



# Safeguarding Policy, May 2020

## For Children and Vulnerable Adults

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## 1. WHAT IS SAFEGUARDING?

Safeguarding encompasses:

- Protecting children and vulnerable adults from abuse and maltreatment
- Creation of a safe and caring environment for children and vulnerable adults through:
  - Treating children and vulnerable adults fairly and equally.
  - Building trust and good communication.
  - An awareness of individual needs (health, allergies, disabilities).
  - Setting appropriate discipline and boundaries.

Please note:

- A child is **anyone** under the age of 18 years – and will be referred to as a child (or children) in this policy.
- A vulnerable adult is **any** adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently, or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation.

### Who is responsible for Safeguarding?

Safeguarding is everyone's responsibility, and where abuse is discovered or suspected it must be reported. The safeguarding of children and vulnerable adults is a high priority for us as a church.

### This Policy:

These procedures belong to the Church Council (CC) of Trinity Church, Buxton. The CC appoints a **Parish Safeguarding Link** (PSL) to oversee this important ministry and they are a full voting member of the Council either through election or co-option.

These procedures cover all activities which are organised under the legal auspices of the CC. They are based on, and so comply with, the Diocese of Derby's Safeguarding Procedures and Guidelines (as described in Diocese of Derby Safeguarding Policy, Procedures and Practice Guidance (PPPG) and Safeguarding in the Parish: A Reference Guide).

Points of clarification or issues arising from the contents of these procedures should in the first instance be addressed to the Minister or the Parish Safeguarding Link (PSL). They will refer to the Diocesan Safeguarding Adviser (DSA) as necessary.

This policy will be provided to all validated Leaders and Assistants of our children's work, and with those who work with vulnerable adults, at their appointment and also at any future revision.

May 2020.

**Useful Contacts:**

**Parish Safeguarding Link:**

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**Safeguarding responsibility for children:**

Anna Watkin: Email: anna@trinitychurchbuxton.org.uk

**Safeguarding responsibility for vulnerable adults:**

Maria Todd: Email: maria@trinitychurchbuxton.org.uk

**Safeguarding Administrator:**

Kate Smith: Church Office: 01298 26962; Email: admin@trinitychurchbuxton.org.uk

**Minister:**

Bob Marsden: Email: bob@trinitychurchbuxton.org.uk

**Children's, Schools' and Youth Worker:**

Anna Watkin: Email: anna@trinitychurchbuxton.org.uk

**Diocesan Safeguarding Advisor:**

Julian Hodgson: Email: Julian.hodgson@derby.anglican.org

## 2. RECOGNISING ABUSE

The definition of abuse and neglect includes the maltreatment of a child or vulnerable adult: inflicting harm or failing to prevent harm. This can be inflicted in a family or institutional or community setting; by those known to them or more rarely, by a stranger.

### TYPES OF ABUSE

- **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or vulnerable adult. Signs of possible abuse include: injuries not consistent with explanation; or in abnormal locations; or that have not been treated.
- **Emotional abuse** is persistent emotional maltreatment. It does not leave a physical mark, but causes emotional stress, worry, anxiety or fear through the use of speech, text, videos etc. It may also involve seeing or hearing the ill treatment of another, for example when a child or vulnerable adult witnesses domestic violence. This can also involve serious bullying (including cyberbullying). Signs of possible abuse include: changes in mood or behaviour; aggression; attention-seeking behaviour; nervousness, obsessions or phobias; persistent tiredness; running away; stealing; lying; self-harm.
- **Sexual abuse** includes forcing or enticing a child or vulnerable adult to take part in any sexual activities, whether or not the child or vulnerable adult is aware of what is happening (including viewing pornography). Signs of possible abuse include: allegations made by a child or vulnerable adult or young person; excessive preoccupation with sexual matters; detailed knowledge of adult sexual behaviour; severe sleep disturbances; eating disorders.
- **Neglect** is the persistent failure to meet a child or vulnerable adult's basic physical and / or psychological needs. Neglect may include the failure to provide adequate food, clothing, shelter, supervision, medical treatment or response to emotional needs. Signs of possible neglect include: children or vulnerable adults being out late at night, or left home alone for extended periods; health and other needs not being taken care of.
- **Spiritual Abuse** is linked with emotional abuse and could be defined as an abuse of power. It involves manipulation or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves.

### How might I recognise abuse?

Recognising abuse can be difficult as the signs of abuse aren't always obvious, and a child or vulnerable adult might not tell anyone what's happening to them.

Children or vulnerable adults might be scared that the abuser will find out, and worried that the abuse will get worse. Or they might think that there's no-one they can tell or that they won't be believed.

Sometimes, children or vulnerable adults don't even realise that what's happening is abuse.



### 3. RESPONDING TO A DISCLOSURE

This section covers what to do if a child or vulnerable adult tells you that someone is seriously hurting or abusing them.

- **Stay calm** so as not to frighten them.
- **Reassure** them that they are not to blame and that it was right to tell you.
- **Listen** to them, showing that you are taking them seriously.
- **Never** say that you do not believe them.
- **Keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. Only ask questions to clarify and allow them to use their own words.
- **Inform** them that you may have to tell other people what you have been told.
- **Do not make false promises** – tell them you may need to speak to someone else. Do not promise to keep any secrets.
- **Do promise**, wherever appropriate, to let them know with whom you have shared the information. Be aware that they might have been threatened so offer them your continued support.
- **The safety of the child or vulnerable adult** is paramount. If they need urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware of what the child or vulnerable adult has told you. In this instance Children’s Social Care (see Appendix 1 for contact details) need to be informed immediately and an agreement reached with them as to who will tell the child or vulnerable adult’s parents/carers.
- **Record** all information within 24 hours. Record dates and times of events, using where possible the child or vulnerable adult’s own words. This record should be signed and dated.
- **Inform the PSL** with **any** safeguarding concerns. If the PSL is not available follow the reporting process on the Diocesan Child or vulnerable adult Protection Flow Chart available in each room at Trinity, and on the Safeguarding noticeboard.

