

The Priory Church of St Mary and St Cuthbert, Bolton Abbey

SAFEGUARDING POLICY

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Incumbent: The Rector, Rev'd Nicholas Mercer; Churchwardens: Matt Hey and Dr Chris Ray

The Priory Church of St Mary and St Cuthbert, Bolton Abbey:

SAFEGUARDING POLICY

In accordance with the principles of safeguarding in the Church of England the Rector and The Parochial Church Council are committed to:

- Promoting a safer environment and culture for children, young people and vulnerable adults
- Responding promptly to every safeguarding concern or allegation (see Appendix A)
- Promoting a culture where all those within our church community understand the principles of recognising the signs of abuse, responding to any disclosures or allegations appropriately, recording neutrally what is said in any disclosure or allegation, and referring immediately disclosures or allegations to the parish safeguarding officer, diocesan safeguarding team, or the local authority/police (see Appendices B and C)
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church (see Appendix D)
- Caring pastorally for victims/survivors of abuse and other affected persons
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
- Responding to those that may pose a present risk to others.

The Priory Church, Bolton Abbey, will:

- Create a safe and caring place for all
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures (see Appendix A)
- Safely recruit, train and support all those with any responsibility for children, young people and vulnerable adults to have the confidence and skills to recognise and respond to abuse
- Ensure that there are risk assessments and appropriate insurance cover for all events and activities directly involving children, young people and/or vulnerable adults undertaken in the name of the parish
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support need
- Listen to and take seriously all those who disclose abuse, not by professing belief in what is said but by ensuring that what is said is recorded faithfully without leading questions and reported immediately to the PSO or Diocesan Safeguarding Adviser (DSA)
- Take steps to protect children, young people and vulnerable adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying either through the PSO or directly the DSA and statutory agencies immediately
- Offer support to victims and 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, young people and/or vulnerable adults whilst maintaining appropriate confidentiality and the safety of all parties
- Recognise that bullying behaviour should not be tolerated within the church community not least since this can and does create an environment in which people are less likely to speak out
- Strive to support all Church Officers to adhere to safer working good practice and to challenge the abuse of power
- Review, using the Parish Safeguarding Dashboard (See Appendix M) and other appropriate documentation, the implementation of the Safeguarding Policy, Procedures and Practices at least annually

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

This Church appoints Dr Chris Ray as the Parish Safeguarding Officer.

Appendix A:

Safeguarding Contacts

Parish Safeguarding Officer PSO	Dr Chris Ray cw.priory@icloud.com	07415 131 926
Diocesan Safeguarding Adviser DSA	Narinder Lyon (and team) safeguarding@leeds.anglican.org https://www.leeds.anglican.org/safe	0113 353 0256
North Yorkshire Local Authority	Concerns about Children or Adults	01609 780 780
Prevent (radicalisation)	North Yorkshire Prevent Services	01609 534 527
Childline (for children)	https://www.childline.org.uk	0800 1111
Family Support (for parents)	https://www.familylives.org.uk	0808 800 2222
NSPCC (for adults)	https://www.nspcc.org.uk	0800 808 5000
Hourglass: vulnerable elderly adult concerns	https://wearehourglass.org	0800 808 8141
Young Minds: good mental health	https://youngminds.org.uk	0800 802 5544
Compass Reach: Wellbeing, 9 to 19	https://www.compass-uk.org/services/compass-phoenix/	0800 088 7452
Police	Immediate risk of significant harm: immediate and serious danger:	101 999

If a child, young person or vulnerable adult is at *immediate* risk of significant harm, in the first instance you should always contact your local authority team and/or local police (call 101). You must then inform your Diocesan Safeguarding Adviser (DSA) - listed above.

Appendix B:

Dealing with Disclosures, Allegations and Concerns (for guidance)

Recognise – it is vital that staff and volunteers recognise the potential indicators of abuse.

