

Policy Appendices:
Forms etc. for use in the
Safeguarding procedures of the church

Forms for Church use

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Suggested format for the Content of the Annual Report to the PCC and to the APCM

Within the format your parish normally adopts for a report to the PCC or APCM you should include the following detail. You can of-course change the wording (so you might want to say “The Parish of X” rather than “our parish”).

1. Our Parish Safeguarding Officer

Our Parish Safeguarding Officer is ...

2. Safer Recruitment, and Training

Our parish supports the following groups working with children and young people, and with adults who are vulnerable...

The leaders and volunteers working with our groups have been safely recruited according to the Church’s national guidance and we have ensured they have received the level of training required by the Church.

Be honest: the Diocese recognises the pressures on PCC’s and on PSO’s who are volunteers, often undertaking many different tasks in a parish or benefice.

If you are in the process of safely recruiting or training volunteers, say so – how many, where they are volunteering, when you will complete the process. Remember, before they have been safely recruited they must not be working unsupervised.

The same applies to training. If you have ensured (for example) that some of your volunteers have attended the new CI training, but other volunteers have yet to do so, say when they will all have been trained. The safeguarding training pages on our diocesan website will tell you what is needed and when it is available in your area.

3. Church Policy and Guidance

All parishes are required to have agreed a formal statement of adoption of the House of Bishops ‘Promoting a Safer Church; safeguarding policy statement’, and of Church of England safeguarding policy and guidance. This statement will be signed on behalf of the PCC and displayed in our church[es].

You will therefore need a further paragraph to propose this to the PCC, and then ensure the acceptance of your proposal is minuted. You can then change the wording for the subsequent report to the APCM to signify that the PCC has adopted the policy statement and Church of England safeguarding policy and guidance.

SAFEGUARDING POLICY PROMOTING A SAFER CHURCH

The following policy was agreed at the Parochial Church Council (PCC) meeting held on

In accordance with the Church of England Safeguarding Policy our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are a safeguarding concerns or support needs
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

01.08.18 v1

**SAFEGUARDING POLICY
PROMOTING A SAFER CHURCH**

This church appoints _____ and _____ as
the Parish Safeguarding Officers

Incumbent.....

Churchwardens.....

Date:

Suggested format for the Parish Statement on Safeguarding to be completed and displayed in the church hall

The Parish of St. John's Hensingham has adopted the Church's policy (Promoting a Safer Church) that puts children, young people and vulnerable adults at the centre of our concerns and we have adopted the safeguarding policy and guidance agreed by the House of Bishops

Signed:

Date:

Churchwarden/other for the PCC

Who's Who in our Parish?

Our vicar:

Name and contact number

Our Churchwardens:

Names and contact numbers

Our Parish Safeguarding Officer(s) (for safeguarding concerns in respect of children or vulnerable adults:

Names(s) and contact number(s)

Our Readers and Local Lay Ministers:

Names and contact numbers

Hall Manager and booker:

Name and contact number

Employed staff:

Anyone employed by the church e.g. cleaners, premises officers/caretakers, administrators

Others who work with children or vulnerable adults:

Names and contact numbers

Who else can be contacted in an emergency?

Our Diocesan Safeguarding Adviser is Charles Proctor:

safeguarding.adviser@carlisle-diocese.org.uk (0748 0168840)

Children – Children's Services on 0333 240 1727

Vulnerable adults – 0300 303 3589 during working hours and 01228 526690 out of hours

Appendix 1c Risk Assessment Form

Church:

Risk Assessor:

Date:

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring with CURRENT CONTROL in place			Severity of Harm if injury does occur with CURRENT CONTROL in place			RISK LEVEL L; M; or H.	Current Control Measures in place	Further Control Measures required and Date to implement	Person Responsible to implement further measures required	Date to review: annual review unless the task changes
			L	M	H	L	M	H					

Appendix 1d Child Registration Form for Groups/Activities

*to be completed/updated at least annually for all children and young people attending
a church-related group or activity (one-off and regular).*

Name, Day and Time of Activity:

.....
Child's full name..... **Date of birth:**..... **M / F** circle

Contact details:

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

Home address.....

.....

Home Tel. No:Parent's/guardian's mobile:

Parent's/guardian's e-mail

Who has parental responsibility for this child?

School School year

Emergency contact details for parents/guardians:

Contact tel. no. during group or activity time:

Contact name for an alternative adult in case of emergencies

Tel no Relationship to child.....

About your child:

<p>Does your child have any food or other allergies? (please specify)</p> <p>.....</p> <p>Are there any medical conditions the leaders should be aware of ? (please specify)</p> <p>.....</p> <p>Is your child on any medication? (please specify).....</p> <p>.....</p> <p>Does s/he have any additional needs? (please specify)</p> <p>.....</p> <p>Is there anything else you would like us to know about your child?</p>

St John's Church hensingham

Arrangements for collection (midweek groups only): *(please delete as appropriate)*

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

S/he will be collected by.....Relationship to child.....

OR:

S/he will be collected by..... Relationship to child.....

Name of anyone **NOT**

allowed to collect my childRelationship to child.....

Permissions: *please tick all boxes where you are happy to grant consent*

Photographs: I give permission for photographs of my child to be displayed on the Church premises /notice boards /website/ & other promotional materials

Toileting (creche children if applicable): *I give permission for my child to be taken to the toilet and assisted if necessary .**Or-*** I would prefer you to come and get me if my child needs the toilet
(delete as necessary)*

Toileting (Scramblers & Climbers): If your child needs the toilet during the session would you like us to come and get you? *YES (my child needs help) *No (can go with a leader waiting at the hall door)

For children 11 and over: My child has permission to travel to and from the group without me

I am happy to be contacted: by phone: by email by post

This section for 14-18-year olds (CYFA Group) only:

Travel: I give permission for my child to be transported to and from CYFA activities/events in the vehicle of a CYFA Leader or another CYFA member /parent/guardian in accordance with St John's safeguarding policy:

Contact with your child: Understanding that my son/daughter uses social media to communicate, I give permission for the CYFA leaders to communicate with them through this medium

Declaration

I understand the nature of the activity the above-named child is engaging with and give permission for him/her to attend and take part in the specified activities.

Signed (parent/guardian)Date

Print Name:

Re-sign following updating of form:

Signed (parent/guardian)Date

Signed (parent/guardian)Date

Signed (parent/guardian)Date.....

Data Protection: The information above will be processed in accordance with the GDPR (2018).
full details of our privacy notice can be found on the Church Notice Board and
website. Your data will be used for official Church business and will not be passed to a
third party.
stjohnshensingham.org.uk. Tel: 01946 692822 Registered charity no. 1127143

Version 1 – June 2018 (KC)

Appendix 1 (e) i) Transport of children and vulnerable adults in private cars

Passenger's Consent for Transport

1) Your details:

Name of passenger:

Date of birth, if under 18 years:

Name of parent/carer, if under 18 years:

Name of adult carer, if applicable:

Address:

Phone No: Email:

2) The activity

Date(s) of events:
(this could be regular events)

Venue:

Transport provided: private vehicle / minibus / other (please specify.....)

Name of driver (if known):

3) Your consent

I consent to being transported on behalf of Church, according to the arrangements specified above.

Signed (passenger): **Date**

Name:

For passengers under 18 years, and vulnerable adults with carers:

I consent to being transported on behalf of
..... Church, according to the arrangements specified above.

Signed (parent or carer): **Date**

Name:

Relationship to passenger:

**Appendix 1 (e) ii) Transport of children and vulnerable adults
in private cars on behalf of the PCC**

Undertaking by Voluntary Driver

Name of driver:

Address:

Phone No: **Email:**

1 Consent

- Children and young people will not be taken out in transport without the prior consent of their parents or carers
- Vulnerable adults will give permission to being transported themselves, and discretion used in consulting first with their carers
- I will take care when assisting children or vulnerable adults to board and alight my vehicle, both to ensure the road is safe to do so, and in following guidelines on physical contact.

2 The driver

- I am over 25 and have held a full current driving licence for over two years
- I have/do not have an endorsement of 6 points or more on my licence (if 6 points of more, I will share details with the Parish Safeguarding Officer)
- I do not have an "unspent" conviction for a drink driving offence or for Dangerous Driving or Racing on the Highway.

3 The vehicle

i) Seat belts:

- My car is fitted with seat belts (both front and rear), and the numbers of people transported will not exceed the number of seat belts available
- All car passengers will be required to wear safety belts in the front and rear seats
- All children up to 3 years old will be carried in a child restraint
- Rear-facing baby seats will not be used in a seat protected by a front air-bag unless the air-bag has been deactivated manually or automatically
- *Children from aged 3 up to 135cm in height (approx 4'5") or their 12th birthday (whichever they reach first) will use baby/child seats or booster cushions for older children*
- All passengers aged 13 years or older will wear an adult seat belt.

ii) Insurance:

- My vehicle is comprehensively insured.

- I have informed my insurance company that I am a volunteer driver for church activities, and if required, I have obtained a passenger endorsement for the transportation of children or vulnerable adults.

- I understand that in case of any accident, injury or vehicle damage, the church's liability insurance policy does not provide primary or direct insurance on my vehicle

- My vehicle is clean and in a road worthy condition

- At no time will the number of people in a car exceed the usual passenger number.

iii) Escorts:

- Where possible, another responsible adult will accompany me, to assist with any emergencies

- If in an emergency I have to transport a child or vulnerable adult on my own, the child or vulnerable adult will sit in the back of the car.

Signed (driver):

Date:

Name of vehicle owner if different:

Signed (vehicle owner)

Confidential declaration and CRB application received Yes/No

Date.....

Driving license seen Yes/No

Date.....

Insurance certificate seen Yes/No

Date.....

Car make and model..... Reg No

Signed:..... Date

Officer role:

Parish Safeguarding Officer / Churchwarden / Vicar / Other (please specify).....

Consent Form for taking and publishing images of people.

