



THE CHURCH
OF ENGLAND
Diocese of Manchester

CHURCH
FOR A
DIFFERENT
WORLD

SAFEGUARDING CHILDREN AND ADULTS AT RISK

Manchester Diocese Handbook of
Policy and Procedures

November 2016

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Part One – Reference Guide

1. Safeguarding Children and Adults at Risks Policy Statement

The Church of England is committed to safeguarding and has invested considerable resources in providing protocols and guidelines for good practice so that people may have confidence in the Church, its ministers and its activities.

For children and young people and adults at risk, these go further than just measures to protect them. Safeguarding policies fit within a wider context of promoting a safe church, derived from a Biblical imperative that prioritises concern for the weak and vulnerable, as well as learning from good practice from other professions.

The Bible points to a God who has a particular concern for the poor, the weak and the voiceless and we see this in the ministry of Jesus. As those entrusted with His ministry, we need to ensure that we are not betraying the trust that is put in us. In Ezekiel 34, the good shepherd cares for and protects the vulnerable sheep not just from the outside dangers but also from being trampled and hurt by other sheep that are stronger. Church leaders should model such protective abilities for the sake of the weaker and more vulnerable sheep, whether young or old.

It is important that the church is a safe place, particularly for those experiencing difficulties in their lives. Ministers and those working with children and adults who may be vulnerable must have an understanding of the issues around safeguarding to enable them to respond effectively and properly in what can be very difficult and complex areas.

Safe recruitment and training procedures, awareness of issues and confidence in how to handle issues should they arise, all apply equally to working with children and adults at risk.

The Church of England is committed to the protection of all children and adults, especially those who may be vulnerable, for example due to illness or disability.

The Manchester Diocese and the Dean and Chapter of Manchester Cathedral have adopted the House of Bishops' safeguarding policies, namely: Promoting a Safe Church (2009), Responding to Domestic Abuse (2006), Protecting All God's Children (4th edition 2010), and Responding well to those who have been sexually abused (2011).

This handbook also incorporates and reflects the joint practice guidance for the Church of England and the Methodist Church on Safeguarding Records (2015), has taken into account the newly issued practice guidance on Responding to Serious Safeguarding Situations (2015), Risk Assessment for Individuals who may Pose a Risk to Children or Adults (2015) and Safer Recruitment (2015).

The Diocese also works in accordance with local Safeguarding Children Boards safeguarding policies and procedures and Safeguarding Adults Boards associated procedures.

The Diocese of Manchester and Manchester Cathedral:

- Are committed to the care, nurture of, and respectful pastoral ministry with all children and all adults;
- Are committed to the safeguarding and protection of all children, young people and adults when they are vulnerable;
- Are committed to establishing safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse;
- Will carefully select and train ordained and lay ministers, as well as volunteers and paid workers who work with children and young people and adults at risk, and undertake safer recruitment procedures including obtaining criminal record disclosures as appropriate to the role and task being undertaken, to check the background of each person;
- Recognise in all its work that the welfare of children is paramount;
- Support adults at risk to be fully involved in the church community;
- Will respond without delay to every concern, complaint or allegation that a child or young person or adult at risk has suffered harm or is at risk of suffering harm;
- Will fully cooperate with statutory agencies during any investigation they make into allegations of abuse or neglect concerning a member of the church community;
- Will seek to offer informed pastoral care to any child, young person or adult at risk who has suffered abuse;
- Will supervise any member of our church community known to have offended against a child, working alongside statutory agencies as appropriate;
- Will in all these principles follow legislation, guidance and recognised good practice.

This safeguarding policy is designed to protect children, adults at risk and those with responsibilities towards them.

The policy and procedures contained in this handbook are designed to promote best practice within our church community. It is the commitment of everyone to ensure that children and adults at risk are protected, and that all concerns are reported to the designated safeguarding Co-ordinator, who in turn will report all allegations or suspicions of abuse to the relevant statutory authorities with safeguarding responsibility (Police, Children's Social Care and Support, Adult Social Care Services, Local Authority Designated Officer etc).

2. Using this Handbook

This handbook is for clergy, staff and volunteers in Manchester Diocese and Manchester Cathedral to use to support their work in safeguarding children and young people and adults at risk.

It sets out:

- The policy on safeguarding of the Diocese of Manchester and Manchester Cathedral;
- Guidance about what to do if a child or an adult at risk says s/he has been harmed;
- Guidance on what to do if you believe that a child or adult at risk has been harmed ;
- Good procedures and practice especially in the recruitment, selection and support of staff and volunteers who work with children and/or adults at risk;
- Templates, resources and links to help with this.

This Handbook has procedures and guidance on:

- (i) Safeguarding children and young people – what it means and what to do;
- (ii) Safeguarding adults at risk – what it means and what to do;
- (iii) Promoting safer environments;
- (iv) Best practice guidance for working with children and young people and adults who may be at risk.

This handbook and individual forms and templates (*as indicated*) are available to download from www.manchester.anglican.org

3. Safeguarding Children and Young People

3.1 Definitions and terms

The term 'safeguarding' covers vetting and safer recruitment, safer working practices, responding to safeguarding concerns, working with partner agencies, dealing with allegations against those responsible for children and other matters that may be relevant. The term 'child protection' is used for responding to concerns where it appears that a child may have been harmed.

3.2 Roles and responsibilities

People with a specific role working or volunteering with children and young people

All those who work with children or who have significant contact with them and their families on behalf of the Church are in positions of trust.

They could be seen as role models by the children with whom they are in contact, at all times, including when they are off duty.

They must seek advice immediately if they come across a child who may have been harmed, or be at risk of harm, (including self-harm), or a colleague whose conduct appears inappropriate.

Further guidance on what to do about a safeguarding concern is in section 3.6 on page 12.

People who come into contact with children and young people in Church settings

The welfare of the child is paramount and anyone in the Church community who has a concern about a child must seek advice immediately from the Parish Safeguarding Co-ordinator or the Diocesan Safeguarding Advisor.

3.3 Definition of a child

The legal definition of a child is someone under the age of 18. Some legislation in the UK allows young people from age 16 to make certain decisions for themselves, but safeguarding legislation applies to anyone under the age of 18 because this is the legal definition of a child. The Children Act 1989 and 2004 in England and Wales, define a child as someone under 18.

3.4 Definition of child abuse

Government statutory guidance; 'Working Together to Safeguard Children - A guide to inter-agency working to safeguard and promote the welfare of children' March 2013 Appendix A, sets out the definition of abuse and neglect.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Significant Harm

This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child. Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

Physical abuse

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

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Emotional Abuse

Emotional abuse is persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying including cyber bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may also occur alone.

Child sexual exploitation

Child sexual exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, power or status. Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities.

Violence, coercion and intimidation are common; children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.

Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones. In all cases, those exploiting the child or young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources.

Regardless of the challenging behaviours they may display, exploited children should be viewed as victims of child sexual abuse, not as criminals.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers); or
- Ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Female genital mutilation

Female genital mutilation (FGM) is an offence and any suggestion that it is being sought or has been carried out should be referred to the local authority children's social care service or the police.

Child Trafficking

Child trafficking is the bringing of children into the country, sometimes without proper immigration arrangements, for a variety of illegal purposes which can include domestic service, illegal adoption, organ harvesting, benefit claims or prostitution. Such children may have little English. The police or local authority children's social care service should be contacted immediately if a church member comes across such a child.

Spiritual Abuse

Spiritual abuse is not covered by the statutory definitions but is of concern both within and outside faith communities including the Church. Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves.

Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. A leader/person in a position of trust may say that God has revealed certain things to them and their way of thinking is correct.

Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's, or more seriously God's, acceptance and approval. Any of these could result in children experiencing physical, emotional or sexual harm. If anyone in the Church is uncertain whether or not spiritual abuse has taken place, he or she can contact the Diocesan Safeguarding Advisor.

Domestic Violence

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. But it is not just physical violence – domestic abuse includes any emotional, physical, sexual, financial or psychological abuse between adults, aged 18 and over, who are or have been intimate partners, or family members, regardless of gender and sexuality. Family members are defined as mother, father, son, daughter, brother, sister and grandparents, whether directly related, in-laws or step-family. Acts such as forced marriage and other so-called 'honour crimes', which can include abduction and homicide, can also come under the definition of domestic violence.

It can happen in any relationship, and even after the relationship has ended. Both men and women can be abused or abusers.

Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships. Domestic abuse can seriously harm children and young people.

3.5 Signs of possible abuse in children and young people

The following signs could be indicators that abuse has taken place but should be considered in the context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them;
- Injuries that occur in places not normally exposed to falls, rough games, etc.;
- Injuries that have not received medical attention;
- Reluctance to change for, or participate in, games or swimming;
- Repeated urinary infections or unexplained tummy pains;
- Bruises on babies, bites, burns, fractures etc. which do not have an accidental explanation*;
- Cuts/scratches/substance abuse*.

Sexual

- Any allegations made concerning sexual abuse;
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour;
- Age-inappropriate sexual activity through words, play or drawing;
- Child who is sexually provocative with adults;
- Inappropriate bed-sharing arrangements at home;
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations;
- Eating disorders - anorexia, bulimia.*

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging;
- Depression, aggression, extreme anxiety;
- Nervousness, frozen watchfulness;
- Obsessions or phobias;

- Sudden under-achievement or lack of concentration;
- Inappropriate relationships with peers and/or adults;
- Attention-seeking behaviour;
- Persistent tiredness;
- Running away/stealing/lying.

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food;
- Untreated illnesses;
- Inadequate care, etc.;
- Smelly and wearing the same clothes that appear unwashed.

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

3.6 What to do if a child tells you about abuse

Most children find it enormously difficult to tell about abuse; if they have summoned up the courage to talk to you, it is important to listen carefully and believe what they are saying. Remember, it is not within the remit of your role to ascertain whether the child is telling the truth; in fact children rarely make up stories of abuse – there are specialised staff within a variety of agencies that are highly trained to undertake such work.

Your role is to let the child talk at his/her own pace – don't ask questions, don't jump in to fill pauses, just listen. Try to keep the conversation going with encouraging nods, murmurs and repetitions of what has been said. Make sure the child knows you are taking what s/he says seriously, and that you will try to help.

Never speak directly to the person against whom the allegation has been made, or investigate, as this is likely to increase the risk to the child and may prejudice any subsequent investigation by Police or Statutory Agencies.

Never promise to keep it a secret; you will almost certainly have to share the information in order to help keep the child safe. Once the child has finished telling you what has happened, explain that you have a responsibility to talk to somebody who is experienced in working with children who have experienced such difficulties, for guidance and advice.

As soon as possible after receiving the information from the child make a careful record of what has happened: what the child told you (use his/her words as closely as you can, even if the child used 'slang' words), when and where the alleged abuse took place, who was involved, and when and where the child told you about it. Time, date and sign the record.

3.7 Referral procedure

Any child who is at risk of harm or has been abused must be reported without delay. If the child or young person is at risk of immediate harm the Police should be contacted immediately and the Diocesan Safeguarding Advisor notified as soon as possible.

Church workers and members of the church community must inform the Parish Safeguarding Co-ordinator and/or Parish Priest of any concerns regarding a child or young person who is being harmed or at risk of harm without delay. Keep a written or electronic record of all your actions.

All safeguarding concerns must then be reported to the Safeguarding Advisor and consideration given to referring concerns to the relevant statutory agency. The decision as to how the parents or carers should be informed will be made in conjunction with the Local Authority or Police Representative. It is important that the Parish Priest is kept updated of all matters in relation to safeguarding.

