



## SAFEGUARDING POLICY

Policy reviewed July 2020

To be reviewed annually (next review July 2021)

### CONTACTS FOR URGENT ADVICE

**Police:** Dial 101

Dial 999 in an emergency

<b>Vicar of Great St Mary's</b> The Revd Canon Adrian Daffern <a href="mailto:vicar@gsm.cam.ac.uk">vicar@gsm.cam.ac.uk</a>	01223 747273
<b>Associate Vicar</b> The Revd Devin McLachlan <a href="mailto:dm695@cam.ac.uk">dm695@cam.ac.uk</a>	07478 646463 or 01223 747277
<b>Assistant Curates</b> The Revd Andrew Day <a href="mailto:curate@gsm.cam.ac.uk">curate@gsm.cam.ac.uk</a> The Revd Shirley Holder <a href="mailto:ssh49@cam.ac.uk">ssh49@cam.ac.uk</a>	01223 747277
<b>Assistant Priest</b> The Revd Helen Orr <a href="mailto:revhelenorr@gmail.com">revhelenorr@gmail.com</a>	01223 747277
<b>Safeguarding Officer</b> Julie Crockford <a href="mailto:safeguarding@gsm.cam.ac.uk">safeguarding@gsm.cam.ac.uk</a>	01223 747273 07394 323978
<b>Safeguarding Administrator</b> Emma Dunn <a href="mailto:ed426@cam.ac.uk">ed426@cam.ac.uk</a>	01223 747273
<b>Great St Mary's Safeguarding mobile phone line:</b>	07394 323 978

#### Diocesan Safeguarding Adviser

Rebecca Boswell

[rebecca.boswell@elydiocese.org](mailto:rebecca.boswell@elydiocese.org)

01353 652747

#### Diocesan Safeguarding Officer

Sarah King

[sarah.king@elydiocese.org](mailto:sarah.king@elydiocese.org)

01353 652747

#### Cambridgeshire County Council

##### Children's Social Care

0345 045 5203 (office hours)

01733 234724 (out of hours)

##### Adults' Social Care

0345 045 5202 (office hours)

01733 234724 (out of hours)

#### Childline (support and advice for children)

[www.childline.org.uk](http://www.childline.org.uk)

0800 1111

#### NSPCC (for adults worried about children)

[www.nspcc.org.uk](http://www.nspcc.org.uk)

0808 800 5000

#### Stop it Now/Lucy Faithfull Foundation (for an adult worried about their own behaviour or another's behaviour towards children)

[www.stopitnow.org.uk](http://www.stopitnow.org.uk)

0808 800 5000

#### Voice UK Helpline for learning-disabled victims of crime

Tel: 0808 802 8686

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## Policy

**In this document, every reference to ‘Great St Mary’s’ applies equally to Michaelhouse, which, as part of the Parish, is bound by the same policy.**

The Parish of St Mary the Great with St Michael, Cambridge, is committed to maintaining the highest possible standards in its ministry to children and young people, and vulnerable adults, treating them with care and respect. To achieve this, Great St Mary’s has due regard the Diocese of Ely Policy, the **Church of England Parish Safeguarding Handbook (2018)**<sup>1</sup>, the **2017 House of Bishops Policy Document Promoting a Safer Church**<sup>2</sup>, along with the **National Safeguarding Practice Guidance-Safer Environment and Activities 2019**<sup>3</sup>, and the **National Safeguarding Code of Safer Working Practice 2019**.<sup>4</sup> In order to implement this policy in the parish, the following basic principles as enshrined in the national policy document will be observed in relation to all work with children, young people and vulnerable adults:

- **A leadership commitment, at all levels, to the importance of safeguarding and promoting the welfare of children, young people and vulnerable adults**
- **A safeguarding policy available to Church Officers**
- **A clear line of accountability within the Church for work on safeguarding**
- **Clear reporting procedures to deal with safeguarding concerns and allegations**
- **Clear roles for Church Officers**
- **Practice and services informed by on-going learning, training, review and by the views of children, young people, families and vulnerable adults**

### **A safe environment**

- The Safeguarding Officer is appointed to work with the incumbent, the Safeguarding Team and the PCC to implement Policy and Procedures. S/he will ensure that any concerns about a child or the behaviour of an adult are reported to the statutory agencies and to the diocesan Safeguarding Adviser as appropriate.
- The Safeguarding Administrator has responsibility for DBS checks and ensuring routine records are kept up-to-date.
- The Officer or another appointed person is to act as children’s advocate. Children and their parents should be made aware that someone is available for them to talk to, that there is a culture of informed vigilance and that their concerns will be taken seriously.

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<sup>1</sup> <https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

<sup>2</sup> <https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf>

<sup>3</sup> [https://www.churchofengland.org/sites/default/files/2019-11/Safer%20Environment%20and%20Activities%20Oct19\\_0.pdf](https://www.churchofengland.org/sites/default/files/2019-11/Safer%20Environment%20and%20Activities%20Oct19_0.pdf)

<sup>4</sup> <https://www.churchofengland.org/sites/default/files/2019-10/Code%20of%20Safer%20Working%20Practice.pdf>

- GSM complies with the Safer Recruitment guidance of the diocese and House of Bishops.
- All employees and volunteers whose roles require background checks will complete the appropriate DBS checks and/or Confidential Declaration forms and all references will be taken up.
- Anyone who may pose a threat to children and young people will be effectively managed and monitored.
- Intimidating behaviour and bullying is not to be tolerated. We expect everyone to be treated with respect in the knowledge that each person, irrespective of age, should feel they are valued in our community.
- Children and vulnerable adults whose behaviour may cause concern should be reported to the Safeguarding Officer, who will follow up these concerns as appropriate. All such cases should be logged using the form at Section 9 of this policy, available in the church office.
- The Church will follow Cambridgeshire Guidelines on adult chaperones for children at ticketed performances involving children.
- Consent regarding photographs for publicity and other purposes must be obtained from the appropriate parents or guardians. The use of mobile phones, internet, Facebook and other networks are ways by which photographs of children can become widely publicised. A copy of the form at Section 8 of this policy is to be provided to parents or guardians of all children under 18 who take part in our church organised activities, whether on an ad-hoc or continual basis. Where consent is expressly withheld care will be taken to ensure that the child is not included in any publicity material on behalf of Great St Mary's.
- Every reasonable effort will be made to ensure that the premises are safe and well maintained. The PCC will be responsible for an annual safety audit of the premises. Any immediate safety concerns should be reported to the Church Manager.
- A first aid kit is available at the back of the church in Great St Mary's, and in the Michael Mayne Room at Michaelhouse at all times.
- The PCC will comply with its responsibility to report any SERIOUS INCIDENT that occurs to the Charity Commission. Those of a Safeguarding nature will be made in conjunction with the Ely Diocesan Safeguarding Adviser.
- We are committed to caring pastorally for victims/survivors of abuse and other affected persons.
- We are committed to caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- We will listen to and take seriously all those who disclose abuse.
- We will display in church premises the details of who to contact if there are safeguarding concerns or support needs.
- We will 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.
- GSM will comply with online safeguarding guidance from the Church of England.
- GSM will comply with the Church of England guidance regarding Safeguarding and Coronavirus

