

Safeguarding – Children & Young People

POLICY

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Owner	Karen Pheasant
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1 Introduction

Author

St Nic's Policy and set of Procedures for Safeguarding Children and Young People were written in July 2008 by Rachel Green [formerly St Nic's SC] under the supervision of Steve Silvester [Rector] and Barbara Selley [formerly Diocesan Safeguarding Advisor]

St. Nic's Procedures for Safeguarding Vulnerable Adults

St. Nic's also has a Policy and set of Procedures specific to safeguarding Vulnerable Adults [written in February 2013].

There are many 'cross-over issues' in the safeguarding of children and the safeguarding of vulnerable adults so it is important to be aware of the details in both sets of Policies and Procedures. For the purposes of consistency and clarity the two sets of Procedures are closely in tune.

Reviews and Updates

The Safeguarding Policies and Procedures should be reviewed annually by the PCC and updated accordingly.

Acronyms used in this report:-

APCS	Access Personal Checking Services
CSSC	Children's Services Social Care
DBS	Disclosure and Barring Service
DSA	Diocesan Safeguarding Advisor
PCC	Parochial Church Council
SC	Safeguarding Co-ordinator

"The answer lies in doing relatively straight forward things. Adhering to this principle will have a significant impact upon the lives of vulnerable children"

*Lord Laming in his Public Enquiry Report 2003
regarding the torture and murder of Victoria Climbié*

2 Safeguarding Children : Policy Statement

Principles

St Nic's is committed to safeguarding children and young people.

Safeguarding includes protecting them from harm and promoting their welfare

St. Nic's strives to facilitate children and young people achieving their individual potential: physical, emotional, spiritual, intellectual, social.

St. Nic's acknowledges its role and responsibilities in safeguarding all children and young people. This includes:

- Those who attend the Church and its activities, and
- Those who do not attend but may be affected by matters arising within the Church.

Methods

The members of this Church will endeavour to safeguard children and young people in the following ways:

- We will promote the principle of The Children Act 1989 that 'the welfare of the child is paramount'.
- We are committed to following the Safeguarding Policy & Procedures of the Diocese of Southwell.
- We are committed to following the House of Bishops Policy 'Protecting All God's Children' (updated 2010).
- The Rector and Parochial Church Council (PCC) accept primary responsibility for safeguarding issues within the Church.
- St. Nic's has its own Safeguarding Procedures, tailored specifically to the work and needs of the Church.
- St Nic's has its own Health and Safety Policy and Procedures.
- The PCC will ensure that there is appropriate insurance cover for all activities undertaken in the name of the Parish.
- We will endeavour to create a culture of 'informed vigilance' in the congregation by:
 - Raising general awareness about issues which cause harm to children/young people.
 - Attempting to convey that it is the responsibility of each and every person to try to prevent harm to children/young people
- St Nic's understands and embraces its obligations towards the statutory agencies involved with safeguarding:
 - We will report, without delay, any concerns of a child protection nature.
 - We will co-operate fully with any investigations into allegations concerning a Church member.
 - We will work with agencies to manage the presence in our congregation of those who pose a risk to children.
 - The Church alone will never itself attempt to investigate, manage or supervise situations of risk.
- We understand and embrace our responsibilities to work within a framework of confidentiality - sharing information only in the best interests and protection of children. We will endeavour to maintain an effective dialogue with other agencies, sharing information in line with the Nottingham Information Sharing Protocol. 'Proportionality' will be key.
- St Nic's is registered with the APCS (formally known as Access Personal Checking Services). and will adhere to the following:
 - a) APCS's "Handling & Storing of Confidential Information" Policy
 - b) APCS's "Statement of Fair Processing" & "E Bulk Recruiter Form"
 - c) The DBS's Code of Practice
 - d) Relevant Data Protection legislation
- St. Nic's understands and will adhere strictly to the Safe Recruitment Procedures in relation to the recruitment and management of staff and volunteers alike.
- St Nic's will seek to offer 'informed' pastoral care to those in our congregation who request this:
 - a) Children who have been abused and their families (see p.31)

- b) Adults who were abused as children.
- c) Adults who pose a risk to children.

We will be conscious of our limitations and refer on to appropriate organisations for professional counselling when this is appropriate

- St Nic's has a dedicated 'Safeguarding Children and Vulnerable Adults Team'.
 - a) The first point of contact within the Team is the Safeguarding Co-Ordinator (SC). This person is available to listen and respond to anyone who has concerns of a safeguarding nature.
 - b) The Team is responsible for ensuring that the St. Nic's Safeguarding Policies and Procedures are adhered to, reviewed and updated as necessary.
 - c) The Team has ready access to the Local Multi-Agency Safeguarding Procedures in respect of Nottingham City and Nottinghamshire County Councils.
 - d) The Team has an up-to-date list of all local statutory agencies and voluntary organisations involved with safeguarding.
 - e) The Team will consult and liaise with the Diocesan Safeguarding Advisor (DSA) as necessary.
 - f) The Team is accountable to the Rector and PCC and will consult with them
- The PCC will take responsibility for ensuring that all staff and volunteers receive a copy of this Policy and are familiar with St Nic's Safeguarding Procedures.
- The PCC will ensure that that a Safeguarding notice is displayed in a prominent position in Church. This will make reference to the availability of the policy on request from the SC.
- The PCC will ensure an Annual Review of this Policy. The SC will prepare an Annual Review Report and the review process will be undertaken by the PCC.

3 Key Safeguarding Personnel at St Nic's

The Rector

Name: Steve Silvester
Workplace: St Nic's Church Office
79, Maid Marian Way, Nottingham.NG1 6AE
Work Tel: 0115 9524600
Home Tel: 0115 9820407
E Mail: steve@stnics.org

The Rector accepts the primary responsibility for the care and safety of children, young people and vulnerable adults at St Nic's.

He is responsible for ensuring that:

- a. An effective Safeguarding Policy and set of Procedures are in place
- b. The PCC, DSA and St. Nic's SC are kept fully apprised with regard to all safeguarding issues within the Church.

The Parochial Church Council

The PCC shares the responsibilities of the Rector:

- a. Ensuring the care and safety of children, young people and vulnerable adults at St Nic's.
- b. Ensuring that a Safeguarding Policy and set of Procedures are in place and are reviewed annually as to their effectiveness.

The Diocesan Safeguarding Advisor [D.S.A.]

Name: Julian Hodgson
Workplace: Jubilee House, 8 Westgate, Southwell, NG25 0JH
Work Tel: 01636 817200
E mail: Safeguarding@southwell.anglican.org

The key responsibilities of the DSA towards St Nic's are:

- a. To assist with the development of policy, procedures and practice guidelines.
- b. To provide advice and support on safeguarding cases.
- c. To assist with the provision of safeguarding training.
- d. To assist with liaison/networking with all relevant agencies and organisation

St. Nic's Safeguarding Team

Under the management of the Rector, this Team is responsible for the safeguarding of children and vulnerable adults who attend St. Nic's or who are associated with or connected to the Church in some way.

This Team comprises both Paid Employees and Volunteers as follows:

Employees :

Children and Families Minister
Curate (as Clergy Rep)

Volunteers :

Safeguarding Co-Ordinator
DBS Lead Recruiter
PCC Representative for Safeguarding

Independent Rep for Safeguarding
Youth Team Leader
Refugee Workers Rep.
Vulnerable Adults Rep.
Compliance and Monitoring Rep.
(some roles could be doubled up)

The primary roles and responsibilities of this Team are as follows:

- a. The first point of contact within the Team is the SC.
- b. If the SC is not available, the Children and Families Minister should be contacted.
- c. The Team will hold a meeting at least every 6 months :
 - i. To discuss any ongoing safeguarding concerns, issues or needs.
 - ii. To ensure that the St Nic's Safeguarding Policies and Procedures are being strictly adhered to.
 - iii. To review the St Nic's Safeguarding Policies and Procedures as to their effectiveness.
- d. The Team will meet on an emergency basis if deemed necessary.
- e. A Meeting may be called by any member of the Team, the Rector, the Church Wardens, the PCC or the DSA.
- f. The Team is responsible for reviewing St Nic's Safeguarding Policies and Procedures on an annual basis.
- g. The Team is responsible for ensuring that volunteers working with children, young people and Vulnerable Adults are recruited following the correct safeguarding procedures.
- h. The Team is responsible for identifying any safeguarding training needs within the Church and for ensuring that appropriate training is made available to all staff and volunteers.
- i. The Team is responsible for ensuring that the Rector, the PCC and the DSA are fully appraised of any safeguarding issues within the Church.
- j. The Team is directly accountable to the Rector.

St. Nic's Safeguarding Co-ordinator [S.C.]

- a. The SC is a volunteer from the congregation, chosen for the post by the Rector.
- b. The SC should possess an up-to-date knowledge of safeguarding issues in relation to children & vulnerable adults.
- c. The SC is the first point of contact for all members of the Church who wish to discuss concerns or issues of a safeguarding nature in relation to children or vulnerable adults.
 - i. Concerns/issues should be discussed in person or by phone.
 - ii. Messages should not be left in the Church pigeon holes or at the Church Office.
 - iii. Private appointments can be made when deemed necessary.
 - iv. If the SC is unavailable [and the matter is urgent] then the Rector should be contacted.
- d. The SC will lead St Nic's Safeguarding Team and share its responsibilities
- e. The SC is responsible for any individual casework within the Church
 - i. They will be managed and supervised by the Rector.
 - ii. They will be advised by the DSA.
 - iii. In consultation with the Rector, she will take responsibility for contacting the DSA regarding the need for :
 - Referrals to statutory agencies for investigative purposes.
 - Liaison with agencies/organisations on a casework basis.
- f. They will ensure that the Safeguarding Team, the Rector and PCC are kept fully informed of all developments.
- g. If they are away or not available, the Rector will appoint an appropriate member of the Team to cover the absence and undertake any work necessary.
- h. The SC will undertake an annual review of safeguarding and will present a report to the PCC in respect of

- i. individual cases which have arisen during the review period
- ii. the 'effectiveness' of the Policy and Procedures in practice.
- j. The SC will present a Report to the APCM
- k. They will update the Policy and Procedures annually or as recommended by the PCC

The Children and Families Minister

- a. The Children and Families Minister is a paid employee, supervised and managed by the Rector.
- b. They should possess an up-to-date knowledge of safeguarding issues in relation to children, young people & vulnerable adults
- c. They should keep an up-to-date register of the names of all those children & young people aged 0-11 who attend St. Nic's and engage in the children & youth work. He is responsible for obtaining as much relevant information about the children & young people as possible:- full names, family details, addresses, 2 x phone numbers, school, medical information (including allergies) and photo permission - and these should be updated every 12 months.
- d. This information should be collected, stored, accessed and disposed of according to best practice and legal obligations for data protection.
- e. They should provide teaching, activities and support to all those children under 11 years who attend St Nic's.
- h. They should use his direct contact with the children & young people of the Church as a crucial part of the safeguarding process.

