

Safeguarding Children

St John the Baptist Frenchay

Updated version 5 - November 2017

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1 Aim

The Church of England has endorsed the following policy in respect to safeguarding:

'The Church of England, in all aspects of its life, is committed to and will champion the protection of children and young people both in society as a whole and in its own community. It fully accepts, endorses and will implement the principles enshrined in the Children's Act 1989 that the welfare of the child is paramount.

The Church of England will foster and encourage best practice within its community by setting standards for working with children and young people and by supporting parents in the care of their children. It will work with statutory bodies, voluntary agencies and other faith communities to promote the safety and well-being of children and young people. It is committed to acting promptly whenever a concern is raised about a child or young person or about the behaviour of an adult, and will work with the appropriate statutory bodies when an investigation into child abuse is necessary.'

This document (*Safeguarding*) sets out how the church community of St John the Baptist, Frenchay, has put the Church of England's policy into practice. We want to ensure that our policies and practices provide confidence and assurance to children, parents and children's workers.

The leaders and Parochial Church Council (PCC) of St John the Baptist are committed to promoting the safety and integrity of the whole church community.

Revd Charles E Sugden
Incumbent

Chris J Mansfield
Church Warden

Last reviewed: 10/9/2013

2 Introduction

The purpose of *Safeguarding Children* is to provide information to the church community, in an accessible form, regarding safeguarding practices at St John the Baptist.

Safeguarding Children includes selected material from the Diocese of Bristol's guidelines *Safe and Sound* together with information specific to St John the Baptist. Please note that *Safeguarding Children* is an accessible and easily readable support document for *Safe and Sound*, not a replacement for it. Full copies of *Safe and Sound* are available for inspection in vestry or on line at:

- <http://www.bristol.anglican.org/admin/protection/safeandsound.html>

Safeguarding Children sets out the expectations and responsibilities placed upon different people to help create a safe environment for children.

Safeguarding contains the following sections:

- Roles and responsibilities (section 3)
 - This describes how the responsibilities identified in *Safeguarding* relate to different groups of people or individuals
- Policy (section 4)
 - The policy is a statement of intent agreed by the incumbent and PCC.
- Good practice guidelines (section 5)
 - The good practice guidelines apply to all contact with children and young people.
- Procedures (section 6)
 - The procedures describe in some detail *how* frequently occurring, core activities involving contact with children or young people are to be carried out.

3 Roles and Responsibilities

3.1 Incumbent and PCC

The prime duty of care rests with the incumbent and PCC to promote the well-being of children and young people on church premises and in church-sponsored activities

The PCC is responsible for:

- establishing a safe environment where the risk of abuse is as small as possible.
- adopting a policy statement on safeguarding the welfare of children.
- recruiting, training and supporting leaders and helpers who work with children and young people
- creating a culture of informed vigilance which takes children seriously.
- providing appropriate insurance cover for all activities undertaken in the name of the parish.
- reviewing the safeguarding policy, good practice guidelines, and procedures at least annually, including at the first PCC of the calendar year.
- displaying the *Childline* telephone number (0800 1111) in the church.

3.2 Safeguarding Co-ordinator

The Safeguarding Co-ordinator is responsible for:

- being available to a child, or anyone concerned about a child.
- ensuring that the PCC has Safeguarding policies, good practice guidelines and procedures in place.
- monitoring the church's adherence to the Safeguarding policies, good practice guidelines and procedures and reporting to PCC
- taking an interest in their church's work with children and young people so as to be familiar with children's and young people's groups, their activities and their leaders.
- making themselves known to children and leaders of groups.
- being alert to any unusual behaviour or inappropriate relationship on the part of any church worker with a child or young person.
- knowing how and when to contact the Diocesan Child Protection Officer and/or Social Services Department to seek advice and/or make a referral as appropriate.
- being familiar with the contents of *Safe and Sound* and be responsible jointly with other office holders for the implementation of these guidelines.
- making provision for training in safeguarding issues to all involved in youth and children's work.

- supporting anyone involved with the child protection issues in parishes as necessary.
- ensuring that any concerns about a child or the behaviour of an adult are appropriately reported both to the statutory agencies and to the diocesan child protection advisor.
- maintaining a register of children's workers approved by the PCC.
- maintaining a secure record of job application documents.

3.3 Children's Workers

Children and youth workers are responsible for:

- being familiar with, and adhering to, the safeguarding policies, procedures and good practice guidelines of St John the Baptist
- signing their job descriptions to confirm they understand, and will abide by, their obligations with respect to *Safeguarding Children*.

