



Benefice of St James, Audley; St Martin's, Talke; and St John's, Alsagers Bank in the DIOCESE OF LICHFIELD

SAFEGUARDING POLICY AND PROCEDURES SEPTEMBER 2018

The respective Parochial Church Councils of St James, Audley; St Martin's, Talke; and St John's Alsagers Bank will take all reasonable care to ensure the safety of the children, young people and vulnerable adults for whom they bear responsibility.

1. The following are our approved Safeguarding Co-ordinators for the academic year 2018 / 2019 and they are the point of contact through which concerns about child protection will be channelled.
 - a. St James Ann McCabe
 - b. St Martins Dave Howe
 - c. St Johns Donna Wilcox
2. They are responsible to the PCCs for ensuring that these procedures are implemented.
3. The PCCs will work towards adopting the recommendations of the House of Bishops as published in the Policy for Safeguarding Children *Protecting All God's Children (2010)* and *Promoting a Safe Church (2006)*, and the *Lichfield Diocesan Safeguarding Policy (2018)*.
4. The PCCs will ensure full compliance with Health and Safety Guidelines.
5. The PCCs are directly responsible for groups with children and young people and/or vulnerable adults, including:
 - *The Children's Church Ministry in each Parish*
 - *Small groups that meet midweek that are led by a youth leader at St James*
 - *St James Prampushers*
 - *The Adventurers Primary School Club (St Martin's)*
6. The groups who hire or use the Church buildings will satisfy the PCCs that they have a Safeguarding policy, if they do not have their own policy, the PCCs will present their own Safeguarding policy for the group to adopt and implement. These include:-
 - *Imagine Dance (St James)*
 - *Zumba (St James)*
 - *Audley Family History Society (St James)*
 - *Audley Mother's Union (St James)*
 - *St James, Audley Bell Ringers*
 - *The Vibe Dance School and Community Centre (St John's)*

Please note that any organisations who hire the hall for regular teaching or training of children or vulnerable adults during the period covered by this policy, will also need to comply with this safeguarding requirement.

7. Validation: Leaders must be aged 18 or over working with children and young people.

Under 18s may assist with leadership roles but must be supervised at all times.

- Applicants will be required to complete the Lichfield Diocesan declaration.
- New applicants will be required to provide two references using the Diocesan Safeguarding Policy form.
- Before appointment or the continuation of any appointment, appointees may need to apply for and supply clearance from the Disclosure & Barring Service.

8. Only suitable and responsible people may become new key holders, references may be taken up in accordance with the Safer Recruitment policy and they will be required to complete the Lichfield Diocese Declaration. Access and Usage of Church Buildings will be monitored as far as is reasonably possible. The PCCs will ratify nominated key holders.

9. Completed declaration forms and references will be confidential to and securely held by the Safeguarding Officer, Minister or, in the event of a vacancy, by the Rural Dean or Archdeacon.

10. The PCCs will use the Disclosure & Barring Service for checking leaders' criminal records where appropriate. This will be done via the Safeguarding Office, St Mary's House, The Close, Lichfield. WS13 7LD

11. The PCCs require groups listed in 5 to provide, in writing, at least the following:

- A list of its current leaders and details of their roles, provision for training and support
- When and where the group meets, its normal working pattern and the age range it covers.

12. The PCCs will seek to ensure leaders and those working in Safeguarding have completed appropriate training in the understanding of child/vulnerable adult abuse in accordance with diocesan guidelines.

13. The PCCs will publish on the notice boards at the back of the church and in the Church Hall, a copy of the Diocesan Safe Guarding Flow Chart or equivalent information. In addition, all validated leaders and key holders will be given a copy of the Pocket size guide.

14. The PCCs will carry public liability insurance and will insure all leaders and staff for personal accident when performing authorised and agreed church activities.

15. The PCCs will make a copy of this policy and its procedures available, if requested, at The Archdeacon's visitation.

16. This Policy and its procedures will be monitored by the Safeguarding Co-ordinator who will report to the PCCs annually in the month of September when they review the policy, its procedures and its implementations.

17. The PCCs will adopt the Diocesan policy on Safeguarding Social Media and Online Activities. Scott Seivewright will be the Designated Person. We will aim to review all online groups annually in September rather than quarterly. This includes Facebook pages for all three churches, and a group for St James Bell Ringers.

Guidelines for Safeguarding Children and Adults

Based on 'Protecting All God's Children,
The Policy for Safeguarding Children in the Church of England' (written by The Church of England)
www.churchofengland.org/media/37378/protectingallgodschildren.pdf

Guidelines for individual workers

You should:

- treat all children and young people with respect and dignity
- ensure that your own language, tone of voice and body language is respectful
- always aim to work within sight of another adult
- ensure another leader is informed if a child needs to be taken to the toilet. Toilet breaks should be organized for young children.
- ensure that children and young people know who they can talk to if they need to speak to someone about a personal concern
- respond warmly to a child who needs comforting, but make sure there are other adults around
- if any activity requires physical contact, ensure that the child and parents are aware of this and its nature beforehand
- administer any necessary First Aid with others around
- obtain consent for any photographs/videos to be taken, shown or displayed;
- record any concerning incidents and give the information to the diocesan safeguarding adviser. Sign and date the record.
- always share concerns about a child or the behaviour of another worker with your group leader and/or the safeguarding co-ordinator.
- As adults do not put yourself at risk. Make sure there are other adults present.