We at St. John's church would like to take photos of people to use for publicity or illustration. We are seeking consent from you for taking and using photos of you or the people for whom you are responsible.

For completion by a named representative of the church:

1. Name of church representative:

Role:

2. The specific purpose photo is to be used for is:

- Church notice board Church magazine
Diocesan newspaper/other press (specify which).....
Church website Other website (specify which).....

3. Storage

The image will be stored:

- Computer file (specify which computer)
Album Filing cabinet

The image will be destroyed after use

(delete as appropriate).

For completion by the responsible adult:

I have seen the images that may be used for publication. I consent to these images being used and stored, solely for the purposes specified above.

I agree to / do not agree *(delete as appropriate)* to my name being given in a caption or article accompanying the images.

Name of person in image.....

Address:

Consent Signature (responsible adult):

Date:

Name of responsible adult giving consent:

.....

Relationship to child or adult who may be vulnerable:

...

Consent Form for taking and publishing images of people.

We at St. John's church would like to take photos of people to use for publicity or illustration. We are seeking consent from you for taking and using photos of you or the people for whom you are responsible.

For completion by a named representative of the church:

1. Name of church representative:

Role:

2. The specific purpose photo is to be used for is:

- Church notice board Church magazine
Diocesan newspaper/other press (specify which).....
Church website Other website (specify which).....

3. Storage

The image will be stored:

- Computer file (specify which computer)
Album Filing cabinet

The image will be destroyed after use

(delete as appropriate).

For completion by the responsible adult:

I have seen the images that may be used for publication. I consent to these images being used and stored, solely for the purposes specified above.

I agree to / do not agree *(delete as appropriate)* to my name being given in a caption or article accompanying the images.

Name of person in image.....

Address:

Consent Signature (responsible adult):

Date:

Name of responsible adult giving consent:

.....

Relationship to child or adult who may be vulnerable:

...

Appendix 1 (g) - Implementation checklist for Carlisle Diocese
Safeguarding People Policy

Parish:

Parish Action Plan

(numbers in brackets refer to the section in the Diocesan & Parish Safeguarding policy)

Issue	What we are going to do	Target date to achieve this	Person Responsible	Date Achieved
Diocesan Safeguarding policy discussed and adopted by P.C.C. (2)				
Safeguarding Children rep appointed. (2)				
Vulnerable Adult rep appointed (as above or another person). (2)				
Safeguarding policy publicised in the parish.				
Parish activities are reviewed to ensure we are inclusive of vulnerable adults.				
Workers and volunteers with children adopt code of practice and recognise and responding to abuse.				

Issue	What we are going to do	Target date to achieve this	Person responsible	Date achieved
Safeguarding training attended 3 yearly for all those working with vulnerable people.				
Current volunteers had safer recruitment applied. (4ii)				
New volunteers had safer recruitment applied. (4i)				
DBS checks up to date (4ii).				
Referral of any current known offenders or people who pose a risk to Diocesan Safeguarding				

Adviser. (7)				
Health and safety, insurance, hiring agreements up-to-date. (8i)				
Risk assessments up-to-date. (8ii)				

Additional points: (for parish use):

Church of England Confidential Declaration Form

The Confidential Declaration Form must be completed by all those wishing to work with children and / or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and / or adults experiencing, or at risk of abuse or neglect. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment / appointment process and, when appropriate, the Diocesan Safeguarding Adviser or someone acting in a similar role / position. All forms will be kept securely in compliance with the Data Protection Act 1998.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question which you are answering.

Please note that the Disclosure and Barring Service (DBS) is an independent body, which came into existence on 1st December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules¹? (Include both 'spent'² and 'unspent' convictions) YES / NO
2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules³? YES / NO

Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules. Please also provide details of the circumstances and/or reasons that led to the offence(s).

*Broadly, where your position / role involves substantial contact with children and / or adults experiencing, or at risk of abuse or neglect (i.e. where you are eligible for an enhanced criminal records check) you will be expected to declare **all** convictions and / or cautions etc., even if they are 'spent' provided they have not been filtered by the DBS filtering rules.*

If your position / role does not involve substantial contact with children and / or adults experiencing, or at risk of abuse or neglect you should only declare 'unspent' and 'unfiltered' convictions / cautions etc.

Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK.

1

You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it is your only offence; (c) it did not result in a prison sentence or suspended prison sentence (or detention order) and (d) it does not appear on the DBS's list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b), (c) and (d) in order to be filtered.** Further guidance is provided by the DBS and can be found at

www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates and www.gov.uk/government/publications/dbs-filtering-guidance

2

Please note that the 'rehabilitation periods' (i.e. the amount of time which has to pass before a conviction etc. can become 'spent') have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never 'spent'. For further guidance in relation to the 'rehabilitation periods', please see

<http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

3

You do not have to declare any adult caution where: (a) 6 years (or 2 years if under 18 at the time of the caution, reprimand or warning) have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences referred to in footnote 1 above. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered**

If you are unsure of how to respond to any of the above please seek advice from an appropriate independent representative (e.g. your solicitor) because any failure to disclose relevant convictions, cautions etc. could result in the withdrawal of approval to work with children and / or adults experiencing, or at risk of abuse or neglect. Although it is important to note that the existence of a conviction, caution etc. will not necessarily bar you from working with vulnerable groups unless it will place such groups at risk.

3. Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence / misconduct? YES / NO
4. Are you or have you ever been prohibited and / or barred from work with children and/or vulnerable adults? YES / NO
5. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and / or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and / or vulnerable adult was at risk of significant harm from you⁴?
Yes/No

4

'Significant harm' involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also

include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse

6. Has your conduct ever caused or been likely to cause significant harm to a child and/or vulnerable adult and /or put a child or vulnerable adult at risk of significant harm? YES / NO

Note: Make any statement you wish regarding any incident you wish to declare

7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things? YES/NO

Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person who is vulnerable. Any allegation or complaint investigated by the police, Children's Services, an employer, voluntary body or other body for which you worked must be declared. Checks will be made with the relevant authorities.

8. Have you ever had any allegation made against you, which had been reported/referred to, and investigated by the Police/Social Services/ Social Work Department (Children or Adult's Social Care) ?YES/NO

If you reply yes to questions 7 and /or 8 please give details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result

9. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation? YES / NO
10. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules⁵; or is that person at present the subject of a criminal investigation/pending prosecution? YES/NO/Not Applicable

If yes, please give details including the nature of the offence(s) and the dates.
Please give any further details, such as the reasons or circumstances, which led to the offence(s)

*Note applicable to Q10: You are only required to answer this if you work from home with children. The DBS define home based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives (this will include **all** clergy).⁶*

Note: All these matters shall be checked with the relevant authorities

5 See footnotes 25 and 27 above

6 <https://www.gov.uk/government/publications/dbs-home-based-positions-guide/home-based-position-definition-and-guidance>

Declaration

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

After I have been appointed I agree to inform my line manager or supervisor if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Social Services/Social Work Department (Children or Adult's Social Care) investigation.

Signed.....

Full Name.....Date of Birth.....

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

Date.....

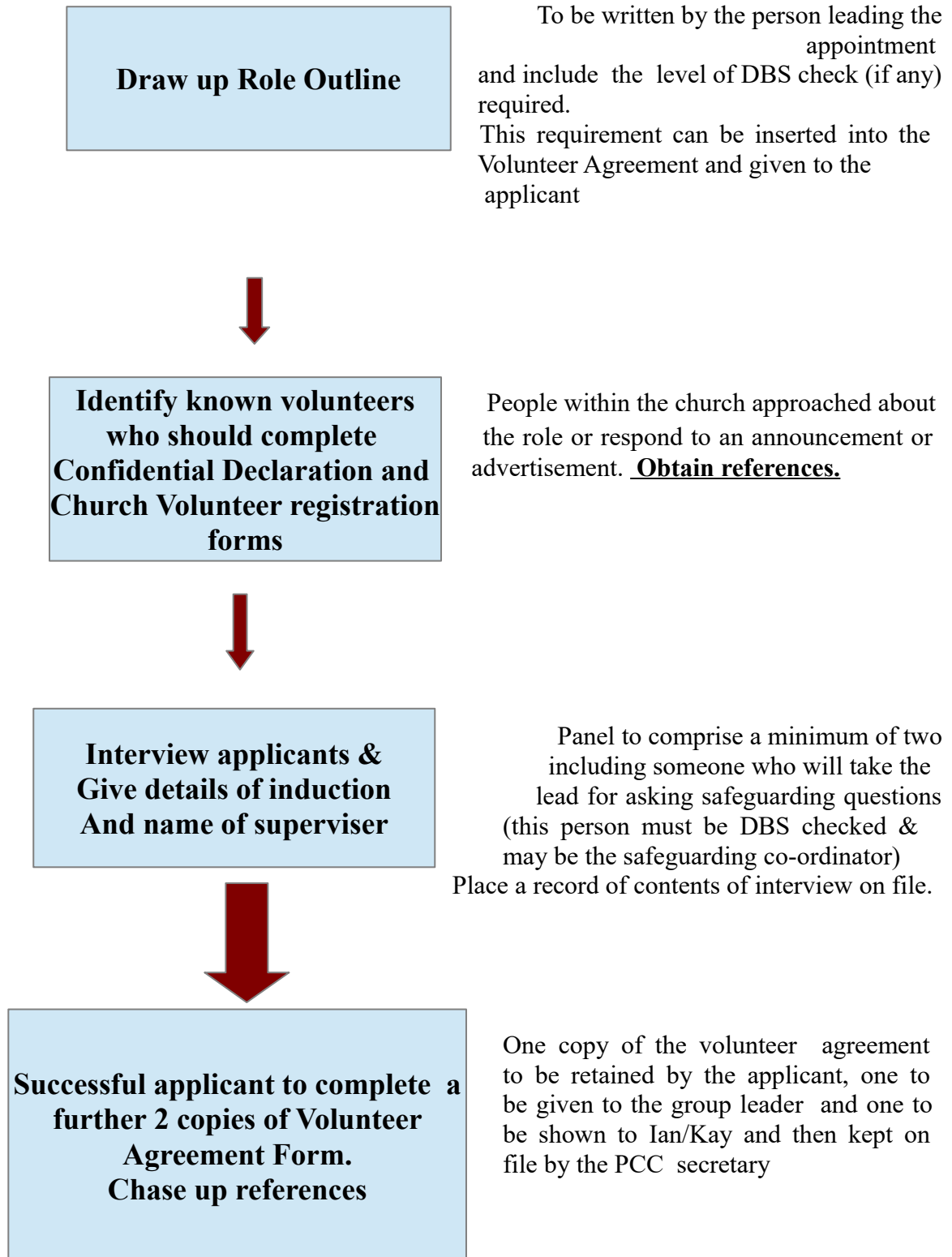
Please return the completed form to
Parish Safeguarding Officers: Kay Cartmell or Ian Ulyett

Before an appointment can be made applicants who will have substantial contact with children and / or adults experiencing, or at risk of abuse or neglect in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check (as appropriate)) from the Disclosure and Barring Service.

