

St Peter's Woolton
Safeguarding Policy
April 2017

Parish Contact Details

Parish Rectors

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Parish: Safeguarding Officer

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Diocesan Child Protection Adviser

Name: Catriona Richards

Tel: 0151 705 2153 or 07887 510946

Email: catriona.richardson@liverpool.anglican.org

Diocesan Children's and Families Worker: Sue Mitchell

Telephone 0151705 2167

Merseyside Police:

Tel: 0151 709 6010

Liverpool Child and Family services 24/7 helpline

Tel: 0151 233 3700

Other Social Service Contact details for Safeguarding

Liverpool City Council

Adult - Careline - 0151 233 3800

Out of hours emergency- contact the above number

Domestic Abuse – 0808 200 0247

Web Details: www.liverpool.gov.uk

Merseyside Police - 0151 709 6010

Knowsley

Adult - Knowsley Area Access Team - 0151 443 4822/4335 or 3714

Out of hours – contact above number

Domestic Abuse - Knowsley Domestic Violence Support Services – 0151 548
3333

Web Details: www.knowsley.gov.uk

Merseyside Police - 0151 709 6010

St Helens

Adult - Adult Social Care and Health Contact Centre Advisers - 01744 676600

Out of Hours emergency– contact above number

Domestic Abuse – 0151 777 1590

Web Details: www.sthelens.gov.uk

Merseyside Police - 0151 709 6010

Halton

Adult - Customer Services Team - 0151 907 8306

Out of Hours emergency – contact the above number

Domestic Abuse - Domestic Abuse Helpline – 0300 11 11247

Web Details: www.halton.gov.uk

Cheshire Police - 0845 458 0000

Sefton

Adult - Customer Access Team - 0845 140 0845

Emergency Duty Team – 0151 920 8234

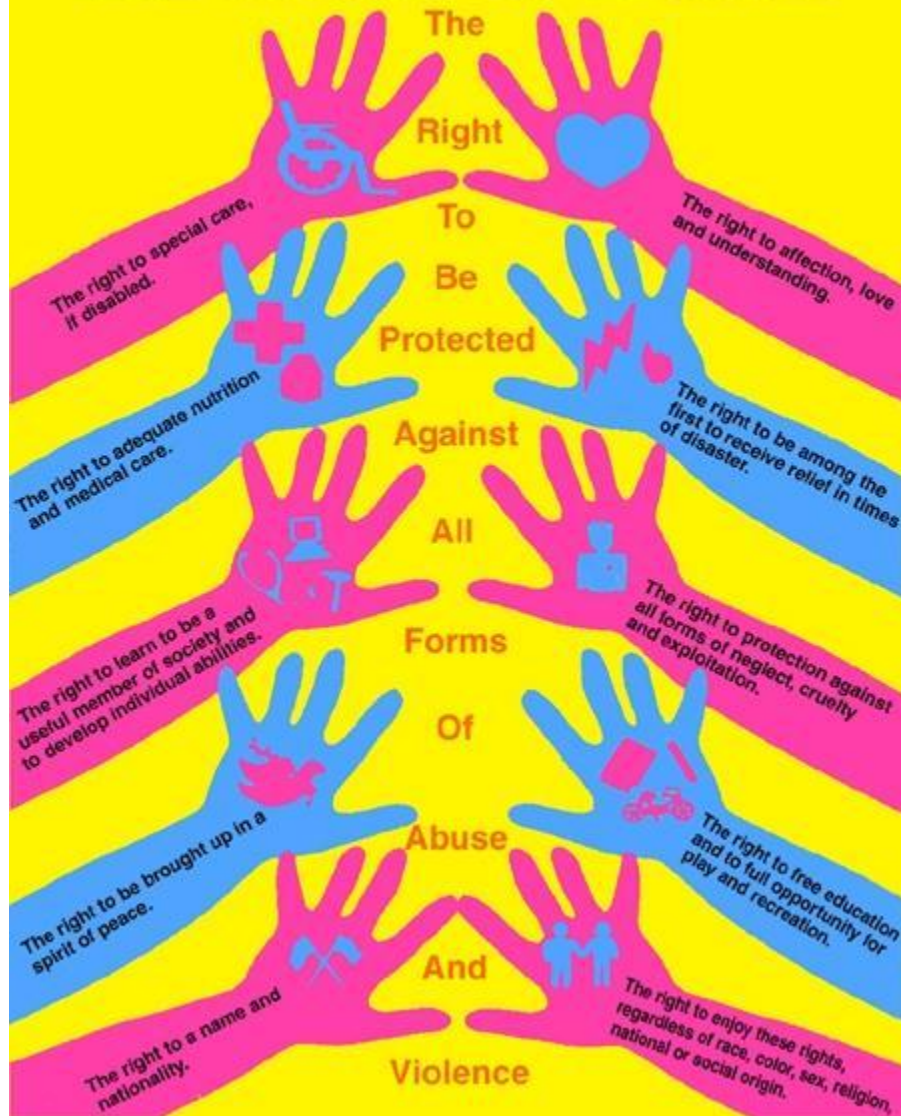
Children - Social Care Access Team – 0845 140 0845

Domestic Abuse - 0151 920 2211

Web Details: www.sefton.gov.uk

Merseyside Police - 0151 709 6010

THE RIGHTS OF A CHILD



The purpose of this document

This document is designed for St Peters PCC in order to support all leaders to work together in safeguarding children and young people.

The purpose of this document help workers to respond appropriately to concerns/allegations

To prepare workers to encounter children who have been harmed

1. To promote good practice by reducing the risk of someone harming a child in the course of their work within the church
This code of practice is based on the House of Bishops' Child Protection Policy, "Protecting all God's Children" House of Bishops (2010), "Working Together to Safeguard Children" A guide to inter- agency working to safeguard and promote the welfare of children (2013) and "Safeguarding Guidelines relating to Safer Recruitment" House of Bishops – (Consultation - 2014) All Parochial Church Councils (PCCs) and individual workers should see very clearly the necessity for care in selection, of helpful support for, and a continued interest in, all the parish workers who have contact with children.
2. To emphasis the importance of that, the House of Bishops has produced a strengthened policy for the entire Church. There are some detailed changes. The new and powerful motto is "informed vigilance". The message remains the same. Children must be as safe from harm as they possibly can be. This message is brought home to all PCCs by the Ecclesiastical Insurance Group. Divergence from, or neglect of, the Diocesan Child Protection Guidelines, could put a PCCs insurance cover at risk. This document restates the procedures and practices of the Diocese of Liverpool with regard to working with children and contains guidelines to protect children and those who work with them.
3. Children and young people are vulnerable; and they need to be able to trust the adults around them if they are to grow up

unharmful. If they cannot trust the Church, they might never be able to trust God - or themselves. Further exploration of the issues addressed in these pages may be found in the House of Bishops' Child Protection Policy for the Church of England "Protecting all God's children" (2010), which is downloadable from the diocesan website along with the diocesan policy.

