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St Pauls Chippenham, St Peter Langley Burrell & St Nicholas Hardenhuish (Greenways Benefice) 2026/2027

Safeguarding Children, Young People and Vulnerable Adults:

Policy and Procedure

"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"
Diocese of Bristol Safeguarding Policy, 2023

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1. Policy Context

In developing this policy the Greenways Benefice commits to following the safeguarding policies of the Church of England, safeguarding policy and guidance as issued by the Diocese of Bristol and commits to working within legislation and statutory guidance as related to the Safeguarding of Children, Young People and Adults.

The main relevant polices and guidance documents are:

Church of England:

Protecting all God's Children, 2010
Promoting a Safe Church, 2006
Promoting a Safer Church – Policy Statement, 2017
Practice Guidance: Safer Recruitment, 2016
Responding Well to Domestic Abuse, 2017
Responding Well to Victims and Survivors of Abuse, 2021
Responding to, assessing and managing safeguarding concerns or allegations against church officers, 2017
Roles and Responsibilities of Church Office Holders and Bodies, 2017
Safeguarding Children, Young People and Vulnerable Adults, 2021
Safer Environment and Activities, 2019
The Code of Safer Working Practice, 2015
Safeguarding Records Joint Practice Guidance, 2015
Safeguarding Records Retention Tool Kit, 2015
General Statement on Safeguarding Children in Towers, 2015

Further information can be found via the Church of England Safeguarding e-manual and Policies and Practice Guidance pages:
Safeguarding e-manual | The Church of England
Policy and Practice Guidance I The Church of England

Diocese of Bristol:
Safeguarding Policy, 2023
Allegations Management Procedure, 2023
Ministering to those who may present a risk, 2023
These documents can also be found on the Diocese of Bristol website and descriptions are given where these policies are referenced in this policy document.

Statutory Guidance:
Working Together 2018: This guidance from the Department for Education describes safeguarding processes and the safeguards that every organisation must have in place, including faith organisations, when safeguarding children. See the guidance online:
www.workingtogetheronline.co.uk

Care and Support Statutory Guidance 2016: This is guidance from the Department of Health which describes safeguarding processes for adults and the responsibilities of different organisations:
https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1

2. Policy Statement

It is the responsibility of all members of the Greenways Benefice to give paramount importance to the nurture and care of children, young people and vulnerable adults, in a safe and secure environment. It is about preventing harm to children and adults wherever possible.

We recognise that:

- The welfare of the child, young person or vulnerable adult is paramount.
- Everyone has different levels of vulnerability and each of us may be regarded as vulnerable at some time in our lives
- All children, young people and adults who may be vulnerable (regardless of age, disability, gender, marriage and civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation) have the right to equal protection from all types of harm or abuse which can occur in all families and communities.
- Working in partnership with children, young people, vulnerable adults and their parents, carers and other agencies is essential in promoting their welfare.

We will develop a culture in our church that:

- Enables a safe and caring community to provide a loving environment where there is a culture of ‘informed vigilance’ as to the dangers of abuse.

- Enables and encourages concerns to be raised and responded to openly and consistently and protects children, young people and adults who may be vulnerable from actual or potential harm.
- Ensures all people feel welcomed, respected and safe from abuse.
- Values, listens to and respects children, young people and adults who may be vulnerable, encouraging them to be active contributors to the church community.
- Encourages adults who may be vulnerable to lead as independent a life as possible.

When concerns are raised we will:

- Respond without delay to every concern raised that a child, young person or vulnerable adult may have been harmed, or may be at risk of harm, through abuse or neglect.
- Work with police, local authority and other partners in any investigation, including where allegations are made against a member of the Church community.
- Challenge any abuse of power, especially by anyone in a position of trust.

If abuse has occurred we will ensure:

- Informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse, including support to make a complaint if so desired.
- Supervision is provided for any member of the Church Community known to pose a risk of harm to others.
- Appropriate pastoral care is provided to any member of our church against whom an allegation is made.

In all recruitment we will:

- Carefully select those with any responsibility within the Church (including voluntary workers) in line with the Church of England Safer Recruitment and people Management Practice Guidance, 2021 (see Greenways Benefice Safer Recruitment Guidelines) and provide ongoing supervision, support and training.

In our publicity we will:

- Share information about good safeguarding practice with children, young people and vulnerable adults, their parents, carers and all those working and worshipping with them.
- Where the Parish has a website we will ensure there is clear information available regarding our safeguarding arrangements, including a copy of the Parish Safeguarding Policy and other relevant information.

3. Who is a child, young person, adult who may be vulnerable?

Children and young people: for the purposes of this policy, means anyone under the age of 18 years. Children and young people may be abused by an adult or child, male or female. It is far more common for a child or young person to be abused by a person known to them than by a stranger. This could be a parent, family member, friend, teacher, minister or anyone else. Children may be abused in person or via electronic media, they may experience harm as a result of seeing or hearing the abuse of others.

Where conflicts of interest arise between the welfare of the child and that of adults, the child's wellbeing must always be of paramount importance and priority.

Adults who may be vulnerable: The Care Act 2014 defines an adult to whom statutory safeguarding duties apply as an adult who:

- *Has needs for care and support (whether or not the Local Authority is meeting any of these needs)*
- *Is experiencing, or at risk of abuse or neglect*
- *As a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect.*

(Care and Support Statutory Guidance, 2016)

The definition may apply to anyone 18 years old and over who may not be able to protect themselves from abuse, harm or exploitation, which may be by reason of illness, physical, sensory or learning disability or impairment, mental illness, use of drugs or alcohol. Increased vulnerability may be temporary or permanent and may be visible or invisible.