You should not:

- initiate physical contact. Any necessary contact (e.g. for comfort, see above) should be initiated by the child
- invade a child's privacy while washing or toileting
- play rough physical or sexually provocative games
- use any form of physical punishment
- be sexually suggestive about or to a child even in fun
- touch a child inappropriately or obtrusively
- scapegoat, ridicule or reject a child, group or adult
- permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying
- show favouritism to any one child or group
- allow a child or young person to involve you in excessive attention seeking that is overtly physical or sexual in nature
- give lifts to children or young people on their own or on your own
- smoke tobacco in the presence of children
- drink alcohol when responsible for young people
- share sleeping accommodation with children
- invite a child to your home alone
- arrange social occasions with children (other than family members) outside organized group occasions
- allow unknown adults access to children. Visitors should always be accompanied by a known person
- allow strangers to give children lifts.

Touch

Church-sponsored groups and activities should provide a warm, nurturing environment for children and young people, while avoiding any inappropriate behaviour or the risk of allegations being made. Child abuse is harm of a very serious nature so that it is unlikely that any type of physical contact in the course of children and youth work could be misconstrued as abuse. **All volunteers must work with or within sight of another adult.**

Very occasionally it may be necessary to restrain a child or young person who is harming her/himself or others. Use the least possible force and inform the diocesan safeguarding adviser and/or your group leader, as soon as possible. All such incidents should be recorded and the information given to the diocesan safeguarding adviser. You should not restrain or restrict a child if there is no immediate harm to the child or to others.

All physical contact should be an appropriate response to the child's needs not the needs of the adult. Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately.

Additional guidelines for group leaders

In addition to the above the diocesan safeguarding adviser and the group leader should:

- ensure any health and safety requirements are adhered to
- undertake risk assessments with appropriate action taken and record kept
- ensure register and consent forms are up to date, and kept out of view of the public
- have an awareness, at all times, of what is taking place and who is present
- create space for children and/or adults to talk – either formally or informally
- liaise with the diocesan safeguarding adviser over good practice for safeguarding
- always inform the diocesan safeguarding adviser of any specific safeguarding concerns that arise.

Responding to child protection concerns

Do not try to deal with any child protection concern on your own. Always tell the diocesan safeguarding adviser. Always make **notes** as accurately as possible, as soon as possible. These should **cover**:

- what has happened
- in what context
- anything that seemed particularly significant
- quote the child's words exactly where possible.
- sign the record
- add your name, role, date of incident and date of the recording.

Give a copy of your notes to the diocesan safeguarding advisor (Neil Spiring or Kim Hodgkins).

Notes taken from the Church of England Model Pocket Sized Guide to Safeguarding 2014

What to do if...

You have concerns about possible abuse (including allegations):

1. In an emergency, call emergency services 999.
2. If you have concerns always consult with children's or adult care services.
4. Always inform the Diocesan Safeguarding Adviser.
5. Keep a record of what happened, your concerns and your actions.

A child, young person or adult wishes to disclose they have been abused:

1. Listen. Keep listening. Do not question or investigate.
2. Do not promise confidentiality; tell them we need to share this.
3. Assure them they are not to blame.
4. Tell them what you are going to do and that they will be told what happens.
5. Make careful notes of what is said, record dates, times, events and when you are told.
6. Report it to the person to whom you are responsible and your priest or safeguarding representative.
7. Only tell those who need to know.

Things to remember:

1. Treat everyone with respect, setting a positive example for others.
2. Respect personal space and privacy.
3. Ensure any actions cannot be misrepresented by someone else.
4. Challenge unacceptable behaviour.
5. Do not put anyone, including yourself, in a vulnerable or compromising situation.
6. Do not have inappropriate physical or verbal contact with others.
7. You must not keep allegations or suspected abuse secret.

Promoting a safe church - Summary

Summary of the Policy

- We are committed to respectful pastoral ministry to all adults within our church community.
- We are committed, within our church community, to the safeguarding and protection of vulnerable people.
- We will carefully select and train all those with any pastoral responsibility within the Church, including the use of Criminal Records Bureau disclosures where legal or appropriate.
- We will respond without delay to any complaint made that an adult for whom we were responsible has been harmed, cooperating with police and the local authority in any investigation.
- We will seek to offer informed pastoral care to anyone who has suffered abuse, developing with them an appropriate healing ministry.
- We will challenge any abuse of power by anyone in a position of trust.
- We will care for and supervise any member of our church community known to have offended against a vulnerable person.

