

Practice Guidance for the Safeguarding of children, young people and vulnerable adults

For St Luke’s Church, 46 Cell Barnes Lane, St Albans AL1 5QJ

Version: 9

Date Approved: 23rd March 2018

Approved by: Standing Committee

Last review: 23rd March 2018

Last reviewed by: Matthew Tinson

Review date: March 2019

Last Updated by: A Huntingford

Update Status: Definitive

Signed:

Role:

Date:

St Luke’s church follows the policy of the Church of England “Promoting a Safer Church” (May 2017). These guidelines are designed to assist all members of St Luke’s in implementing the policy.

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Policy Statement – This policy is to be enforced for all St Luke’s activities, including where the church premises are rented out to outside organisations
– those organisations must agree to adhere to these guidelines.

1. Good Safeguarding Practice

a. Safe Recruiting

We will adopt the principles outlined in Promoting a Safer Church (May 2017, attached as Appendix 1), when seeking to appoint to a post involving direct contact with children and young people.

In this church the process of appointment will apply to anyone likely to have contact with children, young people and vulnerable adults, including:

- Vicar
- All Readers and Readers in training
- Any leader in the church whose office of trust gives them opportunity or the expectation that they might have regular or unsupervised contact with children
- Those who have as part of their job, the supervision of those working with children, young people or vulnerable adults
- The Safeguarding Officer
- All volunteers who work with children and young people or who may come into regular direct contact with children during their activities

Prospective appointees will:

- be regarded as job applicants and have a defined role
- complete a Confidential Declaration (appendix 2)
- provide names of two referees
- where appropriate, attend an interview with at least one of the Vicar, Safeguarding Officer, Church Warden.

b. Use of Confidential Declaration and DBS checks

If the decision is to appoint, a disclosure at the appropriate level from the DBS will be carried out in all cases. The procedure for undertaking DBS checks is set out by the Diocese and is managed via the Diocesan Office. We will seek renewal of disclosures every five years, including the completion of confidential declaration.

c. Training of those working with children, young people and vulnerable adults

All people filling roles identified by the Diocese will train to the appropriate level in safeguarding, attending a course run by the Diocese every three years.

d. Recording and storage of information

All information will be gathered and stored securely, in compliance with the Data Protection Act 1998. The Safeguarding Officer will maintain a list of those who have been authorised to work with children, young people and vulnerable adults.

e. Support for those working with children and young people

All paid staff and volunteers working with children, young people and vulnerable adults will be provided with a copy of these guidelines and a written role description or outline of responsibilities (see Appendix 7). This will include:

- Description of the work expected of them

- To whom they are accountable
- The responsibility placed on them to behave in a manner consistent with this policy
- Action to be taken in the event of information or allegation of abuse, including the name and contact numbers of those to whom information should be given and who are responsible for ensuring that the relevant procedures are followed. This is currently in the form of a flyer (appendix 5)

The person with responsibility for co-ordinating children and young people’s work will convene regular meetings for those working with children and young people, in order to provide a forum for sharing information and issues concerning their work and activities and to review and plan work.

Notes of these meetings will be provided to the PCC so that consideration of any specific issues or concerns relating to the continuing support and encouragement of work with children and young people and its adequate resourcing will be identified for action. Similarly for any concerns about vulnerable adults.

The PCC will support and encourage participation in relevant training events and activities for those who work with children, young people and vulnerable adults.

f. Supervision of children

It is vital to ensure there are sufficient adults for child supervision. Wherever possible therefore, we will seek to comply with the suggested ratios of adult to child, recommended for a specific indoor/outdoor activity or holiday event. These are:

Adult : Children

Under 2	1	:	3	
2 years	1	:	4	
3 to 8 years	1	:	8	
Over 8	1	:	8	for the first 8 children then 1 extra adult for every extra 12 children

Notwithstanding these requirements, all groups involving children and young people will be organised in such a way that there are at least two adults with each group and a gender balance where possible.

