to computers belonging to the church. Filtering and blocking software should be deployed where this is appropriate. Advice on this can be obtained from the Internet Service Provider (ISP);
- ensure that any on-line activity, or the use of personal programmes, which may endanger the computer by way of viruses, etc. are avoided;
- any church which accepts second hand computer equipment should establish that the equipment is safe to use, free of viruses or other defects which might compromise the system, and that the hard drive or other storage devices do not contain inappropriate material;
- there should be strict policies on passwords and logging in. All church owned computers which may be used by children, young people, adults at risk or church youth workers must have software installed which will allow the organisation to ensure, as far as possible, that its policy on acceptable use is observed. Internet accountability software packages are available which monitor the internet uses and scores sites visited based on objectionable content.

Websites

The Parochial Church Council (PCC) bears responsibility for the full contents of its websites forums, blogs, Twitter or other social networking sites. Inadequate monitoring can lead to the church's reputation being tarnished and even financial repercussions. Careful consideration should be given with regard to the benefits/pitfalls of expanding a website to include message boards/forums/blogs etc. It is the responsibility of the church to ensure that its websites are safe and appropriate. A suitably qualified/experienced adult should be appointed to oversee the website.

If names/telephone numbers are included then prior consent **must** be obtained from the person.

If a child's picture is to be shown on a website, the written consent of a parent/guardian **must** be obtained beforehand. Bear in mind that sex offenders use the internet to locate children or to communicate with them.

If designing a website take advice from Family Online Safety Institute – www.fosi.org

Communicating with young people electronically and using social media

If email and instant messenger programmes, social media sites such as Facebook, Twitter or other forms of digital communication such as Instagram, Snap Chat, FaceTime or Skype are to be used to communicate with young people then parental permission must be sought prior to doing so using Form 4: *Consent Form for Electronic Communication with Young People*. These forms of contact are not appropriate where a child is under 12 years of age. All forms of communication should be made thoughtfully and workers should not communicate any message that they would be concerned if it was viewed by the parent or guardian or their own manager.

Individual churches should discuss and record their agreed approach to electronic communication and online social networking with young people. They should decide whether to allow young church members to be an 'electronic friend' with a member of staff or volunteer and this decision should be minuted. Whilst this has the advantage of enabling the setting up of contemporary

contacts and easy immediate contact it also has the potential to allow the boundary between the role of the member of staff as a mentor and his/her position of authority to become blurred exposing the worker and the young person to the risks inherent in that. If it is agreed that child members can be included as 'friends', it is recommended that a separate list/category is created, of 'friends' in respect of a particular church group. This means that information is restricted to that group. Another option is to create a 'Fan Page', which allows information to be shared, but does not have a 'chatting' facility.

Church workers who communicate with young people in this way must exercise particular care including implementing the following safeguards:

- keep a log of conversations / communications and always use clear language (not abbreviations e.g. lol) to avoid ambiguity or misinterpretation;
- any messages, conversations or texts which raise concern should be passed on or reported to the person responsible for the group and/or the Parish Safeguarding Co-ordinator;
- digital photographs of children and young people should only be taken with parental consent. If they are being kept they should be downloaded to a church computer and stored securely as recommended in the policy for the storage of images as stated below.

The parish needs to ensure images are stored in the following way:

- electronic images must be password protected and deleted when no longer required. They should not be stored on individual computers/laptops;.
- image files must be appropriately named and password protected;
- stored with consent forms for the taking and use of that image;
- used only by those authorised to do so;
- hard copies e.g. photographs should also be stored in a secure location e.g. locked filing cabinet;
- they must not be kept on a mobile phone;
- the minimum age requirements stipulated by various networking sites should be observed. For example, children under 13 are not allowed to use Facebook, and the written consent of parents/guardians is required in respect of young people over the age of 13;
- electronic communication with a child of primary school age is inappropriate – communication must always be through the parent(s) or guardian(s);
- have an 'accountability system', ask a colleague to monitor any communication with children/young people. This is especially important with private means of communication such as text messaging on mobile phones. Consider carefully if this is an appropriate means of communication and if so keep messages short and for arrangements only;

- church representatives who communicate by means of social networking sites must check carefully the privacy aspects of their profile. They must ensure that the content of their site is appropriate to be seen by children, including photographs. Bear in mind that children can also see photographs/messages/information provided by others who are linked in (e.g. Facebook 'friends');
- personal information should not be shared with children and young people, should not be requested of them, and no responses given to requests for personal information over and above that which is necessary and appropriate within the context of work;
- electronic communication should generally only be used for the purpose of sharing information, not for 'chatting'/social networking;
- communication with children and young people should always be kept in the public domain. The biggest risks of social networking sites such as Facebook are the private functions; messages that cannot be seen by anyone but the sender and recipient. It is safest therefore to avoid sending private messages. If sending a message is essential, then send to multiple people on Facebook and include other leaders in the message. If the conversation is too private for these then arrangements should be made to meet face to face applying normal safeguarding principles;
- other children/ workers should not be discussed on social network sites;
- if a child communicates electronically when facing a crisis, or when in need, save this information and proceed as per a safeguarding concern. When supporting a child in need, it is preferable to arrange 'face to face' meetings in accordance with good practice and safeguarding procedures;
- All communications need to display the church logo.

The following should be viewed as serious breaches of trust:

- searching for and/or entering pornographic, racist or hate motivated sites;
- the use of IT provided by the church to store, display and/or transmit pornographic, sexist, racist, homophobic or violent material;
- sending emails or posting messages on any social media site or otherwise using ICT in such a way as to harass, threaten, intimidate, bully, humiliate or abuse any individual or group;
- downloading, forwarding and/or burning on to any CD any music, images or movies from the internet without permission of the copyright holder;
- disclosure of any personal information relating to others without consent e.g. addresses, (personal, email, messenger), telephone numbers or bank details.

Further information and resources

- The Safe Network: providing information and resources to help keep children safe <http://www.safenetwork.org.uk>
- Internet Watch Foundation – industry funded body to report illegal material. www.iwf.org.uk
- Childnet International. www.childnet-int.org
- www.kidsmart.org.uk - not for profit organisation aiming to make the internet a safe and great place for children;
- Family Online Safety Institute: www.fosi.org
- Child Exploitation and Online Protection (CEOP) Centre. www.thinkuknow.net
- Churches Child Protection Advisory Service - www.ccpas.co.uk

Acknowledgement is given to the focus group from the diocese of Swansea & Brecon for the material written in this section.

End

Section 9

Filming and taking photographs

Taking photographs of, or filming children, young people or adults at risk is often a good way to record a positive event or advertise a club, but certain protocols must be followed to comply with the Data Protection Act 1998 as well as to safeguard children, young people and/or adults at risk. This includes control over the making, saving, storing, using and publishing of images; photographs, film and sound, images on social network sites and video sharing. This is to protect children, young people and adults at risk who may be at risk of abuse or exploitation through the inappropriate use of such images.

There are many positive attributes to sharing digital images. However, it may also cause direct or indirect risks such as cyber bullying, usage by sexual predators, usage for grooming and the exposure of children, young people and adults at risk to unsuitable and inappropriate material. There may also be instances whereby there are good reasons for the refusal of a parent/guardian/carer for images to be taken or used. Reasons for refusal may be because the parent/guardian/carer has decided they do not wish images to be taken or a child or young person may be the subject of a legal dispute or in authority care where their whereabouts must not be widely known. There is no requirement for a parent/guardian/carer to disclose why permission has been refused.

Data protection

Photographs, digital images and film (images) are all classed as personal data and as such are subject to the Data Protection Act 1998.

The act contains eight Data Protection principles which need to be followed. Photographs, digital images and film (images) must be:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- handled according to people's data protection rights
- kept safe and secure
- not transferred outside the UK without adequate protection

Identifying the type of activity/event is an important first step in considering and understanding the responsibilities for those involved. Having identified the type of activity or event it is important to make a list of what will happen during the event and who will be present. It is also important to consider not just the likely presence of cameras but also of mobile phones, tablets and video enabled devices. Careful consideration needs to be given to the taking of images by children, young people and adults at risk. This is very much part of current practice and the use of such images is widespread. It is therefore important to make explicit to children and young people how the taking of images is to be dealt with. Children and young people are used to adhering to the policies in place in schools and other organisations so will expect the church to be equally explicit about what is allowed.

Consent for the taking of images

The written consent of the parent/guardian **must** be obtained prior to filming or taking a photograph of a child during church activities. Form 4: *Consent form for taking and using images* must be completed explaining the purpose for making the film/taking the photograph e.g. for the church website, information boards, the press etc. and must be signed by the parent and the child/young person (where they are of an age to consent). Parents/guardians/carers should be encouraged to let the organisation know if they do not want their child photographed or filmed.

Appropriate records must be kept of the consent given and that consent should be renewed yearly.

Parents/guardians/carers are permitted to withdraw their consent at any time. If consent is given for a specific purpose e.g. use on parish web site, further permission must be obtained if it is intended to use the image for a different purpose e.g. annual reports

When images are taken, sensitivity, care and consideration as to how they will be used is important. The following good practice should be followed:

- ensure that when taking an image a dated record is kept as to the service/event and who the image relates to;
- use group photographs rather than an individual image whenever possible;
- do not take images of children/young people or adults at risk who are not suitably dressed. If for example the image is of a swimming activity the focus should be on the activity;
- all images taken need to be checked that appropriate consent has been obtained and if there is any doubt the image needs to be destroyed.

Using and storing images

The following must be considered with regard to the storage and use of images:

- it is a criminal offence to keep, distribute or show indecent images of children;
- photograph/film of the child/children should not be placed on a website without the written consent of the parent/guardian;
- when using images of children/young people for publicity purposes or press publication the child/young person's name or other identifying information should not be included. If names are to be published only the first name of a child or young person should be used. There will be some obvious exceptions such as celebrating an award or achievements, but written permission must always be obtained first;
- take particular care with digital images and be aware that in the wrong hands, these can be manipulated for child abuse images;
- photographs of children must be stored in a secure place;
- PCC's should consider how and where images are to be stored to meet the requirements of this policy;
- workers must not store images on their personal phones, i-pads, tablets, laptops, computers etc;
- whenever possible each child or young person should be part of a group;

- avoid images of scantily clad children or young people - if this is unavoidable e.g. if they are swimming; only group images should be used and full body or face shots must be avoided;
- information should be given if the image is to be retained for future use;
- the image must be securely stored and disposed of/deleted when no longer required;
- photographs, digital images and film (referred to as images) are all classed as personal data. As such this data is subject to the Data Protection Act 1998.

Further information on the Act can be found by contacting the Information Commissioner's Office: Wales Office.

Acknowledgement is given to the focus group from the diocese of Swansea & Brecon for the material written in this section.

End

Section 10

Transport

For information on who may legally drive a minibus refer to information provided by the Government on <https://www.gov.uk/driving-a-minibus>

Where transport is being provided the following good practice guidelines should be followed:

- there must be adequate comprehensive insurance in place that covers the driver for church activities. Drivers must check with their insurance company that their policy covers business use to ensure cover whilst driving during the course of their working activities;
- the vehicle must be road worthy. It is the driver's responsibility to make sure that the vehicle is in a roadworthy condition before use. Failure to do so may result in the driver being legally liable in the event of any accident;
- a seat belt must be available and must be used for every individual in the vehicle. It is the driver's responsibility to ensure that seat belts are worn for any journey, no matter how short;
- the total number of children and adults in the vehicle must not exceed the passenger limit;
- if the minibus is owned by the church, all drivers must be named on the insurance policy;
- when hiring a minibus or larger bus, it is the responsibility of the user group to verify the legality and insurance cover of the operator prior to the use of the vehicle. If there is any doubt about this then sight of a copy of the operator's insurance cover and operator's licence should be requested. **If in doubt do not drive the vehicle;**
- An accident report book/breakdown log book should be carried in church minibuses, and kept up to date;
- the maximum speed limits for a minibus should never be exceeded: 50mph on single carriageway roads, 60mph on dual carriageway roads, and 70mph on motorways;
- A first aid kit and fire extinguisher must be carried on the vehicle and the driver should be familiar with them.

Transporting children and young people

These are guidelines that specifically relate to transporting children and young people. Children or young people should not be transported without the prior consent of their parents or guardians. Form 2: *General consent form*

Where drivers are transporting children/young people they must abide by the usual recruitment and checking procedures. A Disclosure and Barring Service Certificate must be completed; they must be over 25, have held a full driving licence for over 2 years and if driving a minibus then checks should be made to confirm that the licence entitles the driver to drive a minibus.

Drivers with more than 6 points on their licence must inform the Parish Safeguarding Co-ordinator and any driver with a conviction for drink driving, dangerous driving or racing on the highway or similar must not transport children or young people unless this has been considered by the Provincial Safeguarding Panel.