3.4 Parents and Carers

Parents and carers are responsible for:

- being familiar with the policies, procedures and good practice guidelines that affect their children.
- co-operating with children's and youth workers as they work in accordance with the requirements of *Safeguarding*.
- encouraging their children to behave in way conducive to safe and orderly activities.

4 Policy

The desire of the PCC is that all children and youth work undertaken in the parish is aimed at developing their spiritual and social development in a safe and secure environment. The PCC will therefore:

- adopt and implement procedures and best practice guidelines, consistent with the House of Bishops' Policy on Safeguarding and Diocesan guidelines.
- ensure that appropriate health and safety policies and procedures are in place.
- appoint a Safeguarding Coordinator to work with the incumbent and PCC. The Safeguarding Coordinator's contact details will be publicised in the church.
- maintain adequate and identified insurance for all activities to cover children and leaders.
- require all groups involving children and young people to be run in accordance with the principles set out by Diocese of Bristol in *Safe and Sound*, some of which are included in this document.
- ensure that everyone authorised to work with children and young people or in a position of authority are appropriately recruited, trained and supported, and also that all such authorised personnel have received a copy of the parish safeguarding policy, procedures and good practice guidelines.
- endeavour to create a culture of informed vigilance which takes children seriously.
- review the implementation of the safeguarding policy, procedures and good practice guidelines, at least annually, including at the first PCC of the calendar year.

The PCC uses the Diocese of Bristol as its umbrella body for the Disclosure and Barring Service ('DBS') (see *Appendix 1*) and has adopted the Diocese of Bristol's 'Policy Statement' regarding the Appeals and Complaints Procedure and the Recruitment of People with a Criminal Record.

5 Good Practice Guidelines

5.1 Recruitment

All people who come into authorised contact with children and young people will be treated as 'job applicants' and the recruitment procedure followed. Most appointments in parishes related to work with children and young people are those of volunteers and the procedures in this section are written taking this into consideration. Where appropriate, safeguarding responsibilities should be included in advertisements and job descriptions. The offer of any such post will be conditional on completion of St John the Baptist's recruitment procedure and DBS Enhanced Disclosure clearance.

5.2 Training

All people authorised by the PCC will receive training not less than annually, including:

- raising awareness of the problems encountered in keeping children safe.
- how to put into effect the safeguarding policies and procedures of St John the Baptist.
- what to do in the case of an allegation of inappropriate behaviour or abuse.
- how to protect children involved in the church when a known sex offender is in the congregation.

5.3 Appropriate Behaviour

5.3.1 Code of Behaviour

All clergy, paid employees and volunteers must:

- treat all children and young people with the respect and dignity befitting their age.
- use appropriate language, tone of voice and body language.
- learn to control and discipline children and young people without physical punishment which is illegal for children's workers.
- ensure that another adult is informed if a worker needs to take a child to the toilet – toilet breaks should be organised for young people.
- if known in advance, seek a parent's permission if a child or young person is to be seen on his or her own; another adult should be nearby and the child or young person must know this.
- try to ensure that a mixed group has male and female helpers.
- ensure that children and young people know that they can identify and speak with the Safeguarding Coordinator in the parish.

Clergy, paid employees and volunteers must not:

- invade a child's privacy whilst toileting or washing.
- play rough physical or sexually provocative games.
- be sexually suggestive about or to a child or young person even in fun.
- touch a child or young person inappropriately
- scapegoat, ridicule or reject a child or young person.
- show favouritism to any one child, young person or group.
- allow a child or young person to involve the worker in excessive attention-seeking that is overtly physical or sexual in nature.
- give lifts to children or young people on their own. If this is unavoidable ask the child or young person to sit in the back of the vehicle and record this on an exceptional circumstances form (see Appendix xyz).
- share a bed/bedroom with a child, children, a young person or young people.
- place themselves in a situation where they are alone with a child, children, a young person or young people without prior notice and agreement from an authorised co-worker.
- permit abusive peer activities, e.g. initiation ceremonies, ridiculing, bullying.
- allow unknown adults access to children or young people; visitors should always be accompanied by a known person.
- allow strangers to give children or young people lifts.
- Ministers and paid employees must not give lifts to children or young people on their own

If parents /guardians wish for another member of the Church community to be able to give their child a lift on a regular basis, then the Junior Choir Trainer or Director of Music must be informed in advance for the purposes of the signing in and out procedure through the completion of an 'Alternative Responsible Parent' form (see Appendix A8) The existence of such an arrangement must be notified on an annual basis through the re-completion of the form. Any termination of the arrangement during the year must also be notified in writing. Any such arrangement is a STRICTLY PRIVATE arrangement between the people concerned, and its operation is not covered by the provisions of the Safeguarding Policy.

