



***safeguarding@st.thomas's***

# **The Safeguarding Handbook**

**St Thomas's Church  
Salisbury**

**AUGUST 2020**

# About this Handbook

This document offers guidelines to all Church Officers (1) concerning the health and safety of people engaged in church activities, and particularly those groups traditionally perceived as vulnerable, namely children, young people and some adults. They are intended to be easy to read, and the specific responsibilities of Leaders are clearly identified. There is an index and glossary of terms at the back.

We have endeavoured to make this handbook easy to read but comprehensive without being over-burdensome.

- ✓ **All leaders** should be aware of Section 1, entitled Good Practice.
- ✓ Section 2 contains information for those working with Children
- ✓ Section 3 contains information for those working with Adults
- ✓ Section 4 contains additional information

The Risk Assessment and Safety Management forms and Appendices contained in earlier editions are no longer to be found in this Handbook but are held by the Parish Office.

If you have a safeguarding concern or query, you can contact any of the following people at St Thomas's:

- Rosie Norman, Parish Safeguarding Officer (PSO), on 01722 322537 (Parish Office), or
- Michael Humphreys, Deputy PSO, on 01722 322537 (Parish Office), or
- Kelvin Inglis, Rector, on 01722 239463.
- Alternatively, you can email [safeguarding@stthomassalisbury.co.uk](mailto:safeguarding@stthomassalisbury.co.uk) (your email will only be seen by a member of the Safeguarding Team).

As part of the church's commitment to ensuring high standards in Safeguarding, this Handbook will be reviewed annually. Any changes will be made in accordance with the law and the consent of St Thomas's Parochial Church Council (PCC).

These guidelines have been compiled by the Parish Safeguarding Team for the Parish and are expanded from those issued by the Home Office in its code of practice, entitled Safe From Harm, 1993, The House of Bishops' publication Promoting a Safer Church (June 2017) and the Church of England Parish Safeguarding Handbook (Oct 2018).

This Handbook defines Children as being aged 0-13, Young People aged 14-17 and adults 18 and above. St Thomas's Policy Statement on the Safeguarding of Children and Adults in the Church will be found on page 21 of this Handbook.

Anyone requiring the latest versions of the Church of England's Safeguarding documents will find them at: <https://www.churchofengland.org/clergy-office-holders/safeguarding-children-vulnerable-adults/national-policy-practice-guidance.aspx>

Further information about safeguarding at St Thomas's can be found on our website:

<http://www.stthomassalisbury.co.uk/about/safeguarding>

# GLOSSARY

The following terms are used as titles of roles throughout this booklet:

From the National Church's guidelines - A "CHURCH OFFICER" is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid. We also use the following terms to add clarity to the roles mentioned in this document.

**GROUP LEADER** – the appointed volunteer who takes the lead on the activities undertaken and is answerable to the PCC.

**GROUP VOLUNTEER** – a person who has a recognised role having been commissioned following the completion of the safer recruitment process.

**GROUP MEMBER** – a rank and file member of a group without any recognised role.

**PARISH SAFEGUARDING OFFICER(s) (PSOs)** – appointed by the PCC to take the lead on all matters associated with safeguarding in the parish.

# REFERENCES

**Promoting a Safer Church**, House of Bishops, 2017.

[<http://www.salisbury.anglican.org/resources-library/parishes/safeguarding/1/promoting-a-safer-church/promoting-a-safer-church-jun-2017>]

**The Church of England Parish Safeguarding Handbook**, October 2018, revised 2019.

[<https://www.churchofengland.org/sites/default/files/201910/ParishSafeGuardingHandBookAugust2019Web.pdf>]

**The Care Act 2014: safeguarding adults.** (*The Care Act 2014 sets out a clear legal framework for how local authorities and other parts of the system should **protect adults** at risk of abuse or neglect. ... lead a multi-agency local **adult safeguarding** system that seeks to prevent abuse and neglect and stop it quickly when it happens.*)

**Safer recruitment** practice is an essential part of the Church of England's approach to safeguarding. This policy and guidance sets out safer recruitment practices for people working or volunteering with children and adults. The guidance addresses two key areas – the recruitment process and criminal record checks (DBS).

[<http://www.salisbury.anglican.org/resources-library/parishes/safeguarding/1/parish-resources/recruitment/2016-safer-recruitment-practice-guidance>]

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For further information or advice please contact:

The Parish Office  
St Thomas's House  
St Thomas's Square  
Salisbury Wiltshire SP1 1BA

safeguarding@stthomassalisbury.co.uk  
T. 01722 322537  
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## SECTION I – Good Practice

All those involved in pastoral ministry, whether paid or unpaid, clergy or laity, must work within these guidelines. Following these guidelines will protect vulnerable people and also ensure that church workers are not wrongly accused of abuse or misconduct. The church expects all paid staff and volunteers to demonstrate suitable maturity and ability for the task, and to be respectful of the Christian faith.

People in positions of trust necessarily have power, although this may not be apparent to them. Therefore, respecting professional boundaries is particularly important. Guidance for those in such positions is given in full in Promoting a Safer Church.

