

# Safeguarding Policy 2021

## Statement of Safeguarding Principles

The Holy Trinity Parochial Church Council fully recognises and accepts the House of Bishops' Safeguarding Policy Statement "Promoting a Safer Church 2017", and commits to complying with the current Church of England and Diocesan safeguarding policies and practice guidance. In so doing we will comply with the secular multi-agency safeguarding procedures relating to children and young people and adults experiencing or at risk of harm, abuse or neglect.

### **We are committed to:**

- Promoting a Safer environment and culture within our Parish and in our Parish activities by adhering to safe working practices and acknowledge the principle that safeguarding is everyone's business.

In addition we will ensure that any individual organisation renting/using our premises for activities involving children, young people or vulnerable adults is aware of this, our Safeguarding Policy, and aware of their own individual responsibilities to have appropriate safeguarding policies and processes in place, including safer recruitment.

- Safely recruiting and supporting all those with any responsibilities related to children, young people and vulnerable adults within the Church in accordance with the House of Bishops' Safer Recruitment: Practice Guidance 2016.

We will ensure those appointed are aware of the Diocesan and Parish Safeguarding Policies and are aware of their roles and responsibilities. We will support them by ensuring they receive Diocesan safeguarding training commensurate with their role and that they are fully aware of and have access to the practice guidance.

- Responding promptly to every safeguarding concern or allegation in accordance with the statutory child and adult safeguarding procedures and the House of Bishops' safeguarding practice guidance.

We will ensure that any complaint made regarding a vulnerable person, who may have been harmed or is in significant danger, will be reported immediately and we will fully cooperate with statutory agencies during any investigation into allegations concerning a member of the church community or any other person.

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

We will seek to offer informed pastoral care and support to anyone who has suffered abuse, developing with them an appropriate ministry that recognises the importance

of understanding the needs of those who have been abused, including their feelings of alienation and/or isolation and provide them with details of local and national support agencies.

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

We will work with others to ensure the appropriate support for them and those affected. Where that person is considered to pose a risk to others, we will work with the Diocesan Safeguarding Advisor to mitigate any identified risk.

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

We will endeavour to offer pastoral care and support whilst ensuring any risk has been assessed and is being managed in accordance with House of Bishops' policy and guidance and in collaboration with the statutory agencies and the Diocesan Safeguarding Advisor.

### **Safeguarding representative**

We will ensure that there is an identified Parish Safeguarding Representative and an Assistant Parish Safeguarding Representative. Both will be suitably recruited and trained, and are aware of their role and responsibilities, and who will be the point of contact for any concerns.

We have appointed Mrs Rachel Keenan as our Parish Safeguarding Representative and Mrs Lee Hurrell as the Assistant Safeguarding Representative.

### **Children's advocate**

The PCC will appoint a children's advocate. This person will be someone whom children know they can talk to about any problems, if they so wish. The current children's advocate is Sharon Blyth.

### **Guidance**

Copies of Diocesan and Parish Guidelines and procedures are held in the church office and available on the Church Website.

### **Date of Adoption**

The PCC of this Church agreed and adopted the above Policy at its meeting on 19<sup>th</sup> April 2021. The PCC shall review this policy annually. The next review will take place April 2022.

## Appendix 1

### Recruitment process for roles requiring a DBS Check

- **Appointments of volunteers and employees to work with children or vulnerable adults**  
Responsibility for all appointments ultimately rests with the PCC. The recruitment process for all roles that requires work with children or vulnerable adults is delegated to the Incumbent, Safeguarding Representatives and designated Group Leaders. Group Leaders with appointing responsibility will inform the Vicar and Safeguarding Reps to advise of the appointment request.
- The application will be recommended by the Group Leader to the Safeguarding Reps.
- The applicant will complete an Application Form and Self Declaration Form.
- References will be sought for all appointees.
- In the case of volunteers, a discussion or interview will take place to determine suitability for the role. A role profile will be provided for volunteer roles. For employees a job description will be provided and applicants invited for formal interview.
- The applicant will complete an online DBS application through Thirtyone:eight (previously known as Churches' Child Protection Advisory Service (CCPAS))
- Appointment will be made on receipt of a clear DBS or as advised by the Diocesan Safeguarding Adviser. Appointments can only be made by the Incumbent, Rachel Keenan, Lee Hurrell or the Group Leader, as delegated by the PCC.
- Before appointment all volunteers and employees will complete a Volunteer Agreement and receive copies of the Safeguarding Policy, Practice Guidance and a Role Description.
- Volunteers and employees will receive adequate training and support to enable them to fulfil their responsibilities.
- All new appointees will be advised to complete Foundation Level (formerly C1) online training module. All appointees will need to complete Safeguarding Training (either face to face or on-line) every three years.
- All appointees will normally have been a regular member of the church for at least one year and are well known within the church community or there is significant evidence of previous experience.
- **Appointments of paid staff.** In all appointments of paid staff we will comply with recruitment and selection practices recommended in Practice Guidance: Safer Recruitment July 2016
- **DBS Renewal** A DBS Check will be renewed after 5 years (as advised by the Diocese)

### Recruitment process for volunteer roles not eligible for a DBS but with more than “incidental contact” with children or vulnerable adults.

Responsibility for all appointments ultimately rests with the PCC. The recruitment process for all roles with more than “incidental contact” is delegated to the Incumbent, Safeguarding Representatives and designated Group Leaders.

- The Group Leader with appointing responsibility will inform the vicar and safeguarding reps to advise of appointment request.
- The applicant will complete an application form.
- References will be sought and approved by the Vicar and Safeguarding Reps.
- A discussion will take place to assess suitability for the role.
- Volunteers will receive a Role Description and sign a Volunteer Agreement.

## Appendix 2

### Audit of Activities 2021

#### **Lighthouse**

##### **Appointing Responsibility Morag Evans**

Involves supervision and instruction of children aged 3-11

Occurs weekly.

Takes place in the church hall.

Leaders and helpers are allocated by a rota to supervise once every 2-3 weeks

This role may involve some personal care (ie taking younger children to the toilet) and therefore meets the criteria for an Enhanced Check with Barring information.

#### **Youth Group**

##### **Appointing Responsibility Mike King**

Involves supervision and instruction of young people

Occurs twice weekly – Friday evening and Sunday morning.

Takes place in the church hall.

Youth leader works unsupervised on a very regular basis and sometimes overnight and therefore meets the criteria for an Enhanced Check with Barring information.

Other helpers work on a rota basis, approximately once every three weeks, with supervision. These roles are eligible for an Enhanced Check. Volunteers offering to supervise sleep-overs will require an Enhanced DBS with Barring information.

#### **Crèche**

##### **Appointing Responsibility TBC**

Involves supervision, training and some personal care of children aged 0 to 2

Occurs weekly.

Volunteers work unsupervised on a rota basis.

All regular volunteers will require an Enhanced Check with Barring information.

#### **Messy Church**

##### **Appointing Responsibility Beryl Archer**

Involves instruction and teaching

Parents always present.

Occurs monthly

The group leader and appointed leaders will be eligible for an Enhanced Check. Other helpers are not eligible for a DBS unless they work with children in a separate room without the supervision of parents/carers.

All regular Messy Church volunteers will be safely recruited by completion of an application form, references and a discussion to assess suitability for the role.

#### **Room Service/Holiday at Home** *(Holiday at Home under new leadership)*

##### **Appointing Responsibility Val Wilson**

Meets monthly to lead a service in sheltered housing schemes. This does not involve any roles in a regulated activity and does not meet the frequency criteria for Enhanced Checks. DBS Checks are not required for those leading the services.

Offering personal care (even as a one off), taking elderly residents out to shop, or to pay bills etc will require an Enhanced Check with Barring information.

## Holy Trinity Barnstaple Safeguarding Policy

**Holiday at Home** – annual three day club for the elderly.

All volunteers will be safely recruited by completion of an application form, references and a discussion to assess suitability for the role.

### **Monday Mornings Parent and Toddler Group and Baby and Me Appointing Responsibility Sharon Blyth/Naomi Shaw**

Contact with children under-fives – parents/carers present at all times.

Occurs weekly.

Does not involve any personal care of children or care away from the parent/carer.

Group leader and appointed leaders supervise children and are eligible for an Enhanced Check.

All regular Toddler Group and Baby and Me volunteers will be safely recruited by completion of an application form, references and a discussion to assess suitability for the role.