The Alternative Responsible parent provision (see section 6.2.1 below) is NOT to be applied to Ministers or paid employees. The nominated Alternative responsible parent MUST sign the Register in relation to the child, and, although such travel arrangements are private arrangements made by the adults concerned, they are reminded of the principle that every effort should be made to avoid being in the position of travelling with the child as the only passenger in a car.

5.3.2 Touch

It may be appropriate to comfort a distressed child or young person but adults should be encouraged to take their cue from the child or young person and follow appropriate guidelines:

- all volunteers must work with, or within sight of, another adult.
- if any activity requires physical contact make sure the child, young person and their parents are aware of this and its nature.
- there must be no physical punishment of any kind.
- avoid physically rough games.
- avoid unnecessary touch.
- avoid taking children to the toilet, but when unavoidable make sure another adult is informed or organise a toilet break for the whole group.
- first aid should only be administered by someone suitably qualified, with others present, to children and young people when prior authorisation has been given by the responsible parent or guardian.
- very occasionally it may be necessary to restrain a child or young person who is harming him/herself or others. If possible, try to make sure there is another adult present. Use the least possible force and inform the parents as soon as possible.
- all incidents should be reported to the Safeguarding Coordinator.
- all physical contact should be an appropriate response to the child or young person's needs and not the needs of the adult.
- other adults should be prepared to speak out and take necessary action if any adult is behaving inappropriately and make sure the NP is aware of the situation.

5.3.3 Photographs

Careful consideration should be given to why photographs are taken of children and what their subsequent use might be. Permission should be sought from parents before any photographs of their children are taken.

5.4 Ratios and Registration

Specific ratios are recommended for the number of children to adults and it is necessary to be aware and plan for these levels.

Age of children	Maximum group size with two adults	Additional adults required
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Aged 0-2 years	4	For additional children up to a maximum of 2 – one additional adult
Aged 2-3 years	8	For additional children up to a maximum of 4 – one additional adult
Aged 3-8 years	16	For additional children up to a maximum of 8 – one additional adult
Over the age of 8 years	20	For additional children up to a maximum of 12 – one additional adult

There must always be two authorised adults with any group of children, however small the group. Specific activities, such as swimming, may require different ratios.

Authorised adults who have specific responsibilities will have been recruited via the agreed procedure. 'Visiting adults' who have not been through the recruitment procedure will not be left alone with children other than their own.

5.5 Information, Medical and Consent Forms

Basic information on each child and young person in a group should be available (see *Form A* in *Appendix A2*). A register of attendance should be kept for each session with a record of adult leaders and children and young people present.

5.6 Accommodation

Most parishes have to use their accommodation for all sorts of purposes and it is essential to assess, for the safety for each user group, all areas where children's and young people's groups meet. The risk assessment should be passed to the person responsible for Health and Safety within the parish and appropriate action should be taken to ensure safe standards. A checklist should be used to evaluate the safety of buildings and equipment.

5.7 Insurance

Public Liability (Third Party) insurance is in place to protect the interests of the incumbent, PCC and authorised children's workers where they are found to be legally liable for accidental death or bodily injury to a third party or accidental loss of or damage to third party property, subject to the policy terms, conditions and exceptions. The policy will provide an indemnity to the insured if they are held legally liable for an incident leading to accidental bodily injury or illness as a result of abuse.

5.8 Transport

Private transport:

- Children and young people should not be taken out in private cars without the prior consent of their parents. This applies to giving lifts to and from a church activity.
- If any leaders or helpers use their own cars for youth and children's work, it is essential that they consult their insurers about such use and confirm this to the PCC.
- Whoever makes the transport arrangements it is always the responsibility of the driver to ensure that the vehicle is roadworthy and adequately insured.
- Any driver who has an 'unspent' conviction for a driving offence should not transport children.
- At no time must the number of children in a car exceed the usual passenger number. There must be a seatbelt for every child and these must be worn.
- There should be two adults in each car in which children are travelling and a minimum of two children. If, in an emergency, a driver has to transport one child on his or her own the child should sit in the back seat and this should be recorded on an exceptional circumstance/incident sheet (see *Form C* in *Appendix A4*).
- Drivers who are not normal children's/ youth workers should be recruited for the task through the parish's normal recruitment process.

Minibuses:

- If a minibus is hired then motor insurance will need to be arranged and this should be available as part of the hiring arrangement. A minibus with seatbelts should be used and all children/ young people have a proper seat.