Main forms of abuse/potential indicators include:

- Physical: bruises, burns, cuts, bites, fractures, wounds etc. which do not have an explanation
- Emotional: untypical changes in mood or behaviour, withdrawn or clingy, depression, aggression, extreme anxiety, low self-esteem
- Neglect: poor appearance/hygiene, rashes, sores, lice. Constant hunger, inadequate care, clothing, supervision, untreated medical conditions
- Sexual: sexual knowledge/behaviour inappropriate to age or development stage, sexual drawings or language, genital pain, itching or bruising, unexplained sexually transmitted or genital infections. Unexplained fear, aggression, becoming withdrawn, self-harm, bedwetting, nightmares, eating disorders
- Grooming: gaining the trust of an individual, family, community in preparation for abuse
- Domestic Violence and Abuse: incidents or patterns of controlling, coercive or threatening behaviour, violence or abuse between those aged 16+ who are/were intimate partners or family members
- Financial: unexplained disappearance of funds or valuables, sudden changes in bank accounts or wills
- Discriminatory: this includes harassment, slurs or similar harmful treatment because of race, gender reassignment, age, disability, sexual orientation or religion
- Institutional abuse: this includes neglect and poor practice within an institution or specific care setting such as a hospital or care home. This may range from one-off incidents to on-going ill-treatment
- Spiritual: the harmful use of faith, religion, and/or spirituality to manipulate, control and abuse people
- Other forms of abuse include: Bullying, Cyber bullying, Child Sexual Exploitation, Child and Vulnerable adult Criminal Exploitation (e.g. county lines), Modern Slavery, Honour Based Abuse, Radicalisation

Sometimes you may just feel concerned or a nagging doubt about abuse but do not know whether to share your concerns or not. In this situation you must always raise them with your PSO or DSA.

Respond – staff and volunteers may become aware of abuse, allegations or concerns in a number of ways. This may be a disclosure from an individual, someone who knows them or they may witness abuse directly. All concerns and allegations must be taken seriously and acted upon. It is not a matter of belief or disbelief in what is said.

With a person making a disclosure, staff and volunteers must:

- Never promise to keep a secret or confidentiality: tell the person you may need to share this
- Assure the person they are not to blame but avoid saying that you believe what they are telling you
- Reassure the person they have done the right thing by telling them
- React calmly, be aware of non-verbal messages and body language
- Listen, do not ask leading questions or investigate
- Tell the person what you are going to do and that they will be told what is happening at each stage
- Ensure that the person disclosing is kept safe: seek guidance from the PSO or DSA

Paid staff and volunteers should **never ignore a disclosure or allegation**: they must not:

- Attempt to investigate themselves
- Discuss the case with anyone else

- Speak to the person who is the subject of the allegation or concern, whether a parent. Career or member of the church community

Record – Staff and volunteers should write down key information.

- Make full notes of what they are told including names, the person making the disclosure and referral, date and time
- Date and sign their notes
- As far as possible use the exact words the child or vulnerable adult used

Refer – Our staff and volunteers are not expected to be an expert in these areas.

- All disclosures, allegations and concerns must be acted upon and referred as soon as possible to the Parish Safeguarding Officer and/or Diocesan Safeguarding Adviser.
- Anyone may refer a disclosure or allegation directly to the children’s or social services local authority and/or police.

Appendix C (required and advisory)

Training requirements: Leeds Diocese 2021

All those who work with or come into regular contact on behalf of the Priory with children, young people and/or vulnerable adults must complete successfully an appropriate level of training.

Guidance on the most appropriate course for you is available from the PSO, who maintains a parish record of all safeguarding training completed successfully.

You may register for safeguarding courses at:

<https://safeguardingtraining.cofeportal.org>.

Refresher training will soon be required every three years, and if you have lodged your training details with the PSO you will receive a reminder in good time.

- **Safeguarding Awareness**

is recommended for anyone who wants or needs a basic awareness of safeguarding. It is a mandatory requirement for PCC members and anyone who is going on to complete Foundation and or Leadership level safeguarding training.

The Diocese also recommends that all involved in volunteer work with children, young people and vulnerable adults should complete awareness training.

- **Safeguarding Foundations**

is required training for anyone who has safeguarding responsibilities or has regular contact in their church role with children, young people and/or vulnerable adults. It is recommended but not required for PCC members.

- **The Safeguarding Leadership Pathway**

is about leadership and cultural change, and the people who are required to complete training are all those who play a lead role in shaping the safeguarding culture of the Church body concerned. This includes the incumbent and the parish safeguarding officer, but is no longer required for churchwardens unless involved in determining the safeguarding character of the church during an interregnum.