## **Child Protection**

Children, like adults, need an environment of encouragement within which teaching and criticism can be constructively offered. Bullying or any conduct that amounts to bullying will not be tolerated. This applies to activities such as choir, servers, bells, which all require good standards of co-operation and working together. Appropriate support will be provided for all parents and families in the church, especially those where children have suffered abuse of some kind.

The current Leaders are:

- Children's Ministry: Carolynn Pritchard
- Director of Music: Sam Hayes
- Pastoral care: the licensed ministers (see front cover)
- Bellringers: David Richards and Liz Orme
- Servers: Gillian Crossan
- Young People: Revd Devin McLachlan
- Heritage and Education Project: Rebekah Auty

## **Parish Activities, Trips, and Visits organised by Great St Mary's**

For all activities involving children, all group leaders and helpers will be familiar with and adhere to the guidance set out in the ***National Safeguarding Practice Guidance-Safer Environment and Activities 2019***, and the ***National Safeguarding Code of Safer Working Practice 2019***. All activities will have regularly updated risk assessments.

Visits will take place with the permission of the Vicar and PCC. All group leaders must familiarise themselves with Cambridgeshire Local Authority's guidance on educational visits (a copy of which is held in the office).

Each visit will have a nominated leader who is responsible for:

- Obtaining written parental permission prior to the visit
- Ensuring an appropriate ratio of adults to children for the visit (see below)
- Carrying out necessary risk assessments
- Providing a contact at GSM with a detailed itinerary
- Ensuring that appropriate insurance cover is in place
- Taking a contact number for each child's parents on the trip for use in emergencies
- Where possible have a mobile contact number for each child, in the 'contact phone' for the duration of the trip
- Taking essential medical information about each child on the visit;
- Taking a First Aid kit on the trip
- Ensuring all supervising adults are safely recruited and trained

An appropriate ratio of adults to children will be maintained in carrying out activities to ensure that no adult is left alone with a child unless this is unavoidable, and even then not for any significant period of time. In general the provision of leaders in line with national and diocesan recommendations will be as follows:

- For 0-2 years 1 adult to every 3 children
- For 2-3 years 1 adult to every 4 children
- For 4-8 years 1 adult to every 6 children
- For 9-12 years 1 adult to every 8 children
- For 13-18 years 1 adult to every 10 children

With regard to trips we will endeavour to have more leaders than required by general provision for each group in case a leader falls ill and to have at least one male and one female leader so far as is possible, where the group is mixed. For all overnight trips there will always be at least one male and one female leader.

Group leaders will ensure that attendance records are kept for all sessions involving children. This includes contact details for parents; any medical issues that leaders should be aware of and how children will travel home/be collected, as appropriate. There will be a general attendance record completed at each activity and parental consent forms must be completed for all who are 0-18 years old.

- Bell-ringers will make every effort to comply with the extra health and safety requirements outlined in The Ringing World Diary.

## **Insurance**

Leaders will ensure that appropriate insurance cover for all activities undertaken in the name of the parish is in place.

## **Vulnerable Adults**

Those who work with adults are encouraged to be alert to the needs of each individual person and to the context in which they are working, with an understanding that vulnerability may occur. Where possible, the church will ensure that appropriate pastoral care is made available for those who have suffered abuse in any form, especially child abuse. Great St Mary's adopts the Diocesan indicators of vulnerability as:

- A sensory or physical disability or impairment;
- A learning disability;
- A physical illness;
- Chronic or acute mental ill health (including dementia);
- Addiction to alcohol or drugs;
- Physical and/or mental health issues;
- A permanent or temporary reduction in physical, mental or emotional capacity brought about by life events such as bereavement or previous abuse or trauma.
- Physical, mental or emotional frailty (temporary or permanent) that leaves the person vulnerable, eg. Those adults who have disclosed that they have been abused as children.

So far as it is possible, we will ensure that appropriate pastoral care is made available for these vulnerable adults.

## **Recruitment, Support and Supervision of Workers and Volunteers**

All paid and voluntary appointments will be conditional on the successful completion of checks and of a probationary period. Great St Mary adopts the House of Bishops and the Diocesan policy to renew DBS checks every 5 years and training every 3 years. Great St Mary's will follow the House of Bishops and Diocesan policy on all aspects of Safer Recruitment practises.

- Paid workers will receive a job description, and volunteers will receive a Volunteer's Agreement outlining what is expected of them, including the name of the person to whom they are responsible. All who work closely with adults are required to read Section 3 of this policy.
- All workers and volunteers are required to complete training as advised by the Diocese.
- Paid workers and volunteers will be given an opportunity to review and plan their work, to share their experiences, to receive training and to talk any Safeguarding issues.
- Workers and volunteers may wish to speak to an independent person outside the parish. The adviser available in this diocese of Ely is Rebecca Boswell.
- In the case of paid workers the applicant's experience of working or contact with children will be explored in an interview before appointment.
- All applicants for paid work and volunteers will be asked to complete a confidential declaration form.
- All applicants for paid work and volunteers who will be in a leadership role must complete a DBS check and complete a Confidential Declaration form.

- Group leaders will be responsible for ensuring that all workers have completed the appropriate forms and checks and should inform the coordinator of anyone who to their knowledge may need to complete a DBS check and/or a Confidential Declaration.
- Great St Mary's will hold all forms on file in the Church Office together with references.