Good practice in a **physical environment** means:

- always ensuring that capacitous adults from the Sunday club, youth group, choir etc, are present and meeting their responsibility for ensuring the safety of those in the setting

Good practice in **physical contact** means:

- maintaining a safe and appropriate distance from participants
- seeking agreement of participants prior to any physical contact
- touching participants only when it is absolutely necessary and relevant to the particular activity
- ensuring participants with disabilities are informed of, and comfortable with, any necessary physical contact

Good practice in **interpersonal dealings** means:

- treating all equally, with respect and dignity
- always putting the welfare of each participant first
- building balanced relationships based on mutual trust which empowers all to share in the decision-making process at an appropriate level
- giving positive and constructive feedback rather than negative criticism
- making the session fun and enjoyable and promoting equality
- being an appropriate role model for dealings with other people
- recognising that people with disabilities may be more vulnerable to abuse than their peers.

Good practice in **planning** a project/session/event means:

- undertaking at the outset of project planning, a risk assessment, and monitoring risk throughout the project
- identifying at the outset, the people with designated safeguarding responsibility i.e. leader of activity ex: Sunday school leader, Director of Music etc
- engaging in effective recruitment, including appropriate vetting of staff and volunteers and following the Diocesan Safer Recruitment Process
- knowing who to contact in case it is necessary to report a concern.

Good practice in **respect of vulnerable adults** means:

Attitudes of respect and consideration should be mandatory in all work with adults, ensuring that everyone is able to maximize their life choices and independence. Privacy and confidentiality are important to everyone and especially people who are dependent on others for aspects of their everyday living.

Some other points to consider are:

- Helping in such a way as to maximize a person's independence.
- Always respecting the person and all their abilities.
- Recognizing the choices people make even if they appear to carry risk.
- Giving people the highest level of privacy and confidentiality possible in the circumstances.
- Including everyone in decisions affecting their life.
- Creating an environment within the Church that includes everyone.

Good practice in **managing sensitive information** means:

- having a policy and set of procedures for taking, using and storing photographs or other images of people. St Thomas's policy is available by clicking on this link:

[www.stthomassalisbury.co.uk/images/documents/SGPhotoVideo.pdf](http://www.stthomassalisbury.co.uk/images/documents/SGPhotoVideo.pdf)

and is available to view on the Safeguarding page of St Thomas's website.

- careful monitoring and use of web-based materials and activities
- agreed procedures for reporting any suspicions or allegations of abuse
- ensuring confidentiality in order to protect the rights of employees and volunteers, including safe handling, storage and disposal of any information provided on leaders, guests or facilitators (or others involved in events/sessions/projects) as part of the recruitment process.
- following the requirements of the General Data Protection Regulation (GDPR) (2018).

Good practice in **professional development** means:

- keeping up-to-date with health and safety practice
- being informed about legislation and policies for safeguarding of children, young people and vulnerable adults
- undertaking relevant development and training.

### **Recruitment and Vetting**

All volunteers and paid workers for any organisation – not just the Church – should be treated the same. In the case of St Thomas's and St Edmund's Church, this will mean that prospective appointees should be regarded as job applicants. All appointments will be subject to the 'Safer Recruiting' Policy approved by the PCC. All information on applicants will be held in accordance with GDPR recommendations. It is good practice to specify a probationary period, during which induction and training should be provided. The standard probationary period for St Thomas's is 3 months. The Diocese provides training in safeguarding issues through the Bishop's Representative.

### **Training and management**

The church is strongly committed to the development of all its volunteers but also expects volunteers to display a commitment to their own training and development. The church will

offer training to all volunteers. Good practice requires that all volunteers be regularly updated in safeguarding policy and practice. Each worker will receive a job/role description specific to their area of work: responsibility for management of all volunteers lies with the line manager who will be clearly defined in any job/role description.

Depending on their role, certain volunteers will be subject to a Data and Barring Service (DBS) disclosure. This will be co-ordinated by St Thomas's DBS Verifier, currently Brian Sharpe.

It is the responsibility of the PSOs on behalf of the PCC to ensure that these processes have been followed.

### **Safeguarding training**

All volunteers are encouraged to attend basic safeguarding training. Volunteers who may come into contact with children, young people or vulnerable adults as part of their role, are required by the Church of England to undergo safeguarding training every three years. Courses are arranged by the diocese, and some are also available on-line. The various courses are currently as follows:

- Basic Awareness course (formerly C0)
- Foundation course (formerly C1)
- Leadership course (formerly C2)
- Ministry safeguarding course (formerly C3)
- Leadership update course (formerly C5)

### **Safety**

At all times the safety of volunteers and group members must be of prime concern. It is the responsibility of the group leaders to ensure a safe environment. However, all volunteers will need to be aware of possible dangers and know what action to take should difficulties arise. It is good practice for the group leader to ensure the suitability of a room or building has been established before allowing children or young people to enter.

It is a requirement that a Risk Assessment/Safety Planning will be completed before using a new venue or running a new activity. A generic template is available from the Parish Office.

### **Risk assessment and Safety Management (RA)**

The principle of risk assessment and safety management is to consider the:

- practical detail of a project/event/session
- things that can go wrong
- likelihood of these things going wrong
- impact of these things going wrong

Once this is done:

- you can identify measures to reduce the risk
- you can plan what to do if things do go wrong
- you can allocate roles to monitor and safeguard children and vulnerable adults.

Make sure you set aside enough time to undertake risk assessment and safety planning which should be done for every project. The PSO will work closely with you as you complete this process and has some sample RAs to help. When you have done it once you will be able to

adapt the exercise for future projects but do ensure that familiarity with the process does not encourage you to cut corners.

### **Fire Safety**

All staff must be conversant with the fire drill associated with the area in which they are working. A copy of the Fire Drill should be sited on the wall of that area. All Church Officers should be aware of:

- the location of fire exits which should be kept clear at all times,
- fire doors, which should be kept closed
- the location of fire extinguishers, and how to use them.