Coaches:

- The PCC should check that any independent coach company used for transporting children has appropriate insurance in place.

5.9 Off-site Visits and Activities

All off-site visits and activities must have PCC approval and such approval must appear in the PCC minutes.

5.9.1 Parish off-site visits and activities

The PCC is responsible for all off-site visits and activities and, therefore, the group leader needs to provide members with the necessary information to enable them to decide if they are able to approve such a visit or activity. It is essential to check whether the event is covered by the existing insurance or whether additional insurance is needed.

5.9.2 Diocesan, Deanery or other extra-Parochial Events

Any parish that is interested in taking part can treat the event as an off-site activity in which the preliminary planning phase has already taken place. The parish can continue by:

- getting PCC approval.
- meeting with parents/carers if the event is residential and involves adventurous style activities.
- appointing a leader.
- providing information for all those who wish to attend.
- planning adequate transport arrangements.
- ensuring adequate supervision.

It is very important that the leader who accompanies the group has consent/information forms for all those who attend (see *Form D* in *Appendix A5*).

5.10 Forms

In addition to the forms already mentioned in Safeguarding, the following templates and sample forms are available in *Safe and Sound*:

- Job Description Form
- Job Application Form
- Confidential Declaration and Guidance Notes
- Job Reference Request
- Job Interview Questions
- Job Appointment Letter
- Job Review Request Letter
- Job Confirmation Letter
- Annual Information and Medical Form

- Consent Form for Non-Residential Visits/Activities
- Swimming Ability Form
- Visit/Activity Details Form
- Assessment of Risk Form

6 Procedures

Safeguarding procedures cover the following activities:

- Recruitment
- Junior and Senior Choirs
- All services held within the church building
- Bell ringing

Risks assessments will be carried out for those activities directly involving children and young people (see *Form A in Appendix A2*).

6.1 Recruitment

The recruitment procedure is as follows:

Step 1 – Develop a job description: The Priest in Charge, Safeguarding Co-ordinator, and Church Wardens will draw up job descriptions in consultation with children and youth workers.

Step 2 – Obtain PCC approval: Written job descriptions will be presented by the Safeguarding Coordinator to the PCC for approval and such approval noted in the PCC minutes.

Step 3 – Seek candidates: Candidates will be sought by advertisement and/or by discreet enquiry.

Step 4 – The Safeguarding Coordinator will provide application packs and DBS information to candidates. The PCC requires all those who work with children and young people to complete an application form indicating their relevant background and past experience. Additionally they will be required to complete a Confidential Declaration form relating to whether they have been subject to criminal or court proceedings and whether they have caused harm to children or put them at risk.

Step 5 – Seek references. The Safeguarding Coordinator is responsible for ensuring that references are received and presented to the PCC for authorisation for all volunteers working with children and young people.

Step 6 – Interview the volunteer(s). The interview will cover: (i) the volunteer's responsibilities to children and young people; (ii) the role to be undertaken and its relationship to other roles in the church; (iii) the need to comply with the PCC's safeguarding policy, procedures and good practice guidelines; and, (iv) the importance of the declaration included in the job description which they are asked to sign. The

interview panel will include two people from amongst the Priest in Charge, Associate Minister, Church Wardens, PCC Secretary and Safeguarding Co-ordinator.

Step 7 – Review probationary period. After the volunteer has been ‘in post’ for six months a review of their work will be undertaken by the person directly responsible for overseeing their work.

Step 8 – Appoint and commission or publicly recognise the role where appropriate. The PCC will be informed that the volunteer has been confirmed in the role after the six month review has taken place.

Step 9 – Provide annual reviews of work and training. The PCC is committed to the provision of training on a regular basis.

Step 10 – Support and affirm volunteers at all times. Provide two opportunities annually for volunteers working with children and young people to meet together and ensure that they are valued and feel able to raise issues which may concern them.

6.2 Junior and Senior Choirs

When the Junior Choir is present, the Junior Choir Trainer (JCT) and Junior Choir Responsible Adults (JCRAs) must ensure that the following actions are carried out (except where indicated that the action is the responsibility of the sidespeople)
When the Senior Choir is present, the Director of Music (DofM) and JCRAs must ensure the actions are carried out.