### **Reporting suspected cases of abuse of children or vulnerable adults**

If abuse of any kind is disclosed or discovered, this must be reported immediately to the parish's Safeguarding Officer, Julie Crockford. She will decide on an appropriate course of action, and may consult with the diocese, the Vicar or other church officers as appropriate. If the allegation is specific, the case will be referred by the Safeguarding Officer, in consultation with the Diocese, to social services, the police or the NSPCC within 24 hours.

Parents and children will be made aware of the obligation of everyone to act if a child is suffering or is likely to suffer any harm. Those who attend our services on a regular basis will be made aware of the need to act if an adult is vulnerable and is at risk of abuse.

### **Records**

All information provided in references and declaration forms, and written records of any allegations or concerns will be kept by the church in a secure place, and will be treated as confidential.

In the event of a vacancy, the Churchwardens will be responsible for the safekeeping of all such information.



## Appendix I

### Essential Information for Safeguarding Children (0-18 years)

#### Significant Harm, Children in Need and Definitions of Abuse

'Significant Harm', which is a term from the Children Act 1989, is the trigger for action by safeguarding agencies. You do not have to have proof that harm has taken place already – if you feel that something is happening that could lead to significant harm, this is grounds enough for action.

If you are worried about possible harm to a child you should always seek advice. You can talk to your Safeguarding Officer in the first instance, or contact Rebecca Boswell (Diocesan Safeguarding Adviser) or Sarah King (the Diocesan Safeguarding Officer) if you are unsure whether or not a child should be referred. All agencies working with children would rather spend time looking at something that does NOT require action, than missing something that does. So you will not be blamed for making a mistaken judgement about a child's situation.

All agencies, statutory and voluntary, are required to work together for the protection of children. If a child is at risk of significant harm, an inter-agency meeting may be called to decide what to do. Any siblings or close contacts of the child will also be considered, as what is happening to one child often shows a risk to other children in the family or close circle. A plan may be made in which all agencies involved with the family – and this might include the church - agree what they will do to safeguard the child(ren).

In some cases, the child's situation won't meet the threshold for a child protection plan, but might instead lead to the child being registered as 'a child in need'. This is another term that came to us from The Children Act 1989. Again, all agencies will be asked to work together to try and improve the situation for the child and family so that things don't deteriorate into a child protection case.

Remember, you do not have to have proof that abuse has happened and you should certainly not investigate where there are suspicions of abuse. Your trigger for action is a concern that something is going on for the child that MIGHT lead to significant harm, even if that harm has not already happened.

In considering whether a child might have been abused, these are the definitions (from 'Working Together, 2010') that are currently used by the agencies in child protection work:

**Physical Abuse:** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in, a child.

**Emotional Abuse:** the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar

as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as the overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual Abuse:** involves forcing or enticing a child or a young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing or shelter, including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-givers, or the failure to ensure access to appropriate medical care or treatment. It may also include the neglect of, or unresponsiveness to, a child's basic emotional needs.

## **What to do if a child tells you about abuse**

Most children find it very difficult to talk about what has happened to them. If a child has summoned up the courage to talk, and has chosen you as the person s/he is going to tell, it's important to listen carefully. Now is not the moment to ask the child to come back at a more convenient time, or to start an investigation. Simply, listen. Try to let the child go at his/her own pace. Don't ask questions, don't jump in to fill awkward silences; the child might need this silence to process what's going on inside his/her head and your questions could confuse and divert the flow. Show that you are keeping up, and understanding what's being said: nod encouragingly, make eye contact, repeat back the last thing said, and so on. If the child is really struggling to keep going, or you don't understand something, use the TED formula:

- **T**ell
- **E**xplain
- **D**escribe

For example, "Can you tell me about that?...Could you explain what you mean?...I'm not sure I understand; describe that to me..."

Let the child talk for as long as s/he needs to. Once you know that this is a child protection matter, you don't need to gather any more details: it is time to pass on what you have been told to a skilled, experienced person who can best help the child.

However difficult it is to believe what you are hearing, it must be taken seriously; at the very least, keep an open mind. It is devastating to a victim of abuse when the person s/he has chosen to tell refuses to believe what is being told. Be prepared to believe the unbelievable and accept the unacceptable, while somehow remaining calm and open-minded; that's the real skill of responding to people who tell you about abuse.

Thank the child for telling you what has happened, and reassure him/her that s/he has done the right thing and that you will do your best to help. Explain that this kind of thing has happened to lots of other children before, and that's why there are people you can talk to who will know what to do. Never promise not to tell: you will probably have to share the information to keep the child safe, and there may be other children at risk.

What happens next depends on the individual circumstances in which you find yourself and it is not possible to give exact advice. But here are some things to try and keep in mind:

- Is the child safe to go home, or is s/he in immediate danger? A police officer, once called to the scene, can act without a court order to prevent a parent removing a child from your care; a social worker cannot. Outside this emergency situation, it is usually best to take a bit of time to make sure the child is safe and looked after, and call your local children's services team. Gather as much background information about the child as you can. The full name, date of birth, address, the names of parents and other children in the family are basic essentials, if you have them. Make sure the child knows what you are going to do, and respect his/her right to be involved in an age-appropriate way. Whoever you call, ask advice about what to do next, and write down what they say.
- Who else needs to know what you have been told? Your Vicar and/or Safeguarding Officer should have the right training and skills to help you, and should be told unless there is a reason not to. But remember that child protection information is always handled on a 'need to know' basis. Sometimes you will be sharing just a part of what you know eg the PCC should be told that safeguarding procedures have been followed, but they don't need to know the names and details of those involved.
- Make a written log of everything that has happened as soon as you can: date it (day, month, year), sign and print your name and keep it safe until it is needed by those who are handling the case. There is a logging form in Appendix 5 that can help you.
- Does the alleged abuse involve a worker or volunteer in the church? Report the allegation to the Police or Social Care and/or the Diocesan Safeguarding Adviser, who will advise and support you and work with the appropriate agencies outside the Church. Never try to handle an allegation within your own church.
- Who can support the child, and you, until this case is resolved? Help the child choose someone s/he feels comfortable with, and choose someone to support you, too (it doesn't have to be the same person).