Do not transport a child/young person alone. Ensure that a child is always accompanied by

another adult. In exceptional circumstances when it can't be avoided it is then essential to make sure that other leaders/helpers are made aware of what is happening, and that the child is seated in the rear of the vehicle.

Leaders/helpers who accompany young people in minibuses should sit amongst the young people and ideally a leader/helper should sit near vehicle exit points.

Child restraints and seatbelts

1. Children under 3 years must use the child restraint appropriate for their weight in any vehicle (including vans and other goods vehicles). The only exception to this is in the rear of a taxi where the correct child restraint is not available;
2. Rear-facing baby seats must not be used in a seat protected by a frontal air-bag unless the airbag has been deactivated manually or automatically;
3. In vehicles where seat belts are fitted, children 3 years to 135cms in height (4ft 5ins) must use appropriate child restraint unless this is not available in a taxi, for occasional journeys over short distances and where two occupied child seats in the rear prevent the fitment of a third child seat. In these cases the child may ride in the rear using an adult belt;
4. Children from 3 years to 135cm in height (or 12th birthday whichever they reach first) must use correct booster seat (same exemptions as above);
5. Children aged 12 or 13, or over 135cm in height a seat belt must be worn if fitted.

End

Section 11

Residential events

Prior to any such event taking place Form 6: *Application for approval of activities* must be completed. Any residential event organised for children and young people will involve taking responsibility for their well-being, being prepared for any eventuality and anticipating situations where there is possible risk and taking steps to reduce, remove, avoid and manage this. Before any residential event takes place the leader must carry out a formal risk assessment of the venue and activities with reference to the Church in Wales's health and safety guidelines. Consent forms signed by the person with parental responsibility must be obtained for each child attending the event and this must detail the nature of the activities that child or young person will be engaging in. This is Form 3 *Consent for specific activities*.

Forms must be filed securely in accordance with data protection and record-keeping policies and procedures. All consent forms must be submitted to the parish priest together with a completed risk assessment and Form 6: *Application for approval of activities*. All forms must be fully completed and stored securely. The responsibility for this rests with the designated leader of the event. The parish priest should counter-sign Form 6 to acknowledge receipt.

The residential centre

When organising a residential course the leader in charge should note the following:

- confirm and ensure safeguarding procedures are in place in line with this policy. In particular ensure that there is a named person who has responsibility for taking the lead in dealing with any safeguarding concerns. This person must be familiar with the safeguarding procedures and have the names and contact details of all those that they may need to contact in such an eventuality;
- for multi-denominational /multi-organisational events, compliance must be ensured with the Church in Wales safeguarding policy and a consistency of procedure and approach in respect of the documentation to be used. To this end and wherever possible, it is recommended that organisations meet to plan and prepare for the event together. The most important thing is that in the event of an emergency those in charge have a shared understanding of what to do and which procedure to follow;
- ensure that the residential centre is compliant with current health and safety legislation and has adequate insurance cover for the group, including any child with particular needs, and is licenced for the activities it is intended to undertake including any higher risk activities such as canoeing, rock climbing, etc. Insurance needs to be sufficient to cover personal accident, personal liability and public liability;
- it is important that organisers, workers, volunteers, children and young people are all familiar with the residential centre's rules and regulations. Staff at the residential centre should be supported to ensure children and young people abide by these;
- make sure there is access to first aid equipment and a GP in the event of an emergency;
- ensure that there is separate sleeping accommodation for males and females. Adults cannot share sleeping accommodation with children/young people in their charge. However, adults should be near at hand and accessible at night in case of an emergency. The children/young people should be made aware of where adults are sleeping. Adults should not enter sleeping accommodation of the children/young people alone;

- a strategy should be in place to inform parents/guardians in case of emergency or unexpected or unavoidable changes to the programme or the venue. Ensure that a phone is accessible at all times;
- children and young people should be discouraged or prohibited from bringing electrical equipment with them such as hairdryers, hair straighteners and digital devices such as portable games consoles, tablets etc. If they do bring with them digital devices or other items of value, it must be made clear to them and their parents that these and any damage they incur remain the responsibility of the child;
- ensure a no alcohol policy is enforced for both adults and young people whilst children and young people are in your care.

Parents/guardians and/or carers

The consent of the person with parental responsibility is a pre-requisite when taking a young person away for a residential event. Form 3: *Consent for specific activities* must be completed and signed by them, and should include any relevant medical information such as allergies, special diets, etc. The parent/guardian or carer signing the form must have parental responsibility for that child.

Before taking a group away parents/guardians/carers should be made aware of the following:

- the programme/activities in which their child will participate;
- the names and numbers of leaders/helpers accompanying the group. Where possible it is advisable to arrange a pre-residential briefing for parents, giving information and allowing them the opportunity to meet the leaders/helpers;
- the address and telephone number of the Centre;
- the group's 'contract', that is, the rules the young people will be asked to observe, and the possible consequences if they are broken;
- what clothes and other items the young people will need;
- how much pocket money is likely to be required. It is advisable to set a limit on the amount taken.

Children and young people

- children and young people must have parental/guardian/carer consent to participate in the residential course and its activities;
- children and young people must be fully informed of the nature of the residential course and what is expected of them;
- whilst they should be actively involved and may be encouraged to participate, children and young people should never be coerced/forced into any activity with which they are scared or otherwise unwilling to participate;
- children and young people should be allowed to negotiate rules and a contract for behaviour, and be made aware of sanctions where rules are broken;
- children and young people should have access to a telephone whenever possible;
- ChildLine and NSPCC numbers should be displayed.

End

Section 12

Confidentiality and information sharing

The Data Protection Act 1998 sets out clearly how personal information should be managed. The law is rarely a barrier to disclosure of information. There is no restriction in the Data Protection Act or any other legislation that prevents concerns regarding individuals being highlighted and shared between agencies for the purpose of protecting children or adults at risk.

Ensuring that, children, young people and adults at risk are protected and safeguarded from significant harm as well as the broader requirement for safeguarding and promoting welfare depends fundamentally upon effective sharing of information, collaboration and understanding between agencies and professionals.

Sharing information safely

In order to share confidential information legally and safely there must be a legal basis for sharing information and a legitimate purpose for doing so. When deciding whether or not to share confidential information the following should be considered:

- is there a statutory obligation to disclose. That is to say, is disclosure required by a court order or other legal obligation such as a duty to refer to the Disclosure and Barring Service (DBS);
- is there express or implied consent from the persons involved;
- is there an overriding public interest in disclosing information such as where a child or adult at risk is at risk of significant harm.

The significance, or the potential significance of the information held should be considered. Information must be relevant to the purpose for which it is being shared and should only be shared with those practitioners or agencies that need to know.

There should be openness and honesty about the reasons why information needs to be shared and why particular actions need to be taken, unless doing so causes a safeguarding concern.

Consent to share information should be obtained unless it is not safe or possible to do so, or if it would undermine the prevention or detection of a crime.

Information should be accurate, held securely and kept for no longer than necessary.

If there is any doubt about whether information should be shared the Provincial Safeguarding Officer should be contacted for advice.

Responding to the media

Allegations of abuse by clergy or church workers are likely to be the subject of media interest. In any case of alleged abuse where a case may go to trial it is essential that no information is given that might prejudice the outcome of any legal proceedings. Handling relations with the media needs to take into account the wishes, needs and wellbeing of victims, public interest and risks to others, including the alleged or known offender. All communications with the media will be handled by the Archbishop's Media Officer who should be contacted immediately in any case where media interest is possible or likely.

End

Section 13

Whistle-blowing (confidential reporting)

All organisations that provide services for, or work with, children or adults at risk must have appropriate whistle-blowing procedures, and a culture that enables safeguarding concerns and allegations to be addressed. There should be particular awareness that the welfare of children, young people and adults at risk is paramount. Whistle blowing as part of the safeguarding procedures is intended to encourage and enable anyone with a serious concern, to raise that concern.

People who work within the Church in Wales, including but not limited to office holders, employees or volunteers, may find it difficult to speak out and raise their concerns as they may feel they are being disloyal to their colleagues or to the church. They may also fear harassment or victimisation.

Whistle-blowers are protected by law from victimisation, subsequent discrimination or disadvantage provided the matter in question is raised with genuine concern. The Public Interest Disclosure Act 1998 gives workers legal protection against being dismissed or penalized as a result of publicly disclosing certain serious concerns. The policy extends this protection to volunteers.

Confidentiality and anonymity

It is important that the individuals raising concerns put their name to the allegation and do not raise it anonymously. Where concerns are expressed anonymously they will be considered however they are much less powerful and far more difficult to investigate and prove. Concerns can be raised in confidence. At the appropriate time, however, the whistle-blower may be approached to come forward as a witness, in order to bring the matter to a conclusion.

Raising a concern

If an individual has any concerns that someone within the church is engaged in activities or behaviour that is contrary to any part of these safeguarding policies they should, in the first instance, contact the Provincial Safeguarding Officer.

If the individual feels unable to contact the Provincial Safeguarding Officer, or the allegation involves the Provincial Safeguarding Officer, then advice should be sought from the Head of Safeguarding.

Concerns may be raised verbally in the first instance however this should be followed up in writing detailing the history of the concern and providing as much detail as possible including any supporting evidence.

The earlier concerns are raised the easier it is to take action.

How the Church will Respond

The Church in Wales gives an undertaking to minimise any risk to the individual of raising a concern in good faith and will support any individual doing so. It will not tolerate victimisation, intimidation or negative repercussion of anyone raising a concern in good faith and will take action

to prevent this. It is possible that the whistle-blower may be called to give evidence in criminal or disciplinary proceedings. If this is the case they will receive advice about the procedure and any necessary support that they may need.

Initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take.

Subject to legal constraints, the whistle-blower will be informed of the outcome of any investigation.

End

Section 14

Raising concerns about a person in a position of trust

It is known that the majority of abuse of children, young people and adults at risk is perpetrated by people they know and trust.

All church workers including clergy, employees and volunteers are regarded by the Church in Wales as persons working in positions of trust within the church and as such are expected to adhere to the safeguarding policy and procedures.

An allegation or concern may relate to activities within the church, home or other setting. Concerns may be current or something that has happened in the past. It is important to remember that past events may have relevance for the safety of children, young people or adults at risk in the present. Therefore irrespective of when the incident is alleged to have taken place the procedure as detailed in Section 1 should be followed.

What constitutes a breach of trust?

Any form of abuse or exploitation of a child, young person or adult at risk constitutes a breach of trust. It is important that those in positions of responsibility, authority and trust are extremely careful to guard against the possibility of this trust being breached.

The definition of breach of trust is wider than an allegation involving significant harm or the likelihood of significant harm to a child or adult at risk. It applies to situations where concerns have been raised for the potential of harm to have taken place. It is important to note that any breach of trust, even in the absence of an allegation, advice will be sought from the statutory authorities.

Such behaviour would include, but is not limited to:

- failing to abide by safeguarding policies and procedures including failing to report safeguarding concerns in a timely manner or preventing, discouraging or otherwise inhibiting others from raising any safeguarding concerns that they might have;
- befriending a child, young person or adult at risk by indulging or coercing them with inducements such as gifts, treats, money or drugs, or developing a trusting relationship with their family or using the internet etc. to develop a relationship in order to abuse or exploit them;
- engaging in a sexually intimate relationship with a young person over the age of 16 and under the age of 18.
- receiving gifts of money or items of value for personal gain;
- disclosure of any personal information relating to others without consent e.g. addresses, (personal, email or messenger), telephone numbers or bank details, unless this is a safeguarding matter;
- sending emails or posting messages on any social media site or otherwise using ICT in such a way as to harass, threaten, intimidate, bully, humiliate or abuse any individual or group.

The concerns may appear to be relatively minor such as the failure to adhere to the safeguarding policy and procedures or there may be a clear act of a criminal offence.

It is important that individual actions, however well-intentioned, are not misinterpreted. Offering appropriate care and support is extremely important. Real care must be exercised in listening or offering advice to a child, young person or adult at risk including selecting an appropriate location and setting for such an activity.

Care should be taken when entering into private or intimate conversations and should be avoided with children and young people. Above all do not form relationships that abuse the trust that is implicit in the role that has been given by the church.

How to respond to a concern about a person in a position of trust within the Church

If anyone suspects that a child, young person or adult at risk is being abused or suspects another worker of using their position of trust inappropriately then there is a duty to report that suspicion to social services. Advice and assistance should be sought from the Provincial Safeguarding Officer. If the person is worried about reporting their concerns because they are fearful of repercussions they should use the Whistleblowing Procedure (Section 13) which will afford them protection.

Concerns sometimes arise in the context of the church worker's own family setting, for example where someone has accessed child abuse images at home or has in some way maltreated their own children. Such circumstances will have a bearing on how the church worker can carry out their role within the church. In such instances the Provincial Safeguarding Officer will work closely with local authority social care services and the police. At the same time the bishop will ensure that appropriate pastoral care is put in place to support the church worker and his/her family.

Where the concern relates to the protection of a child, young person or adult at risk, then the procedures and best practice guidelines set out as set out in Section 1 should be followed.

Whatever the concerns are, the person who receives the information in whatever form must discuss the matter with the Provincial Safeguarding Officer as soon as is practicable.

Where the concern does not relate directly to the protection of a child, young person or adult at risk or it is not clear then the matter should still be discussed with Provincial Safeguarding Officer.

Where the criteria for a referral to the police or social care services are not met there may still be concerns about the behaviour of the adult having been inappropriate which will be referred to the Provincial Safeguarding Panel for advice. That advice may include that the matter is of sufficient concern to warrant referral to a Regulatory Body such as Estyn, General Medical Council, Health and Care Professions Council, Care and Social Services Inspectorate Wales or to the Disclosure and Barring Service (DBS).

In the case of clergy where a safeguarding investigation has deemed them to have abused their position of trust the matter will be referred to the diocesan bishop for attention and may include further investigation in accordance with the disciplinary rules of the Church in Wales. In the case of employees that matter will be referred to the designated church employer where appropriate action in accordance with their own disciplinary procedure will take place. In the case of volunteers, they may decide, following a concern or an allegation about them, to discontinue their service. Regardless of this, the advice of the Provincial Safeguarding Panel will be followed where the matter needs to be referred to the DBS.

The only exception to sharing information with the Provincial Safeguarding Officer is where the Provincial Safeguarding Officer is the subject of the allegations or concern or implicated in any way. In such circumstances the matter should be referred to the Head of Safeguarding.

The following must be adhered to at all times:

1. At no time should the person about whom concerns have been raised be informed or alerted to the fact that concerns have been raised.
2. Any contact with the person about whom the concern is made should only take place after liaison with and agreement from the statutory authorities.

All records and notes taken must be provided to the Provincial Safeguarding Officer (or the Head of Safeguarding if the concerns are regarding the Provincial Safeguarding Officer) as soon as practicable and if possible by the next working day.

Recording and record keeping in cases relating to a breach of trust

The procedures and guidelines as set out in Section 1 should be followed.

Where a statutory investigation is undertaken regarding an adult in a position of trust and the investigations conclude that the adult is in breach of that trust, the records will be kept for 75 years.

Temporary removal from role

The Church in Wales has a responsibility to ensure that any member of the church community known to have, suspected of having, or alleged to have offended against a child, young person or adult at risk or otherwise engaged in behaviour constituting a breach of trust is properly supported, appropriately supervised and any necessary referrals are made.

The Church in Wales will apply the principles set out in Government guidance “*Working Together 2013*” in relation to all allegations of child abuse, including allegations of child abuse images, both current and historic.

On the advice of the Provincial Safeguarding Panel the diocesan bishop or other church employers may be required to suspend a paid or volunteer worker pending an investigation and throughout the course of any investigation.

Duty to refer to the Disclosure and Barring Service (DBS)

The Disclosure and Barring Service (DBS) is the body tasked with the responsibility of maintaining records of those who may be unsuitable for work with children, young people and adults at risk due to past behaviour. The 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 Church in Wales has a legal duty to refer to DBS where there is a belief that a person has caused harm, or poses a future risk of harm to children or adults at risk.

It is breaking the law to knowingly employ (in either a paid or unpaid capacity) anyone to engage in regulated activity with a group from which they are barred from working.

End

Section 15

Reporting historic abuse and dealing with the aftermath of disclosure in a congregation

At some stage it is likely that a priest, or other person involved with worship or pastoral care, will be in the position where someone discloses abuse that happened to them when they were a child.

As with best practice when hearing a disclosure from a child it is important to listen attentively and without judgement.

The person making the disclosure may tell you that they do not want this information to go any further. However this is not best practice and may endanger others by keeping the disclosure confidential. The information disclosed must therefore be passed on to the Provincial Safeguarding Officer for their action.

Where the perpetrator is still alive

Where a person discloses historic abuse and the perpetrator is still alive, the survivor of this abuse should be encouraged to agree to tell the police as this person could be continuing to abuse children.

The Provincial Safeguarding Officer will take responsibility for contacting the police and will give the details of both the survivor and the perpetrator to them. The Provincial Safeguarding Officer will advise the police as to whether the survivor has given consent for disclosure or not. If it is thought there are health or safety concerns for the victim by disclosing their name, this should be addressed with the police. However it should be remembered that the police can insist on their identity being disclosed through a court order if they believe this information overrides other identified risks.

Wherever possible the wishes and feelings of the person making the disclosure should be respected. Forcing someone to give information against their will can result in the allegation being withdrawn and is therefore counter-productive.

It is important to ensure that where disclosures allege criminal activity, and/or there is an ongoing risk of significant harm to the survivor, a child or adult, this information is shared with the police straight away. Where the survivor does not wish to speak with the police it is highly unlikely that the police will enforce contact when they know that the person does not want this to happen. It is the police's role to decide what should happen to the information that is whether to note it for information or to investigate.

Where the perpetrator is deceased or unknown

In these circumstances the survivor should be encouraged to give the information they know regarding the perpetrator and this will be passed on to the police. It is important for the police to have this information even though the person is deceased as it may tie in with a wider network of victims and other ongoing investigations.

Support for survivors

Pastoral care and spiritual support is different from counselling or therapeutic support. Whilst these can work alongside each other it is important that counselling is provided by those who are

appropriately qualified. Where the abuse has alleged to have been made by a member of the church, then this should be discussed with the Provincial Safeguarding Officer who will be able to assist in ensuring that the most suitable support is sourced for the survivor.

Those who are offering pastoral care and spiritual support to a survivor should discuss this with the Provincial Safeguarding Office to ensure that boundaries with respect to subject matter, confidentiality and duration are taken into consideration in order to manage the expectations and meet the needs of the individual who is seeking support. This is particularly so if the disclosure that has been made is in, or likely to be in, the court's domain.

Dealing with the aftermath of disclosure (current or historic) within the church community¹

Following the disclosure that a cleric or a responsible lay person in a parish has been responsible for the sexual abuse of children, the effect that this can have on the congregation is considerable. Not only will they have to cope with a significant person within their church community having to leave, but also how the next person appointed to cover that post is implicitly affected and how the members of the congregation might heal and grow from the experience.

The process that a congregation goes through after such a breaking of trust can be likened to that of bereavement. There will be initial shock then searching and bargaining, disorientation and eventually acceptance.

The initial response of individual members of the congregation will vary depending on many factors, these will include:

- The role of the person in church.
- The degree of trust inherent in that person's role.
- The degree to which the congregation member accepted the facts of the case.
- Whether the congregation member was in contact with either the victim or the offending cleric.
- The relationship of the member to the cleric. For example had they used the cleric to discuss intimate matters, had the cleric married them or been involved in other sacramental events. Or was the cleric someone who received their confession?
- The person's theology of priesthood and leadership.
- To what degree the member was dependent on the cleric.
- Whether the member had any suspicion there was something wrong and therefore has feelings of guilt.
- The way the abuse/misconduct was communicated to the congregation.
- How close the member's children were to the cleric.
- The age and values of the individual.
- Their own history of abuse or misconduct.

Initial feeling could be anger, disillusionment, disbelief, shame and/or sadness.

¹ This article has been adapted from one written by Janet Hind former Child Protection Advisor with the Church of England 2014.

Some of the effects seen within the congregation as a whole may include:

- A loss of energy.
- Distrust of leaders continuing over time.
- Divisions within the congregation.
- Withdrawal of some members of the congregation either from positions of responsibility or completely.
- Withdrawal of financial support.
- Anger, perhaps displaced onto unrelated issues.
- Conspiracy of silence about the event (seen as protecting the offender or the victim)
- Despair regarding the future of the congregation.
- Blaming and distorting responsibility for the event on to somewhere else, such as the diocese.
- Difficulty making normal and necessary decisions.

If the congregation has not gone through a healing process these elements can continue over time and become more permanent. They can appear unrelated to the particular traumatic event. This can cause great difficulty for the next incumbent appointed especially if they have not been fully briefed.

Consideration should be given to appoint a minister for a limited period in this situation. An experienced but well supported person who can model spiritual maturity, healthy boundaries and hold the congregation in a safe place whilst they come to terms and are reconciled to what has happened.

The support of the safeguarding team should be sought and a plan put in place with other senior clerics in that diocese to deal sensitively and professionally with the situation.

The team will need to meet regularly during an investigation of abuse. It will need to ensure that the needs of the congregation are monitored. It is inevitable that during the investigation stage a high level of confidentiality is maintained. Those holding any information need to be supported by a senior person within the diocese.

As soon as possible and when information is about to become public, the congregation need to be told the facts, as far as possible and without identifying any victim. This may best be done at a parish meeting where senior members of the diocese and safeguarding team can be present together to facilitate the congregation processing the information.

The congregation should have an opportunity to express their feelings; these will be conflicting but should not be challenged. In addition they should be allowed to discuss the repercussions of the event.

The congregation could discuss future plans such as what other meetings they need. What are the spiritual and pastoral needs of the congregation at this time and do some people require individual help, for example someone who has been previously abused themselves and who thought they had come to a safe place.

Probably at a later meeting the congregation will find it helpful to put the event in context, for example learning about sex offending, the abuse of power, grooming and exploitation. A survivor of abuse (not the victim) and an offender (not the cleric) could potentially help people understand what has happened.

The team involved in explaining the situation to the congregation will need to be de-briefed.

Overtime the congregation will reorganize themselves and hopefully come to a place of acceptance. The signs of a congregation beginning to accept may include:

- The responsibility for the offence will be rightly acknowledged.
- It will be accepted that the cleric will not return.
- The role of the cleric will be seen more realistically.
- The offending cleric will be seen for the good that was achieved as well as accepting the wrong doing and the damage done.
- The victim will not be blamed but acknowledged to need support (even if the person is not known to the congregation)
- Communication within the congregation is open, roles and responsibilities are appropriately shared.
- The facts of the event need to be placed firmly within the parish's history and memory so that it is accepted and does not become a secret to cause problems later on.
- In troubled congregations developing a parish history or chronology could be the starting point for discovering the roots of dissension.
- The congregation may come to a point where a liturgical reconciliation event may help to reinforce the progress people have made towards healing.

End

Section 16

Responding to survivors

The sense of healing from the pain and trauma of abuse is important for people who have experienced abuse and those who seek to minister alongside them have a potentially important role to play in providing support in this. Every individual's journey is unique to them, and the things that are important, that help them and that provide them with hope and sustenance will be different in every case.

Some survivors of abuse have experienced further trauma when they have sought help in their healing journey. In some cases, and possibly with the best of intentions, people in churches have attempted to impose healing rituals or prayers on the person seeking help. Imposing anything or mistaking acquiescence for informed consent is always inappropriate, lacking in compassion and understanding and has the potential to re-traumatise an individual since it fails to recognise the importance of ensuring they have control over what happens to them, how they might be touched and by whom. On rare occasions further abusive acts have also occurred from the person seeking to offer care or healing.

However, for many the church has an important role to play in helping survivors process and understand what has happened and help with their healing journey. Good practice in pastoral care and guidelines in safeguarding need to apply to all situations where healing prayer, healing practices and deliverance ministry are offered in church life. The quality of pastoral care, personal conduct and ministry in these circumstances needs to be of the highest standard.

Sometimes those who have been abused have, within a church context, been urged to forgive unconditionally as if this was the right thing to do. Some Christian leaders have also explicitly or implicitly suggested that a victim of abuse has failed in some way if they do not forgive his/her abuser. This reflects poor theology, is extremely poor practice and serves only to further traumatise the individual. Forgiveness, like an individual's healing journey, is a personal matter. Whether or not the person chooses to forgive their abuser is a matter for that individual alone and they should not be judged nor found wanting, whatever their decision. For some it will be an important aspect of their healing, it may bring them peace and a sense of closure. For others forgiveness will not be something that they feel they need to do. They may, in any case, feel that the abuser has not shown remorse and cannot be forgiven, or that it is not down to them to forgive, but is a matter for God to forgive.

Whatever the survivors approach to forgiveness they should receive compassion and support for their individual choice.

Be mindful of the needs of survivors to meet away from church related surroundings and the choice of where to disclose should be considered carefully.

Organisations specialising in offering support to survivors of abuse are listed in Annex I.

Supporting Survivors

Where survivors are asked to engage in internal processes such as giving evidence at tribunals, it is important that they are offered support at every level. Should they be requested to attend a tribunal they should be given the opportunity to take a supporter with them and to have their needs met. They should be protected from direct contact with their abuser or alleged abuser at any such meetings, unless they specifically request otherwise.

The welfare needs of the survivors throughout these processes should be paramount and their needs discussed at the outset.

Supporting Workers

The church has a unique opportunity to offer sensitive pastoral ministry to all who are involved in abuse cases. When, in a case of suspected abuse, the safety of the individual has been assured, it is vital that the church creates structures whereby workers can be counselled and supported. Providing pastoral ministry takes skill and is complex and demanding work and the stress of providing this over a protracted period, such as a court case, should not be underestimated. Those undertaking it will need support, and possibly professional advice, guidance and possibly counselling and this should be made available on request.

End

Section 17

Working with suspected abusers and known offenders

The Church has a duty of care to all those within it and that includes offenders. This duty of care should be taken seriously and should include a duty not to place any individual at risk of harm.

Offences may only come to light many years after they were committed. Irrespective of when the abuse took place the individual must still be held to account and may continue to be a substantial risk to children and/or adults at risk. The police and/or social care agencies should always be informed of the offences. The Provincial Safeguarding Officer will liaise as appropriate with the statutory authorities.

Disclosure of Information about Sex Offenders

The Home Office guidance on the exchange of information about all those who have been convicted of, cautioned for, or otherwise dealt with by the courts for a sexual offence; and those who are considered by the relevant agencies to present a risk to children and others emphasises that the disclosure of information should always take place within an established system and protocol between agencies, and should be integrated into a risk assessment and management system.

Each case should be judged on its merits by the police and other relevant agencies, taking account of the degree of risk. The guidance places on the police the responsibility to co-ordinate and lead the risk assessment and management process, to share information about offenders and to devise strategies to manage their risk. The guidance also addresses issues arising in relation to people who have not been convicted or cautioned for offences, but who are suspected of involvement in criminal sexual activity.

Ministry with Known Offenders or Abusers

The Church has a responsibility to actively manage risk to the community whilst it provides support and care to an individual who may be isolated and without settled accommodation or employment. When a known offender joins a church the Provincial Safeguarding Officer should be informed immediately and an agreement be put in place. See Form 14 (Model agreement with a known offender).

It is important when a cleric leaves a parish/ministry or mission area, where a known offender is worshiping, that this information is passed on immediately to the new incumbent or to the person responsible during an interregnum. This needs to happen as soon as they take up their post and a copy of the signed agreement passed on confidentially.

The agreement should be reviewed annually by the cleric, offender, probation officer and Provincial Safeguarding Officer.

End

Section 18

Safeguarding framework – roles and responsibilities**Head of safeguarding (and provincial safeguarding officer)**

Responsible for all aspects of safeguarding (both children and adults at risk)

Provincial safeguarding officer

Responsible for all safeguarding concerns and allegations across the Province

Provincial safeguarding support officer

Responsible for directly supporting parishes on safe recruitment, safe church training for laity and general advice on safeguarding. (Support officers DO NOT deal with safeguarding concerns or allegations.)

Parish/Cathedral safeguarding co-ordinator

Responsible for providing the PCC with advice and assistance on safe recruitment and practice and to ensure the PCC adheres to the Church in Wales safeguarding policy as directed by the Province

Provincial safeguarding administrator

Responsible for the monitoring and administration of DBS forms and supporting the safeguarding team

Provincial safeguarding project officer

Responsible for the preparation of relevant documents for the Lowell Goddard Inquiry *

Provincial safeguarding panel

Receives all safeguarding cases to independently review and advise accordingly

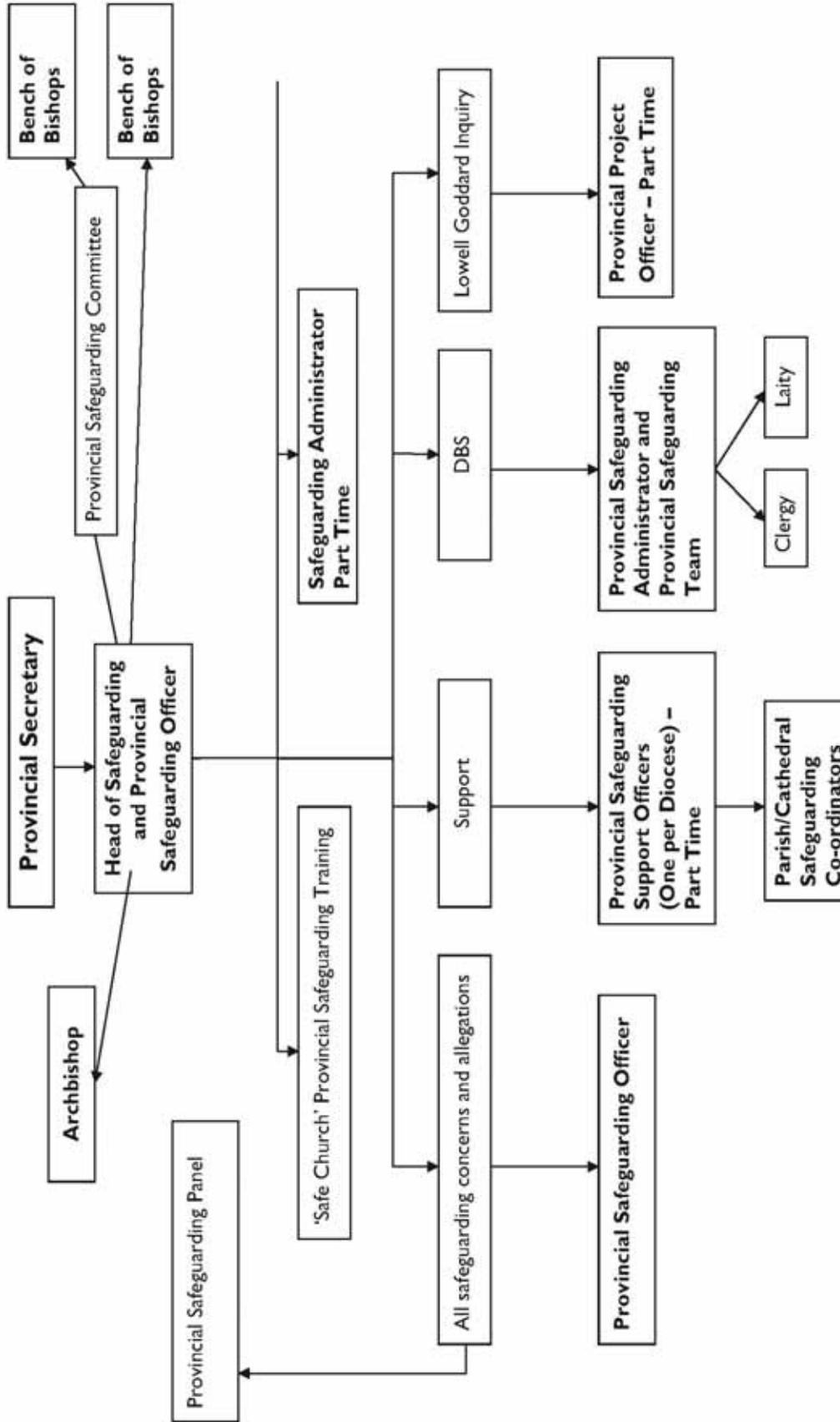
Provincial safeguarding committee

Advises on policy, training and development work with regard to aspects of safeguarding

*IICSA Independent Inquiry into Child Sexual Abuse

The Independent Inquiry into Child Sexual Abuse (IICSA), led by Hon. Lowell Goddard

<https://www.iicsa.org.uk>



Provincial Safeguarding Framework

End

Section 19

Safeguarding training – Safe Church**Head of Safeguarding**

Responsible for commissioning independent trainers to deliver provincial safeguarding training (on both children and adults at risk). Responsible for commissioning from the independent trainers an annual ‘Train the Trainer’ course for delivery of training for laity across the Province.

Delivery of Training**Clergy, Licensed Ministry and other Church Workers**

‘Safe Church’ Independent training delivered annually, one day in the North of the Province and one day in the South.

Ordinands

‘Safe Church’ independent training delivered annually through St Michael’s Theological College.

Parish/Cathedral Safeguarding Coordinators and Laity

‘Safe Church’ training delivered in-house by officers/personnel that have completed the ‘Train the Trainer’ course. This training will be co-ordinated by the Provincial Safeguarding Support Officers.

End

Annex I

Useful Contacts

Important Contact Numbers

In the event of concerns and allegations always contact the Provincial Safeguarding Officer who will take the appropriate action and support you with any action you may be required to take.

External services are only to be contacted as outlined below.

Contacting the Emergency Services

- If there is immediate risk of harm, i.e. someone is in danger now, you should call 999.
- Always contact the Provincial Safeguarding Officer as soon as possible of any and all actions and incidents. Tel **07787 244 037** or **07551 124 219**.
- Complete Form 9 Reporting a Safeguarding Concern.

Contacting the Police

If there is a risk of harm and this is also a criminal matter (for example, suspected theft or fraud) but no-one is in immediate danger (i.e. you do not need to call 999) and the Provincial Safeguarding Officer is not available, you should contact the Police directly.

To contact the Police you should call 101. The number is available 24 hours a day, 7 days a week.

If you are hearing-impaired you can contact a minicom service on 01656 656980.

Contacting Social Care Services

If there is a risk of harm but no-one is in immediate danger (i.e. you do not need to call the Police or Ambulance) and the Provincial Safeguarding Officer is not available, you should contact Social Services directly.

Please refer to the specific Local Authority website for their current contact number.

Resources for Further Information

The resources outlined below are intended as sources of further information for church representatives and stakeholders as well as for signposting anyone else in need of information and/or support. Any queries or concerns directly related to safeguarding matters must be raised directly with the Provincial Safeguarding Officer.

Children and Young People

NSPCC www.nspcc.org/reportconcern	0808 800 5000
ChildLine (24/7 telephone counselling for children and young people) www.childline.org.uk	0800 1111
Meic (24/7 information and advocacy helpline for children and young people) www.meiccymru.org	0808 802 3456
Kidscape (helpline for parents concerned about bullying) www.kidscape.org.uk	02077 303 300
Children's Commissioner's Office http://childcom.org.uk	0808 801 1000

Adults

The National Careline (information about care and support for older people, their carers and their families) www.thenationalcareline.org	0800 069 9784
Age Cymru (information, support and advice for older people) www.ageuk.org.uk/cymru	0800 022 3444
Action for Elder Abuse www.elderabuse.org.uk	080 8808 8141
Older People's Commissioner's Office www.olderpeoplewales.com	08442 640 670
<u>Advisory / Regulatory Bodies</u>	
CCPAS: Churches Child Protection Advisory Service www.ccpas.co.uk	0845 120 4550
CSSIW: Care and Social Services Inspectorate Wales www.cssiw.org.uk	0300 790 0126

Online Safety

Wisekids

www.wisekids.org.uk info@wisekids.org.uk

01633 673 339

Action for Children's Net Smart

www.actionforchildren.org.uk/our-services/family-support/parenting-suport/netsmart

BBC Webwise

www.bbc.co.uk/cbbc/topics/stay-safe

Child Exploitation & Online Protection (CEOP) Centre

www.thinkuknow.co.uk

Support for Victims and Survivors

The Survivors Trust

www.thesurvivorstrust.org

01788 550 554

MACSAS

(Ministry and Clergy Sexual Abuse Survivors)

www.macsas.org.uk

0808 801 0340

NAPAC

www.napac.org.uk

0808 801 0331

Support and Treatment for Offenders

The Lucy Faithfull Foundation

(working with families affected by abuse including perpetrators, young people with inappropriate sexual behaviour, victims)

www.lucyfaithfull.org

0808 100 0900

Stop it Now

(confidential helpline for anyone concerned about any aspect of child sexual abuse, including families and professionals)

www.stopitnow.org.uk/wales

0808 100 0900

Annex 2

Keeping Safe Online! A Guide for Children

1. Never tell anyone online where you live, what school you go to, your address, email or phone number and never send pictures of yourself to anyone. If anyone asks you for this information you should tell your mum or dad.
2. Making friends online is great but NEVER agree to meet up with someone you have chatted to online. Online friends are still strangers and not everyone is who they say they are. If you do meet up make sure your mum or dad knows about it AND they, or another safe adult, come with you.
3. Never open emails, messages or files from anyone you don't know. They may contain viruses or nasty messages.
4. The internet is great for finding things out but not everything you read will be true. Check out what you read by looking at different websites, checking in books or asking your teacher or someone who knows.
5. Not everyone online is truthful about who they are and what they are doing. Sometimes people use the internet to bully, upset or hurt people. It is always safest to chat only to people online that you know in real life and make sure your parents know what chat rooms you use. If someone makes you feel uncomfortable, asks you to do something that you are not happy about or bullies you online, tell your mum or dad.
6. If you are worried about something you have seen online or something someone has said to you online, you can report it to CEOP (Child Exploitation and Online Protection) www.thinkuknow.net.

Keeping Safe Online! A Guide for Young People

- Always check that your parent/carer is happy for you to enter a chat room and try to make sure you only use chat rooms that are regulated and run by reputable organisations that monitor activity.
- When you visit a chat room use a nickname and never give any identifying information such as your real name, age, address, email address, telephone number, school or church/youth group name. Remember chat rooms are 'public places' and you never know who might be in there and see it.
- Keep your passwords private, don't even tell your friends.
- Only give out as much information as you are happy with. If a site has a compulsory field you have to fill in and you don't think it is necessary leave.
- Chat safely – you can't always be sure that it is only people your age in a chat room – it may be an adult winding you up or trying to trick you. Block people who make you feel uncomfortable and stay out of 'over-18' chat rooms, websites and other parts of the internet intended for adults. The warnings are for your protection. Adult sites can cost a lot more on your phone bill too.

- Leave a chat room the moment anything worries you. Let your parent/carer/youth leader know and report any bad taste / bad attitude messages to the chat service provider / internet service provider. Save any conversations that you think could prove someone has been bullying or harassing you. If you are worried about something you have seen online or something someone has said to you online, you can report it to CEOP (Child Exploitation and Online Protection) www.thinkuknow.net.
- Don't send via text or email your photo to anyone and especially do not send sexually explicit or revealing photographs of yourself. You may trust the person you have sent them to at the moment but sometimes people use such photographs to bully others when they are no longer friends. Don't think this cannot happen to you.
- People you contact online are not always who they seem, and people don't always tell the truth online – no-one can see them. Never arrange to meet anyone without first agreeing it with your parent/carer and get them to come with you to the first meeting, which should always be in a public place.
- Be careful when entering competitions etc. You may be signing up to services you don't want and never give out credit card or bank details without first checking with your parent/carer. If you pay for something online, make sure there is a credit card safety symbol on the site, it looks like a yellow padlock and means your details will be safe.
- Never respond to nasty, suggestive or offensive emails or postings in user net groups and do not 'Troll' (post inflammatory messages to wind people up).

Emails

- If you get an email from someone you don't know, don't open their links or attachments. They could contain viruses which can damage or destroy your computer or lead to inappropriate or illegal sites.
- Make sure your computer has virus protection software installed.
- Never send chain letters via the internet – they are forbidden on the internet. If you receive one notify your Internet Service Provider.
- Online fraud and scams are common. Be suspicious if you receive an email telling you that you have won a competition or lottery you haven't entered, or you get an offer that seems too good to be true. It is unlikely to be true!

Church's Acceptable Use of ICT Policy

If using church equipment, you must abide by the church's acceptable use of ICT policy. This means you must not:

- Search for and/or enter pornographic, racist or hate motivated sites;
- Use ICT provided by the church to store, display and/or transmit pornographic, sexist, racist, homophobic or violent material;
- Send emails or post messages or pictures on any social media site or otherwise use ICT in such a way as to threaten, intimidate, bully or abuse any individual or group;

- Download, forward and/or burn on to any CD/DVD any music, images or movies from the internet without permission of the copyright holder;
- Disclose of any personal information relating to others without their consent e.g. addresses (personal, email or messenger), photographs, telephone numbers or bank details.

Annex 3

Choirs and church choirs with young people

Code of practice for staff and volunteers

Introduction

Staff and volunteers working and associating with children in the context of cathedral choirs or other church choirs where young people are present should be aware that safeguarding is paramount to both the cathedral and diocese. This code of practice is published in order that best practice may be followed and misunderstandings avoided. It is clearly in the interests of all children and adults, and of the cathedral itself, that staff and volunteers follow this code of practice to avoid putting themselves, colleagues and choristers at risk.

This code of practice attempts to set out guidelines for the ways in which all adults should interact with children in a music department in order to maintain healthy and unambiguous relationships and avoid situations which may be misinterpreted or misused. For the purposes of this document a child (sometimes referred to as a 'chorister') is anyone of school age, even if over 18, who is currently in a cathedral choir or other church choir or consort or present in or around a cathedral, or with a music department elsewhere.

The contents of this document apply to all cathedral staff and volunteers who come into contact with children in a choir, including organists, clergy, choir chaperones, parent helpers, lay clerks and adult members of the consort, whether or not they have direct responsibility for the choristers.

Some of the adults who are involved with the choirs may also be parents of choristers. In this instance, it is clearly acceptable for those adults to associate with choristers who are friends of their child in the normal way outside of choir. There is no need to avoid other choristers coming round to play with their child, or to avoid giving lifts to other choristers along with their own children, etc. Common sense must prevail. It may, however, be wise to make it clear to the parents of such other choristers that any arrangements made are private arrangements between parents and not connected to one's position in the cathedral.

Personnel

The adults who are in regular contact with children in the choirs are:

- the director of music
- the assistant organist
- the cathedral clergy
- the choir chaperones
- the lay clerks
- the adult singers in a cathedral consort or other church choir

All adults should take care that their relationships with choir children reflect the age, gender and maturity of the children involved. It is especially important that all aspects of demeanour, language and attitude, however conveyed, do not give rise to misunderstandings, especially when dealing with adolescent or older boys and girls.

Roles and Responsibilities

The director of music and the assistant organist are those principally responsible for the welfare of the choristers. They are employed by chapter and have a duty of care for the choristers. At all times when the choristers are at a cathedral, except in extreme circumstances, at least one organist/director is present and in a position of principal responsibility for the choristers. This responsibility includes musical and pastoral matters.

A team of voluntary choir chaperones assist in looking after the choristers. They are responsible for pastoral matters during their periods of duty, and deal with choristers' food and drink, sickness, the attendance register, misbehaviour, and emotional issues. They are responsible to the director of music, and should report any significant issues arising during their duties to the organist/director in charge, who should in turn report them to the director of music as soon as reasonably possible.

There are a number of adult lay clerks in a cathedral choir and adult singers in the consort. These singers have no direct disciplinary or pastoral responsibilities for the choristers unless it is delegated to them by the organist/director on duty for a particular period, although they will naturally interact with the choristers and engage in conversation around practices and service. In extreme situations in the absence of the organist/director or chaperones they should deal with any problems that affect the choristers, but they should always report the action they have taken to the organist/director on duty as soon as practically possible. Although they have no responsibility for the discipline of the choristers, a very occasional instruction or rebuke might sometimes be in order (e.g. asking a chorister to be quiet or to desist from an antisocial or dangerous action) and can serve to reinforce the instructions and expectations of the choir director and chaperones. Any such rebuke must be mild, infrequent and not repeatedly directed at the same chorister. If further action is thought to be necessary, this should be communicated to the chaperone or choir director, who will deal with the matter in a way they consider appropriate (which may on occasions be ignoring the behaviour for the time being). It is rare for bad behaviour to be reported to parents rather than being dealt with by choir personnel, and the only person authorised to do so is the choir director (either the director of music or the assistant organist).

Physical Contact

All adults should avoid physical contact with the choristers, except in the following circumstances:

- Restraining a child to prevent them harming or injuring themselves or others, or doing damage to property. Only reasonable restraint must be used.
- Comforting a child in distress. This should be done with the knowledge of, and preferably in the sight of, other adults.
- Administering First Aid.
- Sharing the peace at the Eucharist with a handshake.

Physical contact should be minimal, appropriate, and not prolonged or often repeated. Adults should take into account the age of the child concerned and take care to avoid contact which may be wrongly interpreted. If any unusual physical contact occurs between an adult and a child, even accidentally, it is important that the adult reports the incident to the director of music as soon as reasonably possible, no matter how embarrassing or trivial the incident may be.

Conversation and Demeanour

All adults should avoid comments in the presence of children, which could be taken to have sexual overtones, or be regarded as intimate: neither should they encourage debate or discussion of such subjects. There are a few possible exceptions to this rule. In situations where a child's distress is caused by physical or emotional concerns which have to be acknowledged in the interest of helping the child at that time, a chaperone (or in extreme circumstances an organist/director) may need to listen to a child explaining a personal problem, and respond appropriately. They should not promise to be a confidante in such circumstances, and must report the incident to the director of music, the cathedral's safeguarding co-ordinator and Provincial Safeguarding Officer as soon as possible.

Adults should ensure that all topics of conversation with children are appropriate, bearing in mind the age of the child. They should use their professional judgement to ensure that they are not drawn into areas of conversation inappropriate to their duties or their relationship to the child concerned.

The persistent and hurtful use of sarcastic, demeaning or insensitive comments towards young people is a form of abuse and should be avoided.

The Pastoral Role of Chaperones

The chaperone may be the first person a child confides in, particularly if there are difficulties at home. Such encounters may require more collaborative engagement with the school. It may be in some circumstances that the cathedral, through the gathering of information from the chaperone regarding a child's home situation, should work in collaboration with the school the child is attending, who may also be alive to the child's care or unhappiness. For example, a parent not collecting a child, or a child being a prime carer for a parent, or having to do domestic work at home that impact on the child's well-being. These situations require pastoral care and working with other agencies, especially the school. Advice should be sought from the Provincial Safeguarding Officer if the chaperone has any areas of doubt.

Infatuations and Crushes

Adults should be aware of the possibility of infatuations and crushes developing, particularly in the case of adolescent and older children. They should alert a colleague if they observe a chorister developing an infatuation which could put that colleague at risk. Adults should remain professional and not add to the child's problems by joking about or providing any such situation. If they are concerned about a particular developing situation they should talk with the director of music about it. Should a chorister initiate an unacceptable physical or verbal approach, the adult concerned should gently but firmly disengage himself/herself, and explain that such closeness is not appropriate or acceptable. However, they should be careful not to react in such a way as to humiliate the child.

If a chorister develops a tendency regularly to stay behind with an adult as if to help, or to discuss matters, he/she should act to avoid this situation developing, either by asking another chorister to help with the same task, inviting another adult or chorister into the room, or preventing the opportunity recurring.

Concerts, tours, visits and other off-site activities

When choir activities occur away from the cathedral, adults should adhere to the same standards of conduct and behaviour, even in situations where they are 'off-duty' but in the presence of choristers. Adults should consider how their deportment and conversation may be perceived by choristers, and understand that they may be held up as role models by some choristers.

Adults should be vigilant in foreseeing problems which may occur in unfamiliar settings. On tour children have less access to their parents, and some degree of homesickness may be experienced, in particular by younger children. While it is appropriate for adults to reassure children in this context they should not allow an inappropriate relationship to develop on account of a child's neediness or difficulties. Where adults detect a danger in this regard it is important that they bring other appropriate adults into the situation, so that the child concerned is not dependent on any one adult.

Social events

There are a number of social events in any music department calendar. Adults should be aware that the more relaxed relationships that may sometimes be appropriate in these contexts can be misinterpreted by young people. It is important to emphasise that the standards of conduct and behaviour around the choristers should be no different from those in choir activities. Adults should be aware of the particular care which should be taken with older, more mature choristers in these circumstances.

Meetings between adults and children outside Choir activities

It may appear to some that a cathedral should only be concerned with interaction between choristers and adults during choir activities. However, were a situation involving a child and adult from the choir to develop outside the bounds of choir activities, this would obviously impact on the cathedral.

It is usually inappropriate for an adult to arrange to meet with, to agree to meet with, or to prolong an accidental meeting with a chorister outside the choir environment. If adults foresee such an occasion developing they should discuss it with the director of music. There are few exceptions to this rule, but one is a case where an adult is privately engaged by a parent in teaching a child on an instrument or in music theory. It is also possible that an adult may need to engage professionally with a child in a different context (e.g. as a member of staff at a school).

It is appropriate for members of staff to meet with children in the presence of their parents outside choir activities. However, parents should be encouraged to make their child aware of the appropriate relationship with the adult concerned to avoid confusion both in and out of the choir situation.

Communication with Choristers outside Choir activities

With parents' consent, the email addresses of older choristers can be added to the choir database, so that they receive the same emails as their parents do relating to choir activities. These email addresses are held only by the director of music, and will not be used by him or her to communicate with the chorister individually.

Staff, volunteers and visitors should not communicate directly with individual choristers outside choir activities. All media of communication are inappropriate, including telephoning, texting, e-mailing, letter writing, sending parcels, and other forms of electronic and non-electronic communication. Only the organist/directors and choir chaperones should hold mobile phone numbers for choristers if they are given them, and they may use these only for official purposes relating to choir activities. An official purpose might be to check on an older chorister's whereabouts on tour if parents have given permission for their child to be unsupervised for a limited period, or in the event that an urgent message must be sent to a chorister. Such communications should never be prolonged, and no one member of staff should regularly contact the same chorister.

For non-urgent communications, it is always advisable to contact the child's parents (or house parents in the case of boarders) and ask to speak with the chorister concerned. This kind of contact should not be regularly directed at any particular chorister. Parents have the right to withhold consent for an adult to talk to their children outside choir activities, and to act as intermediary where it is important that a message gets through.

Where an adult needs to contact a particular chorister as indicated above they should contact them via the home telephone number or parents' mobile number rather than via the chorister's mobile phone. If the chorister happens to answer the home phone rather than a parent, the member of staff or volunteer should use his/her discretion in deciding whether it is appropriate to talk directly to the chorister or whether to ask to speak with the parents first. In the case of the younger choristers it is likely always to be appropriate to talk to the parents first. All conversations should be brief and to the point.

Adults should avoid giving their contact details to any chorister, and should avoid accepting friend requests from choristers on Facebook. It is, however, possible that a chorister may discover contact details and contact an adult by text or email, or by telephoning. If the communication is a simple one related to choir activities, it is fine to reply with a brief answer to a question. But if such communication becomes repeated or strays into areas not directly related to the choir, however, innocent, it would be wise to alert the director of music to this.

Annex 4

Safeguarding legislation and other statutory frameworks

Safeguarding legislation

- The Children Act 1989
- The Children Act 2004
- Data Protection Act 1998
- Crime & Disorder Act 1998
- Criminal Justice & Court Services Act 2000
- Sexual Offences Act 2003
- Sexual Offences Act 2009
- Safeguarding Vulnerable Groups Act 2006
- Safeguarding Vulnerable Groups Act (Controlled Activity) (Wales) Regulations 2010
- United Nations Convention on the Rights of the Child 1989
- The Human Rights Act 1998
- Social Services and Well-being (Wales) Act 2014

Other statutory frameworks and policy guidance

- Disclosure and Barring Service (DBS) Code of Practice
- The All Wales Child Protection Procedures 2008
- Safeguarding Children: Working Together Under the Children Act 2004 – 2007
- Working Together to Safeguard Children 2013
- Working Together to Safeguard Children 2015
- Safeguarding and Promoting the Welfare of Children and Young People at risk of Abuse through Sexual Exploitation - 2013
- Safeguarding Children who may have been Trafficked – 2008
- Female Genital Mutilation – all Wales Protocol – 2011
- All Wales Practice Guidance: Safeguarding Children and Young People Affected by Domestic Abuse – 2011
- Safeguarding Children in whom Illness is Fabricated or Induced – All Wales Protocol - 2007
- Safeguarding and Promoting the Welfare of Unaccompanied Asylum Seeking Children and Young People – All Wales Practice Guidance – 2011
- The Management of Young People Engaged in Sexually Harmful Behaviour – All Wales Protocol – 2011
- All Wales Protocol – Missing Children – 2012

- All Wales Flowchart for Practitioners when dealing with a disclosure or concern identified of Forced Marriage. (AWCPP review group March 2014)
- Home Office, 1993, Safe from harm: a code of practice for safeguarding the welfare of children in voluntary organisations in England and Wales)
- Wales Interim Policy and Procedures for the Protection of Vulnerable Adults from Abuse (January 2013)
- Welsh Government Guidance: In Safe Hands 2000

Annex 5

GLOSSARY

Definitions and Key Terms

- Adult at risk** The following definition is taken from the Social Services and Well-being (Wales) Act 2014:
- (1) An "adult at risk", for the purposes of this Part, is an adult who -
- (a) is experiencing or is at risk of abuse or neglect,
 - (b) has needs for care and support (whether or not the authority is meeting any of those needs), and
 - (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.
- Child** A child is anyone who has not yet reached their 18th birthday. The fact that a child has become sixteen years of age is living independently or is in further education, or is a member of the armed forces, or is in hospital, or in prison or a young offenders institution does not change their status or their entitlement to services or protection under legislation.
- Child abuse and neglect** Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting (including the church), by those known to them or, more rarely, by a stranger. They may be abused by another adult or adults, or another child or children¹.
- Child at risk** The following definition is taken from the Social Services and Well-being (Wales) Act 2014:
- "a child at risk" is a child who -
- (a) is experiencing or is at risk of abuse, neglect or other kinds of harm, and
 - (b) has needs for care and support (whether or not the authority is meeting any of those needs).
- Child sexual exploitation** The use of a child for the sexual stimulation of an older child or adult. Exploitation may include bribing, rewarding, threatening, coercing or otherwise inducing a child to engage in sexual activities. Internet and other media technology are frequently used in such abuse. Violence, coercion and intimidation are common. Forms of child sexual abuse include asking or pressuring a child to engage in sexual activities (regardless of the outcome), indecent exposure to a child with intent to gratify their own sexual desires or to intimidate or groom the child, physical sexual contact with a child, or using a child to produce abusive images. Regardless of the challenging behaviours they may display, exploited children should be viewed as victims of child sexual abuse, not as criminals.

¹ A significant number of sex offenders are themselves minors. Young perpetrators of abuse are still children and are entitled to have their needs considered though steps may need to be taken to protect other children. Such cases should always be referred to the local authority children's social care service.

Child trafficking	This is defined as the "recruitment, transportation, transfer, harbouring, and/or receipt" of a child for the purpose of exploitation. It may involve the bringing of children into the country, sometimes without proper immigration arrangements, for a variety of illegal purposes which can include domestic service, illegal adoption, organ harvesting, benefit claims or prostitution. Children trafficked from abroad may have little or no English. Children can also be trafficked within the UK. Any child who is taken from one country to another, or from one place to another by an organized criminal group for the purpose of exploitation is considered to be being trafficked. The police or local authority children's social care service should be contacted immediately if a church member comes across such a child or aware of, or suspects, such activity.
Modern day slavery and human trafficking	Trafficking is the recruitment, transportation, transfer, harbouring, and/or receipt of a person for the purpose of exploitation. It may involve the bringing of a person into the country, sometimes without proper immigration arrangements, for a variety of illegal purposes which can include domestic service, illegal adoption, organ harvesting, benefit claims or prostitution. Human trafficking is linked to modern day slavery where those trafficked are held against their will and forced to work. The police or local authority adult social care services should be contacted immediately if a church member comes across or suspects such activity.
Children's social care	The department within the local authority responsible for the provision of social work, personal care, protection or social support services to children and their families including children looked after by the local authority.
Complex organized or multiple abuse	<p>What constitutes "complex" is, to some extent, dependent on the presenting circumstances of the case but can include situations involving:</p> <ul style="list-style-type: none"> • Multiple abusers • Multiple children • Institutional abuse e.g. systematic abuse within an boarding school or residential care home • Organised abuse e.g. abusing children in order to produce child abuse images for distribution amongst a network of child sex abusers • Prostitution of/trafficking of children • Cases of particular sensitivity e.g. involving a high profile person that is likely to attract publicity
Domestic abuse/ violence	This term is used to describe the physical, sexual or emotional (including verbal and financial) abuse between adults who are or have been intimate partners, family members or caregivers, regardless of gender or sexuality. This form of abuse not only affects the victim, but potentially other members of the family who may be a child or adult at risk. The Adoption and Children Act 2002 extended the legal definition of harm to children to include harm suffered by seeing or hearing ill-treatment of others, especially in the home.

Fabricated or induced illness	Parents and carers can induce or pretend to observe symptoms in a child which lead to unnecessary investigations or treatment.
Emotional abuse	The persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
Female genital mutilation	Also known as female genital cutting and female circumcision, is the ritual removal of some or all of the external female genitalia. It is practiced by certain ethnic groups and is a criminal offence. Any suggestion that it is being sought or has been carried out should be referred to the local authority children's social care service or the police.
Forced marriage	Forced marriage differs from arranged marriage. Whilst both are 'arranged' usually by parent's or other relatives, in forced marriage the child/young person may be under age and unable to consent or an unwilling party. Disclosures of actual or possible forced marriage should not be treated as a family matter and any disclosure should not be discussed or revealed to family members. The local authority or the police should be contacted.
Harm	Ill-treatment or the impairment of health or development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another.
Internet-related abuse	Adults may target chat rooms, social networking sites, messaging services, digital cameras, mobile phones and the internet generally in order to groom and abuse children. Children are particularly vulnerable to abuse by adults who pretend to be children of comparable ages in social networking sites and who try to obtain images or engineer meetings. Children themselves can also misuse these facilities, sometimes inadvertently and sometimes with malicious intent.

Neglect	<p>The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, or at any age, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> • Provide adequate food, clothing and shelter (including exclusion from home or abandonment); • Protect a child from physical and emotional harm or danger; • Ensure adequate supervision (including the use of inadequate carers); or • Ensure access to appropriate medical care or treatment. <p>It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>
Physical abuse	<p>The hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates or induces illness in a child whom they are looking after.</p>
Ritual abuse	<p>This includes any form of abuse of children or adults (including physical, sexual, and psychological abuse) involving the use of rituals. Ritual does not necessarily mean satanic although such abuse may involve satanic worship. Ritual abuse rarely consists of a single episode and usually involves repeated abuse over an extended period of time. It may involve severe and sadistic physical and sexual abuse, the use of ritual/indoctrination including mind control techniques and mind altering drugs, and ritual/intimidation intended to maintain dominance over the victim. Both during and after the abuse, most victims are in a state of terror, mind control, and dissociation in which disclosure is exceedingly difficult.</p>
Safeguarding and promoting the welfare of children	<ul style="list-style-type: none"> • Preventing and protecting children from abuse and neglect; • Preventing impairment of their health or development; and • Ensuring that they receive safe and effective care so as to enable them to have optimum life chances.
Significant harm	<p>Section 31(10) of the Children Act 1989 states that "where the question of whether harm suffered by a child is significant turns on the child's health or development, his health or development shall be compared with that which could reasonably be expected of a similar child". This concept is the threshold that triggers statutory intervention.</p>

- Sexual abuse** Forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- Self-harm** This deliberate self-harm can include taking overdoses, cutting, misuse of drugs or alcohol. Local Safeguarding Children Boards vary in their approach to deliberate self-harm. It will always be appropriate to discuss such a case with the local authority and / or child and adolescent mental health services (CAMHS).
- Spiritual abuse** Spiritual abuse is not covered by the statutory definitions but is of concern both within and outside faith communities including the church. Within faith communities, harm can also be caused by the inappropriate use of religious belief or practice. This can be open to misuse including oppressive teaching, or intrusive healing and deliverance ministries. Any of these could result in children experiencing physical, emotional or sexual harm. If this behaviour is observed it should be referred for investigation in co-operation with the appropriate statutory agencies.
More recently the concept of spiritual abuse has been expanded (ref. The Reverend Dr Lisa Oakley 2013) to say:
Spiritual abuse is coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply emotional personal attack. This abuse may include: manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, pressure to conform, misuse of scripture or the pulpit to control behavior, requirement of obedience to the abuser, the suggestion that the abuser has a “divine” position, isolation from others, especially those external to the abusive context.

Forms and Guidance

All completed forms must be filed securely in accordance with data protection and record keeping policies and procedures.

Guidance 1:	Principles of safeguarding
Form 2:	General consent form
Form 3:	Consent form for specific activities
Form 4:	Consent form for use of images
Form 5:	Consent form for electronic communication with young people
Form 6:	Application form for approval of activities
Form 7:	Reporting an incident, accident or near miss
Form 8:	Session record
Form & Guidance 9:	Reporting a safeguarding concern Reporting a safeguarding concern guidance notes
Form 10:	Agreement for use of ICT
Form 11:	Declaration on safeguarding procedures
Form 12:	Sample application form
Form 13:	Sample reference request
Form 14:	Model agreement with a known offender

Guidance I

Principles of safeguarding

Good practice for the safeguarding of children and adults in the church

The Church in Wales Safeguarding Policy and Procedures (Revised March 2016) should be referred to for complete information. This safeguarding guidance is for all those, paid and volunteers, who are working with or supporting children, young people and adults at risk. Ensure that all those working with children, young people and adults at risk have a copy of this reference guide.

If you have concerns about possible abuse (including allegations)

- In an emergency contact the police or social services.
- Otherwise contact the Provincial Safeguarding Officer or Parish Safeguarding Coordinator.
<http://www.churchinwales.org.uk/structure/representative-body/hr/safeguarding/>
- Decide together whether to seek advice or to make an immediate referral to the police or social care services. The Provincial Safeguarding Officer must be informed in any case.
- Inform your parish priest (if he/she is not part of the concern or allegation) and only tell others who need to know in order to safeguard the situation.

A child, young person or adult wishes to disclose they have been abused

- Allow the person to talk without interruption, accepting what is said. Do not question or investigate.
- Do not promise confidentiality and explain that you will have to pass the information on in order to keep them and others safe.
- Make careful notes of what is said, record dates, times and events using the actual words wherever possible.
- Sign, date and give these notes to the person with safeguarding responsibility.
- Ensure no situation arises that could cause further concern.

If you receive a complaint or allegation against anyone including yourself

- Inform the Provincial Safeguarding Officer immediately.
- Write careful and contemporaneous notes of what you witnessed, heard or were told.
- Sign, date and give these to the person with safeguarding responsibility.
- Try to ensure that no-one is placed in a position which could cause further compromise.

Code of conduct when working with children, young people and adults at risk

- Treat everyone with respect, setting a positive example for others.
- Respect personal space and privacy.
- Ensure activities involve more than one person being present, or where you are always within sight and hearing of others.
- Ensure any actions cannot be misrepresented by someone else.
- Challenge unacceptable behaviour such as bullying, favouritism, innuendo etc.
- Do not have inappropriate physical or verbal contact with others.
- Do not put anyone, including yourself, in a vulnerable or compromising situation.
- You must not keep allegations or suspected abuse secret. **RECORD AND REPORT.**
- If you are involved in group or residential activities please refer to the Church in Wales Safeguarding Policy for full details of best practice.



Form 2:

General consent form

PARENT/GUARDIAN CONSENT FOR AN ACTIVITY/EVENT			
I. NATURE OF EVENT/ACTIVITY:			
Date(s):		Time(s):	
Costs			
I agree to:(insert name)			
Date of Birth:			
<ul style="list-style-type: none"> His/her participation in the activities described. I understand that, while involved, he/she will be under the control and care of the group leader and/or other adults approved by the church/organisation leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of the activity. I acknowledge the need for him/her to behave responsibly and will ensure that he/she is aware of the expectation to behave responsibly. 			
2. TRANSPORT ARRANGEMENTS: (for which parents/carers hold responsibility) Please detail how your son/daughter will travel to and from the activity or the pick-up point for the day/residential trip.			
3. MEDICAL INFORMATION:			
a) Does your child have any condition(s) requiring medical treatment including medication, e.g. inhalers, anti-epileptics or insulin?			
YES	<i>If YES please give details</i>	NO	
Details of medical treatment:			

b) Please outline any special dietary requirements of your child (including allergies e.g. nuts) and the type of pain/flu relief medication your child may be given if necessary.			
c) Please outline any FEARS OR PHOBIAS your child has. <i>(This information will assist the adult helpers to assist your child should any difficulties arise)</i>			
d) Is your son/daughter allergic to any medication e.g. penicillin?			
YES	<i>If YES please specify below</i>	NO	
e) When did your son/daughter last have a tetanus injection?			
f) Is there any other relevant information/specific requirement(s) that need to be known by the organiser e.g. travel sickness/mobility?			
I will inform the event leader as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.			
4. CONTACT INFORMATION			
Work / Mobile Tel No:			
Home Tel No:			
Home Address:			

Alternative emergency contact:	
Name:	
Tel No:	
Address:	
Name of Family Doctor:	
Doctor Tel No:	
Doctor Address:	
5. DECLARATION	
<p>In the event of an illness or accident every effort will be made by the event leader or their assistants to contact me. If for whatever reason this is not possible I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.</p>	
Signed:	Date:
Full Name: <i>(capitals)</i>	
Relationship to child:	
	Signed by parent or guardian



**Form 3:
Consent form for specific activities**

PARENT/GUARDIAN CONSENT FOR AN ACTIVITY/EVENT			
I. NATURE OF EVENT/ACTIVITY:			
Date(s):		Time(s):	
Costs			
<p>I agree to: (insert name)</p> <p>Date of Birth:</p> <ul style="list-style-type: none"> His/her participation in the activities described. I understand that, while involved, he/she will be under the control and care of the group leader and/or other adults approved by the church/organisation leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of the activity. I acknowledge the need for him/her to behave responsibly and will ensure that he/she is aware of the expectation to behave responsibly. 			
2. TRANSPORT ARRANGEMENTS: (for which parents/carers hold responsibility)			
Please detail how your son/daughter will travel to and from the activity or the pick-up point for the day/residential trip.			
3. MEDICAL INFORMATION:			
a) Does your child have any condition(s) requiring medical treatment including medication, e.g. inhalers, anti-epileptics or insulin?			
YES	<i>If YES please give details</i>	NO	
Details of medical treatment:			

b) Please outline any special dietary requirements of your child (including allergies e.g. nuts) and the type of pain/flu relief medication your child may be given if necessary.			
c) Please outline any FEARS OR PHOBIAS your child has. <i>(This information will assist the adult helpers to assist your child should any difficulties arise)</i>			
d) Is your son/daughter allergic to any medication e.g. penicillin?			
YES	<i>If YES please specify below</i>	NO	
e) When did your son/daughter last have a tetanus injection?			
f) Is there any other relevant information/specific requirement(s) that need to be known by the organiser e.g. travel sickness/mobility?			
g) <u>FOR RESIDENTIAL TRIPS ONLY</u> – To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last few weeks that may be contagious?			
YES	<i>If YES please specify below</i>	NO	
I will inform the event leader as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.			
4. CONTACT INFORMATION			
Work / Mobile Tel No:			

Home Tel No:			
Home Address:			
Alternative emergency contact:			
Name:			
Tel No:			
Address:			
Name of Family Doctor:			
Doctor Tel No:			
Doctor Address:			
5. DECLARATION			
In the event of an illness or accident every effort will be made by the event leader or their assistants to contact me. If for whatever reason this is not possible I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.			
Signed:		Date:	
Full Name: (capitals)			
Relationship to child:			
	Signed by parent or guardian		



**Form 4:
Consent form for taking and using images**

**PARENT/GUARDIAN AND YOUNG PERSON CONSENT FORM FOR
THE TAKING AND USING OF PHOTOGRAPHS/VIDEO**

.....(*insert name of parish/event*) recognises the need to ensure the welfare and safety of all children and young people.

In accordance with our safeguarding policy we will not permit photographs, video or other images of children and young people to be taken or used without the consent of the parents/carers and children.

We use images to help us raise awareness of the work of the organisation, for publicity/promotional purposes or to share information. Consent given will apply for a period of two years, after which a renewed request for consent may be made. Please note if consent is not given this will not disadvantage any individual in any way.

The named parish/event will abide by the principles of safe practice in the taking, use and storage of photographs/videos of children and young people.

(*insert name*)

The named parish/event will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform:

(*insert name*)

PARENT/GUARDIAN TO COMPLETE:

I(*insert name of parent/guardian*)
consent to the named parish/event photographing or videoing my child:

.....(*insert name of child*)

I understand that these images will be displayed in the following circumstances: (*give details including dates*)

.....

.....

and I hereby agree to this.

Signature: Date:

CHILD/YOUNG PERSON TO COMPLETE:

(If of sufficient age and understanding)

I (insert name of child)

consent to

.....
(insert name of parish/event)

photographing or videoing my involvement in the following activity: (insert activity/brief detail)

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

And I hereby agree to this.

Signature: Date:



Form 5:
Consent form for
electronic communication with young people

Consent for Electronic Communication with young people applicable to young people aged 11 years and older

Many children and young people communicate electronically via mobile, email and internet social media sites and this can make organisation faster and more convenient. Please note that, as Facebook is not intended for use for those under 13, it will not be used to contact children under 13.

If you do not give permission, your child will not be at any disadvantage and the leaders will contact you directly to make arrangements.

I give/do not give permission for my child
 (*insert name*) to be contacted using mobile/email/or internet for the purpose of arranging children/youth activities.

(please delete as applicable)

Signature: Date:
 Parent or Guardian



Form 6:
Application for approval of activities

This form is to be completed by the activity/event/group leader or other designated church representative for the purpose of seeking approval for the activity.

This form, when completed, should be submitted to the Parish Priest together with a completed Risk Assessment and appropriate consent forms from those with parental responsibility for the children who will be involved in the activity.

The Parish Priest or PCC needs to sign and agree that the activity has been approved and a copy of this approval kept by the Priest.

APPLICATION FOR APPROVAL OF EVENTS AND ACTIVITIES WITH CHILDREN AND YOUNG PEOPLE (BY PARISH PRIEST OR LEADER OF THE ORGANISATION)			
Parish/ Organisation			
Event Leader:	This person will also take the lead in dealing with any safeguarding concerns.		
Details of Activity/Event:			
Places to be visited:			
Date of Departure:		Time:	
Date of Return:		Time:	
Transport arrangements: Include the name of the transport company if known (<i>where applicable</i>)			
Name and address of accommodation to be used: (<i>where applicable</i>)			

Tel No:			
Named Head of Centre: <i>(if known)</i>			
Details of any hazardous activity and the associated planning, organisation and staffing:			
Insurance arrangements: Please provide details of insurance provision for the activity/event i.e. is it covered by existing diocesan arrangements? If not, what arrangements will be made?			
Names, gender, experience and specific responsibilities of adult leaders: <i>(To check a box - right click on it – properties – check – ok)</i>			
	F <input type="checkbox"/> M <input type="checkbox"/>		
	F <input type="checkbox"/> M <input type="checkbox"/>		
	F <input type="checkbox"/> M <input type="checkbox"/>		
	F <input type="checkbox"/> M <input type="checkbox"/>		
	F <input type="checkbox"/> M <input type="checkbox"/>		
	F <input type="checkbox"/> M <input type="checkbox"/>		
	F <input type="checkbox"/> M <input type="checkbox"/>		
	F <input type="checkbox"/> M <input type="checkbox"/>		
	F <input type="checkbox"/> M <input type="checkbox"/>		
	F <input type="checkbox"/> M <input type="checkbox"/>		
Proposed size and composition of the group:			
Age range:		Adult to child ratio:	
Number of boys:		Number of girls:	
Any known specific needs of participants:			

Contact Details of Liaison Person:				
Name:				
Tel No:				
PLEASE ATTACH A COPY OF ANY INFORMATION SHEET SENT TO PARENTS, PARENTAL CONSENT FORMS AND THE RISK ASSESSMENT FORM (IF REQUIRED TO BE COMPLETED BY THE PARISH)				
Risk assessment to be undertaken:				
By:		On:		
Signed:		Date:		
Event Leader: <i>(Full Name)</i>				
Event approved:	Yes		No	
Risk Assessment received:	Yes		No	
Consent forms received:	Yes		No	
Any comments				
The person completing this form must sign below and then send the form to the Parish Priest /PCC for approval and signature.				
Signed:		Date:		
Position:				
This activity was approved/not approved <i>(delete as appropriate)</i> by Parish Priest/designated PCC member.				
Signed:		Date:		
Position:				



Form 7:
Reporting an incident, accident or near miss

This form must be completed following all incidents involving any church stakeholder (congregation member, event participant, member of staff, volunteer, clergy, student etc). The form must be completed as soon as possible after the incident by the member of staff, volunteer involved, or witness.

Any incident must also be discussed with the appropriate or designated member of staff to ensure the required investigation is undertaken and any learning is acquired to assist with the prevention of future incidents.

Event Leader:		Contact No:	
Details of Event:			
Name of Person Involved:		Date of Birth:	
Date of Incident:		Time:	
Place of Incident:			
Circumstances of Incident: <i>(continue on separate sheet if necessary)</i>			

Nature of Harm:			
Treatment Given:			
Reported to Whom:			
Other Action Taken:			
Signed:		Date:	
Printed Name:		Position:	

THIS FORM MUST BE FORWARDED TO THE HEALTH AND SAFETY OFFICER WITH A COPY TO THE PARISH SAFEGUARDING COORDINATOR AND IF DEEMED APPROPRIATE A COPY TO THE HEAD OF SAFEGUARDING



**Form 8:
Session record**

Parish / Organisation:	
Event Leader:	
Session Recording Sheet for: <i>(insert details of activity)</i>	
Held on: <i>(insert date)</i>	
Children/young people in attendance: <i>(record names)</i>	
Staff on duty: <i>(list names)</i>	

Session Details (type/name of event or activity or group, date and time):			
Incidents of significance: (if any – including concerns)			
Action taken:			
Signed:		Date:	
Position:			



Form and Guidance 9: Reporting a safeguarding concern or allegation

This form is to be completed by anyone with safeguarding concerns about a child, young person or adult at risk. Where concerns are raised for more than one child in the same household a form must be completed for each child. If there is concern for the immediate safeguarding of an individual you must seek help straight away. This form should be completed as soon after the concern is raised as possible.

On no account should the person completing this form undertake any investigation into concerns raised.

This form should be submitted with any other relevant documents without delay to the Provincial Safeguarding Officer. This information must be kept strictly confidential and filed securely in accordance with data protection and record keeping policies and procedures.

Refer to the guidance notes attached before completing this form.

Diocese: **Parish:**

I. Source and Nature of Concern / Allegation		
Name of person raising concern:	Tel No:	Date concern raised:
Position:	Email:	
Nature of concern: (Physical abuse / Emotional abuse / Neglect / Sexual abuse / Financial abuse / Inappropriate conduct / Historical abuse)		
Summary of Allegation:		

2. Details of person about whom the concern is being raised				
Name:				D.O.B. (or approximate age)
Gender:	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Ethnicity:				

4. Subject of the allegation (where relevant the name and details of the alleged perpetrator)	
Name:	
Relationship to the person about whom the concern is being raised:	
Position: Clergy/Religious Lay/Other/None (please detail)	
D.O.B.:	Tel No:
Address:	
Are you aware of any previous concerns relating to this person? No [] Yes [] Please detail:	
Is this person aware of the allegation made? No [] Yes [] (Do not contact or inform this person until/unless authority given by the Provincial Safeguarding Officer)	

5. Activity Log
Has a safeguarding referral been made to Statutory/Emergency Services? No [] Yes [] Date made:
Name of person receiving the referral:
Contact details:
What action do they intend to take and when?

What advice has been received about what action the referrer should do next?

Has any other Statutory Service been notified?

Police Adult Social Care Children’s Social Care Health Education

Probation Bishop Safeguarding Officer Legal Insurers

Other Please specify:

Name	Contact details	Date

Signature: Date:

Reporting a safeguarding concern – guidance notes

Making a Referral

You will need to provide as much of the following information as possible but do not delay in making the referral if you do not have it to hand.

In the case of a child or young person aged under 18:

- The name, date of birth and address of the child/children who are the subject of concern;
- The names of the parents or carers;
- Details of any other children in the same household;
- Details of the concern, incident or allegation;
- Time and context of the disclosure, if any;
- Any information known about the person whom the concerns or allegation are about;
- Whether the person against whom any allegation is being made is aware of the referral;
- Whether there are any other children who may be at risk;
- What the child has been told about the referral;
- The name and contact details of the referrer.

In the case of an adult at risk:

- The name, date of birth and address of the adult who is the subject of concern and the reason they are being treated as an adult at risk for the purposes of this referral;
- The names of the carers if known;
- Details of any other people in the household including any children if known;
- Details of the concern, incident or allegation including the extent of the abuse, the impact of the abuse on the wellbeing of the adult, whether any law has been broken, whether the person or any other person has been threatened or intimidated and the risk of further abuse;
- Whether the adult at risk will need a medical assessment (for non life-threatening situations);
- Time and context of the disclosure, if any;
- Any information on the person about whom there are concerns or allegations;
- Whether the person against whom any allegation is being made is aware of the referral;
- Whether there is anyone else who may be at risk;
- What the adult at risk has been told about the referral;
- The name and contact details of the referrer.

Recording and Record Keeping Guidance and Checklist

Safeguarding Records should be kept using Form 9: Reporting a Safeguarding Concern.

The purpose of written records in safeguarding is to:

- Ensure that important information is recorded clearly, concisely and accurately;
- Provide a clear documented account of involvement with a child, adult at risk and/or family including the time of contact;
- Assist continuity when a worker is unavailable or changes;
- Provide the basis for professional judgements and decision-making;
- Provide evidence for investigations, enquiries and for court proceedings;
- Record directions given and agreements or disagreements made and provide evidence that procedures have been followed appropriately.

Records should:

- Use clear, straightforward language;
- Be signed, dated and timed;
- Be concise, legible and comply with professional, national and local agency standards and requirements;
- Be accurate in fact and distinguish between fact, opinion, judgement and hypothesis;
- Be organised and comprise detailed recording and chronologies and summaries, including all contacts;
- Be sufficiently comprehensive so as to capture important points, but not overly detailed;
- Clearly record judgements that are made and action and decisions taken;
- Clarify where decisions have been taken jointly across agencies, or endorsed by a manager;
- Record both formal and informal supervised discussion, including telephone advice.

Recording a Safeguarding Concern

The following steps should be observed:

- Explain the importance of recording information and ask permission to take notes during any conversation. Ensure that the person giving you the information knows that they can have access to the records you have made in respect of their own information;
- If you cannot take notes at the time make a written record as soon as possible afterwards and always before the end of the day;
- Record the time, date, location, format of information (e.g. letter, telephone call, direct contact) and the persons present at the time when the information was given and sign and date the record.

- Include as much information as possible but clearly identify which information is fact, what is hearsay and what is opinion. Do not speculate or make assumptions;
- Include any relevant context and background leading to the disclosure;
- Maintain a log of actions on Form 9: Reporting a Safeguarding Concern and record times, dates and names of people contacted and spoken to as well as their contact details;
- Include full details of referrals to the social care services and the police;
- Pass all original records, including rough notes, by the next working day to the Provincial Safeguarding Officer.

Storage of Records

All forms and documents should be stored securely, used and retrieved in accordance with data protection requirements. According to the Data Protection Act 1998 records containing personal data should be:

- Processed fairly and lawfully;
- Obtained and used for specific purposes;
- Adequate, relevant and not excessive;
- Accurate;
- Not kept for longer than is necessary;
- Processed in line with a person's rights;
- Secure;
- Not transferred to non-UK countries without adequate protection.

Records must be stored confidentially and in a secure place and must only be shared with the Provincial Safeguarding Officer, a professional from the relevant local authority social care services, the police, or in line with appropriate disciplinary procedures in order to safeguard a child, young person or adult at risk.



Form 10: Agreement for use of ICT

This form is to be given out to those wishing to use church owned/based ICT equipment by the appropriate Church representative. This form must be signed by the individual using the equipment and, in the case of under 18 year olds, be countersigned by an appropriate adult who should normally be a parent/guardian. The form must be signed and returned to the appropriate church representative before ICT is used.

Parish / Organisation:			
Name:			
<p>I understand and agree to abide by the church's acceptable use of ICT policy. I understand that I must not:</p> <ul style="list-style-type: none"> • Search for and/or enter any pornographic, racist or hate motivated sites. • Use ICT provided by the Church to store, display and/or transmit pornographic, sexist, racist, homophobic or violent material. • Send emails or post messages or pictures on any social media site or otherwise use ICT in such a way as to harass, threaten, intimidate, bully, humiliate or abuse any individual or group. • Download, forward and/or burn on to any CD any music, images or movies from the internet without permission of the copyright holder. • Disclose of any personal information relating to others without consent e.g. addresses (personal, email or messenger), telephone numbers or bank details. <p>I agree to the above terms.</p> <p>I have read Annex 2 (if under 18 years old then an adult needs to countersign this form)</p>			
Signed:		Date:	
Adult counter signature in the case of a young person under 18 years old.			
Name:		Signed:	
Relationship:		Date:	



Form II: Safeguarding

Parish Name / Ministry Area / Mission Area*			
Name:			
Role:			
<p>I(insert full name) hereby declare that I have seen and understood the procedures on how to deal with concerns and allegations regarding safeguarding and will comply with the Church in Wales Safeguarding Policy.</p>			
Signature		Date:	

The Safeguarding Policy (see Section I) should be signed and displayed in a public place in your church or church hall

*** Ministry / Mission Area name only to be used in united and merged Parishes.**



**Form 12:
Application form**

Parish:		
Position applied for:		
Full Name:		
Full Address:		
Telephone Number:	Daytime:	
	Evening:	

Please specify any relevant qualifications, skills and experience gained through employment or voluntary work that made you suitable for this position. Use continuation sheets if necessary.

Have you ever been convicted of a criminal offence, or are you at present the subject of criminal charges?

Yes / No	If Yes, please detail the nature and date of the offence.
----------	---

Please give the name and address of two referees from whom the parish may seek information regarding your suitability for appointment

Name:

Address:

Telephone Number:

Occupation:

Relationship (if applicable):

Name:

Address:

Telephone Number:

Occupation:

Relationship (if applicable):

I certify that the information given on this form is true and complete to the best of my knowledge, and I hereby consent to the Disclosure and Barring Service checks being examined to verify the information on this form. I am aware that details of spent convictions will be disclosed, along with other relevant information which may be known to the Police.

SIGNED **DATED**



**Form 13:
Sample reference request**

Reference Request

CONFIDENTIAL

The person detailed below has applied for the position below in the following Parish and has supplied your name as a referee in support of their application.

Important: No applicant can be offered a position with us until we have received 2 independent references, 1 of which has been requested from you.

Name of Applicant:

Name of Parish:

Position Applied For:

Please fill in the appropriate section depending on your capacity as a referee:

- Current or previous employer or manager (complete Sections A,C & D)
- Current or former school teacher or tutor (complete Sections B & D)
- Personal friend or acquaintance (complete Sections C & D)
- I do not wish to provide a reference for the following reason:

Section A (to be completed by current or previous employer)

The Applicant and your Organisation

In what capacity did you employ the individual?

Job title(s)	From	To

Absence

In the applicant's last two years of employment:

a) How many days sickness absence from work did they take?

b) How many periods of sickness absence did they have?

The Applicant and their Job
Does the applicant have any disciplinary actions on their file or are they subject to an investigation or disciplinary hearing? Yes* [] No []
What duties did the applicant carry out in your organisation?
Did they carry them out satisfactorily Yes [] No* []
Would you re-employ the applicant? Yes [] No* []

Please comment on their attitude to work:

Now go to Section D

Section C (for personal referees / current or previous employers)

How long have you known the applicant?

In what capacity is the applicant known to you?

Please comment on the applicant's ability to be:

	Good	Satisfactory	Poor
Honest			
Reliable			
Trustworthy			
Confidential			
Able to work as part of a team			
Able to follow procedure			
Able to treat children, young people and adults at risk with dignity			
Able to listen to and respect the views of children, young people and adults at risk.			

Comments

Now Go to Section D

Section D (to be completed by ALL referees)

Attached are details of the position the applicant has applied for. Please use this space to comment on their suitability for the post (continue on additional sheets if necessary).

Do you have any concerns about this person's suitability to work with children, young people or adults at risk?

Do you have any other relevant comments you wish to make regarding the applicant?

Do you have any objection to the contents of this reference being shared with the applicant? Yes
[] No []

Details of the person completing the form:

Name:

Position:

Signed: Date:

Thank you for completing this form. Please return it to:

Name:

Address:

Form 14:
Model agreement with a known offender

**The following
Provincial Safeguarding Agreement
should only be completed by
the Provincial Safeguarding Officer
or Head of Safeguarding.**



Provincial Safeguarding Agreement

Confidential safeguarding agreement between

(Name)
and the Church in Wales

The Church in Wales guidelines on safeguarding make provision for those who might pose a risk to children, young people and adults at risk to participate in certain acts of worship provided they do so in the context of a written agreement which ensures the best possible protection of children, young people and adults at risk. This agreement, which comes into immediate effect, is in line with those guidelines.

The reason for this agreement is that following conviction for serious offences against children and / or adults at risk there are concerns about his / her contact with children and young people. The purposes of this agreement are to:

- take into account the seriousness of offences against (Name)
- agree the terms of his / her attendance at church

The Agreement

- I agree that I will only attend (Name of Church and Village) on advertised services. If I wish to attend any other church I must inform the Provincial Safeguarding Officer so that a written agreement can be made with that church. This agreement is not transferable.
- I agree that I will not seek out, or accept, any role within the church or elsewhere associated with children, young people or adults at risk.
- I agree that I will never allow myself to be in a situation where I am alone with children or young people on church premises or in a church setting.
- I agree that I will not initiate contact with children or young people by any means (e.g. internet, phone or mobile).
- I agree that I will avoid certain meetings or events if so directed by the incumbent or members of the clergy team.
- I agree that in church I will not place myself in the immediate vicinity of children or young people.
- I agree that I will not take photographs or videos of any church activities involving children and young people.
- I agree that if invited into homes for occasions connected to the church, I will not attend if children or young people are present.

- I agree that I will not be a key holder; I will not open up church premises and I will not accept any official role in the church.
- I accept that there will be certain people within the church who will be told of my circumstances.
- I accept that (Name)will supply me with pastoral care.
- I understand that the Church in Wales will work in cooperation with the statutory agencies in accordance with safeguarding legislation and guidance and that any concerns will be taken seriously and reported.
- I understand that if I do not keep to these conditions I may be asked to leave the church and in such circumstances the statutory agencies will be informed.
- I understand that this agreement will be reviewed annually and will remain for an indefinite period.

Signed: NAME

Signed: NAME OF INCUMBENT

Print name:

Signed: POLICE OR PROBATION SERVICE

Print name:

Signed:
PROVINCIAL SAFEGUARDING OFFICER / HEAD OF SAFEGUARDING

Print name

Date of signing:.....

Elaine Cloke
Head of Safeguarding
07787 244037