6.2.1 Arriving at the church before the rehearsal / service

- arrive 20 minutes before the start time
- for rehearsals, conduct a visual check for hazards through the porch, entrance, new room, church body, choir stalls, choir vestry and emergency exit corridor (the sidespeople are responsible for this for services)
- for rehearsals, hook open the 2 sets of double doors between the porch and the church room (the sidespeople are responsible for this for services)
- In winter months, ensure that the heating is on so that the children do not become excessively cold

- JCT to confirm that the emergency contact / medical details forms are on hand and the location is known to the JCRA's on duty
- Put out the signing-in/out register (in the back room for rehearsals, and on the front pews for services)
- Parent/guardian (or an Alternative Responsible Adult appointed as below) accompanies child into the church and signs-in in the register
- Parents may have in advance signed either
 - (a) a waiver form (see Appendix 7) for their children to sign-in/out themselves, provided that the child covered by the waiver is aged 11. Waivers will not be accepted for children younger than this, OR
 - (b) an Alternative Responsible Parent form (see Appendix A8) to give permission to another adult person whom they trust to sign in/out their child and be responsible for their delivery to and /or collection from the activity

6.2.2 Leaving the church after the rehearsal / service

- Children wait with the JCT/JCRA's in the church until collected by their parent/guardian or Alternative Responsible Parent
- Parent/guardian (or Alternative Responsible Parent) signs-out in the register

Parents may have in advance signed a waiver form (see Annex XX) for their children to sign-in/out themselves, provided that the child covered by the waiver is aged 11. Waivers will not be accepted for children younger than this

- JCT and JCRA's wait until all children have been collected
- if a child is not collected within 5 minutes of the end of the rehearsal / service, then the JCRA will call the parent/guardian using the emergency contact information
- ensure the emergency contact / medical details and signing-in/out register are returned to the JCT for safekeeping

- conduct a visual check that everyone has left and then (if necessary, turn off the heating and) secure the building (sidespeople are responsible for this for church services)

6.2.3 Response in the event of an accident

- one of the JCRA's will comfort the child, the other JCRA/JCT will remain with the other children
- consider how seriously the child is injured
- Do not administer first aid, unless the parent has signed the waiver to say that a plaster may be administered – if the child requires first aid, call an ambulance
- call a parent / guardian for them to collect the child as soon as possible
- continue to comfort the child, if possible (and safe to do so) taking them to the church room
- if more than one child is injured, consider suspending the rehearsal as necessary

6.2.4 Response in the event of a child becoming ill

- one of the JCRA's will comfort the child, the other JCRA/JCT will remain with the other children
- take the child to the church room
- Do not administer first aid – if the child requires first aid, call an ambulance
- call a parent / guardian for them to collect the child as soon as possible
- continue to comfort the child
- if more than one child becomes ill, consider suspending the rehearsal as necessary

- 6.2.5 Response in the event of a child needing to use the toilet
- one of the JCRA's to accompany the child to the porch, the other JCRA/JCT will remain with the other children
 - the JCRA to wait in the porch outside the toilet door, and within sight of the other JCRA/JCT
 - JCRA to accompany the child back to the main group
- 6.2.6 Unknown person interrupts the Junior Choir
- Move the children away from the person, if necessary to the choir vestry
 - Call for assistance, if necessary from the police (sidespeople responsibility for a service)
 - For a service, it is a sidespeople responsibility to deal with the person
- 6.2.7 Assisting children with dressing in their choir uniform
- Children should normally arrive dressed in their choir T-shirt and black trousers
 - During winter months, children should wear another T-shirt underneath their choir T-shirt to ensure they are warm enough
 - If children need to change into their choir T-shirt and black trousers, they should be encouraged to do so in the toilet by themselves (see section 6.3.5)
 - When dressing in choir robes, assistance may be given with buttons / fastenings. Care should be taken to avoid contact with the child whilst giving assistance.
- 6.2.8 Reporting incidents / exceptional circumstances / disclosures
- If a JCRA / JCT observes anything not in accordance with the Frenchay church Safeguarding Policy document (including these procedures), or if

approached by a child on a specific matter, the relevant notification form must be filled in

- If the incident/circumstances/disclosure is very serious, the Safeguarding Coordinator must be contacted straight away
- The form should be provided to the Safeguarding Coordinator as soon as possible after the incident/circumstances/disclosure occurs, and under no circumstances should this be later than 1 week after the occurrence.
- The relevant forms are available in the choir vestry cupboard, or from the Safeguarding Coordinator.

