

# **SAFEGUARDING POLICY BOOKLET**

*“We are all responsible for the safety and well-being  
of all connected with the church.”*

The purpose of this booklet is to collate all the relevant policy documents in one place with a minimum of repetition between policy statements. It is best regarded as a reference document. **Key points of good practice are summarised for the PCC, the Pastoral Team and the Sunday Clubs, Fuel Cells, Torch and Baby Basics.**

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All of the above were accepted by the PCC on: **26<sup>th</sup> July 2023**

Next review: **July 2024**

# 1. Safeguarding Responsibilities at the Martyrs

The Lead Safeguarding Coordinator is Pete Coopey.

The Child Safeguarding Coordinator is also Pete Coopey.

Pete can be contacted on **Email:** [pete.coopey@gmail.com](mailto:pete.coopey@gmail.com)

**Telephone:** 0116 2387828 or 07530 741903

The responsibilities of the Lead Safeguarding Coordinator are as follows:

- i. To lead the annual review of the Safeguarding Policy Booklet.
- ii. To prepare a statement for the Annual Parochial Church Meeting (APCM).
- iii. To manage the Parish Dashboard (a summary document that records what has been done and identifies any outstanding actions).
- iv. To manage the safer recruitment process.
- v. To monitor the safeguarding training records and ensure they are up-to-date.
- vi. To complete the identity checker for DBS applications.
- vii. To be involved with agreements with individuals who have a known history of abusive behaviour.
- viii. To keep up-to-date with current best practice in safeguarding – when possible attending the annual diocesan conference and reading newsletters, and so on, to inform reviews of policy and practice.

The Adult Safeguarding Coordinator is **Kathy Bradley**

Kathy can be contacted on **07970382898 OR 01455 647886**

The responsibilities of the Adult Safeguarding Coordinator (ASC) are as follows:

- i. To welcome members of the congregation who may be facing barriers/multiple barriers and to make a point of listening and chatting to them.
- ii. To alert a member of the Pastoral Team if there are any concerns; to attend Pastoral Team meetings.
- iii. To inform the overall Safeguarding Coordinator (currently Pete Coopey and David Spence) or a member of the clergy within 24 hours of any report of abuse. If these people are not available to report directly to the appointed officer in the Diocese (currently Rachael Spiers).
- iv. To keep up-to-date with current best practice in safeguarding – when possible attending the annual diocesan conference and reading newsletters, and so on, to inform reviews of policy and practice.

## 2. Policy and Procedures for the Safeguarding of Children and Young People in the Martyrs Church

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 10.05.2018 and has been updated where necessary and reconfirmed annually.

Further: The PCC adopts The Church of England's Safeguarding Policy for children, young people and adults **"Promoting a Safer Church"** and commits to the implementation of this policy.

### **The PCC commits to:**

- ✓ promoting a safe environment and culture
- ✓ safely recruiting, training and supporting all those with any responsibility related to children, young people and adults within the church whether paid staff or volunteers - including staff and volunteers in the Baby Basics sub-committee of the PCC
- ✓ responding promptly to every safeguarding concern and allegation
- ✓ caring for victims/survivors of abuse
- ✓ care pastorally for those who are the subject of concerns or allegations of abuse
- ✓ responding to those that may present a risk to others

The Martyrs Church will appoint a Child Safeguarding Coordinator (CSC) to work with the incumbent and the PCC to implement policy and procedures. The CSC will ensure that any concerns raised about a child, or the behaviour of an adult, are appropriately reported both to the statutory agencies and to the relevant Archdeacon in a timely manner and that appropriate action is taken. The CSC, if not a member of the PCC, will have the right to attend its meetings and will report to it, at least annually, on the implementation of this policy.

### **2.1 The Child Safeguarding Coordinator will:**

- a. Ensure that a person is nominated to act as somebody to whom children may talk to about any problems, (to be known as the Independent Person), in the event that this cannot be done by the CSC or through other arrangements.
- b. Display in church premises where children's activities take place the contact details of the CSC and Independent Person/Children's Advocate, along with the Childline and Parentline telephone numbers and web addresses. A copy of this statement of policy will also be displayed in such places as well as in the church and church hall.
- c. Ensure that all those authorised to work with children or who are in a position of authority are appropriately recruited according to safer recruitment practice in line with Church of England national policy, and are trained, resourced and supported. This will include providing them with a copy of this policy and access to all the relevant policies and Practice Guidance produced by the Church of England and the Diocese of Leicester.

- d. Ensure that only authorised people work with children and that all work with children is carried out within appropriate accountability structures.
- e. Ensure that there is appropriate insurance cover for all activities involving children undertaken in the name of the parish.
- f. Review the implementation of the child protection policy, procedures and practices at least annually.
- g. Work to create a culture of informed vigilance which takes children seriously.
- h. Pay particular attention to children with special needs to ensure inclusion.
- i. Pay particular attention to those from the diversity of ethnic groups to ensure their full integration and protection within the church community.
- j. Ensure that those who may pose a threat to children and young people are effectively managed and monitored.
- k. Ensure that a health and safety policy and the appropriate procedures and risk assessments are in place and that these are reviewed periodically.
- l. Act without delay on allegations or suspicions of abuse using the procedure laid down by the Diocese of Leicester.
- m. Respond without delay to any complaints received regarding children's work or the safeguarding of children.
- n. Ensure that all new PCC members have access to this policy and the Diocese of Leicester Child Protection Handbook so that they are aware of their responsibilities.
- o. Cooperate fully with investigations by statutory agencies.
- p. Seek to offer informed pastoral care to any child, young person or adult who has been a victim/survivor of abuse.
- q. Care for and supervise any member of the church community known to have offended against a child while maintaining appropriate confidentiality and ensuring the safety of others.
- r. Provide a report for PCC meetings as necessary.
- s. Ensure that those hiring PCC premises for activities involving children or young people agree to commit to good safeguarding practice.