- **Safer Recruitment and People Management Training**

is required training for anyone with responsibility for administering DBS, those with recruitment responsibilities, and Parish Safeguarding Officers.

Appendix D (required)

Safer Recruiting in the Parish

1. Finding and recruiting the right people to work with children and adults experiencing, or at risk of abuse or neglect can be difficult. What follows is a safer recruitment checklist to help make sure that this parish recruits and appoints appropriate people as employees or volunteers.
2. It is a criminal offence for an individual, who is barred from working with vulnerable people (children and adults experiencing, or at risk of abuse or neglect), to apply for a regulated activity role and it is a criminal offence for an organisation to appoint a barred person to a regulated activity role. We ask all those who may be required to have a DBS check (as well as a number of volunteers not requiring such checks) to complete a confidential declaration: see point 8 below and Appendix J.
3. A DBS check for appointments which require this is the end of the process when the appointer or appointing body is minded to appoint. A DBS check is not the start of the process and should not be the only check of suitability.
4. At the Priory the paid appointments are: the parish administrator, the vergers, and the organist. The responsibility for appointments rests with the PCC. Responsibility can be delegated but the person must have been safely recruited him or herself, be capable and competent in recruitment and be able to keep personal matters confidential. Members of the PCC directly involved in making an appointment are encouraged successfully to complete online training in safer recruitment. At least one person who is safer recruitment trained must be on an appointments panel.
5. There must be a policy statement on the recruitment of ex-offenders: see Appendix E.
6. Each paid role which will have a job description which sets out what tasks the applicant will do.
7. Application form and references. This parish asks for and take up references. We ask referees specifically about an individual's suitability to work with children, young people and/or vulnerable adults. We carefully examine application forms and references and make sure that the information that has been provided is consistent and the organisation has a satisfactory explanation from the applicant in relation to any discrepancies and any gaps in the applicant's personal history and/or career. References will be scrutinised to ensure that the evidence of those providing references is taken fully into account.
8. The Confidential Declaration (Appendix J) asks all applicants if there is any reason why an applicant should not be working with children and adults experiencing, or at risk of abuse or neglect. The Diocesan Safeguarding Adviser is there to give advice and must be contacted if an applicant discloses any information in his or her Confidential Declaration.
9. Interview or discussion. Wherever possible, and always in the case of someone who will be involved in their role unsupervised with children, young people and/or vulnerable adults, there will be a face-to-face interview or discussion with pre-planned and clear questions to assess a person's suitability for a role.
10. Questions must assess the values, motives, behaviours and attitudes of those applying for roles, which work with vulnerable groups. If the person or chair of the interview panel conducting the interview or discussion is minded to recommend approval then the applicant must be asked to complete an appropriate criminal record check (e.g. enhanced DBS check, if eligible) and any other additional checks which may be required.
11. Approval. The decision to appoint to voluntary or paid work must be made by those who have the responsibility for appointments.
12. Induction: for any paid or unpaid volunteer appointment, the Priory will ensure that each person appointed is provided with induction usually by the safeguarding officer which will include guidance on safeguarding and with subsequent support and review as may be required by the nature of their role.
13. Probationary period: all paid and some voluntary appointments are subject to a probationary period.
14. This policy with its guidelines will be available to everyone and fully discussed as part of an induction process.

Appendix E (Required)

Policy on the Recruitment of Ex-Offenders

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), The Priory, Bolton Abbey, complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly; see Appendix G
2. The Priory, Bolton Abbey, undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
3. The Priory, Bolton Abbey, can only ask an individual to provide details of convictions and cautions that [Organisation Name] are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
4. The Priory, Bolton Abbey, can only ask an individual about convictions and cautions that are not protected
5. The Priory, Bolton Abbey, is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
6. This written policy on the recruitment of ex-offenders is made available to all DBS applicants at the start of the recruitment process
7. The Priory, Bolton Abbey, actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records
8. The Priory, Bolton Abbey, select all candidates for interview based on their skills, qualifications and experience
9. An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.
10. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position
11. The Priory, Bolton Abbey, ensures that all those in The Priory, Bolton Abbey, who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
12. The Priory, Bolton Abbey, also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
13. At interview, or in a separate discussion, The Priory, Bolton Abbey, ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
14. The Priory, Bolton Abbey, makes every subject of a criminal record check submitted to DBS aware of the existence of the DBS code of practice and makes a copy available on request
15. The Priory, Bolton Abbey, undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Appendix F (for information and guidance)