In the event that concerns arise out of hours, CCPAS (Churches Child Protection and Advisory Service) may be contacted for advice and guidance.

If a member of clergy, Cathedral employee or Diocesan worker is the subject of the allegation, the Diocesan Safeguarding Advisor and/or the Archdeacon must be consulted for advice. Safeguarding concerns must not be disclosed to the person against whom the allegations have been made.

No one other than the statutory authorities (Children's Social Care or the Police) should ever attempt to investigate child protection disclosures or concerns.

You are advised that, in consultation with the Diocesan Safeguarding Advisor, any serious incident should be reported to your insurers. This enables them to be prepared should any claim arise.

All communications must be handled in a sensitive manner and should be steered by the Diocesan Communications Department or, for the Cathedral, the Cathedral Communications Officer. Should a journalist or broadcaster make an enquiry, you must refer them to the Diocesan Communications Officer at Church House or to the Cathedral Communications Officer.

Remember the Diocesan Safeguarding Advisor is there to help in any uncertainty.

Contact details for the Diocesan Safeguarding Advisor and CCPAS are on page 49.

3.8 What to do if an adult tells you about abuse that occurred when they were a child

Many people who have experienced abuse in childhood never told anyone about the abuse when they were a child. As an adult, they may find that they struggle with repeated memories of the abuse that get in the way of their daily living activities or cause them a lot of distress.

It is important that any adult survivor of abuse is able to access pastoral care from an appropriate person – if they have chosen you to tell about the abuse, then you are probably the person that they see as 'appropriate' in terms of someone that they feel they can talk to.

As an adult, the person telling you of the abuse in their childhood has the right to expect you to keep their information confidential, but if there is any reason to believe that the person who abused them is still in contact with children, then there is a risk that the abuser is continuing to present a risk to children.

Under these circumstances your responsibility moves towards the protection of children today, so total confidentiality cannot be promised.

As soon as any adult starts to tell you about their childhood abuse, you must be clear with that person that if they inform you of the name or any identifying details of the abuser, you may have to breach their confidentiality in order to protect any children that the abuser currently may have contact with. This will allow the adult disclosing a history of abuse to continue to seek support from you whilst maintaining control over what information they share with you.

It can feel very uncomfortable to hear of abuse that has occurred to someone when they were a child, whilst knowing that the abuser may still be a risk to children, but not having enough information to be able to approach the relevant investigative agencies (children's social care or the Police) to seek advice as to how to protect those children. Contact the Safeguarding Advisor (Diocesan or Cathedral as appropriate) for advice and support.

CCPAS have a 24 hour confidential help line that the person may contact directly for support and advice. Details on the contact page 49.

Over time, the adult disclosing childhood abuse may feel able to contact the Police to inform them of the abuse.

3.9 Allegations of abuse against a member of clergy or church worker (in a paid or voluntary position)

All allegations or suspicions of abuse should be reported to the Diocesan Safeguarding Advisor for reporting to the appropriate statutory authority immediately.

In addition to speaking with the Police and/or Children's Social Care, the Diocesan Safeguarding Advisor will also contact the Local Authority Designated Officer (LADO). The LADO has to be informed whenever an allegation is made against someone who works with children and/or is in a position of trust.

3.10 Summary of dos and don'ts

Do:

- Make it clear that you cannot be asked to keep a secret;
- Listen to the child, young person or adult. Let them express their views and feelings without interruption; accept what they are saying;
- Reassure the child, young person or adult that they have done the right thing in telling someone;
- Explain that you must pass this information on;
- Make notes of what was said using the child, young person or adults words whenever possible;
- Speak to the parish priest or line manager (unless the subject of an allegation);
- Contact the Diocesan Safeguarding Advisor to share concerns;

- If the subject of the allegation is the parish priest contact the Archdeacon or Diocesan Safeguarding Advisor (the Bishop cannot be involved as per Clergy Discipline Measure).

*Do **not** investigate any allegation*

Do not:

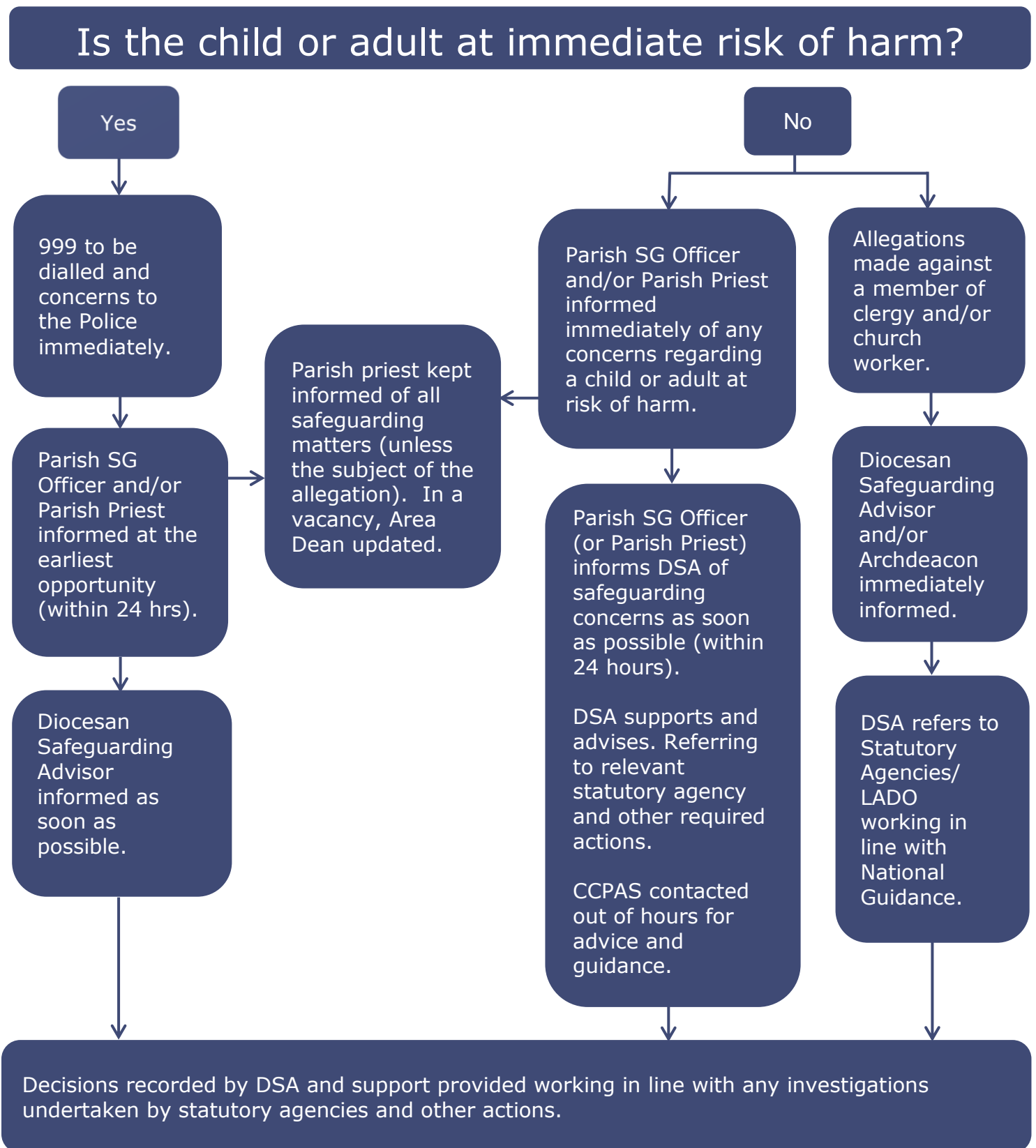
- Show shock or disbelief;
- Agree to keep the disclosure a secret;
- Make a promise or suggestion that you can stop the abuse;
- Ask questions seeking further detail – you risk contaminating evidence;
- Investigate any allegation – specially trained professionals undertake this role;
- Contact the alleged perpetrator;
- Make any statement or comment to the press.

Remember, you do not investigate under any circumstances

3.11 Safeguarding Referral Flow Chart

Concerns in regard to children and adults at risk must be diligently responded to and according to procedures, recognising the sensitivity it may hold for those involved. Where there is a concern this must be reported to an appropriate person and advice sought from the Diocesan Safeguarding Advisor (0161 282 1451). CCPAS may be contacted for advice out of usual office hours (0845 120 4550). The flow chart on page 16 sets out the process which should be followed.

Referral flow chart



4. Safeguarding Adults at Risk

Vulnerability and risk of being abused or harmed may change with time and according to circumstance. All human beings are subject to change and chance happenings which may affect their capacity to manage themselves and their situation. While some people may appear to be strong, we know that no-one is invulnerable and at different times in our lives and in different circumstances, strengths can change and grow, diminish or disappear. Some people, because of their physical or social circumstances, have higher levels of vulnerability than others, and it is our duty as Christians to recognise this and support those who are vulnerable in a way that affords them as much independence and autonomy as possible. We must do this in a way that allows compassion and empathy without undermining dignity.

4.1 Definition of adult at risk

An adult is someone over 18. The Universal Declaration of Human Rights (1948), the European Convention on Human Rights, the Human Rights Act 1998 and the UN Convention on the Rights of Persons with Disabilities (2008) all state that adults should be free from abuse.

The term 'adult at risk' is used in this policy to replace 'vulnerable adult'. This is because the term 'vulnerable adult' may wrongly imply that some of the fault for the abuse lies with the victim of abuse and 'adult at risk' is the term that is used throughout current government guidance.

It follows that some adults, because of circumstance or particular vulnerability or risk, may be in need of protection. Mental capacity to consent must be considered when consideration actions to be taken in regard to an adult who may be at risk in line with Mental capacity Act (2005).

The Care Act 2014, stipulates that adult safeguarding duties apply to any adult who:-

- Has care and support needs
- Is experiencing, or is at risk of abuse or neglect and
- Is unable to protect themselves because of their care and support needs.

4.2 Definition of abuse – adults at risk

Elder abuse

The national charity, Action on Elder Abuse (AEA), defines abuse as 'a single or repeated act or lack of appropriate action, occurring within any relationship where there is an expectation of trust, which causes harm or distress to an older person'. It is generally recognised that the perpetrators of abuse or neglect are most commonly people who are trusted and relied on by the older person, such as family members or care staff. The new law of safeguarding is not, however, limited to situations where there is a breach of trust; it includes situations such as risk of exposure to scams.

Physical Abuse

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

Sexual Abuse

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

Psychological or Emotional Abuse

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the adult at risk. It is also behaviour that has a harmful effect on their emotional health and development or any other form of mental cruelty.

Financial or Material Abuse

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions. Adults at risk can be prey to people taking advantage of them by taking gifts of money, food and other items from them, when the adult has little idea of their true value, does not realise this will leave them with insufficient means or believes that the people they are helping are their friends. Such abuse may also involve the use of a position of authority or friendship to persuade a person to make gifts, to leave legacies or change a will.

Neglect or Act of Omission

This is the repeated deprivation of assistance that the adult at risk needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the adult at risk or to others. Someone may be suffering from neglect when their general well-being or development is impaired and where access to necessary health or medication is denied.

Discriminatory Abuse

This is the inappropriate treatment of an adult at risk because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

Institutional Abuse

This is the mistreatment or abuse of an adult at risk by a regime or individuals within an institution (e.g. hospital or care home) or in the community, for example, care provided in a person's home. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice and is more about the needs of the organisation rather than the needs of the person. Often, institutional abuse involves poor policy and procedures and a failure to implement them appropriately and in a manner which promotes the safety and wellbeing.

