

SAFER Church

Safeguarding Children and Vulnerable Adults: Policy and Procedure

Parish of Farley Hill St John

This Policy and Procedure was adopted
at a Parochial Church Council meeting held on 14.5.2017
It follows and is consistent with the Church of England House of Bishops' "Protecting All
God's Children" 4th edition 2010, "Promoting a Safe Church" 2006 and Safer Recruitment
Policy 2013 (Church of England and Methodist Church)

*Each person who works with children and vulnerable adults
will agree to abide by this policy.*

It will be reviewed annually, accepted and written in the minutes of the PCC.

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Introduction

The Parochial Church Council (PCC) takes seriously its responsibility to protect and safeguard the welfare of children, young people and vulnerable adults.

This Policy and Procedure applies to all who have received the Bishop's Licence or Permission to work and all others who work with children and young people and vulnerable adults in our Parish/LEP/Benefice.

The term 'Parish' is used to denote the PCC and Incumbent who are together responsible for ensuring that safeguarding policies and procedures are implemented.

The PCC will:

- 1 Appoint a **Designated Person** to work with the Incumbent on safeguarding matters
- 2 Follow the **Safeguarding Children and Vulnerable Adults Policy and Procedures**
- 3 Report any abuse or suspected abuse if discovered.
- 4 Have adequate insurance cover in place
- 5 Ensure all those whose work brings them into regular contact with children and vulnerable adults are safely recruited, complete a Confidential Declaration Form and are subject to a criminal records disclosure.

For the purposes of this document a child is anyone under the age of eighteen years.

For advice on all safeguarding issues including allegations or suspicions of abuse contact:

Jeremy Hirst
DIOCESAN SAFEGUARDING ADVISER
T: 01727 818107
M: 07867 350886
E: safeguarding@stalbans.anglican.org

1. Safeguarding Children and Vulnerable Adults Policy

We recognise that:

- the welfare of the child or young person is paramount;
- everyone has different levels of vulnerability, and each of us may be regarded as vulnerable at some time in our lives;
- all children and adults who may be vulnerable (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse which can occur in all families and communities;
- domestic abuse if witnessed or overheard by a child, is a form of child abuse by the perpetrator of the abusive behaviour;
- working in partnership with children, their parents adults who may be vulnerable, their carers and other agencies is essential in promoting their welfare.

We will develop a safeguarding culture in our church that:

- enables and encourage concerns to be raised and responded to openly and consistently and protects children and adults who may be vulnerable from actual or potential harm;
- is child-friendly and ensures that all people feel welcomed, respected and safe from abuse;
- values, listens to and respects children and adults who may be vulnerable, encouraging them to be active contributors to the church community;
- encourages adults who may be vulnerable to lead as independent a life as possible.

When concerns are raised we will:

- respond without delay to every concern raised that a child, or adult who may be vulnerable may have been harmed, or may be at risk from harm, through abuse, harassment or bullying; or about the behaviour of an adult or child;
- work with the DSO and the appropriate statutory bodies during an investigation into abuse, including when allegations are made against a member of the church community;
- challenge any abuse of power especially by anyone in a position of trust.

If abuse has occurred, we will ensure in partnership with the DSO and other agencies that:

- informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse, including support to make a complaint if so desired;
- supervision is provided for any member of our church community known to have offended against a child or vulnerable adult, or to pose a risk to them;
- appropriate pastoral care is offered to any member of our church community against whom an allegation is made.

In all recruitment and selection we will:

- ensure careful selection of ordained and lay ministers, voluntary and paid workers with children and young people and adults in line with safer recruitment principles and checks;
- provide supervision, support and training after appointment;

- commit ourselves to support, resource train and regularly review those who undertake work amongst people who may be vulnerable.

In our publicity we will:

- share information about good safeguarding practice with children, parents and adults who may be vulnerable, their carers, and all those working with them.