All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and / or adults experiencing, or at risk of abuse or neglect.

Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and / or an adult experiencing, or at risk of abuse or neglect at risk.

Appendix 2 Flow Chart for Appointments



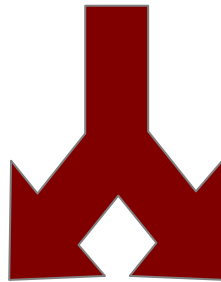
DBS check needed?

See Ian / Kay and have identity verified and complete DBS application form

**No DBS check required
For the role**

Applicant may commence role when all necessary steps have been completed

Results of DBS check returned to applicant who must show it to the individual handling DBS check applications: currently Ian Ulyett or Kay Cartmell



DBS check clear

Ian or Kay will verify the applicants identity again and inform the diocese of the details of the DBS certificate and the applicant. The Confirmation of appointment form should be completed, the applicant supplied with a letter confirming the appointment, a copy of the Appropriate code of conduct, the statement of principles and "what if..." advice. The applicant should also receive a copy of the appropriate code of conduct. The PCC should be informed that the applicant can be approved for work.

DBS check not clear

Ian or Kay will meet the applicant and discuss the DBS report and inform the DSA. He will then recommend what should be done and whether or not the applicant can work in the role applied for.

N.B. No applicant should commence a role until all these checks have been satisfactorily completed.

Sarah's Law - The child sex offender disclosure scheme

<https://www.gov.uk/government/publications/child-sex-offender-disclosure-scheme-guidance>

This information is provided because there are occasions when the SAFEGUARDER in a church or diocese / district may need to consult the police locally about an individual who is in Group 3,4,5 or 6 – i.e. not subject to the criminal records check system. Usually this information sharing process can proceed relatively simply, under the provision of *Working Together to Safeguard Children 2012*. Where the police find difficulty in disclosing to you necessary information, then these provisions may be of use.

The sex offender disclosure scheme in England and Wales (also known as “Sarah’s Law”), allows any individual to formally ask the police if someone with access to a child has a record for child sexual offences. Police will reveal details confidentially to the individual most able to protect the child (this will usually be parents, carers or guardians) if they think it is in the child’s interests. (Scotland run a similar nationwide scheme called „Keeping children safe“ which allows parents, carers and guardians of children under 18 years old to ask the police if someone who has contact with their child has a record for sexual offences against children, or other offences that could put that child at risk).

Individuals who require further information on how the scheme operates in their community and how to make applications for disclosure should contact their local police force for more information.

If a disclosure is made, the information must be kept confidential and only used to keep the child in question safe. Legal action may be taken if confidentiality is breached. A disclosure is delivered in person (as opposed to in writing) with the following warning:

- *"that the information must only be used for the purpose for which it has been shared i.e. in order to safeguard children;*
- *the person to whom the disclosure is made will be asked to sign an undertaking that they agree that the information is confidential and they will not disclose this information further;*
- *a warning should be given that legal proceedings could result if this confidentiality is breached. **This should be explained to the person and they must sign the undertaking**" (The Child Sex Offender (CSO) Disclosure Guidance Document, Home Office - 2011, p.16, paragraph 5.6.24).*

If the person is unwilling to sign the undertaking, the police must consider whether the disclosure should still take place.

Appendix 2a – Model Church Volunteer Agreement – including Role Outline

This form should be completed by all voluntary workers with children or vulnerable adults in accordance with House of Bishops/Carlisle Diocesan Safeguarding guidance policy and procedures.

If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC (or other responsible body) and the person to whom the worker is responsible (ie the supervisor).

To be completed on behalf of the PCC (or other appointing body)

Name of worker:

Name of group/club:

(e.g. Junior Church/luncheon club for disabled people)

Where/when they meet:

Age range of children/range of vulnerabilities:

.....
.....

Person to whom responsible/supervising:

(e.g. Youth group leader/church community worker/warden/incumbent)

Role Outline (work to be undertaken- 5-10 points describing duties/responsibilities)

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Safeguarding statement:

“The church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular,

the church expects anyone who becomes aware of a safeguarding risk or actual abuse to immediately raise the issue with their leader/manager or the safeguarding coordinator”

St.Johns Safeguarding Policy is available on the Church website:/or hard copy available on request

www.stjohnshensingham.org.uk

Carlisle Diocese Safeguarding Policy is available:

www.carlislediocese.org.uk

Group to whom responsible / The appointing body:

St. John's Church P.C.C

Training needed for this role:

- Attend a Diocesan Safeguarding Course at least once every 3 years (Dates on Safeguarding notice board and Diocesan website)
- Attend any in house safeguarding/ other relevant training events

Date/ Month when the role is to be reviewed:

.....

(toward the middle/end of a probationary period of 6 months and then annually)

Signed:

(on behalf of St. John's P.C.C)

Date:

To be completed by the worker with children/ young people / adults

- I have understood the nature of the work I am to do with children/young people.
- I have read the guidelines produced by the Church for safeguarding children and young people. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact.
- I know what action to take if abuse is discovered or disclosed.

Signed:

Date:

Data Protection: The information above will be processed in accordance with the GDPR (2018). Full details of our privacy notice can be found on the Church Notice Board and website. Your data will be used for official Church business only and will not be passed to a third party.
stjohnshensingham.org.uk Tel: 01946-692822 Registered charity no. 1127143

Church Volunteer Agreement – including Role Outline (CRECHE HELPER)

This form should be completed by all voluntary workers with children or vulnerable adults in accordance with House of Bishops/Carlisle Diocesan Safeguarding guidance policy and procedures.

If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC (or other responsible body) and the person to whom the worker is responsible (ie the supervisor).

To be completed on behalf of the PCC (or other appointing body)

Name of worker:

Name of group/club: CHURCH CRECHE

Where/when they meet: Church Vestry-Sunday Mornings during 11am service

Age range of children/range of vulnerabilities:

Birth – 3 Years

Creche may contain babies who are immobile and toddlers up to age 3 years

Staffing ratios for crèche are as follows:

0–2 yrs: 1 person for every 3 children i.e. 1 : 3

2–3 yrs: 1 person for every 4 children i.e. 1 : 4

Person to whom responsible/supervising: Creche Supervisor- Eileen Henry

(e.g. Youth group leader/church community worker/warden/incumbent)

Role Outline (work to be undertaken- 5-10 points describing duties/responsibilities)

- To attend the group on a rota basis (usually 6 weekly). If unable to attend on designated week to swap with another helper on the rota
- To be part of a team committed to providing the best possible experience for the children in a safe and happy environment
- To arrive and set out the equipment by 10.45am
- To interact /play with/ supervise infants/children using age appropriate toys and activities
- To help/encourage children to participate in snack time (if appropriate for child's age)
- To participate in keeping an attendance register each week
- To help maintain an up to date record of contact details for each infant/child
- *To always act in a manner consistent with Christian values that is*

approachable, friendly and non-judgemental

- To liaise with parents/carers as required and especially if infant/child is unduly distressed or upset in creche
- Once children are collected by parents- to help tidy toys/ equipment away
- To work in accordance with the Church's Safeguarding Policy 'code of practice for working with children and young people' and the Safeguarding statement (see overleaf).

- **Safeguarding statement:**
- "The church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the church expects anyone who becomes aware of a safeguarding risk or actual abuse to immediately raise the issue with their leader/manager or the safeguarding coordinator"
- St.Johns Safeguarding Policy is available on the Church website:/or hard copy available on request
- www.stjohnshensingham.org.uk
- Carlisle Diocese Safeguarding Policy is available:
- www.carlisle-diocese.org.uk

- **Group to whom responsible / The appointing body:**
- St. John's Church P.C.C
- **Training / DBS check needed for this role:**
- Attend a Diocesan Safeguarding Course at least once every 3 years
 - (Dates on Safeguarding notice board and Diocesan website)
- Attend any in house safeguarding training events
- This role requires the holder to undergo an enhanced criminal record and barred list check which will need to be repeated every 5 years.
-
- **Date/ Month when the role is to be reviewed:**

- (toward the middle/end of a probationary period of 6 months and then annually)
- **Signed:**
- (on behalf of St. John's P.C.C)
- **Date:**

To be completed by the worker with children

- I have understood the nature of the work I am to do with children
- I have read the guidelines produced by the Church for safeguarding children. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact.
- I know what action to take if abuse is discovered or disclosed.

Signed:

Date:

Data Protection: The information above will be processed in accordance with the GDPR (2018). Full details of our privacy notice can be found on the Church Notice Board and website. Your data will be used for official Church business only and will not be passed to a third party.
stjohnshensingham.org.uk Tel: 01946-692822 Registered charity no. 1127143

Church Volunteer Agreement – including Role Outline (CYFA Assistant Leader)

This form should be completed by all voluntary workers with children or vulnerable adults in accordance with House of Bishops/Carlisle Diocesan Safeguarding guidance policy and procedures.