Responding to Domestic Abuse (Advisory)

All forms of domestic abuse are wrong and must stop. We are committed to promoting and supporting environments which:

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

We recognise that:

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

We will endeavour to respond to domestic abuse by:

in all our activities:

- valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse.

in our publicity:

- raising awareness about other agencies, support services, resources and expertise, through providing information in public and women-only areas of relevance to survivors, children and alleged or known perpetrators of domestic abuse.

When concerns are raised:

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

In our care:

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse;
- identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse.

If you have any concerns or need to talk to any one please contact the PSO or DSA

Appendix G (for information and guidance)

Activities which make a person eligible for an enhanced criminal record check:

An individual will be eligible for an enhanced criminal record check, if he / she engages in work which is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and is ‘work with children’ and / or ‘work with adults’ as defined in the Police Act 1997 (Criminal Records) Regulations 2002 (as amended). The PSO and DBS administrator will follow these guidelines referring any issues or problems to the diocese.

Such work includes the following, noting that the information has been summarized to deal with those activities more likely to be carried out by Church members:

WORKING WITH CHILDREN	
COLUMN A	COLUMN B
An enhanced criminal record check with barring information	An enhanced criminal record check without barring information
<p>Frequency Criteria:</p> <p>(i) <i>once a week or more;</i></p> <p>(ii) <i>four days or more in any 30 day period;</i></p> <p>(iii) <i>overnight between the hours of 02:00 & 06:00.</i> <i>((iii) only applies to work of a ‘Specified Nature’ (see below))</i></p> <p><u>Children – Regulated Activity</u></p> <p>Each of the following situations MUST also satisfy one of the Frequency Criteria:</p> <p>1. Specified Nature: Teach, train, instruct, care for or supervise children (unsupervised – where supervised see Column B); or provide advice / guidance on physical, emotional or educational well-being.</p> <p>2. Specified Establishment Work in a ‘specified establishment’ where there is opportunity for contact with children, (e.g. a nursery school, school, Further Education Establishment, children's homes, childcare premises) - <i>but not work by supervised volunteers or occasional or temporary contract work that is not of a ‘Specified Nature’, (e.g. maintenance contractors).</i></p> <p>3. Moderating an online forum for children used wholly or mainly by children and must be carried out by the same person.</p>	<ol style="list-style-type: none"> 1. Work of a ‘Specified Nature’ (as defined in Column A) where that work is supervised. 2. Work of a supervised volunteer (or occasional or temporary contract work) in a ‘Specified Establishment’ (as defined in Column A). 3. Any activity that involves people in certain defined positions of responsibility (e.g. trustees of a children’s charity or school governors). 4. Work done infrequently which if done frequently would be regulated activity relating to children (either as defined now or as defined prior to 10 September 2012). 5. Obtaining information in respect of any person who is aged 16 or over and who lives in the same household as an individual who is engaged in activity which used to be regulated activity as defined prior to 10 September 2012, where the activity normally takes place on the premises where the relevant individuals live.

<p>4. Driving a vehicle used to convey children and any person supervising or caring for the children under arrangements made by a third party.</p>	
WORKING WITH VULNERABLE ADULTS	
<p>COLUMN A An enhanced criminal record check with barring information</p>	<p>COLUMN B An enhanced criminal record check without barring information</p>
<p>Adults - Regulated Activity Frequency Criteria: <i>There is no longer a requirement for a person to carry out activities over a certain period. Any time a person engages in an activity set out below, he / she is engaging in regulated activity, (i.e. includes one off events)</i></p> <ol style="list-style-type: none"> 1. Assistance with a person’s cash, bills or shopping because of their age, illness or disability. 2. Assistance with the conduct of an adult’s own affairs, for example, lasting or enduring powers of attorney, or deputies appointed under the Mental Capacity Act 2005. 3. Conveying: conveying adults for reasons of age, illness or disability to, from or between places where they receive healthcare, personal care or social work. This would not include friends or family or taxi drivers. 4. A person whose role includes the day to day management or supervision of any person who is engaging in regulated activity. 	<p>Frequency Criteria:</p> <ol style="list-style-type: none"> (i) once a week or more; (ii) four days or more in any 30 day period; (iii) overnight between the hours of 02:00 & 06:00. ((iii) only applies to work of a ‘Specified Nature’ (see below)) <ol style="list-style-type: none"> 1. Provision of any activity listed below to an adult who receives a health or social care service (e.g. includes adults in care homes; sheltered housing or receiving any form of care or assistance due to age, illness or disability) or a “specified activity” (e.g. in prison). Please note that you MUST also satisfy the Frequency Criteria in relation to any such activity listed below. 2. The activities will include: <ol style="list-style-type: none"> a. Any form of training, teaching, instruction, assistance, advice or guidance b. Transportation of an adult who receives a health or social care service etc., (whether or not the adult is accompanied by a carer) (except where already included in Column A – Adults – No. 6 “Conveying”).