Remember it is not your task to investigate what you have been told!

#### Helpful things to say

I will try to help.  
I am glad you have told me.  
It is OK to tell.  
What happened was wrong.  
It is not your fault.

#### Try to avoid

What? Why? How? When? Where?  
Are you sure?  
Why didn’t you say before?  
I can’t believe it!  
Don’t tell anyone.



#### What to do if you hear from someone other than the alleged victim that they are being abused.

You should:

- Take the concerns seriously. Listen carefully and ask only sufficient open-ended questions to establish whether or not the child or vulnerable adult is in immediate danger. If they either

require medical treatment or have said they are in danger then immediately refer to the Diocesan Child or vulnerable adult Protection Flow Chart.

- Acknowledge that sharing news like this can be upsetting.
- Not promise confidentiality but tell them that you will have to share information with someone else, and let them know who.
- Ensure that the PSL becomes involved and, if a referral to Children's Social Care is thought appropriate, decide between you which of you should do it.
- If there is ever a doubt always discuss the concerns with the PSL.
- Record all information within 24 hours, noting dates and times of events, using where possible the informant's own words. This record should be signed and dated.
- If you're ever stuck thinking you don't know what to do – copies of the pocket guide are displayed on the notice board in each room to help you.

Remember it is not your task to investigate what you have been told!

### **Helping children or vulnerable adults help themselves**

Children or vulnerable adults may have a confused understanding of what is acceptable and what is unacceptable behaviour in adults. Abusers may present themselves as having authority in order to convince or silence their victims. This may be the authority of a parent, a church leader or another trusted adult.

The child or vulnerable adult needs to be able to distinguish acceptable from unacceptable behaviour and be empowered to take appropriate action when threatened with harm.

To help children or vulnerable adults help themselves in a dangerous situation, you should:

- Always act with integrity, consistency and honesty so that you may be seen as trustworthy and potentially helpful.
- Be sensitive and aware so that you do not miss tentative requests for help.
- Consider the wider picture, for example, can parents, carers or other trusted adults be enlisted to help.

## 4. THE PARISH SAFEGUARDING LINK (PSL)

The Parish Safeguarding Link (PSL) works closely with the Minister in matters of protection and safeguarding children and or vulnerable adults.

The PSL must complete the required Diocesan training and his/her responsibilities are to:

- Ensure that this Church Council (CC) Safeguarding Policy is being followed
- Read and be aware of the national Church of England guidance in:
  - PPPG (which can be found at: <http://www.derby.anglican.org/en/about-us/safeguarding-information-menu/procedures.html>)
  - Safeguarding in the Parish: A Reference Guide (which can be found at: <http://www.derby.anglican.org/en/about-us/safeguarding-information-menu/procedures.html>)
  - Safer Recruitment – June 2013 (which can be found at: [www.churchofengland.org/clergy-office-holders/child-or-vulnerable-adult-protection-safeguarding.aspx](http://www.churchofengland.org/clergy-office-holders/child-or-vulnerable-adult-protection-safeguarding.aspx))
  - Protecting All God's Children – 2010 (which can be found at: [www.churchofengland.org/clergy-office-holders/child-or-vulnerable-adult-protection-safeguarding.aspx](http://www.churchofengland.org/clergy-office-holders/child-or-vulnerable-adult-protection-safeguarding.aspx))
- Be the main contact through whom safeguarding concerns for children and vulnerable adults are channelled.
- Offer support and advice about the welfare of a child or vulnerable adult.
- Support any person referring a child or vulnerable adult where abuse and/or neglect is suspected, keep the Minister informed, and liaise with the Diocesan Safeguarding Advisor (DSA) where required.
- Ensure that a referral is not discussed with anyone without the express agreement of the referrer unless, in the opinion of the PSL, the child or vulnerable adult's safety and welfare would be jeopardised.
- Approve, in consultation with the Minister, those under 18 years old who wish to be Assistants.
- With the help of the Church Administrator (CA), keep an up to date list of validated Leaders and Assistants.
- Report regularly to the CC to update the list of validated Leaders and Assistants.
- With the help of the CA, maintain a list of the activities involving children or vulnerable adults for which Trinity is responsible. The lists should include details of when and where each group normally meets, its normal staffing arrangements and the age range.
- Address issues of good practice with group leaders.
- Participate in the implementation of Confidential Agreements involving those who may pose a risk to child and / or vulnerable adults. (Confidential Agreements are made between the Police, Social Services and other groups – like the church, with a plan for how to integrate, for example, someone on the sex offenders list, into the life of the church).
- Arrange an appropriate level of training in child or vulnerable adult Safeguarding through the Diocese (following the recommended C0, C1, C2, and C3 training).

- Ensure that the Diocesan Flow Chart on child or vulnerable adult protection contains contact phone numbers and is prominently displayed in places where it might be needed.
- Respond to requests from the DSA for confirmation that these Procedures are being followed.
- Be aware of the Church of England Publication “Responding Well to those who have been sexually abused, 2011”  
[www.churchofengland.org/media/1292643/respondingwellforweb.pdf](http://www.churchofengland.org/media/1292643/respondingwellforweb.pdf)



## 5. BUILDINGS & EQUIPMENT

We will maintain our buildings so that they:-

- are accessible and in good repair – taking account of people who use a wheelchair or pushchair.
- are well lit for normal activities – internally and any external entrances and pathways.
- have regularly serviced fire equipment and notices.
- have furniture and equipment that is in good repair and safely stored.
- are, where necessary, licensed for music and entertainment.
- have a maintained First Aid box.
- have an accident book.
- have a secure cupboard for storing cleaning materials which is away from food.



Groups are responsible for ensuring all equipment is returned to its normal storage after use and rooms are left in a tidy, clean and safe condition. (Exceptions should be reported to the Church Administrator (CA) and as necessary will be reported to the CC's Health and Safety Adviser – Kate Smith). Any leader noting unsafe equipment or premises should take whatever action is appropriate to minimise danger to everyone, and notify the CA as soon as possible.

We will comply with health and safety best practice. A Fire Risk Assessment and Fire Evacuation Plan will be maintained regularly. Smoking will not be allowed in any of our buildings at any time.

## 6. RECRUITING SUITABLE LEADERS

All recruitment will take place in accordance with Derby Diocesan procedures.

A **Leader** is any adult who is 18 and over and is validated by the CC.

A **Helper** is any adult who is 18 and over and is validated by the CC.

An **Assistant** is anyone under 18 and is also validated by the CC.

Leaders, Helpers and Assistants for all groups may only be recruited with the approval of the Minister and Parish Safeguarding Link and will be minuted as validated by the CC at the earliest opportunity.

In considering the recruitment of people to work with children or vulnerable adults the following factors will be taken into account:

- a commitment to Jesus Christ and to Trinity Church
- previous experience of looking after and working with children or vulnerable adults
- the ability to provide caring and consistent care.
- a willingness to respect the background and culture of the child or vulnerable adult
- a commitment to treat all children and vulnerable adults as individuals, with equal concern and without showing favouritism.
- Assistants must usually be at least 4 years older than the oldest member of the group when assisting in children's and young people's work. There may be exceptions agreed by the PSL for certain groups (for example children aged 11+ being assistants at holiday club).

Leaders and Helpers are expected to respond to situations and emergencies in the same way as a 'responsible parent' would respond.

All newly appointed volunteers, paid workers or established Children or Vulnerable Adult's Leaders and Helpers will be required to apply for a DBS Disclosure at the Enhanced Level and to complete a Diocese of Derby Confidential Declaration Form. In addition, where applicants are new members of the congregation they may, at the request of the Minister and/or PSL, be required to provide two references.

Assistants who demonstrate appropriate levels of responsibility and who are approved by the PSL, are to be encouraged in their role, provided that they are properly supervised.

## 7. PERSONAL CONDUCT OF LEADERS, HELPERS & ASSISTANTS

Children or vulnerable adults are to be treated with respect and dignity befitting their age.

**Practical advice:** watch your language, tone of voice, and your "body language". Listen well and value what they say. Remember you are to be a Godly role model – be careful what you say, how you behave and what you wear.



### Pre School Children:

- Preschool children, who need assistance with toileting, should be escorted to the toilet by a DBS checked leader, where possible of the same sex.
- No child should be taken out of the crèche room, and nappy changing should only be undertaken by a validated leader within the confines of the crèche area and with parent's written permission.
- Ensure another adult is present if, for example, a young child or vulnerable adult has soiled his/her underclothes and needs to be thoroughly washed.

### Children with special needs:

- Often one to one help is appropriate but all regular and occasional leaders for the group need to be fully aware of the special needs and how to relate to the child and what special consideration or help is required.
- Liaison with parents/carers is particularly important
- For children over 5 years old requiring extra care regarding toileting, this would normally be undertaken by parents/carers. With written permission from parents or carers, validated leaders or helpers can administer this care.

### Vulnerable Adults

- For vulnerable adults, toileting and other personal care are examples of activities that should remain the responsibility of parents/carers for the vulnerable adult, unless specific authorisation has been given by the vulnerable adults parent or carer for the group leaders to undertake those duties (this can be verbal or written).

### Working with school age children or vulnerable adults:

Leaders must not:

- invade the privacy of child or vulnerable adult when they are showering, toileting or getting ready for bed
- engage in rough or physical games within the context of children's youth work. (Where a member of the youth group wishes to join in a regular adults' sports activity, e.g. Men's 5-a-side Football, any physical contact will be appropriate to the sport being played.)
- engage in sexually provocative games
- make sexually suggestive or flirtatious comments about or to a child or vulnerable adult
- engage in inappropriate and intrusive touching in any way



- engage in any scapegoating, ridiculing or rejecting a child or vulnerable adult
- invite a child or vulnerable adult to be alone with them
- develop a "special relationship" with child or vulnerable adult, or show favouritism to one or a small group.
- it is not appropriate for a leader to have a romantic relationship with a child

Everyone should be appropriately dressed for all activities, both from the point of view of safety and modesty.

If you see a fellow team member acting in ways which might be misconstrued, be prepared to speak to him/her or a senior colleague about your concerns. There must be within the team an atmosphere of mutual support, trust and care which allows all staff to be comfortable enough to discuss inappropriate attitudes or behaviour. However, the safety of the child or vulnerable adult must come first, even before loyalty to colleagues. Should you have a concern which, for good reasons, you are not able to share within your team, please speak to the relevant staff member, the Minister, or PSL. For more information see the 'whistle-blowing' section – section 19.

## 8. THE USE OF RESTRAINT

Children or vulnerable adults should not be physically restrained except as an absolute last resort to prevent injury to themselves or another child or vulnerable adult.

In the event of an incident, make every effort to move the child or vulnerable adult away from the immediate area at an early stage.

- Talking calmly to the child or vulnerable adult will reassure them that you remain in control of the situation.
- Do not shout or lose your temper.
- Make sure that only one person takes the lead in resolving the situation with assistance from other adults.
- Warn the child or vulnerable adult about unacceptable behaviour and be clear that they may be asked to leave or be collected by a parent or carer.
- Parents or carers must be informed if the child or vulnerable adult needs to be excluded from any particular activity.
- Keep a record of what happened, what was said and who was involved.
- If you have cause to exclude the same child or vulnerable adult from activities repeatedly you should discuss it with your PSL as disruptive behaviour could indicate other issues in a child or vulnerable adult's life.
- Where a child or vulnerable adult regularly presents with challenging or concerning behaviour, efforts should be made to learn what other support services are involved and try to link in with them. Discussions with the child or vulnerable adult's parents / carers, in this instance, are crucial.



## 9. STAFFING RATIOS

Overall safety requires that there should always be **at least one validated leader**, and one other validated leader or validated helper or assistant in each group (in other words there should be two validated Trinity people in each group).

When working with a mixed gender group, it is desirable that there is at least one male and one female validated person present.

However it is not unusual to want to split a larger group of children or vulnerable adults into small discussion or age related groups to pursue an activity. It is acceptable to allow **one validated Leader** to supervise these groups in side rooms or in locations around a church or hall, when other adults are around in the building or venue and are aware about this small group work taking place.

Minimum number of validated leaders required for:-

0 - 2 years	1 adult for every 3 children
2-3 years	1 adult for every 4 children
3-8 years	1 adult for every 8 children
Over 8 years	1 adult for the first 8 children, and then 1 extra person for up to 12 extra children. Once over 20, it is required to have an additional leader for every 10 extra children.

On trips/residentials a higher ratio may be required.

Factors that affect ratios for children are:-

- the age/ability/special needs of the children
- the possibility of an unforeseen event such as an accident
- the type of building/venue and number of separate rooms being used
- the risk level of the activity

### Vulnerable Adults

For adult groups there is no official guidance about staffing ratios. At Trinity Church we recommend that the ratio for over 8 years is used as a guide. There should be a minimum of **at least one validated leader**, and one other validated leader or validated helper or assistant for any group activity.

For official Trinity Church home visiting and pastoral visits to those in residential care homes, prisons and hospitals, there should always be a DBS checked worker in attendance and the adult should never be left alone with someone who has not been approved through the Diocese.

### One to one ministry

For frequent discipleship meetings (for example weekly / fortnightly meetings) one to ones with children should be avoided (remember "child" includes a young person who is under 18 years old). Instead, where small group regular discipleship takes place with children, there should usually be at least two children present. There may be occasional times when one to one ministry is necessary

(for example following a bereavement), but this should be discussed in the first instance with the PSL).

When this is appropriate any adult when working one to one with a child should be readily observable by another adult close by in the building and the young person should know that they are there (for example this could include meeting in a coffee shop). One to one ministry with a child must be arranged with the full knowledge and permission of a parent/guardian, and with the support of the PSL. One to one ministry with a young person must not take place in a location where there are no other adults present. Doors should be left open or two groups should work in the same room. In a situation with a young person where privacy and confidentiality are important, another adult will know that the interview is taking place. If such a conversation needs to take place, it must only occur between a group leader and young person of the same sex.

### **Parents/carers staying with children or vulnerable adults groups**

It is possible that parents/carers of children or vulnerable adults may, on occasion, wish to stay with them in their activity. However, while this natural relationship should not be discouraged, the demarcation between validated leaders, helpers and other adults must be maintained.

If you have concerns that a particular parent / carer is getting overly involved with a vulnerable adult or another person's child, discussion should take place with the PSL as to how to best address this.

## 10. RECORD KEEPING

These procedures apply to both regular weekly meetings and occasional excursions.

A signing in and signing out book will be operated in any crèche.

The leaders of any activity involving children or vulnerable adults must:

- Register their attendance and any special collection arrangements
- Be aware of what to do in the case of fire or emergency
- Keep track of people on an excursion
- Know how to get in touch with a parent or guardian



Each group will keep a register of who is there each time, and in addition, other basic information including contact telephone numbers of parents and any important medical or health information will be kept in the register. A brief record of the programme activity for every session must also be kept (programme/term cards for each group are sufficient for this).

Parents will be required to complete or renew a consent form annually. Completed forms will be retained for reference. These forms will be completed as soon as possible after the child or vulnerable adult first attends the group.

Additional consent forms are required for any off-site outings or residential events including sleepovers.



## 11. DAY TRIPS, SPECIAL EVENTS AND RESIDENTIALS

On residential events or outdoor activities, the ratio of staff to children and or vulnerable adults will depend upon:-

- Age, ability and special needs of the group
- the distance and complexity of travel
- the activities being undertaken
- the type of transport, and
- the environment, including the weather

It may be appropriate to allow responsible older children or vulnerable adults to explore, say, a park, zoo or small town centre in small unsupervised groups of no less than three. No child or vulnerable adult should be left to wander alone and a central, easily recognised contact point (e.g. coffee shop or park bench) should be staffed by leaders at all times. Risks should be assessed in advance and parental permission sought.

Before any overnight activity or off-site activity (usually taken as activities outside the local Buxton area), a Health and Consent form must be filled in by a parent. The Parish Safeguarding Administrator can help with producing and collating consent forms. Leaders must take a completed form on the activity, one for every young person.

### Sleepovers

Where children or vulnerable adults sleep in churches, church halls or other public buildings **not** designed for that purpose, the following good practice must be adhered to:

- Males and females must be allocated separate sleeping areas.
- Consideration should be given as to where staff should sleep so as to ensure the safety, security and supervision of the child or vulnerable adult.
- Ensure parents / carers understand and agree to the planned arrangements.
- There must be two clear unobstructed marked exits from the sleeping area.
- All exit doors must be easy to open from the inside.
- To prevent the spread of fire and smoke, all internal doors should be closed at night.
- Portable heaters should not be placed in such a way that they would block an exit if they caught fire.
- Portable heaters should be turned off at night.
- If there is no emergency lighting system that turns on when the power fails, leaders must have torches.
- A list of all those staying should be kept by the main exit door.
- Practice evacuating the building to the agreed assembly point before anyone goes to bed.
- An exit or a fire appliance must not be obstructed through car parking.

**Please note:** In places designed for residential overnight stays the policy of the residential centre should be followed for sleeping and evacuation arrangements.

## 12. LIAISON WITH PARENTS/HOME



Leaders may need to visit children or vulnerable adults and their families at home from time to time. The parents/carers may or may not attend church and it is important therefore that they have been given information about the group, including contact telephone numbers. It may also be useful for the church/organisation to provide formal identification.

Guidelines for visiting a child or vulnerable adult's home:

- Inform another Leader of the proposed visit.
- Never go into a child's home if a parent/carer is absent.
- If a safeguarding issue is raised, keep a written record of the visit detailing the following:
  - Purpose
  - Time and date you arrived and left
  - Who was present
  - What was discussed

For all Trinity work with children or vulnerable adults, programmes will be given out and / or will be available to view on the church website. This will enable parents and carers to see what their child or vulnerable adult are being taught.

## 13. TRANSPORTING CHILDREN OR VULNERABLE ADULTS

Whenever a group goes off-site for whatever purpose (e.g. visit to the park, a private house, a social activity) and by whatever means (walking, car, minibus, coach), a list of those in the group will be held by the Leader/driver and a copy retained at a central point (church office, church centre, start point). This list will specify who is travelling in which party/vehicle and will give an emergency contact number.

### Walking

If an activity includes walking to and from a venue, the supervision ratios applied within normal activities detailed in section 7 will also apply.



### Private Cars

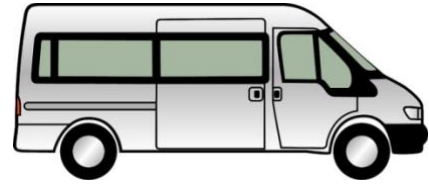
There may be occasions where transporting children or vulnerable adults in a leader's/helper's private car is a sensible option. However, the general responsibility for arranging transport of children and or vulnerable adults to and from group meetings should be left with parents or carers.

- All cars must comply with the law in respect of MOT and roadworthiness.
- All drivers must hold comprehensive insurance and check that it covers the transportation that is proposed.
- All drivers must comply with the seatbelt and child restraint law and must only use seats that are designed for the vehicle.
- Only adults approved by the validated leader of the group should transport children or vulnerable adults.
- Parental or carer consent is required for all transport of children or vulnerable adults including to and from a meeting or as part of an activity.
- Except in emergency, all journeys should be with the knowledge and consent of the validated leader in charge.
- The back seats should be used first when transporting children.
- Under normal circumstances, no adult should be alone in a vehicle with a child or vulnerable adult. If a lone adult transporting a child or vulnerable adult cannot be avoided (such as taking a sick or forgotten child or vulnerable adult on a short journey) the child should sit in the rear of the car.
- Consideration should be given to suitable additional adults to support a child or vulnerable adult with special needs or challenging behaviour.
- Only responsible and experienced drivers should be used.
- Explicit parental agreement should be obtained before children are passengers in a car driven by someone under 21.

Those organising outings requiring the use of private cars are responsible for ensuring that car drivers are aware of the above.

## Minibuses

Minibus drivers are encouraged to undertake MiDAS (Minibus Driver Awareness Scheme) training. They will normally be over 21 and wherever possible over 25 years old.



Drivers must ensure their licence covers the driving of a mini bus, or that the church has a minibus permit to cover use of the vehicle. (See Appendix 2)

Only minibuses with fitted seat belts (both front and rear) will be used. Furthermore, it is a condition of carriage that seat belts are used by all passengers and the driver is authorised to ensure compliance or refuse carriage.

Children must comply with the law with regard to child restraints.

To ensure reasonable behaviour and the wearing of seat belts, wherever possible there should be an additional adult travelling in the rear of the vehicle. A minibus will wherever possible have a mobile telephone on board.

When using a mini-bus with seats for more than eight but not more than 16 passengers, a Small Bus Permit will be displayed (Section 19 permit). (The permit allows users to recover the cost of a journey from the occupants, but not to make a profit.) The Church Office holds two Small Bus Permits which are available for church activities.

## Coaches

Coach bookings will be made with reputable hire firms whose vehicles are fitted with seat belts and these will be used.

## 14. FIRST AID & ACCIDENTS

A properly stocked, clearly marked First Aid kit must be accessible at all times. These are stored in the upstairs and downstairs kitchens. The Church Office holds a portable First Aid kit which should be taken when groups are organising off-site events. We will encourage at least one validated leader of each group to have a current First Aid certificate.



Should there be an accident, a Leader should stay with the child or vulnerable adult while another Leader or Assistant, as appropriate:

- Gets a First Aid Box.
- Gets a doctor or nurse if one is present (eg in the course of a Church service if one is in the congregation).
- Phones for an ambulance (a telephone is available in the Church Office for '999').
- Makes an entry in the Accident Book.
- Consults the Health and Consent form.

If you don't have a First Aid certificate, act reasonably and do the minimum necessary to preserve life and limit the consequences of injury until help arrives.

No medication should be given to a child or vulnerable adult without written parental or carer consent. If a child or vulnerable adult is taken ill and their parents / carers cannot collect them or they need to receive hospital treatment urgently, if possible, two leaders should accompany them, including at least one leader of the same sex as the child or vulnerable adult.

All accidents, however minor, should be noted on an Accident Form along with the action taken. Parents should be made aware of the circumstances of any accident, and should be given a photocopy of the entry in the Accident Book. Any serious incidents will also be reported to the PSA.

## 15. PHOTOGRAPHY

Since the introduction of the Data Protection Act in 1998 (and continued in the updated General Data Protection Regulations May 2018), churches and organisations must be careful if they use clearly identifiable photographic, video or web cam images of children or vulnerable adults.

- We will obtain written permission for the official use of cameras and taking of photos/videos from the parents of all children or vulnerable adults through the annual parental consent form. We will be sensitive to children or vulnerable adult's circumstances (e.g. where we are aware of a child or vulnerable adult being the subject of disputed legal proceedings, as a result of which information about their whereabouts has to be restricted.)
- Group leaders must be vigilant regarding visitors who may not yet have supplied the relevant permissions.
- Details of the identity of a child or vulnerable adult will not be attached to the photograph or image.
- We will take care about using children or vulnerable adults who are scantily dressed, e.g. on the beach or swimming. We will focus on the activity, not the child or vulnerable adult, and try to avoid full face and body shots.
- We will consider why a child or vulnerable adult's image is being used and take into account who might want to look at the pictures.
- A full copy of the Trinity Church Data Protection policy is available from the church office.

## 16. MOBILE PHONES, EMAIL & TEXT MESSAGES

The use of mobile phones with a child or vulnerable adult can be a valuable tool to aid communication. However, they can be misused:



- Care should be taken when giving out or requesting private numbers, ensuring that they are only used as part of the function of the church or organisation's activities.
- The use of camera phones should follow the Photography guidelines above.
- It is good practice to make it clear that the responsibility for the use of a mobile phone remains with the child or vulnerable adult.
- Mobile phones are often the reason for a child or vulnerable adult being victims of crime and have been used to record crimes. Leaders and helpers should be mindful of these risks when working with child or vulnerable adults.
- Care should be taken when texting children or vulnerable adults. It is not unusual for them to imagine "feelings" towards adult leaders and the nature of texting can contribute to this confusion.
- If a child or vulnerable adult shows you inappropriate text messages, photos or videos that they have received or made, try to make sure they do not delete them as they may be evidence of an offence. Consult your PSL to see if further action is needed.
- If you receive a text from a child or vulnerable adult that causes you concern it should not be deleted. The PSL should be informed and a record kept. If deemed appropriate by the PSL action should be taken in line with these procedures.

General guidance:

- When considering using email or mobile phones to communicate with children consent from both the individual and their parent/guardian should be obtained. This is an option on our annual consent forms.
- Parents/guardians should be copied into any communication (text or email) – unless a parent explicitly states that this is not necessary and the PSL agrees.
- Do not say anything in an email that you would not say face to face to the child or vulnerable adult.
- Email and text communications should be limited to providing information such as arranging meetings and events or following up absence. They should not be used for extensive conversations.
- Make sure communications are sent within reasonable age appropriate hours (For example: Not to contact any child by means listed here just before or during normal school hours or after 9.00 pm).



- Clear and unambiguous language should be used. Nuance and tone in email can sometimes be hard to read, and ambiguity, flirtation, crude humour, ridicule or insulting language should never be used, even in jest. Be careful to avoid abbreviations that can be misinterpreted, such a lol (laugh out loud or lots of love) and luv.
- As with face to face contact ensure you don't allow any one child or vulnerable adult to 'monopolise' you or spend far longer communicating with one child or vulnerable adult.
- Texts or conversations that raise concerns should be saved and passed on to be discussed with the relevant staff member and the PSL.
- Ensure you have means of communicating with a child or vulnerable adult who does not have access to e-mail or whose parents /carers do not allow communication this way. Do not allow use of e-mail to exclude any child or vulnerable adult or young person.



## 17. SOCIAL NETWORKING.

Social Networking on the internet can be a valuable ministry tool. For example, for communication or for building up community through sharing online information, concerns and photographs.

Young people often initiate these groups and promote them with their friends. If the “Facebook” or similar account or group is set up in the name of the church or youth group, it is essential that a validated leader becomes a member of it and oversees the content and activity.



- Any future social network sites set up in the name of the church or youth group must be overseen by one or more validated leaders.
- Leaders should monitor conversations, images and the behaviour of members on the group site and challenge, educate or intervene as necessary.
- Leaders should also:
  - maintain boundaries between their personal and professional/ministry lives by customising their privacy settings
  - avoid uploading inappropriate personal information, and
  - remember that by nature anything that they post on Facebook is potentially public
- Events or parties at a private address should be reserved for the group’s private area.
- The guidelines on photographs should be followed when uploading images. Youth leaders should not accept invitations to be “friends” with young people in the youth group whilst they are of school age, unless they have permission from the child’s parents.
- All communications with young people through social networking sites or texts must be transparent and open to scrutiny.

## **18. INSURANCE:**

The church is covered by the Ecclesiastical Insurers (Policy no.: 04/XPG/9075429), used by most Anglican churches. The insurance covers all standard church activities, including those for children or vulnerable adults. It does not cover insurance for risky activities (e.g. canoeing, abseiling etc, where a qualified instructor and separate insurance is required), nor does it include insurance for residential trips away. Residential establishments are required by the church to have their own full insurance liability.

## 19. RISK ASSESSMENT AND MANAGEMENT

### Carrying out a Risk Assessment

Churches and organisations have a responsibility to assess the risk involved in the activities that children and/or vulnerable adults will be involved in. This may be an informal check before the start of an activity that the building is safe and that the planned activities have been assessed, the risks identified and eliminated.



Risk assessment should be able to show that:

- You identified possible hazards.
- You dealt with the hazards by the introduction of control measures.
- The remaining risk is low.

Note that:

- You cannot entirely eliminate risk. Your responsibility is to control it as far as is reasonable.
- You may need to check a building or site immediately before using it.
- The chief responsibility for the safe condition of the Trinity buildings rests with the CC. If you discover a dangerous defect then you have a responsibility to report it to the person responsible and may even have to cancel your activity until the matter is put right.

### How to carry out a Risk Assessment

The five steps of assessing risk that the Health and Safety Executive suggest are as follows:

Step 1 – Look for the hazards and write them down

Step 2 – Decide who might be harmed and how, and then write this down

Step 3 – Evaluate the risks and decide whether the existing precautions are adequate.

Step 4 – Record your findings

Step 5 – Review your assessment, revise it if necessary and take whatever steps are necessary to manage the risks.

A risk assessment form must be completed and kept on file for every off-site or new unusual activity. The PSA is available to help in completing risk assessments. The CA will carry out risk assessments for all regular groups / activities in collaboration with group leaders.

## 20. WHISTLE-BLOWING

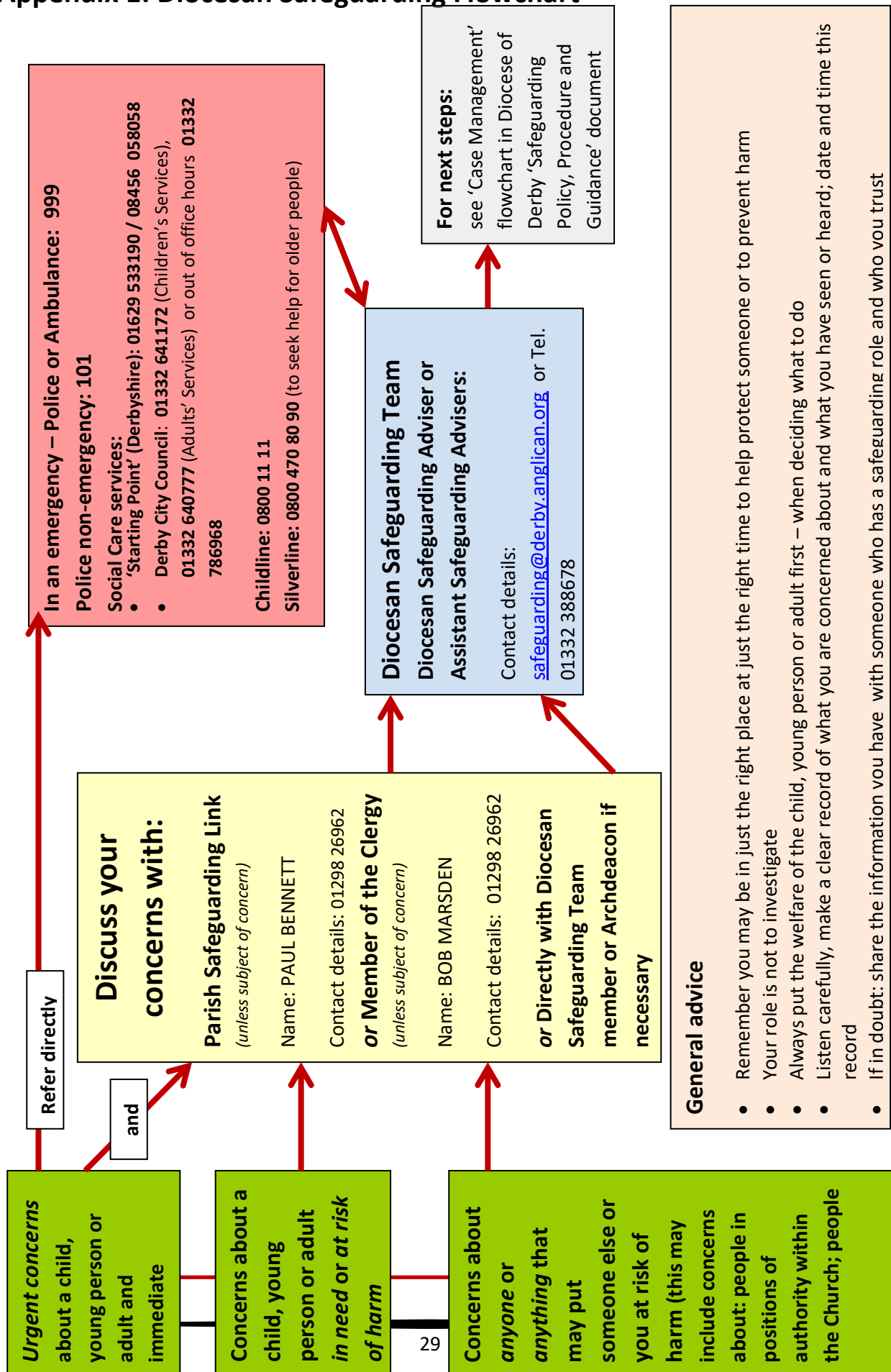
All suspicions and allegations have to be taken seriously and appropriately reported. It is recognised that strong emotions can be aroused particularly in cases where any form of abuse is suspected or where there is loyalty, sometimes misplaced, to a colleague or to someone known to you. In addition, individuals may not express their concerns because they fear harassment or victimisation.

In these circumstances it may be thought easier to ignore the concern rather than report what might be regarded as just a suspicion of malpractice. It is important to understand these feelings but not to allow them to interfere with any action we feel is necessary. The CC is committed to the highest standards of openness, honesty and accountability. In line with that commitment you are encouraged to come forward and voice any concerns. It is recognised that certain cases will have to proceed on a confidential basis.

The CC expects all individuals in the church to discuss concerns they have about the safety and welfare of a child or vulnerable adult in the church setting with the PSL and through them, to the Diocese. Not acting is not an option.

If you are worried about raising concerns through this route or are not sure what to do in the first instance please contact the DSA at Church House or use the contact details shown on the Diocesan Safeguarding Flowchart in Appendix 1.