If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC (or other responsible body) and the person to whom the worker is responsible (ie the supervisor).

To be completed on behalf of the PCC (or other appointing body)

Name of worker:

Name of group/club: CYFA

Where/when they meet: Church Hall: Sundays 6.30pm- 8.30pm

Age range of children / range of vulnerabilities: Age 14-18 years

Person to whom responsible/supervising: Overall Leader- Rev. Simon Walker

Role Outline (work to be undertaken- 5-10 points describing duties/responsibilities)

- To Lead the group in collaboration with co-leaders- arriving in good time to set out/prepare any equipment resources required
- To prepare the weeks lesson/activities/resources in accordance with the designated Christian material
- To coordinate delivery of the weekly group/ activities as required and delegate to co-leaders/helpers as appropriate
- To teach the young people about The Bible/Gospel message in a fun, interactive way helping the young people to explore / expand their faith and know that Jesus can be their personal Saviour and Lord
- To keep an attendance register each week and collect subscriptions/collection as appropriate.
- To maintain an up to date record of contact details for each young person.
- To always act in a manner consistent with Christian values that is approachable, friendly and non-judgemental, being a good role model for the young people attending
- To pray regularly for the young people on the register
- Complete a Risk Assessment for extra-curricula activities including any planned trips.
- To liaise with parents/carers as required
- To work as part of a team and attend relevant CYPECS/ CYFA meetings as appropriate
- *To work in accordance with the Church's Safeguarding Policy 'code of*

practice for working with children and young people' and the Safeguarding statement (see overleaf).

- **Safeguarding statement:**
- “The church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the church expects anyone who becomes aware of a safeguarding risk or actual abuse to immediately raise the issue with their leader/manager or the safeguarding coordinator”
- St.Johns Safeguarding Policy is available on the Church website:/or hard copy available on request
- www.stjohnshensingham.org.uk
- Carlisle Diocese Safeguarding Policy is available:
- www.carlisle-diocese.org.uk

- **Group to whom responsible / The appointing body:**
- St. John's Church P.C.C
- **Training / DBS check needed for this role:**
- Attend a Diocesan Safeguarding Course at least once every 3 years
 - (Dates on Safeguarding notice board and Diocesan website)
- Attend any in house safeguarding training events
- This role requires the holder to undergo an enhanced criminal record and barred list check which will need to be repeated every 5 years.
- **Date/ Month when the role is to be reviewed:**

- (toward the middle/end of a probationary period of 6 months and then annually)
- **Signed:**
- (on behalf of St. John's P.C.C)
- **Date:**

To be completed by the worker with children/ young people / adults

- I have understood the nature of the work I am to do with children/young people.
- I have read the guidelines produced by the Church for safeguarding children and young people. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact.
- I know what action to take if abuse is discovered or disclosed.

Signed:

Date:

Data Protection: The information above will be processed in accordance with the GDPR (2018). Full details of our privacy notice can be found on the Church Notice Board and website. Your data will be used for official Church business only and will not be passed to a third party.
stjohnshensingham.org.uk Tel: 01946-692822 Registered charity no. 1127143

Church Volunteer Agreement – including Role Outline (EXPLORER Assistant Leader)

This form should be completed by all voluntary workers with children or vulnerable adults in accordance with House of Bishops/Carlisle Diocesan Safeguarding guidance policy and procedures.

If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC (or other responsible body) and the person to whom the worker is responsible (ie the supervisor).

To be completed on behalf of the PCC (or other appointing body)

Name of worker:

Name of group/club: EXPLORERS

Where/when they meet: Church Hall Mondays 6.30-7.30pm (Term Time)

Age range of children / range of vulnerabilities:

Age 7-11 years

Person to whom responsible/supervising: Overall Leader- Rev. Si Walker

Role Outline (work to be undertaken- 5-10 points describing duties/responsibilities)

- To Lead the group in collaboration with co-leaders- arriving in good time to open the hall and set out/prepare any equipment resources required
- To prepare the weeks lesson/activities/resources in accordance with the designated Christian material
- To coordinate delivery of the weekly group/ activities as per rota and delegate to co-leaders/helpers as appropriate
- To teach the children about The Bible/Gospel message in a fun, interactive and age appropriate way helping the children to develop/expand their faith and know that Jesus can be their personal saviour and friend
- To keep an attendance register each week and collect subscriptions/collection as appropriate.
- To maintain an up to date record of contact details for each child.
- To always act in a manner consistent with Christian values that is approachable, friendly and non-judgemental and to pray regularly for the children on the register
- Complete a Risk Assessment for extra-curricula activities including any planned trips.
- To liaise with parents/carers as required
- To work as part of a team and attend relevant CYPECS/ Explorer meetings as appropriate
- To work in accordance with the Church's Safeguarding Policy 'code of practice for working with children and young people' and the Safeguarding

- **Safeguarding statement:**

“The church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the church expects anyone who becomes aware of a safeguarding risk or actual abuse to immediately raise the issue with their leader/manager or the safeguarding coordinator”

St.Johns Safeguarding Policy is available on the Church website:/or hard copy available on request

www.stjohnshensingham.org.uk

Carlisle Diocese Safeguarding Policy is available:

www.carlislediocese.org.uk

Group to whom responsible / The appointing body:

St. John's Church P.C.C

Training / DBS check needed for this role:

Attend a Diocesan Safeguarding Course at least once every 3 years
(Dates on Safeguarding notice board and Diocesan website)

Attend any in house safeguarding training events

This role requires the holder to undergo an enhanced criminal record and barred list check which will need to be repeated every 5 years.

Date/ Month when the role is to be reviewed:

.....

(toward the middle/end of a probationary period of 6 months and then annually)

Signed:

(on behalf of St. John's P.C.C)

Date:

To be completed by the worker with children/ young people

- I have understood the nature of the work I am to do with children/young people.
- I have read the guidelines produced by the Church for safeguarding children and young people. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact.
- I know what action to take if abuse is discovered or disclosed.

Signed:

Date:

Data Protection: The information above will be processed in accordance with the GDPR (2018). Full details of our privacy notice can be found on the Church Notice Board and website. Your data will be used for official Church business only and will not be passed to a third party.
stjohnshensingham.org.uk Tel: 01946-692822 Registered charity no. 1127143

Safeguarding statement:

“The church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the church expects anyone who becomes aware of a safeguarding risk or actual abuse to immediately raise the issue with their leader/manager or the safeguarding coordinator”

St.Johns Safeguarding Policy is available on the Church website:/or hard copy available on request

www.stjohnshensingham.org.uk

Carlisle Diocese Safeguarding Policy is available:

www.carlisle-diocese.org.uk

Group to whom responsible / The appointing body:

St. John's Church P.C.C

Training needed for this role:

- Attend a Diocesan Safeguarding Course at least once every 3 years (Dates on Safeguarding notice board and Diocesan website)
- Attend any in house safeguarding training events

Date/ Month when the role is to be reviewed:

.....

(toward the middle/end of a probationary period of 6 months and then annually)

Signed:

(on behalf of St. John's P.C.C)

Date:

To be completed by the worker with children/ young people / adults

- I have understood the nature of the work I am to do with children/young people.
- I have read the safeguarding statement above. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact.
- I know what action to take if abuse is discovered or disclosed.

Signed:

Date:

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stjohnshensingham.org.uk Tel: 01946-692822 Registered charity no. 1127143

Church Volunteer Agreement – including Role Outline (H.P Club LEADER)

This form should be completed by all voluntary workers with children or vulnerable adults in accordance with House of Bishops/Carlisle Diocesan Safeguarding guidance policy and procedures.

If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC (or other responsible body) and the person to whom the worker is responsible (ie the supervisor).

To be completed on behalf of the PCC (or other appointing body)

Name of worker:

Name of group/club: **Humblenessy People (H.P) Club**

Where/when they meet: Church Hall- Sunday Mornings during 11am service

Age range of children/range of vulnerabilities:

Age 7- 14 years

Person to whom responsible/supervising: **Vicar- Fergus Pearson**

Role Outline (work to be undertaken- 5-10 points describing duties/responsibilities)

- To Lead the group on a rota basis
- To prepare their weeks lesson/activities/resources in accordance with the designated Christian material
- To coordinate delivery of the weekly group/ activities as per rota and delegate to helpers as appropriate
- To teach the children/ young people about The Bible/Gospel message in a fun, interactive and age appropriate way helping the children to develop their faith and come to an understanding that Jesus can be their personal saviour and friend
- To keep an attendance register each week
- To keep an up to date record of contact details for each child
- To always act in a manner that upholds Christian values- being approachable, friendly consistent and non-judgemental
- To treat the children/young people with equal respect and be a good role model to them
- To pray regularly for the children/young people on the register
- To liaise with parents/carers as required
- To work as part of a team and attend relevant CYPECS/ H.P Group meetings as appropriate
- To work in accordance with the Church's Safeguarding Policy 'code of practice for working with children and young people' and the Safeguarding statement (see

overleaf).

- To supervise assistant leaders

Safeguarding statement:

“The church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the church expects anyone who becomes aware of a safeguarding risk or actual abuse to immediately raise the issue with their leader/manager or the safeguarding coordinator”

St.Johns Safeguarding Policy is available on the Church website:/or hard copy available on request

www.stjohnshensingham.org.uk

Carlisle Diocese Safeguarding Policy is available:

www.carlisle-diocese.org.uk

Group to whom responsible / The appointing body:

St. John's Church P.C.C

Training/ DBS check needed for this role:

Attend a Diocesan Safeguarding Course at least once every 3 years
(Dates on Safeguarding notice board and Diocesan website)

Attend any in house safeguarding training events

This role requires the holder to undergo an enhanced criminal record and barred list check which will need to be repeated every 5 years.

Date/ Month when the role is to be reviewed:

.....

(toward the middle/end of a probationary period of 6 months and then annually)

Signed:

(on behalf of St. John's P.C.C)

Date:

To be completed by the worker with children/ young people

- I have understood the nature of the work I am to do with children/young people.
- I have read the guidelines produced by the Church for safeguarding children and young people. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact.
- I know what action to take if abuse is discovered or disclosed.