Protecting All God's Children - Summary

Principles of the House of Bishops' Policy for Safeguarding Children

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

Principles We are committed to:

- **The care, nurture of, and respectful pastoral ministry with, all children and all adults**
- **The safeguarding and protection of all children, young people and adults when they are vulnerable**
- **The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.**

We will carefully select and train all those with any responsibility within the Church, in line with safer recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.

We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation.

We will seek to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust.

We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

In all these principles we will follow legislation, guidance and recognized good practice.

Church of England Confidential Declaration Form

The Confidential Declaration Form must be completed by all those wishing to work with children and / or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and / or adults experiencing, or at risk of abuse or neglect. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment / appointment process and, when appropriate, the Diocesan Safeguarding Adviser or someone acting in a similar role / position. All forms will be kept securely in compliance with the Data Protection Act 1998.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question which you are answering.

Please note that the Disclosure and Barring Service (DBS) is an independent body, which came into existence on 1st December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules¹? (Include both 'spent'² and 'unspent' convictions) YES / NO
2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules³? YES / NO

¹ You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it is your only offence; (c) it did not result in a prison sentence or suspended prison sentence (or detention order) and (d) it does not appear on the DBS's list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature).

Please note that a conviction must comply with (a), (b), (c) and (d) in order to be filtered. Further guidance is provided by the DBS and can be found at www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates and www.gov.uk/government/publications/dbs-filtering-guidance

² Please note that the 'rehabilitation periods' (i.e. the amount of time which has to pass before a conviction etc. can become 'spent') have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never 'spent'. For further guidance in relation to the 'rehabilitation periods', please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

³ You do not have to declare any adult caution where: (a) 6 years (or 2 years if under 18 at the time of the caution, reprimand or warning) have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences referred to in footnote 1 above. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered**

Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules. Please also provide details of the circumstances and/or reasons that led to the offence(s).

*Broadly, where your position / role involves substantial contact with children and / or adults experiencing, or at risk of abuse or neglect (i.e. where you are eligible for an enhanced criminal records check) you will be expected to declare **all** convictions and / or cautions etc., even if they are 'spent' provided they have not been filtered by the DBS filtering rules.*

If your position / role does not involve substantial contact with children and / or adults experiencing, or at risk of abuse or neglect you should only declare 'unspent' and 'unfiltered' convictions / cautions etc.

Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK.

If you are unsure of how to respond to any of the above please seek advice from an appropriate independent representative (e.g. your solicitor) because any failure to disclose relevant convictions, cautions etc. could result in the withdrawal of approval to work with children and / or adults experiencing, or at risk of abuse or neglect. Although it is important to note that the existence of a conviction, caution etc. will not necessarily bar you from working with vulnerable groups unless it will place such groups at risk.

3. Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence / misconduct? YES / NO
4. Are you or have you ever been prohibited and / or barred from work with children and/or vulnerable adults? YES / NO
5. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and / or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and / or vulnerable adult was at risk of significant harm from you⁴? YES / NO
6. Has your conduct ever caused or been likely to cause significant harm to a child and / or vulnerable adult, and / or put a child or vulnerable adult at risk of significant harm? YES / NO

Note: Make any statement you wish regarding any incident you wish to declare

7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things? YES / NO

⁴ 'Significant harm' involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse

8. Have you ever had any allegation made against you, which has been reported/referred to, and investigated by the Police/Social Services/Social Work Department (Children or Adult's Social Care)? YES/NO

If you reply yes to questions 7 and/or 8, please give details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or adult who is vulnerable. Any allegation or complaint investigated by the police, Children's Services, an employer, voluntary body or other body for which you worked must be declared. Checks will be made with the relevant authorities.

9. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation? YES / NO

10. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules⁵; or is that person at present the subject of a criminal investigation/pending prosecution? YES/NO/Not Applicable

If yes, please give details including the nature of the offence(s) and the dates. Please give any further details, such as the reasons or circumstances, which led to the offence(s)

*Note applicable to Q10: You are only required to answer this if you work from home with children. The DBS define home based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives (this will include **all** clergy). ⁶*

Note: All these matters shall be checked with the relevant authorities

Declaration

I declare the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge.

⁵ See footnotes 25 and 27 above

⁶ <https://www.gov.uk/government/publications/dbs-home-based-positions-guide/home-based-position-definition-and-guidance>

After I have been appointed I agree to inform my line manager or supervisor if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Social Services/Social Work Department (Children or Adult's Social Care) investigation.

Signed.....

Full Name.....Date of Birth.....

Address.....

.....

Date.....

Please return the completed form to

.....

Before an appointment can be made applicants who will have substantial contact with children and / or adults experiencing, or at risk of abuse or neglect in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check (as appropriate)) from the Disclosure and Barring Service.

All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and / or adults experiencing, or at risk of abuse or neglect.

Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and / or an adult experiencing, or at risk of abuse or neglect at risk.

