



SAFE GUARDING POLICY, GUIDANCE AND PROCEDURES

NAME: St Mark's Church (hereafter, "The Church")

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INTRODUCTION

This policy document reflects the latest guidance from the Diocese of Winchester (hereafter WBDF).

This outlines the requirements of the Disclosure and Barring Service (hereafter DBS) and is in line with the requirements of the Church of England's Safeguarding Policy for children, young people and adults (2019) as implemented by the General Synod House of Bishops. It is intended to be a 'one stop document' for issues concerning Children and Young people (hereafter CYP) and for working with vulnerable adults (hereafter VA).

THIS DOCUMENT CONTAINS REQUIREMENTS AND ADVICE IN THE FOLLOWING AREAS;

1. Why we have a Safeguarding Policy
2. Definitions of terms
3. Policy
4. Appointment, support, supervision and training of leaders and workers
5. Definitions of abuse concerning children and young people
6. Responding to allegations of abuse
7. Good practice
8. Guidelines for discipline in children's work
9. Procedures relating to specific activities or issues
10. Drugs and alcohol
11. Children with special needs
12. Working with children in the community
13. Use of Church facilities - Hire policy
14. Young People/Vulnerable adults - contact details
15. List of Forms and Appendices
16. Policy review

The period of retention for all documents mentioned in this policy will be in line with Diocesan Guidelines outlined in *The Care of Your Parish Records Guide no.1 revised 2009*.

1. WHY WE HAVE A SAFE GUARDING POLICY

- *A safeguarding policy will help protect **all individuals***

A policy helps to create a safe and positive environment for all individuals. Although no procedures or processes can offer complete protection for all individuals, following these procedures and implementing a policy minimizes the risk to all individuals from abuse and exploitation.

- *A safeguarding policy will help protect **workers***

A policy clarifies what The Church requires in relation to the protection of all individuals. It sets out standards of behavior for project staff and volunteers when they are working with individuals and what to do if they notice, or are told about, inappropriate behaviour in others.

- *A safeguarding policy will help protect **The Church***

A policy is a statement of intent that demonstrates The Church's commitment to safeguard all individuals from harm. Protection policies will help move The Church towards best practice in this area and deter those who would wish to abuse others from seeking to work with any groups on behalf of The Church.

2. DEFINITION OF TERMS

For the purposes of this Policy, all references to:

'child', 'children', 'young person', 'young people', – whether singular or plural – are used interchangeably and are taken to refer to those under 18 years of age.

'workers', 'staff', 'volunteers', 'helpers' - are used interchangeably and are taken to refer to anyone interacting with children/vulnerable adults on behalf of The Church.

'child abuse' - refers to any of the recognised forms of abuse - physical, emotional, sexual abuse or neglect.

'vulnerable adults' – are used in a broad sense, as all adults can be vulnerable to mistreatment at different times in their life.

There are several documents and pieces of legislation which define 'vulnerable adult'. The Rehabilitation of Offenders Act 1974, for example, and the DBS has a similar definition. Within our work and ministry in The Church we must be aware that there may be times when people are rendered vulnerable because of circumstances, and these are often the times when

The Church is in contact with them. Whilst these don't appear in the legal definition, we must bear them in mind to ensure best practice in all areas of our ministry and service.

'Vulnerable adult' means a person aged 18 and over who has a condition of the following type:

- a substantial learning or physical disability
- a sensory, physical or mental illness or mental disorder, chronic or otherwise, including an addiction to alcohol or other drugs
- a significant reduction in physical or mental capacity
- a dependency upon others in the performance of, or a requirement for the assistance in the performance of basic physical needs
- severe impairment in the ability to communicate with others
- impairment in a person's ability to protect him/herself from assault, abuse or neglect
- failing faculties in old age
- a reduction in physical, mental, or emotional capacity brought about by life events
- any situation which reduces a person's capacity to protect themselves from significant harm or exploitation
- a person experiencing long term disability or deterioration in health or caring for someone with physical difficulties
- a recently bereaved person
- someone coming to terms with a life changing event - divorce, birth of a child, domestic abuse, retirement, loss of job etc.

The definition includes a wide range of people and does not make it easy for people in Church to identify areas where they may need to undertake special care or training. It could almost be taken to apply to anyone to whom clergy offer pastoral care, whether a regular attendee at their local church, or a person coming for one of the occasional offices or who simply wants pastoral support.