Signed:

Date:

Data Protection: The information above will be processed in accordance with the GDPR (2018). Full details of our privacy notice can be found on the Church Notice Board and website. Your data will be used for official Church business only and will not be passed to a third party.
stjohnshensingham.org.uk Tel: 01946-692822 Registered charity no. 1127143

Church Volunteer Agreement – including Role Outline (H.P Club HELPER)

This form should be completed by all voluntary workers with children or vulnerable adults in accordance with House of Bishops/Carlisle Diocesan Safeguarding guidance policy and procedures.

If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC (or other responsible body) and the person to whom the worker is responsible (ie the supervisor).

To be completed on behalf of the PCC (or other appointing body)

Name of worker:

Name of group/club: **Humblenessy People (H.P) Club**

Where/when they meet: Church Hall -Sunday Mornings during 11am service

Age range of children/range of vulnerabilities:

Age 7- 14 years

Person to whom responsible/supervising: **Weekly H.P Club Leader as per Rota**

Role Outline (work to be undertaken- 5-10 points describing duties/responsibilities)

- To attend as per rota (and if unable to attend to swap with another helper on the rota)
- To work as directed by the weekly H.P Club Leader
- To assist the Leader with the weekly activities
- To always act in a manner consistent with Christian values that is approachable, friendly and non-judgemental, being a good role model for the children in the group
- To interact equally with and encourage all the children/young people to participate with the activities /lessons and assist according to each child/young persons particular needs
- To pray regularly for the children on the register
- To help to tidy up after the session put equipment/resources away as required
- To work as part of the team and attend relevant meetings as appropriate
- To work in accordance with the Church's Safeguarding Policy 'code of practice for working with children and young people' and the Safeguarding statement (see overleaf).
- To attend relevant training as appropriate

Safeguarding statement:

“The church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the church expects anyone who becomes aware of a safeguarding risk or actual abuse to immediately raise the issue with their leader/manager or the safeguarding coordinator”

St.Johns Safeguarding Policy is available on the Church website:/or hard copy available on request

www.stjohnshensingham.org.uk

Carlisle Diocese Safeguarding Policy is available:

www.carlislediocese.org.uk

Group to whom responsible / The appointing body:

St. John's Church P.C.C

Training needed for this role:

- Attend a Diocesan Safeguarding Course at least once every 3 years (Dates on Safeguarding notice board and Diocesan website)
- Attend any in house safeguarding training events

Date/ Month when the role is to be reviewed:

.....

(toward the middle/end of a probationary period of 6 months and then annually)

Signed:

(on behalf of St. John's P.C.C)

Date:

To be completed by the worker with children/ young people / adults

- I have understood the nature of the work I am to do with children/young people.
- I have read the safeguarding statement above. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact.
- I know what action to take if abuse is discovered or disclosed.

Signed:

Date:

Data Protection: The information above will be processed in accordance with the GDPR (2018). Full details of our privacy notice can be found on the Church Notice Board and website. Your data will be used for official Church business only and will not be passed to a third party.
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Church Volunteer Agreement – including Role Outline (PATHFINDER Leader)

This form should be completed by all voluntary workers with children or vulnerable adults in accordance with House of Bishops/Carlisle Diocesan Safeguarding guidance policy and procedures.

If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC (or other responsible body) and the person to whom the worker is responsible (ie the supervisor).

To be completed on behalf of the PCC (or other appointing body)

Name of worker:

Name of group/club: PATHFINDERS

Where/when they meet: Church Hall Tuesdays 7.30-9pm (Term Time)

Age range of children / range of vulnerabilities: Age 11-14 years

Person to whom responsible/supervising: Vicar- Fergus Pearson and PCC

Role Outline (work to be undertaken- 5-10 points describing duties/responsibilities)

- To Lead the group in collaboration with co-leaders- arriving in good time to open the hall and set out/prepare any equipment resources required
- To prepare the weeks lesson/activities/resources in accordance with the designated Christian material
- To coordinate delivery of the weekly group/ activities as per rota and delegate to co-leaders/helpers as appropriate
- To teach the children about The Bible/Gospel message in a fun, interactive and age appropriate way helping the children to develop/expand their faith and know that Jesus can be their personal saviour and friend
- To keep an attendance register each week and collect subscriptions/collection as appropriate.
- To maintain an up to date record of contact details for each child.
- To always act in a manner consistent with Christian values that is approachable, friendly and non-judgemental and to pray regularly for the children on the register
- Complete a Risk Assessment for extra-curricula activities including any planned trips.
- To liaise with parents/carers as required
- To work as part of a team and attend relevant CYPECS/ Pathfinder meetings as appropriate
- To work in accordance with the Church's Safeguarding Policy 'code of practice for working with children and young people' and the Safeguarding statement (see overleaf).
- To be a supervisor to co-leaders

Safeguarding statement:

“The church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the church expects anyone who becomes aware of a safeguarding risk or actual abuse to immediately raise the issue with their leader/manager or the safeguarding coordinator”

St.Johns Safeguarding Policy is available on the Church website:/or hard copy available on request

www.stjohnshensingham.org.uk

Carlisle Diocese Safeguarding Policy is available:

www.carlisle-diocese.org.uk

Group to whom responsible / The appointing body:

St. John's Church P.C.C

Training / DBS check needed for this role:

- Attend a Diocesan Safeguarding Course at least once every 3 years (Dates on Safeguarding notice board and Diocesan website)
- Attend any in house safeguarding training events
- This role requires the holder to undergo an enhanced criminal record and barred list check which will need to be repeated every 5 years.

Date/ Month when the role is to be reviewed:

.....

(toward the middle/end of a probationary period of 6 months and then annually)

Signed:

Date:

(on behalf of St. John's)

To be completed by the worker with children/ young people

- I have understood the nature of the work I am to do with children/young people.
- I have read the guidelines produced by the Church for safeguarding children and young people. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact.
- I know what action to take if abuse is discovered or disclosed.

Signed:

Date:

Data Protection: The information above will be processed in accordance with the GDPR (2018). Full details of our privacy notice can be found on the Church Notice Board and website. Your data will be used for official Church business only and will not be passed to a third party.
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Church Volunteer Agreement– including Role Outline (Scramblers/Climbers HELPER)

This form should be completed by all voluntary workers with children or vulnerable adults in accordance with House of Bishops/Carlisle Diocesan Safeguarding guidance policy and procedures.

If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC (or other responsible body) and the person to whom the worker is responsible (ie the supervisor).

To be completed on behalf of the PCC (or other appointing body)

Name of worker:

Name of group/club: Scramblers/Climbers

Where/when they meet: Church Vestry-Sunday Mornings during 11am service

Age range of children/range of vulnerabilities:

Age 3- 7 years

Scrambler children are pre-school & therefore not yet able to read/write/attend to toileting needs independently –if help with toileting is required the parents/ guardians who are in church should be asked to assist

Person to whom responsible/supervising: Scrambler/Climber Leader as per Rota

Role Outline (work to be undertaken- 5-10 points describing duties/responsibilities)

- To attend as per rota (and if unable to attend to swap with another helper on the rota)
- To work as directed by the weekly Climber/Scrambler Leader
- To assist the Leader with the weekly activities
- To always act in a manner consistent with Christian values that is approachable, friendly and non-judgemental
- To interact equally with and encourage all the children to participate with the activities in accordance with the needs of the particular child
- To pray regularly for the children on the register that they would know Jesus as their saviour and friend
- To liaise with parents/carers as required by taking the child to their parent as appropriate (eg if the child is unduly upset/distressed or needs the toilet)
- To help to tidy up after the group and take equipment/resources back to the hall
- To work as part of the team and attend relevant meetings as appropriate
- To work in accordance with the Church's Safeguarding Policy 'code of practice for working with children and young people' and the Safeguarding statement (see overleaf).
- To attend relevant training as appropriate

Safeguarding statement:

“The church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the church expects anyone who becomes aware of a safeguarding risk or actual abuse to immediately raise the issue with their leader/manager or the safeguarding coordinator”

St.Johns Safeguarding Policy is available on the Church website:/or hard copy available on request

www.stjohnshensingham.org.uk

Carlisle Diocese Safeguarding Policy is available:

www.carlisle-diocese.org.uk

Group to whom responsible / The appointing body:

St. John's Church P.C.C

Training / DBS check needed for this role:

Attend a Diocesan Safeguarding Course at least once every 3 years
(Dates on Safeguarding notice board and Diocesan website)

Attend any in house safeguarding training events
This role may require an Enhanced DBS check

Date/ Month when the role is to be reviewed:

.....

(toward the middle/end of a probationary period of 6 months and then annually)

Signed:

(on behalf of St. John's P.C.C)

Date:

To be completed by the worker with children/ young people / adults

- I have understood the nature of the work I am to do with children/young people.
- I have read the guidelines produced by the Church for safeguarding children and young people. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact.
- I know what action to take if abuse is discovered or disclosed.

Signed:

Date:

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Church Volunteer Agreement– including Role Outline (Scramblers/Climbers LEADER)

This form should be completed by all voluntary workers with children or vulnerable adults in accordance with House of Bishops/Carlisle Diocesan Safeguarding guidance policy and procedures.

If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC (or other responsible body) and the person to whom the worker is responsible (ie the supervisor).