## Appendix 1: Diocesan Safeguarding Flowchart



## Appendix 2: Minibus driver guidelines

In general Trinity CC pays for the hire of minibuses for youth work and thus operates under the “not for hire or reward policy”. This allows youth leaders to drive minibuses on their own standard driving licences (see below). If young people are charged for the minibus the church would need a permit and drivers a minibus licence. (Details also included below).

### **If the minibus is ‘not for hire or reward’**

You may be able to drive a minibus with up to 16 passenger seats using your current car driving licence as long as it’s not for ‘hire or reward’ - i.e. there’s no payment from or on behalf of the passengers.

**You held a driving licence before 1 January 1997** - You can drive a minibus in the UK and on temporary visits abroad.

**You obtained your driving licence after 1 January 1997** - You can drive a minibus within the UK as long as the following conditions apply:

- you’re 21 or older
- the minibus is used for social purposes by a non-commercial body
- you’ve had your driving licence for at least 2 years
- you’re driving on a voluntary basis and the minibus is used for social purposes by a non-commercial body
- the maximum weight of the minibus is not more than 3.5 tonnes (or 4.25 tonnes including specialist equipment for disabled passengers, e.g. a wheelchair ramp)
- you’re not towing a trailer

### **Minibus permit - if you need to charge running costs**

You can apply for a minibus permit if you need to charge passengers, as long as:

- you’re 21 or older
- the vehicle can carry between 9 and 16 passengers
- you’re driving it for a voluntary organisation that benefits the community (eg an educational, religious or sports organisation)
- the minibus service is only available for members of that organisation - not to the general public
- any charges are to cover running costs and are made on a non-profit basis

Apply for a minibus permit from your local authority, or contact the Vehicle and Operator Services Agency (VOSA) (Email: [permits@vosa.gov.uk](mailto:permits@vosa.gov.uk); Telephone: 0300 123 9000)

### **Driving a minibus for profit**

If you want to drive a minibus commercially, or if the above conditions don’t apply, you’ll need to apply for a minibus provisional entitlement also known as a Passenger Carrying Vehicle (PCV) licence.

## Appendix 3: Pastoral Home Visiting Risk Assessment Checklist for visiting Vulnerable Adults

### Things to consider:

- Does the adult have a history of violence, or threatening behaviour?
- Is the adult a risk to themselves?
- Does anyone living in the house have a history of violence or threatening behaviour?
- Does anyone who visits the adult have a history of violence or threatening behaviour?
- Does the adult have any vulnerabilities that would make it inappropriate for him/her to be visited alone (e.g. by a single male or female)?
- Does the adult have any health problems that may cause unpredictable behaviour?
- Are there any health risks associated with visiting the adult at home? (Examples might be infestation, smoking, intravenous drug use, infectious diseases, dangerous pets?)
- Is there no easy access to and exit from the home? Is there only one exit from the home? Are doors obstructed and not easily opened?
- Are there any other risk factors or hazards (Including mental health, substance/alcohol misuse)?

If the answer to any of these questions is yes, it may be wise inform someone of the visit, to take someone else with you on the visit or to arrange to meet the person in a public place.

### It may also help to find out:

- Is the adult's home in a well lit area?
- Is there suitable parking nearby? Is this well lit?

Speak to the Safeguarding Team if you're unsure about a visit you intend to make.

## Appendix 4: Guidelines for Online Youth Groups

### Trinity Leaders Guidelines for Online Youth Groups

1. All meetings should be set up by a leader using their own (or church's) Zoom account. Leaders should use Zoom (rather than Skype, Google Hangouts, Microsoft Teams etc.) so that you don't have access to a young person's account details.
2. The video group must take place at the agreed time and parents must be informed of the time of the group and the duration of the meeting.
3. At least two leaders should be present for most video group meetings (with the exception of Arangatang).
4. A register should be kept for each group meeting.
5. As far as possible, a responsible adult must be present in the house during the group. They should be in earshot throughout the group, though not necessarily continuously in the same room.
6. The leader will not be given access to any young person's personal account details and will make no attempt to contact the young person using their personal media account details.
7. Leaders and young people should be in a suitable area of the house, such as in a communal part of the house (not a bedroom), with the door open throughout. Please also be aware of what's in the background during the video group and make sure that it's appropriate.
8. Appropriate clothing must be worn by the young persons and leaders (i.e. no revealing clothes, no pyjamas etc.)
9. Video group sessions must not be recorded by the parent/young person and will not be recorded by the leader.
10. Leaders must not use the private chat function on Zoom during the group for one-to-one chats with any young person. However, leaders may use the chat function to communicate with one young person for a game if they include the other group leader in the chat.
11. The leader will ensure that the video group is not accessible to the public.
12. Ideally the video group will take place using either a laptop or large tablet to ensure clarity of the image and maximum chance of seeing all group members.
13. All other safeguarding guidelines regarding social media (including WhatsApp group chats) must be adhered to.

### Trinity Family Guidelines for Online Youth Groups

*These guidelines are our recommendations for online youth groups. Following them is at your discretion as parents, except where not doing so would cause a safeguarding issue for other young people or the group leader/s.*

1. The young person should be in a suitable area of the house such as in a communal part of the house (i.e. not a bedroom) with the door open throughout.
2. As far as possible, a responsible adult must be present in the house during the group. They should be in earshot throughout the group, though not necessarily continuously in the same room.
3. Appropriate clothing must be worn by the young persons and leaders (i.e. no revealing clothes, no pyjamas etc.)
4. Video group sessions must not be recorded by the parent/young person and will not be recorded by the leader.
5. The young person should not use the private chat function on Zoom for one-to-one chats with the leader/s. If leaders use the chat function to communicate with one young person (e.g. for a game) they will always include the other group leader in the chat.