Hate crime

This is an act of violence or hostility directed at people because of who they are or someone thinks they are. For example, a person is disabled or thought to be gay/lesbian.

4.3 Signs of possible abuse in adults at risk

Physical

- A history of unexplained falls, fractures, bruises, burns, minor injuries;
- Signs of under or over use of medication and/or medical problems unattended.

Sexual

- Pregnancy in a woman who is unable to consent to sexual intercourse;
- Unexplained change in behaviour or sexually implicit/explicit behaviour;
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting;
- Infections or sexually transmitted disease's
- Full or partial disclosure or hints of sexual abuse;
- Self-harming.

Psychological

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful;
- Intimidated or subdued in the presence of the carer;
- Fearful, flinching or frightened of making choices or expressing wishes;
- Unexplained paranoia.

Financial or Material

- Disparity between assets and living conditions;
- Unexplained withdrawals from accounts or disappearance of financial documents;
- Sudden inability to pay bills;
- Carers or professionals fail to account for expenses incurred on a person's behalf;
- Recent changes of deeds or title to property.

Neglect or Omission

- Malnutrition, weight loss and /or persistent hunger;
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores;
- Being left in wet clothing or bedding and/or clothing in a poor condition;
- Failure to access appropriate health, educational services or social care;
- No callers or visitors.

Discriminatory

- Inappropriate remarks, comments or lack of respect;
- Poor quality or avoidance of care.

Institutional

- Lack of flexibility or choice over meals, bed times, visitors, phone calls etc.;
- Inadequate medical care and misuse of medication;
- Inappropriate use of restraint;
- Sensory deprivation e.g. denial of use of spectacles or hearing aids;
- Missing documents and/or absence of individual care plans;
- Public discussion of private matter;
- Lack of opportunity for social, educational or recreational activity.

Other indications that abuse may be occurring:

- The person may not be allowed to speak for themselves, or see others, without the caregiver (suspected abuser) being present;
- Attitudes of indifference or anger towards the adult at risk;
- Family member or caregiver blames the adult at risk (e.g. accusation that incontinence is a deliberate act);
- Aggressive behaviour (threats, insults, harassment) by the caregiver towards the person they are caring for;
- Previous history of abuse of others on the part of the caregiver;
- Inappropriate display of affection by the caregiver;
- Flirtations, coyness, etc., which might be possible indicators of an inappropriate sexual relationship;
- Social isolation of the family or restriction of activity for the person they are caring for by the caregiver;
- Conflicting accounts of incidents by the family, supporters or the adult at risk;
- Inappropriate or unwarranted defensiveness by the caregiver;
- Indications of unusual confinement (closed off in a room, tied to furniture, change in routine or activity);
- Obvious absence of assistance or attendance.
- Appearance, unshaven, clothes not washed, unkempt.

4.4 What to do if you suspect mistreatment of an adult at risk or they disclose that they have been abused/referral procedure

Many clergy and lay people will visit adults who may be vulnerable. If they suspect that someone is being mistreated in some way, they should always take responsibility for doing something about their concerns.

Some vulnerable people will find it difficult to disclose abuse and may need help to tell their story to someone they trust. Careful listening is most important, without 'leading' someone with suggestions or asking questions that request further information which may confuse the story. If someone discloses abuse, it is important to receive the information without making a judgement or making a comment that may lead the individual to believe his or her word is doubted.

Never promise that you can keep it a secret as in cases where the adult themselves, or another child or adult is at risk; this information will need to be shared.

If a person is at immediate risk of harm contact the Police immediately.

In the event of any safeguarding concerns, the Parish Safeguarding Co-ordinator and/or priest must be contacted and advice and guidance sought from the Diocesan Safeguarding Advisor as soon as possible. CCPAS may be contacted out of hours and the parish priest must be kept updated of any safeguarding matters.

Under no circumstances should the person against whom the allegation has been made be contacted or any other actions taken that might be construed as an investigation of the allegation. This is extremely important as it may place the adult at increased risk of harm and may prejudice any future investigation by Police or Statutory Agencies. Many adults at risk rely on their carers for support, shelter and care and therefore the reporting of mistreatment needs to be undertaken with sensitivity.

The Care Act 2014 builds on previous government guidance and local authorities are now required to make enquiries or ensure that enquiries take place, if they reasonably suspect an adult who would meet the criteria of being at risk, has been abused or neglected or is at risk of being abused or neglected.

It is therefore important that serious concerns are referred to the designated person in the Adult Services Department (or similar) of the local authority and the Diocesan Safeguarding Advisor will advise on this.

As soon as possible after receiving the information from the adult:

- Make a careful record of what has happened: what the adult told you, when and where the alleged abuse took place, who was involved, and when and where the adult told you about it.
- Make a note of any calls you made e.g. to the Diocesan Safeguarding Advisor, including any decisions made or agreements for action reached – remember to record the names of the people that you have discussed the situation with. Put a full date and time on the record and sign it.

4.5 Allegations against church workers

If Church workers are suspected of mistreatment of an adult or another worker, contact the Diocesan Safeguarding Advisor for advice.

4.6 Summary of dos and don'ts

Do:

- Listen to the person, let them express their views and feelings without interruption, accept what they are saying;
- Reassure them that they have done the right thing in telling someone;
- Explain that you may need to talk to someone like the Diocesan Safeguarding Advisor about what they have told you;
- Make notes of what was said using their words whenever possible;
- Speak to the parish priest or line manager (unless the subject of an allegation);
- Ask advice from the Diocesan Safeguarding Advisor;
- If the subject of the allegation is the parish priest contact the Archdeacon or Diocesan Safeguarding Advisor (the Bishop cannot be involved as per Clergy Discipline Measure).

*Do **not** investigate any allegation*

Do not:

- Show shock or disbelief;
- Agree to keep the disclosure a secret;
- Make a promise or suggestion that you can stop the abuse;
- Ask questions seeking further detail – you risk contaminating evidence;
- Investigate any allegation – specially trained professionals undertake this role;
- Contact the alleged abuser;
- Make any statement or comment to the press.

Remember, you do not investigate under any circumstances

Please follow the referral flow chart on page 16

5. Promoting Safer Environments

There are some key features of effective arrangements to safeguard and promote the welfare of children and adults who may be at risk.

Further guidance is in Part Two of this Handbook

5.1 Club and activity records

Good practice around records for children and youth groups and activities should include:

- The Parish Safeguarding Co-ordinator completing and regularly updating a list of all paid staff and voluntary workers in the church who have regular, direct contact with children, and ensure that full recruitment procedures have been followed for each of them, as outlined in section 9 on Page 30.
- Leaders registering every child or young person attending each specific activity with a form which includes their name, address date of birth, contact number for their parent or carer and parental consent for the activity. Also, any specific needs, including medical issues and permission to take photographs. Store the forms together in a confidential place and always have them available for the leaders of the activity throughout each session.
- Ensuring a phone is available throughout each session in case of emergencies; this may be a mobile phone.
- Leaders completing an attendance register at each session for every child and worker present.
- Completing a brief record session which contains any unusual events or observations observed by leaders.
- Storing all confidential records about leaders, children and young people in a locked filing cabinet, with access limited to the Parish Safeguarding Co-ordinator, churchwardens and the Incumbent.
- Recording all accidents in the Accident Book which should always be accessible on the premises.

Additional considerations in regard to groups and activities where adults who may be at risk attend include:

- Keeping records of home visits and other individual work with adults at risk.
- Where possible, obtaining details of carer or next of kin so they can be contacted in an emergency. This is not necessary where an adult resides in a care or residential home where this information should be on file.

5.2 Consent forms and PCC agreement

Permission from parents should always be sought when working with children. Additional consent forms are required for activities such as specific indoor/outdoor events or holidays. Agreement must be sought from the PCC and insurance cover checked for any activities taking place away from the usual venue, for example, bowling or residential trips.

Further guidance on this is in Part Two, section 9.5, page 33.

5.3 Adult to child ratios

It is important that whatever group, activity or event is taking place that there is an appropriate level of adult supervision and it must be considered that there may be additional factors that need to be taken into consideration, for example, the nature of the activity and those children/adults with special needs.

5.4 Mixed age activities

Care should be taken to ensure that children in mixed-age activities, for example, choir and bell ringers, are appropriately supervised. It is not possible to undertake DBS checks for adults in those groups unless they have specific responsibilities for children. In such groups, at least one person, as well as the person leading the group needs to be recruited safely, including a DBS check and to be designated to supervise the welfare of the children involved. It may be appropriate for this to be arranged on a rota basis.

5.5 Good practice for staff behaviour

All children, young people and adults should be treated with respect and dignity befitting their age; this includes use of language, tone of voice and behaviour. Further guidance is in Part Two, section 10, page 33.

5.6 Trips and residential activities

Parish groups and church organisations may plan a range of outings, day trips and residential events for which it is expected that approval will have been sought from the PCC and insurance cover checked.

The organisation of events can be shared amongst a group of people; however, one person should have overall responsibility for planning, supervision and conduct of the event. The group leader is responsible for ensuring that all reasonable preparation has been made for the event. Detailed guidance on transport arrangements for children are in Part 2, section 12 page 38.

5.7 Health and safety

All premises used by children and adults should have a properly equipped first aid kit and the contents of which must be regularly checked and maintained.

An Accident Book should be available and completed in cases of injury.

Church buildings should be checked regularly, at least annually, for health and safety and the results noted and reported in writing to the PCC or other appropriate church organisation.

5.8 Risk assessments

Risk assessments should be undertaken on all activities in order to identify hazards and to take actions to minimise risk. The same approach should be taken if buildings are hired or let for church activities involving children. Risk assessments must be made covering outside activities, including travel arrangements and a copy provided to the PCC.

5.9 Setting up groups

It is good practice that prior to forming a group a safeguarding policy is formulated that meets the specific needs of the group. Training must take place with workers around safeguarding; including how to deal with in relation to concerns and allegations and whom to contact. PCC should be aware of and in agreement with the aims and purpose of the group. Advice and support can be obtained from the Diocesan Safeguarding Advisor and Diocesan Children and Youth workers as appropriate.

6. Those who may pose a risk in the Church Community

Research has demonstrated that a higher proportion of people who pose a risk may be found in congregations than in the population generally (Lucy Faithfull Foundation, CCPAS *et al*). It is important that offenders are supported in reconciling with their offending, seeking repentance and leading a good life. However, it may be that offenders and those who pose a risk view the church as a place where children and vulnerable adults are easily accessible within a culture of trust and openness that supports this.

Within any church congregations there will be offenders, victims and survivors and it is the Church's duty to minister to all whilst sensitively managing the competing needs and demands and promoting a safe environment for all.

Covenants of care

In order to enable those who may pose a risk to attend worship and grow in faith, in a manner which does not present a risk to others, it is important that any risks around potentially abusive behaviour are managed effectively whilst providing pastoral support. In order to achieve this risk assessment must be undertaken by the Diocesan Safeguarding Advisor, in conjunction with other statutory agencies, and a Covenant of Care formulated which outlines the expectations in regards to the person who may pose a risk and parish he/she attends. Throughout this process it must also be considered that the person who poses the risk may themselves be a vulnerable adult.

A Covenant of Care is a written formal agreement that outlines agreed rules and guidance around how an individual who may pose risk can be enabled to share in church life. The agreement may include some restrictions, depending upon the level or risk, and is monitored and supervised by key people including the Incumbent, Parish Safeguarding Co-ordinator and Church Wardens. On occasions, statutory agencies such as the Probation Service may be involved in monitoring and supervising worship.