Throughout the document in connection with CYP/VA there will be occasions when parts of the policy will refer specifically to children/young people or vulnerable adults.

Note: Please note the terms 'everyone', 'person(s)' and 'individual(s)' encompass Children, Young People and Vulnerable Adults.

3. POLICY

3.1 VISION AND MISSION STATEMENT: Sharing God's love in word and action

In line with the above, the PCC recognises the importance of The Church's ministry and its responsibility to protect and safeguard all individuals. Their welfare is always paramount.

As part of its mission, The Church is committed to:

- The safeguarding, care and nurture of everyone in our church community who participate in any activity of The Church.
- Recruitment, supervision and training for all individuals who undertake regulated activities (paid or voluntary) within The Church.
- Responding without delay to every report or cause for concern that an individual may have.
- Full cooperation with statutory agencies during any investigation into allegations concerning abuse.
- Providing informed pastoral care to any individual who has suffered abuse.
- Appropriate management and supervision of any member of The Church community known or thought to pose a threat.

3.2 CHURCH POLICY

The PCC recognises the need to provide a safe and caring environment for all individuals. It recognises that anyone can be the victim of physical, sexual and emotional abuse and neglect. The PCC has therefore adopted the procedures set out in this document (hereafter “the policy”).

The PCC is committed to on-going child protection training for all those who work with children and young people and will review this document on an annual basis.

4. APPOINTMENT, SUPPORT, SUPERVISION & TRAINING OF LEADERS & WORKERS

The Disclosure and Barring Service (DBS) lays down requirements for registration for all those who undertake regulated activities (paid or voluntary) with CYP/VA. The Church has taken the decision that it will apply the registration requirements, as laid out by Diocesan guidelines.

The PCC will ensure all workers will be appointed, trained, supported and supervised appropriately to comply with the current Church of England Practice Guidance Safer Recruitment document (July 2016).

4.1 APPOINTMENT OF WORKERS

The Church has a robust recruitment procedure. All prospective workers (paid or voluntary) will follow the procedure laid out below. In this process the WBDF acts as our umbrella service for disclosure through the DBS. Disclosure in this instance is a document which contains information held by the Police (through the Police National Computer) and Government departments concerning a person’s criminal record including other information held the DBS and local Police Forces. Disclosure is an essential element in any recruitment process. The Church has signed an Umbrella Body Agreement with the WBDF, asking them to act in this capacity. This policy complies with that agreement. A copy is held by the Safeguarding Officer’

This policy is designed to cover those who are on Church rotas who regularly undertake responsibilities with CYP/VA.

The procedure for appointment will be:

- Informal discussion
- Completion of application form and a self-declaration of any criminal Record (Form A part 1 and 2)
- References will be taken up (where relevant)
- Where eligible, an application is made to the DBS for an Enhanced Criminal Record check plus Barred List check - renewed every 5 years. Please see below for more detail
- Receipt of the Disclosure from the DBS. The Disclosure will relate to either work with CYP, or VA, or for some people with multiple roles, it will cover both. Please note the check for the role is not transferrable between CYP/VA. In cases where a change of role is desired, a new DBS check is required. The worker should seek the advice of the Safeguarding Officer before any change of role occurs.
- Meeting with Children's Work/Youth Work/ Pastoral/Elderly Co-ordinator
- Allocation of worker
- Role description completed (Form B) and a copy of this policy given
- The worker should not start their role unsupervised until the above process is fully completed including showing the Safeguarding Officer the result of their DBS check.

Volunteers who offer to help in the case of an emergency (on an occasional/ad hoc basis) and who are not on a rota are not covered by these procedures.

Please note: It is a criminal offence to allow a person who is barred to work with a group they are barred from working with. This may be punishable by a fine and/or prison sentence – for both the applicant and the employer.

There are instances where there is portability of DBS checks. Contact in the first instance should be made with the Safeguarding Officer to establish the viability of this.

In cases where the Church organises transport for health, personal or social care, the drivers must have an Enhanced Criminal Record, plus a Barred List check. Regarding portability, those currently holding a role specific check for only CYP are not eligible to perform this role for VA (see above).