2. Responding to a child or adult who may be disclosing abuse

We will endeavour to:

- Listen carefully, take the child or vulnerable adult seriously;
- Tell the child s/he has done the right thing by telling;
- Clarify if necessary;
- Say if we can what we will do next;
- Make an accurate record as soon as possible.

We will not

- Promise confidentiality;
- Investigate;
- Ask leading questions;
- Repeatedly question/ask the child or adult to repeat the disclosure over and over.

Imminent risk

- If we encounter a child in a situation where the child or adult is in imminent danger, we will act immediately to secure the safety of the child or adult. We will seek the assistance of the police and then make a referral to Local Authority Social Care in accordance with the Child and Adult Protection Procedure below. If a child or adult needs emergency medical attention, we will seek this immediately and directly from the emergency services. We will keep parents, if available, fully informed, (*notwithstanding paragraph 6 on page 7 below*).

3. Child and Adult Protection Procedure

We will follow the procedure below where there is concern that a child or vulnerable adult has been harmed as a result of abuse and urgent action is needed:

1. If there is concern that a child or vulnerable adult is at risk of harm, inform the Parish Safeguarding Officer or Incumbent who will take advice from the Diocesan Safeguarding Officer (DSO) or Local Authority Social Care. ***If the incumbent is implicated, inform the DSO.***
2. If there is concern that a child or vulnerable adult has been harmed, immediately inform the Parish Safeguarding Officer or Incumbent or DSO and agree who will make the referral to Local Authority Social Care team. If no-one is available contact the Local Authority Social Care Team or Police directly.
3. Make an immediate telephone referral to the Local Authority Social Care. Make it clear from the first point of contact that you are making a child or adult protection referral.
4. Describe the event or disclosure and give information about the child and family or adult for example the child/adult's name, date of birth, address, telephone number and GP if known.
5. Follow up your telephone call with a completed referral form (sometimes available on the Local Authority web site) or letter. This should be acknowledged. If it is not, chase it.
6. Remember that the child and family should, wherever possible, be informed about and consent to the referral ***unless this would put the welfare of the child or vital interests of the adult who may be vulnerable, or another person at further risk.*** *If you have serious concerns, the absence of consent should not prevent a referral.* The Duty Social Worker will give you advice over this if necessary.
7. Be prepared to have further discussions with the social work team or the police investigation team. Say if you do not want your details disclosed to the family.
8. For out of hours referrals, call the Emergency Social Work Team or where urgent, the Police.
9. Consult with the DSO at any point in this process but in any case always ensure the DSO is informed of the concern and actions taken.

Do not delay your referral. Clergy and Diocesan Officers are NOT authorised to investigate any allegations and must never attempt to do so. Only the Police and the Local Authorities are granted such powers in law.

Most situations are not emergencies.

However, if a child or adult who may be vulnerable needs immediate medical help, call emergency services, and ensure that ambulance and hospital staff are informed of any protection concerns. If it would be dangerous for the child or adult who may be vulnerable to return home, or he or she does not want to return home and you are sufficiently concerned for their safety, contact the emergency social care service or the police. If you observe a child or adult who may be vulnerable being harmed by someone other than a family member, or you believe they are at risk of harm from someone other than a family member, you should inform the parents or carers immediately, so that an appropriate referral to the police or social care can be made.

4. Who to Contact if where there is worry about a child or adult

Your first point of contact should be our Safeguarding Co-ordinator.

N.B: The number that children can call if someone has harmed them or they think someone might be going to harm them are:

ChildLine: 0800 1111

Family Lives: 0808 800 2222
(Formerly ParentLine)

CHILDREN	Contact Number
Children's Services	01582 547653
Children's Services (out of hours)	0300 300 8123
ADULTS	
Adult Social Care – Luton	01582 547730 or 547563
Out of hours	01582 547730 or 547563
POLICE 24hrs	
Non-emergency	101
Emergency	999

Local Safeguarding Children Board Link:

<http://www.luton.gov.uk?Healthandsocialcare/safeguardingchildren/Pages/default.aspx>

Adult:

<http://www.luton.gov.uk/Healthandsocialcare/safeguardingadults/Pages/default.aspx>

ST ALBANS DIOCESAN SAFEGUARDING ADVISER

Jeremy Hirst

T: 01727 818107

M: 07867 350886

E: safeguarding@stalbans.anglican.org

5. Safeguarding children and adults training

The Parish will make every effort to ensure that clergy, licensed workers and lay ministers, volunteers and employees working with children and vulnerable adults regularly seek and obtain safeguarding training to the level of their responsibility. Clergy should attend the Diocesan Safeguarding Children Basic Awareness /Refresher training once every three years.

All children and young people in our care will be made aware of CHILDLINE (0800 1111). There will be a display of the telephone number inside the building. All activity leaders and helpers must advise new children in their care of the phone number. The CHILDLINE and Child Protection Officer's number should be displayed on notice boards in churches and halls.

6. Safer Recruitment

- The Vicar must be notified of all staff and volunteers who may be involved with children. All those who wish to assist in work with children will be fully checked by the Criminal Records Bureau. The Diocese is registered with the CCPAS as an 'Umbrella' body entitled to ask applicants to obtain an Enhanced Disclosure before being appointed to any post that involves working with children. *Any applicants wishing to work with children will be advised that their work is not exempt from the Rehabilitation of Offenders Act, 1974.*
- All paid workers and volunteers shall have job descriptions (see APPENDIX C) which clearly outline their responsibilities for the protection of children and young people. It will specifically state that they must have read this document produced by the church for safeguarding children and young people, that they agree to abide by the guidelines, and that they are aware of the action they should take if abuse is alleged, suspected or discovered.
- All new applicants wishing to work with children or young people must complete the approved form giving all necessary details. This also applies to existing workers. (Forms marked Appendix A and Appendix B)
- The PCC will appoint a Child Protection Officer to insure that this procedure is reviewed at least annually.
- Regular opportunities should be given for workers to meet together to review and discuss their experiences and activities involving children and young people. All workers will be encouraged to attend child protection training which will be arranged by the PCC.
- The Child Protection Officer, on behalf of the PCC, will keep a register of all workers who attend training and refreshers courses.
- All church workers with children and adults will complete and sign an application form and confidential declaration.
- Written references and identification will be required and will be carefully checked.

- All church workers with children and adults will be interviewed in relation to a role/job description or person specification.

7. Those who pose a risk to children

When it is known that a member of the congregation, or someone wishing to join the congregation, has sexually abused a child or young person, or is not a sexual offender against children but nevertheless may pose a risk, we will consult with the Diocesan Safeguarding Officer, so that a safe course of action in accordance with recommended Church of England procedure can be pursued in conjunction with the relevant statutory agencies.

8. Care of Survivors of abuse and their families

We will seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.

9. Record Keeping and Storage

Notes will be made of all safeguarding incidents involving children or adults. They will be treated confidentially and will be securely stored by the incumbent or designated person. They will be retained even if the information received was judged to be malicious, unsubstantiated or unfounded. During an interregnum, the designated person will be responsible for all safeguarding records which will be passed to the incoming incumbent.

10. Safer Practice with children

We will ensure our work with children is carried out in a 'safe' environment in accordance with Safe Parish Guidelines:

- The ratio of leaders to children will comply with the Children Act 1989;
- Each group will have a minimum of two adults and a gender balance will be maintained if possible;
- Adults will not work alone with children;
- We will seek to ensure meeting places are safe, secure and suitable for purpose;
- We will be clear about boundaries with regard to touching always related to the child's needs and normally initiated by the child;
- We will obtain parental/guardian permission for attendance at groups, trips, use of images and transporting children in private cars;

- All those who drive children on church-organized activities should have held a full driving licence for over two years which must be “clean” i.e. with no current points;
- All cars that carry children should be comprehensively insured for both private and business use. The insured person should make sure that their insurance covers the giving of lifts relating to church-sponsored activities.