Reference form

St John's, Alsagers Bank; St James, Audley; St Martin's, Talke

Name and address of referee:	Name and address of Minister or Group Leader requesting a reference:
Date	

Dear

REQUEST FOR REFERENCE FOR A VOLUNTARY WORKER WITH CHILDREN / ADULTS EXPERIENCING, OR AT RISK OF ABUSE OR NEGLECT

RE: Mr, Mrs, Miss, Ms,

Address:

Post applicant applying for:

The above has given your name as someone who may be contacted in relation to his / her* application to work with children / adults experiencing, or at risk of abuse or neglect. Churches must take steps to safeguard the children and vulnerable adults entrusted to their care, so I would be grateful if you could comment on the following factors as they may apply to the applicant:-

- Previous experience of working with children or adults experiencing, or at risk of abuse or neglect.
- His / her* ability to provide kind and consistent care.
- Evidence of his / her* willingness to respect the background and culture of children and adults experiencing, or at risk of abuse or neglect in his / her* care.
- His / her* commitment to treat all children and adults experiencing, or at risk of abuse or neglect as individuals and with equal concern.
- Any evidence or concern that he / she* would not be suitable to work with children and adults experiencing, or at risk of abuse or neglect.

You are welcome to use the reverse of this letter for your reply. Thank you for your assistance.

Yours sincerely

Minister / Group Leader

How long have you known the applicant?years

His / her* previous experience of working with children / adults experiencing, or at risk of abuse or neglect:

His / her* ability to provide kind, consistent and safe care:

Evidence of his / her* willingness to respect the background and culture of children/adults experiencing, or at risk of abuse or neglect in his / her* care:

His/ her* commitment to treat all children / adults experiencing, or at risk of abuse or neglect as individuals and with equal concern:

Any evidence or concern that he / she* would not be suitable to work with children / adults experiencing, or at risk of abuse or neglect?

Telephone contact point for clarification:

**Please delete as appropriate*

Central Council of Church Bell Ringers

General statement on Safeguarding Children in Towers

There are moral and legal responsibilities placed upon all adult ringers to protect children (i.e. those under 18 years of age) and adults experiencing, or at risk of abuse or neglect¹ who may join in ringing activities. There are expectations and legal requirements contained in legislation, church and government guidance, the details of which are set out in the Council's Guidance Note 3 "Child protection in Bell Towers". Full text can be found on the website <http://www.cccbr.org.uk/towerstewardship/notes/GN3v8.pdf>

¹ This statement, relates to all Towers where children ring. It updates and replaces the Appendix to Guidance Note No 3 "Child Protection in Bell Towers". It highlights the principal requirements which must be met together with guidelines for good practice in organisation and behaviour. Additional guidance is to be developed in relation to adults experiencing, or at risk of abuse or neglect.

Tower Captains, their Deputy / Assistant and bell ringing teachers/trainers must be safely recruited in line with their responsibilities to teach or train children and/or manage those that teach or train children in accordance with the Church of England Safer Recruitment Practice Guidance. It is the responsibility of the Tower Captains and the local PCC to ensure that this happens. In addition the Tower Captain and Deputy / assistant /bell ringing teachers/ trainers must undertake Diocesan safeguarding training, in line with Diocesan expectations, which must be refreshed every three years.

The Church of England requires those that are eligible for a DBS check to have one in the following

roles:- *Activity*

Directly caring for, teaching, training or supervising children by tower captain, deputy/assistant /bell ringing teachers/ trainers or visiting tutors⁴.

Transporting children as formal arrangement

Irrespective of frequency

Activities/roles not eligible for a DBS check

- ☒ Ringers in general supporting roles
- ☒ Unplanned one-off teaching or deputising in an emergency⁵
- ☒ Transporting children as part of arrangements between families

Guidelines for maintaining safer environment for children in the belfry

1. Parents' consent in writing should be sought prior to commencing teaching, outings or Guild meeting visits and they should be made aware, in advance, of the content and arrangements for teaching, outings or visits. Any medical conditions of the child should be established in advance as should the agreement that the parents are responsible for delivering and collecting the child. It is good practice to invite the parents to a training session so they understand what is involved in learning to ring.

2. If there is a child who it is believed is at immediate risk of harm call the emergency services on 999 and then inform the Diocesan Safeguarding Adviser. Any behaviour of adult ringers which

gives cause for concern should be discussed with the Diocesan Safeguarding Adviser who will advise about any further action. They can then liaise with the Parish Safeguarding Officer.

3. Keep an attendance register, which all attendees must sign, so that everyone is aware who was present at any given time.

4. Children must be supervised at all times and should only be allowed into hazardous locations, such as the bell chamber, when accompanied by the Tower Captain / Deputy or Assistant

5. Always have two adults (preferably one of each gender) present whenever children/young people are ringing or being supervised, taught or transported.

6. Touching should be only that appropriate for teaching, supervision and/or in an emergency. Those helping children by ringing another bell or standing nearby should be aware of the need to protect personal space.

7. Relevant health and safety procedures should be followed and first aid available.

7 Local tower arrangements should always be approved by the PCC in line with the Parish Safeguarding Policy. The Tower Captain should have a copy of the Parish Safeguarding Policy and ensure that Ringers have access to it.

8 Ensure that the appropriate insurance is in place prior to any teaching, training or ringing session.

Recommended Additional Best Practice safeguards

9 All local ringing societies should appoint a Safeguarding Officer, someone who can oversee the performance of safeguarding matters in their area.

10 Good liaison should be established between Tower Captains and PCCs and between the Safeguarding Officer of local societies and the Parish and Diocesan Safeguarding Adviser.

11 Please note that it is the responsibility of all visiting groups to ensure that those leading/supervising a group have had all relevant checks and it is not the responsibility of the host church, unless the host church is providing the leader/supervisor for a visiting group. All visiting groups should have a copy of this General Statement on Safeguarding Towers in relation to children available to them.

Chris Mew

President, Central Council of Church Bell Ringers

December 2015

Developed in collaboration with the Church of England, National Safeguarding Team

1 An adult is a person aged 18 or over. The Care and Support Statutory Guidance issued under the Care Act 2014 (14.2) by the Department of Health replaces the previously used term 'vulnerable adult' with 'adults experiencing, or at risk of abuse or neglect'. However the term vulnerable adult is retained by the Disclosure and Barring Service (DBS) in its Guide to eligibility for DBS checks and by the Church of England in its Safeguarding and Clergy Discipline Measure which will come into force late next year.

2 Supervision: The Church of England defines supervised activity as being where the supervisor, who has been safely recruited and has been DBS checked, is always able to see the supervised worker's actions during their work.

3 DBS checks to be requested by the PCC according to the DBS system used in the diocese. It is illegal for an organisation to knowingly allow a person to work with children if they are on the DBS barred list.

4 A visiting tutor is one invited to teach bell ringing in a Home Tower and will be in charge of the teaching. This may have been arranged through the Guild or by the Home Tower. The tutor should present their DBS certificate to the Tower Captain or Deputy who will still supervise overall activities. 5 This emergency unplanned teaching/deputising must only happen on one occasion. If the same person volunteers to teach/supervise/care for etc. the children each time that the DBS checked person is absent for whatever reason, then that individual must be checked.



Safeguarding Social Media and Online activities;

A Policy for the Diocese of Lichfield; its churches and Parishes.



Written By Neil Spiring DSA; in Consultation with Rosalind Clarke (Online Pastor), with Material taken from the Online Pastors Policy as written by Kim Hodgkins (DSA).

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1) Introduction and context.

This policy was written by Neil Spiring (Diocese Safeguarding Advisor), with Consultation being provided by the Diocesan Online Pastor Rosalind Clarke. As such it pulls in relevant parts of pre-existing Online Pastor's Policy (written by Rosalind Clarke and Kim Hodgkins), and seeks more importantly to integrate the learning and evidence from the development of the Online Pastor's role over the last two years.

This Policy recognises that the Christian faith has communication (the word – written or spoken), at its heart and that electronic communications is now a central part of everyday life. In this sense it has a vital role in updating, co-ordinating and improving the experiences of Christian groups (such as youth groups, community care groups, house groups and prayer ministry). It is also recognised that with this comes risk, and it is in this document that we will explore how this risk can be managed; what can, should (and how it should), be done with regards church life online in the Diocese and Parishes of Lichfield.

this document is an open document - to be developed and improved over time by the amendment and contributions of our stakeholders in the diocese and beyond. We welcome suggestion, debate and engagement in development to ensure organic improvement. To this end should you have any queries, ideas, suggestions or additions relating to this or any other Diocese Safeguarding Policy - we would like to hear from you.

Neil Spiring – Diocese Safeguarding Advisor. 25/04/2017

2) Working Principles of this Policy:

Safeguarding vulnerable Adults, Children and Young people is always the primary concern and responsibility of all those associated with church activity. As a consequence Safeguarding is everyone's concern and no one person's.