All applicants for positions must be treated impartially (including those who have a criminal record), and not discriminated against unfairly. Organisations must have a written policy (see Appendix H), though this does not mean an informed decision cannot be made where information revealed about an individual raises concerns in relation to the safety of CYP/VA.

The Safeguarding Officer, Youth Leaders, Pastoral or Elderly Co-ordinator and the Priest in Charge will make a judgement on whether it would be appropriate to appoint a person. Workers will be given a contract on appointment. Depending on the role, only some sections of the application form will be mandatory.

4.2 SUPPORT AND SUPERVISION

All those working with CYP/VA will be provided with appropriate support and supervision within their roles via the appropriate ministry leader.

4.3 TRAINING

All those working with within The Church will be expected to undertake regular safeguarding training and The Church will ensure that appropriate opportunities are made available. This will be provided by the Diocese.

5. DEFINITIONS OF ABUSE REGARDING CYP/VA

Somebody may abuse or neglect a person by inflicting harm, or by failing to act to prevent harm. Individuals may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger.

The main categories of abuse are:

5.1 PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm.

Physical harm may also be caused when a parent, or carer, fabricates the symptoms of, or deliberately induces illness.

5.2 EMOTIONAL ABUSE

Emotional abuse is the persistent emotional ill treatment of a person such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to a person that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on a person. These may include interactions that are beyond the person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the person participating in normal social interaction. It may involve causing an individual to frequently feel frightened or in danger, or the exploitation or corruption of a person. Some level of emotional abuse is involved in all types of ill-treatment, though it may occur alone.

5.3 SEXUAL ABUSE

Sexual abuse involves forcing or enticing a person to take part in sexual activities, including prostitution, whether they are aware of what is happening or not. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts (oral sex). They may include non-contact activities, such as involving an individual in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging a person to behave in sexually inappropriate ways.

5.4 NEGLECT

Neglect is the persistent failure to meet a person's basic physical and /or psychological needs, likely to result in the serious impairment of the individual's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter, including exclusion from home or abandonment, failing to protect a CYP/VA from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a person's basic emotional needs.

5.5 ORGANISED ABUSE

Organised or multiple abuse may be defined as abuse involving one or more abuser and any number of related or non-related abused individuals. The abusers concerned may be acting in concert to abused individuals, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit individuals for abuse. Organised and multiple abuse occur both with as part of a network of abuse across a family or community, and within institutions such as residential homes or schools. (An individual may suffer more than one category of abuse).

5.6 SIGNS AND SYMPTONS OF ABUSE

Recognising possible signs of abuse.

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered:

5.6.1 PHYSICAL SIGNS OF ABUSE

- Any injuries not consistent with the explanation given for them
- Injuries that occur to the body in places that are not normally exposed to falls, rough games, etc.

- Injuries that have not received medical attention
- Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Frequent complaints about feeling unwell.
- Bruises, bites, burns, fractures etc. which do not have an accidental explanation. Cuts/scratches/substance abuse*

*These signs **may** indicate the possibility that an individual is self-harming, mostly by cutting, burning, self-poisoning. Approximately 20,000 CYP's are treated in accident and emergency departments in the UK each year.

5.6.2 INDICATORS OF POSSIBLE SEXUAL ABUSE

- Any allegations made by an individual concerning sexual abuse
- An individual with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour (in a child), or who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing
- A CYP who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia

5.6.3 SIGNS OF EMOTIONAL ABUSE

- Changes or regression in mood or behaviour, particularly where a person withdraws or becomes clingy.
- Depression, aggression or extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying.

6. RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a child/youth/vulnerable adult worker carry out their own investigation into the allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse should:

- Discuss concerns with the designated Safeguarding Officer who in turn will discuss those concerns with the Diocesan Safeguarding Manager tel: 01962 737 317.

- Suspicions must **not** be discussed with anyone other than those nominated above. In the absence of the Safeguarding Officer, concerns should be expressed to the Vicar. If they are not available, concerns should be discussed with the Church Wardens.
- See 7.5 regarding written records and storage.
- The PCC will support the Safeguarding Officer in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis and kept secure.

6.1 SUPPORT TO THOSE AFFECTED BY ABUSE

The PCC is committed to offering pastoral care and support to those attending The Church who have been affected by abuse.