Principles of St Peters Policy for Safeguarding Children

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

Principles

We are committed to:

The care, nurture of, and respectful pastoral ministry with all children and all adults

The safeguarding and protection of all children, young people and adults

The establishing of safe, caring communities which provide a loving environment where victims can report or disclose abuse, where they can find support and best practice that contributes to the prevention of abuse. We will carefully select and train all those with any responsibility within the Church, in line with safer recruitment principles, including the use of Disclosure and Barring Service and registration with the relevant vetting and barring schemes. We will respond without delay to every complaint made which suggests that a child or young person may have been harmed, co-operating with the police and Children's Services in any investigation. We will seek to work with anyone who has suffered abuse, developing with him or her, an appropriate ministry of informed pastoral care. We will seek to challenge any abuse of power, especially by anyone in a position of

trust. We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child or young person. In all these principles we will follow legislation, guidance and recognised good practice.

Recruitment and Selection – Appointment of Volunteers and Paid Workers

We as Parish will use the House of Bishops policy on Safer Recruitment (2014) to guide our process. This policy applies to all workers whether in the children or adult workforce. (see attached, document Safer recruitment)

It is important that we make every effort to recruit safe people into post within our church and discourage those who may not have the best interests of our children from applying; this can only be achieved by rigorous and safe recruitment.

Therefore, the Parochial Church Council (PCC) should:

1. Decide on the candidates' suitability. This is based on their personal qualities in relation to general experience, aptitudes, skills, motivation and willingness to be trained.
2. Check with the Disclosure and Barring Service against the specific post. As an employer you are legally required to establish the suitability of the applicant in terms of those barred from working with children prior to them entering the workforce. You are liable to prosecution if you fail to do so – this applies to both paid and voluntary posts.
3. Be prepared to say "No" if the candidate is unsuitable. Encourage any such volunteer to another form of Christian service.
 - a. Give the volunteer an agreement to ensure mutual understanding of the role.
4. Confirm the successful applicant in post after a probationary period.

Ensure safe storage of information: that includes all registration forms, references and confidential declaration forms. They should be stored in a safe and secure place within the parish in perpetuity. Be aware of your responsibility in line with the Data Protection Act 1998. The following recruitment policy has been devised to incorporate the above. (see: Appendices 1 for specific guidance for St Peters Church)

Until a DBS Clearance and satisfactory references have been received, an individual may not help with any form of children's or young people's work.

Recruitment of Ex – Offenders The Diocesan Policy on the Recruitment of ex - offenders

1. The Diocese/Parish is committed to the fair treatment of its parish staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical disability or offending background.
2. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
3. A Disclosure is only requested after a risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
4. Where a Disclosure is to form a part of the recruitment process, we encourage applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate

confidential cover, to a designated person, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

5. Unless the nature of the position allows the Diocese/Parish to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
6. We ensure that all those in the Parish who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
7. This policy should be made available to all Disclosure applicants at the outset of the recruitment process.
8. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might relate to the position. Failure to disclose information that is directly relevant to the position sought may lead to withdrawal of an offer of employment.
9. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
10. **Having a criminal record will not necessarily bar you from working for us**

What is Child Abuse?

Abuse and neglect are defined in "Working Together to Safeguard Children" 2013 as:

Physical abuse

This 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 the parent or carer fabricates the symptoms of, or deliberately induces, illness in a child

Emotional abuse

Is the 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 insofar as they meet the needs of another person. It may include not giving the child the opportunity 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 from 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 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 occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities not necessarily involving a high level of violence, whether or not the child's 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, 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.

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 caregiver failing to:

1. Provide adequate food, clothing and shelter (including exclusion from home and abandonment);
2. Protect a child from physical and emotional harm or danger;
3. Ensure adequate supervision (including the use of adequate caregivers); or
4. Ensure access to appropriate medical treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
- 5.

Spiritual Harm

Church communities must be particularly vigilant to identify the inappropriate use of any religious belief or practice which may harm somebody spiritually, emotionally or physically.

Domestic Abuse

It must be recognized that children and young people may be harmed in homes where there is domestic abuse. The Archbishops Council has produced guidelines for those with pastoral responsibility "Responding to domestic abuse" Archbishops' Council (2006)

See appendices' 2 – flow chart for Domestic Violence to be sent separately as it can't be added to the document

Action for Dealing with Reports of Abuse

The following procedures are designed to support you in dealing with disclosures of abuse that may arise in the course of your work with children and young people. For the purposes of this work a child is a person under the age of 18 years.

DO

- Make it clear that you cannot be asked to keep a secret Listen to the child or young person, let them express their views and feelings without interruption, accept what they are saying
- Reassure the child or young person 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 or young person's words whenever possible
- Speak to the Parish Priest or line manager
- Refer to the Diocesan Child Protection Adviser
- If the subject of the allegation is the Parish Priest contact the Archdeacon or Diocesan Child Protection Adviser (The Bishop cannot be involved as per Clergy Discipline Measure)
- Be prepared to refer to the Local Safeguarding Children Services (Local Authority)