An adult may be abused or neglected by family (including spouses, parents and children), friends, carers (paid and unpaid), strangers and professionals and members of the community. Those at risk may live alone or may live with family or in a care setting e.g. residential home.

4. What is abuse and neglect?

Please see the table attached as **Appendix 2** This outlines the forms of abuse noted in legislation related to safeguarding children, young people and adults alongside some examples and potential indicators that abuse or neglect may be occurring.

5. What to do if you are concerned that abuse or neglect may be happening

You may see or hear something of concern or someone may tell you something of concern (a disclosure). If a child, young person or adult tells you that they have

experienced abuse, are experiencing abuse or are concerned that they may be at risk:

Do	**Don't**
Listen. Try to move to a quiet space if possible	Tell them to speak to someone else
Let the person talk at their own pace and say what they want to say. If you need to clarify points ask open questions like: Tell me.. what happened, Explain … about the incident Describe …where it was , what happened	Investigate. Ask leading questions e.g. why did they do that, was it 'name', did it hurt you?
Take it seriously	Try not to react as though unbelieving or shocked
Reassure. Confirm they are doing the right thing by telling you.	Tell them not to tell stories
Tell them you need to share the concern with the right people e.g. Parish Safeguarding Officer, police, social care	Promise to keep a secret or tell people who don't need to know.
Record what was said and the facts as accurately as possible as soon as possible	Try to just remember it
	Contact the person the allegation is about

Whether a child, young person or adult has shared a concern with you or you have seen or heard something of concern…

If the situation is urgent i.e. there is an imminent risk of harm: contact the police on 101 or 999 as appropriate or contact the Local Authority Children or Adults safeguarding Teams:

Your Local Authority name: Wiltshire Multi-Agency Safeguarding Hub (MASH): Children's Safeguarding Team

Telephone number - Monday to Friday – 0300 456 0108

Telephone number - Out of hours/Weekends – 0300 456 0100

Your Local Authority name: Wiltshire Adult Safeguarding Team

Telephone Number - Monday to Friday – 0300 456 0111

Telephone number - Out of hours/Weekends – 0300 456 0100

Once you have sought advice from police or the Local Authority and the situation is made safe, inform the Parish Safeguarding Officer as soon as possible of the concern and actions taken; provide a written record of this. If the concern is about the Parish Safeguarding Officer contact the Incumbent or Diocesan Safeguarding Officer.

If the situation is of concern but is not urgent: Contact the Parish Safeguarding Officer to report the concern and provide a written record (if the concern is about the Parish Safeguarding Officer contact the Incumbent or Diocesan Safeguarding Officer). They will decide with you whether to discuss with the child, their parents or carers or the adult and any carers and whether a referral to the Local Authority Children or Adults Safeguarding Team is needed or any other action.

Note: Anyone can report a concern directly to police or the Local Authority at anytime.

The Greenways Benefice hopes that all will follow this policy but where there is any concern that an issue has not been reported and should be or any reluctance to inform the church of an incident the Greenways Benefice wishes to make clear that the most important point is that those concerns are reported to the appropriate authority so that they can be acted upon where needed.

If there is an allegation that a person in a position of trust (minister, PCC member, staff member or volunteer) has abused or neglected a child or adult or that such a person may present a risk to a child or adult: The Diocese of Bristol 'Allegations Management Procedure' will be followed (copies of this procedure can be found on the Diocesan website and copies are held by the Parish Safeguarding Officers, Clergy and in the Parish Office). In brief this procedure requires that:

- The concern should be reported as above; report should reach police and Local Authority within 1 working day.
- The concern should not be made known to the person against whom the allegation is raised without agreement with police and or the Local Authority.
- Next steps will be decided in conjunction with police, Local Authority representatives (including Local Authority Designated Officer where there is a concern for the welfare of a child), the Diocesan Safeguarding Adviser and parish representatives (usually PSO, Incumbent and Churchwardens).

If a person is identified who has a caution or conviction for abuse of children and or adults who may pose a risk to others: (usually those with convictions for sexual or violent offences) the Diocese of Bristol guidance 'Ministering to those who may pose a risk' (Copies of this guidance can be found on the Diocesan website and

copies are held by the Parish Safeguarding Officers, Clergy and in the Parish Office) will be followed. In brief this guidance advises that that Parish Safeguarding Officer and Diocesan Safeguarding Officer are made aware and that the individual is informed that:

- To support their being part of the congregation as safely as possible, contact will be made with police, probation and other agencies connected with their case.
- The Diocesan Safeguarding Officer and Church leaders will need to know of their circumstances.
- That a risk assessment will need to be completed
- And that a written agreement will be needed between the individual and the Church which agrees when the individual will or will not be involved in church services and activities, boundaries of behaviour and support offered.

6. Confidentiality and consent

Confidentiality: The Greenways Benefice accepts the principle that only those with a need to know should be made aware of safeguarding concerns or other confidential information. All staff, ministers and volunteers are expected to share confidential information appropriately and to ensure that written records and verbal information is shared responsibly and stored securely.

Consent: The Greenways Benefice accepts that all people have a right to make their own views and wishes known and that these wishes should be followed wherever possible.

Children: Where there is a concern that a child is experiencing or at risk of abuse or neglect they may ask those that know not to tell anyone. The Greenways Benefice accepts that we cannot do this; these concerns must be reported to the appropriate authorities to enable the child or young person to receive appropriate help and support. The Greenways Benefice asks all staff, ministers and volunteers to explain this to children in their care when appropriate. Where there is concern that a child is experiencing or is at risk of abuse or neglect. The Greenways Benefice expects that parents and carers will be communicated with and will have their consent sought for information to be shared with the Local Authority or other agencies. This should happen except where there is concern that to do so would place a child at increased risk or where a parent or carer may be involved in the abuse or neglect of the child. In those circumstances advice of the Local Authority or police should be sought before informing the parents or carers of the concern. Where the allegation is against an individual who may have access to other children or vulnerable adults the referral should be made without seeking consent from parents or carers - how they are made aware of the concerns will be decided alongside statutory agencies.