Youth Leadership Representative.

- a. The youth leadership team are volunteers from the congregation, chosen for the post by the Rector.
- b. The Youth Leadership Team are supervised/managed by the Rector
- c. They shall possess an up-to-date knowledge of safeguarding issues in relation to children, young people & vulnerable adults
- d. They shall keep an up-to-date register of the names of all young people aged over 11 who attend St. Nic's and engage in the youth work. They are responsible for obtaining as much relevant information about the young people as possible:- full names, family details, addresses, 2 x phone numbers, school, medical information (including allergies) and photo permission - and these should be updated every 12 months. This information should be collected, stored, accessed and disposed of according to best practice and legal obligations for data protection.
- e. They are responsible for providing youth activities to the youth of St Nics. They shall coordinate and organise Youth Leaders to carry out these activities.
- f. The Youth Leaders shall provide teaching, activities and support to all those children over 11 years who engage with St Nic's youth activities.
- g. The Youth Leaders are volunteers responsible to the Youth Leadership Team, who are responsible to the Rector

The Lead Recruiter

- a. The Recruiter is a volunteer from the congregation, chosen for the post by the Rector.
- b. They will be supervised/ managed by the Rector and the SC.
- c. They should possess an up-to-date knowledge of safeguarding issues in relation to children & vulnerable adults.
- d. They work in conjunction with APCM. She is responsible for undertaking DBS checks and for requesting and receiving references in respect of prospective volunteers and employees
- e. Their role is also to hold and manage an up-to-date database of all those people at St. Nic's who are DBS checked.
- f. This information should be collected, stored, accessed and disposed of according to best practice and legal obligations for data protection.
- g. They are a member of the St Nic's Safeguarding Team and shares its responsibilities.

Representative for Vulnerable Adults [V.A. Rep]

- a. Is a member of the staff team who additionally works as the VA Rep.
- b. They will be supervised/ managed by the Rector and the SC.
- c. They should possess an up-to-date knowledge of safeguarding issues in relation to vulnerable adults.
- d. They are a member of the St. Nic's Safeguarding Team and shares its responsibilities
- e. Their specific role in the Safeguarding Team is to be aware of any members of the congregation who meet the criteria of a 'vulnerable adult'

Representative for Works among Asylum Seekers

- a. Is a volunteer from the congregation who has an interest in the works among Asylum Seekers and Refugees (currently the English Language School, Hope into Action and Welcome Boxes)
- b. They will be supervised/ managed by the Rector and the SC.
- c. They should possess an up-to-date knowledge of safeguarding issues in relation to Asylum Seekers and Refugees
- d. They are a member of the St. Nic's Safeguarding Team and shares its responsibilities
- e. Their specific role in the Safeguarding Team is that he will be aware of any members of the congregation who meet the criteria of an Asylum Seeker or Refugee

PCC Representative for Safeguarding

- a. The PCC Rep is a volunteer from the PAROCHIAL CHURCH COUNCIL, chosen for the post by the PCC.
- b. They will be supervised / managed by the Rector and the SC.
- c. They should possess an up-to-date knowledge of safeguarding issues in relation to children, young people and vulnerable adults.
- d. They are a member of the St. Nic's Safeguarding Team and shares its responsibilities.
- e. Their specific role in the Safeguarding Team is to be the link person with the PCC.

Independent Representative for Safeguarding

- a. The Independent Rep is a volunteer from the congregation, chosen for the post by the Rector.
- b. They will be supervised/ managed by the Rector and the SC.
- c. They should possess an up-to-date knowledge of safeguarding issues in relation to children, young people and vulnerable adults.
- d. They are a member of the St. Nic's Safeguarding Team and shares its responsibilities.
- e. Her specific role in the Safeguarding Team is to provide an 'independent' view. She is not a member of staff; not involved in any children's work, youth work or work with Adults at Risk.

Compliance and Monitoring Rep.

- a. The Compliance and Monitoring Rep is a volunteer from the congregation, chosen for the post by the Rector.
- b. They will be supervised/ managed by the Rector and the SC.
- c. They should possess an up-to-date knowledge of safeguarding issues in relation to children, young people and vulnerable adults.
- d. They are a member of the St. Nic's Safeguarding Team and shares its responsibilities.
- e. Their specific role in the Safeguarding Team is to ascertain that those who need to complete various training courses do so and also ensure that the Compliance section of the Safeguarding Dashboard is kept up to date.

The Church Operations Manager

- a. The Operations Manager, a paid employee, oversees the day to day running of the Church.
- b. They are supervised and managed by the Rector.

- c. They should possess an up-to-date knowledge of safeguarding issues in relation to children, young people & vulnerable adults.

They are not member of St. Nic's Safeguarding Team but receives copies of minutes of relevant items.

Church Wardens

The Wardens are volunteers elected by the PCC

In particular situations, the Wardens may be included in information sharing with regard to safeguarding matters.

The Volunteer Team

a] Children and Youth Volunteers

The Children's Work and Youth Work rely heavily on the involvement of volunteers from St Nic's congregation to assist them in their work. The number is obviously fluid but there are currently 60 volunteers working with children and young people in the Church.

The Children & Families Minister is responsible for following the correct safeguarding procedures in relation to the recruitment and management of volunteers among the 0- 11's. The Youth Leaders are responsible for following the correct safeguarding procedures in relation to the recruitment and management of volunteers among over 11's. Refer to Sections 6 and 7 below for an outline of these Procedures.

b] Vulnerable Adults Volunteers

If any specific work is identified with individual Vulnerable Adults, those wishing to help would need to be approved as Volunteers following the same procedures as those for working with children and young people.

Any person assisting a Vulnerable Adult in any one of the following tasks on a frequent or intensive basis must have DBS clearance: a] Assistance with bills, shopping and cash/finances b] Transportation c] Providing personal care d] Acting as a 'Lasting Power of Attorney'.

c] Church Supervisors Team

If any member of our congregation is assessed to pose a risk to others at Church, a Safeguarding Contract is drawn up by the Diocesan Safeguarding Advisor, the Rector and the SC. Usually one of the terms of this Contract would be for the individual to be 'supervised' whilst s/he is in Church or attending Church events. St Nic's appoints Church Supervisors to fulfil this role when required. The recruitment of Church Supervisors is not the same as the recruitment of other volunteers. See Safeguarding Document 11.

4 Children's Work

Children's Groups and Activities

The children's work at St Nic's is continually being developed and therefore groups/activities are subject to change.

There are groups held at the Church Centre every Sunday during the period of the 10.45am Family Service. The groups are split into age groups as follows:

Sparks	Age 0 - 2 years	
Ignite	Age 2 - 4 years	
Glow	Age 5 – 10 years	(School years R – 5)

Additionally, family-friendly activities meet on occasional Friday nights or at other times during the year.

There may also be a Children's Weekend Away or other 'seasonal events' such as "Messy Church" and holiday clubs at various intervals during the year.

Expected Ratios of Adult: Child

However small the group or activity, there must be at least 2 adult leaders.

Age of Children	Minimum Number of Adults over 18	Thereafter, the expected Ratio of Adult to Child is at least
0 + 1 years	2	1: 3
2 + 3 years	2	1: 4
4 - 8 years	2	1: 6
9 – 11 years	2	1: 8

Young Volunteers [Aged 11 – 16 years]

A number of young people have volunteered to assist the adult volunteers in running groups/activities for the children. The following procedures apply:

- a. Young Volunteers do not count as an adult in the Adult: Child ratio figures
 - They cannot be used in place of an Adult Volunteer
 - They do count as a child in the ratio and the Adults are responsible for their welfare.
- b. Young Volunteers must follow a similar Recruitment Process [see later] as Adult Volunteers except there is no requirement for them to be interviewed. DBS checks must be done for Young Volunteers over 16 years of age. See Safeguarding Document 12 for under 16's.
- c. Young Volunteers must not be left alone with children under any circumstances. They must not take children to the toilet.
- d. Young Volunteers must not be asked to undertake any administrative tasks.

Registration of Children

All children who participate in groups/activities with St Nic's must be formally registered.

There is a Registration Form which must be completed by the child's Carer. If the Carer does not have 'parental responsibility' then the Form must be completed by the person who has.

Communication with Children

General communications to a whole group should only be made using authorised Social Media sites, eg. Facebook and WhatsApp. Our Named Person, to whom all workers are accountable in respect of Social Media, and who authorizes the sites to be used is the Operations Manager.

Communications to specific children should be made through their parents. Individual children should never be contacted directly by a Leader. If an individual child contacts a Leader directly, that Leader should not reply to it, but forward the message to another Leader immediately.

Leaders may not befriend individual children on social media outside of the groups set up specifically for the purpose.

Texts, other communications or conversations that raise concerns should be saved and passed to the Rector or SC.

Photographs of children may only be taken on cameras supplied and owned by the church. They may not be taken using personal equipment. Images may only be shared with the subjects concerned (and with the consent of all the subjects) and / or the Communications Officer (for further use). If it is necessary to retain images, this should be done by the Communications Officer. Images should be deleted as soon as they are not required.