### **Responding to allegations of abuse that happened a long time ago ('historical abuse')**

Sometimes, a child cannot talk about abuse s/he has suffered until many years later. This is especially true of sexual abuse, where a child feels ashamed, or thinks no-one will believe

what s/he says. These cases are described as 'historical' and they are taken just as seriously as 'live', new cases. If someone has sexually abused a child, it is highly probable that there will be other victims; if the abuser is alive, whatever the age, s/he is likely to pose a risk to other children, now and in the future. Police and Social Care are well used to dealing with historical allegations. Contact the Diocesan Safeguarding Adviser for advice and support in how to proceed.

Historical allegations of sexual abuse can come as a complete shock to members of the family and community around the alleged abuser. They may refuse to believe the allegation, and can place intense pressure on the alleged victim to withdraw what has been said and on other people not to believe him/her. The Safeguarding Co-ordinator should ensure that all those involved have access to support, which can come from inside or outside the church circle (but not usually from the same person, as there may be conflicts of interest).

## **Guidelines for Work with Children and Teenagers**

- Avoid working in one-to-one situations with children wherever possible. Make sure there is another adult within earshot. Try to have a man and a woman at each mixed-age activity. Adults leading a session with children should not smoke or use alcohol or illicit drugs.
- Those undertaking one-to-one counselling or pastoral work must adhere to the highest standards of conduct in the relationship with the child, and should have received appropriate training. Know your own level of competence, and do not step beyond it; if a situation becomes difficult, seek advice straight away. Be clear at the start what you and the child are planning to achieve by meeting, and the limits of what you can offer. Meet at an agreed time, in a place that affords an ability to talk confidentially without being secretively 'tucked away', and let a colleague know what you are doing. At the first meeting, explain that the conversation will be confidential unless there are exceptional circumstances. If the person is being harmed themselves, if they are harming others or if they know that a child or young person is being harmed, the information will have to be passed on. If this level of confidentiality is not acceptable to the child, try to arrange access to an appropriate anonymous telephone helpline; don't be tempted to promise absolute confidentiality.
- When working in sensitive situations or 1:1, always keep a written record of the session, properly dated (including year). Where there are potential safeguarding/child protection issues, always make a written record (include date, time and signature), and seek advice.
- Socially acceptable physical contact between adults and children in a public place is quite proper and appropriate where it can be readily seen by others and is not hidden away. Physical contact with children should be:
  - Minimal
  - Intended to meet the needs of the child rather than the adult
  - Understood and welcomed by the child
  - Open to the scrutiny of others
  - It is important to respect each child's sense of personal space. Avoid playing rough games with children or making provocative or 'teasing' comments, even in fun.

It is equally important not to be paranoid about responding to a child who is clearly in need of physical contact eg when injured or distressed. Use cautious common sense, and welcome a shared scrutiny and support ethos in the workplace.

- Keep an up-to-date register of all children attending a group: home address, telephone number and names of parents/carers should be included.
- The ratio of adults to children must be sufficient to ensure safety and comply with the requirements of the Children Act 1989. These requirements are particularly relevant to work with children under the age of eight.
- All UI8s (except where an UI8 is married) need to provide a parental consent form when they join a group or activity. A specimen form is provided in Appendix 5.
- Children may attend worship or other activities unaccompanied by an adult. Where this is the case, try to establish if parents know where the child is and what time s/he is expected home. If necessary, encourage the child to leave at the appropriate time to get home for this deadline. If a child is joining a regular activity, record his/her name, age, and address on a registration form and ask the child to bring it back signed next time. Make every effort to establish contact with the parents, particularly of a younger child, by sending information home or providing a church telephone number or email address for them to call. No child can be taken on a trip away from the church site without a parental consent form.
- The premises used should be safe and well maintained. Particular consideration should be given to safety checks of play equipment, furnishings, fire alarms etc. Seek advice from the Diocesan Children's Adviser if necessary on the latest Health and Safety regulations, including appropriate risk assessments for activities and outings. Keep a suitably stocked First Aid kit always accessible during children's activities (special children's First Aid kits are available from most major retailers of pharmaceutical goods). Make sure that all planned activities, on or off site, are covered by an adequate insurance policy.
- Workers must be receptive to what children and teenagers in their care have to say. If a child makes a complaint or an allegation about the behaviour of an adult within the church or the community, listen carefully without making a judgement on how plausible what you are hearing might be. If a complaint is made about someone in the church, this must ALWAYS be referred outside the church for advice about how to proceed. Contact the Diocesan Safeguarding Adviser or the Diocesan Safeguarding Officer.

## Appendix 2

### Essential Information for Safeguarding Adults who may be vulnerable

#### Understanding vulnerability

A vulnerable adult has the right to choose how to live and to be as independent as possible. This choice includes the right to make what others might see as foolish choices or errors of judgement, just as all adults do. Adults also have a right to confidentiality, and the circumstances where choice and confidentiality can be overridden are much more limited than is the case when working with children. Therefore, we need to do our best to ensure that we treat vulnerable adults in our church and community with respect and dignity, seeking their consent wherever possible for sharing information about them, and making sure that we follow strict guidelines if we feel we have to share information without consent, to protect a vulnerable adult from significant harm.

Vulnerability can be temporary and short-term e.g. during a time of personal crisis, or it can be permanent or long-term e.g. where vulnerability arises from physical frailty. Old age is NOT, in itself, a marker of vulnerability, but some of the health problems that are more common in old age may make a person more vulnerable. Furthermore, vulnerability in one area of life does not necessarily mean a person is universally vulnerable: for example, a person whose physical frailty leads to a dependence upon others for physical care and mobility may still be competent in financial affairs and lead an active social life.

In the Diocese of Ely, we have not adopted a hard and fast definition of vulnerability. Instead, we encourage those who work with adults to be alert to the needs of each individual person and to the context in which they are working, with an understanding that vulnerability may occur.

Some of the factors that would generally be regarded to increase vulnerability include:

- A sensory or physical disability or impairment;
- A learning disability;
- A physical illness;
- Chronic or acute mental ill health (including dementia);
- Addiction to alcohol or drugs;
- Physical and/or mental health issues;
- Physical, mental or emotional frailty (temporary or permanent) that leaves the person unable to protect him or herself from exploitation or harm
- A permanent or temporary reduction in physical, mental or emotional capacity brought about by life events such as bereavement or previous abuse or trauma.