2. The Role of the Safeguarding Officer

The Safeguarding Officer is named in the ‘Schedule of Names’

It is the role of the Safeguarding Officer to:

- ⤴ Ensure that he/she receives training to keep his or her knowledge and skills up to date
- ⤴ Ensure that all staff and volunteers who work with children undertake appropriate training to equip them to carry out their responsibilities for safeguarding effectively and that this is kept up to date by refresher training at three yearly intervals
- ⤴ Ensure that staff and volunteers are made aware of the church's arrangements for safeguarding
- ⤴ Ensure that the church operates within the legislative framework and recommended guidance
- ⤴ Ensure that the vicar is kept fully informed of any concerns
- ⤴ Develop effective working relationships with other services
- ⤴ Ensure that accurate safeguarding records relating to individuals are kept in a secure place, marked 'Strictly Confidential'
- ⤴ Provide guidance to parents, children, staff and volunteers about obtaining suitable support.

3. Responding to concerns about possible abuse

In the event of concern, our guidance will be to follow the quick reference guide to child protection (appendix 5) which includes filling out a concern form (appendix 6) and passing it onto the Safeguarding Officer.

4. Ministering to people who might pose a risk to children

Where such a situation arises, we will be guided by Section 5 & 6 of Promoting a Safer Church, on ministering to people who it is decided may pose a risk to children.

5. Communication

A copy of Promoting a Safer Church is available on the church's website and will be made available on request (Appendix 1). A notice will be displayed on church premises where activities take place, which will include the contact details of the Safeguarding Officer, along with the 'Childline' and 'Parentline Plus' telephone numbers.

6. Photographs /Video of Children in Church or during church organised activities

Parental permission for images taken for internal church use and for promotion of St Luke's Church will be assumed, subject to the following conditions:

- That reasonable steps are taken by the PCC to regularly inform parents that their permission is assumed unless they explicitly withdraw that permission. Reasonable steps may include a regular statement in the church newsheet or newsletter and a notice on one or more of the church noticeboards.
- At special services eg baptisms and nativity services, where photographing is likely, a notice will be included in the notice sheet and spoken out loud requesting that any photos taken and uploaded onto social media should only include pictures of their own children
- That withdrawal of permission be done by contacting the PCC Secretary verbally or in writing.
- The Secretary shall keep a record of all such withdrawals and make that list available to those taking images on the church's behalf;
- That any images used for the public promotion of the church do not identify or name any children portrayed without parental permission;

The taking of images for personal use by church members or others, attending services or other church-organised events on the church premises or elsewhere, is permitted on the condition that those images are for personal home use only and are not made public in any way.

Appendix 1 – Promoting a Safer Church

The Church of England’s Safeguarding Policy for children, young people and adults

Introduction

The care and protection of children, young people¹ and vulnerable adults² involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a Safer Church for all.

This document sets out the safeguarding children, young people and vulnerable adult’s policy of the Church of England. It has been informed by the Joint Safeguarding Statement between the Church of England and the Methodist Church, with whom we work jointly on many aspects of safeguarding policy on a covenant basis.

The Church of England safeguarding policy statement is based on **5 foundations** and offers **6 overarching policy commitments**:

Promoting a Safer environment and culture

Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the Church

Responding promptly to every safeguarding concern or allegation

Caring pastorally for victims/survivors of abuse and other affected persons

Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons

Responding to those that may pose a present risk to others.

This policy applies to all Church Bodies³ and Church Officers⁴. Full understanding of, and adherence to, this policy should lead to a deepening in the understanding of, and respect for, the rights of children, young people and vulnerable adults as people of faith in the life of the Church.

Under section 5 of the Safeguarding and Clergy Discipline Measure 2016⁵, all authorised clergy, bishops, archdeacons, licensed readers and lay workers, churchwardens and PCCs must have ‘due regard’ to safeguarding guidance issued by the House of Bishops (this will include both policy and practice guidance). A duty to have ‘due regard’ to guidance means that the person under the duty is not free to disregard it but is required to follow it unless there are cogent reasons for not doing so. (‘Cogent’ for this purpose means clear, logical and convincing.) Failure by clergy to comply with the duty imposed by the 2016 Measure may result in disciplinary action.

This Policy Statement is supported by more detailed Practice Guidance and Reference documents which can be downloaded from: <https://www.churchofengland.org/clergy-officeholders/safeguarding-children-vulnerable-adults.aspx>

Building on this, Church bodies may provide additional local procedures and guidance in line with the House of Bishops policy and practice guidance.