Administration of Groups and Activities

A] Regular Groups and Activities

Registration is normally completed on-line direct to ChurchSuite

There is an Admin File for every regular group/activity which contains the following paperwork:

Register: Safeguarding Document 2

Volunteers must ensure that this is completed for every session where it has not been possible to use ChurchSuite

Registration Form with Video / Photo Consent: Safeguarding Documents 3a

There must be a completed Registration Form, for each child in attendance, including consent for the use of images and videos of the child. This is to be reviewed annually. Electronic copies are held on ChurchSuite

Accident Log: Safeguarding Document 4

This must be completed in respect of all accidents, however insignificant, and handed to the Admin staff in the Church Office. The parent / Carer should be offered a copy.

Safeguarding Concern: Safeguarding Document 5

This form is to be completed by any Volunteer who has concerns of a child protection nature during a session and submitted to the Safeguarding Co-ordinator.

B] One-Off Events and Activities

If one-off events or activities are planned [which do not include parents], all the above administration is still applicable.

In addition: A letter / email should be sent to parents which should include the following:

- a. Details of the event, when and where
- b. Transport arrangements
- c. Contact details of Activity Leader(s)

- d. A consent slip for parents to return to the Children & Families Minister to also include
- parental consent regarding photos & videos taken during the event
 - a request for parents contact details during the time of the event.
 - Medical, Allergy and Medication Information

(This latter may also be completed or up-dated at any time on-line via ChurchSuite)

See 'Parental Consent Letter' [Safeguarding Document 6]

The Responsibilities of Parents/Carers

The Church expects parents/Carers to take responsibility for their own children's care and protection in the following ways:

A] Within the Church building and its grounds

- St Nic's is situated on a busy dual carriageway. Parents should supervise their children appropriately and ensure that children under 11 are not left outside the Church unaccompanied, even if there are a group of children together or there are other adult members of the congregation. Every parent must be responsible for their own child.
- St Nic's is a very busy Church. It is a hive of activity both before and after all Sunday Services. Parents must ensure they know of their children's whereabouts inside the building during this time. There are often unknown visitors to the Church and a cautious approach must be taken to ensure the safety of our children.

B] Registration of children for Church activities

Parents / Carers must ensure that the Children and Families Minister has a completed Registration Form in respect of their child before s/he can participate in any classes or activities.

C] Transfer of children to and from Sunday Groups

It is the responsibility of parents / Carers to take their children (aged under 11) at the specified time to the volunteers who are running the Sunday Groups and to collect them at the specified time.

D] Transport of children to and from other Church activities/events

It is the responsibility of parents to take and collect their children or make their own personal arrangements with a known and trusted adult. If volunteers are driving children, they are to check they have appropriate insurance and to follow best practice guidelines.

Other Children Using St Nic's Premises

If other Groups are using St Nic's premises, then the Adult Leaders responsible for these children must have their own Safeguarding Procedures and be responsible for the safeguarding of their own children.

If such a situation becomes a regular event, then the Safeguarding Procedures of that Group should be copied and stored at St. Nic's.

5 Youth Work

Youth Groups and Activities

Youth Work at St Nic's is delivered by in person and online gatherings. Youth groups alter and change subject to the activity, external risks like COVID19 and the pressures of young people. Regular activities, under the remit of the Youth Leaders are;

- a. Every Sunday, during the time of the 10.30am Family Service, there is a group (Uncover) held for the 11-14 year olds (School years 6 – 9)
- b. Every Sunday between 5.30pm and 6.30pm there is a group (Discover) held for the 15 – 18 year olds (School years 10 – 13)
- c. Alternate Fridays there is a group (Encounter) for school years 8+
- c. National Youth Camps or Events. for 11 -18 year olds.

Expected Ratios of Adult: Young Person

Age of Young People	Minimum Number of Adult Leaders	Ratio of Adult Leader to Young Person
11-12 years	2	1:10
13 – 18 years	2	1:12

However small the group/ activity, it is a requirement to have at least 2 Adult Leaders.

With young people over 11, 'sound judgement' may be used – 'visibility' and 'hearability' are the key e.g. A group may be run by one Adult Leader in situations where there are other groups/activities taking place in adjacent rooms and doors can be left open.

With regard to days out and overnight trips, it is essential to have a gender balance of Adult Leaders where appropriate to reflect the group membership.

Registration of Young People

All young people who participate regularly in groups/activities with St Nic's must be formally registered and a record kept of their attendance.

Before participating in youth activities, a paper or online Registration Form must be completed by the young person's Carer. If the Carer does not have 'parental responsibility' then the Form must be completed by the person who has.

The online registration form is updated and reviewed annually by the Youth Leader Team and SC.

Administration of Groups and Activities

The youth team use a cloud based service, Google Drive, for administrative purposes of conducting youth work. Youth work falls into two categories;

5.1.1 Regular Groups and Activities

There is a virtual Admin File for every regular group/activity which contains the following information:

Online Registration Form (Safeguarding Document 3b):

Each young person in attendance shall have a completed Registration Form. The form shall include all information listed in Safeguarding Document 3, including Medical Information and consent for the use of photo and video images.

This information is stored on a Google Drive and uploaded to ChurchSuite Database.

An online registration form shall be include permission to attend one-off events and activities.

(There is also a **Paper Registration Form (Safeguarding Document 3b)** for use when online registration is not possible for any reason)

ChurchSuite Connect Register (Safeguarding Document 2):

Volunteers must ensure that this is completed for every session. Volunteers shall use ChurchSuite for recording attendance.

Accident Log (Safeguarding Document 4):

This must be completed in respect of all accidents, however insignificant.

Safeguarding Concern: Safeguarding Document 5

This form is to be completed by any Volunteer who has concerns of a child protection nature during a session.

This is a paper form and shall be completed by the Leader with the concern; scanned, forwarded to the SC and then uploaded to the google drive.

5.1.2 One-Off Events and Activities

If one-off events or activities are planned [which do not include parents], a Registration Form as above must be completed beforehand.

In addition: Parents will be sent a text (or email) message which will include the following:

- a. Details of the event, when and where
- b. Transport arrangements
- c. Contact details of Workers

Communication with Young People and Parents

St Nics Youth Leaders shall communicate with young people using a WhatsApp group only. Our Named Person, to whom all workers are accountable in respect of Social Media, and who authorizes the sites to be used, is the Operations Manager.

St Nics Youth operate four WhatsApp groups; Uncover, Discover, Parents and Leaders. A WhatsApp Group shall operate like an activity/gathering; parental consent is required and leader numbers shall meet the required ratios.

Young people are placed in groups that reflect their Sunday Group, Parents in parents only (with no young people) and Leaders is a chat for Leaders only.

5.1.3 Leader Behavior Guidelines

Youth Leaders shall be group admins and use the group for communicating information about Youth Activities and Church Activities only. Leaders shall moderate young people's messages according to the Young People Behavior Guidelines. In the same way as a public gathering, Leaders shall be vigilant and perceptive of discussions and disclosures. Leaders shall only communicate in the group between 9am and 9pm.

Communications to specific young people should be made through their parents. Individual young people should never be contacted directly by a Leader. If an individual young person contacts a Leader directly, that Leader should not reply to it. They should immediately inform another leader that a young person has messaged them.

When a message is sent directly from a young person that requires a response, the leader must include another leader in their reply to the young person. For example;

- young person messages leader directly.
- Leader does not reply in this group but opens a new chat window with the young person and another leader then sends their reply, if more than a single reply is required they should suggest that the young person emails the youth email account.
- Leader ensures they explain to the young person that they cannot message them directly.

Leaders may not befriend individual young people on social media outside of the groups set up specifically for the purpose.

Texts, other communications, or conversations that raise concerns should be saved and passed to the Rector or SC.

5.1.4 Young People Behavior

Young people are encouraged to use the WhatsApp group to build fellowship and share encouragement. Young people may ask questions of the leaders but should be aware of the Leader's behavior guidelines. A young person should not contact a Leader directly, but, should use the open group. A young person's message shall be moderated by the leader. Messages should be of an encouraging nature, only to build and nurture friendship and common good spirit. Messages outside of this, such as bullying, banter or spam shall be moderated and removed. Young people face removal from the group if they fail to comply with these guidelines.

If a young person wishes to commune with a Leader not in an open group, the young person should use the communal Youth Gmail Account. The Young Person should use a Subject Heading to identify a specific Leader, if the conversation is of a personal and sensitive matter. Email: youth.stnics@gmail.com

5.1.5 Storage of Data

The Youth Team shall use a Google Drive for administrative purposes, under Password Protection. This drive shall store data; young people datasets, safeguarding information (not disclosures), finance, health and safety, risk assessments, group plans and resources. This online storage platform shall be password protected and accessible by the Youth Leadership Team and our Named Person, who is the Operations Manager.

Communications conducted via WhatsApp shall be periodically uploaded to the Drive, as a record of the conversation undertaken by the Leaders, Young People and Parents. This record shall only be accessed if asked by or on behalf of the SC.

5.1.6 Photographs

Photographs of young people may only be taken on cameras supplied and owned by the church. They may not be taken using personal equipment. Images may only be shared with the subjects concerned (and with the consent of all the subjects) and / or the Communications Officer (for further use). If it is necessary to retain

images, this should be done by the Communications Officer. Images should be deleted as soon as they are not required.

Online Youth Activities

As a result of the COVID19 Pandemic, youth activities have been conducted on an online platform. For meeting online, the Leadership shall use Zoom to host and conduct Youth Activities. A leader shall use their personal account with the following conditions;

- The Zoom meeting must be set up as a scheduled meeting, not using the Leader's Personal Meeting ID (PMI)
- The meeting room must be password protected and waiting lobby enabled.

The Zoom meeting shall be conducted as if in person. Registers, ratios and risk assessments shall be applied in accordance with Sections 0, 0 and 0. Young People shall be kept in the lobby until Leader ratios are satisfied with a minimum of two leaders in any online session.

Young people are expected to behave in a polite and appropriate manner, and as in a physical gathering, young people who misbehave or conduct inappropriately will be asked to leave by the Youth Leaders.