11. Unaccompanied Children

If children attend our church services without their parents' or carers' knowledge we will welcome the child(ren) and try to establish whether their parents are aware of where they are. We will make sure an adult recruited for work with children takes care of the child and try to discover when they are due home and encourage them to keep to that arrangement. Depending on the age and competence of the child, we will ring the parents or ask the young person to ring to gain the parents' consent to the child remaining. If the child comes regularly, we will endeavour to establish regular contact with the parents or carers.

12. Visiting adults who may be vulnerable, in their homes (including residential homes)

Church workers will always complete an assessment of risk before visiting someone in their own home. They will always carry a mobile phone on a home visit, and ensure that someone knows where they are and when they are expected to return. They will always call by appointment and carry identification. Where our workers need to refer the person to another agency we will talk this through with the vulnerable adult, seeking his/her permission before passing on personal information. Our workers will always endeavour to be clear about what behaviour from the vulnerable adults is acceptable and what is not.

13. Organizations hiring Church Building or Premises

In relation to all activities and events which are not run directly by the church but which take place in church buildings or grounds the responsibility for implementing safeguarding policies rests with the hiring organisation and not with the PCC. However, the PCC needs to take reasonable steps to ensure that safeguarding policies and procedures are being practised by the hiring organisation. The PCC will require visiting groups to ensure that children and vulnerable adults are protected at all times, follow safe recruitment procedures, and are aware of health and safety issues in the building. Visiting groups will be required to sign a hire agreement and abide by the Parish Safeguarding Policy.

14. Social Media and Engaging with Young People

Children and Young people's workers should be familiar with the full policy set out in the Safe Parish Guidance.

E mails on line chat and texting:

- Parental agreement should be obtained before before communicating with young people;
- Language should be clear and unambiguous;
- All conversations must be made available for viewing by a workers supervisor;
- Workers may provide advice and support, but avoid counselling.

Mobile Phones:

- Workers will be allocated a dedicated work phone;
- They should use group texts wherever possible;
- There should be an agreed length of time for conversations and a curfew e.g no communication between 10:00pm and 7:00am;
- Conversations causing concern should be saved and passed to supervisor;
- Photos should only be taken in accordance with safeguarding guidance;
- Images should only be downloaded to a church computer.

All of the above should be shared with young people.

APPENDIX A: Volunteer Reference Sheet – Allegations of Child Abuse

Guidance Notes for those working with children and young people.

What is Child Abuse?

'Child' means a person under 18. There are four categories of abuse; Neglect (failure to protect the child from exposure to danger or carry out important aspects of care), Physical injury, Sexual abuse, and Emotional abuse. These may occur separately or in combination. Where abuse occurs, it is usually perpetrated by someone known to and trusted by the child. As a Leader or Helper working with children and young people on behalf of the Church, you may receive an allegation of abuse from a child or adult or become aware of a situation in which there may be abuse. This may relate to abuse within the Church or outside. These notes are intended to give guidance on what you should do if this occurs.

- **DO take seriously a person making an allegation**
The subject of child abuse is disturbing and it may be difficult to accept that it exists within the Church. Whilst it is possible that an allegation may be exaggerated or false, the overriding consideration must be to safeguard and promote the welfare of the child, which could be jeopardised if the correct procedure is not followed.
- **DO support**
The personal cost to somebody making a personal complaint may be very high and it is important to make the person feel respected and listened to. Be particularly careful not to exhibit disapproval or disbelief. Reassure the person.
- **DO NOT promise to keep an allegation confidential**
The Church is required to alert the Social Services department of any report of abuse and could be held responsible for the consequences of failing to do so. Therefore, you must not promise to keep an allegation of abuse confidential.
- **DO listen**
Listen to the person rather than directly questioning them. Never stop somebody who is freely recalling significant events.
- **DO NOT conduct an investigation**
It is important not to conduct investigations into abuse. This is a job for the professionals; leave it to them. The area of child abuse is a legal minefield and it would be very easy to make matters worse by doing the wrong thing. You should be aware that you may be contacted should there be further investigations.
- **DO make a written record**
It is important that a comprehensive written record is made of the report or incident as soon as possible and certainly within 24 hours. Known facts should be distinguished from allegations and opinions. Those present, times and locations must be noted. This record must be signed and dated and retained in a safe place in case it is required for legal purposes.