Safeguarding Policy Statement of the Church of England

The Church of England, its Archbishops, Bishops, clergy and leaders are committed to safeguarding as an integral part of the life and ministry of the Church.

Safeguarding means the action the Church takes to promote a safer culture. This means we will promote the welfare of children, young people and adults, work to prevent abuse from occurring, seek to protect those that are at risk of being abused and respond well to those that have been abused. We will take care to identify where a person may present a risk to others, and offer support to them whilst taking steps to mitigate such risks.

The Church of England affirms the ‘Whole Church’ approach to safeguarding. This approach encompasses a commitment to consistent policy and practice across all Church bodies, Church Officers and that everyone associated with the Church, who comes into contact with children, young people and adults, has a role to play.

The Church will take appropriate steps to maintain a safer environment for all and to practice fully and positively Christ's Ministry towards children, young people and adults; to respond sensitively and compassionately to their needs in order to help keep them safe from harm.

Foundations

In developing and implementing the Safeguarding Policy, the Church of England, is guided by the following foundations.

1. Gospel

The Church is called to share the good news of God's salvation through Jesus Christ. The life of our communities and institutions is integral to how we address this task. The good news speaks of welcome for all, with a particular regard for those who are most vulnerable, into a community where the value and dignity of every human being is affirmed and those in positions of responsibility and authority are truly trustworthy. Being faithful to our call to share the gospel therefore compels us to take with the utmost seriousness the challenge of preventing abuse from happening and responding well where it has.

2. Human Rights and the Law

The Church recognises the personal dignity and rights of all children, young people and adults, as enshrined in the Human Rights Act 1998 and the 1989 United Nations Convention on the Rights of the Child. Safeguarding work is undertaken within a legislative framework supported by government guidance which sets out a range of safeguarding duties, responsibilities and best practice.

3. Core Principles

The following key principles underpin the Church's approach to safeguarding practice:

- The welfare of the child, young person and vulnerable adult is paramount⁶;
- Integrity, respect and listening to all;
- Transparency and openness;
- Accountability;
- Collaboration with key statutory authorities and other partners;
- Use of professional safeguarding advice and support both inside and outside the Church;
- A commitment to the prevention of abuse;
- The active management of risk;
- Promoting a culture of informed vigilance;
- Regular evaluation to ensure best practice.

4. Good Safeguarding Practice

The following key features⁷ will help Church bodies⁸ promote and maintain a safer culture that protects and promotes the welfare of children, young people and vulnerable adults. These features are :

- 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, review and by the views of children, young people, families and vulnerable adults;
- Safer recruitment procedures in place;
- Clear arrangements for support and/or supervision;
- Safeguarding training for all Church Officers working with or in contact with children, young people and/or vulnerable adults ;
- Effective working with statutory and voluntary sector partners;

- Publicly advertised arrangements for children, young people and vulnerable adults to be able to speak to an independent person, as required;
- Complaints and whistleblowing procedures that are well publicised
- Effective information sharing;
- Good record keeping.

5. Learning from the past

In the July Synod 2013 Archbishop Justin Welby stated:

“The reality is that there will always be people who are dangerous and are part of the life of the Church. They may be members of the congregation; we hope and pray that they will not be in positions of responsibility, but the odds are from time to time people will somehow conceal sufficiently well. And many here, have been deeply affected, as well as the survivors who have so rightly brought us to this place. Many other people here have been deeply affected and badly treated. So we face a continual challenge and reality. ... There has to be a complete change of culture and behaviour.

And in addition, there is a profound theological point. We are not doing all this, we are not seeking to say how devastatingly, appallingly, atrociously sorry we are for the great failures there have been, for our own sakes, for our own flourishing, for the protection of the Church. But we are doing it because we are called to live in the justice of God, and that we will each answer to Him for our failures in this area. And that accountability is one that we must take with the utmost seriousness.”

The Archbishops of Canterbury and York wrote in their joint forward to 'Safeguarding: Follow-up to the Chichester Commissaries' Reports', June 2013:

“We cannot overestimate the importance of responding appropriately today. Sadly for many this comes far too late. History cannot be rewritten, but those who still suffer now as a result of abuse in the past deserve this at least, that we hear their voices and take action to ensure that today’s safeguarding policies and systems are as robust as they can be. This work is an essential and prior Gospel imperative, for any attempts we make to grow the Church, to seek the common good, and to reimagine the Church’s ministry.”