It is good practice to hold an annual fire drill, which should be arranged by each group leader in liaison with group helpers.

### **Drugs and alcohol**

Alcohol is used as part of divine worship and may be available at authorised church events. Under such circumstances leaders are expected to demonstrate appropriate behaviour and comply with the law relating to alcohol and smoking.

Illegal drugs, solvents and “legal highs” are not permitted at any of our events:

- Any such substance found on the premises should be disposed of in the presence of adult witnesses.
- Any transfer of the substance from a young person to a Church Officer should also be witnessed by another adult. Alternatively, the substance should be handed to the police.
- The Church Officers may report such an incident to the police and should inform their appropriate group leader as soon as possible.

### **Equipment & Materials**

Both portable and fixed equipment should be safe in any room in use. If any item is deemed to be unsafe it must be removed immediately and reported to the group leader, who will be responsible for alerting the parish office to authorize the repair or replacement of the item. A note should be attached to the item stating the date on which it was reported as unserviceable and the name of the person who reported it.

Electrical equipment should be checked visually by the Health & Safety Officer and PAT tested equipment should be stored safely when not in use.

Faulty equipment or repairs should be reported to the:

- Parish Manager at St Thomas’s House
- The Health and Safety Officer, currently John Coupe

Care should be taken to ensure materials used such as cleaning materials or art materials i.e. glue, pens, scissors etc. contain only non-hazardous substances and are safe for use by children. Liquid bleach should not be stored with disinfectant or other cleaning products.



## **Off-site Activities Residential courses / Days Away**

Where an off-site activity is planned to take place, certain procedures must be followed.

- A site-visit should be undertaken before a group is taken to any new location.
- The PCC will minute its support for defined off-site activities, in order to validate insurance.
- Public Liability insurance cover for the activity provider must be confirmed. Ecclesiastical Insurance must also be advised of certain activities with risk, as public-liability cover will not be automatic. Where this is the case, parents should also be informed of the fact.
- Written parental consent for activities with risk must be obtained when children are involved.
- A 'base contact' should be identified so that, in the event of unforeseen delays, parents, guardians or specified family members can be kept informed appropriately.
- A full list of all attendees and contact telephone numbers must be left with a named emergency contact.

Any event off-site should follow the procedures stated above. In addition, a residential course or day away should be well planned in good time. All costs should be taken into account and a risk assessment made as to the safety and quality of the activities on offer and of the equipment to be used.

The church will ensure the provision of adequate numbers of staff, and the use of suitably qualified staff when appropriate. Plenty of time will be allowed for travel.

Good practice ensures that plans are completed at least a week in advance of the activity and a comprehensive pack of all plans must be lodged in the Parish Office and with the PSO. The church will ensure that parents are clearly informed of activities to be undertaken, and that Parental Consent and Medical Forms are completed.

## **Incident reporting and complaints procedure**

St Thomas's Church has a complaints procedure taken from the House of Bishop's document Promoting a Safer Church. Children, young people and vulnerable adults attending activities at, or organised by St Thomas's Church are the responsibility of the staff and volunteers of the church. The church recognises the model for good practice contained within the Children Act, and expresses its commitment to this in every aspect of its work.

Should a complaint, of any nature, be made against any of the Church Officers, the Group Leader and the PSO must be informed. The PSO in turn will inform the Rector.

A complaint against a member of paid staff should be made directly to the Rector.

If the allegation concerns a member of the clergy, the Bishop must also be informed.

Any complaint must be properly investigated. This may involve the use of external organisations, as necessary. There would be a need to distinguish appropriately between internal, procedural matters, and allegations that require external actions.

The Rector may deem it appropriate to appoint a person to provide support for the person under investigation. The Diocesan Safeguarding Advisor would be able to provide advice.

Procedure 4 in Promoting a Safer Church sets out the method for handling complaints against church workers, details of which are held in the Parish Office.

## **SECTION 2 – Children and Young People**

All Church Officers working with children or young people must attend safeguarding courses and comply with the National Church's guidance regarding DBS clearance. Regular review of training and a commitment to be familiar with the given handouts is a requirement of all Church Officers.

### **Safe from Harm**

Whatever the context of the church's work with children and young people, all Church Officers must actively seek to minimise the situations in which the abuse of children may occur. In this context we define children as people up to their 13th birthday and young people as 14-17. Older children and young people may have capacity to decide, and be able to give consent, independent of parental wishes, and ideally any potential conflict should be resolved beforehand. Practically, and in association with the procedures outlined above, this will include the following:

- There will be a minimum of two authorised adult volunteers in attendance for any group activity, the Leader and a chaperone.
- As far as possible, group leaders must ensure that no church worker is alone with a child or young person where they cannot be seen. This may mean leaving doors open, for example.
- One-to-one work is an essential aspect of children and youth work. An example of this is preparation for choir badges with the Director of Music. Another adult should be informed of when and where such work will be taking place, and the other adult must be in the building. The young person should be aware that the other person is there and available to them. One-to-one work should take place in a public area.
- Physical contact should only be appropriate and public.
- The church and youth workers will not ask or expect children, or young people, to do more than is appropriate for their age or ability.
- The church and youth workers will not draw attention to any one person through ridicule, scapegoating or physical contact.

If in doubt volunteers should ask the Group Leader or PSO for advice.

### **Record Keeping and Data Protection (GDPR, 2018)**

The church will keep up-to-date records of all children and young people who use its clubs and groups. The only people who will have written copies of those details will be the Leader of a given church group (for example the Sunday school leader, Tower Captain etc.), the Parish Manager and the PSO. The PSO has generic templates and will give advice on the practical aspects of their use.