Responsibilities of Parents/Carers

The Church expects parents/carers to take responsibility for their own young people in the following ways:

A] Within the Church building and its grounds

St Nic's is situated on a busy dual carriageway. Parents should supervise their young people appropriately whilst outside the Church building.

St Nic's is a very busy Church. It is a hive of activity both before and after all Services. Parents should ensure they know the whereabouts of their young people inside the building during this time. There are often unknown visitors to the Church and a cautious approach must be taken to ensure the safety of our young people.

B] Registration of young people for Church activities

It is the responsibility of all parents to ensure that the Youth Leader has a fully completed Registration Form in respect of their young person before s/he can participate in any Church activities.

C] Transport of young people to and from Church activities

Unless the Youth Leader makes alternative arrangements it is the responsibility of parents to transport their young people to and from all Church events or ask a known/trusted adult friend to do so.

If unplanned, ad-hoc situations arise, then all efforts should be made to contact and inform parents and youth workers. Youth workers and volunteers must use 'best practice' guidance when transporting young people and ensure that they have appropriate insurance. If a young person is driving and offering lifts, then the parents of the young people allow this at their own discretion and risk.

Mentoring Agreements

When a mentor relationship is arranged between a volunteer and a young person, a Mentoring Agreement must be put in place. This will be agreed at a meeting between the young person, the Mentor, the Mentor's supervisor [either the Youth Leader or other appropriate person] and the parents. This Agreement will cover all the necessary safeguarding issues. The mentor must notify their supervisor, by text or email, of both the time and location of each meeting; and that it has concluded without incident.

See Safeguarding Document 10

Other Youth Groups Using St Nic's Premises

If other Youth Groups use St Nic's premises, then the Adult Leaders responsible for these Groups must take responsibility for the safeguarding of their own young people.

If this situation becomes a regular event, then the Safeguarding Procedures of the Group should be copied and stored with the St Nic's Safeguarding Procedures.

6 Safe Recruitment Procedures

Principles

The church, in all aspects of its life, is committed to and will champion the safeguarding of children, both in society as a whole and in its own community. It fully accepts, endorses and will implement the principle first enshrined in the Children Act 1989: the welfare of the child should be paramount. The need to follow the same process for recruiting paid staff and volunteers alike is emphasised. This policy also applies to those who are recruited as self-employed on a contract basis.

Responsibility for Appointments

The appointment of paid staff is the responsibility of the Rector and the Parochial Church Council.

The appointment of volunteers is the responsibility of the PCC but, in practice, much of the process is delegated to the Safeguarding Team, in particular the Children & Families Minister / Youth Leaders and the Lead Recruiter.

Role Descriptions

For every paid and volunteer post there must be a clearly defined written Role Description which should include:

- A 'person specification' [the kind of person required to do the job]
- Role title
- Duties of the role
- Terms and conditions of the role
- Named Supervisor – to whom the worker is accountable

See Safeguarding Document 7 'Role Description For Volunteers'

Application Forms

For every paid and volunteer post there must be an Application Form which should include:

- Any previous experience of working with children and young people.
- The names of 2 Referees.
- Where a DBS check is required a 'Diocesan Self Declaration' regarding criminal offences.

Information about St Nic's Safeguarding Policy and Procedures should be provided to every Applicant, who is also required to complete the C0 (Zero) online Basic Awareness of Safeguarding Course .

See Safeguarding Documents 8a and 8b 'Application Forms for Volunteers' (Or Document 12 Application Form for Youths under 16 Volunteering to Work with St Nic's Kids).

DBS Checks

The applicant must complete an E Bulk Form.

No applicant should be offered a post until the Recruiter has provided satisfactory clearance. Volunteers may attend one taster session before they complete and submit their DBS application form, and then continue volunteering but under close supervision [no lone-working] until their DBS Clearance has been received.

If the check indicates any cause for concern, guidance must be sought from the DSA regarding the Diocesan process, which is designed to provide for restoration and rehabilitation in appropriate circumstances.

Only DBS checks undertaken through the Diocese are acceptable. It is not acceptable to rely on or use DBS checks undertaken by other agencies unless the cover provided by that check is applicable and has been transferred to us by use of the DBS Update Service.

Young Volunteers under 16 and Church Supervisors do not need to be DBS checked.

Interviews

In the case of paid staff:

The PCC will appoint an appropriate Interview Panel.

In the case of volunteers:

The Interview will be undertaken by the Children and Families Minister / Youth Leader. If necessary, the SC may also be involved.

The main functions of the interview are as follows:

- An assessment of the applicant's personal suitability to the post e.g. qualifications, previous experience, skills, interests, health, integrity, respect in relation to diversity issues etc.
- Clarification of the applicant's understanding of the job.
- Clarification of the applicant's understanding of and commitment to the Safeguarding Policy/Procedures

Appointment Contract

(For paid staff only) All parties [the appointee, the Supervisor and Rector] will then sign a Contract regarding the terms and conditions of the post. This will include a condition regarding the satisfactory completion of a 3 month probationary period.

Probationary Period

(For paid staff only) During this 3 month period the applicant's Supervisor should make an ongoing assessment of the applicant's suitability.

SUMMARY OF PROCESS: VOLUNTEER RECRUITMENT

The Appropriate person meets the applicant:

1. Applicant is provided with a Role Description & the Diocesan Quick Reference Guide to Safeguarding.
2. The Appropriate Person (in conjunction with the SC) decides which type of DBS check is necessary if one is required.
3. The applicant completes Application Form(s) including the Diocesan Self Declaration. They supply 2 referees and complete the CO (Zero) on-line Basic Awareness of Safeguarding Course.

The Appropriate Person receives the application form:

1. The Appropriate Person sends off for References.
2. Where applicable, the Recruiter emails the Applicant an online DBS Application Form and the Diocesan Confidential Declaration Form,
3. Once Applicant has completed the Form, the Recruiter will Meet the Applicant to check the Applicant's ID Complete the Recruiters Section and send the Form electronically to APCS

APCS will check & authorise the submission & forward to DBS

Once DBS have completed the check, DBS will :

1. Send a Paper Certificate to the Applicant
2. Send an electronic result to APCS, The Diocese & the Recruiter. The result will only state 'Certificate contains no information', 'None Requested', 'None Recorded' or 'Blemished / Not Clear' but gives no details.

The Recruiter receives the electronic DBS result:

1. If Certificate is marked anything other than 'Blemished / Not Clear' Applicant may start work.

(Appointment Contract to be signed. Probationary period of 3 months).

2. If Certificate is marked 'BLEMISHED/NOT CLEAR':
Recruiter must ask the Applicant for the Paper Certificate & post it [marked confidential] to the Diocesan Safeguarding Advisor
Applicant must not start work until the DSA has agreed.

7 Safe Employment Procedures

Training

St Nic's will ensure that all paid staff and volunteers are provided with appropriate training and learning opportunities.

Interview Panels must ensure that a discussion takes place with applicants regarding the requirement for them to attend any training provided for them.

The Rector and Church Staff

They will take personal responsibility for their own learning - through literature and by ensuring they attend all relevant training events. In the event of new staff being appointed it is the responsibility of the Rector to ensure that they have received, read and understood the Safeguarding Procedures.

The Children and Families Minister / The Youth Leaders will ensure that:

- Volunteers are provided with guidance and teaching aids to assist them in their work.
- Volunteers are informed of any relevant Diocesan training courses which may be of benefit to them.
- The regular individual training needs of volunteers are discussed with them during termly Team Meetings.

The SC will ensure that:

- She has an up-to-date knowledge base re all aspects of Safeguarding: changes in legislation, changes in Diocesan procedures, Government policy and initiatives etc.
- She will be available as a 'training resource' to the Rector and Church Staff who wish to consult on any matters pertaining to child protection.
- She will oversee the completion of Diocesan Safeguarding Training for all volunteers and paid staff as required.
- She will arrange for / provide additional Safeguarding courses [if required] with specific input regarding St Nic's own Safeguarding Policy and Procedures.

For information on training events, contact the Diocesan Director of Training or DSA.

Supervision

The purpose of Supervision is to:

- Enable the Worker to undertake their job well
- Support the Worker.
- Monitor the Worker's performance

Informal Supervision

Every Worker will have ready and immediate access to their Supervisor – for support, guidance and to give them the opportunity to discuss any pertinent issues as and when they arise.

Formal Supervision

Every Worker should have planned/scheduled Supervision Sessions with their Supervisor.

- These sessions are a two-way process with the Worker and Supervisor each bringing their own agenda.

- These sessions are, by their planned nature, intended to be more reflective.
- A formal Supervision Session should take place every 3, 6, 9 or 12 months, depending on the type and complexity of the job, the needs of the Worker, any concerns the Supervisor may have etc.
- With specific regard to Volunteers, a formal Supervision Session every 12 months is suggested as good practice. 'Young Volunteers' [all under 18's] do not have to be included in this process.

Due to the large number of volunteers at St Nic's, it is not currently possible to offer every volunteer a 12 monthly Formal Supervision Session but it will be our goal to work towards this.

In the meantime:

- Formal Supervision Sessions will only take place if either the Volunteer or Supervisor feel there is a specific need for one.
- Due to the absence of Formal Supervision, Informal Supervision will be easily accessed and used.
- The Supervisor will ensure they regularly observe the Volunteer whilst in post

See Safeguarding Document 9 'Supervision Session with A Volunteer', which can be used when felt appropriate by either party.

Annual Reviews of Volunteers

The purpose of an Annual Review :

- To reflect on the work of the last 12 months
 - What went well?
 - What could be improved upon and how?
 - What went badly and needs to be changed?
- To consider and plan the work of the next 12 months
 - Does the Worker wish to continue being a Volunteer?
 - Does the Worker wish to change his/her role?
 - Does the Worker have any training needs?

The format of Annual Reviews:

Good practice recommends that an Annual Review should take the form of a meeting between the Worker and the Supervisor.

With regard to volunteers, it is not currently possible to achieve this at St Nic's but it will be a goal we will work towards.

Continuation of Volunteering:

If the Volunteer and Supervisor are both satisfied then the Volunteer may continue to volunteer.