The Diocese has advised that all members of the PCC as trustees of a charity which involves work with children, young people and vulnerable adults must be DBS checked (Enhanced with Barred List); and whilst waiting for this check to be completed submit a confidential declaration: see Appendix J.

The Church has also decided to align itself with good practice across the charity sector by requiring that DBS checks should be renewed every three years: the most straightforward way of doing this is that those who are checked should register on the DBS update service.

Appendix H (for information and guidance)

Risk assessments: outline approach to personal and wider risks

Use this to assess your environment, and your working practices, as well as for an instant assessment of a situation.

<p>Assess the situation: Do you have any concerns about your personal safety or that of others?</p>			
NO		YES	
Proceed with care ... remain vigilant		Which of these concerns you ...	
Are you sure you have covered all the risks?	The person you are dealing with?	The environment you are working in?	The task you are doing?
YES	Can you avoid or minimise the risk so that you feel confident?		
	YES	NO	
Proceed with care: but do not forget: things can change		Do not continue: ask for help: consult the Rector, a Churchwarden (health and safety) and/or the PSO (Safeguarding)	

Appendix I

Good Practice

The following guidelines for the PCC, those in positions of responsibility, those leading trips and activities on behalf of the church, paid workers and volunteers, adopted as part of this policy, are indicative, not exhaustive:

- everyone is responsible for children, young people, and vulnerable adults whilst on church premises;
- everyone working with children and young people or providing regular pastoral support to vulnerable adults is asked to complete at least Safeguarding Awareness child protection training;
- the most important lesson to learn is to request help from those with high levels of training: the PSO and the DSA are always ready to assist; you must never attempt to investigate and/or deal with a safeguarding matter by yourself;
- wherever possible steps should be taken that those working or volunteering on behalf of the church are not left alone with a child, young person, or vulnerable adult;
- try to avoid situations where visitors are allowed to wander around the premises unsupervised when children, young people and vulnerable adults (none of whom are members of a visitor's party) are present;
- appropriate adult/child/vulnerable adult ratios should be observed at all times;
- people working or volunteering with children should be alert to strangers waiting outside a venue with no apparent purpose;
- children should not be collected by people other than their parents unless notification has been received;
- if a child is not collected after a session it is reasonable to wait approximately half an hour for a parent or carer to arrive;
- if the parent or carer cannot be contacted, Social Services or the police should be contacted and asked to assist;
- careful consideration will need to be given to ensure the safety of children as they leave the premises;
- appropriate risk assessments must be in place and implemented for all visits and trips involving children, young people and vulnerable adults;
- all activities involving children, young people and vulnerable adults must be risk assessed and properly insured;
- all vehicles hired for outings involving children, young people and vulnerable adults must be insured, roadworthy and fitted with seatbelts;
- all drivers of children, young people and vulnerable adults on behalf of the church should travel with at least one escort: drivers and escorts should have up to date DBS checks and been subject to appropriate recruitment procedures;
- a roll call will be taken at the start of the journey and again before commencing the return journey; if travelling in more than one vehicle, children will be encouraged to travel in the same vehicle there and back;
- the leaders of trips will carry the contact numbers for the home organisation and emergency services in the event of an alert being necessary;
- if a child or vulnerable adult goes missing on a trip, staff should instigate an immediate search. If the child cannot be found within half an hour, the appropriate security staff and police should be notified and the parents or carers will be notified;
- the care of the remaining children and vulnerable adults is paramount: it is imperative that they return to the home site as quickly as possible, while a senior leader remains at the visit to coordinate contact between security staff, police and the parents/carers.