The Covenant of Care should be reviewed on a regular basis, at least annually, by the Diocesan Safeguarding Advisor and two representatives from the church. The person concerned should be involved throughout the process.

Information regarding a person who may pose a risk worshipping at a parish may become known in various ways other than through the diocese and statutory agencies. This may include local media, parishioners sharing information, or the actual person self-disclosing. The person may attend irregularly and be relatively unknown or may be well known to the parish community and accepted as a trustworthy person of good standing.

It is important that any concerns are passed onto the Diocesan Safeguarding Advisor who will offer support and guidance whilst liaising with the relevant statutory agencies.

In some instances Covenant of Care agreements are formulated whilst Police and/or statutory agencies investigations are ongoing. The person may not have been charged with any offence but it is important that any potential risk is considered and appropriate safeguarding measures implemented whilst investigations are concluded. This is not only to protect children and adults within the church community but also the person against whom the allegations have been made.

It is good practice to review the Covenant of Care at the end of proceedings to ensure that appropriate safeguarding measures and support are in place.

The diocese works in line with national church practice guidance; 'Risk Assessment for Individuals who May Pose Risk to Children or Adults' (available on the diocesan website).

7. Recording Safeguarding Issues

In situations where safeguarding issues have been raised and either an adult or child appears to be at risk, there is likelihood of harm, or presents a risk to others, such issues cannot be kept confidential. As highlighted in the dealing with disclosures section, they have to be raised with the Diocesan Safeguarding Advisor and may have to be reported to statutory authorities.

In instances where concerns have been raised, the church's and workers' involvement will need to be documented in addition to notes taken at the time of the disclosure/incident.

In line with guidance from 'Working Together to Safeguard Children', records should be clear, accessible and comprehensive with judgements made and decisions and interventions carefully recorded, signed and dated.

7.1 Information sharing

The Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.

When dealing with a safeguarding concern or allegation, the Diocesan and Cathedral Safeguarding Advisors will be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be, shared, and will seek their agreement, unless it is unsafe or inappropriate to do so.

It may not be appropriate to inform a person that information is being shared, or seek consent to this sharing. This is the case if informing them is likely to hamper the prevention of, or investigation into, a serious crime, or put a child at risk of significant harm or an adult at risk of significant harm.

The Diocesan Safeguarding Advisor will share, with consent where appropriate, and, where possible, respect the wishes of those who do not consent to share confidential information. The Diocesan Safeguarding Advisor will share information without consent if, in their judgement, that lack of consent can be overridden in the public interest. This judgment will be on the facts of the case.

The Diocesan Safeguarding Advisor will consider safety and well-being, using the following criteria: that it is justified, necessary, proportionate, relevant, accurate, timely and secure: ensuring that the information given is necessary for the purpose for which they are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.

The Diocesan Safeguarding Advisor will keep a record of all decisions made and the reasons for them – whether it is to share information or not. Where the decision is to share, the following will be recorded - what was shared, with whom and for what purpose.

7.2 Retention of records

Safeguarding records should be retained for 50 years following the conclusion of the matter. There have been numerous cases where people raise allegations about matters which occurred many years before and an accurate record is invaluable. In line with the request from the Goddard Enquiry (2015) no records relating to safeguarding matters should be destroyed.

7.3 Storage of confidential information

All confidential information must be stored in a locked filing cabinet with access limited to the Parish Safeguarding Co-ordinator and the incumbent. Information stored on computers must be password protected and information shared electronically password protected.

Church of England practice guidance; Safeguarding Records to be implemented is available on the Diocesan website.

Part Two – Guidelines and Resources

8. Roles and Responsibilities

8.1 The Role of the Parish Priest and Parochial Church Council

- Each Parochial Church Council (PCC), with the parish priest, shares the responsibility for the duty of care of the children and young people and adults at risk in their church setting.
- Each PCC must be fully aware of, and work in line with, the Diocesan Policy on Safeguarding Children and Adults at Risk.
- Each parish must have a child protection and adults at risk
- Policy statement which must be signed and dated. The statements should be considered and reviewed at least annually at the AGM. (Template pg50/52.)
- The child protection and adults at risk policy statements must be displayed in church where they are easily visible.
- It is good practice for safeguarding regularly be on the agenda for PCC.
- A risk assessment must be undertaken for events and activities that you organise at parish level (Appendix)
- The PCC must appoint a Parish Safeguarding Co-ordinator, for children and adults at risk, and support him/her in the implementation of this role. The Parochial Church Council will support the coordinator in the implementation and monitoring of the Parish Policy.
- Each PCC must ensure that people who are authorised to work with children and young people within the parish, or who hold a position of responsibility, are properly appointed, trained and supported.
- The PCC must be aware that there is a responsibility to ensure that people who pose a threat to children and young people are effectively managed and monitored in the church context. If the PCC fails to comply with the Diocesan Policy, it will leave itself open to the charge of negligence if any child or young person in its care (or in the charge of its officers or organisation) comes to any harm and may compromise insurance cover.
- The parish safeguarding audit form available in the index is a useful tool in considering safeguarding actions to be taken.

8.2 The role of the Parish Safeguarding Co-ordinator

The Parish Safeguarding Co-ordinator is appointed by the PCC annually and will be responsible for the following tasks:

- To ensure that the Parish Policy is reviewed, updated and adopted by the PCC on an annual basis together with a brief report on the current implementation within the parish.
- To ensure that the Parish Policy is widely available and given to all existing and new workers in the various groups within the parish.
- To ensure that the Parish Policy is shared with all organisations using the facilities of the church.
- To ensure that all volunteers go through the appropriate recruitment process in conjunction with the PCC and parish priest; including DBS process.
- To ensure that volunteers have a role description and a volunteer agreement in respect of their work with children, young people and adults at risk.

- To ensure that volunteers have met the requirement to undertake basic child safeguarding training, and to maintain a record of those who have completed this training.
- To monitor the implementation of Parish Policy and report to the PCC any difficulties in doing so.
- To ensure that there is a poster identifying sources of help for children and young people displayed wherever they meet, i.e. Childline, NSPCC.
- It is good practice to have a photograph of the Parish Safeguarding Co-ordinator and their contact details on display so the person can be easily identified. It may also be beneficial for an article to be published in the parish magazine providing details and outlining roles and responsibilities.
- Ideally, one person should be nominated to undertake the role of Parish Safeguarding Co-ordinator although this role may be shared based upon the needs of the parish and volunteers available.

8.3 The Cathedral Roles and Responsibilities

The Dean

- The role of the Dean is to provide leadership concerning safeguarding, and to encourage everyone to 'Promote a Safer Church'.
The Dean of Manchester will, in Chapter,
- Have an oversight of the activities that are the responsibility of the Chapter, particularly involving children and vulnerable adults;
- Inform and work in co-operation with the DSA in the event of allegations, suspicions or disclosures of abuse, and ensure that those who may present a risk to children; young people and vulnerable adults are effectively managed;
- Encourage a culture of safety and vigilance;
- Provide an annual report to the Bishop on safeguarding policy, procedures, practice and review in the cathedral.

The Chapter

The Manchester Cathedral Chapter will,

- Accept its duty of care is to 'Promote a Safer Church' for all in the cathedral community, and ensure there is a safeguarding strategy in place;
- collaborate and liaise where required with the statutory and voluntary agencies in consultation with the Diocesan Safeguarding Adviser;
- Create an environment which is welcoming, respectful and safe from abuse, and enables and encourages concerns to be raised and responded to openly, promptly and consistently;
- Adopt and implement House of Bishops' safeguarding policy and practice guidance;
- Provide a structure to manage safeguarding in the cathedral with clear lines of accountability;
- Appoint a Cathedral Safeguarding Co-ordinator (and possibly a deputy if required) to work with the Dean, the Chapter and cathedral staff to implement policy and procedures which include the House of Bishops' Safer Recruitment practice guidance and ensure appropriate support, supervision and training is provided for these officers.
- Appoint someone to attend the Diocesan Safeguarding Advisory Panel (DSAP);
- Ensure secure storage of records;
- Liaise with the Diocesan Safeguarding Adviser to ensure all safeguarding responsibilities are met within the life of the cathedral;
- Ensure suitable training is provided for staff and volunteers;

- Provide appropriate insurance cover for all activities undertaken in the name of the cathedral;
- Ensure appropriate DBS processes are in place;
- Provide a complaints and whistleblowing procedure which can be used for those who wish to complain about the handling of safeguarding issues;
- Ensure, in liaison with Chethams School of Music (and any other affiliated schools) that the Chapter fulfils its statutory responsibilities and a progress review forms part of the annual safeguarding review;
- Review progress annually, including an annual review of the cathedral safeguarding policy, practices and procedures.

Cathedral Safeguarding Co-ordinator

The Cathedral Safeguarding Co-ordinator (and their deputy) will:

- Work closely with the Dean and Chapter to advise within the Cathedral on all safeguarding matters relating to children, young people and vulnerable adults;
- Receive, with the Dean, any concerns about children or adults in the Cathedral and making sure that proper advice is sought and proper referrals are made;
- Report all matters relating to concerns and allegations of abuse against church officers, in liaison with the Dean, to the Diocesan Safeguarding Adviser who will liaise with the statutory agencies, as required. Concerns about the Dean should be raised directly with the DSA;
- Ensure that any ex-offenders with offences against children or vulnerable adults known to be in the church community are notified to the Diocesan Safeguarding Adviser and contribute to managing Safeguarding Agreements;
- To ensure that the Cathedral policy is reviewed, updated and adopted by the Chapter on an annual basis together with a brief report on the current implementation;
- To ensure that the Cathedral Policy is widely available and given to all existing and new workers in the various groups within the Cathedral;
- Promote safer practices in all activities and make any recommendations required taking into account the particular arrangements of the parish;
- Be involved in the recruitment of people who are involved in relevant activities within the Cathedral, and facilitate the DBS process at local level, ensuring that everyone who is required to go through the vetting process does so;
- Ensure individuals, groups or organisations using Cathedral premises have seen and agree to abide by the Cathedral Safeguarding Policy;
- Attend safeguarding training at least every three years;
- Maintain safeguarding records;
- Ensure that there is a poster identifying sources of help for children and young people displayed wherever they meet;
- Have a photograph of the Cathedral Safeguarding Co-ordinator (and their deputy) and their contact details on display so they can be easily identified;
- Complete any safeguarding self-assessments as required;
- Contribute to the annual review of safeguarding arrangements;
- Report to the Dean and Chapter, as required

9. Safer Recruitment of Staff and Volunteers

The Church recognises the importance of undertaking safer recruitment to ensure only those people deemed suitable can work with children and with adults who may be at risk.

Every organisation open to children, young people and adults at risk should adopt a formal recruitment policy for all workers, both paid and voluntary.