## 2.2 Procedures for Implementing the Child Safeguarding Policy of the Church of the Martyrs

A copy of these procedures will be available to all clergy, staff (whether employed directly by the PCC or another body), volunteers and lay workers who have the responsibility for children or young people. **Summary documents that highlight the practice required will be drawn up for the PCC, all children's and young people's activities and the pastoral team.**

### Contacts

Our Child Safeguarding Coordinator is **Pete Coopey** who usually attends the 10.30 service.

## 2.3 Independent Persons

The Independent Persons to whom children or adults can talk to about worries and concerns relating to possible child abuse are:-

- **Liz Coopey**
- **Lorraine Pointon**
- **Sarah Roe**

They all usually attend the 10.30 service

## External Contacts

**Social Services: 0116 3050004** (office hours) **0116 2551606** (out of hours)

**Police: 999** if a life is in danger or **101** to make a report

## 2.4 Details for the Main Leader of each Children's/Youth Group:

The Martyrs Church Children's and Young Families Worker is:

**IRENE HART who can be contacted on 07868 390888.**

All other leaders can be contacted through the church or the church address list (available from a church warden).

Group	Age Range	Leader
The Ark	0 - 3	Parent Led
Rainbow Club	3 - 5	To be decided
Ketchup Club	5 - 11	Irene Hart Robin Pointon
Fuel Cells	11 - 14	Dave Seaman Ben Lawton Sarah Roe Hannah Burden
Torch	14 - 18	Chris & Libby Elsey
Shake, Rattle & Roll	Pre school	Irene Hart

## 2.5 Minimum Staffing Levels

The recommended minimum staffing levels set out in *Protecting All God's Children* will be maintained. These are as follows:

<b>Age</b>	<b>Number of Leaders</b>
0 to 2 years	1 leader to every 3 children
2 to 3 years	1 leader to every 4 children
3 to 8 years	1 leader to every 8 children
8 +	1 leader for the first 8 children then 1 to 12

Notwithstanding these minimum levels, each group is to have at least 2 adult workers present and a gender balance should be maintained wherever possible, particularly in mixed gender groups. More help may be required if children are being taken off site, are undertaking physical activities or if necessitated by other circumstances. This will be assessed by the leaders of these activities.

## 2.6 Code of Behaviour

The PCC commits to the following Code of Behaviour which those who work with children and young people are expected to follow.

### **Staff and volunteers should:**

- treat all children with respect and dignity
- provide a Christian example for others to follow
- provide an example of good conduct for others to follow
- ensure that there are at least two adults present during activities with children and young people or at least that the group leader is within sight or hearing of others
- respect personal privacy and space
- ensure that another adult is informed if a worker needs to assist a child with toileting
- avoid physical contact with a child or young person as appropriate to age group (very young children may need comforting at times)
- challenge unacceptable behaviour in a responsible way
- report all allegations/suspensions of abuse or harm

### **Staff and volunteers should not:**

- hit a child or young person
- engage in rough play or physical or sexually provocative games

- touch inappropriately
- show favouritism to any one child, young person or group
- give lifts to children without parent/guardian permission and relevant insurance (and always in the company of another responsible adult)
- invite a child or young person to the youth leader/worker's home alone unless responding to an emergency situation, in which case the relevant people should be contacted
- permit abusive peer-to-peer activities e.g. initiation ceremonies, ridiculing, bullying
- allow unknown adults access to children (a known person should always accompany visitors)

## **2.7 Procedure to be followed in the case of an allegation or disclosure of abuse**

If there is an allegation or disclosure of abuse by a child, young person or by an adult who is disclosing or alleging historic child abuse see APPENDIX ONE

## **2.8 Registration for Groups and Activities**

A registration form will be completed for every child or young person who attends groups or activities. This does not include activities such as church services, which would take place regardless of whether or not children are present. Neither does it include activities which are family focussed and which children attend with their parents (e.g. Messy Church). The form will be updated annually and include the following:

- name and address
- date of birth
- emergency contact details
- medical information/ allergy information
- any special needs including activities that the child or young person is unable to take part in
- consent for emergency medical treatment
- consent for photographs and videos, if relevant

All personal details and registration forms will be stored securely, not used for any other purpose, and shredded or disposed of securely when out of date or no longer in use.

Separate procedures apply to youth drop-in centres. In the event that a drop-in event is being planned, the Youth Ministry Officer will be contacted for guidance.

### **2.8.1 Activities away from Martyrs Church premises**

Adequate arrangements will be made for children's and young people's activities which take place away from church premises as follows:

- no child can be taken off-site for activities without the consent of their parent/guardian/carer
- details of the event must be given in advance and consent forms received in advance of the event taking place
- details of the arrangements will be given to the CSC
- a risk assessment will be undertaken and confirmation obtained that the event is covered by the PCC's insurance
- a detailed programme and list of contacts should be left with someone in the parish
- a leader with relevant first aid training will be designated to take responsibility for First Aid

*See Section D of the Child Protection Handbook for a model trip form.*

## **2.9 Support, supervision and training**

All those involved in working with children and young people will try to ensure that there is more than one responsible adult available so that there is mutual supervision.

It is acceptable (and often necessary) that a volunteer can start working with a group whilst their DBS check is being undertaken – where this is the case the volunteer must not be left alone with the group at any time.

Should one of the adults become ill or get called away, the other adult will call for additional help. In emergency situations, where an individual cannot avoid working with children on his/her own because an unforeseen situation has arisen, he/she will inform another leader (or the Child Safeguarding Coordinator or priest) of the situation immediately (or as soon as practicably possible); and, a note will be kept by the Child Safeguarding Coordinator of the circumstances.

Those who work with children and young people will be given the opportunity to review their work with the leader of their group, the CSC, priest or member of the PCC. This will enable them to comment on the work they are doing, give suggestions, review and further develop their work and, if they so wish, and to discuss training opportunities.

From time to time the church may hold training events on safeguarding. There will also be other training events organised by the Diocese of Leicester which church staff, readers, pastoral assistants, evangelist, youth workers, volunteers and child protection coordinators are required to attend.



All applicants for posts now need to confirm that they are willing to attend safeguarding training delivered by the diocese – either in person or on line – as part of the recruitment process.

Safeguarding training is available and mandated for those leading and supervising work with children. The training is available online for basic awareness(C0) and foundation (C1) levels, those roles with greater responsibility e.g. Children’s Worker / Coordinator are required to undertake safeguarding leadership training organised by the Diocese. The Diocese has published a summary of the roles and levels of training required for each and this is available via the CSC. As a Church, a higher level of safeguarding awareness is encouraged and training is advocated for all roles with children – this includes for those involved in adhoc support of groups and for holiday clubs.

**Baby Basics volunteers will have their own in-house safeguarding awareness training led by the Martyrs Church CSC. It should be noted that, Baby Basics volunteers deal with professionals who have made referrals and never work directly with their clients; for this reason, Baby Basics volunteers are not required to have DBS checks.**

Every person who works with children will be given a copy of the diocesan *Pocket Guide to Safeguarding Children* and this policy. They will also be given information about how to access the Diocese of Leicester Child Protection Handbook online, as well as other national Church of England documents including *Protecting All God’s Children*. Paper copies of these documents will be provided to those workers who request them.

## **2.10 Health & Safety and First Aid**

Management of Health and Safety, including risk assessments, will be take place as an integral part of all activities. All buildings where activities with children and young people take place will be inspected by an appropriate person at least annually and the results will be noted and reported in writing to the PCC or other appropriate church organisation. Health and Safety issues observed by those working with children and young people should be reported to the CSC or the person with responsibility for Health and Safety within the church as soon as possible.

**Qualified First Aider (paediatric) - Irene Hart**

**Qualified First Aider (workplace) - Ben Lawton**

A First Aid kit will be available on site and will be checked monthly and updated as necessary. An accident book is maintained at all places where activities with children and young people take place.

If there is an emergency involving injury to a child or young person:

- stay calm
- designated first aider to provide immediate first aid as needed
- alert others to the need for help
- ensure that somebody is supervising the other children or young people
- call an ambulance if needed
- contact the parents/guardians of the child or young person
- provide an appropriate handover and information about the situation to the parents/guardians
- complete the accident book
- consider whether there are implications for the Health & Safety policy and/or practices and report these to the CSC

### **2.11 Use of Social Media**

See separate Policy that has been approved by the PCC (July 2022) and appears later in this document for details

### **2.12 Where to get Help**

Child Safeguarding Coordinator (Pete Coopey) 0116 2387828 or 07530 741903

Diocesan Safeguarding Officer (Rachael Spiers) 0116 2615341

Social Services: 0116 3050004 (office hours) 0116 2551606 (out of hours)

Police: 999 if a life is in danger or 101 to make a report

Respect (young people) – 020 7549 0578

### **2.13 Resources**

All resources mentioned in this document in relation to safeguarding can be obtained by contacting the CSC Pete Coopey.

- Promoting a Safer Church
- Protecting all God's Children
- Safeguarding Handbook (Diocese of Leicester)
- Pocket Guide to Safeguarding (Diocese of Leicester)
- Guidance to Churches
- Policy on Child Protection (House of Bishops)
- Keeping children safe is everyone's responsibility

## 3. Policy and Practice Guidelines on Safeguarding Adults in the Martyrs Church

*“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.”*

### Contents

- 3.1 Summary statement on safeguarding adults (Diocese of Leicester)
- 3.2 The domestic abuse charter
- 3.3 Policy and practice guidelines on supporting adults
- 3.4 Distribution of the policy
- 3.5 How to respond to concerns, disclosures and allegations
- 3.6 Where to get additional help and support

### 3.1 Summary Statement on Safeguarding Adults (Diocese of Leicester)

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 10.05.2018 and has been updated where necessary and reconfirmed annually.

Further: The PCC adopts The Church of England’s Safeguarding Policy for children, young people and adults **“Promoting a Safer Church”** and commits to the implementation of this policy.

#### **The PCC commits to:**

- ✓ Recognise that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
- ✓ Commit to respectful pastoral care for all adults to whom we minister.
- ✓ Commit to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.
- ✓ Commit to promoting safe practice by those in positions of trust.
- ✓ Commit to promoting the inclusion and empowerment of people who may be vulnerable.
- ✓ Recognize that it is the responsibility of everybody to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect.
- ✓ Undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.

- ✓ Support, resource, train and regularly review those who undertake work amongst people who may be vulnerable.
- ✓ Adopts the Practice Guidance issued by the Church of England and the Diocese of Leicester Safeguarding Handbook.
- ✓ Ensure that only authorized people work with people who may be vulnerable and that all work with such people is carried out within appropriate accountability.

## **3.2 The Domestic Abuse Charter**

The Church of the Martyrs:

- Understands domestic abuse to be the abuse of a person physically, sexually, psychologically, spiritually, emotionally, socially or financially within an intimate family type relationship which forms a pattern of coercive and controlling behaviour. This can include forced marriage and so called honour crimes.
- Holds that domestic abuse in all its forms is unacceptable and irreconcilable with the Christian Faith and the Christian way of living.
- Accepts that domestic abuse is a serious problem, which occurs in church families as well as in the wider society.
- Undertakes to listen to, support and care for those affected by domestic abuse.
- Will always place the safety of any adult, young person or child affected by domestic abuse as the highest priority.
- Will work with domestic abuse agencies, will learn from them and support them in appropriate ways, and will publicise their work.
- Believes in a God of love, justice, mercy and forgiveness.
- Will teach what it means to be male and female, equally made in God's image.
- Will play its part in teaching that domestic abuse is a sin.
- Will seek to appoint advisers to encourage the use of good practice guidelines and seek to keep the church informed about the implementation and development of these guidelines.

## **3.3 Policy And Practice Guidelines on Supporting Adults**

### **3.3.1 Purpose**

Every member of the congregation has the responsibility to ensure that all are made welcome at The Martyrs, including those who might need additional care and support. This policy is intended to raise awareness of who might be in need of additional care and support and to help all members of the church with knowing “what to do and when to do it”.

### 3.3.2 Who might need additional care and support?

The concept of identifying those who may face barriers/multiple barriers in life, and whom may therefore be considered as 'vulnerable' for various reasons, is not straightforward; as such, there will always be an element of subjectivity in trying to define this. The definitions of abuse from the CARE ACT 2014 states that safeguarding applies to any adult who:

- has needs for care and support (whether or not the Local Authority is meeting any of those needs)
- is experiencing, or is at risk of, abuse or neglect and self harm
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

The list below shows some of the main barriers that may increase a person's vulnerability:

learning difficulties	physical difficulties	emotional difficulties
mental health issues	victim of abuse	abusers
divorce	bereavement	redundancy
single parents	loneliness	addiction
dementia	frailty	poverty
financial difficulties	domestic abuse	neglect

The church community will need to respond with prayer, thoughtfulness and sensitivity to those who are especially vulnerable and therefore the following principles apply:

- to recognise that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives
- to commit ourselves to pastoral care for all adults to whom we minister treating them with dignity and respect
- to commit ourselves to the safeguarding of people who are in need of extra care and support, ensuring their well-being in the life of this church
- to ensure that those in positions of trust, along with the whole church community, are committed to working within the safeguarding guidelines and promoting safe practice

The Martyrs Church community commits itself to promoting the inclusion and empowerment of people who are in need of extra care and support by:

- enabling them to participate in worship and the life of the church

- giving them a voice so their needs and concerns can be known
- giving them support to undertake appropriate roles in the church
- discovering their preferences e.g. to sit alone or with others
- enabling appropriate greetings e.g. perhaps a hand shake rather than a hug
- taking people coffee/tea if the area is very crowded
- assisting people to Holy Communion
- offering home Holy Communion
- providing large print service sheets
- providing spaces for wheelchairs alongside the pews
- providing a loop system for those with impaired hearing
- offering lifts to and from church

### **3.3.4 Adult Safeguarding Coordinator (ASC)**

The Church of the Martyrs undertakes to follow “Practice Guidance: Safer Recruiting (July 2016) in the selection and appointment of an Adult Safeguarding Coordinator (ASC) for adults in need of additional care and support. This includes applying for an enhanced dbS certificate.

The ASC will receive diocesan safeguarding training to Leadership Training Level (previously Level C2). In Autumn 2021, the diocese clarified key roles which need to undertake this level of training and Foundation (C1) and Basic Awareness (C2)

Under current arrangements the ASC will have the following responsibilities:

- i. to encourage the Welcome Teams to welcome the more vulnerable members of the congregation and to make a point of listening and chatting to them
- ii. to alert a member of the Pastoral Team if there are any concerns and to attend some Pastoral Team meetings
- iii. to inform the Lead Safeguarding Coordinator (LSC) or a member of the clergy within 24 hours of any report of abuse. If the LSC/clergy are not available, then to report directly to the appointed officer in the Diocese (currently Rachael Spiers)
- iv. See appendix I, diocesan safeguarding reporting procedure

Under current arrangements, the clergy or LSC will receive any concerns or disclosures of abuse and follow the diocesan safeguarding reporting procedure (appendix I).

It is not a responsibility of the safeguarding coordinators to directly address issues, undertake investigations or find solutions. This would be in the remit of the Pastoral Team, including clergy, who may need to contact other agencies. This statement does not preclude the safeguarding coordinators being involved when appropriate and if time permits.

### 3.3.5 Photographs

Not everybody likes having their photograph taken and the PCC is sensitive to this. Some people may be very wary of their photo being displayed on the website or other social media.

- Planned photography – to be notified in advance and to ensure all people are aware that they can opt out (without any embarrassment)
- Ad hoc photography e.g. at a Baptism – parents made aware that photographs are welcome but are to be restricted to the baptismal party
- Others – prominently displayed notices stating that photography is only allowed with permission from the clergy/church warden and only with the consent of anybody who is to be included in the photograph

### 3.3.6 Car Sharing and Lifts

People may be in need of a lift to or from church for a variety of reasons. Pre-planned lifts take place on a mutually agreed basis. If there is an unexpected need for a lift then a little caution is needed. All parties must feel comfortable with the arrangement and ideally there would be a driver and an escort – in reality this is not always possible. As a general principle the driver should be of the same gender as the person giving the lift – if this is not possible then the passenger should sit in the back of the car (based on advice from the diocese who checked official guidance).

How to respond to concerns, disclosures and allegations.- See APPENDIX ONE

## 3.4 Distribution of the policy

This policy is the responsibility of the PCC but its implementation rests with the whole congregation. In order that members of the congregation can familiarise themselves with it, it is proposed to:

- inform the congregation through the notices that the policy exists
- keep a copy in the file on the welcome desk
- draw attention to the policy by a poster on the notice board
- make copies available to groups on request , including:
  - Pastoral Team Members
  - Shake, Rattle and Roll
  - The Mothers' Union
  - Baby Basics Leicester
  - Hall users

### **3.5 How to respond to concerns, disclosures and allegations**

If there is an allegation or disclosure of abuse see APPENDIX ONE for guidance on action to be taken.

### **3.6 Where to get additional help and support**

Domestic Violence Helpline/Women's Aid/Refuge – 0808 2000 247

Rape Crisis – 0808 802 9999

Respect – 0808 802 4040

Samaritans – 116 123

Safe Lives – 0117 403 3220

The Men's Advice Line -0808 801 0327

Elder Abuse – 0808 808 8141

Age Concern – 0800 169 18 19

#### **3.6.1 Resources**

Helpful resources are kept in a grey magazine rack on the welcome desk at the back of church.

Please return after use as we only have one copy of each document.

- Promoting a Safer Church (2017)
- Promoting a Safe Church – Policy for Safeguarding Adults in the Church of England (2006)
- The Courage to Tell – Christian Survivors of Sexual Abuse tell their stories of pain and hope (1999)
- Only you can do this – Cerys Morgan (a struggle against church secrecy so as to protect its reputation (2010)
- Ending Domestic Abuse – A pack for churches
- Responding well to Domestic Abuse – Policy and Practice Guidelines (2017)
- Bereavement – Age Concern
- Caring for someone with Dementia – Age Concern
- At home with Dementia – Age Concern
- Living with Early Stage Dementia



## 4. CHURCH OF THE MARTYRS POLICY FOR THE SAFER RECRUITMENT OF VOLUNTEERS

### 4.1 Background

The PCC is committed to following the Safer Recruitment and People Management Guidelines (2016 and revised 2022) issued by Church of England and endorsed by Leicester diocese, which can be found online at [www.churchofengland.org](http://www.churchofengland.org)

Safer recruiting is in place for the following groups:

The Pastoral Team, Shake, Rattle and Roll, the children's clubs (including the holiday club), Fuel Cells, Torch, the Worship Leader and **Baby Basics staff and volunteers.**

### 4.2 Requirements

The steps of this process are outlined below:

- Providing a job/role description.
- Ensuring the potential volunteer provides a completed application form.
- Ensuring the potential volunteer completes a confidential declaration form.
- Clergy and ordinands will be recruited by the diocese using the Safer Recruiting Procedures that include a DBS check. (Thirty One Eight have advised Martyrs Church that only people who have direct contact with vulnerable adults are eligible for an enhanced DBS check)
- **Baby Basics volunteers do not have face to face contact with service users so will be required to complete a self declaration form but are not required to have a DBS check.**
- **Baby Basics paid staff i.e. team leader and team assistant, will need a basic DBS check as they have access to confidential details.**
- Conducting an interview – that covers, amongst other things, why the person wishes to engage in the activity, what is expected of them, how to deal with difficulties and the importance of safeguarding
- Taking up references from two referees one of whom should be current employer, previous church, or organisation at which the potential volunteer currently volunteers or has recently been a volunteer. At least one referee should be from outside the church.
- Obtaining a DBS (criminal record) disclosure, unless the nature of the role is such that there is no entitlement to a DBS check. All DBS checks are completed electronically through the organisation THIRTY ONE EIGHT.

- The role of identity checker is an important one because the identity checker verifies the identity of the person applying for the DBS check. The identity checker will always be a person who has undergone a DBS check. Identity checking will be carried out in accordance with DBS and Diocese of Leicester guidelines.
- Offering the post subject to a probationary period.
- Confirming the appointment in writing.
- Retention of application form, confidential declaration, interview notes and references in a secure place in the church office.
- Ensuring the volunteer is aware of PCC policies and procedures and has been given a copy of the Pocket Guide to Safeguarding Children and the Child Safeguarding Policy.
- Safeguarding Guidelines relating to Safer Recruitment can be downloaded from The Church of England website.
- Lead recruiters will be supplied with an electronic master of the required forms.
- Instructions for applying for a DBS certificate online and access to training are available electronically.
- An annual audit of who has been safely recruited will be undertaken by the safeguarding coordinator.

## 5. Policy on the use of Social Media

All those involved in working with children and young people will exercise care in the use of social media and respect the principles set out below. Communication by electronic means or by texting will not be used with children under the age of 13. All communication in these forms will be via their parents. The rest of the principles relate to communication with children and young people aged 13 and over. The key point is that communication should be in a context of transparency and accountability.

### 5.1 Responsibilities of the PCC

- i. To be aware of section in the Parish Safeguarding Handbook
- ii. To minute their decisions on which forms of social media can be used and by whom.

The PCC must approve the use of social media and mobile phones by the church. Where there are Facebook or similar online groups set up on the church's behalf, the PCC must ensure there is a named person to whom all workers are accountable.

The PCC of Martyrs Church has appointed Peter Coopey as interim coordinator.

The named person must be a church officer, and should be aware of the account name(s) and password(s) so that they can at any time log on to the account(s) to monitor the communications. The named person should be proactive in fulfilling this role.

Communications must be shared with the named person. Church officers remain bound by professional rules of confidentiality. Where there is concern that a young person or adult is at risk of abuse, or they themselves pose a risk of abuse to others, safeguarding procedures must always be followed.

### 5.2 Required practice

#### 5.2.1 Always ask parents/carers for written consent to:

- Use and store photographs of children/young people from activities or events in official church publications, or on the church's social media, website and displays.
- Use telephone, text message, email and other messaging services to communicate with young people
- Allow young people to connect to the church's social media pages.

### 5.2.2 Ensure that:

- a. Electronic communication and texting is only used for reasons relating to work and not for general socialising purposes.
- b. Other leaders should be aware of the situations in which these means of communication are being used. There should be more than one leader or other adult included in all social media group communications.
- c. Leaders, workers and volunteers should not invite children or young people from church activities to their personal social networking page but may respond to requests where appropriate, as long as the child or young person is 13 or over.
- d. Where possible, group pages should be used on social media for communicating. Where this is not possible then contact with a young person should be made through their parent/carer.
- e. Care should be exercised in posting to social media forums such as Facebook, X (formerly Twitter), and so on, as comments made on the spur of the moment may not always come across as intended and can be passed on extremely quickly around a large audience.
- f. Communication by electronic means or texting with children or young people should never take place during school hours and should be kept within the hours of 9am – 9pm.
- g. Where possible, email and messaging should take place to and within groups rather than individuals. If this is not possible then messages should be practical and factual and a third party should be copied in.
- h. Leaders, workers and volunteers should give very careful consideration as to whether it is necessary to give personal mobile phone numbers to children and young people.
- i. Webcams only be used in pre-arranged groups or video conferencing (with parental permission for children).
- j. Records of communications will be kept just as they would be for written communication. If a worker's mobile phone does not allow text messages to be saved then a written record should be kept.
- k. The principles for the use of social media will be communicated to children and young people.
- l. Care must be taken to avoid the dangers associated with use of social media, for example:
  - Forming inappropriate relationships
  - Use of inappropriate language such as offensive, sexual or suggestive comments
  - Blurring the boundaries between public work/ministry and private life
  - Anything that could be construed as grooming or bullying

### 5.3 Guidelines from the Parish Handbook

#### **Do:**

- Remain observant and vigilant.
- Maintain the utmost integrity – honesty, transparency, consistency and accountability are key. Treat online communication with children, young people and adults as you would communication that is face to face. Always maintain the same level of confidentiality.
- Report any safeguarding concerns that arise on social media to the relevant safeguarding officers in accordance with the safeguarding policy.
- Always assume that everything written is a permanent record and may be viewed by anyone at any time; and that everything can be traced back to the writer personally as well as to colleagues or the church.
- Always think before making a post.
- Draw clear boundaries around social media usage associated with your private life and your use of different social media for public ministry. Keep church account/s and profiles separate from your personal social media account/s e.g. only use a Facebook page, X (formerly Twitter) or blogs for public ministry, while keeping a separate Facebook profile for private life.

#### **Ensure that:**

- Only use an approved church/ministry account to communicate with children, young people and/or vulnerable adults. The named person should be able to access this and review conversations and the account should be visible to young people and their parents.
- Young people must be made aware that any communication will be viewed by all users. Save any messages and threads through social networking sites, so that evidence can be provided to the named person of any exchange when required.
- Avoid one-to-one communication with a child or young person.
- Use clear and unambiguous language in all communications and avoid abbreviations that could be misinterpreted.
- Save and download to hard copy any inappropriate material received through social networking sites or other electronic means and show immediately to the named person, safeguarding officer, incumbent or, if appropriate, the Diocesan Safeguarding Adviser.
- Use passwords and log off promptly after use to ensure that nobody else can use social media pretending to be you.

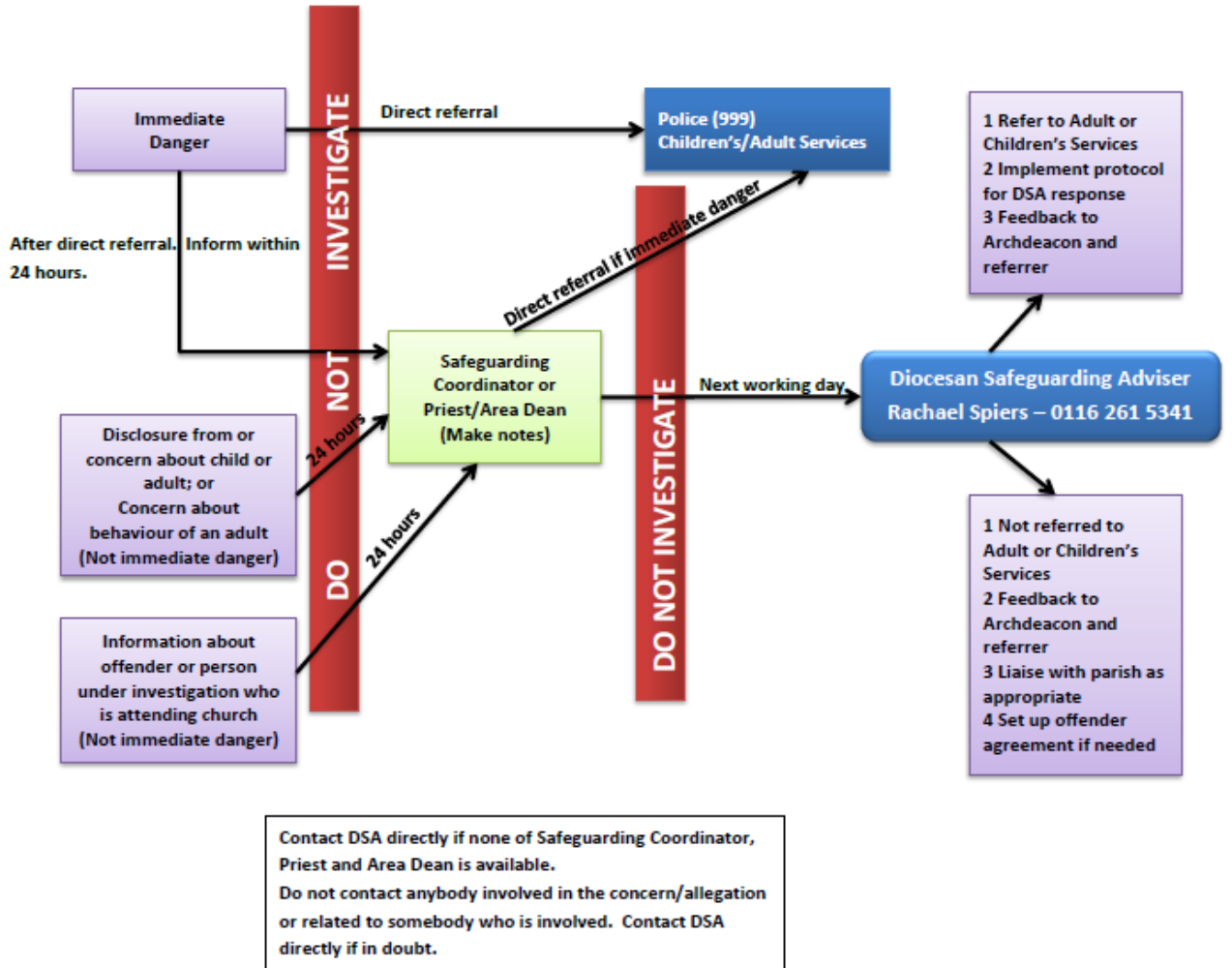
#### **Do not:**

- Use a personal Facebook or any other social media account in your work with children, young people or vulnerable adults.

- Add children, young people or vulnerable adults as friends on your personal accounts.
- Facebook stalk (i.e. dig through people's Facebook pages to find out about them).

# APPENDIX ONE: How to Respond to Concerns, Disclosures or Allegations

## How to respond to concerns, disclosures or allegations within your church



**A) If there is an allegation or disclosure of abuse by an adult who is disclosing or alleging historic child abuse:**

- 1 Listen. Keep listening.
- 2 Do not question or investigate – this is the job of the authorities. In particular do not speak to the subject of the allegation.
- 3 Do not promise confidentiality; tell them that the information they disclose needs to be shared.
- 4 Assure them they are not to blame.
- 5 Tell them what you are going to do. Reassure them that the matter will be reported to the investigating authorities. If the person needs reassurance that the alleged perpetrator will be punished, do not make any promises. There can be no guarantee as to what happens as that will be dependent upon the outcome of the investigation.
- 6 As soon as possible after the conversation, make careful notes of what was said, record dates, times, events and when you were told.
- 7 If there is immediate danger to the person, contact the Social Services or the Police.
- 8 Report the incident to your priest or Adult Safeguarding Coordinator immediately.
- 9 Do not contact the priest or Coordinator if the allegation concerns them or anybody related to them. Contact the Diocesan Safeguarding Adviser (currently Rachael Spiers - 0116 2615341) directly if necessary.
- 10 Do not discuss the incident with anybody else.
- 11 The priest or Adult Safeguarding Coordinator must then report the allegation or disclosure to the Diocesan Safeguarding Adviser by the end of the next working day. The Adviser will tell them anything they need to do.
- 12 In the absence of the Adviser, the appropriate Archdeacon should be contacted.
- 13 Do not contact anybody who is implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure.
- 14 Do not talk to the media under any circumstances. The Diocesan Communications Director will handle any media statements.
- 15 If a person makes a disclosure by email or other electronic means the same procedure should be followed, with the person receiving the disclosure making careful and confidential use of email or other electronic means to continue to 'listen' and then passing on the disclosure via the appropriate channels.
- 16 The procedure is the same for abuse which happened in the past, possibly many years ago.



## **B) Procedure to be followed where there are concerns that someone may be committing abuse**

If you are concerned, or it comes to your notice that someone may be committing abuse:

1. Make notes of your concerns and discuss them with your priest or Adult Safeguarding Coordinator.
2. The priest or Adult Safeguarding Coordinator must then report the concerns to the Diocesan Safeguarding Adviser by the end of the next working day.
3. Do not contact the priest or Coordinator if the allegation concerns them or anybody related to them. Contact the Diocesan Safeguarding Adviser directly if necessary.
4. Dates and times should be recorded of any observations which have been made and of the referral to the Adviser.
5. The Adviser who will decide whether to:
  - a. Report the concerns to Social Services and/or the Police, who will then investigate while the Adviser liaises with the parish; or
  - b. Continue to observe closely – the process will be repeated in the event of any more concerns.
6. There should be close communication between the priest/coordinator, the Adviser and the appropriate Archdeacon until the situation is resolved.
7. In the absence of the Adviser, the appropriate Archdeacon should be contacted.

## **C) Procedure to be followed where people with convictions for offences against children or people under investigation are attending church**

Where someone attending the church has been convicted of offences against children (or they have received a formal police caution) an agreed safety plan will need to be drawn up to minimize any risk to the safety of children within the church. If a person who attends the church is subject to investigation for alleged child abuse, thought will need to be given to drawing up a temporary agreed safety plan until the outcome of the investigation is known.

1. The priest or, in the absence of the priest, the Adult Safeguarding Coordinator, must inform the Diocesan Safeguarding Adviser of the situation.
2. The Adviser will decide whether a safety plan needs to be in place and will provide a template for the agreement.
3. If the person is a convicted offender, there will need to be liaison with the person's Supervising officer (police or probation) who should be consulted about the agreement and, ideally, be a signatory to it.
4. The offender or person under investigation will be asked to sign the agreed safety plan, which will then be reviewed annually.

## **D) Allegations or Concerns about Senior Clergy**

If an allegation involves local clergy the concern must be reported immediately to the Diocesan Safeguarding Officer – Rachael Spiers on 01 16 2615341

## **APPENDIX TWO: Promoting a Safer Church**

### **Foundations**

#### **The Gospel**

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

#### **Human Rights and The Law**

The church recognises the personal dignity and rights of all children, young people and adults as enshrined in the Human Rights Act 1998 and the 1989 United Nations Convention on the Rights of the Child.

Safeguarding work is undertaken within a legislative framework supported by government guidance which sets out a range of safeguarding duties, responsibilities and best practice.

#### **Core Principles**

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

**The welfare of the child, young person and vulnerable adult is paramount.**

- 1 Integrity, respect and listening to all.
- 2 Transparency and openness.
- 3 Accountability.
- 4 Collaboration with key statutory authorities and other partners.
- 5 Use of professional safeguarding advice and support from both inside and outside of the church.
- 6 A commitment to the prevention of abuse.
- 7 The active management of risk.
- 8 Promoting a culture of informed vigilance.
- 9 Regular evaluation to ensure best practice.
- 10 Good record keeping.

## **Good Safeguarding Practice –Key Features**

- A leadership commitment, at all levels, to the importance of safeguarding and promoting the welfare of children, young people and vulnerable adults.
- A safeguarding policy available to church officers.
- A clear line of accountability within the church work on safeguarding (and pastoral matters).
- Clear reporting procedures with safeguarding concerns and allegations.
- Clear roles for church officers.
- Practice and services informed by ongoing learning, review and by the views of children, young people, families and vulnerable adults.
- Safer Recruitment Procedures in place.
- Clear arrangements for support and supervision.
- Safeguarding training for all Church Officers working with or in contact with children, young people and/or vulnerable adults.
- Effective working with statutory and voluntary sector partners.
- Publicly advertised arrangements for children, young people and adults to be able to speak to an independent person, as required.
- Complaints and whistle blowing procedures that are well publicised.
- Effective information sharing.

## APPENDIX THREE - Safeguarding Training Requirements for Volunteers at Martyrs Church

Role	Basic Awareness	Foundation	Sg Leadership	Domestic Abuse	Safer Recruitment And People Management
Administrator	Y				Y - As a line manager
Baby Basics Staff	Y	Y			
Baby Basics Volunteers	In House				
Children's & Family Worker	Y	Y	Y	Y	Y - as involved in recruiting volunteers
Children & Young Person's volunteer	Y	Y		Y - If giving pastoral support to	
Pastoral Asst	Y	Y	Y	Y	
Pastoral Team Member	Y	Y		Y	
PCC Member	Y			Y	
Readers	Y	Y	Y	Y	
Safeguarding Coordinator	Y	Y	Y	Y	Y – if acting as lead recruiter for volunteers.
Warden	Y	Y	Y – when in a vacancy	Y - If giving pastoral support to	
Worship Group Leader	Y	Y		Y - If giving pastoral support to	
Worship Group Member	Y			Y - If giving pastoral support to	