Appendix J: The Diocese requires that all volunteers, all employees, and all PCC members should also complete this form.

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

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

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

Church of England Confidential Declaration Form

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

¹ You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it is your only offence; (c) it did not result in a prison sentence or suspended prison sentence (or detention order) and (d) it does not appear on the DBS's list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b), (c) and (d) in order to be filtered.** Further guidance is provided by the DBS and can be found at www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates and www.gov.uk/government/publications/dbs-filtering-guidance

² Please note that the 'rehabilitation periods' (i.e. the amount of time which has to pass before a conviction etc. can become 'spent') have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never 'spent'. For further guidance in relation to the 'rehabilitation periods', please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

³ You do not have to declare any adult caution where: (a) 6 years (or 2 years if under 18 at the time of the caution, reprimand or warning) have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences referred to in footnote 1 above. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered**

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

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

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

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

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

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

⁴ 'Significant harm' involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse

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

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

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

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

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

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

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

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

⁵ See footnotes 1 and 3 above

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

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

Declaration

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

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

Signed.....

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

Address.....

.....

Date.....

Please return the completed form to

.....

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

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

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

Copies of this form are available from the PSO

Appendix K (required by Diocese)

Confidentiality and Safeguarding

General considerations

There are very few occasions where the considerations of GDPR override those of safeguarding: information about disclosures and allegations regarding safeguarding matters must be shared with the Parish Safeguarding Officer (PSO) and/or the Diocesan Safeguarding Team.

When receiving a disclosure or allegation regarding a safeguarding matter, confidentiality cannot be promised; the person receiving the information is required to pass the information to the PSO, Diocesan Safeguarding Team and/or Police as appropriate on as required in Appendix B, without relating what is said to any other person.

The current PSO is a registered GDPR Data Controller.

Non-confidential safeguarding records:

- The PSO shall be responsible for maintaining records of safeguarding training which may be inspected by the Rector: an annual report on these records shall be provided to the PCC.
- The details of the safeguarding dashboard shall be reviewed annually by the PCC. No personal details are involved.

Confidential safeguarding records

- These records typically mention personal details and include: completed confidential declarations; accounts of disclosures and allegation relating to safeguarding matters; and safeguarding notes on appointments.
- The PSO overseen by the Rector may hold such records securely and pass them to the Rector when stepping down from the role of PSO or on request by the Rector.
- Once checked by the PSO, any DBS certificate is returned and no copy is made or retained. However, any concerns may be relayed to the Rector with regard to safer recruitment considerations.
- The PCC must, working with the PSO and church wardens, ensure that all information about safeguarding matters held by the Rector is securely stored before passing the information on to a new incumbent.
- A departing incumbent must give the safeguarding information to the PSO who can pass the information on to the new incumbent when he/she takes up his/her new role.

Appendix L (required by Diocese)

Statement on Social Media and Cameras/Photography

Social media sites enable users to create and share content and keep in touch with other users. They include maintaining a profile on YouTube or on a networking site such as Facebook, Twitter, Instagram, Snapchat; writing or commenting on a blog, whether it is your own or the blog of another person; and taking part in discussions on web forums or message boards.

Safeguarding concerns children, young people and vulnerable adults, whereas GDPR relates more widely to the data protection rights, especially but not only in the context of protected characteristics under the Equality Act. Even so, GDPR is not specifically designed as a law to protect the vulnerable amongst us but aims to protect the data protection rights of all.

When a child, young person, or vulnerable adult becomes identifiable to others through the use of cameras or film, then this is a clear safeguarding matter. It may also be a data protection matter. The Church advises that consent must be sought as a safeguarding and not just a simple data protection matter for all children, young people under the age of 18, and vulnerable adults. For services which are filmed the Church advises that any other person who is identifiable should give consent on data protection grounds. When no one is identifiable, consent need not be sought, but even so a notice advising that cameras or filming are being used is advisable.