**Where a person is receiving support from services offered by the church, always consider whether or not that person could be seen as vulnerable.**

#### Forms of abuse and exploitation involving vulnerable adults

The examples given below are not an exhaustive list. They are based on much fuller definitions provided by the statutory agencies that are responsible for the provision of services to vulnerable adults. Any behaviour that leads to a reasonable concern that a

vulnerable person may suffer harm should be acted upon, whether or not it 'fits' the definitions outlined below. Some examples of how harm or distress may be unwittingly caused to a vulnerable person in a church context are also given.

## **Spiritual**

This can include:

- Forcing religious ideas onto a vulnerable person where there is either no capacity to engage in debate, or undue pressure to lay aside the person's own views;
- Inappropriate use of religious belief or practice e.g. intrusive healing or deliverance ministries to which the vulnerable person has not given informed consent.

In a church setting, this might involve pressure on someone who is receiving support from a church-led service to convert to the church or to the worker's beliefs about spiritual matters.

## **Physical**

This involves non-accidental harm caused by the use of force, ill-treatment or rough handling. It can include:

- Hitting, slapping, pushing;
- The use of inappropriate restraint or sanctions;
- Restricting freedom of movement;
- The misuse of medication;
- Placing a vulnerable person in an unsafe environment;
- Any form of physical chastisement

## **Emotional or psychological**

Emotional or psychological abuse is behaviour that has a harmful effect on a vulnerable adult's emotional health and development. Such abuse can include:

- Threats of harm or abandonment;
- Imposed isolation, or withdrawal of support networks
- Verbal abuse or other actions intended to place a person in fear;
- Manipulation or misuse of power;
- Bullying, humiliation or harassment;
- Overriding the person's rights e.g. to privacy or choice, or using coercion;
- Deliberate isolation or deprivation of social contact.

Remember that a vulnerable adult may still have capacity to make decisions in some areas if not in others; it is important not to 'take charge' unnecessarily, or rush someone into making choices.

## **Financial or legal**

The use of a vulnerable adult's property, assets or income without their informed consent constitutes abuse. For example:

- Extortion or manipulation of a vulnerable person's legal or civil rights;
- Misappropriation of money or goods;
- Misuse of finance or property, including the exploitation or fraudulent use of a person's resources;
- Exerting pressure on a vulnerable person to make gifts or legacies, or to change a will.

In a church context, repeated or direct requests to a vulnerable person to contribute to fundraising initiatives or to leave bequests in a will could be seen as abusive.

## **Neglect**

Neglect involves a lack of appropriate care or a failure to meet an individual's basic needs that leads to a risk of harm to a vulnerable person, and can include:

- Failure to intervene where a vulnerable person is at risk of harm;
- Withholding appropriate personal or nursing care;
- Deliberately withholding food, drink or equipment (e.g. mobility or hearing aids);
- Refusing or restricting access to medical or legal services;
- Exercising inappropriate control over a person's right to have contact with friends and family etc.

The duty to bring concerns about the care or treatment of a vulnerable adult to the attention of the appropriate agencies is relevant to everyone in the church community.

## **Sexual**

Sexual abuse is the involvement of a vulnerable adult in sexual activities or relationships which are for the gratification of another person and to which the vulnerable adult has not given free and informed consent. Examples of sexual abuse can include:

- Sexual comments, suggestions or innuendo;
- Introduction to indecent or sexually provocative material;
- Indecent exposure;
- Pressure to consent to sexual intercourse or sexual acts of any kind;
- Physical sexual assaults e.g. rape, indecent assault, forcing a vulnerable person to engage in sexual acts with other people.

Church workers providing a service to vulnerable adults must be careful to observe appropriate professional boundaries in the working context, and not lay themselves open to abuse of their role by 'flirting' or developing romantic or sexual relationships with those for whom they hold a position of trust.

Where any kind of sexual relationship develops between adults, the issue of 'capacity' is key to whether or not the balance of power is equal. Any sexual act carried out by one person without the informed consent of the other is abusive, whether or not it involves physical contact. Consent obtained under pressure is not regarded as free or informed consent. The Diocese of Ely behavioural guidelines make clear that no-one should enter a sexual relationship with a person for whom they have pastoral responsibility or for whom they have a duty of care.



## **Mental Capacity Act 2005**

The Mental Capacity Act, which came into force on 1 April 2007, sets out the framework you must use to show whether or not someone might lack capacity to make a decision. The Act also sets out a 'Best Interests Checklist' which you must use when making a decision on behalf of a person who lacks capacity. The Act is most likely to apply to people with:

- A learning disability
- Dementia
- Brain injuries
- Mental illness
- The five principles in the Act are:
- You must assume that the person has capacity unless it is established that they lack it.
- A person is not to be treated as unable to make a decision unless you have tried all practical steps to help him or her without success.
- A person is not to be treated as unable to make a decision just because he or she makes an unwise decision.
- Any act done or decision you make under the Act must be done or made in the person's best interests.
- Before you make a decision for someone who lacks capacity, you should choose an option that is less restrictive of the person's rights.
- Always seek advice if you think a person who is at risk may lack the capacity to protect themselves.

## **Confidentiality and Sharing Information**

When you are working with a vulnerable adult, be very careful about sharing information that the adult does not want you to share, even if you think the adult is at risk of harm. Adults who have mental capacity have the right to live their lives as they choose and to make their own decisions. That includes the right to make decisions that seem foolish or misinformed to someone looking on. But if there are doubts that the adult does have the capacity to protect him/herself in a particular situation, it might be possible to share the information. Ask yourself this:

- Does this person seem to lack capacity in this situation AND is that lack of capacity likely to lead to significant harm to the adult?
- Will the benefit to the adult of sharing the information with another agency outweigh the disadvantage involved in breaching their right to confidentiality?

If you are in any doubt, seek advice from:

- Great St Mary's Safeguarding Officer
- The Diocesan Safeguarding Officer or Adviser
- A member of the Parish Safeguarding Team.

## **Domestic abuse and violence**

Home Office guidance (2004) defines domestic abuse as: ‘any incident of threatening behaviour, violence or abuse, psychological, physical, sexual, financial or emotional between adults who are, or have been, intimate partners or family members, regardless of gender or sexuality’. Domestic abuse and violence can be perpetrated by a son, daughter or any other person who has a blood relationship or an intimate connection with the victim. This abuse may be planned and executed systematically, or it may be an uncharacteristic loss of control from an overburdened carer who needs support. In either case, action must be taken to report what is happening, end the abuse and seek appropriate support for all those who need it.