The statutory reports and independent reviews into abuse that have involved the Church of England and other faith organisations highlight past errors and significant lessons to be learnt to improve safeguarding.

As a Church we continue to commit to a journey of truth, healing, learning and abuse prevention.

Policy Commitments

Based on the foundations outlined above the Church of England commits to:

1. Promoting a safer environment and culture

All Church Officers will respect all children, young people and vulnerable adults and promote their well-being.

The Church will strive to create and maintain environments that are safer for all, that promote well-being, that prevent abuse, and that create nurturing, caring conditions within the Church for children, young people and vulnerable adults. It will work to continue to strengthen and review these environments. This will be done by training, support, communication, learning, governance and quality assurance processes.

The Church will strive to support all Church Officers to adhere to safer working good practice and to challenge the abuse of power. It will ensure that processes are in place that listen to and advocate on behalf of children, young people and vulnerable adults within the knowledge that they will be cared for.

2. Safely recruiting and supporting all those with any responsibility related to children and vulnerable adults within the Church

The Church will select and vet all those with any responsibility related to children, young people and vulnerable adults within the Church, in accordance with the House of Bishops safeguarding policy and practice guidance⁹ It will train and equip Church Officers to have the confidence and skills they need to care and support children, young people and vulnerable adults and to recognise and respond to abuse. This will be done by supporting the roll-out of consistent and accessible safeguarding training in accordance with House of Bishops safeguarding policy and practice guidance.¹⁰

3. Responding promptly to every safeguarding concern or allegation

Anyone who brings any safeguarding suspicion, concern, knowledge or allegation of current or non-current abuse to the notice of the Church will be responded to respectfully and in a timely manner, in line with statutory child and adult safeguarding procedures and the House of Bishops safeguarding policy and practice guidance.

All safeguarding work will be recorded in line with the House of Bishops safeguarding practice guidance.

All suspicions, concerns, knowledge or allegations, that reach the threshold for reporting to the statutory authorities, will be reported via the diocesan safeguarding adviser or designated safeguarding adviser/officer in another church body to the appropriate statutory authorities. This will be done irrespective of the status of the person.

All Church Officers will cooperate with the statutory authorities in all cases.

In responding to concerns or allegations of abuse relating to Church Officers, the Church will act in accordance with the requirements of criminal, civil and ecclesiastical law, and so will respect the rights and uphold the safeguards afforded in these, both to the victim/survivor and the subject of concerns or allegations.

4. Caring pastorally for victims/survivors of abuse and other affected persons

The Church will endeavour to offer care and support to all those that have been abused, regardless of the type of abuse, when or where it occurred.

The Church is committed to continuing to learn how to respond in a supportive and healing way to the needs of those who have suffered abuse.

Those who have suffered abuse within the Church will receive a compassionate response, be listened to and be taken seriously. The Church will respond to any disclosure of abuse in accordance with House of Bishops policy and practice guidance. This will be done in collaboration with the relevant statutory agencies in accordance with criminal, civil and ecclesiastical law. They will be offered appropriate pastoral care, counselling and support - according to the agreed need.

An appropriate pastoral response to the family, parish, congregation or order will be considered, with due regard to the right of privacy of those directly involved, and to the administration of justice.

5. Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons

The Church in exercising its responsibilities to suspicions, concerns, knowledge or allegations of abuse will endeavour to respect the rights under criminal, civil and ecclesiastical law of an accused Church Officer including the clergy. A legal presumption of innocence will be maintained during the statutory and Church inquiry processes. As the process progresses additional assessment, therapy and support services may be offered.

The Church will take responsibility for ensuring that steps are taken to protect others when any Church Officer is considered a risk to children, young people and vulnerable adults. This will be done by working to mitigate any identified risks according to a safeguarding agreement.

Church Officers who are the subject of concerns or allegations of abuse belong to families, congregations and church communities. The Church will be mindful of the need to provide support to members of families, parishes and congregations affected by the Church Officers in such situations.

6. Responding to those that may pose a present risk to others

The Church, based on the message of the gospel, opens its doors to all. It will therefore endeavour to offer pastoral care and support to any member of the church community whom may present a known risk.