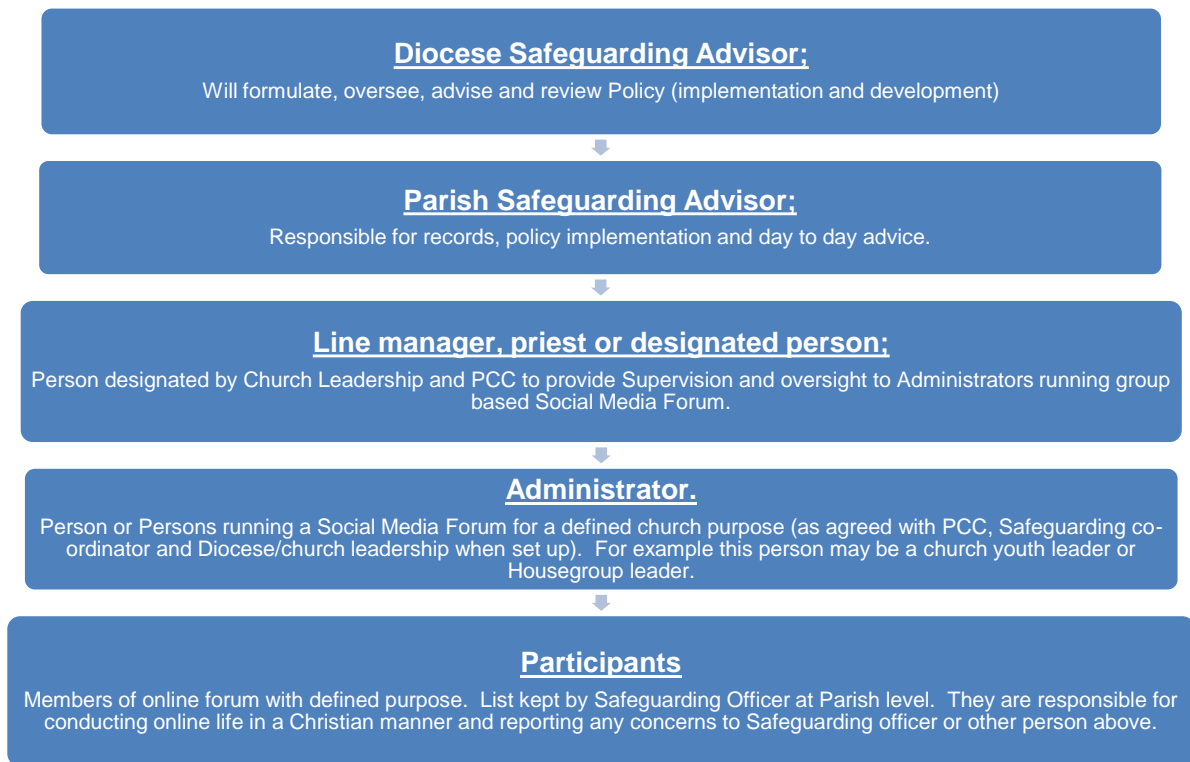
As a result of the above we commit to the principle of 'No More Secrets', and in so doing will be transparent in our responsibilities, interests, behaviours and concerns. We will be open to scrutiny without defence and admit mistakes openly. We will challenge each other in appropriate ways and work together to ensure we consider all issues from as wide a range of perspectives and views as possible. We will be forgiving but hold ourselves and others to account.

3) Who is covered by this policy?

Any activity relating to Social Media usage for Church sponsored or organised contents and function is subject to this policy, along with the Diocesan safeguarding policies for children and vulnerable adults, and national church policies. This policy is specific to Social Media and online material and any issues not covered within this Policy relating to this type of activity should be addressed to the Diocesan Safeguarding Advisor on a case by case base.

4) Structure for ensuring Safety on Social Media.

The persons shown in the structure below are referred to throughout this document:



5) Transparency and social media accounts

5.1 Personal social media accounts should be kept distinct from accounts relating to church roles and responsibilities, and should be clearly labelled so that the views expressed cannot be taken to represent those of the Diocese or Parish. Nonetheless, church leaders administering online duties for the church should ensure that their personal social media use is conducted in a manner consistent with their Christian character.

5.2 Online social media accounts relating to church roles and responsibilities should all be supervised by a line manager (if staff), or by pastoral oversight (or delegation by priest/church leadership/PCC to appropriate individual). The line manager, Priest or appropriate designated person should always have the login and password details for full supervisory access at any time. The Priest, line manager or designated person should be DBS checked appropriately and have completed safeguarding training to C2 level. *This person shall be referred to as Line Manager throughout this document but may be one of the persons listed above.*

5.3 The line manager, priest or designated person should check all the social media accounts periodically and keep a log of this. Any concerns should be raised with the Parish Safeguarding co-ordinator and the Diocesan Safeguarding Advisor as appropriate. Screenshots of any concerns are to be taken and retained by the Safeguarding Co-ordinator where they will be retained on file for 3 years in case they need to be later referenced.

5.4 In addition to above all online church groups will have online administrators who will regulate membership, behaviour, content and undertake other functions identified to this role in line with this policy.

6) Social Media types and parameters.

- 6.1 The church group will only use clearly labelled private/closed groups/forums to facilitate communication between members. Public pages (church websites or church Facebook page available to all), may be used to communicate with the church and the wider community, but should not normally be a place for specific online groups or activities (such as youth groups etc who should have specific regulated and managed spaces). Secret groups will not be permitted at any time or in any circumstance.
- 6.2 Admission to clearly labelled private/closed groups/forums will be based on admission of those already known to the group administrator and church in person (ie a member of an offline church group). Application by those not known for online membership only will not be permitted.
- 6.3 Software applications such as Snapchat that routinely delete information and files/attachments shared after they are seen are not permitted for use in church activities.
- 6.4 The church accepts the suitability of closed group/forum accounts of Facebook, Twitter and Instagram for use with groups where those under 18 are involved.
- 6.5 The church accepts the suitability of closed group/forum accounts of WhatsApp, Facebook, Twitter and Instagram for use with groups where those over 18 are involved (this is due to age restrictions applying to use of WhatsApp put in place by that service provider).
- 6.6 Safeguarding Co-ordinators **and** the Diocese Safeguarding Advisor must be informed of all operational online Media groups operating in relation to church activities. The Diocese will maintain a central register of those groups operating and the Church/Parish they are operating within.