9.1 Guidelines on safer recruitment

All those working with children or adults at risk whether in a paid or voluntary position, will be expected to be recruited following best safeguarding practice as set out in the House of Bishops 'Safeguarding Guidelines Relating to Safer Recruitment' 2015:

- Ensure that you have an up to date recruitment and selection policy that describes the process and roles before you begin;
- Ensure that your organisation has a safeguarding policy and that a statement about the organisation's commitment to safeguarding is included in all recruitment and selection materials;
- Ensure that you have an up to date job description and person specification for the role(s) you wish to recruit to, that have been agreed with the recruiting manager;
- Ensure that you have an appropriate advertisement prepared that contains all necessary information about the role, timetable for recruitment and your commitment to safeguarding;
- Ensure that you have compiled a suitable candidate information pack containing all the required information about the organization, role, recruitment timetable, safeguarding policy/statement and application form;
- Ensure that each application received is scrutinised in a systematic way by the short- listing panel in order to agree your shortlist before sending invitations to interview;
- Ensure that self-disclosure forms have been completed and where blemished (a concern is raised in regard to suitability for role) the Diocesan Safeguarding Advisor is informed so that an assessment can be undertaken to ascertain whether the person is suitable for the role. The recruitment process must be halted at this stage until this has been determined;
- Ensure that references have been taken up on your shortlisted candidates;
- Ensure that all shortlisted candidates receive the same letter of invitation to interview, supplying them with all necessary information;
- Ensure that a face-to-face interview is conducted for ALL shortlisted candidates based on an objective assessment of the candidate's ability to meet the person specification and job description;
- Ensure that all specific questions designed to gain required information about each candidate's suitability have been asked, including those needed to address any gaps in information supplied in the application form;
- Ensure that you are able to make a confident selection of a preferred candidate based upon their demonstration of suitability for the role;
- Ensure that your preferred candidate is informed that the offer of employment (including volunteer positions) is conditional on receiving satisfactory information from all necessary checks and references. Consider gaps in employment.

9.2 Disclosure and Barring Service (DBS) Check

Posts involving working with children and young people will require applicants to undertake a Disclosure and Barring Service (DBS) check, at the appropriate level commensurate with the role and task involved in the work being carried out. Consideration will need to be given as to whether those working with adults at risk meet the criteria for a DBS check and advice should be sought from Lesley Whittaker.

The DBS was established when the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) merged in 2012.

DBS disclosures are undertaken on behalf of the Diocese of Manchester and Manchester Cathedral by CCPAS. These include those who meet the criteria for an enhanced disclosure certificate check and those who meet the criteria for an enhanced disclosure in regulated activity.

CCPAS has provided specific guidance documents to the Diocese of Manchester and Manchester Cathedral about DBS disclosure checks and safer recruitment.

No one will be employed or accepted as a volunteer to work with children or adults at risk by the Diocese of Manchester or Manchester Cathedral until a satisfactory DBS disclosure has been undertaken (where we are legally entitled to do so). Information on those roles eligible for a DBS check can be obtained from the Diocesan Safeguarding Advisor or the Cathedral Safeguarding Co-ordinator or their deputy.

DBS disclosures are sent directly to the applicant, unlike the previous CRB disclosure regime; a separate disclosure certificate is NOT sent to the registered or umbrella body.

A DBS certificate from an applicant's role or employment outside of the church cannot be used for a position within the church.

9.3 Types of DBS checks

Organisations who are entitled to use the DBS checking service can ask successful job applicants or volunteers to apply for one of the following types of check depending on the job role:

- Standard check - details of an individual's convictions, cautions, reprimands or warnings recorded on police central records and includes both 'spent' and 'unspent' convictions;
- Enhanced check - the same details as a standard check, together with any information held locally by police forces that it is reasonably considered might be relevant to the post applied for;
- Enhanced with a barred list check;
- Child barred list information is only available for those individuals engaged in regulated activity with children and a small number of posts as listed in the Police Act regulations, for example prospective adoptive parents;
- Adult barred list is only available for those individuals engaged in regulated activity with adults and a small number of posts as listed in the Police Act regulations;

- Child and adult barred list is only available for those individuals engaged in regulated activity with both vulnerable groups including children and a small number of posts as listed in the Police Act regulations;
- Adult first - an individual can be checked against the DBS adult barred list while waiting for the full criminal record check to be completed.

CCPAS advise what level of check is required for each role and position within the Diocese or the Cathedral. The CCPAS and Diocese of Manchester DBS Scheme Handbook is available here:

<http://www.manchester.anglican.org/upload/handbook/DisclosureServiceManchester%20October%202013.pdf>

9.4 DBS checks updating and renewals

DBS checks are renewed every five years.

Details of the Updating Service can be found on the DBS web portal: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/304491/Update_Service_Applicant_guide_v3.8.pdf

9.5 Clear and blemished disclosures

Manchester Diocese and Manchester Cathedral operate within the DBS Code of Practice and are committed to ensuring that we meet its requirements in relation to the Rehabilitation of Offenders Act. Posts involving working with children and adults at risk are exempt from the Rehabilitation of Offenders Act, and so all convictions need to be declared, even those which are 'spent' for other purposes.

On occasions a DBS disclosure will be blemished: that is, it will contain details of cautions, convictions, or other intelligence relevant to safeguarding children or adults at risk. Where a DBS disclosure does contain such material, a risk assessment will be undertaken by the Diocesan Safeguarding Advisor to ascertain if the information contained in the certificate has a bearing on the suitability of the person for working with children and/or adults at risk.

This risk assessment process will be carried out in line with good practice guidance issued by the Church of England and other statutory agencies.

10. Staff Conduct and Behaviour when working with children and young people

Staff and volunteers should treat all children and young people with respect and dignity befitting their age; this includes use of language, tone of voice and behaviour. Below are some of the issues to be aware of when working with children and young people.

10.1 Power and positions of trust

As a result of their knowledge, position and/or the authority invested in their role, all adults working in projects and activities with children and young people are in positions of trust. Broadly speaking, a relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. It is vital for all those in positions of trust to understand the power this can give them over those they care for and the responsibility they must exercise as a consequence of this relationship.

A relationship between an adult and a child or young person is not a relationship between equals. There is potential for exploitation and harm of vulnerable children and young people. Adults therefore have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Adults should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They should report and record any incident with this potential.

10.2 Propriety and behaviour

All adults working with children and young people have a responsibility to maintain public confidence in their ability to safeguard the children's welfare and best interests.

There may be times, for example, when an adult's behaviour or actions in their personal life is considered to compromise their role in working with children or indicate an unsuitability to work with children. Misuse of drugs, alcohol or acts of violence would be examples of such behaviour.

It must be ensured that:

- A child or adult's privacy and personal space is maintained.
- Church workers do not engage children in rough play which involves physical contact.
- Inappropriate or intrusive touch must not take place in any form.
- Sexually suggestive comments are not made about any person, even in a fun manner.
- Appropriate language must be used at all times which does not discriminate or ridicule a child or adult.
- Favouritism towards a particular child must not be shown.
- Appropriate boundaries are maintained at all times and time and attention is shared between children and young people.
- Church workers should not be alone with children or adults who may be vulnerable.
- Children and adults who may be at risk should not be invited to a church worker's home unless part of a group activity. In such situations, parental consent should be given for those under the age of 18.
- If a group is taken away overnight, sleeping accommodation should not be shared between leaders and children, young people or adults who may be vulnerable.

10.3 Dress and appearance

A person's dress and appearance are matters of personal choice and self-expression. However adults should dress in ways which are appropriate to their role and when working with children, should ensure they are dressed appropriately for the tasks and the work they undertake.

This means that adults should wear clothing which:

- is appropriate to their role;
- is not likely to be viewed as offensive, revealing, or sexually provocative;
- does not distract, cause embarrassment or give rise to misunderstanding;
- is absent of any political or otherwise contentious slogans;
- is not considered to be discriminatory and is culturally sensitive.

10.4 Sexual contact

All adults should clearly understand the need to maintain appropriate boundaries in their contacts with children. Where a person aged 18 or over is in a specified position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity. Allowing or encouraging a relationship to develop in a way which might lead to a sexual relationship is also unacceptable.

There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child, and manipulate that relationship so sexual abuse can take place. Adults should be aware that consistently conferring inappropriate special attention and favour upon a child might be construed as being part of a 'grooming' process and as such will give rise to concerns about their behaviour.

This means that adults should not:

- have any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact;
- make sexual remarks to, or about, a child/young person;
- discuss their own sexual relationships with or in the presence of children/young people;
- take care that their language or conduct does not give rise to comment or speculation.

10.5 Physical contact/touch

There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, but it is crucial that they only do so in ways appropriate to their professional role.

A 'no touch' approach is impractical for most staff and will in some circumstances be inappropriate. When physical contact is made with children, this should be in response to their needs at the time and of limited duration.

Touch is an important part of human relationships: for example, it can be necessary to stop a young child from hurting herself or himself; it can also be a natural way of responding to someone in distress.

However, everyone working with children should be sensitive to what is appropriate and inappropriate physical contact, both in general terms, and in relation to a specific individual. Leaders need to be conscious of situations in which their actions, however well intentioned, could be misconstrued by others or be harmful.

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's, young person's or adult's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child, young person or adult, rather than the worker.
- Under no circumstances should a physical activity take place that may be sexually stimulating.
- All children, young people and adults are entitled to personal privacy and the right to decide how much physical contact they have with others, except in circumstances such as a medical emergency.
- When giving first aid (or applying sun cream etc.), encourage the child, young person or adult to do what they can themselves while, in their best interests, giving appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.
- Concerns about abuse should always be reported.

10.6 Time alone

Church workers should ensure they are not alone with a child or young person at any time. Good practice can ensure that situations do not arise in which this may occur, for example, arranging for youth workers to arrive earlier than the group is due to start and in cases where a child is upset, taking them to a quieter area of the room where other people are present, not in a spare room behind a closed door.

No child or young person should be invited alone into the home of an adult who works with them, is in a position of trust or is a member of the church community.

10.7 Gifts, rewards and favouritism

Adults working with children need to be aware of not showing favouritism to individual children by giving them gifts or treats etc. which could be in any way considered as a bribe or inducement to enter into a relationship with the adult, or give rise to any false allegations of improper conduct against them.

There are occasions when children, young people or parents wish to pass small tokens of appreciation to adults e.g. on special occasions or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

Any gifts received should be disclosed to a supervisor or colleague where it should be decided whether they could be accepted.

10.8 Infatuations

Situations can arise when a child or young person may develop an infatuation with an adult who works with them. These adults should deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned. They should remain aware, however, that such infatuations carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is above reproach.

An adult, who becomes aware that a child or young person is developing an infatuation, should discuss this at the earliest opportunity with a group leader, or parish priest, so appropriate action can be taken to avoid any hurt, distress or embarrassment. If required, advice may be sought from the Diocesan Safeguarding Advisor.

This means that adults should:

- report and record any incidents or indications (verbal, written or physical) that suggest a child or young person may have developed an infatuation with a member of staff;
- always acknowledge and maintain professional boundaries.

10.9 Social contact

Adults should not establish or seek to establish social contact with children for the purpose of securing a friendship or to pursue or strengthen a relationship. See also the later section on social networking.

10.10 Good practice with colleagues

If a worker or volunteer sees another member of staff acting in ways which might be misconstrued, they should be prepared to speak to them or to their supervisor about their concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers and volunteers to be comfortable enough to discuss inappropriate attitudes or behaviour.

11. Volunteers

Volunteers, particularly those under the age of 18, should never work unsupervised and should be given clear guidance and support.

Only volunteers who have been formally appointed to an appropriate role may take responsibility for children. See the section on recruitment for further guidance.

11.1 Volunteers aged under 18

Young people have much to contribute to groups and activities. It is however necessary that such a role is managed effectively through supervision, monitoring and support. It may be appropriate to identify an adult leader to supervise the young person whilst providing support and guidance.

Young people aged 16 or 17 may help as volunteers with groups but must be supervised by an adult worker and cannot be counted as part of the staffing. Young people aged under 16, including those on work experience, may act as helpers but should not have responsibility for children and must be supervised.