Details of group participants will remain confidential to St. Thomas's church and parents have the right to access their children's record upon request.

Group leaders will be required to keep a record of the adults attending a session where children and vulnerable adults are present.

## **Consent Forms**

It is a requirement that at the start of each academic year (September), new forms will be completed by parents wishing to enrol children into any activity organised by St Thomas's Church. Contact details, transport arrangements and media consent are all included on one form. A generic template is available from the PSO.

## **Communication**

The church will make it clear to all parents/guardians how they can contact those people working with their children, should they have any cause for concern, or simply wish to talk to them. This communication might be achieved by the use of a photo board of leaders and assistants.

Church venues will display a public notice with Helpline numbers and contact details for anyone wishing to talk to someone about safeguarding issues.

## **Prescribed medication: Allergic Reaction and Food allergies**

Youth workers will only administer prescribed drugs upon production of a letter from a parent outlining the procedure in writing and giving their permission for the medication to be administered. In the event that a child, young person or vulnerable adult requires medication during an activity, and if they are competent to do so, they should be allowed to administer it themselves. In the case of 'minors' prior notification via a note from a parent would be expected if there is a need for the young person to use medication. Group workers must be made aware of those young people who rely on asthma inhalers.

Medication (with the exception of inhalers) should be kept by the selected leader and stored appropriately.

For food allergies and allergic reactions it is advisable for a health form to be used, or a covering paragraph to be inserted into any membership forms in order that leaders are aware of potential risks to young people in their care.

## **Special Needs**

Where members have special needs and/or disabilities, the church will seek to meet those needs appropriately. Parents will be asked to make group leaders aware of any special needs their child may have. Strict confidentiality will be maintained at all times.

## **First Aid**

First Aid kits are situated:

- ✓ in the kitchen at St Thomas's House,
- ✓ in the kitchen of the People's Vestry of the church
- ✓ in the Choir Vestry where the choir meets
- ✓ in the Bellingring Tower.

An Accident book is also kept with those kits and should be completed each time the kit is used. A suitable sick bucket, with cloths, disinfectant and gloves, is available in the downstairs

toilet of St Thomas's House and in the toilet in church. These buckets should not be used for any other purpose.

The church will encourage all church workers to undertake first-aid training for those people working with children. This training will be provided at Parish level.

## **Security**

When using St. Thomas's House, the latch on the front door should be 'dropped' once all members are inside, thus preventing unauthorised access to the building. It is the responsibility of the Leader of the group to see that this is done.

There should be at least one adult at the front and one at the rear of the group when young people are walking to and from St Thomas's House for Sunday club.

The tower door of the church used for music rehearsals etc. must be kept locked and a chaperone appointed to manage safe entry and exit by young people.

A register of the young people present will be taken once inside the building. No young person will be permitted to return to church without an adult escort. The adult taking the register must sign the register to denote that he / she has recorded the names of all those present.

## **Staff/Group Ratios:**

Please refer to the NSPCC website for details of the recommended ratios of adults for those working with children. [[www.nspcc.org.uk](http://www.nspcc.org.uk)]

## **Pastoral Care:**

All group meetings will follow the guidelines as stated earlier, with 2 adults per group. If a child requests a private session this must **only** take place:

- With parental permission.
- Preferably in Church when other adults are present or in daytime when visitors are around, or likely to be.
- In the child's home with a parent present.
- In St Thomas's House with other adults present and the open-door policy in force.

If a prayer session is requested, it should take place in Church preferably with another minister present. Laying-on of hands must only be conducted after specific guidance has been sought.

## **Finance**

The PCC makes provision for an annual budget for children's groups and youth work. Group leaders are expected to keep clear and accurate accounts of expenditure.

## **Transport**

The Parish appreciates that many people would like to offer transport to activities. Due to private car insurance not covering such transport we do not support the use of private cars. Public transport should be arranged. Taxis or bus hire may be needed for some activities.

If parents make informal arrangements among themselves for transport, travel or escorts to or from church activities for children and young people, the responsibility of these arrangements remains with the parents and must be specified on the annual Consent form. If the PCC

formally organises transport arrangements, then they are the responsibility of the PCC. There must be clear understanding by all concerned at which point responsibility for the child passes from parent to church officer, and at which point it is returned to the parent.

If a child or young person becomes unwell their parent or carer should collect them. If they are unable to do so, verbal consent from the parent or carer, ideally witnessed by a second adult, must be gained for other persons to take the child home. In this instance it is advisable that 2 adults, one of each sex, escort the child home. It is good practice to seat the child in the rear seat of the car and not next to an adult, unless their condition dictates otherwise i.e. vomiting.

If children are being taken to an event it is reasonable to have 1:4 (adults to children) in a taxi or bus, as per the recommended staffing ratio.

When using hire vehicles, it is good practice, wherever possible, to have a second qualified driver. It is essential to have a minimum of two adults in a bus, as an accident, breakdown or illness may mean that the group is left without adult supervision.

Drivers must have appropriate insurance and comply with the law in relation to seat belts, child seats and booster cushions.

Further advice on other transportation issues may be gained from the Community Transport Association.

### **Collection after an event**

Under no circumstances will a child or young person be allowed to wait alone for a parent to collect them. The leader of the activity or event or the chaperone together with an additional adult must always remain with the child or young person in a public place, preferably with access to a phone until he or she has been collected, or, following verbal parental permission, the church worker may give the child or young person a lift home in a taxi, the child should be seated in the rear seat, not alongside the driver and any other adult.