The volunteer should not be permitted to continue if:

- DBS clearance has expired and not been renewed.
- Necessary training has expired and not been renewed.
- The Supervisor has concerns about the Worker. If this is the case, the Supervisor should refer to Section 7.5 below.

DBS Renewals

DBS checks must be renewed every 3 years.

It is the responsibility of Workers to ensure that the Recruiter receives all necessary documents in time for the DBS renewal.

Procedures when concerns arise

- Concerns about the behaviour of workers

If any member of the Church has concerns about the behaviour of a paid employee or volunteer which may impact on children or young people, then the following procedures should be followed:

- i. The person should raise their concerns immediately with either the SC, the Children and Families Minister / Youth Leader or Rector
- ii. If the concerns are about any of these people, then the person with concerns should speak to the DSA.
- iii. There is a clearly defined Diocesan process for dealing with concerns raised about workers (see: Practice Guidance: Responding to, assessing and managing safeguarding concerns or allegations against church officers) and there is little point in repeating those procedures here. The DSA should be contacted for advice on how to proceed.

b. Expired DBS Clearance

If Volunteers fail to ensure that the Recruiter receives all necessary documents in time for the DBS renewal, then the DBS clearance will expire.

If this happens, the Volunteer will have to be temporarily suspended from any work which includes direct contact with children and young people.

Volunteers must make every effort to ensure that this situation does not arise.

c. Notification of any relevant incident whilst volunteering.

The volunteer is required to inform their Supervisor (or SC or Rector) immediately of any caution, arrest or conviction obtained during their term of volunteering

Confidential Records: Storage & Transfer

Records in respect of Staff Members and Volunteers will be stored in a confidential designated place.

When a Staff Member or Volunteer is suspended, records about their work with children and young people will be kept indefinitely. This is in case

- References are needed for a position in another Church or work elsewhere.
- Concerns arise at some later stage.

When a Staff Member or volunteer resigns with no concerns about their conduct having been raised, records about their work with children and young people will be kept for a period of 3 years.

8 Concerns about a Child or Young Person's Welfare

Concerns Arise

You may develop concerns about a child because of:

- Something the child tells you
- The presentation of the child, physically or emotionally
- Something someone else tells you about the child

Actions To Be Taken By Any Member of The Church

In the best interests of the child, you should be discreet.

Whether you are a member of the congregation, a volunteer, a staff member or member of the Clergy you should follow the procedures outlined below.

In exceptional circumstances it should be remembered that any person has the right to make a direct referral to CSSC.

A] Action to take if a child tells you something of concern

If a child speaks directly to you and makes an allegation of abuse:

- You should listen carefully. Allow the child time to pause. Do not interrupt.
- Do not express any judgement about what the child has said. Do not express any shock, disbelief or any negative opinion about the alleged perpetrator.
- Do not ask leading questions
- Reassure the child that you have 'heard' what they have said and that it was brave of them to tell you.
- Explain that, in order to stop the alleged abuse, you must tell someone who deals with such matters.
- Do not promise the child that the abuse will stop and / or that everything will be o.k. after disclosure.
- Do not question the child.
- Do not speak to the child's parents/ carers.
- Immediately afterwards, you must write down what you have been told. [You will later be asked to complete a form entitled 'Safeguarding Concern' – Document 5]
- You should then speak immediately with the Church's SC. If this person is not available, you should speak to either the Children and Families Minister / Youth Leader or Rector.

You may be distressed by what you hear a child describe. If you wish to talk through your feelings, the SC will be happy to spend individual time with you.

B] Action to take if you have concerns about a child's presentation

You may develop concerns over a period of time, or you may be shocked by a sudden change in the appearance or behaviour of a child.

- Do not question the child
- Do not speak to the child's parents/ carers.
- Write down your concerns. [You will later be asked to complete a form entitled 'Safeguarding Concern' – Document 5]
- You should speak to the SC. If this person is not available, you should speak to either the Children and Families Minister / Youth Leader or the Rector

C] Action to take if someone expresses concern about a child

If someone expresses concern to you about a child, you should listen carefully to what you are being told. Explain to the person that you must share the concerns with the SC and invite the person to do this with you.

- Do not question the child
- Do not speak to the child's parents/ carers
- Write down exactly what you have been told [You will later be asked to complete a form entitled 'Safeguarding Concern' – Document 5]
- You should then speak with the SC. If this person is unavailable, you should speak to either the Children and Families Minister / Youth Leader or the Rector

Subsequent Action by St Nic's Personnel

Whether it was the SC, Children and Families Minister, a Youth Leader or the Rector who was told of the concerns, the other three should be apprised of the situation as soon as possible.

From this point on, the SC will take responsibility for recording all discussions / actions.

The SC will contact the DSA for advice on how best to proceed.

Action by the Diocesan Safeguarding Advisor

Following consultation with the DSA, there are a range of possible courses of action:

- No Further Action
- Further Information Is Required
- Referral to other agencies - Children's Services Social Care; Police; other

A. No Further Action

It may be decided that the information received warrants no further action.

The SC will make a record and all the information will be stored in a confidential and designated place

B. Further Information Is Required

It may be decided that more information is needed before any further decisions can be made.

- a. The SC will arrange a Safeguarding Team 'Planning Meeting'.

A decision will be made as to what further information is required and how to gather this

- Should the situation be merely monitored?
- If so, who is the best person to do this and what should be observed?
- Should a discussion take place with the parents?
- If so, who is the best person to do this and what should be discussed?
- Is information required from other sources? The DSA is able to access information from a variety of different sources.

Note: It is not the job of the Safeguarding Team to investigate concerns, but merely to establish if concerns exist

- b. A Safeguarding Team 'Review Meeting' will be held.

On the basis of the further information gathered, an opinion will be formed as to whether any further action is required

- c. The SC will update the DSA, share the views of the Team and seek advice on further action.
- d. The SC will ensure that the Rector is fully apprised of all developments

C. Referral To Children's Services Social Care

A referral to CSSC can be made for one of two reasons:

- Investigation of Concerns - Section 47, Children Act 1989
- Access to Support Services - Section 17, Children Act 1989

It may be decided that a referral to CSSC is required:

- a. The DSA will decide if it is appropriate to inform the following people of the decision to refer
 - The child
 - The child's parents/carers
 - The person who first raised the concernsThey will only be informed if this does not jeopardise the child's welfare or any future statutory investigations.
- b. The DSA will usually take responsibility for making the referral. However, if concerns arise at a time when the DSA is not available, then the referral may be made by the SC or the Rector.
- c. The SC will ensure that The Safeguarding Team and Rector are kept fully apprised of all developments.

Involvement by The Statutory Agencies

The DSA will be the link between the Church and any statutory workers, liaising as necessary.

St Nic's will co-operate with and assist the statutory agencies regarding any investigations of abuse against a child.

The person who raised the initial concerns may be asked to meet with a statutory worker or attend a Strategy/ Inter-Agency meeting or Safeguarding Conference. The DSA and/or SC will offer support to this person by preparing them for what to expect and accompanying them to any meetings arranged.

The Rector and any other key personnel at St Nic's may also be invited to attend Meetings. Again the DSA and/or SC will offer support and attend with them.

In some cases, legal proceedings will be initiated – either criminal or family law. People from Church may be required to give evidence. The DSA and/or SC will offer advice/ support and attend with them.

NOTE: If you are telephoned by a statutory worker, you should always

- Make a note of their name, role, workplace and switchboard telephone number [not direct line or mobile].
- Phone them back. In this way, you can be sure of whom you are sharing sensitive/ confidential information.

Pastoral support for all involved in investigations of abuse

The impact of abuse investigations cannot be overstated.

During and following an investigation of alleged abuse, consideration must be given as to what support may be needed by all those involved:

- The child
- The child's siblings
- The child's parents/ carers
- The alleged perpetrator or person deemed to pose a risk
- The partner of this individual
- The children of this individual
- The person who initially raised the concerns
- Those personnel in Church who are directly involved
- Members of the congregation

Despite all best efforts to maintain confidentiality, members of the congregation may become aware of the situation. There will inevitably be an ambivalent response. Many and varied needs may arise.

It is the responsibility of the Rector, DSA and SC to ensure appropriate support packages are available to all those who request them.

'Informed' Support

It is crucial that the right support is offered. It is a highly complex field and 'informed' support is vital. Well-intentioned but misguided support can be more damaging than helpful – setting the person back rather than helping them move forward.

Support should only be offered following consultation with any statutory or voluntary agencies already involved. This is to ensure that any support offered by the Church does not undermine or jeopardise any ongoing work by those agencies e.g. legal proceedings [criminal or family law], therapeutic intervention, family assessment work etc.

Advice regarding appropriate support

The Diocesan Safeguarding Procedures provide useful advice and guidelines for support packages. See: 'Practice Guidance: Responding to, assessing and managing safeguarding concerns or allegations against church officers'.

Confidential Safeguarding Records : Storage & Access

Safeguarding records are strictly confidential.