To be completed on behalf of the PCC (or other appointing body)

Name of worker:

Name of group/club: SCRAMBLERS and CLIMBERS

Where/when they meet: Church Vestry- Sunday Mornings during 11am service

Age range of children/range of vulnerabilities:

Age 3- 7 years. Scrambler children are pre-school & therefore may not yet able to read/write/attend to toileting needs independently – where possible parents/ guardians should be asked to assist with toileting

Person to whom responsible/supervising: Vicar- Fergus Pearson

Role Outline (work to be undertaken- 5-10 points describing duties/responsibilities)

- To Lead the group on a rota basis
- To prepare their weeks lesson/activities/resources in accordance with the designated Christian material
- To coordinate delivery of the weekly group/ activities as per rota and delegate to helpers as appropriate
- To teach the children about The Bible/Gospel message in a fun, interactive and age appropriate way helping the children to know that Jesus can be their saviour and special friend
- To keep an attendance register each week
- To maintain an up to date record of contact details for each child
- Complete a risk assessment for extra-curricular activities including any planned trips
- To always act in a manner consistent with Christian values that is approachable, friendly and non-judgemental
- To pray regularly for the children on the register
- To liaise with parents/carers as required
- To work as part of a team and attend relevant CYPECS/ Climbers & Scramblers meetings as appropriate

- To work in accordance with the Church's Safeguarding Policy 'code of practice for working with children and young people' and the Safeguarding statement (see overleaf).
- To act as supervisor for co-leaders

Safeguarding statement:

“The church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the church expects anyone who becomes aware of a safeguarding risk or actual abuse to immediately raise the issue with their leader/manager or the safeguarding coordinator”

St.Johns Safeguarding Policy is available on the Church website:/or hard copy available on request

www.stjohnshensingham.org.uk

Carlisle Diocese Safeguarding Policy is available:

www.carlisle-diocese.org.uk

Group to whom responsible / The appointing body:

St. John's Church P.C.C

Training/ DBS check needed for this role:

Attend a Diocesan Safeguarding Course at least once every 3 years
 (Dates on Safeguarding notice board and Diocesan website)

Attend any in house safeguarding training events

This role requires the holder to undergo an enhanced criminal record and barred list check which will need to be repeated every 5 years.

Date/ Month when the role is to be reviewed:

.....

(toward the middle/end of a probationary period of 6 months and then annually)

Signed:

(on behalf of St. John's P.C.C)

Date:

To be completed by the worker with children/ young people / adults

- I have understood the nature of the work I am to do with children/young people.
- I have read the guidelines produced by the Church for safeguarding children and young people. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact.
- I know what action to take if abuse is discovered or disclosed.

Signed:

Date:

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Church Volunteer Agreement – including Role Outline (TINY TOTS Assistant Leader)

This form should be completed by all voluntary workers with children or vulnerable adults in accordance with House of Bishops/Carlisle Diocesan Safeguarding guidance policy and procedures.

If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC (or other responsible body) and the person to whom the worker is responsible (ie the supervisor).

To be completed on behalf of the PCC (or other appointing body)

Name of worker:

Name of group/club: TINY TOTS CARER AND TODDLER GROUP

Where/when they meet: During Term Time: In the Church Hall

Tuesday mornings 9.30-11.30am

Wednesday mornings 9.30-11am

Age range of children/range of vulnerabilities:

Birth – pre-school

May include babies who are immobile and toddlers up to age 3/4 years

Parent/Grandparent/Carer attends with their infant/child(ren)

Person to whom responsible/supervising: Overall leader- Eileen Henry

Role Outline (work to be undertaken- 5-10 points describing duties/responsibilities)

- To attend the group on their designated day(s) (Tuesday/Wednesday or both)
- To be part of a team committed to providing the best possible experience for the children and parent/carer in a safe and happy environment
- To arrive in good time to help set out the equipment prior to the group commencing
- To interact with parent/carers and children as appropriate
- To help deliver designated activities as directed by the overall leader
- To help/encourage children to participate in snack time (if appropriate for child's age)
- To keep an attendance register each week
- To maintain an up to date record of contact details for each family
- Ensure risk assessment is completed for any extra-curricular activities
- To always act in a manner consistent with Christian values that is approachable, friendly and non-judgemental
- To liaise with parents/carers as required

- Once the session has ended- to help tidy toys/ equipment away
- To work in accordance with the Church's Safeguarding Policy 'code of practice for working with children and young people' and the Safeguarding statement (see overleaf).

Safeguarding statement:

“The church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the church expects anyone who becomes aware of a safeguarding risk or actual abuse to immediately raise the issue with their leader/manager or the safeguarding coordinator”

St.Johns Safeguarding Policy is available on the Church website:/or hard copy available on request

www.stjohnshensingham.org.uk

Carlisle Diocese Safeguarding Policy is available:

www.carlislediocese.org.uk

Group to whom responsible / The appointing body:

St. John's Church P.C.C

Training / DBS check needed for this role:

Attend a Diocesan Safeguarding Course at least once every 3 years
(Dates on Safeguarding notice board and Diocesan website)

Attend any in house safeguarding / relevant training events

This role may require the holder to undergo an enhanced criminal record and barred list check which will need to be repeated every 5 years.

Date/ Month when the role is to be reviewed:

.....

(toward the middle/end of a probationary period of 6 months and then annually)

Signed:(on behalf of St. John's P.C.C)

Date:

To be completed by the worker with children/ young people / adults

- I have understood the nature of the work I am to do with children/young people.
- I have read the guidelines/safeguarding statement produced by the Church for safeguarding children and young people. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact.
- I know what action to take if abuse is discovered or disclosed.

Signed:

Date:

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Church Volunteer Agreement – including Role Outline (Pastoral Visiting Volunteer)

This form should be completed by all voluntary workers with children or vulnerable adults in accordance with House of Bishops/Carlisle Diocesan Safeguarding guidance policy and procedures.

If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC (or other responsible body) and the person to whom the worker is responsible (ie the supervisor).

To be completed on behalf of the PCC (or other appointing body)

Name of worker:

Name of group/club: Pastoral Visiting Volunteer

Where/when they meet: Visit in parishioners own home/ place of residence

Age range of children/range of vulnerabilities:

Usually Adults- age variable

May be ill / infirm / disabled or vulnerable in other ways

Person to whom responsible/supervising: Rev. Fergus Pearson- Vicar

Role Outline (work to be undertaken- 5-10 points describing duties/responsibilities)

- To assist the clergy with visiting people to help the church family show Christian care to people connected with the church
- To help make the Vicar, Curate and other volunteers aware of people who may appreciate a visit.
- To extend Christian care through fellowship, a listening ear, Christian encouragement and prayer where appropriate
- To show Christian care towards those who are in particular need through illness, bereavement or some other kind of need
- To meet with the Vicar on a regular basis and be guided by the Vicar as to people for visiting. To feedback and be accountable to the Vicar
- To work in accordance with the Church's safeguarding policy and the Safeguarding statement (see overleaf). To read the section of the policy pertaining to *vulnerable adults*
- To attend relevant training (every 3 years)- and DBS check (every 5 years)
- If there are expenses for travel connected with visiting, please let the vicar know so that the PCC can reimburse this expense
- To adhere to St John's Church 'code of practice for working with vulnerable adults' contained within the Safeguarding Policy and the 'safeguarding statement' (overleaf)

Safeguarding statement:

“The church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the church expects anyone who becomes aware of a safeguarding risk or actual abuse to immediately raise the issue with their leader/manager or the safeguarding coordinator”

St.Johns Safeguarding Policy is available on the Church website:/or hard copy available on request

www.stjohnshensingham.org.uk

Carlisle Diocese Safeguarding Policy is available:

www.carlisle-diocese.org.uk

Group to whom responsible / The appointing body:

St. John's Church P.C.C

Training needed for this role:

- Attend a Diocesan Safeguarding Course at least once every 3 years (Dates on Safeguarding notice board and Diocesan website)
- Attend any in house safeguarding training events

Date/ Month when the role is to be reviewed:

.....

(toward the middle/end of a probationary period of 6 months and then annually)

Signed:

(on behalf of St. John's P.C.C)

Date:

To be completed by the worker with children/ young people / adults

- I have understood the nature of the work I am to do with children/ young people/adults.
- I have read the guidelines produced by the Church for safeguarding vulnerable adults. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact.
- I know what action to take if abuse is discovered or disclosed.

Signed:

Date:

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Church Volunteer Agreement – including Role Outline (CAP Befriender)

This form should be completed by all voluntary workers with children or vulnerable adults in accordance with House of Bishops/Carlisle Diocesan Safeguarding guidance policy and procedures.

If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC (or other responsible body) and the person to whom the worker is responsible (ie the supervisor).

To be completed on behalf of the PCC (or other appointing body)

Name of worker:

Name of group/club: CAP Befriender

Where/when they meet: Visit in clients own home/ place of residence

Age range of children/range of vulnerabilities:

Usually Adults and families- age variable
May be vulnerable due to their circumstances

Person to whom responsible/supervising: CAP Centre Manager
and Rev. Fergus Pearson (Vicar)

Role Outline (work to be undertaken- 5-10 points describing duties/responsibilities)

- To assist/ accompany the Centre Manager / Debt Coach on visits to clients
- To explain to the client the support that may be available through the CAP centre and local church
- To access appropriate and on-going support that a client may want / need
- To identify hobbies and possible points of social connection for the Social Team
- To introduce the client to a member of the social team or church member if appropriate
- To extend Christian care through fellowship, a listening ear, Christian encouragement and prayer where appropriate
- To share the gospel and your testimony if requested by the Centre manager / Debt coach
- To follow the guidance of the Centre Manager and CAP policies and procedures

- To work in accordance with the Church's safeguarding policy and the Safeguarding statement (see overleaf). To read the section of the policy
- pertaining to *vulnerable adults*
- To attend relevant training (every 3 years)- and DBS check (every 5 years)
- To adhere to St John's Church 'code of practice for working with vulnerable adults' contained within the Safeguarding Policy and the 'safeguarding statement' (overleaf)

Safeguarding statement:

"The church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the church expects anyone who becomes aware of a safeguarding risk or actual abuse to immediately raise the issue with their leader/manager or the safeguarding coordinator"

Principles

Workers with children and/or adults experiencing, or at risk of abuse or neglect must have a commitment to:

Recognise and respect their abilities and potential for development

Promote their rights to make their own decisions and choices, unless it is unsafe

Ensure their welfare and safety

The promotion of social justice, social responsibility and respect for others

Confidentiality, never passing on personal information, except to the person to whom you are responsible, unless there are safeguarding issues of concern (e.g. allegations of abuse).