- **DO ensure that Social Services are alerted**

Social Services must be alerted without delay if you receive an allegation of abuse or discover abuse. In the first instance the Vicar must be informed who will then contact the Bishop's Representative for Child Protection and, who in turn, will contact Social Services. If the incumbent is not available, the Bishop's Representative for Child Protection should be contacted directly.

APPENDIX B: Self-declaration Form for a Position Requiring a Disclosure

STRICTLY CONFIDENTIAL

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form, detach it from the Application Form and return it, **to the Recruiter detailed below, in a separate sealed envelope**

To: _____
(Name of Recruiter/responsible person in place of worship/organisation processing Criminal Records Disclosure checks)

Address: _____

Appointment applied for: _____

CONVICTION HISTORY

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules*, then please select 'No' below.

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

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

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

Yes No (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

For notes marked with an asterix, please see links at the end of this appendix.

POLICE INVESTIGATIONS

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

Yes No (please tick)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

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

Yes No (please tick) *If yes, please provide details.*

Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes No (please tick) *If yes, please provide details.*

DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) _____ of (address) _____

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

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: _____ Date: _____

Those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.

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

Signed: _____ Date: _____

NB: Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above.

*<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>
<http://www.ccpas.co.uk/Documents/QRGDBSFiltering.pdf>

**https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/148542/rehabilitationoffenders.pdf

LEGALESE – ATTACHED NOTES

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves working contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales), SCRO (Scotland), ACCESS NI (Northern Ireland).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS/SCRO/PVA (NI) Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk. As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS/SCRO/ACCESS NI Service.

Notes for England, Wales & Northern Ireland Only - Children and Young People

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

The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1st December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

DBS Eligibility from: <https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

APPENDIX C: Volunteer Support Sheet

Parish of Farley Hill St John

Name: _____

Address: _____

Telephone No. _____

You are joining an organisation that is committed to protecting the children and young people

who participate in [insert name of activity]: _____

We welcome your equal commitment to that duty of care.

Your role here is: _____

Your duties include: _____

You will be helped and supported in your role here by [insert name of person in charge of activity or other lead person responsible]: _____

who can be contacted at [insert contact details here]: _____

Reference:

Please can you give a name and address of somebody willing to give you a reference

If a child protection issue develops here you should inform our **Safeguarding Officer** immediately.

Her name is **Kaye Healy** and she can be contacted on:

farleysafeguarding@gmail.com.

APPENDIX D: Forms for those who regularly hire church buildings.

‘One-off users’ (for example, but not restricted to, baptism parties and birthday parties) are not subject to the Parish Child Protection Policy.

Agreement to be signed by any group involving children using a building belonging to the Parish of Farley Hill St John which DOES NOT have a child protection policy of its own.

The Parochial Church Council of the Parish of Farley Hill St John has a child protection policy, a copy of which is attached. Your booking of any building / hall belonging to the Parish of Farley Hill St John is conditional upon you working within the terms and conditions of this policy. Any concerns or allegations which arise about children in the course of your activities should be communicated to our Child Protection Officer.

We..... (organisation) have received and agree to abide by the child protection policy of Parish of Farley Hill St John and we will show evidence of this to the Parish Child Protection Officer if required. We understand that our booking agreement may be terminated in the event of our failing to comply with these procedures.

Signed.....Date.....

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

Please sign two copies of this document, one for the Safeguarding Officer (Mrs Kaye Healy, c/o The Vicarage, Collings Wells Close, Caddington, Luton, LU1 4BG) and one for yourself.

Agreement to be signed by any group involving children using a building belonging to the Parish of Farley Hill St John which HAS a child protection policy of their own.