Adults: Adults have the right to make their own decisions about their lives. Consent should be sought from an adult before information is shared about them. However, where an adult withholds consent for a safeguarding concern to be shared with statutory authorities (police and local authority), this should be accepted except where there may be others at risk (e.g. is the abuse or neglect is happening in a care home or hospital or the abuser has access to other vulnerable adults or children) or where there is reason to doubt that the individual has capacity to make that decision or where there is imminent risk of serious harm. Advice should be sought from statutory services (Adult social care or police) or the Diocesan Safeguarding Adviser where there is any doubt as to whether a concern should be referred.

7. Record Keeping

Records of all safeguarding concerns will be kept by the Parish Safeguarding Officer. They will keep a record of the initial concern and all actions taken. The records will be securely held by the Parish Safeguarding Officer in a locked cabinet. All those involved with any safeguarding concern must ensure that they provide to the Safeguarding Officer any records related to that case for secure storage.

Records will be retained as per Church of England guidance 'Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church' 2015 (Available on the Diocese of Bristol website).

The Greenways Benefice does not have access to secure email systems. Therefore great care should be taken where email is used to ensure that confidential information is not open to being accessed by unauthorised individuals. Individual's confidential information should not be communicated via email (e.g. any information should not make the individual identifiable by name, address etc.).

Records must be maintained of staff and volunteer training and DBS checks. These will be maintained by the Parish Safeguarding Officer.

8. Safer Recruitment and ongoing support and supervision

All recruitment of staff and volunteers will be undertaken in line with Church of England policy 'Safer Recruitment and People Management', 2021. See the Greenways Benefice Safer Recruitment Guidance for further information.

Recruitment of staff and volunteers will only be undertaken by those delegated such responsibility from PCC.

Recruitment of staff and volunteers will only be undertaken according to agreed process.

All recruited staff and volunteers will be made known to PCC.

No one who has not been safely recruited will be permitted to work unsupervised with children, young people or adults who may be vulnerable.

In brief: All staff and volunteers will:

- Have all recruitment checks completed and approved prior to starting in role.
- All eligible staff and volunteers will have a repeat DBS disclosure every 3 years. Any lapsed DBS check will require the post holder to stand down until the check has been completed.
- Attend safeguarding training as required by the Church of England
- Attend any other training as decided by the PCC
- Have a named supervisor

9. Roles and Responsibilities

Name	Responsibilities
Parochial Church Council (PCC)	• Agree, implement, monitor and review annually this safeguarding policy and all associated policies • Ensure all staff and volunteers are recruited safely • Agree and implement supporting good practice guidance and processes • Ensure adequate insurance for all activities • Recruit and provide adequate support to Parish Safeguarding Officers • Ensure all staff and volunteers are adequately trained and supervised
Parish Safeguarding Officer (PSO)	• Respond to all safeguarding allegations and concerns according to policy and guidance • Monitor and report to PCC regarding adherence to policy and practice • Make others aware of safeguarding training opportunities and maintain records • Process DBS disclosures for the church and maintain records (**will be undertaken by Julie Swales, St Paul's**)
Incumbent	• Act as a point of contact should there be any safeguarding allegation or concern regarding a PSO
Church Wardens	• Take part in the allegations management procedure when required

Name	Responsibilities
	• Take part in an 'agreement' as per 'ministering to those that may present a risk'
Activity Leaders	• Follow the Safeguarding policy and associated good practice guidance • Ensure that activities are run according to good practice guidance • Report any safeguarding concerns as per policy • Ensure all volunteers are safely recruited • Ensure all volunteers have in date training and DBS check as required • Ensure all new volunteers receive agreed induction • Supervise agreed volunteers
Staff and Volunteers	• Follow the safeguarding policy and associated good practice guidance • Report any safeguarding concern as per policy
Church members	• Be aware of the safeguarding and associated policies • Report any concerns as per policy

10. Additional Related Policies

Photographs and videos

It is the policy of The Greenways Benefice that no one should take photographs of children or young people without the written consent of that child's parent or carer and the consent of that child where they are old enough to give consent.

Where photographs are to be taken consent will be gained from parents and carers in advance, using the agreed form. This will stipulate: who will take photos, for what purpose they may be used, how they will be stored and after what period they will be destroyed.

All photos and videos taken for The Greenways Benefice should be stored securely on devices belonging to PCC. No photo or video should be left stored on personal photography or videography equipment.

No photo will be taken, shared or used for any purpose which shows a child in any state of undress.

Children will not be named in publicity related to photographs or video.

Where an event may be photographed and is open to the public; signs will be displayed noting that photographs and or video may be taken and inviting anyone not wishing to be in any photos or video used to make this known to a named person. The photographer/ videographer will be named on these signs and will wear ID.

Only those delegated with that responsibility by PCC may ask for parental consent and arrange the taking of any photo or video.

Communications and Social Media

It is the policy of The Greenways Benefice that no one employed on a paid or voluntary basis, serving as a PCC member or as a licenced minister will contact children or young people directly via social media, email, phone or text without the knowledge and consent of that child or young persons parent or carer.

Where such contact needs to be made (for example a text to advise of a change of time for an activity) the child's parent or carer will be asked for consent in advance and the parent or carer will be copied into that communication.