DO NOT INVESTIGATE ANY ALLEGATION

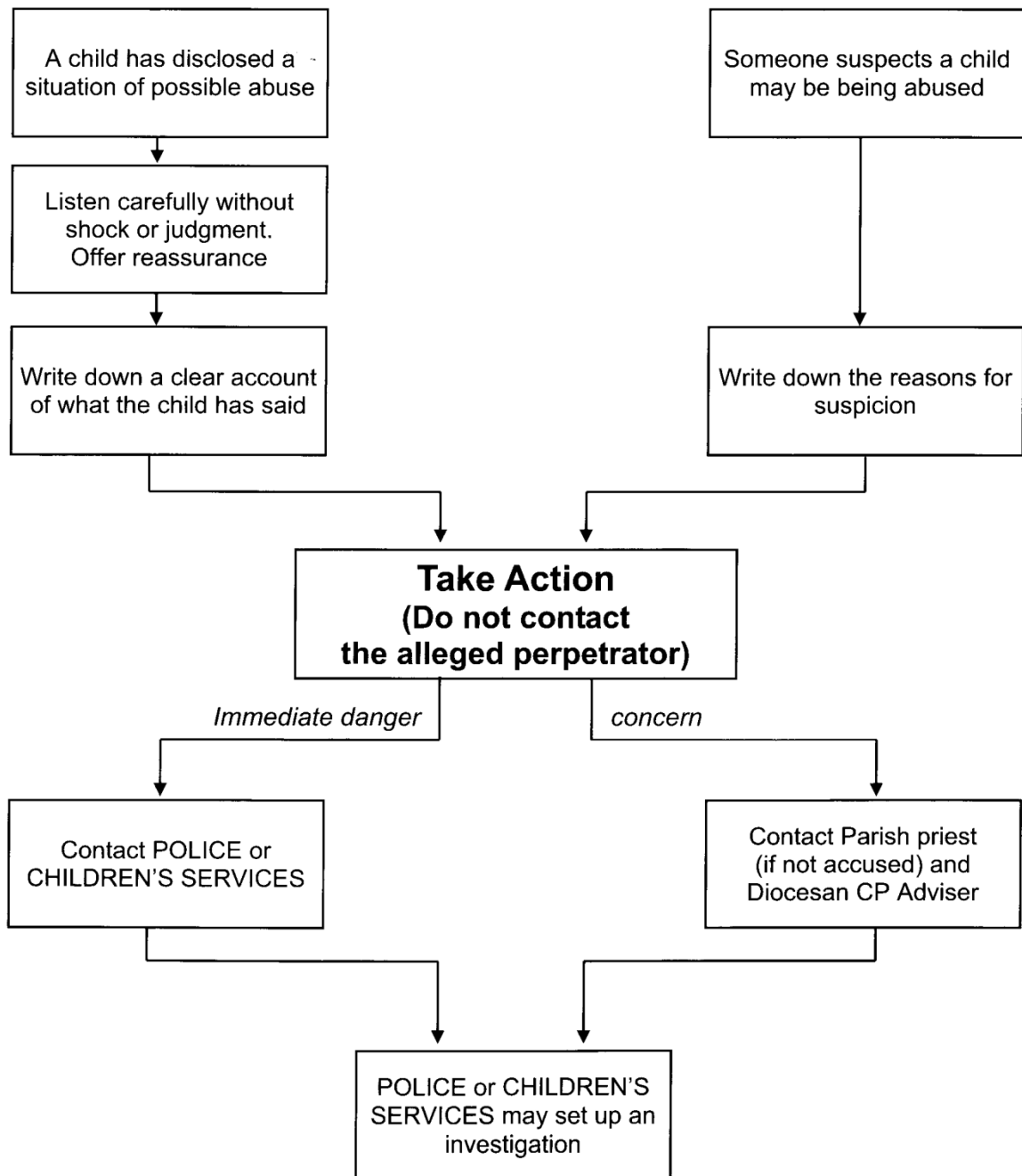
DO NOT

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

Child Abuse Referral flow chart



Contact Details: Kip Crooks Rector St Peters Church Tel:01514281853 email:kipcrooks@sky.com. or Lorraine Ricketts Safe-guarding Coordinator TEL0157220245 email;l.ricketts@btinternet.com

Referral Procedure for those with Responsibility for Children

Any child who is or has been exposed to danger of abuse must be protected without delay.

Think clearly about the cause for concern and make brief notes recording the facts as you understand them. You have a duty to refer your concern.

Unless it would cause a delay, you must discuss your concerns with your Parish Priest, providing that he/she is not the cause of the concern. You should also speak with the Diocesan Child Protection Adviser; she/he is also available if the priest is unsure of what action to take.

However, if the child is in immediate danger you should contact the police straight away.

In the case of a clear allegation or a strong suspicion, the case must be referred to the Police or Local Safeguarding Children and Young People's Services. Clarify who is making the referral. (Further detail regarding the making of referrals can be found in the Local Authority's Safeguarding website).

The decision as to how the parents should be informed will be made in conjunction with the Local Authority or Police Representative.

If one of the clergy is the subject of the allegation, the Diocesan Child Protection Adviser and/or the Archdeacon must be consulted for advice.

You are advised that, in consultation with the Diocesan Child Protection Adviser, 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.

Should a journalist or broadcaster make an enquiry, you must refer them to the Diocesan Communications Department at St James' House.

The possible consequences of making a referral can be difficult

However, the consequences of not making a referral can be far more dangerous!

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 to the children and young people in their church setting.

5. Each PCC should be fully aware of the contents of the Diocesan Policy on Child Protection, discuss the contents, and then produce a Parish Policy consistent with this document and adapted to the local situation. Account must also be taken of the Local Authority policy on safeguarding. When produced and adopted, the policy should be reviewed annually to ensure that it is still appropriate to the work currently undertaken.
6. The PCC must appoint a Child Protection Coordinator and support them in the implementation of this role. It is the responsibility of the Church Council to supply the name and contact details of the appointee to the diocese and to inform the diocese of any changes in personnel. The Parochial Church Council will support the coordinator in the implementation and monitoring of the Parish Policy. (This post could be shared with another parish.)
7. Each PCC must ensure that people who are authorized to work with the children and young people within the parish or who hold a position of responsibility are properly appointed, trained and supported.
12. 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.

13. If the PCC fails to comply with the Diocesan Guidelines, 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.

The role of the Parish Child Protection Coordinator

The Parish Child Protection Coordinator is appointed by the PCC annually, this person will have up to date knowledge and have completed the diocesan e learning package for safeguarding children prior to taking on the role and then will be responsible for the following tasks:

11. 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.
12. To ensure that the policy document is widely available and given to all existing and new workers in the various groups within the parish.
13. 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.
14. To ensure that each volunteer has a role description and a volunteer agreement in respect of their work with children and young people.
15. To ensure that each volunteer has an opportunity for an annual review of their work and that this review is recorded and detail's kept on file.
16. To monitor the implementation of Parish Policy and report to the PCC any difficulties in doing so.

17. To ensure that there is a poster identifying sources of help for children and young people displayed wherever they meet i.e. Childline, NSPCC.

On leaving the post, the coordinator must pass on all records, documents and resources in good order to their successor or the parish priest.

Images

When using photographic images of people in diocesan publication and websites the following is a good practice protocol advised by the National Safeguarding and Youth Officers. The legal position relating to this area is currently under review by the Court of Appeal, who has taken the view that in one case it was at least arguable that a child photographed in a public place has a reasonable expectation of privacy. The guidance below goes beyond the current definitive legal position, which allows for images of anyone in a public place to be published as long as the photography is not intrusive.

- As Christian publishers we wish to demonstrate love for our neighbor to respect his or her privacy and not to cause any embarrassment.
- 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.
- When we take someone's photograph or film them for publication/distribution they should always be aware that we are doing it. Awareness can be assumed if: - People are attending a photo call - The intention of taking photographs or filming is included in the invitation to the event and people are given the choice to opt out.
- In all other circumstances permission should be sought at the time the photograph is taken and a chance to opt out must be given.
- Even given the 'assumed awareness' of the circumstances listed in (3) 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.

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.

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.

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 should be obtained, which must 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.

Further written consent will be required from young people and their parents/carers if photographs or film are to be used in other ways.

Clearance forms should be stored with photographs or film for future reference.

ICT (Information and Communication Technology) Safety

Background

In recent years the huge increase in the use of, and accessibility to, different types of information and communication technology (ICT¹)

has created more effective and speedier methods of connecting with each other and introduced new ways in which to transmit information. However, along with the positive implications of these new communication technologies, we also find ourselves aware of how they can be misused, particularly in working with children and young people.

Today 43% of children aged 8-11 have a mobile phone and regularly use the internet, 26% of 12 - 15 and 18% of 8 - 11 year olds have their own tablet or computer². These proportions have increased over the years and it has become the norm for our children and young people to own mobiles, be extremely computer literate and to own their own part of cyberspace, whether that is through a social networking site or having their own webpage.

It is unsurprising that they would want to use these new and very accessible methods of ICT in order to contact their peers, family and those who work with them through church activities so, as the Church, we have a responsibility to communicate professionally, accountably and effectively with the children and young people we serve through these methods.