St. Johns Safeguarding Policy is available on the Church website:/or hard copy available on request www.stjohnshensingham.org.uk

Carlisle Diocese Safeguarding Policy is available:
www.carlisediocese.org.uk

Group to whom responsible / The appointing body:

St. John's Church P.C.C

Training needed for this role:

Attend (or complete online) Diocesan Safeguarding Courses (CO and C1) at least once every 3 years

(Dates on Safeguarding notice board and Diocesan website)

Attend any in house safeguarding training events

Attend relevant CAP training as directed by Centre manager

As a volunteer you can expect that we will do our best to ensure that:

We provide a supportive, inclusive and positive environment that ensures you enjoy your volunteering and that you are treated with respect and courtesy and provided with training

Date/ Month when the role is to be reviewed:

.....
(toward the middle/end of a probationary period of 6 months and then annually)

Signed:
(on behalf of St. John's P.C.C)

Date:

To be completed by the worker with children/ young people / adults

- I have understood the nature of the work I am to do with children/ young people/adults.
- I have read the guidelines produced by the Church for safeguarding vulnerable adults. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact.
- I know what action to take if abuse is discovered or disclosed.

Signed:

Date:

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• **Appendix 2(b) Registration of volunteers**

- **Parish Church Registration form** – for voluntary workers with children or vulnerable adults in parishes
- The PCC is responsible for the acceptance and accreditation of all workers with children or vulnerable adults. Every worker should fill in a copy of this form which should be securely retained by the incumbent/ warden/ secretary to the PCC.

Full name

Former names

.....

Home address

.....

..... Postcode

Telephone DayEveningMobile.....

Date of birth

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

If less than 12 months please give the following information:

Previous address

.....

How long there?.....

Church attended

Name of minister/priest

Please give details of previous experience of looking after or working with children, young people or vulnerable adults (as relevant to this role).

References

Please give the name, address, telephone number and position or relationship of two people who know you well, including one who has managed or supervised your work with children, young people or vulnerable adults **and one who is able to give a character reference as to your Christian character.** If you are currently in employment, one of the references should be your current employer, unless there are specific reasons why this is not appropriate – in which case, please indicate this.....

.....

Referee:	Referee:
Title.....	Title.....
Name.....	Name.....
Address.....	Address.....
.....
.....
.....
.....
Tel. no.	Tel. no.

Please give details of any relevant qualifications.....

Have you successfully completed one of the following training programmes?

Specific Training for the work	YES/NO	WHEN
What course was this?		
.....		
....		

Safeguarding children or vulnerable adults	YES/ NO	WHEN
Who delivered this?		

Other relevant training

YES/ NO

WHEN

Please give details

.....
.....

Are you prepared to undertake appropriate training?

Yes/No

Are you prepared to undertake further training as agreed or as the PCC requires?

Yes/No

(Note: If you decline to undertake initial training or further training the PCC will be entitled to withdraw your authority to work with children or vulnerable adults.)

The volunteer agreement and role outline should also be completed

Signed.....

Date.....

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Reference request for voluntary workers with children and young people and /or
vulnerable adults

Reference requested from:

Name:	Address

Applicants name:

Address:
.....

This person is being considered for work with: **Adults**

Children age: 0-3years 3-7years 7-11years 11-14years 14-18years

At St. John's Church, Hensingham, Whitehaven, Cumbria. Telephone: 01946 692822
www.stjohnshensingham.org.uk

Date

Dear

The above has given your name as someone who may be contacted in relation to their application to work with children and young people and/or vulnerable adults at St John's Church, Hensingham, Whitehaven.

Guidelines from the Government and the Church of England advise that allvoluntary organisations including churches should take steps to safeguard the vulnerable groups entrusted to their care.

I would be grateful therefore if you would comment, in so far as you are aware, on the factors on the reverse of this letter as they may apply to the applicant - with particular reference to their Christian character - and return this form to me at your earliest convenience. Your reply will be treated as confidential.

Thank you for your assistance

Yours sincerely

Rev. Fergus Pearson

How long have you known the applicant?

.....

In what capacity?

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

Please indicate their previous experience of looking after or working with children, young people or vulnerable adults:

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

Please indicate / comment on the following factors in relation to the applicant:

Circle as appropriate

Would you consider them able to provide warm and consistent care? Yes / No

(if no please provide details- use an additional sheet if needed)

Would you consider them willing to respect the background and culture of children or vulnerable adults in their care? Yes / No

(if no please provide details)

Would you consider them able to commit to treating all children, young people and vulnerable adults as individuals and with equal concern? Yes / No

(if no please provide details)

Are you aware of any reason (emotional, physical, spiritual, integrity/honesty) Yes / No
 why the applicant may be unable to meet the requirements of this post?

(if yes please provide details)

Do you have any evidence/concern that they would not be suitable to work
 with children, young people or vulnerable adults (i.e. any safeguarding
 concerns either currently or in the past?) Yes /No

(if yes please provide details)

Signature of referee.....

Date.....

Thank you for taking the time to complete this reference form

<p>Please return this form to:</p>	<p>Rev. Fergus Pearson , vicar: St John's Church, Egremont Road, Whitehaven, Cumbria CA28 8QW. Tel. 01946 692822</p>
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Model interview / discussion

This is a simple model interview / discussion form template for a volunteer which can be used, amended or substituted by a local model as required.

Name of Church

Interview / discussion questions for a volunteer seeking to work with children / adults experiencing, or at risk of abuse or neglect and outcome

The purpose of the interview / discussion is to explore the applicant's suitability. Notes of the interview / discussion must be retained and attached to this form which must be returned to the Priest to be held on behalf of the PCC. The following factors must be addressed:

Name and address of applicant:

1. What experience have you of working with children / adults experiencing, or at risk of abuse or neglect?
2. Can you give an example of something that you have done that demonstrates your commitment to working with vulnerable groups (i.e. children and/or adults experiencing, or at risk of abuse or neglect)?
3. Can you give some examples of how you would provide kind, consistent and safe care?
4. Can you describe how you would respect the background and culture of children / adults experiencing, or at risk of abuse or neglect with whom you would volunteer?
5. How would you treat all children / adults experiencing, or at risk of abuse or neglect as individuals with equal concern?
6. Do you know of any reason why you should not be working with children or adults experiencing, or at risk of abuse or neglect? Are there any police or employment matters outstanding which could affect your ability to volunteer?

Outcome

Are there any issues in the Confidential Declaration? YES / NO

Do the references support the appointment? YES / NO

Do you recommend their approval to the PCC? YES / NO

Signed:

Name (Print):

Date Approved by PCC: Date:

Confirmation of Appointment Form (appendix 2 e)

This form has been developed to ensure the volunteers who work with children or vulnerable adults are appointed safely in accordance with the requirements of Diocesan Safeguarding Procedures Section 4(i)

Name of Applicant

Parish: Calder **Role**.....

Job Description The 'Volunteer Role outline' appendix 2(a) has been completed giving a full description of the responsibilities of the volunteer. Yes/No

Application Form The applicant has completed the Church Registration Form appendix 2(b) Yes/No

Confidential Declaration The applicant has completed the Confidential Declaration Form appendix 2(c) and no relevant disclosures have been made Yes/No

References Two satisfactory references have been received following use of the Reference Request Form appendix 2(d), one of them from someone outside the parish. Yes/No

Interviews The applicant has been interviewed by the person responsible for the appointment (usually the Parish priest or the leader of the activity) and the safeguarding coordinator who have agreed the person is suitable for the role. Yes/No

DBS check The applicant has a clear DBS certificate for this role or has a DBS certificate which is transferrable under Diocesan procedures (please follow Diocesan Procedures 4(ii) to get a DBS check and confirm it is clear to Church House or confirm the applicant has 'transferable certificate' within Diocesan procedures) Yes/No

Confirmation of Appointment

All of the above steps have been completed and the applicant is suitable to be appointed to this role

Signed Appointer

Full Name

Signed Parish Safeguarding
Coordinator

Full Name

Date

Letter of Appointment (appendix 2 f)

Dear.....

I am pleased to confirm your appointment as a for this Parish.

This appointment is subject to a probationary period of 6 months (amend as appropriate).

I attach a two copies of the volunteer role agreement for this role and code of conduct for those who work with children/vulnerable adults (amend as appropriate and attach relevant code from section 3 of the Diocesan Safeguarding Procedures)

I would be grateful if you could sign and return a copy of the volunteer role agreement form

You will be supervised in this role by

You are reminded of the requirement to attend the Safeguarding Foundation Module within 6 months of the appointment-details of the Foundation Training program are published on the Diocesan website or from our parish safeguarding coordinator Ian Ulyett

I would like to thank you for your help with these activities within the Parish.

Yours sincerely

Parish Priest/ Leader of Activity

Statement of Safeguarding Principles

The Church of England and the Methodist Church work in partnership with other Christian Churches and other agencies in delivering safeguarding. The following statement of principles appears at the head of each safeguarding policy:

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children, young people and all adults;
- The safeguarding and protection of all children, young people and all adults;
- The establishing of safe, caring communities which provide a loving environment where victims of abuse can report or disclose abuse and where they can find support and best practice that contributes to the prevention of abuse.

To this end:

- We will carefully select, support and train all those with any responsibility within the Church, in line with the principles of Safer Recruitment. We will respond without delay to every complaint made, that any adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.
- We will seek to offer informed pastoral care and support to anyone who has suffered abuse, developing with them an appropriate ministry that recognises the importance of understanding the needs of those who have been abused, including their feelings of alienation and / or isolation.
- We will seek to protect survivors of abuse from the possibility of further harm and abuse.
- We will seek to challenge any abuse of power, especially by anyone in a position of respect and responsibility, where they are trusted by others.
- We will seek to offer pastoral care and support, including supervision, and referral to the appropriate authorities, to any member of our Church community known to have offended against a child, young person or adult who is vulnerable.