Domestic abuse is unlikely to happen in the context of a one-off event. It tends to be frequent and persistent and can include:

- Physical violence;
- Destruction of personal property;
- Isolation of the vulnerable adult from family, friends or others who would seek to support and protect;
- Exerting inappropriate control over the vulnerable adult’s day to day life, including access to money, the telephone, food, mobility, other people etc.

## **What to do if you are worried about possible mistreatment of a vulnerable adult**

If the concern is being brought to your attention by someone else, listen carefully to what is being said. If possible, the person bringing the concern should write down what they have seen or heard that has worried them; ask if they have talked to the vulnerable adult and sought his/her consent to refer what’s happened to the relevant agencies. This log should be signed and dated. Try to avoid leading questions that start with words like “did he...?” or “was it...?” These can only be answered with “yes” or “no”. Instead, ask questions that begin with “Who...?” or “What...?” or “How...?” These are likely to collect more detailed information. Be sympathetic and show that you are taking what has been said seriously, but try not to express your own personal feelings about what has happened. After the conversation, write down as accurately and clearly as you can your own log of what was said, and what action you have agreed together. Sign and date the document: include the time, day, month and year.

If the vulnerable adult has told you directly about harm caused to him/her, or the risk of harm, listen carefully to what s/he has to say. Offer to support the adult in going to the relevant professionals or agencies that can help. If the adult is unwilling or unable to do this for him/herself, ask for permission to share the information on the adult’s behalf. But if you

believe an adult to be at risk, and s/he has the capacity to make an informed decision about whether or not s/he wants you to share the situation with someone else, you should not take any further action without seeking help. Consult the Diocesan Safeguarding Adviser for advice about how to proceed, if you are caught in this situation.

Whether or not the referral to another agency is made, the co-ordinator is encouraged to report the concern to the Diocesan Safeguarding Adviser, who will support and advise the parish and liaise with other agencies as appropriate. If the vulnerable adult is in immediate danger, or needs medical attention, contact the police and/or call an ambulance (999) before contacting the Diocesan Adviser.

**Under no circumstances should anyone in the parish make an attempt to investigate an allegation of improper behaviour or potential harm involving a vulnerable person.** Such allegations must be reported to the appropriate agencies: the Diocesan Safeguarding Adviser or the Diocesan Safeguarding Officer can help you do this, if necessary.

### **Considerations in the pastoral care of vulnerable adults**

In church ministry, the boundaries between work and private life can be difficult to distinguish clearly. These guidelines are not for application to informal friendships arising from church membership, but rather to relationships formed when services are more formally offered by or on behalf of the church. Church workers, paid or volunteer, are expected to endeavour to uphold Christian values in both 'public' and 'private' areas of their lives.

- Where possible, arrange visits to a person's home beforehand rather than 'cold-calling'; this is especially important the first time you visit e.g. at the beginning of a planned programme of visiting.
- Make clear from the outset what is being offered (e.g. bereavement counselling) and discuss with the person how s/he would like to be supported, within the structure of the service offered.
- Consider carrying a form of identity that links you to the church so that the vulnerable person can, if s/he wishes, check you out before letting you in to the home.
- On a home visit, consider leaving a card with your name, role and contact number so that the person, or a carer, knows who you are and how to contact you.
- Respect a person's independence. Always knock before entering a person's room or home; consider the appropriateness of initiating or receiving physical contact when greeting someone.
- Do not assume that the use of first names rather than the more formal Mr/Mrs/Miss/Ms is acceptable; always ask.
- Someone who lacks capacity to act for him/herself in one area of life may nonetheless be quite capable in other areas; ensure participation and inclusion wherever it is possible. Remember also that, as the Mental Capacity Act makes clear, every adult who has capacity retains the right to make decisions that others may deem to be foolish.
- In conversation, consider the appropriate level of language for the needs of the

vulnerable adult and be aware of any special difficulties e.g. use of hearing aids, speech impediment or learning disability. Where communication skills are impaired, ask the adult if he or she is comfortable involving a member of the family or a friend to help communication, and let the adult choose who this should be.

- Where you are seeking to find out the views of a person, or you are asking him or her to make a choice, offer clear unbiased choices and allow the person time to consider and express a decision.
- Respect the person's right to personal space and privacy. Particular consideration should be given when assisting someone to use the toilet; balance the need for physical assistance with the need for dignity and privacy, and involve the person in any decision to either assist or to leave a door unlocked etc.
- Consider the potential difficulties of home visits and discuss with fellow workers how risks to the vulnerable adult, and to the visitor(s) can be minimised.
- Be sensitive to a person's own beliefs and faith; do not try to persuade the person to adopt your own views.
- When dealing with financial affairs, be very cautious. Honesty, integrity and transparency are all vital. Do not engage in any activity that involves a personal financial gain; do not canvass for church donations from those who may be vulnerable, e.g. the recently bereaved.
- Do not accept gifts, other than small, unsolicited tokens of thanks or birthday/Christmas gifts that are of low value (of the order of an ordinary box of chocolates, say). Tell a colleague or your supervisor about any gift, even a small one.
- Be sensitive to any signs of a developing dependency upon you that might be inappropriate, especially where the person's vulnerability has arisen in a time of personal crisis. Where you feel an inappropriate attachment might be forming, seek advice from an appropriate source (the incumbent, the co-ordinator or the Diocesan Adviser may be able to offer support).
- If ever you feel that you are moving out of your depth in a relationship with a vulnerable person, or you do not feel competent to deal with a developing situation, step back and seek advice. Make sure you know your routes to support if you are in difficulty.
- In working on behalf of the church with an adult who is vulnerable, it would never be appropriate to promise total confidentiality. Always make clear that, although you will keep matters confidential if you possibly can, you reserve the right to share information with appropriate people if you feel someone is at risk of significant harm.

### **Information-sharing (Disclosure) and Confidentiality: the Principle of Proportionality**

The key factor in deciding whether or not to share confidential information about a vulnerable adult is **proportionality**. The important question to ask is this:

Is the proposed disclosure a proportionate response to the need to protect a vulnerable adult who is unable to protect him/herself in this particular situation? The amount of confidential information disclosed, and the number of people with whom it is shared, should be no more than is strictly necessary. The more sensitive the information is, the greater the focus on the needs of the adult must be, to justify the reasons for disclosure. It is important

to ensure that only those professionals who **have to be** informed receive the material (on 'the need to know basis').