The Church will ensure that any risk has been assessed and is being managed in a safeguarding agreement in accordance with House of Bishops policy and practice guidance. This will be done in collaboration with the relevant statutory agencies in accordance with criminal, civil and ecclesiastical law.

Putting the policy into action

All parts of the Church of England must adopt or take account of this Policy Statement within their own safeguarding policy¹¹. The Policy Statement must actively underpin all safeguarding work within the Church and the drive to improve safeguarding practice. All Church bodies should ensure that:

- All Church Officers have access to this Policy Statement;¹²

- The Policy Statement is promoted and publicised;
- The Church’s safeguarding message is communicated as reflected in the policy;
- They have a “Promoting a Safer Church” action plan in place that sets out, in line with national and local priorities, how the policy is being put into action and is reviewed regularly.

Latest versions of the Church of England’s Safeguarding documents can be found here:

<https://www.churchofengland.org/clergy-office-holders/safeguarding-children-vulnerableadults/national-policy-practice-guidance.aspx>

If you are concerned that someone you know is at risk of, or is being abused, or presents a risk to others please seek advice from a Safeguarding Adviser or if necessary report the matter to the Local Authority Social Care Services or the Police without delay

¹The phrase “young people/person” means any individual(s) aged 14 to 17 years old

² Section 6 Safeguarding and Clergy Discipline Measure 2016 defines a ‘vulnerable adult’ as “...a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired...” The full text of the 2016 Measure can be found here:- <https://www.publications.parliament.uk/pa/jt201516/jtselect/jtecc/79.pdf>

³ Church Bodies includes PCCs, diocesan bodies, cathedrals, religious communities, theological training institutions and the National Church Institutions. This policy will apply to the whole of the provinces of Canterbury and York (including the Diocese in Europe subject to local variations/modifications). There is also an expectation that the policy will apply to the Channel Islands and Sodor and Man unless there is specific local legislation in a jurisdiction that would prevent adoption.

⁴ A “Church Officer” is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.

⁵ The Safeguarding and Clergy Discipline Measure 2016 applies to the whole of the provinces of Canterbury and York (including the Diocese in Europe subject to local variations/modifications), with the exception of the Channel Islands and Sodor and Man. In order to extend the 2016 Measure to the Channel Islands or Sodor and Man legislation will need to be passed by the relevant island jurisdictions in accordance with section 12 of that Measure.

⁶ In the event of any perceived or potential conflict of interest the welfare of any children and young people involved will always take precedence over all adults

⁷ These are based on Safe from Harm Home Office, 1993, and the statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004.

⁸ It is acknowledged that the level and depth of arrangements that meet these key features will be dependent on the size and resources available to an individual church body

⁹ Safeguarding Policy Statements & Practice Guidance

¹⁰ Safeguarding Training and Development Practice Guidance

¹¹ A shortened ‘at a glance’ version of this Policy Statement will be prepared for Parish, Dioceses, Cathedrals and other church bodies and be available on the national website

¹² This may be access to a Parish or Diocesan website and/or a hard copy A4 Policy statement

Appendix 2 - Confidential Declaration

Volunteer Worker with Children, Young People or Vulnerable Adults

This form is strictly confidential and except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the diocesan/bishop's child protection adviser. All forms will be kept securely under the terms of 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 you are answering.

1a Have you ever been convicted of a criminal offence (including any spent conviction under the Rehabilitation of Offenders Act 1974)?¹

Please tick YES NO

1b Have you ever been cautioned by the police, given a reprimand or warning, or bound over to keep the peace?

Please tick YES NO

1c Are you at present under investigation?

Please tick YES NO

1d Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm² to a child or young person under the age of eighteen years, or has any such court made an order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you?

Please tick YES NO

2a Has your conduct ever caused, or been likely to cause significant harm to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm?

Please tick YES NO

2b To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

Please tick YES NO

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

¹ All previous convictions with the exception of technical motoring offences leading only to a fine, should be disclosed.

² Significant harm involves serious ill-treatment of any kind, including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development

3 Has a child in your care or for whom you have had or had parental responsibility ever been removed from your care, been placed on a Child Protection Register or been the subject of 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 other legislation?

Please tick YES NO

4 Have you any health problem(s) which might affect your work with children or young people under the age of eighteen?

Please tick YES NO

5 Have you since the age of eighteen, ever been known by any name other than that given below?

Please tick YES NO

6 Have you, during the past five years, had any home address other than that given below?

Please tick YES NO

If yes, what was that address?