In light of the recent tragic events involving cyber bullying and grooming through Facebook in the news, this document is intended to increase awareness and understanding of information and communication technology and thereby creating a greater sense of accountability in our use of it. As in all our ministries amongst the parishes and communities of this diocese, we seek to place the safety of children, young people and vulnerable adults at the very highest level.

General protocols for ICT communication

- Consent should be obtained by leaders³ from the parents or guardians of any young people or children they wish to communicate with through ICT.
- Clear and unambiguous language should be used. 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.

- ¹ ICT are electronic devices such as personal computers (PC), mobile phones, smartphones, Personal Digital Assistants (PDA), games consoles and digital cameras that allow communication via websites, email, instant messenger, voice and texts. ² Statistics from OFCOM 2013 ³
- **Leaders** include children's and youth leaders, clergy, Parish Child Protection Officers and other people with a responsibility for work with children and young people

Use of emails and Instant Messenger (IM)

When using emails and IM, such as MSN to communicate with children and young people, you should ensure that the general protocols for ICT communication should be taken into account.

Another leader should always be copied into all emails which are sent to children and young people to ensure accountability. If no other appropriate adult within the parish is available to be accountable, then a suitable substitute should be found such as the parish priest or churchwarden.

When communicating with a group of children or young people, use a group email and not individual ones. This saves time, and ensures there is no favouritism as everyone will receive the same message.

A specific email account should be used to communicate with children and young people. The address should be known by the young person or child, their parent or guardian, and other leaders. This should not be your personal email account.

There should be an agreed length of time for a conversation with a child or young person through instant messaging, and an agreed curfew when no communication should take 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 your 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.

Mobile Phones

When using mobile phones in communicating with children and young people, you should ensure that the general protocols for ICT communication should be taken into account.

- If a child or young person owns a phone, it is possible that parents may not wish leaders to know the number, so it is important to obtain consent to contact their child on that particular number or on any other mobile number given.
- Where *at all possible* use group rather than individual texting. As with emailing and use of IM, ensure that your language is not open to misinterpretation and avoid using emoticons or abbreviations that could be misunderstood. By text messages that are received which cause concern should be saved and passed to your Parish CPO.
- Most mobile phones now come with built in digital cameras. As with all cameras used by leaders you should ensure you have parental consent to take and use photographs taken of children and young people.

Social Networking Sites (SNS)

Sites such as Facebook, Bebo, MySpace and others create further issues which are not covered in previous sections. Again, guidance around consent, accountability, curfew and language should be followed in using social networking sites.

It is recommended that on SNS, leaders should either have two profiles; one for personal use and the other for work use. Leaders should only accept 'friend requests' from young people they know on their work profile. When using your work profile on any SNS, you should ensure that use of any IM/chat facility is restricted to emergency use only.

Communication should be in the public domain wherever

possible by using group mailing and public wall posts.

Where groups are set up on SNS, they should be in a closed status and not open to the general public. Administrative rights to the group should be retained by the leader/s who should undertake regular moderation and evaluation of the group.

Any content in conversations, wall posts or messages that causes concern should be saved, printed and passed onto your Parish CPO.

Recommended good practice

This could be photocopied and handed to all leaders, or parishes may wish to formulate and distribute their own good practice leaflet, based on the recommendations below.

Adult / Child Ratios

Guidance recommends the following ratio of leaders to children according to their age:

For 0 to 2 years - 1 leader to every 3 children (1:3)

For 2 to 3 years - 1 leader to every 4 children (1:4)

For 3 to 8 years - 1 leader to every 8 children (1:8)

For over 8s - 1 leader for the first 8 children followed by 1:12 (i.e. 32 children would require 3 leaders)

Toilets - The ideal is 1 toilet and 1 hand basin per 10 children

Warm and Clean - Group areas should be warm, adequately lit and ventilated. Maintain high standards of cleanliness.

Special Needs - Be able and willing to accommodate children with special needs. Be aware of access to your building and toilet facilities.

Entrances and Exits - Should be well lit and easily accessible.

Registration – Children’s Social Care need to register premises 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.

More than one leader - There should always be more than one leader for any group. (If possible have at least one male and one female leader if the group is mixed).

Time alone - Minimise time alone with any child or young person. If it is vital to be isolated with an individual, ensure that another leader is informed of where you will be and why. If possible, remain in the view of another leader. Try never to be behind a closed door but if necessary tell someone that you are there.

Administration - Keep an up-to-date register and record of children, their parents and contact phone numbers, attendance and other specific information (such as asthma, epilepsy, diabetes, allergies etc.).

Insurance - Most existing parish insurance covers indoor activities for children and youth. PCCs need a record of any other activities that may take place and it must be checked that insurance cover is adequate.

Touch - 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.

Good Practice with Colleagues - If you see another member of staff acting in ways which might be misconstrued be prepared to speak to them or to your supervisor about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behavior.

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. 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 be a first-aider.

A responsible adult should make sure that the premises are open in good time.

Transport – If at all possible do not give lifts to children and young people on their own other than for short journeys. If they are alone ask them to sit in the back seat. Check that insurance covers the vehicle and passengers. Seat belts must be worn.

Finance - If money is collected, an account of this should be given to the PCC.

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

Casual Visitors - Casual visitors i.e. those who have not been authorised by the Church as leaders or helpers, should not have access to children without the presence of an adult who is deemed to be responsible for the group.

Communication - Clergy, the PCC and parents should be clearly informed of all the activities in which children and young people may take part on church premises or through the church in any way. The PCC must approve all church activities with children and young people.

Good Practice of Workers - Treat all children and young people with respect and dignity befitting their age; watch language, tone of voice and where you put your body.

- Do not engage in any of the following: - invading the privacy of children when they are showering or toileting - rough, physical or sexually provocative games - making sexually suggestive comments about or to a young person, even in fun - inappropriate and intrusive touching of any form - any scapegoating, ridiculing, or rejecting a child or young person
- Learn to control and discipline children without using physical punishment.
- Do not let youngsters involve you in excessive attention-seeking that is overtly sexual or physical in nature.
- Do not invite a child or young person to your home
- Do not share sleeping accommodation with children or young people if you take a group away.
- Avoid having couples who are related, married or in a relationship leading groups together

Please remember that all children deserve to be treated with respect – it is important that equality

and diversity are celebrated.

Answers to frequently Asked Questions

Do I have to register holiday clubs with OFSTED?

You may need to register your club with OFSTED. For further details of the registration criteria please contact your regional OFSTED office. Ring 0300 123 1231 for details of your regional office.

Can someone attend a children's work session while waiting for a DBS?

Someone waiting for a DBS clearance must not go on the rota of children's work leaders. However they may attend a taster session under supervision, for the purpose of finding out if they enjoyed and are suited to the work.

Is the Church responsible when hiring out Church premises for private parties?

In these circumstances it is the parents' responsibility to assure themselves of the safety of their children, not the churches. The church may, however, decline to hire their premises to anyone that they believe may be unsuitable and unlikely to run a safe party.

What is the position on child protection for groups that regularly hire out Church premises?