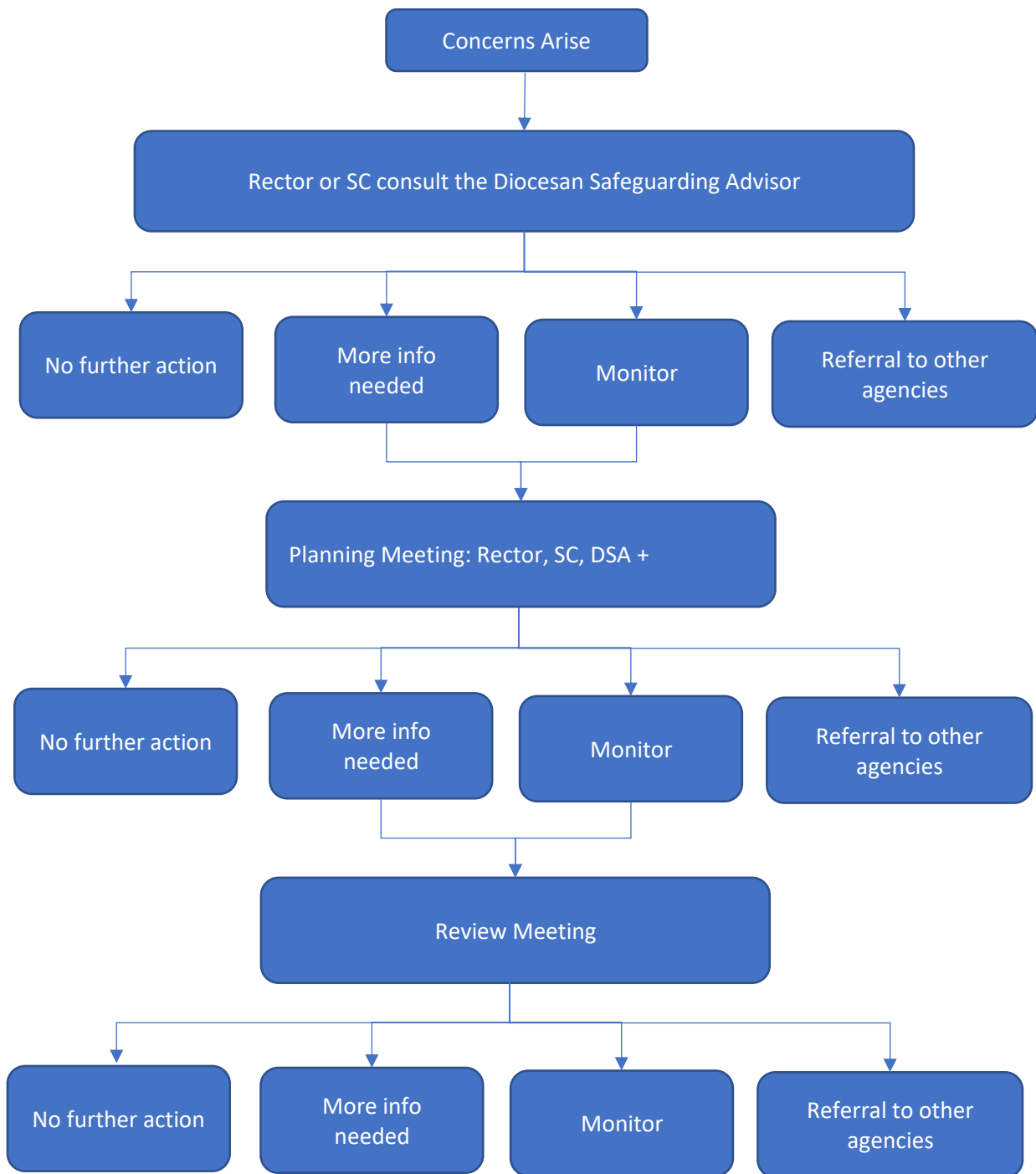
Safeguarding records will be kept for an indefinite period.

The SC is responsible for contemporaneous record keeping.

The Rector is responsible for confidential storage of those records in a designated place.

The Rector and SC will consult the DSA, on a case by case basis, regarding who should have access to certain information. This will be strictly on a NEED-TO-KNOW basis

Concerns about a Child: Action Flowchart



9 Managing adults who pose a risk of harm to children or young people

Introduction

Legislation

'Risk Of Harm' adults include :

- Individuals who have convictions for offences against children, but also
- Individuals whose convictions or behaviour, either past or present, present a risk to children

Research

Research has indicated that there are a higher percentage of convicted offenders in Church congregations than in the population generally. St Nic's is particularly vulnerable because it is a very large Church and in a City Centre location. Clearly defined procedures are therefore crucial.

Church Life

Adults who pose a 'risk of harm' may join St Nic's for a number of reasons:

- There may be those who are authentic in their religious conversion. They may wish to discover a Christian life, to turn to Christ and to turn away from perpetrating abuse. These people need our support to assist them in their long and difficult journey.
- There may be others who view the Church as a place full of children, full of trusting adults and therefore an ideal place to perpetrate abuse.

Our Responsibilities

As a Church we have a responsibility to support adults who pose a 'risk of harm'. They need to know that, at St Nic's:

- a. We will accept them into our congregation and treat them with respect and dignity.
- b. We will offer support and spiritual guidance.
- c. We will work with them if they work with us.
- d. We will be rigorous in our assessment of whether they are spiritually authentic or merely using the church as a route to abuse.
- e. We will illustrate that, as a Church community, we are not naïve but are informed in our understanding of the abusive behaviours of perpetrators. This will be very reassuring to the authentic and will be a blocker to those who are not.
- f. We will establish clear boundaries for them – to protect them and to protect the children of the Church. This will be very reassuring to the authentic and a blocker to those who are not.
- g. We will not tolerate abuse and we will involve the statutory agencies if necessary

St Nic's procedures in relation to adults who pose a 'risk of harm' will follow the Diocesan's three basic stages - Information gathering; Analysis; Action.

Procedures when a person who poses a 'risk of harm' joins or is already a member of St Nic's

If any Church member becomes aware that another member of the congregation poses a 'risk of harm' to a child, then this person should inform the SC or Rector immediately.

The following procedures will then be followed:

- a. The Rector or SC will inform the DSA
- b. The DSA will seek further information from all relevant sources eg. Police, Probation, CSSC, any previous or other Churches.
- c. A Planning Meeting will be held.
 - The information gathered will be shared.
 - The information will be analysed in light of the person's current position/behaviour
 - Details of a 'Safeguarding Contract' will be considered.
- d. The DSA will then be responsible for devising the 'Safeguarding Contract'. This will include details such as:
 - Any convictions or behaviours of concern
 - Which service is it most appropriate for the person to attend

- What other events is it appropriate for the person to attend
 - Expectations regarding the person's behaviour in Church or at events.
 - Who, within St Nic's, needs to be informed
 - What action will be taken if the person fails to comply with the Contract.
 - Who is responsible for supervising the person's adherence to the Contract. At St Nic's we have an established 'Supervisors Team' whose role is to supervise individuals who attend St Nic's under the terms of a Safeguarding Contract.
 - What pastoral support should be offered and by whom
 - A Review date.
- e. A Contract Meeting will be held involving the person, the DSA, the Rector and the SCC.
- The Plan will be discussed with the person, ensuring that s/he understands a) the details and b) why it is necessary.
 - All parties sign. If the person does not wish to co-operate/sign, the DSA will seek legal advice.
- g. A Review Meeting will be held after 3 months.
- This will involve the DSA, the Rector, SCC and any other person directly involved [eg the person 'supervising' the Contract, or the person who is offering pastoral support].
 - These personnel will meet alone initially and then the person subject to the Contract will be invited to join the discussion.
 - Consideration will be given to the 'workability' of the Contract and its effectiveness in safeguarding children. Changes will be made as necessary.
- h. Thereafter, Review Meetings will be held at appropriate intervals e.g. 3 or 6 monthly.
- i. The DSA will continue to liaise with any Statutory Agencies who may be involved. St Nic's personnel may be required to attend Inter-Agency Meetings together with the DSA.
- j. The SC will be responsible for recording and storing all information in a confidential and designated place.

Procedures when a person who poses a 'risk of harm' leaves St Nic's

A person who is subject to a 'Safeguarding Contract' may leave St Nic's to join another Church or it may become apparent that the person is attending other Churches at the same time.

If this situation arises, the following procedures should be followed:

- a. The Rector or SC should inform the DSA.
- b. The Rector or SC should speak with the person to:
 - Obtain their new address if they are moving
 - Establish the name/address of their new Church or any other Churches they may be attending
 - Seek their permission to contact the Incumbent of the new or other Churches to share information about them
- c. The DSA will pass on all relevant information to the Incumbent of the new Church.
- d. The DSA will inform all relevant Statutory Agencies of the change in the person's circumstances.
- e. The DSA, Rector and SC will attend a meeting with the Incumbent at new Church if requested.

Procedures if concerns arise about the behaviour of an adult at St Nic's

Concerns may arise about an adult at St Nic's in terms of his/her behaviour towards children.

The following procedures should be followed:

- a. The person who has concerns should speak immediately to either the Rector, the SC, or the Children and Families Minister / Youth Leader.
- b. If the concerns are about any of these 3 people, then the person with concerns should speak to the DSA.
- d. There is a clearly defined Diocesan process for addressing such concerns and there is little point in repeating those procedures here. [Section 9.11 of the Diocesan Child Protection Procedures 'Children & Young People First']. The DSA should be contacted for advice on how to proceed.

Pastoral Support

Involvement with adults who pose a 'risk of harm' can be extremely challenging emotionally and spiritually. Consideration must be given as to what support may be needed by all those involved.

- The perpetrator of abuse or adult who is deemed to pose a risk
- The partner of this individual
- The children of this individual
- The person who initially raised the concerns
- Those personnel in Church who are directly involved
- Members of the congregation

Despite all best efforts to maintain confidentiality, members of the congregation may become aware of the situation. There will inevitably be an ambivalent response. Many and varied needs may arise.

It is the responsibility of the Rector, DSA and SC to ensure that appropriate support packages are available to all those who request them – each tailored to individual need.

'Informed' Support

It is crucial to offer the right support. It is a highly complex field and 'informed' support is vital. Well-intentioned but misguided support can be more damaging than helpful – setting the individual back rather than helping them move forward.

Support should only be offered following consultation with any statutory or voluntary agencies already involved. This is to ensure that any support offered by the Church does not undermine or jeopardise any ongoing work by those agencies eg legal proceedings [criminal or family law], therapeutic intervention, risk assessment work etc.