Relevant Factors:

- What is the purpose of sharing the information?
- What will it achieve for the vulnerable adult?
- What is the nature and the extent of the information to be disclosed?
- To whom is the disclosure to be made (and is the recipient under a duty to treat the material as confidential)?
- Is the proposed disclosure a proportionate response to the need to protect the welfare of the vulnerable adult?
- Will sharing this information be necessary to prevent significant harm or exploitation?

## Appendix 3

### Great St Mary's Church

#### Volunteer Agreement Form

Name of worker: \_\_\_\_\_

Job title: \_\_\_\_\_

Name of church/group: \_\_\_\_\_

#### To be completed on behalf of the Parochial Church Council (PCC):

Welcome to our team. We are committed to the care and nurture of children/young people and vulnerable adults in our church community. Those who worship here and support our church's work undertake to support you in your work by prayer, by taking an interest, and by providing resources and training.

The person to whom you are directly responsible is: \_\_\_\_\_

S/he should be your first point of contact to share concerns or seek support.

The responsibilities of your job are primarily as follows:

We undertake to provide the support that is necessary to do your job to the best of your ability. At least once a year you will have a chance to talk over how the work is going and what training and development you might need. Working with children and vulnerable adults is a great responsibility, but we hope you find it also brings great rewards.

**Signed:** \_\_\_\_\_  
(Vicar)

**Signed:** \_\_\_\_\_  
(PCC representative)

**Date:** \_\_\_\_\_

## To be completed by the volunteer

I understand the nature of the work I have been appointed to do. I have read the Safeguarding Policy and I agree to follow the behavioural guidelines contained there. I will behave at all times in a professional manner when I am carrying out my duties. If I am concerned about a child or vulnerable adult with whom I work, or if I am concerned about the behaviour of someone in the church towards a child or vulnerable adult, I will report my concern at the earliest opportunity.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

One copy of this form should be retained by the worker, one by the person to whom the worker is responsible, one by the PCC Secretary. If the job description changes, a new form must be completed.

## Appendix 4

### Sample letter and reference form to be sent to a referee

Senate House Hill  
Cambridgeshire  
CB2 3PQ  
Date:

Addressee  
Address

Dear *(name of referee)*,

*(Name of volunteer/worker)* has applied to work with our children's/young people's/vulnerable adults work as a *(Name of Position)*.

As you are probably aware, before we can accept any new volunteers/paid workers, we must be sure that they are suitable. *(Name)* has given us your name as someone who can give a character reference.

I would be grateful if you could complete the enclosed questionnaire (overleaf), which will be treated in the strictest confidence, and return it in the pre-paid envelope as soon as possible.

*(Name)* will mainly be working with *(age)* year olds/vulnerable adults, as *(give a brief description of the work)*.

In commenting on the volunteer/worker, please bear in mind that it is the church's duty to protect children/vulnerable adults from harm of a physical, emotional or sexual nature, and all volunteers/paid workers are required to sign an undertaking to this end.

With thanks,

Yours sincerely,



# PRIVATE AND CONFIDENTIAL

## Sample Reference Form

Name of applicant \_\_\_\_\_

In what capacity do you know the applicant? \_\_\_\_\_

How long have you known him/her? \_\_\_\_\_

With your knowledge and experience of the above person, please comment on his/her experience and suitability to work with children/adults.

His/her previous experience of working with children / adults who are vulnerable

His/her ability to provide kind, consistent and safe care

Evidence of his/her willingness to respect the background and culture of children/adults who are vulnerable and to treat everyone with equal concern

Please include comments about his/her honesty, reliability, health and experience of working with children/ young people/vulnerable adults.

Are there any other comments you would like to make about the applicant?

Are you aware of any health concerns relevant to working with children/adults who are vulnerable that need to be taken into account?  Yes  No

If yes, please outline.

Have you any evidence or concerns that this person is not suitable for work with children/vulnerable adults?  Yes  No

If yes, please outline. Your comments will be treated in confidence.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

Please return this form to

E-mail

Address

## Appendix 5

### Great St Mary's Church

### General parental permission form for children's groups and activities

This form should be completed annually for all regular activities involving children/young people under 18 years.

Title of Activity/Group

Usual activities of the group

Full name of group/activity member

Date of birth

Address

Name(s) of parent(s)/guardian(s)

Telephone no:

Mobile no:

Email address:

*Please provide two contact names and details if possible.*

Are there any allergies, dietary concerns, medical conditions or prescribed medicines that we should know about? Please use a separate sheet if necessary.

Do the group leaders have permission to administer or consent to emergency treatment, on medical advice, should we be unable to contact you?

YES

NO

I give permission for..... to take part in the regular activities of the group. I understand that separate permission will be sought as necessary for occasional activities and outings that are different from those described here.

Signed .....

Date.....

Print Name.....

(For details of GSM GDPR and Data Storage Policies please contact the Data Controller at the Church Office)

## Appendix 6 Consent form to allow children to travel home without an accompanying adult after choir activities

Dear Parents/Carers,

### Permission for choir children (under 18 years) leaving Great St Mary's without an accompanying adult.

We are concerned to ensure the safety and care of all children at Great St Mary's. Like other organisations we have a Safeguarding Policy to promote this. As part of this policy, we need to record your consent if you want your child to be able to leave Great St Mary's **without an accompanying adult** after choir commitments (to travel home or to another activity or to a meeting point away from the church). This includes if you wish your child to be collected by an *older sibling who is under 18* or to be escorted by another chorister (of any age).

If you give permission for your child to travel on from Great St Mary's as described above, we would be grateful if you could complete and return the slip below, either by hand or by email.

It is always helpful for everyone's peace of mind to let Emma or Sam know when a change is made to your child's normal departure arrangements, or if there are particular concerns about their travelling arrangements you think we should be aware of.

**All children being collected by an adult must wait inside the church unless we have a signed copy of this form for them.**

.....  
I give permission for my child to leave Great St Mary's without an accompanying adult after choir rehearsals and services.

I understand that Great St Mary's will care for my child whilst on church premises, during rehearsals and services, but that the church's responsibility ends at the published finished time for each choir commitment, and that Great St Mary's cannot take any further responsibility after my child has left the building.

Child's Name:.....

Parent's Name:.....

Signed:.....

Date:.....