It is advisable to have a section in the church hire agreement which states that the church has a policy on child protection and all people hiring the hall should either sign to say that they have read and understood the policy and that they are prepared to accept it OR provide the Church Council with a copy of their own child protection policy to go on file.

Do hirers' need their own insurance cover?

The PCC should obtain written confirmation from any hirers that they have public liability cover for their activities whilst the church premises are being hired. Individuals hiring the premises for a private function should check with their household insurers to ensure the public liability

would extend to organising such an event.

Do uniformed organisations have to carry out their own DBS checks?

Uniformed organisations should undertake their own DBS checks and take up references for their leaders. The parish Child Protection Coordinator simply has to establish that the organisation is doing this.

How often should DBS checks be renewed?

The House of Bishops has stated that a 5year cycle of renewals is acceptable.

Where can I find help with Health and Safety?

Ecclesiastical Insurance has a model Health and Safety Policy and Guidance notes on their website – www.ecclesiastical.co.uk or telephone: 0345 777 3322. The HSE produce a booklet on 'Five Steps to Risk Assessment' a copy of which can be downloaded from the following website: <http://www.hse.gov.uk/risk/controlling>

Are there special considerations regarding car safety? Safe practice would be for any person carrying children and young people in their car to have a second adult in the car with them and to consult www.dft.gov.uk/think/

What do I do if I have concerns regarding young people and Self-Harm / Substance abuse?

If you have concerns regarding a young person who you believe to be engaging in self harm or substance abuse you must refer to the statutory agencies – this is a serious matter and it requires specialist help. Parents can contact a voluntary agency such as Young Minds for help and support. Visit www.youngminds.org.uk or parent helpline telephone: 0808 802 5544

Can a parish provide counselling services to children and young people?

If your parish wishes to provide counselling services to children and

young people you must identify suitably qualified staffs that are registered with an accredited body. The individuals will require professional indemnity insurance. You need to ensure links are made with both the Child and Adolescent Mental Health Team and the local authority with reference to referral protocols and check with your parish insurance company that they will support this activity.

Resources

Diocesan contacts

Diocesan Child Protection Adviser: Su Foster, tel: 0151 705 2153/07887 510946 or email: su.foster@liverpool.anglican.org

Local Safeguarding Children Board Policy and Procedures – these can be found online (They are specific to each area)

British Association for Counselling and Psychotherapists - tel 01455 883300 - www.bacop.co.uk

Childline - telephone 0800 1111 - www.childline.org.uk

Churches Child Protection Advisory Service -Helpline 0845 1204550-
www.ccpas.co.uk

Lucy Faithfull Foundation - helpline 0808 1000 900 -
www.lucyfaithfull.org.uk

NSPCC -0808 800 5000- www.nspcc.org.uk

Samaritans - 116 123 - www.samaritans.org

Publications

Protecting All God's Children (2010) House of Bishops, Church House
Publishing Working Together To Safeguard Children (2015)
Department of Health, TSO

Safeguarding Guidelines relating to Safer Recruitment (2013) House of

Appendices

Appendices1

St Peter's Woolton **Recruitment procedure for Children's' and Youth Leaders**

This procedure has been approved by the Parochial Church Council (PCC) and must be followed in order for the Protection for All Policy to remain effective.

If a group leader is approached by an individual offering to help with their group, they should pass the individual's name and contact number to the Incumbent.

The Rector / or person responsible for recruitment will then:

- Have an informal interview with the individual.
- Pass the individuals details to Under 18 co coordinator if it is felt right to proceed.

The safeguarding officer/ or person responsible for recruitment will then:

- Give them DBS form and Welcome pack and encourage them to fill them in as soon as possible. The DBS form will include clear, simple guidelines for completion.
- Explain that they need to contact the DBS verifier and arrange to have their DBS form verified as soon as they have completed the form.
- Pass the individual's name and contact number to the DBS verifier.
- Pass the individual's completed self declaration and volunteer application forms to the Safeguarding Officer, retaining a copy of the volunteer application form for their own records
- When the individual has received their disclosure number they must let the verifier see their disclosure form.

- Contact the group leader and the individual, once the DBS form has been verified and satisfactory references. The individual cannot start helping until the verifier has seen disclosure document.

The individual will:

- Complete all the forms given to them
- Contact the DBS verifier to arrange a time to have their completed DBS form verified within two weeks of receiving the form.
- Contact the DBS verifier when they have received their DBS certificate to give the date of issue and certificate number.

The DBS verifier will:

- Meet with the individual to complete the verification process.
- Inform the Safeguarding Officer of the date of issue and DBS certificate number once the volunteer has given them the information.

The Safeguarding Officer will:

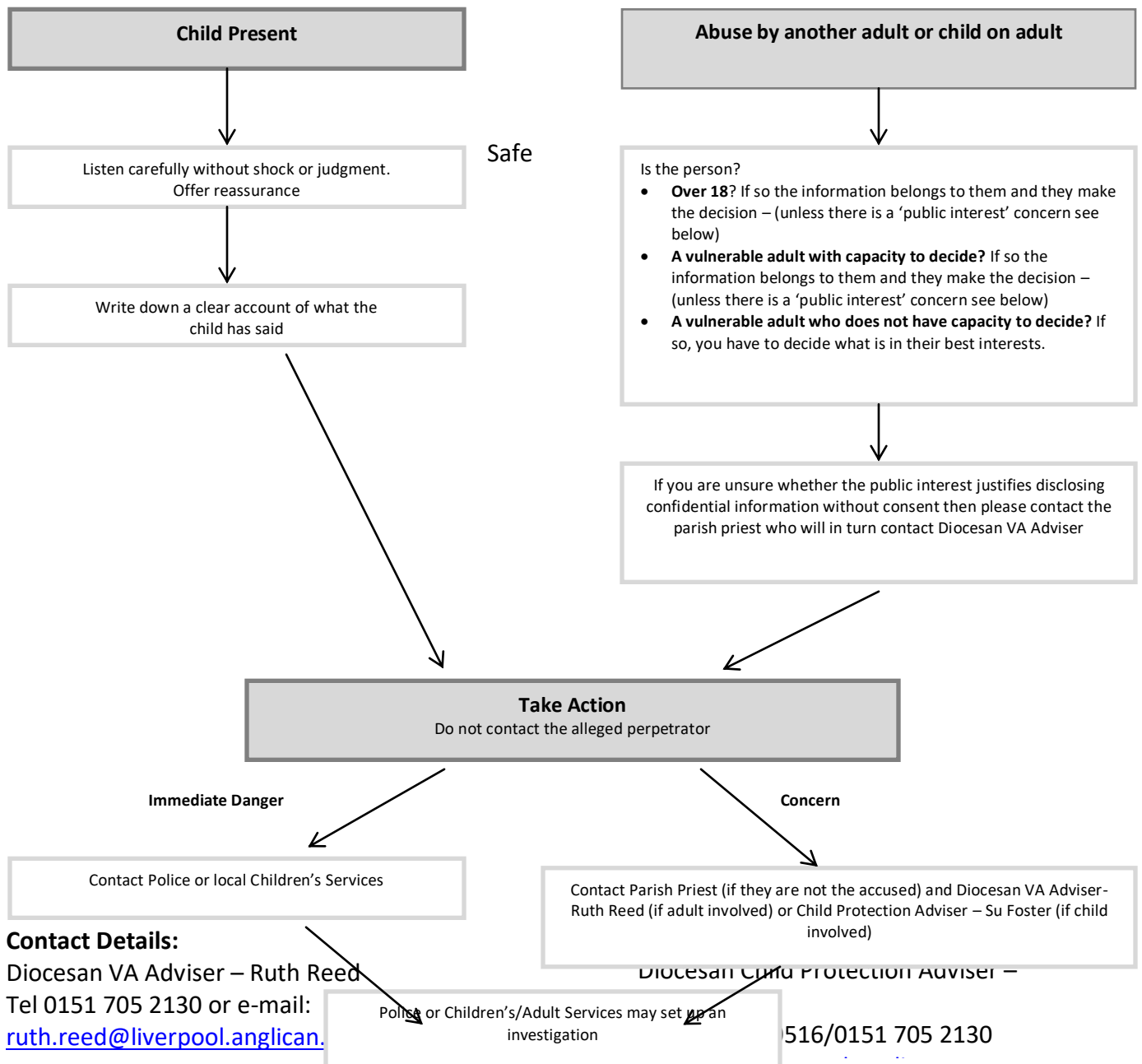
- Contact the referees on the application form.
- Inform the Incumbent/person recruitment once references have been received.