All young people volunteering need to fully understand the purpose of their role which can be best achieved through meeting prior to commencing the volunteer work and completing a volunteer agreement form. This should outline both the expectations of the young person at the group and leaders of the group in terms of support, monitoring and review of the position.

A young leader should be aware of whom to approach if they have any safeguarding concerns and an understanding of the social media policy. The young person should also have access to details of the Parish Safeguarding Co-ordinator in the event concerns need to be shared in relation to a worker at the group.

12 Additional Guidance on Activities

12.1 Registering children in activities

A registration form should be completed for every child or young person who attends groups or activities. The form should be updated annually and include the following:

- Name and address;
- Date of birth;
- Emergency contact details for a parent or carer;
- Medical information;
- Any specific needs including for activities that the child is unable to take part in and serious allergies and dietary requirements;
- Consent for the activity;
- Consent for emergency medical treatment;
- Consent for photographs and videos if relevant – also see later section on photography.

Store the forms together in a confidential place and always have them available for the leaders of the activity throughout each session and ensure they are duplicated as appropriate, for example, so that the leaders travelling in each minibus have copies.

12.2 Adult to child ratios

At every activity or group there must be at least two adults supervising; preferably one male/one female. Outlined below are the child/adult ratios as stated in 'Protecting all God's Children':

0-2 year olds	1 person for every 3 children
2-3 year olds	1 person for every 4 children
3-8 year olds	1 person for every 8 children
Over 8 year olds	1 person for the first 8 children and then 1 extra person for every extra 12 children

Having a suitable ratio of adult leaders is essential in ensuring that appropriate and safe levels of supervision are maintained. Factors to take into consideration in the assessment will include:-

- Gender, age and ability of group;
- Additional support or medical needs;
- Nature of activities;
- Duration and nature of the experience;
- Type of accommodation;
- Competence of staff;
- Requirements of the organisation to be visited;
- Competence and behaviour of participants.

12.3 Transporting arrangements

These guidelines apply to all drivers transporting children, organised on behalf of the church group. They do not apply to private arrangements made by parents.

Alongside these guidelines; note that it is not appropriate for an adult to transport a child alone.

By private car

- Only adults approved as group leaders should transport children;
- Signed parental consent is required for all transport of children including to and from a meeting or as part of an activity;
- Under no circumstances should an adult be alone in the car with a child;
- Consideration should be given to suitable additional adults to support a child with special needs or challenging behaviours;
- When dropping off after the event, ensure that they are met or have access to their homes;
- Drivers need to have appropriate insurance and to comply with the law in relation to seat belts, child seats and booster cushions;
- Transporting children related to church activities is part of a regulated activity and DBS checks are required for those adults involved.

Driver issues

- Drivers with unspent driving-related convictions should not be transporting children or adults as part of church activities. Those with spent convictions for such offences should be assessed by the Diocesan Safeguarding Advisor. It is good practice to limit transport to drivers over 25 who have held a full licence for a period of at least two years.

Vehicle issues

- All cars must comply with the law in regard to MOT and roadworthiness;
- All drivers must hold comprehensive insurance and check that it covers the proposed activity;
- All drivers must comply with the seatbelt and child restraint law and must use only seats that are designed for the vehicle.

Minibus hire

- Appropriate arrangements, for example, regarding insurance and qualifications, should be made by those driving minibuses on behalf of the church.

12.4 Trips, outings and residential activities

Parish groups and church organisations may plan outings, day trips and residential events for which it is expected that approval has been sought from the PCC and that insurance cover is in place.

The group leader is responsible for ensuring that all reasonable preparation has been made for the event, including:

- Written permission must be obtained from parents/carers whenever children are taken off the premises in which the group normally meets. The consent form should be headed with the title, date, and destination of the trip or outing. (see appendix);
- Ensure that all leaders for the event have been appointed in accordance with the parish Safer Recruitment Procedures and that DBS disclosures are valid;
- Ensure that there is an appropriate balance of leaders to group members;
- Check with the venue to ensure that their policies and procedures can be adhered to (e.g. capacity at the venue is compatible with those participating);
- Ensure that suitable insurance cover for the outing, transport arrangements and activities are in place prior to leaving. Insurance should include public liability, personal accident and injury;
- For visits involving an overnight stay, ensure that the residential venue has a current building and fire certificate;
- Ensure that the building can meet the needs of everyone participating;
- Ensure that a risk assessment for the visit is completed and brought to the attention of all leaders who should be made aware of their areas of responsibility (see template Risk Assessment Form in appendix);
- Appoint a co-leader of the opposite sex for co-educational outings;
- Ensure that one leader is first-aid trained and has a first-aid kit available;
- Ensure that all contact details for those participating are available in case of emergency;
- Ensure a system of liaison between the leader and parents/carers;
- Ensure that parents/carers are aware of the arrangements for transporting children to and from the event;
- Brief the children at the start of the event as to expectations of behaviour and how to pass on any concerns they might have;
- The leader must ensure that all risk assessment and consent forms travel with the group;
- Have an evaluation meeting after the event and make recommendations for learning and development where required.

As well as the information requested in the 'General Consent Form' (see appendix) a consent form for trips and outings should ask for the following:

- (i) Details of any infectious illness or disease with which the child has had contact in the last three weeks;
- (ii) Any medication required during the trip or outing;
- (iii) Specific consent for each activity to be undertaken during the trip or outing (if swimming is involved, there should be a series of yes/no questions to establish the child's competence e.g. 'Is your child able to swim 50 metres?');

- (iv) Consent to the transport arrangements, which should be clearly described either on the form or in the accompanying letter about the trip or outing (NB check licences and insurance of private drivers);
- (v) A confirmation that a parent or adult with parental responsibility has read the information about the outing or trip in the accompanying letter and gives permission for the child to take part and provided additional contact numbers.

The accompanying letter should give details of timings for departure and return, and arrangements for getting updated information if there is an unavoidable delay in return. The date, destination, cost and transport arrangements should be detailed, together with a list of items to bring, contact numbers at the venue and the mobile number of one of the leaders if possible.

A deadline for reply should be stated and it should be emphasised that any child who has not provided a signed consent form will be allowed on the trip. (The consent forms should be taken on the trip and copies also left at church – never settle for a verbal message of consent by phone or conveyed by a child). If there are any hazardous activities involved in the trip, list those in charge of such activities and their qualifications.

The following guidelines apply to residential outings at night time, once the participants have gone to bed:

- Accommodation must be gender specific and careful consideration should be given when allocating;
- The adults supervising must reflect the gender of the group;
- Principles of good practice apply to evening and night time supervision. For this reason any monitoring arrangement must always involve two adults and no adult should be alone with a child or adult at risk;
- It is unacceptable that one adult shares a bedroom with a child or adult at risk. Children may be allocated rooms together. It is advisable to group children together in similar ages, unless there is a sibling group;
- The consumption of alcohol by leaders during the trip must be considered prior to the trip and under no circumstances should alcohol be consumed excessively. At least two members of the group should abstain from alcohol at all times in case transport is required;
- No leader should smoke in the presence of a child or adult at risk.

NB - At the planning stage, check with your church insurers that you will be covered for the proposed activity; and begin the process of collecting consent forms well in advance as it will be a case of 'No consent - No trip'.

12.5 Cathedral choristers – Additional guidance on trips and residential events

The Organist & Master of the Choristers and his staff are responsible for the welfare and safety of the choristers on any trips undertaken for Cathedral business (including the annual residential trip for choristers). Where the Cathedral organises/runs trips or residential visits, a full risk assessment and consent procedure must be undertaken beforehand; both the Cathedral and the school use the same risk assessment documentation.

The Organist & Master of the Choristers is responsible for checking chorister medical records with the school and for updating the school's StREAM record with details of any trip that takes place during school hours/term time.

A member of the School's Leadership Group must countersign any risk assessment drawn up for the choristers if they will be absent from school during school hours.

The Cathedral Safeguarding Coordinator will countersign all other risk assessments drawn up for the choristers.

All of the associated forms and checks must be recorded and copies lodged with the Safeguarding Co-ordinator at least two weeks prior to the commencement of any trip.

12.6 Photographs

When using photographic images of people in Diocesan or Cathedral publications and websites, the following is a good practice protocol advised by the National Safeguarding and Youth Officers.

- i. As Christian publishers we wish to demonstrate love for our neighbour to respect his or her privacy and not to cause any embarrassment;
- ii. We want to promote and encourage the Church's work with people of all ages, through the appropriate use of images and video reflecting the diversity of church activities in our publications;
- iii. When we take someone's photograph or film them for publication/distribution they should always be aware that we are doing it and consent should be obtained to both take and publish pictures. Awareness can be assumed if: people are attending a photo call or the intention of taking photographs or filming is included in the invitation to the event and people are given the choice to opt out;
- iv. Photographers should always respect the privacy of others. As such, there are occasions when photography is prohibited;
- v. In all other circumstances permission should be sought at the time the photograph is taken and a chance to opt out must be given;
- vi. Even given the 'assumed awareness' of the circumstances listed in (iii) specific permission should be sought for images of individuals (a person may be happy for a large group photo, but not an individual one). Specific permission should also be sought where it is the intention to name any person shown in the photograph in an accompanying caption or article;
- vii. Photographs submitted for publication where young people are recognisable and there is insufficient evidence that their consent has been obtained should not be published. Permission should not be assumed, even if images have been submitted (e.g. by parishes) for publication;

- viii. Many schools approach parents to ascertain whether they have objections to photographs of their child being used in various media to represent the activities of the school. Teachers are often, therefore, in a position to grant general permission to publish images of children in school-related activities (e.g. cathedral education events), *in loco parentis*. However, this should not be assumed, and written permission from an appropriate representative of the school should be sought to publish such images;
- ix. Outside of this school activity context, in other cases involving minors (under-16s), their consent and the written consent of a person with parental responsibility for the child must be obtained, which should specify for what purposes the photo or film will be used and how they will be stored if not destroyed. In particular, if the intention is to use the picture or film on the internet, this must be clearly stated at the time the permission is sought;
- x. The Cathedral will seek the permission of chorister parents should images be taken of the choristers for marketing or commercial purposes;
- xi. Further written consent will be required from young people and their parents/carers if photographs or film are to be used in other ways;
- xii. Clearance forms should be stored with photographs or film for future reference.

There may be occasions where these ratios, which are a guide, may need to change e.g. a child with a disability may require one to one or two to one support.

12.7 Groups of school children visiting Churches or the Cathedral

Any group with children visiting a church or the Cathedral will be required to follow the procedures:

- (i) Two people, one of whom must be from the school party, should be with the children for duration of the visit;
- (ii) A sole member of Church or Cathedral staff should not be left alone with a group of children;
- (iii) Children are under the supervision of their own group leader/teacher, during the visit. The discipline and welfare of groups will remain the responsibility of group leader/teacher organising the visit at all times. Church or Cathedral staff will take no responsibility for the supervision of children during the lunch break;
- (iv) Visiting Choirs will be required to complete and sign a declaration confirming they have read and adhere to the Diocese/Cathedral Safeguarding Policy.

12.8 OFSTED registration

Where activities take place for more than 2 hours in any one day, or if a holiday club runs for more than 6 days a year, then advice should be sought from OFSTED about possible need for registering the activity.

12.9 Casual visitors

Casual visitors i.e. those who have not been authorised by the Church or Cathedral as leaders, helpers or by invitation, for example speakers, should not have access to children.