7. GOOD PRACTICE

7.1 HOW TO RESPOND TO A CYP/VA WANTING TO TALK ABOUT ABUSE

- Above everything **always** listen.
- Show acceptance of what the individual says (however unlikely the story may sound).
- Be kind and keep calm.
- Look at the person directly.
- Be as matter of fact as possible in order to gain a factual report of the events.
- Tell the individual you will need to let someone else know. Don't promise confidentiality.
- Even when a person has broken a rule, they are not to blame for the abuse.
- Be aware that the individual may have been threatened or bribed not to tell.
- Never push for information. If the person disclosing decides not to tell you after all, then accept that and let them know that you are always ready to listen.
- As soon as possible write down what has been shared (see "Making Notes")

7.2 DO SAY

- You have done the right thing in telling me.
- That must have been really hard to say.
- I am glad you have told me. It's not your fault / I will help you.

7.3 DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?

- Why? How? When? Who? Where?
- Never make false promises, especially concerning confidentiality.
- Never ask leading questions.
- Never make statements such as "I am shocked, don't tell anyone else"

7.4 SUMMARY

- Use the 4 R's: recognise, respond, record (see 7.5) and respond.
- Again, reassure the individual that they were right to tell you and show acceptance.
- Let the individual know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a vulnerable person returning home if you consider them to be seriously at risk of further abuse)
- Contact the Church Safeguarding Officer or the Diocesan Safeguarding Manager as soon as possible.
- Consider your own feelings and seek pastoral support if needed.

7.5 MAKING NOTES

Make all notes as soon as possible (Referred to in section 6), preferably within one hour of the individual talking to you. Write down exactly what was said and when s/he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Note if anyone else was present. Record dates and times of these events and when you made the record. Keep all hand-written notes, even if subsequently typed. All written records and forms should be kept for 50 years after the conclusion of the matter in a secure place at The Church.

7.6 TOUCHING

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be instigated by / related to a person's needs, not the workers.
- Touch should be age-appropriate and generally initiated by the CYP/VA rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the CYP/VA.
- All individuals are entitled to privacy to ensure personal dignity.
- All individuals have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid (or applying sun cream etc.), encourage individuals to do what they can manage themselves, but consider the person's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact.
- Concerns about abuse should always be reported.

8. GUIDELINES FOR DISCIPLINE IN CHILDREN'S WORK

8.1 WHAT IS DISCIPLINE?

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement.

8.2 WHY DISCIPLINE?

It brings security, develops character, prepares people for life, is evidence of love and is God's heart.

8.3 DON'T

- Smack or hit a CYP/VA under any circumstances.
- Discipline out of love, NEVER out of anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger).
- Do not shout in anger or put down any individual.

8.4 DO

- Lay down ground rules e.g. no swearing, racism or calling each other names, a respect for property.
- Keep the ground rules simple and clear, and make sure the all individuals understand what procedure will be taken if they are not followed.
- Never reject a person, just the behaviour. (Tell the person that you value him/her, but you are not willing to accept the behaviour).
- Remember that everyone is unique, special and individual, and each person needs a different method of being dealt with. We therefore need to be asking ourselves "Why is the individual behaving like that?"
- Work on an individual's positives, do not compare them with other people. Help each individual improve.
- Try to create an environment of care and offer more tangible rewards, where everyone feels that it is worth keeping to the rules

9. PROCEDURES RELATING TO SPECIFIC ACTIVITIES OR ISSUES

9.1 WORKING WITH OFFENDERS

When someone attending The Church or wishing to join The Church is known to have abused CYP/VA, the PCC will ensure an appropriate agreement is put in place to supervise the individual concerned and offer pastoral care. The agreement will detail the conditions under which the person may attend The Church. The Diocesan Safeguarding Manager for the Diocese will work with statutory agencies to ensure known offenders are identified, usually through DBS and will notify the parish accordingly. See also Appendix 1.

9.2 CONSENT FOR GENERAL ACTIVITIES

Form C should be completed for each CYP taking part in the normal activities of a church group and any non-church CYP invited to a church event.

9.3 CAMPS / RESIDENTIAL ACTIVITIES / OFF SITE ACTIVITIES

From time to time activities may be arranged which will take place away from the usual meeting place and may include overnight stays. A comprehensive risk assessment of each activity will be undertaken, and appropriate risk management measures put in place (Form E) (See also **9.4**) Parents / guardians will be given full details of all such activities and clear behaviour guidance will be issued to children prior to attending.