The Diocesan Safeguarding Procedures. Section 5.5 of 'Children & Young People First'

Confidential Safeguarding Records : Storage & Access

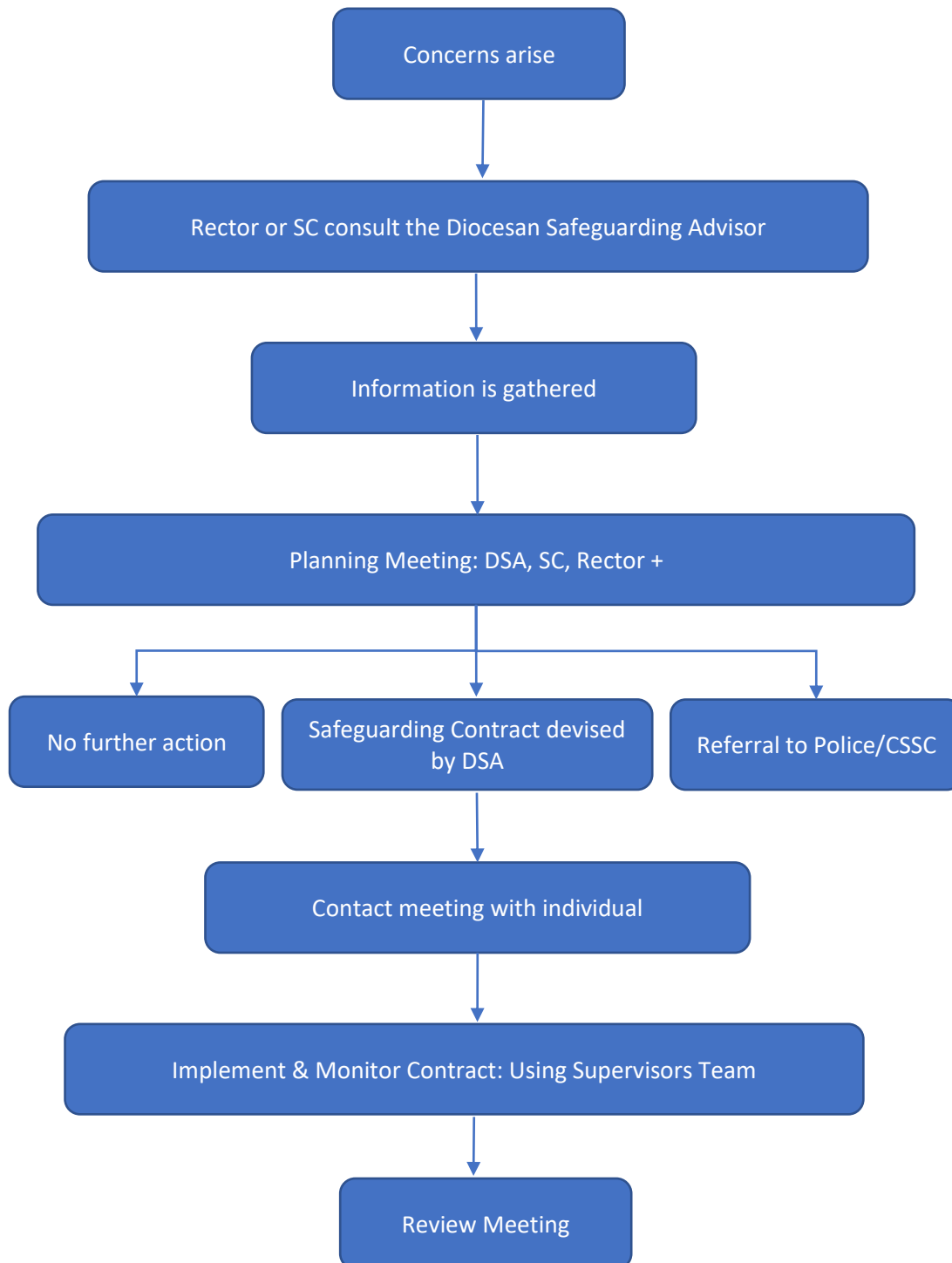
Safeguarding records are strictly confidential.

The SC is responsible for contemporaneous record keeping.

The Rector is responsible for the storage of records in a designated place. They will be kept indefinitely.

The Rector and SC will take advice from the DSA, on a case by case basis, regarding who should have access to certain records. This will be strictly on a NEED-TO-KNOW basis.

Concerns about an Adult posing a risk: Flowchart



10 Care of Adult Survivors of Abuse

Our Responsibilities

There may be adult members of St Nic's congregation who were abused as children.

Some survivors wish for their past to remain a private matter and this must be respected.

Others may wish to share details of their abuse and seek support in their healing. As a Church, we have a responsibility to care for 'the abused child' within these adults and to nurture them on their journey of recovery.

Our Role

Counselling adult survivors is a highly specialised field which requires professional training and experience.

As a Church, we must be aware of our limitations and not embark upon work which we are not qualified to do. Well-intentioned but misguided support can be more damaging than helpful – setting the individual back rather than helping them move forward.

Our role is to listen and support and, if appropriate, refer the individual on to professionally qualified counsellors. The Diocese employs 'Authorised Listeners' specifically for this purpose.

Children still at risk?

The survivor's disclosure may relate to abuse which they suffered 30 or 40 years ago. However, the person who abused them may still be posing a risk to other children.

Some survivors disclose details of their abuse in order to receive counselling/ support and they have no intention of identifying their abuser. This should be respected and they should not be pushed to name their abuser.

Other survivors may wish to pursue their abuser through the criminal justice system and/or wish to ensure that their abuser is no longer abusing other children. If this is the case, the SC and DSA should be contacted for advice on how to proceed. The survivor will need considerable support in this process

11 Safeguarding Documents

Useful Safeguarding Contacts

<p>Diocesan Safeguarding Advisor</p>	<p>Name: Julian Hodgson Workplace: Jubilee House, 8 Westgate, Southwell, NG25 0JH Work Tel: 01636 817200 E mail: Safeguarding@southwell.anglican.org</p>
<p>Police</p>	<p>Central Switchboard 101</p>
<p>Children's Services Social Care</p>	<p>A] Nottinghamshire County: Children's Services Social Care Mon– Fri 8am – 8pm; Sat 8am - Noon: 0300 500 80 80 Out of Hours: 0300 4564 546</p> <p>B] Nottingham City: Children's Services Social Care All: 0115 876 4762 + ask to be connected to the locality team for where the child lives.</p>
<p>Adult Services Social Care</p>	<p>A] Nottinghamshire County: Adult Social Care & Health Dept Mon– Fri 8am – 8pm; Sat 8am - Noon: 0300 500 80 80 Out of Hours: 0300 4564 546</p> <p>B] Nottingham City: Adult Health, Social Care & Housing Dept General switch: 8.30am – 5pm 0300 131 0300</p>

This is a checklist of forms to be used in ALL groups or activities organised for children & young people:

REGISTER

In every session, please complete a Register (either paper or electronic) – writing down the names of all children attending & the names of all the workers present.

REGISTRATION FORM

For every child who attends, please ensure there is a completed and signed Registration Form on file. If there is not, please ask the parent/carer to complete this before leaving their child.

RECORD OF ACCIDENT

Where necessary, please complete the Accident Form and inform the Children and Families Minister

SAFEGUARDING CONCERN

Where necessary, please complete the Safeguarding Concern Form and discuss this immediately with the SC or Children and Families Minister

Document 2: Register (for Children & Young People attending groups/activities)

NAME OF SESSION/GROUP					
CHILD'S NAME	DATE	DATE	DATE	DATE	DATE
NAMES OF WORKERS AT EACH SESSION					

Document 3a: Child Registration & Parental Consent Form

[This form to be completed by the **child's** parent and be renewed every 12 months.]

Name of Child			
Date of Birth		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Address			
Any medical conditions			
Any known allergies			
Any food or snack that the child must not be given			
Name and Contact Details of GP			

Names of Parents, Carers or Persons with 'Parental Responsibility'			
Address			
Home Tel		Mobile	
Email			
Alternative Emergency Contact Person & Tel			

Consent

- I agree to my child participating in the regular children's activities at St Nic's.
- I agree to my child having their nappy changed or being taken to the toilet by a volunteer.
(Please tick here if you would rather we fetch you from Church to do this)
- I understand that I will be sent a separate Consent Form regarding special, one-off activities.
- I will inform the Team immediately of any changes to the details provided on this form.
- I understand that photos and video may be taken of my child and used on the St Nic's website or in other media.
(If you do not wish your child's image to be used please tick here)
- I will submit a new form (or confirm accuracy of details) on request, every 12 months.

Signed (Parent/Carer)		Date	
-----------------------	--	------	--

Document 3b: Young Person Registration & Parental Consent Form

[This form to be completed by the **young person's** parent and be renewed every 12 months.]

Name of Child			
Date of Birth		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Address			
Any medical conditions			
Any known allergies			
Any food or snack that the child must not be given			
Name and Contact Details of GP			

Names of Parents, Carers or Persons with 'Parental Responsibility'			
Address			
Home Tel		Mobile	
Email			
Alternative Emergency Contact Person & Tel			

Consent

- I agree to my child participating both in the regular Youth activities at St Nic's and in other activities that may be arranged from time to time and will be notified separately by text / email.
- I understand that I will be sent a separate Consent Form regarding special, one-off activities.
- I will inform the Team immediately of any changes to the details provided on this form.
- I understand that photos and video may be taken of my child and used on the St Nic's website or in other media. (If you do not wish your child's image to be used please tick here)
- I will submit a new form (or confirm accuracy of details), on request, every 12 months.

Signed (Parent/Carer)		Date	
-----------------------	--	------	--

Document 4: Record of Accident

[This form is to be completed if a child or young person has an accident, however insignificant, during a church activity or group session. The form should be completed either by the person witnessing the accident, or by any responsible adult and should be handed to a member of the Admin Staff in the Church Office, and the Children and Families Minister / Youth Leader informed. A copy should be handed to the parent or carer if at all possible.]

Name of Child			
DOB or age		Type of session (e.g. Sunday group)	
Date, time, circumstances of accident			
Any physical injuries or symptoms noted			
Accident witnessed by			
Was parent/carers informed?			
Was any advice given to parent/carers?			
Form completed by		Form handed to	
Date			

Document 5: Safeguarding Concerns

[This form serves as a referral to be given to St Nic's Safeguarding Coordinator.]