Very rarely contact may be made with a child or young person without the knowledge of the child's parents or carers (for example where there are serious safeguarding concerns for a child and it would increase the risk to the child to contact the parent). In this case the person making contact with the child must agree in advance with the Parish Safeguarding Officer that this is appropriate, a second adult should be copied into all communications e.g. Parish Safeguarding Officer or Incumbent and must keep a record of all communications and provide these to the Parish Safeguarding Officer for the case record.

Where a group wishes to have a social media account to publicise or communicate regarding their group or activity the following will apply:

- The account shall not be a personal account belonging to any group member or leader; it will be a separate group account.
- More than one adult will be administrator for the account so that all content and messages can be seen by more than one adult.
- All users will be made aware that bullying, harassment or other anti social behaviour will not be tolerated. Information will be available to all users about how to raise a concern about the conduct of others and who with.
- Steps must be taken to prevent people outside the group having access to the names or personal details of anyone who is part of the group e.g. if a group Facebook page is used, the account settings should prevent group members being identified and any message sent to anyone other than the administrator.
- All those in a leadership role will ensure that their language is professional and appropriate e.g. not adding 'xx' to messages, not using nicknames that are not

what the leader is called by everyone else, avoiding addressing others by endearments which would be ambiguous, such as ‘love’.

- Further advice and information regarding online safety is available from the Diocese Safeguarding Team.

11.Working with Children and Young People

Record Keeping

Registration

Formal records of children and young people should be maintained. These should include:

- the child’s name
- date of birth
- address
- telephone number
- emergency contact details
- the name of the parent or guardian
- any special information concerning allergies to food or medication
- whether any named persons have restricted access to the child
- consent for emergency medical treatment

This record should be updated at least annually (September), or as soon as any change of details occur.

At each meeting of each group of children or young people, a register should be completed to ensure the
Leaders know which children are present.

Leaders must be aware of the whereabouts of all children in their care at all times.

Planning to minimise situations where abuse may occur

Few people actually wish to harm children but we must reduce the opportunities for abuse to take place. We will take the following precautions in our planning:

a) **Arrange that, as far as possible, no adult is left alone with a child or young person where there is little chance of the activity being observed by others.**

This may mean groups sharing a large space or working with adjoining doors open. A lone volunteer should tell someone else that he or she is working unaided.

b) **Maintain as far as possible the following adult/child ratios:**

The minimum required staffing levels for children's groups are given below. More help may be required if children are being taken out or undertaking physical activities.

Each group should have at least two adults and it is recommended that a gender balance be maintained.

If groups are in the same room or adjoining rooms with doors open one person per group is allowed.

Young people aged 16 and 17 may help with groups but should be supervised by an adult helper who will be responsible for ensuring that good practice and the child protection procedures are followed. Young people under 16 may help with other things but should not have responsibility for children.

Adults asked to help on a very occasional basis may be seen as visitors but must be accountable to an appointed worker. If they become part of a regular rota they should become part of the team and be properly appointed through the normal recruitment process.

Crèche - Two adults should be present. Children age 0-2 If the number of children is above 6, one additional adult should be available for every 3 additional children; e.g. A group of 7-9 children should have 3 adults present.

Children's Groups Aged 2-3 - Two adults should be present. If the number of children is above 8, one additional adult should be available for every 4 additional children; e.g. a group of 9-13 children should have 3 adults present.

Children's Groups Aged 3-8 - Two adults should be present. If the number of children is above 8, one additional adult should be available for every 8 additional children; e.g. a group of 9-16 children should have 2 adults present.

Children's Group Aged 8-18 - Two adults should be present. If the number of children is above 8, one adult should be available for every 12 additional children. If the number of children attending is 5 or
less, one adult is acceptable, provided that either of the other children's group are meeting in the same hall; e.g. a group of 9-20 children should have 2 adults present.

If adult numbers are insufficient, Groups should combine, or the churchwardens informed so that help can be sought from the congregation. Each team of adult helpers should have a rota established to ensure adequate cover at all times.

c) Make sure that no worker with children and young people plans to meet with a child or young person on their own.

Youth leader may only meet individually with a young person outside of normal group times in a mentoring capacity. This can only happen if they have signed parental consent. They have to meet in a public place (e.g. Café) with the times agreed with parents. Leader should not give lifts in cars to and from where they are meeting the young person.

d) Ensure that when children have to be transported by car or minibus, there will be more than one passenger in the vehicle.

e) Inform PCC fully of all arrangements for day trips and holidays for Insurance purposes.

f) Photography and social media.

Photographs are not allowed to be taken in Kidzone, or during performances in church. Parents are only allowed to take photos of their **own** children after the service.

Any leader having communication with young people through social media, (Facebook, mobile phones, emails etc.) should have signed permission from parents.

Email and instant messaging:

- Be aware of who has access to computers or devices being used to communicate with young people, where possible have passwords on accounts.
- Keep a copy of all exchanges which can be looked at by PSO so they can review them before deleting.
- Any video messaging should be done in a public place so others are aware of what you are doing and who you are speaking to.

Any concerns from communication with a young person should be printed off and discussed with the PSO.

Social networking sites:

- Leaders should not link with Young People on personal Social Networking Sites.
- St Paul's Youth work have a Facebook page and closed group pages have been created for different Young People's groups on Facebook. These pages have Youth Leaders as administrators. Young People are not permitted to be administrators in this context. These pages and groups are places for group information and sharing, not individual interactions or messaging.

- Wherever possible, interactions with a young person should be kept to public pages.
- Any private messaging on any social networking sites – those on which it is possible to message without 'being friends' - needs to follow the same rules and pathways as mentioned above under emails and instant messaging.

Any concerns raised from communication with a young person should be printed off and discussed with the PSO.