9.4 RISK ASSESSMENT

Risk assessment is the careful examination of what could cause harm. In order to minimise the risks, a risk assessment form will be completed for all off site activities and records kept (Appendix E). These will be completed and signed by the person leading the activity and will be kept for 50 years after the activity.

The following details should be noted:

- Identified hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

9.5 BULLYING

Bullying, of any sort, will not be tolerated under any circumstances. Any such behaviour will be dealt with and those perpetrating the bullying will be made aware that such behaviour is not acceptable.

Any individual experiencing bullying, in any situation, will be offered support to address the issues. (See also Section 8)

9.6 STORAGE AND USE OF INFORMATION, INCLUDING IMAGES OF CYP

No image will be taken, stored or used without the parent /carer's permission. (Form F) Please see Appendix 2 for the full policy in relation to this area.

9.7 USE OF INTERNET AND E-MAIL

Modern communication technologies may be used as a means of communicating with CYP/VA. When contacting children, always ensure parents/carers are aware of that contact. It should also be noted that abuse can occur through the internet, e-mails, and mobiles etc. and will be dealt with in the context of definitions of abuse. Consent should be obtained using Form H for each CYP.

9.8 TRANSPORTING CHILDREN

It may on occasions be necessary for individuals to be transported to or from events

- Ideally this should not be undertaken on your own
- The CYP should sit in the back of the vehicle
- Check for permission with the parents/carers
- Ensure your insurance covers you for this activity

9.9 SUPERVISION OF CHILDREN AND YOUNG PEOPLE

For activities at church, Form G should be completed for each activity and retained in line with policy. Consideration needs to be given to the ratio of adults to C/YP. For those under 18, the following ratios should be considered, based on NSPCC guidance.

Indoor activities

Age	Adult to child ratio
0-2	1 adult to 3 children
2-3	1 adult to 4 children
4-8	1 adult to 6 children
9-12	1 adult to 8 children
13-18	1 adult to 10 children

Outdoor activities will require additional supervision. The level of supervision for any activity (indoor or outdoor) should be assessed based on the nature, location and duration of the activity; competence and experience of the team supervising; and any additional support needed by the children involved.

General Guidance:

- At no time should CYP be left alone without an adult. There should always be at least two adults with the group (except in the case of an emergency).
- No-one under the age of 18 should be left in charge of any CYP of any age. Nor should any CYP attending a group be left alone at any time, except when using the toilet.
- A register of CYP attending the activity/club should be kept with a register of helpers. This should include arrival and departure times if a person is not staying for the whole activity. (Appendix G). A log book

on the back of the form should be kept where unusual events can be recorded e.g. behaviour issues, fights. This form should be kept securely by the leader of the group.

- Details of the CYP's address, telephone no. and parent/ carer details in case of an emergency should be kept and is especially important if the activity is conducted away from The Church

10. DRUGS AND ALCOHOL

10.1 PURPOSE

To provide workers with a clear and practical framework to enable them to work with young people and vulnerable adults in a positive, alcohol- and drug-free environment.

10.2 STATEMENT

We do not condone the misuse of drugs or alcohol, nor their illegal supply. We will work proactively with individuals to enable them to make informed decisions about drug and alcohol use. The welfare of CYP/VA must always be paramount.

All workers will observe the current legal framework and act within it. Workers will not take illegal substances and will make sure they are not under the influence of illegal drugs, or alcohol, whilst working with and being responsible for CYP/VA.

10.3 CONFIDENTIALITY

We aim to protect all individual's rights to privacy. However, unconditional confidentiality cannot be guaranteed where the person, or their behaviour, represents a serious risk to the safety or wellbeing of other members and workers, or the community at large.

10.4 POLICE

In circumstances where a worker is given, finds or confiscates a small quantity of an illegal substance, there is no legal obligation to contact the Police.

Where the quantity is large enough to imply supply, there is a legal obligation to contact the Police immediately.

Due to practical difficulties in distinguishing whether the quantity is large enough to imply supply, the policy of this church is usually to notify the Police.

10.5 PARENTS

In cases of immediate risk to health to CYP, parents will be contacted. If the worker believes parental contact would exacerbate the situation (e.g. the

family home may be an important factor in the person's drug use) he/she must discuss the situation with the Safeguarding Officer prior to any contact being made.