6.2.9 Permission for photographs

- Before taking any photographs of the Junior Choir, check the photo permission log detailing whether parents/guardians have / have not given permission for their child to be photographed
- Exclude any child whose parent/guardian has not given the necessary permission
- Any photographs taken must show the children modestly dressed, normally in their choir uniform (T-shirt / robe).
- For any choir social events where uniform is not appropriate, children may be excluded from any photographs if (in the opinion of the JCRA/JCT) they are dressed immodestly

6.2.10 Rota allocation

- The required minimum number of appointed adults will be rostered, usually the DofM/JCT and at least one JCRA
- If a JCRA is unable to complete their rota duty at short notice (e.g. through illness / accident), they should inform the JCT/DofM /rota coordinator immediately
- The Rota coordinator will contact other appointed JCRA's to attempt to find cover

- If no cover is available, the Safeguarding Coordinator will be contacted to attempt to find alternative cover from amongst people who have been appointed in accordance with the safeguarding procedures to other church roles
- If it is not possible to find cover, it may be necessary to cancel the rehearsal. However, if children are already arriving or have arrived then it may be appropriate for an exceptional circumstances form to be used.

Appendices

Appendix A1 – Diocese of Bristol’s Policy Statement and Appeals and Complaints Procedure

DIOCESE OF BRISTOL

St John the Baptist, Frenchay

The Parish of St. John the Baptist, Frenchay is committed to the fair and sensitive use of Disclosure Information, and where an applicant feels that this has not happened an appeal process will be available, details of which can be obtained in writing from the PCC Secretary or from the Diocesan Office, First Floor Hillside House, 1500 Parkway North, Stoke Gifford, Bristol BS34 8YU.

The Parish of St. John the Baptist, Frenchay is committed to recognition of each individual’s abilities, skills, experience and qualifications and will take every step to ensure that these are given appropriate weight and consideration in the appointment or recruitment process.

The Parish of St. John the Baptist, Frenchay will ensure that each paid post or volunteer position is assessed from the appropriateness of a DBS Disclosure that any advertisement or other indication of a paid post or volunteer position will indicate the level of Disclosure to be sought, and that an offer of a paid post or volunteer position will be subject to the receipt of satisfactory Disclosure information.

The Parish of St. John the Baptist, Frenchay will request candidates for a paid post or volunteer position to submit in writing any convictions or other disqualifying behaviour that might be revealed in the Disclosure process in order to assist the recruitment decision process. This information will only be taken into account when relevant to the post in question. It should be submitted in an envelope clearly “Private and Confidential” and handed to the person specifically identified for this purpose in the recruitment process.

The Parish of St. John the Baptist, Frenchay is committed to encouraging the re-submission of application for Disclosure in respect of all paid employees and volunteers for whom this is appropriate every 5 years as part of its ongoing strategy for the protection of children and vulnerable adults.

Diocese of Bristol

Name of Parish

APPEALS AND COMPLAINTS PROCEDURE

Although every effort is made to ensure that all recruitment decisions involving Disclosure information are made sensitively and fairly, should an applicant for a paid post or volunteer position, and any other relevant information.

Approved by the Parochial Church Council

Date

Appendix A2 – Risk Form (Form A)

The template for risk assessments takes the following format:

Serial No.	Event	Risk	Possible Mitigations	Responsible person / organisation
No.	What might reasonably happen that could result in a risk?	What risk might reasonably occur as a result of the event?	What actions should take place to reduce the likelihood of the risk occurring?	Who is responsible for mitigating the risk?

For example (during a Junior Choir rehearsal):

Serial No.	Event	Risk	Possible Mitigations	Responsible person / organisation
1	Child needs to use the toilet during rehearsal	Child has unsupervised contact with unknown person(s) wandering into the church porch	<ol style="list-style-type: none"> 1. Junior Choir Responsible Adult to accompany child and wait in porch 2. Doors between porch and New Room to be fixed open prior to start of rehearsal, to ensure Junior Choir Responsible Adult not left alone with child in porch 	<ol style="list-style-type: none"> 2. JCRA 3. JCRA

Appendix A3 – Information Form (Form B)

Sample Form A

**ANNUAL INFORMATION AND MEDICAL FORM FOR USE IN EMERGENCIES
ON-SITE AND FOR NON-RESIDENTIAL VISITS/ACTIVITIES**

DIOCESE OF BRISTOL

St. John the Baptist, Frenchay

<p>TO BE COMPLETED BY PARENT/CARER FOR ALL YOUNG PEOPLE UNDER THE AGE OF 18. PART A – YOUNG PERSON DETAILS</p> <p>Surname First name(s)</p> <p>Date of Birth</p> <p>Address</p> <p>..... Postcode</p> <p>Tel. No Mobile No</p>
<p>PART B – MEDICAL INFORMATION</p> <p>Please indicate if your child suffers from any medical condition, however mild, or is taking medication on a regular basis. Conditions such as asthma, epilepsy, diabetes, heart condition, allergies or physical weakness should be included.</p>
<p>Please give details of any current medical treatment, or medication being taken by your child on a regular and continuing basis.</p> <p>.....</p> <p>Please also indicate whether you would be willing to give your permission for basic first aid to be applied in case of a minor accident e.g. a plaster to a cut finger, or a grazed knee.</p>

Please delete as appropriate

Yes/No

Tel No

PART C – DIETARY REQUIREMENTS

Please give details of special dietary requirements, food allergies, etc. (e.g. vegetarian, non-dairy food, peanut allergy, etc) Please can you specify the effects such an allergy induces, so that we may quickly recognise symptoms, if necessary.

PART D – EMERGENCY CONTACT (1) Person holding parental responsibility

Name

Address

..... Postcode

Tel No. Home Work Mobile

(2) Person other than person holding parental responsibility who could be contacted in case of emergency if person holding parental responsibility not available

Name

Address

..... Postcode

Tel No Home Work Mobile

I certify that the information given above is correct at the date of signing and understand that it is my responsibility to inform the Church of any changes. (*Charges must be in writing and sent to*) I understand that this information will be held for contact and use in emergencies.** Please include an additional sheet if you wish to give us any additional information **

Please also note that our Safeguarding responsibilities for a young Adult who joins the Senior Choir, ceases at the end of a practise/service when they leave the building.

Parent/Carer's signature	Date
Parent/Carer's name (please print)	

Appendix A4 – Exceptional Circumstances/Incident Form (Form C)

Sample Form D

ST. JOHN THE BAPTIST, FRENCHAY PARISH/BENEFACT

EXCEPTIONAL CIRCUMSTANCES/INCIDENT REPORT

For all groups with children/young people

This form should NOT be used in the case of an accident – all accidents should be recorded in the church accident book.

CHILDREN/YOUNG PERSONS' GROUP	
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1 Names of all adults present and their roles	

2 Details of the person/persons involved in exceptional circumstance/incident		
Name		
Address		
	Postcode	
Name		
Address		
	Postcode	

If more than two children/young people/adults were involved please list on the reverse of this form

3 Details of the exceptional circumstance/incident		
When it happened	Date	Time
Exact location		
Give full details of the exceptional circumstance/incident and indicate the cause if possible *		

Action taken

4 Person completing this report		
Signature		Date
Print name		
Address		
	Postcode	

** If there is insufficient space on this form please use an additional sheet of paper*

This report should be sent to the appropriate person in the parish immediately following the exceptional circumstance/incident involving a child/young person

Appendix A5 – Consent Form (Form D)

Sample Form B

CONSENT FORM FOR NON-RESIDENTIAL VISITS/ACTIVITIES

TO BE USED IN CONJUNCTION WITH INFORMATION AND MEDICAL FORM AND A CONSENT SLIP FOR EACH VISIT/ACTIVITY

TO BE COMPLETED BY PARENT/CARER FOR ALL PERSONS UNDER THE AGE OF 18

Child/Young person's full name

Address

.....

.....

.....

I understand that I will receive a letter giving details of any visit/activity arranged and that this will contain a consent slip.

I agree to any emergency medical treatment being given as considered necessary by the medical authorities if I cannot be contacted.

NB: The medical profession takes the view that a parent's consent to medical treatment cannot be delegated. Medical consent forms have no legal status and a doctor has the right to insist on parental consent before treating a child. It has been found, however, that medical staff find this type of general consent helpful.