Children or young people attending events at St. Thomas's Church or St Thomas's House should remain within the building or grounds until collected by a parent, unless a parent has given pre-arranged consent to the leader of the activity for this to be otherwise.

General consent forms (which include media and medical permissions) are available from the Parish Office or group leader.

### **Appropriate Behaviour**

The church expects that all Church Officers should offer clear role models to all children and young people. It is expected, therefore, that all should uphold clear and appropriate standards in their behaviour, speech and attitude.

Likewise, the church expects all children and young people to be respectful to one another and its volunteers. It is also expected that the young people will show respect for the church's property and the safety and well-being of all people using its facilities.

Group leaders and other volunteers must not allow the use of bad language, excessive teasing, violence or other inappropriate behaviour.

Children or young people who break the rules will be asked to refrain from doing so and, where necessary, removed from a group. Church Officers must be prepared to exclude members from activities should their behaviour necessitate it. Such action should only be taken by the Leader of the group in question after discussion with the child or young person and their parents.

Where restraint is necessary, the following guidelines apply:

- Church Officers should take steps in advance through dialogue and diversion to avoid the need for physical restraint.
- A verbal warning that restraint will be used unless the child or young person desists should precede any action.
- Only the minimum force necessary should be applied.
- Every effort should be made to ensure the presence of another member of staff to act as a witness before applying restraint.
- A written report of any such action should then be passed to the PSO for St. Thomas's and St Edmund's Church within 24 hours.
- Restraint should only be used when all other measures have been exhausted and where appropriate training has been given.

### **Abuse of children**

All Church Officers are expected to familiarise themselves with the scope of abuse and be aware of how they should respond. This is covered by the Safeguarding Training Courses but the PSO or deputy is always able to offer support or clarity whenever needed.

### **Chain of reporting a disclosure**

The advice of the Churches Child Protection Advisory Service (CCPAS) is that parents should **not** be informed. Any information shared with third parties should be strictly on a need-to-know basis only and is absolutely confidential. The PSO and Rector are to be informed immediately.

- **If the child is in immediate danger** the Police Child Protection Unit must be contacted using either 999 or 112.
- **If there is no immediate danger but serious concerns remain** then Wiltshire Council's Multi-Agency Safeguarding Hub (MASH) can be contacted on 0300 456 0108, option 2 which gives access to speak to a person. The MASH team is available Mon - Thurs 8.45am - 5pm, and Fri 8.45am - 4pm. Outside these hours the number is 0300 456 0100.
- **However, in the absence of any immediate danger** it would be expected that either the Rector or PSO be contacted before a referral is made.

The Diocesan Safeguarding Adviser (DSA), currently Heather Bland, will also be informed as soon as possible. Her mobile number is 07500 664800. The group leader, for example the Sunday school leader, will then agree with the DSA any further action required. It is possible that our insurers may need to be informed.

The person directly involved with the disclosure or observation should:

- Be prepared to have further discussions with Social Services and the Police.
- Be prepared to attend a child protection conference.
- Continue to offer support to the child and seek personal support for themselves
- Give evidence in court if required to do so.

## **Insurance**

St. Thomas's church is insured through the Ecclesiastical Insurance Group under their Parishguard Policy, in the name of St Thomas' and St Edmund's Church, Salisbury.

The Parishguard policy covers all the church's activities including youth work and children's activities. However, off-site activities, dangerous activities or activities outside the expected regular activities of a group need careful preparation including a risk assessment and to be minuted in the PCC records as such activities come under PCC control and approval.

Any queries should be discussed with either the Parish Manager or Ecclesiastical Insurance Churches Dept, Tel 0345 777 3322.

## **SECTION 3 – Vulnerable Adults**

All Church Officers working with vulnerable adults must attend safeguarding courses and comply with the National Church's guidance regarding DBS clearance. Regular review of training and a commitment to be familiar with the given handouts is a requirement of all Church Officers.

### **Mistreatment, abuse and harm**

Mistreatment is defined in *No Secrets* as a 'violation of an individual's human and civil rights by any other person or persons'. It is any misuse of a pastoral or managerial relationship, from the most serious to less severe behaviour, which lies at its root. Mistreatment covers abuse, bullying and harassment. These categories are not watertight and can merge into one another. Harm is what results from mistreatment or abuse.

### **A vulnerable person is**

Any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or temporarily unable to take care of him or herself, or to protect him or herself against significant harm or exploitation. All Group Leaders and other Volunteers must understand the implication of this statement and how it may impact and manifest itself among members.

### **What is mistreatment, abuse or harm?**

Abuse may be perpetrated by an individual or a group. It may be accepted or exacerbated by the culture of an institution, in which case it is described as institutional abuse. Abuse concerns the misuse of power where control and/or authority can manifest as a criminal offence. Harassment, bullying and exploitation, discrimination and oppression are other types of behaviour which are not acceptable within church ministry.

Abuse can take place in the person's home, day centre, family home, community setting and in public places (including churches and ancillary buildings).

Domestic abuse is widespread in our society and the Church needs to respond supportively to those experiencing such abuse.

Financial abuse is the most common abuse perpetrated toward older people.

A carer might be being physically or emotionally harmed by the person they are looking after.

All church workers have a responsibility to treat all those to whom they minister with respect. People in positions of trust necessarily have power, although this may not be apparent to them, therefore respecting professional boundaries is particularly important. All those who work in regular, face-to-face contact or have responsibilities for adults, are in positions of trust so should be aware of the potential for the misuse and abuse of power.