12.10 Health and safety

- All leaders should know the location of the nearest telephone;
- Adults must be aware of the safety/fire procedure. A fire drill should be carried out regularly, in accordance with the health and safety procedures in place in the building. Fire extinguishers should be available and regularly checked;
- Children with infectious illnesses must not attend;
- No smoking should be permitted near the areas children will be in;
- Children should submit a health form before an activity. Take health forms when going off-site;
- Accidents should be recorded with a note of any action taken and signed by the leader involved;
- A first aid kit should always be available and its location must be well known;
- No medication should be administered without written parental consent;
- One leader should ideally be a first-aider;
- A responsible adult should make sure that the premises are open in good time.

12.11 Insurance

The church wardens, parish priest or Parish Safeguarding Co-ordinator (or Administrator at the Cathedral) need to keep a record of all activities that take place and it must be checked that insurance cover is adequate.

12.12 Manchester Cathedral - choristers

Whilst in school, choristers are protected by the safeguarding policy of Chetham's School of Music that meets statutory legal regulations. The safeguarding of choristers, however, presents specific issues for the school as they are routinely supervised by adults who are not employed by the school, for example whilst at Manchester Cathedral.

Whilst the choristers are in the care and responsibility of Cathedral staff, the Safeguarding Policy and procedures in this Handbook will apply.

When the choristers are at the Cathedral, the following procedures apply:

- i. The Choristers will always be supervised by at least one member of staff or person acting on behalf of the Cathedral. Generally speaking, the choristers are the responsibility of the Organist and Master of the Choristers.

- ii. Two authorised adults must always collect the choristers from the school and escort them to the Cathedral (as soon as the choristers leave the school gate they become the responsibility of the Organist & Master of the Choristers). Those authorised to chaperone choristers to/from the school are as follows: the Organist & Master of the Choristers; the Sub-Organist; the Sydney Nicholson Organ Scholar; the Worship and Music Administrator and those volunteers or parent chaperones who have undergone safe recruitment and had their criminal records checked with the Disclosure and Barring Service.
- iii. In areas other than the Song School, where a member of Cathedral staff is supervising the choristers on their own, doors to the area should be left open, another person should be around in the building and radio contact must always be maintained so that assistance may be easily summoned should it become necessary (e.g. a chorister feels ill).
- iv. It is the Cathedral policy to display a sign on the door indicating that the male toilets are only available for use by school boys during educational visits and choir rehearsals whenever deemed necessary.
- v. In the event of a safeguarding issue relating to a Cathedral Chorister, the Cathedral Safeguarding Co-ordinator will discuss the concerns with the Child Protection Officer at Chetham's School of Music and with the Diocesan Safeguarding Advisor as appropriate.

13. E-safety: Electronic Communication and Social Networking

Safeguarding children and others today requires the recognition that abuse can happen both online and offline. Whilst computers, mobile phones and all other electronic communication devices are by very nature neutral, unfortunately they can be used as vehicles to bring harm, and as a tool to groom children.

Children can be groomed through the internet and via messaging services, such as text messages, all forms of social media, the use of Skype and other web-cam services, with chat facilities, within online games and through the facility to send and receive digital pictures and images.

We live in a changing world of technology which, although sophisticated, is also easily accessible and allows for those who wish to exploit children to gain trust with them. For whilst children may be technically competent, they can also lack the maturity to understand the dangers they may be exposed to. Those with responsibility for the care and welfare of children should therefore ensure that they are technically competent in the area of what is called 'e-safety'.

The purpose of these guidelines is to help safeguard staff and volunteers from allegations and protect their privacy, as well as safeguard children and young people.

Due to the increasing personal use of social networking sites, everyone needs to be aware of the impact of their personal use on their professional standing.

In practice anything posted on the internet will be there forever and is no longer in your control. When something is on the internet even if you remove it, it may have already been

“snapshotted” by a “web crawler” and so will always be there. Current and future employers and others may see it. Teachers, children and young people and their parents, friends, family members and carers may also see it. When working with young people, you need to keep clear boundaries between your professional life and your private life – and you may need to limit what you post on-line on social networking sites in order to do this.

13.1 General dos and don'ts

Staff and volunteers are in a professional position and are responsible for the care of children and young people. Communication between children and adults by whatever method should always take place within clear and explicit boundaries. This includes face to face contact, mobile phones, text messaging, emails, digital camera, videos, webcams, websites, blogs and social media messaging.

Therefore staff and volunteers should:

- Ensure that all electronic communications are appropriate and professional;
- Not engage in any activities which may harm the welfare of children or young people;
- Not engage in activities on the internet which might bring the Diocese or the Cathedral into disrepute;
- Not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory;
- Ensure that all electronic communications are appropriate and professional.

13.2 Communicating electronically with children and young people – dos and don'ts

- Obtain consent from the parents or guardians of any young people or children you wish to communicate with digitally, including to obtain their mobile phone number;
- You should not give your personal contact details to children or young people, including mobile telephone numbers, personal email address, details of any personal blogs, or personal web sites;
- Always copy another worker into all e-mails to ensure accountability. When using e-mails and instant messaging (IM), ensure that the general protocols for ICT communication are taken into account;
- When communicating with a group of children or young people, use a group e-mail or text message and not individual ones. This saves time, and ensures there is no favouritism as everyone will receive the same message;
- Use a specific e-mail account to communicate with children and young people. The address should be known by the young person or child, their parent or guardian, and other staff. This should not be your personal e-mail account;
- Use clear and unambiguous language. Many abbreviations are currently used which are open to misinterpretation, for example 'lol' could mean 'laugh out loud' or 'lots of love'. Nuance and tone in communication can sometimes be hard to read, so ensure that language is clear and not open to misunderstanding;
- Stick to an agreed length of time for a conversation with a child or young person through instant messaging, and an agreed curfew when no communication takes place, for example between 10pm and 7am;

- Log all conversations in a text/Word file and ensure that it is saved in a specific area on the computer. At the beginning of each IM conversation, you should inform the child or young person you are communicating with that the content of your conversation will be saved;
- Any text messages that are received which cause concern should be saved and passed to your Parish Safeguarding Coordinator.

13.3 Social Networking - Dos and Don'ts

Social networking sites provide a great way for people to maintain contact with their friends. However, through the open nature of such sites, it is also possible for third parties (including children and young people and their parents and carers) to access this information. The following guidance for staff and volunteers is to protect children and young people and keep staff and volunteers safe from allegations:

- Where the parish or the Cathedral has a Facebook account, communication with children will be monitored e.g. by having a closed group.
- You must not post or share work related information on your personal social networking pages, whether written or pictures.
- Under no circumstances should comments be made on social networking sites, in chatrooms or in any other electronic forum, about the Diocese, the Cathedral, its staff or volunteers.
- Under no circumstances should comments be made on social networking sites, in chatrooms or in any other electronic forum, about children or young people you are working with in the Church or Cathedral.
- You must not send or accept friendship requests on social networking or messaging sites from children or young people (or their parents/carers and family members) that you work with under the age of 18. Also remember that young people you no longer work with may still have friends that you may have contact with through your work with the Church or Cathedral.
- Social networking sites such as Facebook have a range of privacy settings which are often set up to expose your details to anyone. When 'open' anyone can find you from a search of the social networking site or even from a google search. Therefore, it is important to change your setting to 'just friends' so that your details, comments and photographs can only be seen by your invited friends. However, always remember anyone who can access your site can potentially copy and paste your comments into the public domain, making it visible to all.
- You may have your own profile set to private, but when joining a group or a network, be aware that everyone in that group or network is able to see your profile. Have a neutral picture of yourself as your profile image, do not put online any text, image, sound or video that could upset or offend or be incompatible with your professional or volunteer role with the Diocese or the Cathedral and do not post embarrassing material or comments about yourself.
- Choose your social networking friends carefully and ask about their privacy controls.
Exercise caution, for example, on Facebook if you write on a friend's 'wall' - all of their friends can see your comment, even if they are not your friend. Your friends may take and post photos that you may not be happy about. You will need to speak to them to request that it is removed.
- If you have younger friends or family members on your social networking groups who are friends with young people (or their parents/carers and family members) that you work with, be aware that posts that you write will be visible to them.

- You should always be aware of the privacy settings on photo sharing websites. If you or a friend are tagged in an online photo album (Facebook, Flickr, Instagram) the whole photo album may be visible to their friends, your friends and anyone else tagged in the photo album. You do not have to be friends with anyone to be tagged in their photo album; if you are tagged in a photo you can remove the tag but not the photo.
- Do not use your personal profile in any way for official business.

14. Hire of Church Premises

Many churches have buildings which they hire out to community groups. Ensuring the safety and welfare of children, young people and adults at risk lies with those responsible for their care. Where external organisations are using church buildings the following must be addressed (not including uniformed organisations):

- The group/organisation must have their own insurance cover; including indemnity cover. An original insurance cover certificate should be seen confirming this and it should be recorded that it has been provided.
- A health and safety assessment must be undertaken to ensure that the building is fit for purpose and there are no potential hazards. A first-aid box and accident book must be maintained and available.
- Groups and organisations should abide by their own safeguarding child and adults policies which are up to date and meet the needs of the group. In the event the group does not have their own policy it may be appropriate for them to work in line with that of the church from which they are hiring the premises. However, it is important that the policy meets the needs of the group. For example, a parish general child protection policy would not be specific enough for the needs of a children's drama group.
- A written hire agreement form must be completed (example in appendix??). This agreement should include that the insurance certificate has been seen, is current, and includes liability cover; that the group's policies are up to date and meet the needs of the group or are working in line with church policies; and a health and safety assessment has been completed and undertaken regularly, at least on an annual basis.
- If the hiring body is required to register with OFSTED then the Safeguarding Children Co-ordinator should ask to see the registration certificate and record that it has been seen (see appendix for hire of agreement form).

15. Whistle blowing policy

Manchester Diocese has a whistle blowing policy available on the Diocesan website.

Useful Contacts

Diocesan Safeguarding Advisor: Abbey Clephane-Wilson, Church House (90 Deansgate). Telephone: 0161 828 145. Mobile: 07436 589 606

Safeguarding Concerns outside standard office hours, which are generally Monday to Friday from 8.30am to 4.30pm, can be reported to CCPAS on 0845 120 4550.

CCPAS Listener telephone line: 0845 120 4553

Manchester Children First Response Team at the Manchester Contact Centre
Telephone: 0161 255 8250

The Local Authority Designated Officer (LADO) is Majella O'Hagan
Telephone: 0161 274 6555

Manchester Children's Social Care and Support
First Point of call Manchester Contact Office on 0161 234 5001
Safeguarding Children Referral Form: <http://www.manchesterscb.org.uk/prof-specific.asp>

Manchester Adult Social Care Services
Telephone: 0161 234 5001
Email: mcsreply@manchester.gov.uk
Safeguarding Adults Online Referral:
https://secure.manchester.gov.uk/forms/form/423/en/social_care_for_adults_online_referral

Templates and Sample Forms

A model statement of safeguarding children and young people in a parish

Policy Statement on Children, Young People and the Church of... (name of parish)

This statement was agreed at the PCC meeting held on:(date

- As members of this church, we commit ourselves to the nurturing, protection and safekeeping of all, especially children and young people.
- It is the responsibility of each one of us to prevent the physical, sexual and emotional abuse of children and young people and to report any abuse discovered or suspected.
- We recognise that our work with children and young people is the responsibility of the whole Church.
- Our church is committed to supporting, resourcing and training those who work with children and young people and to providing supervision.
- Our church is committed to following the policy and procedures published by the
- Diocese.
- The parish will adopt good practice guidelines.
- Each worker with children and young people must undertake diocesan Safeguarding training, know the guidelines and undertake to follow them. Each shall be given a copy of the Parish's agreed procedures and good practice guidelines.
- As part of our commitment to children and young people, the PCC has appointed

_____ (name) to be the Parish
Safeguarding Co-ordinator

- Children and young people are an important part of our Church today.
- They have much to give as well as to receive.
- We will listen to them.
- As we nurture them in worship, learning, and in community life, we will respect the wishes and feelings of children and young people.