Hire of Church Premises for none Church events and activities (whether a fee is chargeable or not)

Organisations and individual users meeting at 'The Greenways Benefice' will be expected to adhere to this safeguarding policy or where they work regularly with children, young people or adults who may be vulnerable, to have their own safeguarding policy.

'The Greenways Benefice' is responsible for overseeing users and ensuring that that agreed hire process and forms are in use. This will include obtaining a copy of the hirers safeguarding policy where relevant and providing a copy of this policy.

12. Policy implementation and Review

This policy is agreed by the Greenways Benefice PCC's on 1 October 2026.

All staff, volunteers and ministers are required to abide by this policy and associated good practice guidance.

This policy will be made available on the Church website; a copy will be available in each church building.

This policy will be monitored via annual audit and annual report to PCC

This policy is to be reviewed annually.

Next Review Due: 1 October 2027

Appendix 1: Useful Contact numbers

- Our Parish Safeguarding Officers are:

  - St Paul's: Julie Swales – 01249-650837 safeguarding@stpaulsweb.org.uk;
  - St Nicholas': Judith Eckersley – 01249-443317

- Our Diocesan Safeguarding Officer can be contacted on 0117 906 0100. (Adam Bond – 07543-504977).
- If advice is needed on a safeguarding issue and the PSO or DSA are not available, Thirty One:Eight[1] provide a helpline that can be contacted on 0303 003 11 11. Please state that you are calling from a Diocese of Bristol church and contact your PSO as soon as possible to report that you sought advice from Thirty One:Eight and action taken.
- Your Local Authority name: Children's Safeguarding Team

  Telephone number - Monday to Friday – 0300 456 0108

  Telephone number - Out of hours/Weekend – 0300 456 0100
- Your Local Authority name: Adult Safeguarding Team

  Telephone Number - Monday to Friday – 0300 456 0111

  Telephone number - Out of hours/Weekends – 0300 456 0100
- Police: 999 (emergency) or 101 (non emergency)

[1] Formerly known as Churches Child Protection Advisory Service (CCPAS)

Appendix 2: Categories of Abuse and additional information

Categories, Definitions and Indicators of Harm (Last Updated April 2017 v4)

Type Of Harm	Definition	Examples	Indicators
Physical Adults and Children	Non-accidental harm to the body. From careless rough handling to direct physical violence. Unlawful or inappropriate use of restraint or physical interventions.	Hitting, slapping, pinching, shaking, pushing, scalding, burning, dragging, kicking, physical restraint, locking an individual in a room or a car.	History of unexplained falls or minor injuries, bruising which is characteristic of non-accidental injury – hand slap marks, pinch marks, grip marks, bite marks, scalds, flinching, reluctant to undress.
Sexual Adults and Children	Direct or indirect involvement in sexual activity without capacity and/or consent. Individual did not fully understand or was pressured into consenting. Note: A child under 16 years old can never consent to any sexual act	Coercion to be involved in the making or watching of pornographic material. Coercion to touch e.g. of breasts, genitals, anus, mouth, masturbation of either self or others, penetration or attempted penetration of vagina, anus, mouth with or by penis, fingers and or other objects	Pregnancy in a women unable to give consent, difficulty in walking or sitting with no apparent explanation, torn, stained or bloody underclothes or bedding, Bleeding, bruising to the rectal and/or vaginal area, bruising. Behavioural changes, sexually explicit behaviour, explicit language, self harm, obsession with washing, fear of pregnancy may be exaggerated
Emotional Adults and Children	Behaviour which has a harmful effect on an individual's emotional well being or development, causing mental distress undermining their self-esteem and affecting individual's quality of life. Wilful infliction of mental suffering by a person in a position of trust and power.	Shouting, coercion, bullying, blaming, insulting, ignoring, threats of harm or abandonment, intimidation, harassment, humiliation, depriving an individual of the right to choice and their privacy, dignity, self -	Loss of interest, withdrawn, anxious or depressed, frightened, avoiding eye contact, irritable, aggressive or challenging behaviour, unexplained sleep disturbance, self harm, refusing to eat, deliberate soiling, unusual weight gain or loss

Type Of Harm	Definition	Examples	Indicators
		expression, deprivation of contact, undermining self-esteem, isolation and over-dependence. Failure to provide a loving environment for a child.	
Neglect Adults and Children	Failure of any person who has responsibility for the charge, care or custody of an adult at risk or child to provide the amount and type of care or treatment that a responsible person could be expected to provide.	Fail to meet basic needs including food, environment, access to health care and education, failure to provide for social needs.	Unwashed/ dirty appearance, clothes too small/big, untreated sores or infections, isolation.
Financial Adults	The unauthorised taking (theft), deprivation or misuse of any money, income, assets, funds, personal belongings or property or any resources of an adult at risk without their informed consent or authorisation.	Misuse of power of attorney or appointeeship. Money and possessions stolen, misuse or misappropriating money, valuables or property, possessions or benefits, undue pressure in connection with wills, property, inheritance or financial transactions, denying the adult at risk the right to access funds, unauthorised disposal of property or possessions, being asked to part with money on false pretences,	Unexplained or sudden inability to pay bills, Power of Attorney obtained and misused when a person lacks or does not lack mental capacity to understand, unexplained withdrawal of money with no benefits, person lacking goods or services that they can afford, extortionate demands for payments for services
Organisational Adults	Involves the collective failure of an organisation to provide safe, appropriate	Lack of individualised care, inappropriate confinement or restriction, sensory deprivation,	Whistle blowing policy not in place and accessible, insufficient employees training and development.