# **SECTION 4 – Additional Information**

## **Leadership of Organised Groups**

Group Leaders and other volunteers will be appointed after selection through the Safer Recruitment Process advised by the National Church.

## **Registration and Consent**

It will be a requirement for some of the groups at St Thomas's Church to apply a registration system, which includes written consent and contact details of a nominated person. The PSO will advise on who this affects.

## **Safer recruitment and vetting process**

All appointments will be subject to the 'Safer Recruiting Policy' in line with the PCC policy. All information will be held in accordance with GDPR and will be stored in the Parish Office. The PSO will nominate an authorised volunteer to work with a Group Leader as they recruit new volunteers.

All volunteers and paid workers for any organisation – not just the Church – should be treated the same. In the case of St Thomas's and St Edmund's Church, this will mean that prospective appointees should be regarded as job applicants. The process will be:

- The applicant will be given a Role Description.
- The applicant will be asked to complete an application form in response to the information laid out in the role description
- An appropriate interview will take place in order to determine an applicant's suitability and experience of working with children, young people, or vulnerable adults, together with an assessment of their ability to undertake the role.
- The applicant will be asked to complete a Confidential Self Declaration Form, confidential to the Rector and PSO only.
- Two references will be taken up, one of which should be from the current employer or previous church if appropriate. Both references should be written and independent of any personal relationship with the applicant.
- An Enhanced DBS Disclosure will be sought if applicable.
- The new appointee will be offered the post subject to DBS approval, be provided with a Volunteers' Contract and serve a three-month probation period, and will be publicly commissioned.

## **Working with Offenders**

If there are any people in the congregation who are known to have offended against children or vulnerable adults, the Diocesan Safeguarding Adviser must be informed by the Rector and agreement with that person worked out. When ministering to known offenders, an environment of honesty, support and friendship should be created in order to reduce the opportunity for reoffending. Following advice from the DSA the Rector will decide who in Leadership roles should be made aware of the offender's situation and the agreement.

## Appendix I - Important Contact Details

St. Thomas's Parish Office	01722 322 537
The Rector, Kelvin Inglis	01722 239 463
Diocesan Safeguarding Advisor: Heather Bland (Mon-Wed) Office Mobile	01722 411 922 07500 664 800
Safeguarding Advisor: Jeremy Carter (Wed-Fri) Office Mobile	01722 411 922 07469 857 888
St. Thomas's Parish Safeguarding Officer c/o the Parish Office e-mail: <a href="mailto:safeguarding@stthomassalisbury.co.uk">safeguarding@stthomassalisbury.co.uk</a>	01722 322 537

### Adult Social Care:

Wiltshire	0300 456 0111
Out of Hours service	0845 607 0888

### Children's Services:

Wiltshire Multi-Agency Safeguarding Hub	0300 456 0108
Out of Hours	0300 456 0100

### NSPCC:

Help for adults concerned about a child	0808 800 5000
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### Childline:

0800 1111

### Domestic Abuse:

For Women: 24-hour National Centre for Domestic Violence	0844 8044 999
For Men: Men's Advice	0808 801 0327
Women's Aid: UK wide 24 hr service	0808 2000 247
Splitz Support Service. Mon - Fri 09.30 - 16.30	01225 775 276

**Police:** If you need the Police as a matter of urgency dial 999

### Adults who may be at risk of abuse:

Action on Elder Abuse - Mon-Fri 09.00-17.00	0808 8088 141
Age UK - Wiltshire Branch	01722 335 425
UK Wide	0800 169 6565
Mencap - Supporting people with learning disability	0808 808 1111
Mind - the charity for better mental health	0300 123 3393
Silverline - 24 hr. confidential helpline for older people	0800 470 8090

## Appendix 2 - Glossary of terms

### **The Children's Act**

The Protection of Children Act 1999 was the Government's first step towards establishing a coherent framework for identifying those adults considered to be unsuitable to work with children. The Act requires childcare organisations to make use of the Disclosures Service in their recruitment and reporting processes (and strongly urges other organisations involved with children and young adults to do so). The Protection of Children Act 1999 was superseded by the Criminal Justice and Court Services Act 2000 which is specifically about Disclosures and child safeguarding issues.

### **COSHH**

Control of Substances Hazardous to Health: corrosive, irritant, harmful or toxic. Pesticides, products or by-products such as dust or fumes, micro-organisms i.e. viruses, bacteria etc. and carcinogens (cancer causing agents) [[www.coshh-essentials.org.uk](http://www.coshh-essentials.org.uk)]

**The Disclosure and Barring Service (DBS)** helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It has replaced the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

### **The Disclosure Service**

Provides a regulated 'one stop' service for England and Wales, offering access to records held by the police, together with those held by the Department of Health (DH) and the Department for Education and Skills (DfES). It enables organisations to make more thorough recruitment checks, particularly for positions that involve regular contact with children and vulnerable adults.

### **Disclosure – of alleged abuse**

In the context of child safeguarding the term describes an event in which a child, young person or vulnerable adult confides information about abuse or neglect.

### **Harm**

This is what results from mistreatment or abuse.

### **Health & Safety**

The term used by governments and the regulations from the Health and Safety Executive (HSE) concerning safety at work. Major areas of potential risk are identified, such as fire, equipment, first aid, control of infectious diseases etc., and rules and guidelines are issued to help monitor and manage these risks. [[www.hse.gov.uk](http://www.hse.gov.uk)]

### **In loco parentis**

This term refers to the person legally responsible for a child in the absence of the child's parent(s) or regular carer.