7) Online Behaviour of participants.

Being online is an extension of church life and the expectations of the parishioner remain as high in this context as in any other. In general those engaging online will conduct themselves in a Christian manner and demonstrate these values at all times. In particular:

- 7.1 Language: there must be no swearing or offensive language.
- 7.2 Respect: those participating will give space to others when communicating and will not say anything designed to cause upset or distress to other participants. Individuals will not engage in online disputes and arguments contrary to group harmony or that may cause wider offence and distress.
- 7.3 Equity: unkind and inappropriate reference to someone's race, gender, disability, religion or other similar demographic factor will not be tolerated and will result in an offline discussion in line with equal opportunities and other policy processes.
- 7.4 Rules and boundaries: participants will respect all local group rules in addition to all those points made here in this Policy. This will be monitored by the online administrator and their line manager, Priest or appropriate designated person.
- 7.5 Participants will respect and act upon any direction provide by administrator and their line manager, Priest or appropriate designated person.
- 7.6 Persons refusing to respond to direction and instruction by administrator and their line manager, Priest or appropriate designated person are subject to removal from said group and may be cautioned offline in relation to their behaviour.

7.7 Photos, files and attachments will not be posted by members unless first vetted and authorised by administrator and their line manager, Priest or appropriate designated person.

7.8 **Web cameras and livestreaming videos are not permitted.** Recorded Videos may not be posted by members **unless first vetted** and authorised by administrator and their line manager, Priest or appropriate designated person. They must be relevant, appropriate and Christian in appearance and content. Nudity, bad language or content directly or sociologically offensive will be considered a breach of Policy and acted upon accordingly.

7.9 Offline meetings should not be arranged in the online groups unless part of a pre-arranged church organised activity, organised by administrator and their line manager, Priest or appropriate designated person. We accept that in some cases members of groups may have offline friendships that are not connected to their involvement in a church group – in such cases any communication relating to that friendship should not be made on a Social Media group organised and connected with the church.

7.10 Users will undertake to keep themselves safe online – not engaging in inappropriate discussion, language or behaviour and reporting any person that approaches them in such a way to administrator and their line manager, Priest or appropriate designated person.

8) Reporting online Safeguarding Concerns.

This policy deals with how to manage Safeguarding in an online Context but does not seek to define safeguarding of Adults or Children. ***What Constitutes abuse in the real world constitutes abuse in the virtual world*** and persons using this Policy should ensure they are fully aware of and trained in the use of all church Safeguarding Policies and procedures defined and discussed in other local and national policies.

8.1 Administrators and Line managers or others with concern should take screenshots of any concerning content. These should be stored safely, away from social media, and should be shared with the line manager, Parish Safeguarding Co-ordinator and Diocese Safeguarding Advisor. A record of all incidents and actions taken should be kept.

8.2 The line manager, administrator and Safeguarding Co-ordinator should keep a log of all incidents and appropriate action taken to minimise immediate risk.

8.2 Concerns should be reported to the Diocese Safeguarding advisor as a Safeguarding referral (in line with the principle that abuse is abuse – online or offline).

8.2 Administrators, Line managers and participants should ensure that appropriate boundaries are maintained between their work, participation and their personal life when interacting with each other online and offline. This should be specifically monitored where children or vulnerable adults are participating.

8.3 Images and videos must not be posted online unless permission has been given from all those identifiable in the photograph or video and permission is given by group administrator in consultation with designated line manager, priest (to determine if this is necessary, of benefit and how long this should be posted before deletion – ie it should be time limited).

8.4 Online communication should normally take place in public forums. However if in rare circumstance the use of direct messaging is necessary (for example if a online member is reporting abuse to the administrator or making a disclosure, or should administrator or their line manager need to discuss a members behaviour with a member);

- In such cases it must be made clear that all conversations may be monitored and that confidentiality cannot be guaranteed.

8.5 The Administrator and their line manager should provide safe spaces online, being particularly alert to bullying, trolling, grooming, sexting and other forms of internet abuse. Where necessary, the Administrator and line manager have the right to, and should, exclude and report anyone engaging in such practices.

8.6 Bullying, trolling, grooming, sexting and other forms of internet abuse should be reported to the Parish Safeguarding co-ordinator who in turn **will refer** as a Safeguarding referral to the Diocese Safeguarding advisor. This Policy makes no distinction between online abuse and real world abuse.

8.7 If it is necessary for an Administrator or Line manager to meet offline and face-to-face due to behaviour, disclosure etc - meetings should be in a public place and should involve at least two persons from the list in section 4 of this Policy.

8.8 Under-18s should be accompanied by a parent/guardian/youth worker/other responsible adult for any face-to-face meeting. All such meetings should be discussed in advance with and between the Administrator, line manager and Parish Safeguarding co-ordinator. Such meetings should be discussed with the Diocesan Safeguarding Advisor.