Type Of Harm	Definition	Examples	Indicators
	and acceptable standards of service to adults at risk. Mainly relates to health and social care provision but aspects may be relevant to Church settings	inappropriate use of rules, custom and practice	Organisational standards not meeting those laid down by regulatory bodies, service users not treated with dignity and respect, diverse needs not recognized and valued in terms of age, gender, disability, ethnic origin, race or sexual orientation, services not flexible
Discriminatory Adults	Exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals.	Verbal abuse, harassment or similar treatment, unequal treatment, deliberate exclusion from services such as education, health, justice and access to services and protection, harmful or derisive attitudes, inappropriate use of language	Repeated exclusion from rights afforded to citizens such as health, education, employment and criminal justice
Modern Slavery	Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.	Adult or Child trafficked into UK or between places in UK for purpose of sexual abuse or labour. Adult or Child forced to work as domestic servant. Adult or child forced to work as sex worker, farm labourer, car cleaner.	Individual may not have their passport or Identity documents. They may not have access to or contact with friends and family. May never be left alone, live in poor conditions, not be able to leave of own free will. May have no access to funds. May not know where they are or who they are with.
Self Neglect	A wide range of behaviour involving neglecting to care for one's personal	May not react to or appropriately fulfil needs for health care, food, warmth. May live in an	Environment which is poorly maintained, dirty, animal infested, cramped to the

Type Of Harm	Definition	Examples	Indicators
	hygiene, health or surroundings and includes behaviour such a s hoarding.	environment that is an environmental or fire risk and not take any measure to reduce risk or inadequate measures.	degree that it places the individuals wellbeing at risk. May have untreated or inadequately treated physical health issues.
Domestic Violence	Incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality. Age range 16+	Includes: psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence; Female Genital Mutilation; forced marriage.	Appears to be afraid of partner / of making own choices, behaves as though she/he deserves to be hurt or mistreated, low self-esteem or appear to be withdrawn, appears unable or unwilling to leave perpetrator, makes excuses for or condones the behaviour of the person alleged to have caused harm, blames abuse on themselves
Spiritual Abuse[23] (not defined in Statutory Guidance)	Inappropriate use of religious belief or practice	The misuse of the authority of leadership or penitential discipline, oppressive teaching or intrusive healing or deliverance ministries which may result in various types of harm.	Could be any of the above.

[2] https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/175437/Action_Plan_-_Abuse_linked_to_Faith_or_Belief.pdf
[3] http://files.ccpas.co.uk/documents/Help-SpiritualAbuse%20(2015).pdf

Some Additional Information:

Child Sexual Exploitation: All children and young people can be at risk of sexual exportation. This includes boys and girls of any age. This is a form of sexual abuse. Whilst young people can give consent to sexual acts from the age of 16 (so long as they have the capacity to do so) they continue to be a risk of sexual exploitation beyond their 16th birthday. **Any concern that a child or young person may be at risk of or experiencing sexual exploitation must be reported immediately to Children's Social Care or the police.** Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Female Genital Mutilation: Female genital mutilation (sometimes referred to as female circumcision) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK. It has been estimated that over 20,000 girls under the age of 15 are at risk of female genital mutilation (FGM) in the UK each year, and that 66,000 women in the UK are living with the consequences of FGM. However, the true extent is unknown, due to the "hidden" nature of the crime. The girls may be taken to their countries of origin so that FGM can be carried out during the summer holidays, allowing them time to "heal" before they return to school. There are also worries that some girls may have FGM performed in the UK. Any concern that a child of adult who may be vulnerable may be at risk of FGM must be reported immediately to the relevant Local Authority or directly to police.

Terrorism and Extremism: Any person may become drawn into extremism or sympathy with such views and into terrorism. This will often happen through contacts made via the internet but a culture that supports this can develop in any community, group, school or faith organisation. The Counter-Terrorism and Security Act 2015 places duties on certain bodies, not including Faith Organisations (excepting where such an organisation runs a school or other relevant premises) to have due regard to the need to prevent people from being drawn into terrorism. Everybody should be alert to any indication that a person or group may be developing or has developed an interest or ideology that may include harm to others. **Any concern related to this whether for a child or adult must be reported to the police without delay.**

Position of Trust: The Sexual Offences Act 2003 has been amended to clarify the meaning of a person in a “position of trust”. Under the new law, A has a position of trust in relation to B if they actually and knowingly coach, teach, train, supervise, or instruct B on a regular basis in a sport or a religion.

The age of consent for sexual activity in the UK rises from 16 years to 18 years where one person in a position of trust is involved. The implications of this change in law is to make it illegal for religious leaders and sports coaches to engage in sexual activity with those aged 16 and 17 years.

Appendix 3 - Job descriptions

Job description for workers with children and young people

Parish Safeguarding Officer (and Nominated PSO's)

1. Be available for children and young people to report any allegations of abuse.
2. Report to the clergy and PCC on a regular basis on this issue and seek guidance and confirmation on the appointment of all volunteers in children and youth work within the Churches. The Clergy and PCC being ultimately responsible for the implementation of the Safeguarding Policy within the Churches.
3. The point of contact for anyone who has received a disclosure of abuse to a child under the age of eighteen.
4 Report any allegations of abuse to the relevant statutory and voluntary authorities.

5 Keep up-to-date on child protection issues and inform leaders of any training in this area.

Lead Recruiter

1. Responsible for safe keeping of all documentation relating to paid children/youth workers and volunteers under the Data Protection Act 1998.
2. Liaise with leaders to ensure that all paid children/youth workers and volunteers have completed the necessary application forms and have completed a Confidential Declaration and have undergone a DBS check (where the role is eligible).
3. Keep up-to-date on child protection issues and inform leaders of any training in this area.
4. To liaise with St Paul's Parish Safeguarding Officer.

Children's Coordinator

1. Liaise with Team Leaders in the planning and leading of their teams with the full support of the Clergy and PCC.
2. Set up meetings to plan activities, holiday clubs etc.
3. Keep full records of attendance for children and adults at all activities held within St Paul's Junior Church.
4. Take a lead role in the organisation of holiday clubs and activities organised by St Paul's church.
5. Organise Training for leaders and volunteers.

Leaders

1. Before taking up a post: complete an initial interview and an application form to comply with Benefice Safeguarding Policy and undergo a DBS check, be approved by the PCC.
2. Undergo a 3 months check after placement with another Leader and or PCC member.

3. Take overall responsibility for the children's safety and well being during sessions being run under their leadership.
4. Be aware of procedures in case of fire.
5. Lead the team of volunteers, organising and participating in the rota.
6. Involve the team in planning and teaching within the sessions.
7. Pray for the team and the children in their group.
8. Organise meetings for team members and take an active role in the leadership.
9. Initiate the process of interviewing new volunteers and ensure that the Safe from Harm Administrator is advised **before** the volunteer is approached.
10. Ensure that all volunteers in their team have completed a Confidential Declaration and have undergone a DBS check (where the role is eligible) and been approved by the PCC.
11. Attend training offered for children's workers by the Diocese or other appropriate body.
12. Keep up-to-date with child protection issues and act as necessary.
13. Be familiar with Benefice Safeguarding Policy and ensure that their team of volunteers understands what is expected of them regarding this issue.
14. Liaise with the PSO, PCC and other Leaders within the children's/youth work.
15. Ensure that the budget set by the PCC is adhered to.

Volunteers

1. Complete an initial interview and an application form to comply with Benefice Safeguarding Policy and undergo a DBS check.
2. Undergo a 3 months check after placement with a Leader and or PCC member.
3. Be a participating member of the team in the planning, teaching and coordination of the group.
4. Support the team leader.
5. Pray for the team and the children in their group.
6. Be prepared to attend meetings and training courses as appropriate.
7. Be responsible for the children's safety and well being during sessions working with the team leader.
8. Assist in the setting up and clearing away of sessions.
9. Be aware of Child Protection guidelines as set out in the Safeguarding Policy for volunteers which can be obtained from the PSO nominated by the PCC.
10. Volunteer Policy is available to all new volunteers.

Appendix 4 - Application form

The Churches of St Pauls, Chippenham , St Peter's, Langley Burrell and St Nicholas', Hardenhuish

APPLICATION FORM

The Parochial Church Council is responsible for all the work undertaken in the name of the Church and for those who carry it out whether paid or voluntary.

In the light of the Home Office recommendations Safe from Harm 1993 PCCs have been asked to request all those who work with children and young people to complete a form indicating their relevant background and past experience. The PCC therefore requests all staff and volunteers to provide the following information.

Full Surname …… Date of Birth ……...

First Name(s) …….....

Former Name(s) …….....

Address ……..

…… Postcode ……..…

Tel No. Home …… Mobile……

How long have you resided at this address? ……...

If less than 12 months please give the following information

Previous address ……..

……. Postcode……...……

Church attended ……

Address of church ……

Name of Minister ……..... Period of attendance ……..…

Please give details of any previous experience of looking after or work with children and/or young people

Policy Date: 1 October 2026
Version Number: 13
Due for review: 1 October 2027
Please give details of any qualifications or appropriate training.

Existing DBS Check

Do you have an existing DBS check from the Diocese of Bristol? (Dated within the last 3 years) Yes/No

Note that whilst we will still need to carry out reference checks, we can accept an existing DBS check from the Diocese of Bristol (only) – subject to the conditions set out in the Diocese of Bristol Safer Recruitment Guidelines. https://cofebristol.contentfiles.net/media/documents/doucents/2017/08/5-Safer-Recruitment-Guidenlines - June 2017-V3 02 pdf.

DBS checks from other organisations *cannot* currently be accepted.

REFERENCES

Please give the name and contact details of two people who have known you for at least two years and are able to provide a character reference. Please let them know that we may contact them via post, phone or email.

Guidance on choosing references:

- They must not be a member of your family
- If you have worked with children before, then you should include someone who has experience of your work in that area
- One reference must be from outside of church

Name …….

Address ……

……. Postcode …….....

Tel No …….. Email address ……..

Name …….

Address ……

……. Postcode ….…….....

Tel No …….. Email address ……..

Signed …… Date ……...

DATA PROTECTION

In order to comply with the Data Protection Act 2018 it is necessary to inform you that the information you provide on this form will be held securely within our recruitment system indefinitely.

Appendix 5 - Letter of enquiry for referees

St. Paul's Church
Malmesbury Road

Chippenham

Wiltshire

SN15 1PS

Tel 01249 444771

email dbs-admin@stpaulsweb.org.uk

Church Council of the Ecclesiastical parish of St Paul's, Chippenham with Langley Burrell

Registered charity number: 1131637

REFERENCE FOR [NAME]

The person named above has applied to become a **[ROLE]** and as such would have substantial access to children and young people. He/she has given your name as someone who can comment on his/her suitability for this work and I would be grateful if you would kindly complete the questionnaire below and return it to me via email.

If you have any queries, please don't hesitate to contact me.

Kind Regards

(*Name of recruiter)*

Lead Recruiter

On behalf of St Pauls PCC

Your Name _____

Occupation _____

How long have you known this person? _____

In what capacity do you know this person? _____

Do you have any reason to be concerned about this person being in close contact with or having responsibility for children or young people?

(*Please delete as applicable)* Yes No

If you have answered "**yes"** we will contact you for further details.