Appendices 2 Domestic Violence referral chart

A 'public interest concern' – how to decide

"The key factors in deciding whether or not to share confidential information are necessity and proportionality, i.e. whether the proposed sharing is likely to make an effective contribution to preventing the risk and whether the public interest in sharing information overrides the interest in maintaining confidentiality. In making the decision you must weigh up what might happen if the information is shared against what might happen if it is not and make a decision based on professional judgement".

Section 3.40 information sharing: Guidance for practitioners and managers. HMSO 2010



ST PETER WOOLTON

Application and self declaration form - Section A

For workers with children and young people

Full Name:

Previous

Name(s): _____

Date of Birth: _____

Address:

Post Code: _____ Telephone No: _____

How long have you lived at the above address? _____

(If less than 12 months, please state your previous address and parish / church)

Group with which you intend to work:

Name of Group: _____

Where and when they meet: _____

How often they meet: _____ Age range: _____

Please give examples of previous experience that will support your application to work with either children or young people in this parish:

Are you willing to undertake a course of training pertinent to your area of work, within the next 12 months? ☐ **Yes** ☐ **NO**

References

Please provide the names and addresses of two people who have known you for at least two years (not close relatives) and would be able to provide a personal reference:

1:

Tel: _____

Email: _____

2:

Tel: _____

Email: _____

ST PETERS WOOLTON

Application and self declaration form - Section B

Declaration

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the diocesan child protection adviser. All forms will be kept securely under the terms of the Data Protection Act 1998.

Guidelines from the Home Office following the Children Act 1989 advise that all voluntary organisations, including churches, should take steps to safeguard children who are entrusted to their care. In accordance with the House of Bishops' Policy on Child Protection, you are therefore required to make the following declaration:

Have you ever been convicted of a criminal offence (including any 'spent convictions' under the Rehabilitation of Offenders Act 1974) or placed on probation, or discharged absolutely or conditionally for a criminal offence?

☐ **Yes** ☐ **NO**

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

☐ **Yes** ☐ **NO**

Are you at present under investigation?

☐ **Yes** ☐ **NO**

Have you ever had a child removed from you or placed under supervision by the Local Authority?

☐ **Yes** ☐ **NO**

Do you suffer, or have you suffered from any illness, disease or disability which may affect your ability to work with children and / or young people?

☐ **Yes** ☐ **NO**

Has your conduct ever caused or been likely to cause harm to a child or put a child at risk, or, to your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

☐ **Yes** ☐ **NO**

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

☐ **Yes** ☐ **NO**

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

☐ **Yes** ☐ **NO**

If you answered YES to any of the above, please give details which may, if you wish, be enclosed in a separate sealed envelope. It will be regarded as relevant only to this application and will not necessarily debar you from consideration. The object of this clause is not, in any way, to reflect upon your integrity, but it is necessary simply to protect the children and young people, the parish priest and the PCC.

Signed_____Date_____

**Before an appointment can be confirmed applicants must provide an
Enhanced disclosure from the DBS.**

6 Friarsgate Close,
Liverpool
L18 2JL

Dear

Re:

The above named has applied to become a volunteer youth leader at St Peters Church and have given your name as a referee.

As a Church we have a policy of safeguarding, we would be grateful, therefore if you would complete the enclose form regarding James 's suitability for such a position. Please complete all section to the best of your knowledge. Your comments will remain confidential.

Please if possible could you respond within two week or by return of post. If we don't have respond within 21 day we will assume that you don't wish to provide a reference.

If you would like to discuss this matter in confidence, please telephone Lorraine Ricketts on 0151 722 0245 or write to me at the above address.

Thank you for taking the time to complete this form.

Yours sincerely

Lorraine Ricketts
Safeguarding Officer
For St Peters Church

Reference forms.

Reference Form for Candidates applying to work with Children and Young People

Name of Candidate:

Post applied for:

Please fill in this form to the best of your ability and return it to the Parish Child Protection Coordinator. If you have any questions please feel free to telephone the Coordinator.

1. How long have you known the candidate? _____

2. Please describe any previous experience of looking after or working with children or young people that the candidate has. In your opinion, would the candidate be willing to undertake training within the first twelve months? _____

3. Does the candidate demonstrate an ability to provide warm and consistent care and a knowledge of appropriate boundaries/behaviour? _____

4. Does the candidate demonstrate a commitment to treat all children and young people as individuals and with equal concern? _____

5. Is the candidate a person of integrity and flexibility, whose physical and emotional well-being are appropriate for the service he or she is

offering? _____

6. To your knowledge, has the candidate ever been convicted of a criminal offence (including any "spent convictions" under the Rehabilitation of Offenders Act 1974), or placed on probation, or discharged absolutely or conditionally for a criminal offence?
☐ **Yes** ☐ **NO**

7. To your knowledge, has the candidate ever had a child removed from her / his custody or placed under supervision by a Local Authority?
☐ **Yes** ☐ **NO**

8. To your knowledge, has the candidate's conduct ever caused or been likely to cause harm to a child, or put a child at risk, or (to your knowledge), has it ever been alleged that her / his conduct has resulted in any of these things?
☐ **Yes** ☐ **NO**

If the answer to any of the questions 6 to 8 is Yes, please give details.

Signed: _____ Date: _____

Referee's name, address and telephone number:

N.B. Please return this form to the Parish Coordinator for Child Protection

Address: Lorraine Ricketts
6 Frairsgate Close
Liverpool
L18 2JL

Consent Forms for Groups

**Parish of St Peter's Woolton
First Steps Registration Form**

Team Leaders:

Day of the week: Sundays Term time only at 10.30 (**start in Simon Peter Centre**) to 12.00 (**collect from Simon Peter Centre**)

Child: Surname.....Forename.....