### **Holiday Clubs**

#### **Appointing Responsibility Sharon Blyth**

Holiday Clubs typically take place as one off events over a period of 1-3 days, normally for three hours per day, for children aged 5-11.

Children are left in the care of the Holiday Club team. There is no personal care involved.

All the team leaders are DBS Checked. Other occasional helpers will be safely recruited by completion of an application form, references and a discussion to assess suitability for the role.

They are not DBS Checked as this activity does not meet the frequency criteria.

### **Schools' Team**

#### **Appointing Responsibility Sharon Blyth**

Team members visit schools to take assemblies (including Open the Book) and run children's clubs.

All members involved in Schools' work will require an Enhanced DBS.

### **Climbing Wall Sessions**

#### **Appointing Responsibility Abi Overton**

Some climbing wall sessions cater specifically for children.

Involves teaching, supervision and some physical contact.

Takes places in Holy Trinity's The Tower climbing wall.

All climbing wall supervisors who work without supervision with children will require an Enhanced Check with Barring information.

Those working under constant supervision and are 16 years and over will require an Enhanced Check.

### **Church Wardens**

As Trustees of a charity that works with children and young people Church Wardens are eligible for an Enhanced Check.

### **Pastoral visitors/home visitor**

#### **Appointing Responsibility Alexis Kent**

Pastoral visitors make visits to homes but usually not on a regular or frequent basis and are therefore not eligible for a DBS Check. No personal care is given.

Eligible for Enhanced DBS if carried out frequently or intensively. (Frequently or intensively means carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30 day period). Enhanced Check with Barring information required if doing shopping and therefore taking money

All pastoral team members will be safely recruited by completion of an application form, references and a discussion to assess suitability for the role.

**Appointing Responsibility The Incumbent**

As Trustees of a charity supporting work with children and vulnerable adults, all PCC member are eligible for an Enhanced DBS Check with the Child and Adult workforces.

PCC members must have signed the personal declaration that they are not disqualified from standing for this office due to being included on a Barred List (within the meaning of the Safeguarding Vulnerable Groups Act 2006) or having been convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933.

**CAP Volunteers**

**Appointing Responsibility Rachel Keenan**

Christians Against Poverty Centre Manager and volunteers regularly visit clients to offer general support in people's homes. Requires an Enhanced Check.

**Transporting Children and Adults**

**Appointing Responsibility Rachel Keenan**

**Adults** Lifts organised by the church which involve transporting vulnerable adults to or from places where they will receive health care, personal care or social work services will require Enhanced DBS Check. All other lifts ie to Sunday services, Holiday at Home etc are not eligible for DBS Checks if they do not meet the frequency criteria. Lifts arranged privately between individuals are not eligible. All those appointed to offer lifts on behalf of the PCC will be safely recruited by completion of an application form, references and a discussion to assess suitability for the role.

**Children** Lifts organised by the church solely for children will require an Enhanced Check with Barring information.

**Interface Drop-In**

**Appointing Responsibility Tony Shields**

Interface provides hot drinks and snacks to adult members of the community, some of whom have drug/alcohol addictions or mental ill health.

Members of the Interface Team will be safely recruited by completion of an application form, references and a discussion to assess suitability for the role.

## Policy Statement on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, the Parochial Church Council of Holy Trinity complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information. This written policy is available on request to all those who wish to see it.

### **Storage and Access**

Disclosure information is never kept on an applicant's personal file and is always kept separately and securely in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

### **Handling**

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it within the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

If a party other than the Diocese requests the passing on of Disclosure information, advice will be sought from DBS before doing so.

### **Usage**

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### **Retention**

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six-months after the decision has been taken, we will consult the DBS about this. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail. The DBS will be informed immediately if a Disclosure document, or additional information provided by the police, is mislaid or lost.

### **Disposal**

Once the retention period has elapsed, or sooner, we will ensure that any Disclosure information is destroyed by shredding. Prior to shredding the Disclosure documents will always be kept in secure places as described above. We will not retain any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure.

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Notwithstanding the above, a record will be kept of: the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested (including the designated workforce; child, adult or both), the position for which the Disclosure was requested, the unique reference number of the Disclosure, and the details of the recruitment decision taken.