What, in your view, makes him/her suitable for this role?

Is there anything about this person that would make him/her less suitable for some aspects of this role?

How would you describe his/her personality and motivation for working with children or young people?

Please rate the person on the following:

	Poor	Average	Good	Very good	Excellent
Responsibility					
Reliability					
Self-control					
Commitment					
Trustworthiness					
Understanding/empathy					

Awareness of risk					
Practicality					
Patience					
Team working					

If you wish to add anything please use the space below.

Your Name: Date:

Contact Telephone Number:

(A contact telephone number would be helpful in case we need to clarify anything you have written.)

Thank you for providing this information.

Appendix 6

Fair Recruitment of Ex-Offenders policy

As an organisation using the Disclosure and Barring Service (DBS) Disclosure Service to assess applicants' suitability for positions of trust, The Churches undertakes to comply fully with the DBS Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.

We make every subject of a DBS Disclosure aware of the existence of the Code of Practice and make a copy available on request.

Having a criminal record will not necessarily bar you from working with us. It will depend on the nature of the position and the circumstances and background of your offences.

A Disclosure is only requested after a thorough assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions 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 a position.

Where a Disclosure is to form part of a recruitment process, we encourage all applicants called for interview to provide details of any unspent criminal record at an early stage in the application process.

Unless the nature of the position allows The Churches to ask questions about your entire criminal record, we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.

Where the nature of a position does allow us to ask questions about your entire criminal record excepting any “protected” information we will ask you to complete a “Self Disclosure Form” before asking you to apply for a DBS disclosure. (Further information about what information should be disclosed is available from DBS in their ‘DBS Filtering Guide’, https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/266123/Filter ing_guide_v2.3.pdf). This enables us to discuss with you at an early stage any information which may cause you to be unable to progress to confirmation in role. We request that this information is sent under separate, confidential cover to the person within the organisation who is responsible for processing your DBS disclosure application (the Lead Recruiter) and we guarantee that this information will only be seen by those who need to see it as part of a recruitment process.

Where a caution, conviction or additional information is disclosed by you or on a DBS disclosure your consent will be sought to forward a copy of the document to the Diocesan Safeguarding Adviser (DSA).

The DSA will make contact with you to discuss the information and the circumstances in which the caution, conviction or concern arose. The DSA may need to speak to statutory bodies or individuals and will seek your consent to do so. The DSA will provide a written risk assessment to the recruiter which includes a recommendation of safe to proceed, proceed with amendments to role, or not safe to proceed. You will be provided with a copy of that assessment.

The recruiter will then communicate to you a decision regarding whether they are able to continue with the appointment process.

Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or voluntary work. Failure to consent to risk assessment will result in any offer of employment or voluntary work being withdrawn.

This policy stands for all staff and volunteers recruited by The Churches.

Appendix 7

Volunteer Induction checklist

Please read and complete the following:

	Date
Volunteer's terms and conditions: • Have you read, and are willing to follow, the job description for Volunteers? (see Appendix) • Hours of work – if you are rota'd on, it is requested that you arrive at 9:30 am to help set up. • Rota changes – if you are unable to take your place on the rota, please swap with someone else and let the Group Leader know you have done so. • Sickness – if you are ill please contact your Group Leader as soon as possible.	
Safeguarding • Have you completed the Safeguarding Online training? • Have you attended a C1 Training Course? • Have you read St Paul's Safeguarding Policy? • Do you know the reporting procedure if a Safeguarding incident occurs?	
Health and Safety • Are you aware of Emergency Procedures? • Do you know the location of all of the exits? • Report any accidents to your group leader. • Do you have any First Aid training? • Named First Aider at St Paul's is:	

Induction Checklist completed.

Name (printed) ……

Signature …… Date ……

I have read and agree to abide by St Paul's, Chippenham, Safeguarding Policy.

APPENDIX

Volunteers Job Description

11. Complete an initial interview and an application form to comply with Benefice Safeguarding Policy and undergo a DBS check.
12. Undergo a 3 months check after placement with a Leader and or PCC member.
13. Be a participating member of the team in the planning, teaching and coordination of the group.
14. Support the team leader.
15. Pray for the team and the children in their group.
16. Be prepared to attend meetings and training courses as appropriate.
17. Be responsible for the children's safety and well-being during sessions working with the team leader.
18. Assist in the setting up and clearing away of sessions.
19. Be aware of Child Protection guidelines as set out in the Safeguarding Policy for volunteers which can be obtained from the PSO nominated by the PCC.

Review Date	Version	Amendment	Amendment By
1 October 2018	1	New Policy	Julie Swales
27 November 2018	2	Amendment to Title of Policy	Julie Swales
31 July 2019	3	PSO phone number change	Julie Swales
22 September 2019	4	Wording changes & change to lead recruiter/DBS checks	Julie Swales
29 September 2020	5	Add Point 10 to Volunteer Check list – Volunteer Policy	Julie Swales
1 October 2021	6	No amendments	Julie Swales
1 October 2022	7	Change to St Pauls PSO Telephone number	Julie Swales
19 April 2023	8	Remove Joy Morland as PSO of SPLB	Julie Swales
1 October 2023	9	No amendments	Julie Swales
26 October 2023	10	Diocesan Safeguarding Advisor mobile number added	Julie Swales
21 October 2024	11	DBS period changed from 5 years to 3 years Amended links to Bristol Diocese documents Added point – Position of Trust	Julie Swales
1 October 2025	12	Amendment to wording as per Bristol Diocese Safeguarding Policy	Julie Swales
1 October 2026	13	Amendments and additions to working as per Bristol Diocese Safeguarding Policy	Julie Swales