Date of Birth.....

Address.....

.....

Postcode.....Telephone.....

Emergency Contacts;

1. Name.....Relationship to child.....

Telephone numbers.....

2. Name.....Relationship to child.....

Telephone numbers.....

Medical Information:

Please advise the leader of any medical condition your child experiences:

.....
.....

.....
.....
Please advise of any medication that your child is taking:

.....
.....
.....

Permission for First Aid:

I agree to my childreceiving basic first aid.

My child **IS/IS NOT** allergic to plasters.

For children of Smiley/First steps Club only:

I give my permission for the leaders to take my child to the toilet (and assist with clothing and hygiene when necessary.) and to pick up and comfort if distress during their session.

Other Church groups:

Please indicate other groups your child belongs to at this Church

.....
.....
.....

Parental Consent.

- During the course of an event, it is likely that images of young people will be taken.
- Predominantly, these will be taken by camera (photo) and/or video.
- Images may be used to promote future events of this nature.

Consent to use of images:

*I do/ do not give permission for images of to be taken as part of a group using (tick): camera ☐, video ☐, digit-camera ☐, webcam ☐, mobile ☐

*I do/do not give permission for images of to be used to: (tick yes or no)

Promote the event: Yes ☐ No ☐

Promote the event as a safe place for young people: Yes ☐ No ☐

Your name: _____

Relationship to child: _____

Signed: _____

Date: _____

Parish of St Peter's Woolton Smiley Club Registration Form

Team Leaders:

Place of Meeting: Place of Meeting: Each week Groups will start in Church then move to the Simon Peter Centre (were children should be collected from).

Day of the week: Sundays Term time only at 10.30 (**start in church**) to 12.00 (**collect from Simon Peter Centre**)

Child: Surname.....Forename.....

Date of Birth.....

Address.....

.....

Postcode.....Telephone.....

Emergency Contacts;

3. Name.....Relationship to child.....

Telephone numbers.....

4. Name.....Relationship to child.....

Telephone numbers.....

Medical Information:

Please advise the leader of any medical condition your child experiences:

.....
.....
.....

Please advise of any medication that your child is taking:

.....
.....

- During the course of an event, it is likely that images of young people will be taken.

- Predominantly, these will be taken by camera (photo) and/or video.
- Images may be used to promote future events of this nature.

Permission for First Aid:

I agree to my childreceiving basic first aid.

My child **IS/IS NOT** allergic to plasters.

For children of Smiley/First steps Club only:

I give my permission for the leaders to take my child to the toilet (and assist with clothing and hygiene when necessary.) and to pick up and comfort if distress during their session.

Other Church groups:

Please indicate other groups your child belongs to at this Church

.....
.....

I understand that my child will join in all Age Worship in church on Sundays for the 1st 20 minutes of each session and I consent to Leaders escorting my child to the Church Hall for the remainder of the session where they are to be collected from at 12.00.

Consent to use of images:

I do/ do not give permission for images of to be taken as part of a group using (tick): camera ☐, video ☐, digit-camera ☐, webcam ☐, mobile ☐

I do/do not give permission for images of to be used to: (tick yes or no)

Promote the event: Yes ☐ No ☐

Promote the event as a safe place for young people: Yes ☐ No ☐

Your name: _____

Relationship to child: _____

Signed: _____ Date: _____

Parental Consent.

I have noted the above and give my consent for my child to attend the activity

Signed..... (Parent/Guardian)

Date.....

**Parish of St Peter's Woolton
JAM Club Child Registration Form**

Leader:

Place of Meeting: Each week Groups will start in Church then move to the St Peters Church Hall (were children should be collected from).

Day of the week: Sundays Term Time only at 10.30 (**start in church**) to 12.00 (**collect from St Peter Church Hall**)

Child: Surname.....Forename.....

Date of Birth.....

Address.....

.....

Postcode.....Telephone.....

Emergency Contacts;

5. Name.....Relationship to child.....

Telephone numbers.....

6. Name.....Relationship to child.....

Telephone numbers.....

Medical Information:

Please advise the leader of any medical condition your child experiences:

.....
.....
.....

Please advise of any medication that your child is taking:

.....
.....

- During the course of an event, it is likely that images of young people will be taken.
- Predominantly, these will be taken by camera (photo) and/or video.
- Images may be used to promote future events of this nature.

Consent to use of images:

*I do/ do not give permission for images of to be taken as part of a group using (tick): camera ☐, video ☐, digit-camera ☐, webcam ☐, mobile ☐

*I do/do not give permission for images of to be used to: (tick yes or no)

Promote the event: Yes ☐ No ☐

Promote the event as a safe place for young people: Yes ☐ No ☐

Your name: _____

Relationship to child: _____

Signed: _____ Date: _____

Permission for First Aid:

I agree to my childreceiving basic first aid.

My child **IS/IS NOT** allergic to plasters.

I understand that my child will join in all Age Worship in church on Sundays for the 1st 20 minutes of each session and I consent to Leaders escorting my child to the Church Hall for the remainder of the session where they are to be collected from at 12.00.

Other Church groups:

Please indicate other groups your child belongs to at this Church

.....

Parental Consent.

I have noted the above and give my consent for my child to attend the activity

Signed..... (Parent/Guardian) Date.....

**Parish of St Peter's Woolton
Pathfinders Child Registration Form**

Leader:

Place of Meeting: Bishop Martin

Day of the week: Sundays Term Time only at 10.30 (**start in church**) to 12.00 **collect from Bishop Martin School Hall**

Child: Surname.....Forename.....

Date of Birth.....

Address.....

.....

Postcode.....Telephone.....

Emergency Contacts;

7. Name.....Relationship to child.....

Telephone numbers.....

8. Name.....Relationship to child.....

Telephone numbers.....

Medical Information:

Please advise the leader of any medical condition your child experiences:

.....
.....
.....

Please advise of any medication that your child is taking:

.....
.....

Permission for First Aid:

I agree to my childreceiving basic first aid.

My child **IS/IS NOT** allergic to plasters.

Other Church groups:

Please indicate other groups your child belongs to at this Church

.....
.....

- During the course of an event, it is likely that images of young people will be taken.
- Predominantly, these will be taken by camera (photo) and/or video.
- Images may be used to promote future events of this nature.

Consent to use of images:

I do/do not given permission for my child to be included in group messages via txt/what's app group for information about group meeting or events

*I do/ do not give permission for images of to be taken as part of a group using (tick): camera ☐, video ☐, digit-camera ☐, webcam ☐, mobile ☐

*I do/do not give permission for images of to be used to: (tick yes or no)

Promote the event: Yes ☐ No ☐

Promote the event as a safe place for young people: Yes ☐ No ☐

Your name: _____

Relationship to child: _____

Signed: _____

Date: _____

**Parish of St Peter's Woolton
CYFA Child Registration Form**

Leader:

Place of Meeting: Simon Peter Centre

Day of the week: Sundays Term Time only at 8.00pm to 21.30

Child: Surname.....Forename.....

Date of Birth.....

Address.....

.....