In all these principles we will follow legislation, guidance and recognised good practice.

Notes taken from the Church of England Model Pocket Sized Guide to Safeguarding 2014

What to do if...

You have concerns about possible abuse (including allegations):

1. In an emergency, call emergency services 999.
2. If you have concerns always consult with children's or adult care services.
3. Always inform the Diocesan Safeguarding Adviser
4. Keep a record of what happened, your concerns and your actions.

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

1. Listen. Keep listening. Do not question or investigate.
2. Do not promise confidentiality; tell them we need to share this.
3. Assure them they are not to blame.
4. Tell them what you are going to do and that they will be told what happens.
5. Make careful notes of what is said, record dates, times, events and when you are told.
6. Report it to the person to whom you are responsible and your priest or safeguarding representative.
7. Only tell those who need to know.

Things to remember:

1. Treat everyone with respect, setting a positive example for others.
2. Respect personal space and privacy.
3. Ensure any actions cannot be misrepresented by someone else.
4. Challenge unacceptable behaviour.
5. Do not put anyone, including yourself, in a vulnerable or compromising situation.
6. Do not have inappropriate physical or verbal contact with others.
7. You must not keep allegations or suspected abuse secret.

This form is to be filled in by clergy

Supervision of Children's and Youth Group Leaders

*The main leader(s) of the group conducts supervision sessions
with the co-leaders and helpers.*

The clergy carry out supervision with the leaders of groups.

Supervision sessions will happen every six months.

Name of Group _____

Name of leader (supervisee) _____

Date of previous supervision session _____ Date of this supervision session _____ Is this session part of your Annual Review? yes / no

What would you say you have contributed to the group since the previous supervision session?

Do you have any general concerns about your work with this group?

Do you have concerns about safeguarding with regard to other leaders, the helpers, or any group members?

How, how often, and with whom do you communicate electronically? Is it private or open communication?

What safeguarding training have you undergone recently?

Is there any area in which you would appreciate help or training?

Do you have any health issues which it would be useful for others leaders to know about?

Signed (clergy) (leader).....

Name (clergy)

This form is to be filled in by a group leader

Supervision of **co-leaders and helpers** of Children's and Youth Groups

The main leader(s) of the group conduct supervision sessions with the co-leaders and helpers.

The clergy carry out supervision with the leaders of groups.

Supervision sessions will happen every six months.

Name of Group _____

Name of co-leader/ helper (supervisee) _____

Date of previous supervision session _____ Date of this supervision session _____ Is this session part of your Annual Review? yes / no

What would you say you have contributed to the group since the previous supervision session?

Do you have any general concerns about your work with this group?

Do you have concerns about safeguarding with regard to other leaders, the helpers, or any group members?

How, how often, and with whom do you communicate electronically? Is it private or open communication?

What safeguarding training have you undergone recently?

Is there any area in which you would appreciate help or training?

Do you have any health issues which it would be useful for others leaders to know about?

Signed (supervisor) (co-leader/ helper)

Name (supervisor)

A Guide to Recording safeguarding issues

This guidance covers recording safeguarding issues, which for this purpose cover the following situations:

- Where there is a safeguarding issue, i.e. one where a person, adult or child, either appears to be at risk or to present a risk. Such issues cannot be kept confidential. They have to be raised with the Diocesan Safeguarding Adviser and may have to be reported to statutory authorities.
- Where a referral to another organization is needed or may be needed and the church's involvement needs to be documented.
- Where the church worker, clergy or lay, needs to document their involvement for their own protection.

If the person discloses or discusses matters on which the church worker needs to take action, a fuller note must be made of what it was and what action was taken. Taking action refers to raising or referring the matter to anyone else for discussion and possible action. If the matter is urgent, contact should be made with the police or another statutory agency. Action can always be taken and information shared if the person reasonably believes that this will help safeguard another person or prevent a crime.

Making an initial record: what to record

The following prompts should be considered:

- **Who** is it about? (the names of all key people)
- **What** happened? (use exact quotes where possible, in quotation marks)
- **How** did it happen? (for example, if a youth adviser is alleged to have assaulted a child, did they use an implement? Or was it a kick? Or a hit?)
- **Where** did it take place?
- **When** did it take place?
- **Why** did it happen? (This allows you to record any explanations offered to you by the people involved. It is not the place for your own analysis.)

Follow-up action

- Provide some reflection on the incident; ensure you distinguish fact and opinion.
- Record what you think should happen next.
- Record what actually happened next and refer to the questions listed above to ensure ensuing events are captured
- Keep a record of how the next steps have been implemented.
- Make sure that any record you make has a heading explaining what it is about and has your name, role and the date at the foot. Hard copies should be signed.

Make sure that steps to be taken by yourself or others are diarised to be chased up where necessary

Retention of records

Safeguarding records should be retained for fifty (50) years following the conclusion of the matter. There have been numerous cases where people raise allegations about matters which occurred many years before and where an accurate record is invaluable.

Details of Issue / Allegation/ Disclosure	(write down in plain English a chronological account of what has been disclosed / alleged- if possible use the exact words)
Date:	Signature: PRINT NAME:

Actions/

Plan:

(What has been
or is to be done
and by whom
and what was
the outcome.

Date & sign
each entry)

Appendix 3 Resources and Useful Contact numbers

Church House publications

Promoting a Safe Church: policy for safeguarding adults in the Church of England. 2006. House of Bishops

Responding to Domestic Abuse: Guidelines for Those with Pastoral Responsibilities. Archbishops' Council, 2006.

Responding Well to those who have been sexually abused. House of Bishops. 2011

Protecting All God's Children: the policy for safeguarding children in the Church of England.

House of Bishops 2010 (4th Edition)

Other publications

No Secrets, Department of Health, 2000. Available from Department of Health, PO Box 777, London SE1 6XH, or from www.dh.gov.uk/scg/nosecrets.htm.

Safeguarding Adults: a national framework of standards for good practice and outcomes in adult protection, ADSS, 2005.

Time for Action: A report of Sexual Abuse Issues. 2002. Church House Publishing.

Nicola David, *Staying Safe Online*, Grove Books, 2007.

Local Contact Information

Diocesan Safeguarding Adviser Charles Proctor Mobile telephone: 07458016884

safeguarding.adviser@carlisle-diocese.org.uk

For CRB forms and processing:

James Brunskill

Church House, 19-24 Friargate, Penrith. CA11 7XR

Tel: 01768 807777

james.brunskill@carlisle-diocese.org.uk

Police – emergency 999 or

Cumbria Police Barrow: 01229 824532

Carlisle: 01228 528191

Kendal: 01539 722611

Whitehaven: 01946 692616

Workington: 01900 602422

Adult and Children's Services in Cumbria

Cumbria Social Services Barrow: 01229 407444/6 or 0300 303 3589 09.00 – 17.00 hours

Carlisle: 01228 227000 or 0300 303 3249 (adult services)

03332401727 (children services)

Kendal: 01539 713377

Penrith: 01768 812242 or 0300 303 2704

Whitehaven: 0300 303 3589 or 01946 506260 (out of hours 0333 240 1727)

Workington: 01900 706325 (out of hours 0333 240 1727)

Bishop's Chaplain

The Venerable George Howe

Bishop's House, Ambleside Road, Keswick Tel: 01768 773430

bishops.chaplain@carlisle-diocese.org.uk

Archdeacon of Carlisle

The Venerable Lee Townend

The Vicarage, Pooley Bridge, Tel: 01768 807777

Penrith, Cumbria. CA10 2LT

archdeacon.north@carlisle-diocese.org.uk

Archdeacon of West Cumberland

The Venerable Dr. Richard Pratt

50, Stainburn Road, Workington, CA14 1SN

Tel: 01900 66190

archdeacon.west@carlisediocese.org.uk

Archdeacon of Westmorland and Furness

The Venerable Vernon Ross

The Vicarage, Windermere Road, Lindale in Cartmel

Grange over Sands, LA11 6LB

Tel: 015395 34717

archdeacon.south@carlisediocese.org.uk

Carlisle Diocesan Guild of Church Bell Ringers Safeguarding Representative

Mary Snape

Tel: 016973 71437

Mary.snape1@btinternet.com

National Health Service

999 for emergencies

0845 4647 for NHS Direct (nurse advice)

General Help lines

Children

Child line – 0800 1111

NSPCC 0808 800 5000

Parentline plus – 0808 800 2222

Domestic Abuse Projects and Help Lines

National Domestic Violence Helpline 0808 200 0247

Samaritans 0845 790 9090

Stop It Now 0808 1000 900

- Helpline for abusers, potential abusers and others concerned with sexual abuse

[Women's Aid 08457 023 468](tel:08457023468)

Resources for adult survivors of abuse

Christian Survivors of Sexual Abuse

Address only: 38, Sydenham Villas Road, Cheltenham, Glocs.

- Support and self-help for survivors

Support and networking for survivors of sexual abuse by those in ministry

NAPAC 0800 085 3330 (National Association for People Abused in Childhood)

RESPOND 0808 808 0700 - For survivors or abusers with learning difficulties

Survivors UK www.survivors.org.uk -• Support for male survivors

S:Vox www.svox.org.uk - Support and self-help for survivors

MACSAS – Minister and Clergy Sexual Abuse Survivors – a support group for women and men from Christian background who have been sexually abused by ministers or clergy as adults or children.

www.macsas.org.uk.

Useful websites

Dept. for Education and Skills www.dfes.gov.uk/index.htm

Dept. of Health www.dh.gov.uk/Home/fs/en

Home Office www.homeoffice.gov.uk

Independent Safeguarding Authority www.isa-gov.org.uk

Criminal Records Bureau www.crb.gov.uk

Church of England www.cofe.anglican.org

Diocese of Carlisle www.carlisediocese.org.uk

CEOP for police internet guidance www.thinkuknow.co.uk

Churches Child Protection Agency (independent organisation) www.ccpas.co.uk