For many, particularly young people, using social media is an extension of physical face-to-face relationships. **It is therefore important that churches also engage with their community and worshippers through these platforms.**

However, this must be done safely to avoid the risk of:

- Forming inappropriate relationships.
- Saying things you should not, such as offensive, sexual or suggestive comments.
- Blurring the boundaries between public work/ministry and your private life.
- Grooming and impersonation.
- Bullying and harassment.

Where there are Facebook or similar online groups set up on the church's behalf, the PCC must ensure there is a named person who is a church officer to whom all workers and volunteers using online media are accountable. Such accounts must be Church, not personal. Communications must be shared with the named person. Church officers remain bound by professional rules of confidentiality.

Where there is concern that a young person or adult is at risk of abuse, or they themselves pose a risk of abuse to others, safeguarding procedures must always be followed: no guarantees of confidentiality may be given.

- Avoid one-to-one communication with a child or young person including Skype and Facetime
- Use clear and unambiguous language in all communications and avoid abbreviations that could be misinterpreted
- Use and store photographs or films of identifiable children/young people from services, activities or events in official church publications, or on the church's social media, website, streaming, and displays **providing consent has been given**, noting that consent may be withdrawn, with remedial action consequently required.
- The most straightforward way to safeguard children, young people and vulnerable adults before, during, and after services is to **ensure that no camera is located or used in such a way that any child, young person or vulnerable adult becomes identifiable**, in which case consent need not be sought; this may also safeguard any adult who is vulnerable specifically because of her/his religious observance. Additionally services specifically for children and young people should not normally be filmed at all.

- This approach may furthermore protect the privacy of others at a service if no person is identifiable and/or those who are anxious occupy a 'film-free' area of the church, especially but not only during times of prayer and communion when cameras may be focused on for example spiritually inspiring images.
- Do not add children, young people or vulnerable adults as friends on your personal accounts
- Do not use private messaging to communicate with children, young people or vulnerable adults
- Do not 'Facebook stalk', i.e. dig through people's Facebook pages to find out about them
- Do not comment on photos or posts, or share content
- Draw clear boundaries around your social media usage associated with your private life and your use of different social media for public ministry.
- Keep church account/s and profiles separate from your personal social media account/s e.g. only use a Facebook page, Twitter or blogs for public ministry, while keeping a separate Facebook profile for private life

Wherever possible, church officers should be supplied with a mobile phone dedicated for work purposes. This allows for the phone to be switched off outside working hours, and for usage to be accountable. This means that the work phone number is the only number that young people or adults are given, and the church officer's personal number can remain private.

Texts or conversations that raise concerns should be saved and passed on to the named person or the PSO/incumbent.

If an inappropriate image is received, this should not be saved or stored: the Diocesan Safeguarding Team and/or Police must be contacted immediately for guidance and a record kept of the guidance received.

Appendix M (required by Diocese)

Parish Safeguarding Dashboard as at 13/09/2021 and pre-PCC meeting 21/09/21:

The Priory has now moved to Level 3 of the Dashboard: the highest level.

- (a) Approval of updated Safeguarding Policy including statement on use of social media
- (b) Note that the PSO is undergoing required Leadership training at first possible opportunity which will not be until early December: there are over 700 people awaiting training on this course: the Diocese delayed organising this required course until lockdown was coming to a close: the dashboard signals amber this only as a point for information
- (c) As at 21 September note that one member of PCC is yet to complete required Safeguarding Awareness training: the dashboard signals red and that this is urgent.
- (d) The Rector has confirmed that Liquid Church is a service and that no activity involving children, young people, and/or vulnerable adult takes place at the Priory.
- (e) The Rector has confirmed that no non-church activity involving children, young people, and/or vulnerable adult takes place at or on behalf of the Priory.

As at 23 May, the dashboard stood at Level 1 and indicated that there were for the Priory:

- 6 completed categories (green)
- 6 attention required (amber)
- 6 urgent action required (red)

As at Tuesday 21 September, the dashboard stood at (the highest) Level 3 (hence greater total number below) indicating:

- 23 completed categories (green)
- 2 attention required (amber)
- 1 urgent action required (red)

At the meeting, the following decisions were taken and the Dashboard updated to reflect these:

The PCC has discussed the dashboard status and confirmed that the urgent action outstanding should be carried out by the PCC member concerned.