DECLARATION

I declare that the above information (and on the attached sheets*) *(please delete if not applicable)* is accurate and complete to the best of my knowledge.

Signed _____

Date _____ Date of Birth _____

Full Name _____

Address _____

Appendix 3 - References

Please give the names and contact addresses of two people who have known you for at least two years and who would be able to provide a reference about your suitability to work with children, young people or vulnerable adults. One of these people must be from outside St Luke's church.

Name:

Name:

Address:

Address:

Telephone:

Telephone:

Please complete and return this form to:

**The Safeguarding Officer
St Luke's Church
46 Cell Barnes Lane
St Albans AL1 5QJ.**

REFERENCE FORM	
For St Luke's Church, St Albans	
Name of Applicant:	
Post applied for:	
Name and address of Referee:	
Referee's Tel No:	
How long have you known this applicant, in what capacity and, where possible, can you comment on their conduct, especially where children and/or vulnerable adults are concerned?	
If this applicant has ever worked for you what was their conduct like as your employee?	
Are you aware if this applicant has any current disciplinary warnings, or time-expired warnings that concern the welfare or safety of children / vulnerable adults? If so, then please give details here:	
Do you have any concerns about this applicant's suitability for being in contact with children, young people or vulnerable adults? If so, then please give details here:	
Your signature:	Date of this reference:
Your name:	

Please return to the Revd Mark Slater, St Luke's Church, 46 Cell Barnes Lane, St Albans, Herts, AL1 5QJ as soon as possible. **THANK YOU FOR YOUR HELP**

Appendix 5 – Safeguarding Quick Reference Guide

ST LUKE'S CHURCH

SAFEGUARDING QUICK REFERENCE GUIDE FOR STAFF OR VOLUNTEERS

As an adult working with children and young people, and/or vulnerable adults **YOU** have a duty to act when you have a concern about a person's welfare.

<p>WHEN TO BE CONCERNED</p> <p>When you become aware of information that leads you to be concerned about the wellbeing of a person.</p> <p>The information you have may not be enough on its own for a safeguarding referral. However, it will help the church's Safeguarding Officer to build up a picture of a person at risk.</p> <p>ALERTS</p> <ul style="list-style-type: none">• You may see physical signs• You may hear worrying accounts• You may pick up on emotional distress• Someone may disclose information to you• You may notice a change in someone's behaviour or dress	<p>REMEMBER!</p> <p>Delay in reporting your concerns could cause the child/vulnerable adult greater harm.</p> <p>People at places such as church are often the first people to see someone after they have been abused.</p> <p><i>Not all abuse has physical signs.</i></p> <p><i>If in any doubt TALK to your Safeguarding Officer</i></p> <p><i>Protection of a child/vulnerable adult must be your first priority.</i></p>
<p>DEALING WITH A DISCLOSURE</p> <p>LISTEN</p> <p>Carefully to what is said to you. Don't interrupt or ask questions.</p> <p>REASSURE</p> <p>Be calm, attentive and non-judgemental. Don't promise to keep what is said a secret.</p> <p>RESPOND</p> <p>Tell your Safeguarding Officer without delay</p> <p>WRITE IT DOWN</p> <p>Use the person's own words. Note anything else that made you concerned. Sign and date it. Give it to your Safeguarding Officer.</p>	<p>HARM TO A CHILD CAN BE CAUSED BY:</p> <ul style="list-style-type: none">• A PARENT/CARER• FAMILY MEMBER/FRIEND• ANOTHER CHILD• A STRANGER• MEMBER OF STAFF *†• VOLUNTEER <p>YOUR DUTY</p> <p>Regardless of the source of harm you MUST report your concern.</p> <p>* If your concern is about a member of staff or volunteer working within St Luke's Church you should report this to the Vicar: Reverend Mark Slater.</p> <p>† If your concern is about the Vicar you should inform a member of the PCC who will make a report to the Diocesan Safeguarding Adviser.</p>
<p>WHAT MUST I DO?</p> <p>Inform your Safeguarding Officer, or a member of the PCC</p> <p>SAFEGUARDING OFFICER IS: MRS ANN HUNTINGFORD 01727 838933</p> <ul style="list-style-type: none">• Make a written record on a concern form (available from the church office) which is signed and dated• Pass the written record to the Safeguarding Officer	<p>Diocesan Safeguarding Adviser: Mr Jeremy Hirst Tel: 01727 818107 Mobile: 07867 350886 Email: safeguarding@stalbans.anglican.org</p>