10.6 DEALING WITH ALCOHOL/DRUG RELATED SITUATIONS

Establish and be clear about the nature of the incident before deciding on any course of action.

10.7 FINDING ALCOHOL OR DRUGS

If workers find any alcohol/drugs, including prescribed medication, in a communal area it will be removed to limit risk to others.

The law allows youth workers to confiscate illegal drugs, but they must be destroyed immediately or handed to the Police (it is not a legal requirement to inform the Police who the substance was taken from).

If the drug is prescribed medication, it should be returned to the owner or handed into a pharmacy.

10.8 DISPOSING OF ILLEGAL DRUGS

As well as potentially notifying the Police, the incident must be recorded in the presence of another worker.

Disposal to the Police should be carried out as soon as practicable otherwise the worker could themselves be open to charges of possession. Extreme care must be taken if disposing of needles. If no sharps bin is available, place in a safe place (e.g. empty coke can) until proper disposal can be arranged.

10.9 USE ON PREMISES

The Church will not tolerate the use of **any** drugs on the premises. Where workers suspect drug use is taking place, they must always act. This may include an individual being asked to leave, or the Police being contacted.

10.10 INTOXICATION ON PREMISES

Those whose behaviour is disruptive, whether due to drugs and/or alcohol, will be challenged, and asked to change their behaviour. If they refuse to do so, they will be asked to leave the premises. If their condition gives cause for concern, medical assistance will be called.

10.11 INCIDENT RECORDING

An incident book will be maintained. This book will record all incidents including drug related incidents. It should be stored securely. Staff should endeavour to record accurate details as soon as possible following an incident (Form G could be used).

10.12 REFERRAL

Should a person be identified as experiencing problematic drug use, they should be offered support, guidance and referral if needed.

11. CYP WITH SPECIAL NEEDS

When working with CYP with special needs, their parents/carers will be involved in discussions with workers concerning the child's needs, and each CYP will be catered for according to their own individual circumstances.

12. WORKING WITH INDIVIDUALS IN THE COMMUNITY

When working with individuals in the community, under the provision of The Church, all eligible workers/volunteers will have completed and been checked with DBS and the requirements of this policy will apply.

13. USE OF CHURCH FACILITIES (HIRE POLICY)

The requirements of the Vetting and Barring Scheme define 'regulated activity' to which the scheme applies. This relates to any teaching, training, supervision, advice, treatment or transport. Under this scheme it means that for any activity that occurs in The Church that is not related to The Church, the responsibility to comply with the requirements of the scheme rests with the organisers of the activity and not The Church.

14. CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS – CONTACT DETAILS

14.1 ACCOUNTABILITY AND SUPERVISION FOR ALL INDIVIDUALS

There are clear lines of accountability and supervision. Disclosures of abuse should be made directly to the Safeguarding Officer (or the nominated representative) who in turn will contact the Diocesan Safeguarding Manager. Sunday Children helpers are responsible to Clare Heyes; Youth Group helpers are responsible to Kirsty Coombs and Baby and Toddler group helpers are responsible to Christine Seed.

14.2 VULNERABLE ADULT DISCLOSURES

In the case of disclosure or concerns regarding a VA, contact should be made with the Safeguarding Officer/Priest in Charge.

15. FORMS AND APPENDICES

Forms A to H inclusive are held separately to this policy document and are to be used as appropriate. Appendices 1, 2 and 3 (policy) form part of this policy document.

Form A – Application Form (parts 1 and 2)

Form B – Role Description

Form C – Parental Consent and Medical Information

Form D – Trip or Special Activity Consent

Form E – Risk assessment

Form F – Photo Consent

Form G – Activity Register

Form H – Social Media Consent

Appendix 1– Policy Statement on the Recruitment of ex-offenders

Appendix 2 – Policy Statement on the Safe Storage, Retention and Handling of Information

Appendix 3 – Haven Lunch Club Safeguarding and behaviour policy

16. POLICY REVIEW

This policy has been adopted by the PCC at its meeting on the 8th April 2019 and will be subject to review on an annual basis.

Ratified by the PCC, date: 8th April 2019

Signed: Priest in Charge
Print name:

Signed: Safeguarding Officer
Print name: