

**St. Paul's Church Clifton  
Diocese of Bristol**

**Safeguarding Children, Young  
People and Vulnerable Adults:  
Policy and Procedures**

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

## **1. Church values**

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

### **St Paul's Ethos**

We aim to be an "Open Church" in our Christian Faith and practice and to cherish all. We are

- *open to questions of faith and doubt, lifestyle, justice and peace;*
- *open to people of all backgrounds;*
- *open to the mystery we call God and to the life and teachings of Jesus.*

We are committed to being a safe space for all and we follow all established church guidelines in relation to safeguarding. In accordance with the House of Bishops' policy, our church has committed itself to:

- 1. promoting a safer environment and culture;*
- 2. safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within our church;*
- 3. responding promptly to every safeguarding concern or allegation;*
- 4. caring pastorally for victims/survivors of abuse and other affected persons;*
- 5. caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons;*
- 6. responding to those who may present a risk to others.*

## **2. Key telephone numbers for safeguarding issues**

### **St. Paul's Church Parish Safeguarding Officers (PSOs):**

Rachel Melville-Thomas and Judith Smith: contact by email: [safeguardingstpaulsclifton@gmail.com](mailto:safeguardingstpaulsclifton@gmail.com) or via the church office:

**0117 973 3395**

***If a child, young person, or adult has shared a concern with you or you have seen something of concern, and if the situation is urgent, i.e., there is an imminent risk of harm, contact the police on 999 or contact the Local Authority Children or Adults Safeguarding Teams:***

### **Monday to Friday (Office Hours):**

Bristol Children's Safeguarding Team: **0117 903 6444**

Bristol Adult Safeguarding Team: **0117 922 2700**

### **Out of Hours and Weekends:**

Bristol Safeguarding Team (Children and Adults): **01454 615 165**

*Any concerns, allegations or incidents should be reported to the **Diocesan Safeguarding Adviser (DSA), Adam Bond, on 07543504977 (Monday-Thursday) or 0117 906 0100 (Diocesan Office).***

***DO NOT share confidential information by email. Request access to secure network from the DSA first.***

***For out of hours safeguarding advice please contact **Thirty One: Eight** on **0303 003 1111**.***

### **3. Policy context**

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

**The policies and documents are:**

#### **1. Church of England**

##### **a) The House of Bishops' Safeguarding Policy and Practice Guidance**

<https://www.churchofengland.org/safeguarding/policy-and-practice-guidance>

- Promoting a Safe Church (safeguarding policy for adults) 2006
- Protecting all God's Children (safeguarding policy for children and young people) 2010
- Promoting a Safer Church (House of Bishops' Policy Statement) 2017
- Parish Safeguarding Handbook 2018
- Practice Guidance: Safer Recruitment 2016
- Responding well to domestic abuse 2017
- Responding well to those who have been sexually abused 2011
- Responding to, assessing, and managing safeguarding concerns or allegations against church officers 2017
- Key Roles and Responsibilities of Church Office Holders and Bodies 2017
- Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church 2015
- Safeguarding Records Retention Tool Kit 2015
- Safer Environment and Activities 2019
- Safer Recruitment and People Management Toolkit 2021

##### **b) The Diocese of Bristol Safeguarding Policy**

<https://www.bristol.anglican.org/churchlife/safeguarding/>

- Safeguarding Policy 2018

- Allegations Management Procedure 2018
- Ministering to those who may present a risk 2018
- Safer Recruitment Guidance and Toolkit 2017
- Training and Support: Safeguarding 2020

## **2. Statutory Guidance**

### **a) Working Together to Safeguard Children 2018: A guide to inter-agency working to safeguard and promote the welfare of children**

This guidance from the Department of Education describes the safeguarding processes that every organisation must have in place, including faith organisations.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/942454/Working\\_together\\_to\\_safeguard\\_children\\_inter\\_agency\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf)

### **b) Care and Support Statutory Guidance 2022**

This guidance from the Department of Health describes safeguarding processes for adults and the responsibilities of different organisations.

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

## **4. Policy statement**

### **Promoting a safer environment and culture**

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

### **We recognise that:**

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

### **We will develop a culture in our church that:**

- Enables a safe and caring community to provide a loving environment where there is a culture of “informed vigilance” to the dangers of abuse.
- Enables and encourages concerns to be raised and responded to openly and consistently, and protects children, young people and adults who may be vulnerable from harm.
- Ensures all people feel welcomed, respected, and safe from abuse.

### **When concerns are raised, we will:**

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

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

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

### **In all recruitment we will:**

- Follow the Church of England Safer Recruitment Practice Guidance (see details in Section 9: “Safer recruitment and ongoing support and supervision”).

### **Training and supervision**

- Training and supervision are to be undertaken for those with any responsibility within the church, including voluntary workers. See Section 11(i) for details on training requirements and provision.
- We will share good safeguarding practice with children, young people and vulnerable adults, their parents, carers, and all those working and worshipping with them.
- We will publicise the Safeguarding Policy on the Parish website.



## **5. What is abuse and neglect?**

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

### **Children and young people**

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

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

### **Adults**

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

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

*is experiencing, or is at risk of abuse or neglect;*

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

### **Care and Support Statutory Guidance 2022**

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

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

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

## **1. Abuse and Neglect of Children**

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

### **Statutory Definitions**

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

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

## **Domestic Abuse**

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

## **Sexual Exploitation**

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

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

## **Bullying and Cyberbullying**

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

## **Online Abuse**

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

## **Electronic Images**

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

***See Section 11(b): “Photograph, Video and Social Media Policy” for information on safeguarding and action to help prevent the associated abuses.***

## **2. Abuse and Neglect of Adults**

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

### **Who abuses adults?**

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

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

## **Relatives who are main carers**

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

## **Institutions**

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

Some members of the parish may be visiting adults in institutions – hospitals prisons and residential homes. If, as part of those responsibilities, they have concerns about care being given and/or the way someone is being treated, the DSA should be contacted (see contact details in Section 2). You can also refer directly to the institution or raise concerns with the appropriate inspection and/or complaints body.

## **Definitions of adult abuse**

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

- **Physical abuse** – including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.
- **Sexual abuse** – including rape and sexual assault or sexual acts to which the vulnerable adult has not consented or could not consent or was pressurised into consenting.
- **Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

- **Financial or material abuse** – including theft, fraud, exploitation pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits.
- **Neglect or acts of omission** – including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, and heating.
- **Discriminatory abuse** – including racist, sexist, based on a person’s disability, and other forms of harassment, slurs, or similar treatment.
- **Domestic abuse** – that is usually a systematic, repeated, and escalating pattern of behaviour, by which the abuser seeks to control, limit, and humiliate, often behind closed doors.
- **Organisational abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home. This may range from one-off incidents to ongoing ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes, and practices within an organization.
- **Modern slavery** – including human trafficking, forced labour and domestic servitude; and traffickers and slave masters using whatever means they have at their disposal to coerce, deceive, and force individuals into a life of abuse, servitude, and inhuman treatment.

## 6. Responding to concerns or allegations

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

**Concern/Allegation**

You suspect or witness abuse, or someone discloses information about a safeguarding concern or allegation.

<p><b>Emergency – immediate</b> If a child or adult is in immediate danger or requires medical attention, call the police and/or social services immediately on 999. <b>Record and report all information to the incumbent and the PSO.</b></p>	<p><b>Non-emergency – within 24 hours</b> Record and report to the incumbent/PSO or activity leader. Agree who will inform the DSA.</p>
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**The incumbent/PSO will record and discuss with the DSA within 24 hours  
The DSA will provide advice and guidance**

<p><b>No longer have concerns</b> Record and inform incumbent/PSO of no further action/church support offer.</p>	<p><b>Still have concerns about child or adult</b> Agree who will refer to child/adult social care and/or police following discussion with DSA.  Refer to child/adult social care or police within 24 hours.  Share information and follow advice of child/adult social care and/or police. Keep DSA updated.</p>	<p><b>Still have concerns about a church officer</b> DSA refers to Local Authority Designated Officer and/or police.  Ongoing liaison with statutory agency.  DSA convenes core group within 48 hours.</p>
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**The outcomes of any allegations may be:**

No further action	Child/adult protection	Criminal prosecution	Disciplinary procedures	Risk management
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**Crucial reminders**

- ***Always seek advice from the Incumbent or PSO about concerns of abuse. Never do nothing.***
- ***Record and file all actions. (Responding to Concerns/Allegations Forms are available from the Safeguarding noticeboard at the back of the church, as well in the appendix to this Policy.)***
- ***Consider the support needs of all those affected by the allegations of abuse at all points in the above stages.***
- ***Remember the safety of any child or adult takes precedence over all other concerns.***



## Guidelines for responding to a person disclosing abuse

### **RESPOND**

#### ***Do:***

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

#### ***Do not:***

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

### **RECORD**

- Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible.

- Do not destroy your original notes in case they are required by the DSA or the statutory authorities.
- Record the date, time, place and actual words used, including any swear words or slang.
- Record facts and observable things, not your interpretations or assumptions.
- Don't speculate or jump to conclusions.

## REPORT

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

### Non-recent abuse

Safeguarding concerns may be happening now, may have happened recently or occurred in the not so recent past. **Non-recent abuse must be treated as seriously as recent allegations.** Research shows that it may take up to 25 years for an adult to disclose sexual abuse that happened to them when a child or young adult. A victim/survivor needs to be informed that the perpetrator of the abuse will be reported to the statutory services by the DSA if they are currently working with children or vulnerable adults in a paid or voluntary capacity.

## **7. Confidentiality and consent**

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

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

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

- Where others may be at risk (e.g., if the abuse or neglect is happening in a care home or hospital or the abuser has access to other vulnerable adults or children).
- Where there is reason to doubt that the individual has the capacity to make that decision.
- Where there is imminent risk of serious harm.

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

## **8. Record retention and security**

Records of all safeguarding concerns will be kept securely by the Parish Safeguarding Officers (PSOs).

- PSOs will keep a record of initial concerns and all action taken.
- The records will be securely held in a locked filing cabinet in the ministers' vestry in St. Paul's Church.
- All those involved in any safeguarding concern must provide the PSOs with any records they have made.
- PSOs will keep a record of all DBS checks.
- They will keep a record of staff and volunteer training.

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

### **Data Protection and the Storage of Records**

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

### **Key considerations when recording personal information:**

Is it lawful? Is it relevant/adequate? Is it accurate/up to date? Is it to be retained? Has the DPA process been applied? Is it stored securely? Has the information been shared within the DPA framework? Has there been honesty with families or others involved in safeguarding issues? Has appropriate consent been acquired? Has a record been kept of any decisions? Is the information timely/proportionate?

## **9. Safer recruitment and ongoing support and supervision**

All recruitment of staff and volunteers will be undertaken in line with Church of England's "Practice Guidance: Safer Recruitment 2016" and Diocese of Bristol's "Safer Recruitment Guidance and Toolkit 2017". ***Failure to follow these policies in full may invalidate insurance cover, place children and adults at risk and constitute a reportable breach to the Charity Commission.***

### **What is safer recruitment?**

The practice of ensuring that all paid and volunteer staff are recruited in a way that ensures those individuals have the values and skills to do the work we ask of them and that people who present a risk to vulnerable groups, e.g., children or vulnerable adults, do not work with them.

Recruitment of staff and volunteers will only be undertaken by those delegated with such responsibility from the PCC. Those delegated with such responsibility will undertake training in Safer Recruitment and People Management (1.5 – 2hrs online course).

Recruitment of staff and volunteers will be undertaken using the SRPM Toolkit. This toolkit supports the delivery of the Safer Recruitment and People Management Guidance by providing template resources and examples which can be used in situations where none already exist as well as amended or substituted as required.

All recruited staff (volunteer or paid) will be made known to the PCC.

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

In brief, all recruited staff (volunteer or paid) will:

- have all recruitment checks completed and approved prior to starting in role;
- if eligible, have a repeat DBS disclosure every three years (any lapsed DBS check will require the post holder to stand down until the check has been completed);

- attend safeguarding training as required by the Church of England;
- attend any additional training as decided by the PCC;
- have a named supervisor.

### Who recruits who?

Role	Who is responsible	Duties	DBS Check
All parish staff and volunteers	Vicar and PCC	<p>The process may be delegated to those responsible for specific areas of work and supported by the Parish Safeguarding Officer.</p> <p>PCC must keep a record of who has been recruited. DBS checks for those going into eligible roles are undertaken within the parish and records maintained there and three-year DBS recheck completed by parish for those in eligible roles.</p>	Parish
Parish volunteers approved to administer the chalice or home communion	Vicar and PCC	Parish is responsible for implementing safer recruitment process.	Parish

St Paul’s Church Clifton is committed to a safe recruitment process. This will be conducted in line with Diocese of Bristol “Safer Recruitment Guidance and Toolkit 2017”, which is based on the current Church of England’ “Practice Guidance: Safer Recruitment 2016” document. The process adopted by the PCC will be used when recruiting any paid or voluntary staff and will include use of the Disclosure and Barring Service where appropriate.

### **The recruitment process will involve:**

- Disclosure and Barring checks where necessary and handling the disclosure information.
- Fair Recruitment of ex-offenders policy where applicable. See Section 11(j) for details.

### **Safeguarding recruitment process:**

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



## 10. Roles and Responsibilities

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

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

## **11. Additional related policies**

### **(a) Parent/carer consent**

Parent or carer consent is needed for any activity for their children at which they are not present.

Sometimes this will be implicit, for example through attendance at Sunday School or a Youth Club. Provided that the written consent is given when a child first attends a regular group activity, implicit consent will suffice for any subsequent sessions.

Written parental consent forms must be completed for any activities off the premises. For definitions of what counts as “off- “or “on-site” activity see Section 11(d).

The consent forms must include contact details of the parent/carer, details of any special needs of the child, and permission as necessary for taking photographs and videos, as well as for sharing these via social media or on other platforms (online, print or otherwise).

## **(b) Photograph, video, and social media policy**

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

- “Safer Environment and Activities” (2019)  
[https://www.churchofengland.org/sites/default/files/2019-11/Safer%20Environment%20and%20Activities%20Oct19\\_0.pdf](https://www.churchofengland.org/sites/default/files/2019-11/Safer%20Environment%20and%20Activities%20Oct19_0.pdf)

Other resources for detailed advice regarding children’s safety online:

- **Thinkuknow** <https://www.thinkuknow.co.uk>
- **Parentzone** <https://parentzone.org.uk>
- **Parents Protect – Internet Safety**  
<https://www.parentsprotect.co.uk/internet-safety.htm>
- **Childnet International** <https://www.childnet.com>

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

### **Risk Assessment**

A risk assessment must be undertaken for any activities where images of people are taken and shared online, on social media or using any other platform.

### **Consent**

A **consent form** (Appendix 2) is available and must be completed when photographs or videos are being taken or social media (including Zoom) are used for church activities. This form will stipulate who will take the photographs and videos and who is responsible for social media.

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

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

### **Storage**

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

### **General guidance**

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

- Do not take pictures of children or adults who may be vulnerable without another adult present.
- If children are dressed for a specific activity in less clothing than usual e.g., for swimming, then:
  - a) focus on the activity rather than an individual child,
  - b) avoid full face and body shots,
  - c) consider the age of the children involved.
- Children will not be named in publicity related photographs, video or on Zoom. However, there may be circumstances where, with the explicit, written consent of the child and their parent/carer, it is permissible to use a child's full name, for instance when promoting a specific performance or achievement.
- For adults who may be vulnerable specific consent should be sought if their name may accompany a publicized article or caption.
- When an image is being taken for publication or distribution, those being photographed or videoed should be aware this is being done and their consent sought.

- Where an event may be photographed or videoed and is open to the public, signs will be displayed noting that photographs or video may be taken to inform anyone not wishing to be in the photograph or video, so that they may inform the named person responsible for photographing or videoing the event.
- Only those delegated with that responsibility by the PCC may ask for parent/carer consent and arrange the taking of photographs/videos, the posting of these on social media, or organising online events (including Zoom).

### **Images taken by participants**

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

### **Communications and social media**

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

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

Very rarely contact may be made with a child or young person without the knowledge of the child's parent/carer (e.g., where serious safeguarding concerns for a child would increase the risk to the child from the parent/carer). In this case the person making contact with the child must agree in advance with the Parish Safeguarding Officer and confirm that this is appropriate. A Second adult should be copied in with all communications. The Parish

Safeguarding Officer or Incumbent must keep a record of all communications for the case record.

### **Social media accounts**

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

- The account shall not be a personal account belonging to any group member or leader; it will be a separate account.
- More than one adult should be the administrator for the account so that all messages can be seen by more than one adult.
- All users will be made aware that bullying, harassment, or any other anti-social behaviour will not be tolerated. Information will be available to all users about how to raise a concern about conduct of others and with whom.
- Steps must be taken to prevent people from outside the group having access to the names or personal details of anyone who is part of the group, e.g. if a group Facebook is used, the account and settings should prevent group members being identified and any message sent to anyone other than the administrator.
- Where a group account is set up the specific details of this account must be given to the parent/carer. This pro forma should be held by the key individuals running the group and by the Parish Safeguarding Officer for the records.
- All those in a leadership capacity will ensure their language is professional and appropriate, e.g. not adding “xx” to messages, not using nicknames unknown to others, avoiding addressing others by endearments which could be ambiguous, such as “love”.

## (c) Ratios: children and adults

Specific ratios are recommended for the number of children to adults, and it is necessary to be aware and plan for these levels.

**There should always be two adults with any group of children, however small the group.**

This also means that there should be at least two adults in any vehicle which is being used on behalf of the church to carry children/young people.

As recommended by Ofsted **the ratios are:**

0-2 years: 1 person for every 3 children

2-3 years: 1 person for every 4 children

3-8 years: 1 person for every 8 children

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

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

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

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



## **(d) Off-site visits/activities (UK based)**

### **Definitions**

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

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

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

The PCC is responsible for all off-site visits and activities, and, therefore, the group leader needs to provide members with the necessary information to enable them to decide if they are able to approve such visit/activity. If plans are at an early stage, the PCC can give outline approval and set a date well in advance for the detailed arrangements to be made available. When all the required information is received by the PCC, and is considered satisfactory, the PCC will be able to give final approval for the visit/activity to go ahead. It is essential to check whether the event will be covered by the normal insurance or whether additional insurance will need to be taken out.

### **Action to be taken when organising a visit/activity (UK based)**

#### **Preparation for visit/activity**

- PCC approval must be obtained for any new activity/visit.
- A full itinerary should be sent to parents/carers as early as possible.
- A meeting of parents/carers should be held for all residential visits and visits/activities involving adventure-style activities, to explain the itinerary, ground rules for the visit/activity and to answer any questions.

- Careful planning for all visits/activities is essential and a full risk assessment is to be completed and submitted to the PCC and copies given to the Safeguarding Officer.
- A preliminary reconnaissance visit by the leader is strongly recommended in order to evaluate the site from a safety viewpoint and ensure that assessments of risk, safety procedures, necessary insurance and suitably qualified and competent staff are in place. The organizer must be able to demonstrate that adequate preparation has been undertaken.
- The organizer should be familiar with the nature of the conditions likely to be encountered. Prior information should be obtained about local hazards and safety requirements that are likely to be encountered. Contact should be made in advance with local agencies, guides or establishments in order to ascertain local conditions. Informed and responsible local advice should always be heeded and acted upon accordingly.

### **General principles for off-site visits/activities**

- The careful preparation and supervision of visits/activities is essential in order to ensure the safety of, and enjoyment by, young people.
- A form should be completed by the visit organizer to ensure that all necessary information is available to the PCC when considering visits/activities.
- All visits must be approved by the PCC.
- A Parish emergency contact should be appointed, and this person will be the first point of contact in the Parish during the visit/activity if an emergency arises. They will hold copies of the information, medical and consent forms and will be the person who will contact parent in the event of an emergency.
- For each visit/activity one leader should take on the responsibility of organizer. This person has overall responsibility for the visit/activity and for ensuring the Safeguarding Policy is followed. The organizer should be considered by the PCC to be suitably qualified, or competent and experienced to fulfil this role. Specialist advice may be sought for certain activities such as swimming or rock climbing.
- All adult leaders should have been through the Parishes Safeguarding procedure and DBS disclosure.

- The ratio of adult leaders to young people must be as set out in the Section 11(c).
- Written parent/carer consent must be obtained prior to any young person going on a visit/activity. Communication with parents/carers needs to be extensive and as frequent as necessary. A form should be used for the collection of information to be used in an emergency.
- Consent should be sought from parents/carers and the child/young person before photographs may be taken. It is important to try to make sure that when using photographs in any public place which includes church, magazines, newspapers or the internet, no child can be identified.
- All copies of emergency information forms should be returned to the appropriate person in the parish immediately following the visit/activity. The original forms should be retained by the person, but all copies should be shredded. Copies may not be retained by visit/activity organisers/leaders.
- No information relating to young people may be held by visit/activity organisers/leaders on computer databases.
- Copies of information relating to any accidents or incidents which may have occurred should be lodged with the appropriate person in the parish immediately after the visit/activity. The insurers must be informed if necessary.
- The PCC reserves the right to exclude any child or young person from participating in a visit/activity.

### **Supervision**

- Each visit/activity needs to have a designated organizer who should be approved by the PCC.
- The organizer shares the responsibility for the trip with a group of adult leaders. The **minimum** requirement for the ratio of leaders to children is outlined in the table but a higher ratio of adults to children may be preferable.
- The leaders should reflect the gender mix of the young people.
- A husband and wife, or partners, **must not** be the **only** leaders of a group/visit/activity.
- It is not appropriate for leaders to sleep in the same room as children or young people. Care should be taken to ensure that “rule” set down by

outside organisations are not in conflict with those determined by this policy.

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

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

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

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

### **Discipline and sanctions**

- All visits/activities must have safety rules and boundaries.
- Clear instructions about their expected behaviour should always be given to children/young people, this applies to matters such as free time, lights out and out of bounds.
- The relevant laws on smoking and consumption of alcohol must be upheld and strict guidelines enforced.
- The use and/or possession of illegal drugs is strictly forbidden.
- The use and/or the possession of weapons (including knives) is strictly forbidden.
- If a young person's conduct is deemed to be so bad as to be intolerable (e.g., drunkenness, abusive language, refusals to accept the instructions of adults, etc.), the parents/carers should be contacted to collect the young person.
- It is not usually possible for a leader to take a person home, either because of bad behaviour or because they have become unwell, since this may affect the child/adult ratio and leave the rest of the group vulnerable.
- Those responsible for the visit must be able to contact parents/carers or someone who is prepared to be responsible for a child/young person at all times throughout the duration of the visit/activity.

## (e) Transport

### Church-organised car transport

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

### Private transport

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

## **Minibuses**

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

## **Coaches**

The PCC should check that any independent coach company used for transporting children has the appropriate insurance in place. When travelling by coach normal off-site ratios apply, as specified in the Section 11(c).

## **Multiple occupancy vehicles and/or public transport**

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

## **(f) Safeguarding conditions for the hire of church premises**

Please note that the below policies apply whether a fee is charged or not.

### **Safeguarding policy for one-off bookings**

The PCC will provide the hirer or responsible person with a copy of the Parish Safeguarding Policy and ask them to sign a statement which confirms they have seen it and they agree to abide by it. For one-off bookings such as parties or wedding receptions the PCC does not need or expect the hirers to obtain Disclosure and Barring Certificates for Leaders.

### **Safeguarding policy for regular bookings:**

Organisations regularly working with children and/or adults who may be vulnerable are required to have their own policies and procedures. The PCC will ensure that a copy of their policy/procedure is obtained before agreeing a booking. The responsibility for implementing the hirer's safeguarding policy/procedures rests with the hiring organization and not the PCC. However, the PCC needs to take reasonable steps to ensure that this is being done.

The PCC will ensure that the hirer complies with the guidelines for running activities for children and/or vulnerable adults (for example, ensuring sufficient safely recruited leaders are on site).

Access to the area being hired will be available to church wardens, the vicar, the halls administrator, volunteer opening-up person and maintenance persons. Hirers will need to ensure that, where there are shared facilities with other groups, children are sufficiently supervised to minimise the risk of harm occurring.

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



## Statement for Hirers

St Paul's Church Policy for Safeguarding Children and Vulnerable Adults can be viewed on the church's website and is available from the administrator.

Your Booking agreement is conditional upon you complying with this policy, or if you have one, your own Safeguarding Policy, providing it fulfils the safeguarding requirements to ensure equivalent standards. You are required to ensure that children and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss, or damage occurring.

You must carry full liability insurance for hiring the church premises. In particular this means that:

- You will comply with the parish Policy and Procedures for Safeguarding Children and Vulnerable Adults.
- You will recruit safely all current paid and voluntary staff who work with children and vulnerable adults and where enabled by law to do so obtain satisfactory disclosures from the Disclosure and Barring Service (DBS).
- You will keep an up-to-date list of the names of all paid and voluntary staff who work with children and vulnerable adults.
- You will always have at least two leaders in any group of children and young people, no matter how small a group.
- No person under 18 may be left in sole charge of any children of any age. Young people who assist with caring for other children/young people must complete a Supervised Worker Registration Form. They must be supervised at all times by an adult.
- Leaders of both sexes should, if possible, be present at every activity.
- You will ensure no person under the age of 18 years will be left in charge of any children of any age.
- You will ensure no child or group of children or young people will be left unattended at any time.
- You will ensure a register of children or vulnerable adults will be kept. This will include their name, address, date of birth and next of kin.
- You will complete details as soon as possible of any accident or injury during your occupation of the premises which did or could cause injury.
- You will immediately (within 24 hours) inform the Parish Safeguarding Officer of:

- (a) Any incidents or allegations of abuse or causes for concern relating to members or leaders of your organisation.
- (b) Any known offender against children or vulnerable adults seeking to join your membership and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.
- You will adhere to the following guidelines for the ratio of adults to children/young people as recommended by Ofsted:
  - 0-2 years:                1 person for every 3 children
  - 2-3 years:               1 person for every 4 children
  - 3-8 years:               1 person for every 8 children
  - Over 8 years:           1 person for the first 8 children and then one extra person for every 12 children.

***NB: The above is guidance, but there must be a minimum of two adults present at any time.***

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

**Declaration**

I have received and agree to abide by the parish of St Paul’s Church Clifton Safeguarding of Children and Vulnerable Adult’s Policy. I understand that the booking agreement for the hire of Church premises is conditional on my organization keeping to these policies and procedures and that the agreement can be immediately terminated if we fail to comply with them.

Print Name..... Signed.....

Designation..... Organisation.....

Date.....

Organisations and individual users' meetings at premises of St Paul's Church Clifton will be expected to adhere to this Safeguarding Policy or where they work regularly with children, young people or adults who may be vulnerable, to have their own Safeguarding Policy.

St Paul's Church is responsible for overseeing users and ensuring that the agreed hire process and forms are in use. This will include obtaining a copy of the hirers Safeguarding Policy where relevant and providing a copy of this policy.

This Statement for Hirers is available as a separate document (Appendix 8).

## **(g) Insurance (church activities)**

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

Some points to note:

- Public liability Insurance should be a minimum of £2 million in respect of any one claim.
- Workers who use their own cars for transporting children, young people and vulnerable adults should check their own insurance covers this. This means social, domestic, pleasure and business for a car. They should never carry more people than their vehicle may legally carry.
- A copy of the insurance policy should be displayed in the church and in the hall.
- At present we are only insured for normal activities on church premises.
- Other activities, including day trips and residential weekends, and particularly adventurous activities, will require separate insurance.
- **Insurance only covers activities when the PCC has:**
  1. Agreed to the activity taking place.
  2. Accepted responsibility for that activity.
  3. Recorded it in its minutes.

## **(h) Equality and diversity**

Our equality and diversity policy is expressed in the mission statement of our parish:

- Open to questions of faith and doubt, lifestyle, justice and peace.
- Open to people of all backgrounds.
- Open above all to the ultimate mystery we call God and to the life and teaching of Jesus.

Our congregation includes: old, young, single and married, gay and straight, cis and trans, waged and unwaged, students and people from a range of differing church, cultural and ethnic backgrounds.

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

## (i) Training

The House of Bishops’ Safeguarding Policy states that the church “will train and equip church officers to have the confidence and skills they need to care and support children, young people and vulnerable adults and to recognize and respond to abuse”. The document “Training Support: Safeguarding (2020)” outlines the core safeguarding training that is available from the Bristol Diocese.

<b>Course title and description</b>	<b>Who is required to take the course?</b>	<b>Timeframe for completion upon assuming the role</b>
<p><b>Basic Awareness</b></p> <p>Safeguarding awareness course that can be completed by any member of the congregation, to improve their understanding of abuse and enable them to help build a culture of informed vigilance within the Church.</p>	<ul style="list-style-type: none"> <li>• All church officers*</li> </ul> <p><i>*By “church officer” we mean anyone who has a paid or voluntary role in the church, regardless of the level of responsibility.</i></p>	<p><b>Within three months</b></p>
<p><b>Safeguarding Foundations</b></p> <p>The course for all who come into contact with children and/or vulnerable adults, as well as those with specific safeguarding responsibilities.</p>	<ul style="list-style-type: none"> <li>• Servers</li> <li>• Welcomers</li> <li>• Administrators</li> <li>• Those who regularly sit on interview panels</li> <li>• Parish workers with children/ vulnerable adults (paid or volunteer)</li> <li>• Church wardens</li> </ul>	<p><b>Within first year</b></p>

	<ul style="list-style-type: none"> <li>• Parish safeguarding officers</li> <li>• PCC members</li> <li>• House group leaders</li> <li>• All ministers (lay and clergy)</li> <li>• Directors of music</li> <li>• Choir leaders</li> <li>• Home visitors</li> </ul>	
<p><b>Leadership</b></p> <p><i>The course for anyone who has safeguarding leadership responsibilities and/or leads activities involving children and/or vulnerable adults.</i></p>	<p>All who hold a leadership position or lead an activity aimed at children and/or vulnerable adults.</p> <p>The list includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Those who regularly sit on interview panels</li> <li>• Supervisors of work with children and/or vulnerable adults (paid or volunteer)</li> <li>• Parish safeguarding officers</li> <li>• Church wardens</li> <li>• All ministers (lay and clergy)</li> <li>• Directors of music</li> <li>• Choir leaders</li> <li>• Home visitors</li> </ul>	<b>Within first year</b>
<p><b>Domestic Abuse Awareness</b></p> <p>The course examines issues related to domestic abuse, especially</p>	<ul style="list-style-type: none"> <li>• Parish workers with children/ vulnerable adults (paid or volunteer)</li> <li>• PCC members</li> </ul>	<b>Within first year</b>

regarding vulnerable adults and children, and how the Church can respond well.	<ul style="list-style-type: none"> <li>• House group leaders (recommended, but not essential)</li> <li>• Parish safeguarding officers (at least one)</li> <li>• All ministers (lay and clergy)</li> <li>• Home visitors (recommended, but not essential)</li> </ul>	
<p><b>Safer Recruitment</b></p> <p>The course explores statutory legislation and guidance and the House of Bishops' safer recruitment procedures, policies, and practice guidance.</p>	<ul style="list-style-type: none"> <li>• Designated PCC members dealing with recruitment</li> <li>• Those who regularly sit on interview panels</li> <li>• Parish safeguarding officers (at least one)</li> <li>• All ministers (lay and clergy)</li> </ul>	<b>Within first year</b>
<p><b>Refresher</b></p> <p>The highest level of previously completed training required for the holder's current role must be repeated every three years.*</p>	<ul style="list-style-type: none"> <li>• A role holder still in post after 3 years or who switches to a different role needs to repeat the highest level of course required for their current responsibility.</li> </ul>	<b>Every three years</b>

\*For example: A volunteer Sunday school helper, who should have completed the Basic and Foundation level, must redo the Foundation course to update. A Churchwarden, who should have completed Basic, Foundations and Leadership, must redo the Leadership level to update.



## **How to book a course**

Basic Awareness, Safeguarding Foundations, Domestic Abuse Awareness and Safer Recruitment are e-learning courses and are available on CofE online learning portal (open access): <https://safeguardingtraining.cofeportal.org/>

If there is a group of people in a parish required to attend the same course, the Diocese can provide in-person training.

The Leadership training is delivered via Zoom or locally and courses can be booked here: <https://www.eventbrite.co.uk/o/diocese-of-bristol-safeguarding-9005122675>

Upon completion of the course, you will be given a certificate. Please share the certificate with the Parish Safeguarding Officer (PSOs are required to keep training records).

## **(j) Fair recruitment of ex-offenders policy**

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

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

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

A Disclosure is only requested after a thorough assessment has indicated that it is both proportionate and relevant to the position concerned. For those positions where Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.

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

Unless the nature of the position requires that we must ask questions about your entire criminal record, we will only ask about “unspent” convictions as defined in the Rehabilitation of offenders Act 1974.

Where the nature of a position does require that we must ask questions about your entire criminal record (excepting any “protected” information) we will ask you to complete a “Self-Disclosure Form” before asking you to apply for a DBS disclosure. (Guidance about what information should be disclosed is available from DBS Filtering Guide: <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering>.) This enables us to discuss with you at an early stage any information which may cause you to be unable to progress to confirmation in role. We request that this information is sent under separate, confidential cover to the person within the organization who is responsible for processing your application and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

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

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

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

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

### **Quality Assurance and Appeals:**

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

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

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

The process must follow Church of England's "Practice Guidance: Risk Assessment for individuals who may pose a risk to children or adults" (2015).

## **(k) Policy for responding to domestic abuse**

### **We are committed to promoting and supporting environments which:**

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

### **We recognise that:**

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

### **We will endeavour to respond to domestic abuse by:**

*in all our activities:* valuing, listening to, and respecting both survivors and alleged or known perpetrators of domestic abuse;

*in our publicity:* raising awareness about other agencies, support services, resources, and expertise, through providing information in public and women-only areas of relevance to survivors, children and alleged or know perpetrators of domestic abuse;

when concerns are raised: ensuring that those who have experienced abuse can find safety and informed help, as well as working with the appropriate statutory bodies during investigation into domestic abuse, including when allegations are made against a member of the church community;

in our care: ensuring that informed and appropriate pastoral care is offered to any child, young person, or adult who has suffered abuse, as well as identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or know perpetrators of domestic abuse.

### **Key factors to remember if a disclosure is made that someone is a victim of domestic abuse:**

#### **Do:**

- Call 999 if the person or any children are in, or appear to be in, immediate danger, or if there are any concerns about their safety.
- Listen and accept what is being said, no matter who the allegation is being about or by whom it is being made.
- Encourage the person disclosing to seek help themselves, and offer support to help them with that. This could be via their GP, or one of the organisations listed above.
- Confirm that the abuse is not their fault, no matter what they have been told by their abuser and, if necessary, assure them the marriage covenant is broken by the abuse, not the reporting of it.
- Make a note of what was said, record any visible injuries and pass this information onto the PSO or DSA/CSA as soon as possible.

#### **Do not:**

- Put yourself at risk – call 999 if this is required.
- Engage in any way with the person who is the alleged abuser, and specifically do not tell them the location of the victim.
- Offer any form of counselling or mediation, or encourage reconciliation.
- Allow religion to be used to excuse violent behaviour.
- Offer them emergency accommodation (assuming appropriate emergency accommodation is available) without informing the police and receiving assurance that it is safe to do so.

## 12. Policy implementation and review

This Policy is agreed by St Paul's Church Clifton at the PCC meeting on:

Date.....

Signed.....

Chair of St. Paul's Church Clifton

Name (print).....

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

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

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

The policy will be reviewed annually.

## **13. Appendices**

1. Responding to Concerns/Allegations Form	56
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## Appendix 1: Responding to Concerns/Allegations Form

### **RECOGNISE**

- Accept and take seriously what is being said without displaying shock or disbelief.
- Let the person tell their story and don't push for information or ask leading questions.
- Do not interrogate or decide if they are telling the truth.
- Be alert to signs and symptoms of abuse.

### **RESPOND**

- Reassure the individual they have taken the right step in sharing this information and they are not to blame.
- Be honest; never make promises to keep what you are being told confidential. If abuse is involved, you will need to tell someone.
- Tell them what you will do with the information they have shared and that they will be kept informed.
- Do not introduce personal information or from either your own experience or that of others.
- Do not investigate the matter any further for yourself or approach the person about whom allegations may have been made.

### **RECORD**

Write down, concisely, exactly what is seen, said, or heard and make clear where you have added your views or interpretation.

#### ***Who was involved? Name the key people***

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---

#### ***What happened? Facts not opinions***

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*continued* →





## Appendix 2: Consent Form for the Use of Photographs, Video and Social Media Material (Children under 18)

This form should be completed when people wish to take photographs or video of children under the age of eighteen years, share them on social media, and/or display them online or using any other platform. The form should be completed prior to the use of material and filed by the group co-ordinator and the Parish Safeguarding Officer.

Name of child/young person.....

Home address.....

Telephone number.....

Photographs and/or videos to be taken by.....

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

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

.....

Consent given by PCC.....

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

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

Frequency of event.....

Are you happy for your child to participate in online meetings? Yes/No

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

Will parent/guardian/carer provide log-in email for zoom call? Yes/No

Do you agree to your child's photograph being put on the church noticeboard/website? Yes/No

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

Name (print):..... Date: .....

### **Appendix 3: Registration and Consent Form: Church Groups, Day Visits, Camps, Residential Holidays, and Retreats (Children and Vulnerable Adults)**

To be completed by the parent, carer, or guardian. The form must be completed annually for church groups.

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

Name of Group/Activity.....

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

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

Home address.....

Home telephone number.....

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

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

Family doctor..... Tel. no.....

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

Do you/Does your child have any food allergies? Please specify.....

.....

Do you/Does your child have any medical conditions? Please specify.....

.....

Are you/Is your child on any medication? Please specify.....

.....

*continued* →

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

Does your child have any special needs? Please specify.....

.....

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

.....

.....

(Please continue on a separate sheet, if needed. Do not forget to date/sign it.)

**Emergency contact details for parents/carers/guardians:**

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

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

.....

Tel. no..... Relationship to you/your child.....

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

**Arrangements for collection:**

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

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

Relationship to you/your child.....

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

Relationship to me/my child.....

For children over 11 years: my child has permission to travel to and from the group without me Yes/No

*continued* →

**Declaration:**

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

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

Name (print):..... Date: .....

## Appendix 4: Risk Assessment Form for Transport

Location or project title: .....

Usage of car: .....

Assessor's Name (capitals).....

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

Project description: .....

Risk assessment cover: .....

Trips outings by NRG: .....

Activity or incident identified.....

.....

.....

Persons at risk.....

.....

.....

.....

.....

.....

Severity of consequences.....

Likelihood of occurrences.....

Risk rating SxL 1-9.....

Existing risk control measures necessary.....

Date of R/As to be implemented.....

Review date (if any) .....

## Appendix 5: Application Form for Volunteers Seeking to Work with Children/Young Adults

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

**Name of Applicant:**.....

**Address:**.....

**Post Code:** .....      **Home tel. no:** .....      **Mobile:** .....

**How long have you lived at the above address?** .....**Years**

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

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

**Name of group with which you intend to work:** .....

.....

**Experience of working with children and qualifications (please give details):**

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

*continued →*

**Please give employment history and reason for any gap:**

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.....

**Please give any other relevant experience useful for this post on attached blank page (don't forget to date/sign it).**

**References:**

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

Referee 1

Referee 2

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

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

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

**Signature**.....**Date**.....



## Appendix 6: Declaration Form for Volunteers Seeking to Work with Children/Young Adults

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

Please circle the answer appropriate to yourself:

**1a.** Have you ever been convicted of a criminal Offence (including any “spent” convictions under the Rehabilitation of Offenders Act 1974)? **Yes/No**

**1b.** Have you ever been cautioned by the police or bound over to keep the peace? **Yes/No**

**1c.** Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm to a child or young person under the age of eighteen years, or has such a court made an order against you on the basis of any findings or allegation that any child was at risk or significant harm against you? **Yes/No**

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

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

*continued →*

**2** Has a child in your care, or for whom you have had parental responsibility, ever been removed from your care, been placed on the Child Protection Register or been subject of a care order, a child assessment order, or an emergency protection order under the Children Act 1989, or similar, legislation? **Yes/No**

**3** Have you had any health problems which might affect your work with children or young people under the age of eighteen? **Yes/No**

**4** Have you, during the past five years, had any home address other than that given below? **Yes/No**

**If you have answered “Yes” to any of the questions above then please give details on a separate sheet and attach it to this document before submitting (please don’t forget to date/sign it).**

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

**Declaration**

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

**Signed.....Date.....**

**Full Name.....**

**Address.....**

.....

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

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

## Appendix 7: Conditions of Hire of Church Premises

### Covid 19

We have added some extra hire conditions to this agreement. Please take time to read the section on Covid 19 (Appendix 10).

Thank you for enquiring about booking our church premises. The hire of any part of the building is subject to the approval of the Church Council and vicar. We reserve the right to refuse any booking (without reason) not considered suitable for the premises.

All hirers must be aware that Church activities will take priority, even over existing bookings. In the event of a clash, we will provide at least a month's notice. Officers of the Church have right of entry at all times.

**Access:** The person you make the booking with will advise you regarding access, as well as the heating and lighting in the church.

**Accidents:** Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure the premises are safe for the purposes for which they intend to use them. Hirers are required to complete details of any accident or incident occurring during their occupation of the premises, which did or could have given rise to injury, as soon as possible after the accident or incident, but in any case before the premises are vacated by the hirers after the event. A book is provided for this purpose and this is located on the cupboard in the vestry leading off the church. The hirer must notify a Church Officer as soon as possible after the accident, but in any event within 24 hours.

**Alcohol:** St Paul's Parish Church is not licensed, so alcohol may not be sold on the premises. Private consumption of alcohol may be allowed only with prior agreement with a Church Officer.

**Bookings** should be made through Graham Ash; email: [finance@stpaulsclifton.org.uk](mailto:finance@stpaulsclifton.org.uk)). The fees are due prior to or on the day of hire.

**Breakages & damages** must be reported to a Church Officer and a charge may be made. If a hirer finds any equipment in a dangerous state, please contact a Church Officer. The church may hold a hirer responsible for any damage, theft, or breakage caused by leaving entrances unlocked or unsupervised.

**Car Parking:** There is no parking at the church. There is a multi-storey car park in Jacobs Wells Road, a few minutes' walk away and on-street parking near the church.

**Charges:** The usual hire charge is £35 per session (morning afternoon or evening) or £100 a day, plus £12 per hour for heating costs (seasonally adjusted), for use of the church. Use of the Upper Room is £30 per session. Special rates for a block booking may be negotiated. Since St Paul's has associations with the University, undergraduate members of the University may usually use the church without a hire charge, but are asked to give a donation to the church from event proceeds. The same fees for heating costs for use of the church apply as above.

**Safeguarding policy for one-off bookings:** The PCC will provide the hirer or responsible person with a copy of the parish safeguarding policy and ask him/her to sign a statement (Appendix 8) which confirms that he/she has seen it and agrees to abide by it. For one-off bookings such as parties or wedding receptions, the PCC does not need or expect the hirers to obtain Disclosure and Barring Service Certificates for Leaders.

**Cleaning:** Please remove all rubbish you generate to the external wheelie bin (at the side of the church). There is a vacuum cleaner available in the cupboard at the bottom of the stairs to the Upper Room. Please ensure the premises and toilets are left clean and tidy.

**Disabled Access:** The church is accessible to wheelchairs, but there is not presently a disabled toilet. If the hirer has any other special requirements, please discuss with a Church Officer.

**Fire:** Hirers should familiarise themselves with the location of fire extinguishers. Hirers will be shown where the fire exits from the church are.

**Furniture:** The chairs and the altar table may be moved as required, but please ensure that they are returned to their original place at the end of the session.

**Equipment brought in:** If you bring your own equipment, this should be removed at the end of the booking/event. Please supply your own consumables, such as tea, coffee, milk, and be sure to remove them all after your booking. An urn, cups and plates are available for use. Washing up may be done in the choir vestry.

**First Aid Box** is in the vestry on the cupboard by the door into the church. The accident book is also in here. There is also a first aid box in the Upper Room.

**Insurance:** The church holds insurance in respect of its own property, church activities and public liability. This insurance does not protect you, the hirer of the church, and we therefore recommend that you arrange your own insurance in respect of liability arising from death, injury, or damage to third parties and/or their property.

**Lock up time:** We require the building to be closed and locked up by 10.30pm. The church is in a residential area so please be considerate to our neighbours when vacating the premises.

**Phone:** There is a no phone available in the church. Please arrange to bring a mobile phone with you in case of emergency.

**Public Events:** If hirers are using the church for a public event, they are required to have at least one steward present throughout who is familiar with fire exits and takes responsibility for the building, for safety and security.

**Safety:** The church has a health and safety policy. Church Officers arrange for the regular servicing of the heating, fire precaution equipment, and all other gas and electrical equipment. Hirers must ensure they have a Health & Safety policy for their own activity.

**Smoking** is not permitted anywhere on the premises.

**The church does not accept the responsibility for loss of or damage to personal property, including motor vehicle or contents therein.**

### **Additional conditions for regular hirers of church**

**Keys:** Those who hold keys are not permitted to pass their keys to another member of their group. If a named key holder changes, a Church Officer must be informed. If a hirer loses their keys they must report this immediately to the church. Please do not label the key(s) in any way which shows they apply to the church.

**Safeguarding Policy for regular bookings:** Organisations regularly working with children and or adults who may be vulnerable should have their own policies and procedures. The PCC will ensure that a copy of their procedure is obtained before agreeing the booking. The responsibility for implementing the hirer's safeguarding policy rests with the hiring organisation and not the PCC,

however the PCC needs to take reasonable steps to ensure that this is being done.

The PCC will ensure that the hirer complies with the guidelines for running activities for children and/or vulnerable adults (for example: ensuring sufficient safely recruited leaders are on site).

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

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

**Discontinuation of the hire of the premises:** All regular hirers are required to give a month's notice if they no longer wish to hire the premises on a regular basis.

**Insurance:** Regular hirers need to supply a copy of their public liability insurance certificate. Please send this to Graham Ash, email: [finance@stpaulsclifton.org.uk](mailto:finance@stpaulsclifton.org.uk)

## **Appendix 8: Statement for Hirers (Safeguarding)**

St Paul's Church Policy for Safeguarding Children and Vulnerable Adults can be viewed on the church's website and is available from the administrator.

Your Booking agreement is conditional upon you complying with this policy, or if you have one, your own Safeguarding Policy, providing it fulfils the safeguarding requirements to ensure equivalent standards. You are required to ensure that children and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss, or damage occurring.