Appendix 6 – Concern form

Individual's Name:	Age (d.o.b. if known)
Reason for concern: Include the following as necessary: Who? Why? What? When?	
Offer an opinion, where relevant, as to how and why this might have happened:	
Substantiate the opinion. Note any action you have taken, including names of anyone to whom information was passed.	
Check to make sure your report is clear and would also be clear to a stranger reading it sometime in the future.	
Name of adult filling in form:	
Relationship to individual: e.g. Sunday school leader, WOW team member, CYFA leader.	
Signature of adult:	
Date:	

PLEASE PASS THIS FORM TO: Safeguarding Officer

Appendix 7 – Young People’s Leaders & Helpers Roles & Responsibilities

Introduction

Our aim is to help and encourage the young people at St. Luke’s to grow in their faith, feel part of the whole church and be active members of it.

These roles and responsibilities for leaders of young people’s groups have been developed so that we at St. Luke’s serve our young people as best we can. They will form the model upon which we as individuals, working within a supportive, caring team, will base our leading and teaching. The ministry to our children and young people is overseen by the Young People's Leaders (YPL) Coordinator(s)

Teaching

The leaders and helpers will have a maturing, active faith and will have a desire to be involved with the teaching of young people. Material will be used which is conducive to discussion and learning.

Those leading/helping will:

- Have been Disclosure and Barring Service (DBS) checked if leading and regularly helping;
- Completed the relevant level of safeguarding training offered by St Albans Diocese;
- Ensure that the leader is accompanied by a second person, preferably someone DBS checked;
- Be well prepared for their session and arrive in good time to prepare the room;
- Use material that has been agreed with the YPL Coordinator(s);
- Provide an environment in which the young people feel safe to express, experience and explore their faith and where they are loved and accepted;
- Have responsibility for their group during the session time until they return to church, or until the service finishes;
- Not be involved with the leading or helping of a group which includes their own children, once they reach school year seven;

Safety

The safety of our young people is very important and those leading must provide a safe environment for the physical well-being of everyone.

In order that we can succeed in this the adults will:

- Conform to the current St Luke’s PCC Safeguarding Policy;
- Be familiar with the fire drill, and the location of the first aid kits;
- Be responsible for the room they are using, ensuring it is cleared up and secured before leaving;
- Make sure that the young people are aware of the boundaries of acceptable behaviour, use appropriate ways of keeping discipline within the group and discuss any issues with fellow leaders, YPL Coordinator(s) and parents;
- Ensure that parents/carers fill in an information form for their children who regularly attend.

Support

The leaders and helpers in all groups must feel that they have the support of the whole church and the PCC, and the church and PCC should not allow them to feel isolated.

To help us achieve this the leaders and helpers will:

- Have a regular opportunity (at least termly) to meet with the YPL Coordinator to discuss any pastoral issues;
- Bring to the attention of the YPL Coordinator(s) any concerns for the physical or emotional well-being of any of the young people at the earliest opportunity;
- Support other leaders by attending the leaders' meetings;
- Be offered, and encouraged to attend, appropriate training;
- Have an opportunity to review their position annually, it is not a job for life;
- Bring to the attention of the YPL Coordinator(s) any resources required, such as materials or help, and any issues regarding leadership of the groups;
- Meet with other leaders of their group (at least termly) to reflect on and plan the sessions.

Young Peoples Leadership Coordinator(s)

The YPL Coordinator(s) role includes the following:

- Being available to the leaders to discuss any concerns, to suggest practical solutions, and provide support.
- Arranging for the provision of suitable teaching materials for the groups.
- Advising leaders of the service schedule
- Arranging meetings for the leaders, and training as appropriate
- Reporting to the leadership team and PCC on any relevant issues.
- Coordination of Junior Church

These Roles and Responsibilities will be reviewed each autumn term by the YPL Team for PCC approval in February each year.

Name of Young People's Leader/Helper

Signed

Date