8.9 All allegations of abuse or other concerning information should be immediately reported to the Diocese Safeguarding Advisor and Social Services First Response team, or the Police as appropriate.

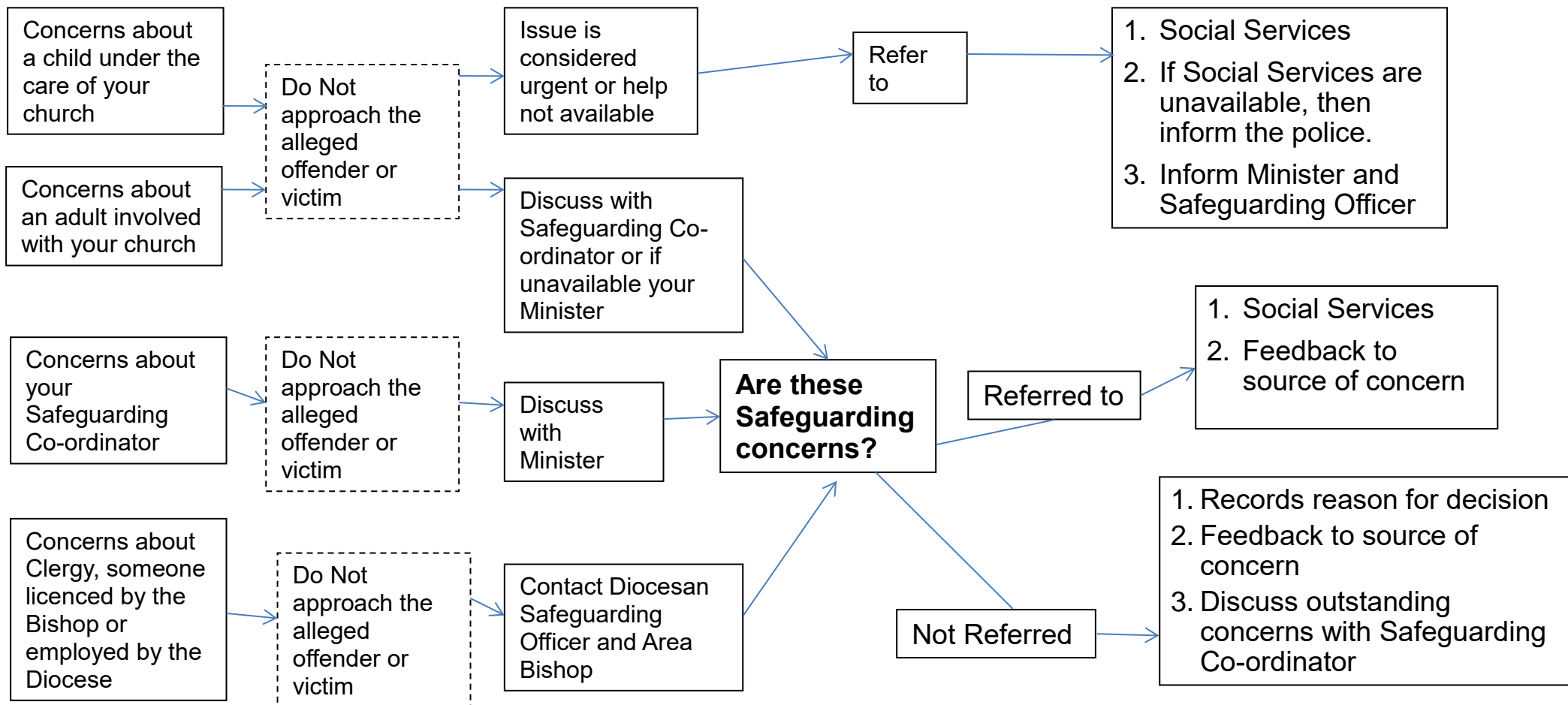
8.10 Administrator or Line manager should take and share screenshots of any concerning content with the Diocesan Safeguarding Advisor, Parish Safeguarding Co-ordinator and any statutory services involved

8.11 The Parish should review all online groups at least quarterly. This meeting as a minimum should involve all administrators, line managers and the Parish Safeguarding Co-ordinator.

8.12 Clergy and employees of the diocese board of finance may utilise the Listening Ear counselling support network when needed.

8.13 Those involved should seek guidance from the Diocesan Safeguarding Advisors when needed who will ensure issues relating to the use of Social Media are shared with the Diocese Safeguarding board.

IN THE EVENT OF A SAFEGUARDING ISSUE IN YOUR CHURCH



Phone Numbers

If you think someone is in immediate danger, dial 999.

Diocesan Safeguarding Officers: (Neil Spiring and Kim Hodgkins) 01543 306030 or 08451204550 : Area Bishop 01543 306000

Social Services: 0800 1313126 or 0345 6042719 : Nearest Police Station 03001234455 or Dial 101

Contact Benefice Office (01782 722146) for contact details for JMJ Safeguarding Co-ordinators: Dave Howe; Ann McCabe, Donna Wilcox or the Minister, Simon Tomkins