You must carry full liability insurance for hiring the church premises. In particular this means that:

- You will comply with the parish Policy and Procedures for Safeguarding Children and Vulnerable Adults.
- You will recruit safely all current paid and voluntary staff who work with children and vulnerable adults and where enabled by law to do so obtain satisfactory disclosures from the Disclosure and Barring Service (DBS).
- You will keep an up-to-date list of the names of all paid and voluntary staff who work with children and vulnerable adults.
- You will always have at least two leaders in any group of children and young people, no matter how small a group.
- No person under 18 may be left in sole charge of any children of any age. Young people who assist with caring for other children/young people must complete a Supervised Worker Registration Form. They must be supervised at all times by an adult.
- Leaders of both sexes should, if possible, be present at every activity.
- You will ensure no person under the age of 18 years will be left in charge of any children of any age.
- You will ensure no child or group of children or young people will be left unattended at any time.
- You will ensure a register of children or vulnerable adults will be kept. This will include their name, address, date of birth and next of kin.
- You will complete details as soon as possible of any accident or injury during your occupation of the premises which did or could cause injury.
- You will immediately (within 24 hours) inform the Parish Safeguarding Officer of:



- a) Any incidents or allegations of abuse or causes for concern relating to members or leaders of your organisation.
- b) Any known offender against children or vulnerable adults seeking to join your membership and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.
- You will adhere to the following guidelines for the ratio of adults to children/young people as recommended by Ofsted:
  - 0-2 years: 1 person for every 3 children
  - 2-3 years: 1 person for every 4 children
  - 3-8 years: 1 person for every 8 children
  - Over 8 years: 1 person for the first 8 children and then one extra person for every 12 children.

***NB: The above is guidance, but there must be a minimum of two adults present at any time.***

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

**Declaration**

I have received and agree to abide by the parish of St Paul’s Church Clifton Safeguarding of Children and Vulnerable Adult’s Policy. I understand that the booking agreement for the hire of Church premises is conditional on my organization keeping to these policies and procedures and that the agreement can be immediately terminated if we fail to comply with them.

Print Name..... Signed.....

Designation..... Organisation.....

Date.....

## Appendix 9: Hire Agreement for St Paul’s Church Clifton

**Name**.....

**Group**.....

**Contact Details (address, telephone, email)**.....

.....

.....

**Date(s) and time of hire**.....

**Hire charge**.....

I have read and understood the attached Conditions of Hire of Church Premises (Appendix 7), Statement for Hirers (Appendix 8) and Special COVID-19 Conditions (Appendix 10).

I have received a copy of the St Paul’s Safeguarding Policy (if applicable).

As the organiser I accept responsibility for any damage to the premises or contents occurring during the period of hire

The hirer confirms that it is familiar with the Home Office Code of Practice “Safe from Harm” and that it has a policy in place to follow its guidelines in relation with work to children under 18.

The hirer acknowledges that the PCC is not able to arrange public liability insurance to cover the use and occupation of the premises by the hirer; the hirer warrants that the hirer has arranged comprehensive public liability

insurance in respect of the premises; the hirer acknowledges that the hirer has no claim against the PCC for any cost, claim, demand or liability arising out of the use and occupation of the premises by the hirer.

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

Signed by an Authorised Signatory for **St Paul’s Church Clifton**:

**Name (print)**..... **Position**.....

**Signature**..... **Date**.....

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

**Name of Organisation (if applicable)**.....

**Signatory**..... **Position**.....

**Signature**..... **Date**.....

***Please ensure this form is returned when making your booking  
Please return to Graham Ash; email: [finance@stpaulsclifton.org.uk](mailto:finance@stpaulsclifton.org.uk)***

***Church Wardens: Jo Straw, Rob Dimbleby***

***Contact for queries: Graham Ash; email: [finance@stpaulsclifton.org.uk](mailto:finance@stpaulsclifton.org.uk)***

***Parish Safeguarding Officers: Rachel Melville-Thomas, Judith Smith; email: [safeguardingstpaulsclifton@gmail.com](mailto:safeguardingstpaulsclifton@gmail.com)***



## Appendix 10: Special COVID-19 Conditions

1. The Hirer will explain in writing or by email to St Paul's how the proposed activity complies with government advice concerning COVID-19.
2. The Hirer will send St Paul's a copy of their risk assessment for the proposed activity.
3. The Hirer will sign in on entering the building in the book provided.
4. The Hirer will be responsible for ensuring those attending the activity or event comply with these COVID-19 Secure Guidelines while entering and occupying the church:
  - You must not enter if you or anyone in your household has COVID-19 symptoms. If you develop COVID-19 symptoms within 7 days of visiting these premises alert Test, Track and Trace, then you must alert the organiser of the activity you attended and also alert the building manager: Graham Ash (email: [finance@stpaulsclifton.org.uk](mailto:finance@stpaulsclifton.org.uk)).
  - Maintain 2 metres social distancing as far as possible.
  - Use the hand sanitiser provided on entering the premises. Clean your hands often. Soap and paper towels are provided in the toilets.
  - Avoid touching your face, nose, or eyes. Clean your hands if you do.
  - "Catch it, Bin it, Kill it": tissues should be disposed of into one of the bins provided in the toilets; then wash your hands.
  - Face coverings should be worn by all hirers and their group members when entering the building. Please follow Government guidance applicable to your activity during your session.
  - Take turns to use confined spaces such as corridors and toilet areas. Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person is low risk.
  - Keep the church well ventilated. Close doors on leaving.
  - Cleaning stations/materials are provided – please use them following the guidelines in the box.
5. Unfortunately, we cannot provide a dedicated cleaner who will clean all surfaces between events. We have provided cleaning materials for Covid specific cleaning for regularly touched surfaces during your period of hire. Do use either the products supplied or your own domestic products. There are two cleaning station boxes containing cleaning materials in the church.
6. You will make sure that everyone likely to attend your activity or event understands that if they develop symptoms within 7 days of visiting the premises they MUST use the Test, Track and Trace system to alert others with whom they have been in contact.
7. You will provide hand sanitiser near entrances and encourage people to sanitise their hands on arrival. St Paul's will make this available, but it would be helpful if you could also bring your own.

8. You will keep the premises well ventilated throughout your hire, with doors open if convenient, and close them on leaving.
9. You will ensure that you only allow such number of people to attend your activity/event as is consistent with social distancing. Our capacity is 30 people in the pews and up to 16 on the dais. You will ensure that everyone attending maintains social distancing while waiting to enter the premises and when using confined areas. You will make sure that no more than one person uses the toilets at one time and people do not queue in the toilet corridor.
10. You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access toilets or other confined areas without others being present.
11. When relevant, you will position furniture or the arrangement of the church as far as possible to facilitate people seating side by side, with at least one empty chair or 2 metres between each person, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g., using a wide U-shape.
12. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning wipes – place in the rubbish bags provided in the vestry or toilets.
13. You understand that you can't use the kitchen for refreshments so will ask users to bring their own drinks and food as appropriate. This clause over-rides the paragraph about the kitchen in the Agreement for Hire above.
14. We retain the right to close the church if there are safety concerns relating to COVID-19, for example, if someone who has attended the church develops symptoms and thorough cleansing is required or if it is reported that the Special COVID-19 Conditions above are not being complied with, whether by you or by other Hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.
15. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the church you should ask them to leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Please then inform Graham Ash ( email: [finance@stpaulsclifton.org.uk](mailto:finance@stpaulsclifton.org.uk)).