I understand that

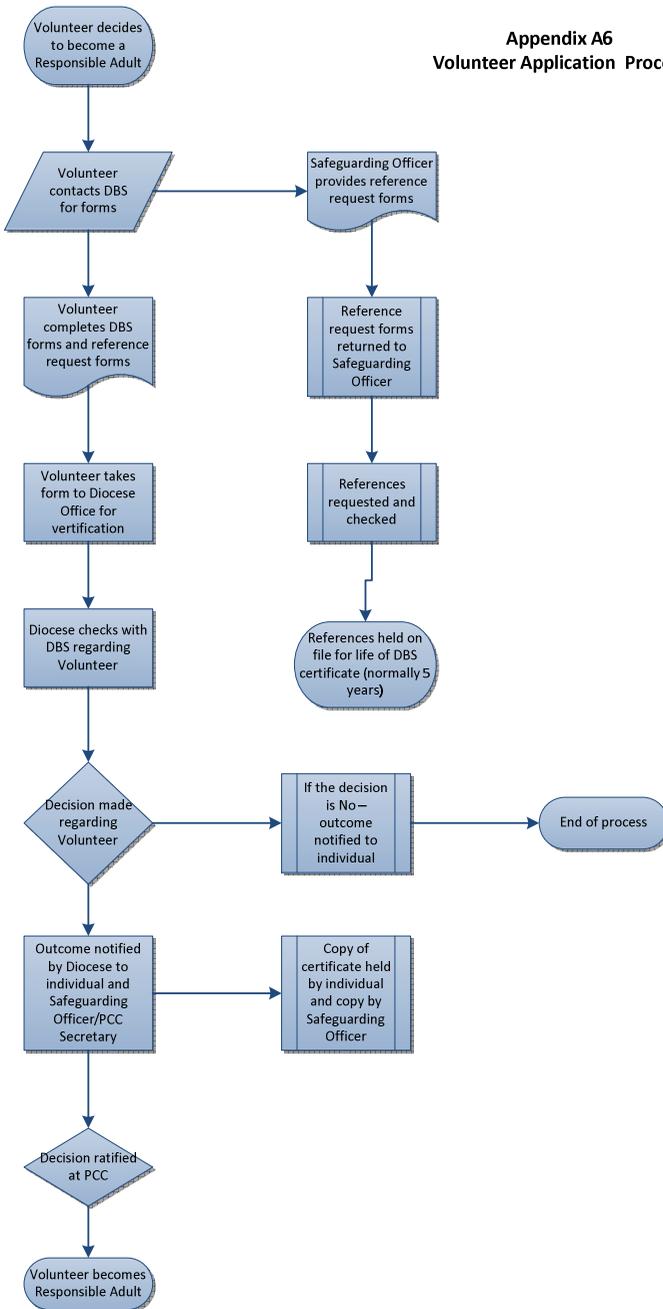
- my child will be under the care of the named leaders and will abide by the rules and guidelines laid down by the leaders of the visit/activity
- if my child's behaviour during the visit/activity is unacceptable I may have to collect my child
- if my becomes unwell during the visit/activity I may have to collect my child

- whilst those in charge of the party will take all reasonable care, they cannot necessarily be held responsible for any injury, loss or damage suffered during this visit/activity
- in the event of an emergency, every effort will be made to obtain my consent to any medical/surgical/dental treatment and/or administration of anaesthetic/blood transfusion
- if these efforts prove unsuccessful, the leader(s) in charge of the visit/activity will then use their best endeavours to contact the person listed as emergency contact designated in Part E of the consent form.

I authorise the leader(s) to supervise my child taking prescribed medication. *(All medication must be in original packaging, clearly labelled with child's name together with the dosage and instructions for use and handed to the visit/activity organiser prior to departure for safekeeping)*

Parent/Carer's signature.....	Date
Parent/Carer's name (please print)	

Appendix A6 Volunteer Application Process



ST JOHN THE BAPTIST, FRENCHAY

WAIVER FORM FOR SENIOR CHORISTERS, WHICH MUST BE SIGNED ON AN ANNUAL BASIS

TO BE COMPLETED BY PARENT/CARER FOR ALL YOUNG PEOPLE UNDER THE AGE OF 18.

PART A – YOUNG PERSON DETAILS

Surname First/Preferred Name:

Date of Birth: Age as of 1/9/2017

Address:
.....
.....

Post Code: Home Tel No:

PART B – Waiver

As person holding parental responsibility for the above named child, I agree that has my authority to sign themselves into/out of choir practice and church services.

Please also note that our Safeguarding responsibilities for a young Adult who joins the Senior Choir, ceases at the end of a practise/service when they leave the building.

Person holding parental responsibility:
Relationship to Child:

.....

Name:.....

Tel No: Home: Work:

Mobile: E-Mail address:

Frenchay Church Choir: Alternative Responsible Parent – PERMISSION SLIP

Name of chorister.....

I wish to appoint..... [*name of adult*]

to act as Alternative Responsible Parent for travel to/from Frenchay church

Signature of parent/guardian:.....

Name of parent/guardian [capital letters].....

Date.....

TO BE COMPLETED BY THE ASSIGNED RESPONSIBLE PARENT:

I confirm that I will be acting as the “Alternative Responsible Parent” for

.....[*name of child*]

Signature of Alternative Responsible Parent:.....

Mobile Phone number of Alternative Responsible Parent:

Date.....

NOTE

Both parties signing this form also acknowledge by their signature CONSENT to a copy of this form being made available to the Church Safeguarding Officer and to all Junior Choir Responsible Adults