### **Mistreatment, abuse and harm**

'A violation of an individual's human and civil rights by any other person or persons.' In a church context it could be any misuse of a pastoral or managerial relationship, from the most serious to less severe behaviour, which lies at its root. It includes abuse, bullying and harassment.

### **Salisbury Diocesan Office**

The Salisbury Diocesan Office provides guidance and information on safeguarding issues, to which all churches in the diocese adhere. Details can be viewed on the diocesan website: [www.salisbury.anglican.org](http://www.salisbury.anglican.org) or by contacting the Diocesan Safeguarding Adviser: Heather Bland [heather.bland@salisbury.anglican.org](mailto:heather.bland@salisbury.anglican.org) (Mon-Wed) or Jeremy Carter [jem.carter@salisbury.anglican.org](mailto:jem.carter@salisbury.anglican.org) (Wed-Fri)

### **Social services departments**

The local authority social services department should be contacted when there is concern about possible abuse of a child, young person or vulnerable adult. It is the responsibility of social services, working if necessary with other services such as the police, to determine if abuse has taken place.

### **Sole charge**

This term means having unsupervised contact with children, young people or vulnerable adults.

### **Vulnerable adult**

There is no standard definition. The National Church's definition is:

*“a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is being temporarily or indefinitely impaired”*

However, we take the view that all adults have the potential to become vulnerable if only temporarily. For example, as a result of bereavement or job loss or other major life event. Therefore, an attitude of concerned vigilance for others is appropriate.

### **Young person**

In this document, a 'young person' is in the upper age ranges of the official definition of a child. The term has no legal status – it acknowledges that people aged 16 or 17, may not think of themselves as 'children'. However, 'child' is a legal term.

# Appendix 3 - Parish Safeguarding Policy



## Policy Statement on the Safeguarding of Children and Adults in the Church

This statement was adopted by the Parish of St Thomas and St Edmund Salisbury  
at an on-line meeting of the Parochial Church Council on 19 May 2020

1. We recognise that everyone has different levels of vulnerability and that each of us may be vulnerable at some time in our lives.
2. As members of this parish we commit ourselves:
  - a) to respectful pastoral care for all children and adults to whom we minister
  - b) to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church
  - c) to promoting safe practice by those in positions of trust
  - d) to promoting the inclusion and empowerment of people who may be vulnerable
3. We all acknowledge joint and individual responsibility to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse we suspect or discover.
4. We undertake to exercise proper care in the selection and appointment of those who work with children and people who may be vulnerable, and are committed to supporting, resourcing, training and regularly appraising those who undertake this work.
5. We undertake to respond promptly to any safeguarding concern or allegation, and to care pastorally for victims/survivors of abuse and others who may be affected.
6. The parish adopts the safeguarding guidelines of the Church of England and the Diocese of Salisbury, and has due regard to the House of Bishops' guidance in relation to safeguarding. All who work with children or vulnerable people are required to work within these recommendations and guidelines.
7. This policy statement will be reviewed annually.

Churchwarden.....*Fiona Green*.....Print Name.....*FIONA GREEN*.....

Churchwarden.....*Michael Humphreys*.....Print Name.....*MICHAEL HUMPHREYS*.....

Date: *7 July* 2020

This church appoints the Parish Safeguarding Officer(s) (PSOs) to represent the concerns and views of vulnerable people at our meetings and to outside bodies. Contact details for the PSOs are held by the Parish Office, or directly by email via: [safeguarding@stthomassalisbury.co.uk](mailto:safeguarding@stthomassalisbury.co.uk)

Signed.....*Kathryn Roper*.....Chair, PCC

Date: *7 July* 2020

*A record of the review of this policy will be held in the PCC minutes from the meeting prior to the APCM each year. If changes are made, a new policy will be drawn up and signed.*

# Policy on the Recruitment of Ex-Offenders



## **St Thomas's Salisbury: Policy on the recruitment of ex-offenders**

**This statement as adopted by the Parish of St Thomas and St Edmund, Salisbury,  
at a meeting of the Parochial Church Council on 11 April 2019.**

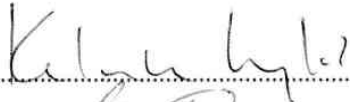
1. As an organization assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), St Thomas's Church complies fully with the code of practice and undertakes to treat all applicants for positions fairly.
2. St Thomas's Church undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. St Thomas's Church can only ask an individual to provide details of convictions and cautions that St Thomas's Church are legally entitled to know about. To be eligible for either a standard or enhanced level DBS certificate, the position must be included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate, in the Police Act 1997 Regulations as amended.
4. St Thomas's Church can only ask an individual about convictions and cautions that are not protected.
5. St Thomas's Church is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical / mental disability or offending background.
6. St Thomas's Church has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
7. St Thomas's Church actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records.
8. St Thomas's Church selects all candidates for interview based on their skills, qualifications and experience.
9. An application for a criminal record check is only submitted to the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all applications forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of an individual being offered the position.