This church appoints to represent the concerns and views of children and young people at our meetings and to outside bodies.

Incumbent.....

Churchwarden.....

Churchwarden.....

Parish Safeguarding-Co-ordinator.....

Date.....

A model policy statement on the safeguarding of adults in a parish

Policy on the Safeguarding of Adults in the Church This statement was adopted by..... (Parish) at a Parochial Church Council meeting held on.....

This policy will be reviewed each year to monitor the progress which has been achieved.

1. We recognize that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
2. As members of this parish we commit ourselves to respectful pastoral care for all adults to whom we minister.
3. We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.
4. We commit ourselves to promoting safe practice by those in positions of trust.
5. The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.
6. It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect.
7. We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.
8. The parish is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be vulnerable.
9. The parish adopts the guidelines of the Church of England and the Diocese.
10. Each person who works with vulnerable people will agree to abide by these recommendations and the guidelines established by this church.

This church appoints to represent the concerns and views of vulnerable people at our meetings and to outside bodies.

Incumbent.....

Churchwarden.....

Churchwarden.....

Parish Safeguarding-Co-ordinator.....

Date.....

GENERAL RISK ASSESSMENT FORM

Name/Address of Church	Assessment carried out by...	On behalf of group
Date	Date for review	PCC noted on (date)

List the hazards	Who might be affected?	What are you currently doing to reduce risk?	What further action needs to be taken to reduce risk?	Who is responsible for taking this action? (List all who are responsible)	When will it be done?

Parental consent for an activity/event

1/ Nature of event/activity:

Date:.....

Time:.....

Child's name:.....

DOB:.....

- I agree to his/her participation in the activities described;
- I understand that if group/activity photographs may be taken during the event, a "Parent/carer and young person consent form for the use of photographs/video" will be supplied to me;
- I acknowledge the need for him/her to behave responsibly and will ensure that he/she is aware of the expectation to behave responsibly.

2/ Transport arrangements. Please detail how your son/daughter will travel to and from the activity or the pick-up point for the day/residential trip (for which parents/carers hold responsibility).

.....

3/ Medical information.

a) Does your child have any condition(s) requiring medical treatment including medication e.g. inhalers, anti-epileptics or insulin?

YES/NO

b) Does your child have any special dietary requirements (including allergies e.g. nuts) and the type of pain/flu relief medication your child may be given if necessary

YES/NO

c) Please outline any phobias or fears that your child may have

.....

d) Is your son or daughter allergic to any medication?

YES/NO

e) Does your son or daughter have any specific medical issues?

YES/NO

f) When did your son or daughter last have a tetanus injection?

.....

g) (for residential trips only) to the best of your knowledge, has your son/daughter suffered from or been in contact with any contagious or infectious diseases in the last few weeks?

YES/NO

I agree to inform the leader as soon as possible of any changes in the medical or any other circumstances between now and commencement of the journey.

YES/NO

4/ Contact information.

Name:-.....

Work/mobile number: -

Home tel number:-

Home address:-

.....

Alternative emergency contact: -

Name:-.....

Tel number: -

Address:-.....

.....

Name of family doctor:-.....

Doctors telephone number:-.....

Doctor's address:-.....

.....

5. Declaration

In the event of an illness or accident every effort will be made by the event leader or their assistants to contact me. If for whatever reason this is not possible I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Signed-..... Date-

Relationship to child-.....(*person must have parental responsibility*)

Full name-.....

Hiring agreement for non-church based groups form

Hire of premises agreement form (non-church based groups)

Organisations that work with children, young people and/or vulnerable adults and hire or use church property should be advised of their responsibility for the welfare and safety of the people in their care. The Church of England requires that such groups have adequate safeguarding policies and procedures in place and these are seen by the Parish Safeguarding Co-ordinator in consultation with the Diocesan Safeguarding Advisor if necessary.

Policy documents

This organisation: *(insert name)*

.....
recruits staff in accordance with best practice. Furthermore, the organisation: *(insert name)*

.....
has its own safeguarding policies and procedures, and undertakes to follow these policies in relation to working with children, young people and/or vulnerable adults, preventing child abuse and responding to safeguarding concerns. It is the responsibility of the group hiring the building to ensure that their policies are current and meet the needs of the service. The PCC/Diocese may request sight of the policies to ensure appropriate safeguarding measures are in place.

OR

This organisation: *(insert name)*

.....
has been given a copy of the Parish/Diocesan *(delete as necessary)* Safeguarding policies for the Church of England and undertakes to follow these policies in relation to work with children, young people and/or adults, preventing child abuse and responding to safeguarding concerns. This organisation: *(insert name)*

.....
has its own public liability insurance to cover any claims arising as a result of the group activity.

Signed:.....
(Parish Safeguarding Co-ordinator)

Signed:.....

Print Name:

Role/Organisation:.....

Date:

Insurance

This organisation.....(*name of organisation*) has its own insurance cover; including liability cover (the original insurance certificate must be seen by the Parish Safeguarding Co-ordinator, Parish Priest or Church Warden)

Signed:.....
(*Parish Safeguarding C-ordinator/Parish Priest/Church Warden*)

Signed:.....

Print Name:.....

Role/Organisation:.....

Date:.....

Risk assessment form

1. Places to be visited.	
2. Potential hazards	
3. List groups of people who are especially at risk from the significant hazards you have identified	
4. List existing controls or note where information may be found.	
5. How will you cope with the hazards which are not currently or fully controlled under (3)	
6. Continual monitoring of hazards throughout visit	
Risk assessment completed by:	
Review date:	
Signed:	
Date:	

Risk assessment form notes

NB - The bullet points included in these notes are examples to be considered under the headings in Boxes 1-6. The blank form on the following page should be completed using the guidance and considering the specific activity to be undertaken along with the needs of the children and young people who will participate in the planned activity.

1. Place to be visited: e.g. retreat centre

2. Potential hazards:-

- environmental e.g. weather, terrain
- health e.g. polluted water
- human and behavioural e.g. violence
- activity e.g. swimming
- travel e.g. driving
- accommodation e.g. fire exit

3. List groups of people who are especially at risk from the significant hazards you have identified e.g.:-

- children
- young people
- event leader
- leaders
- impact of age/stamina/ability

4. List existing controls or note where information may be found e.g.:-

- ensure sufficient supervision
- clear guidance to pupils
- exploratory visit or research – this will allow for unforeseen or unknown hazards to be identified

5. How will you cope with the hazards which are not currently or fully controlled under (3) e.g.:-

- List hazards and the measures taken to control them
- removal of hazard
- modifying the design of an activity
- supervising an activity more closely
- training
- emergency procedures

6. Continual monitoring of hazards throughout visit:-

- share plans with leaders prior to the event
- during the event, on-going assessment of risk and remedial action as required

Safeguarding (Child and Adult Protection) Parish Self Audit

Dated:

	Section 1: Responsibilities within the parish church	Comments	Actions to be taken/areas to develop
1.1.	<p>Does the parish have at least one child protection and adult who may be vulnerable safeguarding co-ordinator to work with the incumbent and PCC to implement policies and procedures?</p> <p>The co-ordinator must make sure that any concerns about a child, adult who may be vulnerable or behaviour of any adult are reported to the Diocesan Safeguarding Advisor and the parish priest is updated of any safeguarding matters. In cases where a parish is in vacancy the Area Dean should be informed.</p> <p>The Parish Safeguarding Co-ordinator should not be a person without pastoral responsibility. They should either be a member of the PCC or have the right to attend council and should report at least annually on the implementation of policy within the parish.</p>		
	<p>Are the Parish Safeguarding Co-ordinator names and contact details on display so congregation members may contact them?</p>		

	It is good practice to have a photograph of the safeguarding co-ordinator so they can be easily identified.		
1.2	Do the co-ordinators and church wardens work with the priest in charge and PCC to implement policies and procedures?		

	Section 2: Diocesan and National Church safeguarding policies	Comments	Actions to be taken/areas to develop
2.1	Has the parish adopted and implemented safeguarding procedures accepting as a minimum the House of Bishops' policy on safeguarding but informed by additional diocesan procedures and recommended good practice, whilst being responsive to local parish requirements?		
2.2	Does the parish have a child protection and adults who may be vulnerable policy? Has the PCC reviewed these policies in the last 12 months? It is good practice for safeguarding to be a standing issue on the agenda of the PCC. Is this in place?		
2.3	Is there a safeguarding report provided at your annual parochial church meeting?		

	Is the opportunity for questions and discussion available?		
2.5	Has the parish considered appointing a person, who may be different from the parish co-ordinator to be a children's and/or vulnerable adult's co-ordinator? This should be someone whom children know they could talk to about any problems, if they so wish. It can be useful if the co-ordinator is not someone whom the children or adults whom may be vulnerable know personally.		
2.6	Are resources for children and adults who may be vulnerable made available, for example, contact details for Childline.		
2.7	When safeguarding concerns have identified have they been dealt with effectively? Has confidentiality been maintained where appropriate?		

	Section 3: Training and Recruitment	Comments	Actions to be taken/areas to develop
3.1	Are all those working with children and/or vulnerable adults recruited according to safer recruitment guidelines? Including:- <ul style="list-style-type: none"> • Job description • Self-disclosure forms • References 		

	<ul style="list-style-type: none"> • Interview • DBS check in line with role and responsibilities 		
3.7	Prior to undertaking a role with children have church workers undertaken the electronic safeguarding training?		
3.8	Have incumbents, safeguarding co-ordinators undertaken diocesan safeguarding training?		
3.10	Are confidential documents stored safely and securely?		

	Section 4. Keeping safe	Comments	Actions to be taken/areas to develop
4.1	<p>Do groups and activities have the necessary staffing levels?</p> <p>Club and activity records should be kept and maintained in line with diocesan policy including:-</p> <ul style="list-style-type: none"> • Completing a registration form for children attending groups/activities • Attendance register 		
4.2	<p>Is there a first aid kit available?</p> <p>Is an accident book available and is this completed when an injury occurs?</p>		

4.3	Have buildings been checked for an annual health and safety inspection?		
4.5	Is permission asked to take photographs?		
4.6	Are risk assessments completed for specific events?		
4.8	<p>Hire of church buildings</p> <p>Has it been checked that groups/organisations have their own insurance cover which is in date and includes liability cover? (this should be recorded)</p> <p>Has a health and safety check been undertaken?</p> <p>Is a first aid box and accident book available (first aid box must be maintained)</p> <p>Do groups/organisations have their own safeguarding policy which is up to date and meets the needs of the group? (it may be appropriate for the group to work in line with that of the parish which is hiring the building, however, it must meet the needs of the group)</p> <p>Is a written hire agreement completed incorporating the above and signed?</p>		

	Section 5. Supervision of offenders and those who may pose a risk	Comments	Actions to be taken/areas to develop
5.1	Are Clergy, church wardens and parish co-ordinators aware of process that must be followed in the event an offender wishes to attend church or somebody may pose a risk to children or adults and working in line with National Policy		

Conclusion