We (organisation) follow our own child protection procedures based on the Home Office recommendations ‘Safe from Harm’. We understand that this booking is conditional on us keeping to these procedures and that the agreement can be terminated if we fail to comply with them. We have provided the Parish Child Protection Officer, with a copy of our child protection procedures. We will inform the Parish Child Protection Officer if there are any concerns or allegations arising about children in the course of our activities.

Signed.....Date.....

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

Please sign two copies of this document, one for the Safeguarding Officer (details above) and one for yourself.

APPENDIX E: Enrolment form for children joining a church group in the parish

We are delighted that _____ (name)
is a member of / has recently joined _____ (group)

To help them to benefit to the full from the time they spend with us, the Church seeks to follow current good practice adopted by schools, uniformed and voluntary organisations for safeguarding children and young people. Please help us to help them by completing and returning this form to the person named overleaf who would welcome the opportunity to meet with you and discuss any queries you may have.

Young person's address _____

Telephone no. _____ Date of birth _____

Does she/he suffer from any allergies, including food allergies, which may affect her / him whilst with us ?

Does she / he have any special dietary requirements ?

Does she /he have any medical condition, such as asthma, diabetes, epilepsy, hay fever or wheezing, migraine or any other illness or disability ?

Are there any special arrangements which can be made to enable her / him to take part in our activities, e.g. wheelchair access, large print books ?

Name of parents / guardians _____

Signature of parents / guardians _____

Address (if different from young person) _____

Telephone (if different from young person) _____

Please supply details of where you can be contacted if an emergency happens whilst she/he is with us (if different from above)

APPENDIX F: Permission form for children and young people to attend special events organised by the parish

Full Name: _____

Address: _____

_____ Post Code: _____

Date of birth (if under 18) _____

Event to be attended: _____

_____ Date(s) _____

I give my permission for _____

to attend and take part in this event. In case of illness or accident, I authorise the leader(s) to sign a medical consent form, if a delay is considered unnecessary or inadvisable by the doctor concerned.

Signature: _____

APPENDIX G: Permission form for children and young people to be videoed/photographed while attending events organised by the parish

To:.....
Name of parent/carer* (* person with parental responsibility)

Name of child:.....

Church/organisation/club child attends:.....

Church/organisation (name).....would like to take
photograph(s)/ make a

Video/web cam recording of.....(name of child/ren)

These images may appear in our printed publications, on our website, or both. (Delete/add as appropriate)

To comply with the data protection act 1998, permission must be granted by the parent/carer before any images of your child/children are taken and used. Please answer questions 1 and 2 below, then sign and date the form where shown. Please return the completed form to:

Mrs Kaye Healy (Safeguarding Officer), c/o The Vicarage, Collings Wells Close, Caddington, Luton, LU1 4BG / farleysafeguarding@gmail.com

To the parent (delete as appropriate)

1. May we use your child's image in our printed promotional publications? Yes / No
2. May we use your child's image on our website? Yes / No

Signed: (parent/adult with parental responsibility).....

Date:...../...../.....

Youth/children's worker

3. I have checked which parents are happy for their child/ren's images to be used in the (churches/organisation's).....printed publications or on its website or both.

Yes / No

Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies.

I have read and understood the conditions for using these images as detailed below

Signed (Youth/children's worker).....Date:...../...../.....

Print name.....

Conditions of use

1. This form is valid for.....(length of time in years) from the date of signing/ * for this project only. Your consent will automatically expire after this time.
2. We will not re-use any images *after this time/*after the project is completed.
3. We will not include details or full names (which means first name and surname) of any person in an image on website, or in printed publications, without good reason and only with your express consent.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website or in printed publications.
5. We may use group images with very general labels, such as “youth enjoying sport” or “making Christmas decorations”.
6. We will only use images of pupils who are suitably dressed; to reduce the risk of such images being used inappropriately e.g. we will not publish material from the youth groups swimming activity.

(*please delete the option that does not apply.)