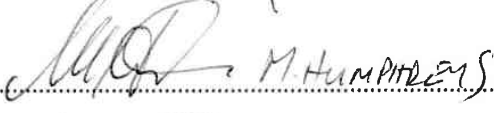
10. St Thomas's Church ensures that all those in St Thomas's Church who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
11. St Thomas's Church also ensures that those involved in the recruitment process have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg. the Rehabilitation of Offenders Act 1974.
12. At interview, or in a separate discussion, St Thomas's Church ensures that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure by the applicant to reveal information that is directly relevant to the position sought, could lead to withdrawal of an offer of employment or acceptance of services.
13. St Thomas's Church makes every subject of a criminal record check submitted to the DBS aware of the code of practice and makes a copy available on request.
14. St Thomas's Church undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

[Code of Practice published on the Gov.uk website:

[www.gov.uk/government/publications/dbs-code-of-practice](http://www.gov.uk/government/publications/dbs-code-of-practice) ]

Approved as at the PCC meeting on 11 April 2019

Chairman .....  ..... Date ..... 21<sup>st</sup> April 2019

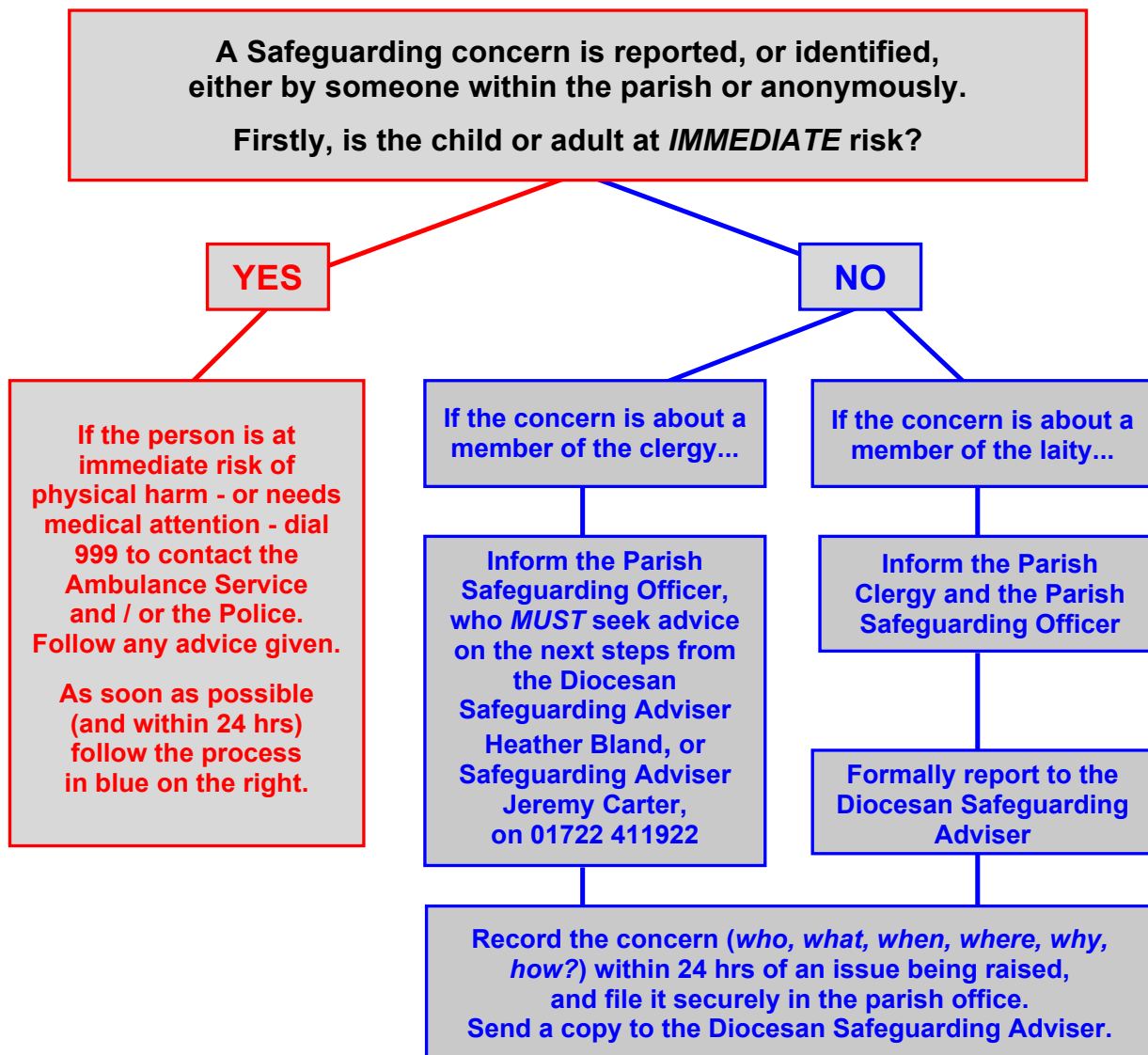
Churchwarden .....  M. HUMPHREYS ..... Date ..... 21. APRIL 2019

Churchwarden .....  ..... Date ..... 21 April 2019

# Appendix 4 - Flowchart

The Parish of St Thomas and St Edmund, Salisbury

**Safeguarding Flowchart:**  
what to do, by whom and by when



**If you have a safeguarding query or concern, please contact:**

**Rosie Norman** (Parish Safeguarding Officer) or **Michael Humphreys** (Deputy Parish Safeguarding Officer) via the Parish Office : 01722 322537 or **Kelvin Inglis** (Rector of St Thomas's) : 01722 239463

Alternatively, please email : [safeguarding@stthomassalisbury.co.uk](mailto:safeguarding@stthomassalisbury.co.uk)  
(your email will only be seen by a member of the Safeguarding Team).

**[safeguarding@st.thomas's](mailto:safeguarding@st.thomas's)**

August 2020