## Appendix 7

### Great St Mary's Church

#### Consent Form for Trips Away from Church

Parents of children going on the trip should fill this form in on their child's behalf. Those over 18 should fill in this form themselves.

**One form needs to be filled in for everyone on the trip.**

This form must be returned to Great St Mary's by (    *date*    )

#### **Personal/Contact Details:**

Name (*as it appears on passport*): \_\_\_\_\_

Date of birth: \_\_\_\_\_

Home address: . \_\_\_\_\_

Home telephone number: . \_\_\_\_\_

Parent/contact names while away (please give at least two):

\_\_\_\_\_

Parent/emergency numbers: \_\_\_\_\_

Mobile number (the number of a mobile phone which will be **taken on the trip**, which will be used to contact you/your child during this time): \_\_\_\_\_

#### **Medical Details:**

Name of GP: \_\_\_\_\_

Practice Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Do you (or does your child) suffer from any illness or physical disability (including allergies):

YES / NO

If YES, please describe the condition and any medical treatment that is required:

Is he or she/are you allergic to any medication?

YES / NO

If YES, please give details:

Have you (has your child) received a tetanus injection in the last five years?

YES / NO

## **Dietary information**

Please give details of any special dietary requirements you have (or your child has):

## **Other information**

Please give any other special information about yourself (your child) which you think it would be helpful for us to know for the purposes of the trip:

### ***For trips outside the UK:***

#### **Passport Information**

Passport number: \_\_\_\_\_ Country of issue: \_\_\_\_\_

Issuing authority: \_\_\_\_\_ Start date: \_\_\_\_\_

Expiry date: \_\_\_\_\_

#### **EHIC (European Health Insurance Card)**

Number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

## **Declaration**

I give permission for my son/daughter to take part in the above activity as described.

I undertake to inform the visit organiser as soon as possible, of any relevant change in medical circumstances occurring before the journey.

I agree to authorize such medical treatment for my son/daughter as is deemed necessary in an emergency or upon the advice of a qualified medical practitioner.

I confirm that I have signed (where appropriate) the separate photographic consent form on behalf of my child.

I understand that my/my child's contact information given above will be retained on the church database after the activity.

Signed: \_\_\_\_\_

Please Print Name:

Date: \_\_\_\_\_

## Appendix 8

### Great St Mary's Church Photographic and Social Media Permission Form

Following Diocesan guidelines, at Great St Mary's, we opt for cautious common sense in our approach to the taking, storing and sharing of pictures and videos of church activities. We like to use pictures and videos to publicise our events and illustrate our activities, for example on church websites, social media feeds, and occasionally on printed, or news media. All images will be stored securely.

We recognise that some people are not comfortable with being included in pictures and that for some, pictures can be inappropriate and pose a risk. We respect a person's right to decline to be included in pictures without asking them to explain why.

**The following guidelines must be followed by anyone taking pictures of a church activity:**

- Anyone under the age of 18 who appears in a photograph must not be named, or other specific identifying details given.
- Pictures must not be taken without the permission of those involved.
- Images must not be posted on Social Media without the permission of those involved.
- Pictures that could be deemed to be insulting or indecent, must NOT be taken, regardless of whether those involved give permission.

We need to seek permission from participants in all church activities for pictures and videos to be taken. Parents/carers need to give such permission on behalf of their children or vulnerable adults in their care.

*NB. Despite our best efforts, there may be occasions when pictures are taken by tourists and visitors who are unaware of this policy. Whilst the church makes every effort to prevent this, circumstances are sometimes beyond our control, and parents/carers should be aware of this.*

By signing below, you agree to the above guidelines.



<b>I give permission for pictures to be taken of the person named below, subject to the guidelines outlined above (please select one):</b>	<b>YES</b>	<b>NO</b>
--	------------	-----------

Named person (please print): \_\_\_\_\_

Signed: \_\_\_\_\_

Please print name: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 9

### Great St Mary's Church

#### Logging a Concern about a Child, Young Person or Adult at risk

(Insert Church name and address)	Date of this Log: dd/mm/yy
	Time of this log: 00:00
Child/Vulnerable Adult's Full Name:	
Address:	Phone no:
	DoB:
	Gender
Date of Concern/Incident: dd/mm/yy	Time of Concern/Incident: 00:00
Your Name:	Your role:
<p>Describe the incident as factually as possible. Include who was involved, exactly what happened, where it happened, when it happened, and the source of the information (e.g. witnesses). Remember to describe clearly any behavioural or physical signs you have observed.</p> <p>Check to make sure your report is clear now – and will also be clear to anyone reading it in the future. Use a continuation sheet as necessary.</p>	
Action taken:	
Signature of reporting person:	
Form received by:	(Safeguarding Officer)
Date:	Time:
Proposed action by the Safeguarding Officer:	

If your concern involves inappropriate behaviour by a member of the church, you may wish to contact the Diocesan Safeguarding Officer. This is currently Rebecca Boswell: tel 01353 652731 or email: [rebecca.boswell@elydiocese.org](mailto:rebecca.boswell@elydiocese.org)

## Appendix 10

### Hire of Church Premises Safeguarding Agreement

**The Parochial Church Council of St Mary the Great with St Michael, Cambridge, has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is attached. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.**

**You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.**

**In particular this means that:**

*(please initial in the box next to each statement to indicate your compliance)*

Initial here	
	you will comply with the attached good practice guide with children and young people or vulnerable adults unless you already have an equivalent;
	you will provide the church with a copy of your organisation's Safeguarding Policy/ies or if you do not have one +adopt the current parish policy;
	you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
	you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually;
	you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
	no person under the age of 18 years will be left in charge of any children or young people of any age;
	no child or group of children or young people should be left unattended at any time;
	a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;



<p>you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:</p> <ul style="list-style-type: none"><li>(a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it</li><li>(b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.</li></ul>
---

**The Safeguarding Officer for the Parish of St Mary the Great with St Michael, Cambridge, is:**

Julie Crockford  
[safeguarding@gsm.cam.ac.uk](mailto:safeguarding@gsm.cam.ac.uk)

01223 747273 / 07394 323978

**Declaration**

**I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.**

**Signed \_\_\_\_\_ Designation \_\_\_\_\_**

**Organisation \_\_\_\_\_ Date \_\_\_\_\_**

**Please sign two copies, one to be retained by the church, and one by the hirer.**