Postcode.....Telephone.....

Emergency Contacts;

9. Name.....Relationship to child.....

Telephone numbers.....

10. Name.....Relationship to child.....

Telephone numbers.....

Medical Information:

Please advise the leader of any medical condition your child experiences:

.....
.....
.....

Please advise of any medication that your child is taking:

.....
.....

Permission for First Aid:

I agree to my childreceiving basic first aid.

My child **IS/IS NOT** allergic to plasters.

Other Church groups:

Please indicate other groups your child belongs to at this Church

.....
.....

- During the course of an event, it is likely that images of young people will be taken.
- Predominantly, these will be taken by camera (photo) and/or video.
- Images may be used to promote future events of this nature.

Consent to use of images/ social media

I do/do not give my permission for my child to be part of the closed Facebook group used by CYFA Leaders and members.

I do/do not give to be included in group messages via txt/what's app group for information about group meeting or events

*I do/ do not give permission for images of to be taken as part of a group using (tick): camera ☐, video ☐, digit-camera ☐, webcam ☐, mobile ☐

*I do/do not give permission for images of to be used to: (tick yes or no)

Promote the event: Yes ☐ No ☐

Promote the event as a safe place for young people: Yes ☐ No ☐

Your name: _____

Relationship to child: _____

Signed: _____

Date: _____

**Parish of St Peter's Woolton
Link Club Child Registration Form**

Leader:

Place of Meeting: Church Hall

Day of the week: Tuesdays Evening Term Time only

Child: Surname.....Forename.....

Date of Birth.....

Address.....

.....

Postcode.....Telephone.....

Emergency Contacts;

11. Name.....Relationship to child.....

Telephone numbers.....

12. Name.....Relationship to child.....

Telephone numbers.....

Medical Information:

Please advise the leader of any medical condition your child experiences:

.....
.....
.....

Please advise of any medication that your child is taking:

.....
.....

- During the course of an event, it is likely that images of young people will be taken.
- Predominantly, these will be taken by camera (photo) and/or video.
- Images may be used to promote future events of this nature.

Consent to use of images:

*I do/ do not give permission for images of to be taken as part of a group
using (tick): camera ☐, video ☐, digit-camera ☐, webcam ☐, mobile ☐

*I do/do not give permission for images of to be used to: (tick yes or no)

Promote the event: Yes ☐ No ☐

Promote the event as a safe place for young people: Yes ☐ No ☐

Your name: _____

Relationship to child: _____

Signed: _____ Date: _____

Permission for First Aid:

I agree to my childreceiving basic first aid.

My child **IS/IS NOT** allergic to plasters.

Other Church groups:

Please indicate other groups your child belongs to at this Church

.....
.....

Parental Consent.

I have noted the above and give my consent for my child to attend the activity

Signed..... (Parent/Guardian) Date.....

Incident/Accident Form

The Parish of St Peter's Woolton

Complete this form after any incident where a child/young person has been put at risk by the behaviour of another person.

After completion, this form must be passed to the Incumbent, with copies to the Under 18's Co-ordinator and the Diocesan Child Protection Adviser.

Name of child /young person.....

Address of child /young person.....

.....
.....

Date and Time of the Incident.....

Brief description of the Incident (include location).

Names of witnesses

Describe any injuries sustained by the child/young person.

Indicate action taken, including any of the emergency or statutory services contacted.

Signed.....

Date and Time.....

Name (block letters).....

Position held.....

**Parish of St Peter's Woolton.
"Off-Site" visits Form for Youth Groups**

Please ensure that the following information is provided to the incumbent and Safeguarding Officer at least 7 days before departure.

Date of Visit:

Name of Group:

Person in Charge of Trip:.....

Phone

No:.....

Destination:.....

Transport:

If Hired give Company and Telephone No:

.....

.....

Departure Time:**Return:**

Has a Contact Number been left with parents: Yes/No (Please delete as appropriate?)

	Leaders Names	Contact Numbers
1		
2		
3		

4		
5		

	Children's Name	Contact Telephone No
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
26		
27		
28		
29		
30		
31		

Total Number in Party - Adults -----

Children (Under 18's), -----

Please ensure that the following have been done.

Checklist

1. Is the trip covered by the 'Church Insurance? If you are not sure please check.

2. Do you have the correct ratio of adults: children for the visit that you are undertaking? (See: Protection for All Policy).

3. Have the Applicable Forms been returned by all the children taking part?

3. Is a First Aider and first aid supplies available in case of accidents?

Thank you for spending the time to fill in this form. It is hoped that there will never be occasion to use the information supplied, but we must ensure that we can contact participants' families if the need arises.

Forms will be retained until the group concerned safely return from their visit

IMPORTANT: It is necessary to supply copies of the form to Incumbent_____

Safeguarding Officer_____

Use of consent forms

As Parish we have developed general consent forms, however we have developed consent forms for specific purposes such as the following

1. One day activities
2. Overnight activities
3. Trips abroad.
4. Off site forms, MUST be submitted a least 7 days before proposed trip

Copies of these forms are available from the Lorraine Ricketts (Under 18 Coordinator)
When organising a trip leaders should take in to consideration the follow, and ensure that consent forms used include these guidelines.

TRIPS AND OUTINGS

Written permission must be obtained 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.

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

- Details of any infectious illness or disease with which the child has had contact in the last 3 weeks
- Any medication required during the trip or outing
- 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?')
- 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)
- 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.

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 no 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.

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**

One day Activity/Outing Information and Consent Form for the Parish of St Peter's Youth Groups.

Please complete the lower portion of this form and return it, signed, to the group leader by.....

Name of Group.....

Proposed Activity.....

Date.....

Meeting place.....

Start time:.....Finish time.....

Cost.....Cheque payable to.....

Transport required;.....

Additional
Information.....
.....

Signed (Leader).....Date.....

-
- During the course of an event, it is likely that images of young people will be taken.
 - Predominantly, these will be taken by camera (photo) and/or video.
 - Images may be used to promote future events of this nature.

Consent to use of images:

*I do/ do not give permission for images of to be taken as part of a group using (tick): camera ☐, video ☐, digit-camera ☐, webcam ☐, mobile ☐

*I do/do not give permission for images of to be used to: (tick yes or no)

Promote the event: Yes ☐ No ☐

Promote the event as a safe place for young people: Yes ☐ No ☐

Your name: _____

Relationship to child: _____

Signed: _____

Date: _____

Parent or Guardian's Consent

Please complete, sign and return this to the group leader before

I have noted the arrangements above and give my permission for my child to take part in

.....
.....

Please state if your child has any disability or condition which might be affected by the activity

.....
.....

I am happy for photograph of my child /ward to be taken and used display purpose in the church hall or church web site.

Please detail any medical treatment your child is having at the moment,

.....
.....
.....

Complete if applicable

I enclose a fee of £.....

Emergency contacts:

1. Name.....

Relationship to child.....

Address.....

.....

Phone numbers.....

I give permission for any emergency dental, medical or surgical treatment, including anaesthetic, as considered necessary by medical authorities present.

Signed..... (Parent/Guardian)

Date.....