Who completes this form?	This form may be completed by any member of St Nic's
When to complete this form?	If you are concerned about a child or Vulnerable Adult If you are concerned about an adult posing a risk to children: <u>These concerns may arise from:</u> <ul style="list-style-type: none">• The persons behaviour• The behaviour of a volunteer/ parent/ member of congregation• Something the child or Vulnerable Adult said to you• Something you were told or overheard

11.1.1 Safeguarding Document 5 – Form of Concern (Parish Recording Document)

St Nic's Nottingham								
PSO		Karen Pheasant		Incumbent		Steve Silvester		
Tel		0115 952 4600		Tel		0115 952 4600		
Email		safestnics@gmail.com		Email		steve@stnics.org		
Subject		Name & Address			Tel/Mobile/Email			
Alleged Victim								
Alleged Abuser								
DOB								
Subject		Name & Address			Tel/Mobile/Email			
Alleged Victim								
Alleged Abuser								
DOB								
Contact Person (Referrer)		Position			Church/Agency		Tel/Mob/Email	
Date(s) referred			Dates(s) opened			Date(s) closed		
Children		Adults		Allegation		(church officer)		
Physical		Domestic Abuse						
Neglect		Financial						
Psych/emotional		Discriminatory						
Sexual abuse		Organisational						
Sexual abuse non-current		Spiritual						
Child sexual exploitation		Online		Modern slavery				
School/Nursery								
GP								
Groups attended								

Initial Information as Reported

Signed

A copy of this form should be retained confidentially in the parish by the **Parish Safeguarding Officer**. A copy should be e mailed to the **Diocesan Safeguarding Adviser**.

Ongoing Record

St Nic's Children & Families Minister
St Nic's Church
79 Maid Marian way
Nottingham
NG1 6AE

Dear Parent/Carer of [insert child's name]

I am writing for your consent for your child or young person to participate in the following activity/event:

Name of Event / Activity	
Date / Time / Venue	
Contact names and mobile numbers of people leading the event	

Transport arrangements: A] or B]

A] Please arrange the transport of your child(ren) to and from this event
B] I am arranging transport and the details are as follows:

If you require and further information, please do not hesitate to contact me.

Please complete the slip below and return to me as soon as possible.

Yours sincerely

Parent's Consent: Reply Slip

Name of Child/Young person	
Name and Date of Event	

I am happy for my child to participate in this event Yes / No

I am happy for photos or videos to be taken of my child Yes / No

At the time of the event I can be contacted on the following telephone numbers:

Home	
Work	
Mobile	

Name (please print)	
Signature	
Date	

For Volunteers wishing to work with Children, Young People or Vulnerable Adults

ROLE TITLE

Church Volunteer. Unpaid.

PERSON SPECIFICATION

General requirements

- To be over the age of 18.
- To have a satisfactory clearance from the DBS.
- To have been a member of St Nic's congregation for at least 6 months.
- For members transferring from another church, who have been a member at St Nic's for less than this time, one of the referees **MUST** be a person of authority from their previous church.
- To be honest and trustworthy.
- To be committed to the job.
- To have a standard of physical and mental health which would not impact upon the work.
- To have an awareness of diversity issues eg gender, race, disability.
- To have an awareness of health & safety issues.
- To have an awareness of safeguarding issues.

Specific requirements for working with Children & Young People

- To have an understanding of child development and children's needs at various ages.
- To have an understanding of the responsibilities involved in working with and caring for someone else's children.
- To have an ability to engage children and an ability to teach them
- To 'enjoy' children and have fun with them.

DUTIES OF THE ROLE

St Nic's undertakes a variety of work with children/ young people aged between 0 -18 years and Vulnerable Adults with a range of different needs.

Different types of work will suit different people - according to their personality and skills.

The Children and Families Minister / Youth Leader can discuss with the Applicant which type of work may be most suited to them. The duties of each type of work vary and the Minister will specify these, according to which type of work you are appointed to.

TERMS AND CONDITIONS OF THE ROLE

Pre-Appointment

Application Form

You are required to complete Application Forms A and B (unless A has been completed previously)

On the Application Form :

- You are required to complete a Diocesan Self Declaration.
- You are required to provide the names of 2 Referees. If you have attended St Nic's for less than 12 months, one of these should be a person in authority from your previous Church. If you have been worshipping at St Nic's for less than 12 months and do not have a previous church, this must be your employer or a similarly professional person who can vouch for your personal integrity.
- You are required to complete the on-line C0 (Zero) Basic Awareness of Safeguarding Course.

DBS Check

You are required to complete an E Bulk to enable a check with the DBS.

*Young Volunteers under 16 and Church Supervisors are exempt from this requirement.

Job Interview

You will be interviewed by the Children and Families / Youth Leader Minister or SC

Probationary Period

(for paid roles) Following a satisfactory outcome to stages 1-4 above, you will be offered a post subject to a probationary period of 3 – 6 months.

Post-Appointment

Named Supervisor

You will have a named Supervisor.

Supervision

Supervision is a two-way process

The purpose of Supervision is to enable, support and monitor you in your work.

a] Informal Supervision

You will have ready and immediate access to your Supervisor- to discuss any pertinent issues as and when they arise.

b] Formal Supervision

We will aim for you to have a Formal Supervision Session with your Supervisor at least every 12 months. They can be more frequent if you or your Supervisor deem necessary. These sessions, by their planned nature, are more reflective.

Training

The Children and Families Minister / Youth Leader will provide you with guidance and teaching aids to assist you in your work and will inform you of any Diocesan training events which may be of benefit to you.

The SC will ensure that Diocesan Safeguarding training is arranged for all St Nic's volunteers at least every 3 years.

You and your Supervisor will discuss your individual training needs in your Formal Supervision sessions.

St Nic's Safeguarding Policy & Procedures

You are expected to have read and understood the Policy and Procedures (A quick Reference Guide for Volunteers). It is expected that you will adhere to the procedures and consult the appropriate personnel as necessary.

DBS Renewals [previously CRB]

DBS checks have to be renewed every 3 years. You must ensure that the Recruiter receives all necessary paperwork from you in time for the renewal. If you fail to do so, your DBS clearance will lapse and you will have to be temporarily suspended from any direct work with children and young people.

Termination of Volunteering

A volunteer who wishes to resign should give the Supervisor as much notice as possible. 3 months notice is desirable.

A Supervisor may temporarily suspend a volunteer, with immediate effect, if that person's DBS has expired and not been renewed within the timescale.

If a Supervisor has concerns about a volunteer's behaviour, s/he should consult the Church's SC and Rector. The Diocesan Safeguarding Advisor will be contacted and, if deemed necessary, the volunteer's contract can be suspended with immediate effect.

Personal Details

Full Name			
Any previous names you've been known by (inc. Maiden name)			
Are you an Adult Volunteer (aged over 18) <input type="checkbox"/> or a Young Volunteer (aged 16 and 17) <input type="checkbox"/>			
If you are a young volunteer, please state your parents/carers names and give your date of birth			
Address, inc. postcode			
How long have you lived here at this address?			
Home Tel.		Mobile No.	
Email			
If you have attended St Nic's for less than 12 months, please state the name and address of your previous church. If you do not have a previous church, please give the details of the point of contact who introduced you to St Nic's or who has been your main contact in the church.			
Please give the name, address and telephone number(s) of someone we can contact on your behalf in the event of an emergency			

Safeguarding

Here at St Nic's we take safeguarding seriously. Before you hand this Application Form in, please complete the on-line C0 Basic Safeguarding Awareness Course. It is available at:
<https://safeguardingtraining.cofeportal.org>

If you do not have access to a computer, please tell the person who gave you this Form and they will be happy to make arrangements for you to access one and sit with you to help you complete it if necessary.

Please print off the Certificate at the end of the course and attach it to this Form.

If you are over 18, you also need to complete the Confidential Self Declaration Form on pages 4 - 7. Completion of this form is a requirement by the Anglican Church nationally. All information received through this means will be held in the strictest confidence by the Rector and Safeguarding Co-ordinator only, and will help us to safeguard you as well. If there are any convictions that you need to declare, please hand this form directly to the Safeguarding Co-ordinator (Karen Pheasant) in a sealed envelope. Wherever necessary and whenever possible, we will create a risk management plan to enable you to contribute safely within an accountable structure.

Safer Working Practices

Please read the 2 page document Safer Working Practices, accessible via the link:-
<https://www.churchofengland.org/sites/default/files/2019-10/Code%20of%20Safer%20Working%20Practice.pdf>

Please tick this box to confirm that you have read it

Reference

Your referee should be someone who knows you very well from a Christian viewpoint.

- If you have been worshipping at St Nic's for less than 12 months, this MUST be the person of authority from your previous church.
- If you have been worshipping at St Nic's for less than 12 months and do not have a previous church, this must be your employer or a similarly professional person who can vouch for your personal integrity.
- Family members may not provide references.

If you are not able to provide a reference from within these categories, please speak to the person who gave you this form or the Safeguarding Co-Ordinator and we can agree what will be suitable for someone in your situation.

Referee	
Name	
Address	
Home or work Tel	
Mobile No.	
Email address	
Relationship to you	

DECLARATION: I declare that the above information (*and that on the attached sheets) is accurate and complete to the best of my knowledge. * delete if not applicable

Name (please print)	
Signature	
Date	
Date of birth	
Address	

Full Name	
Role being applied for	

Reference

In the case of volunteers over 18

- This referee should be someone who knows you from within a similar setting to that which you are volunteering to work in.
- If this field of service is a new opportunity for you, then this referee could also be your Employer or a someone from within the same profession outside of St Nic's who can vouch for your suitability for this role.
- Family members may not provide references.
- This referee must be a different person to your referee in Part A.
- The spouse of your referee in Part A may not provide this reference.

Young volunteers under 18 do not need to provide a second reference.

Referee	
Name	
Address	
Home or work Tel	
Mobile No.	
Email address	
Relationship to you	

Your suitability for the role

Why do you wish to apply for this role?

Please outline any previous experience or future ambitions you have which may be relevant to the role

How much time can you give to this role and what times during the week will you normally be available?

Please give any other information you think may be helpful (e.g. any other languages spoken / musical instruments played / professional qualifications gained / First Aid certificates held, etc.)

Document 9: Record of Formal Supervision Session with a Volunteer

Name of Volunteer	
Name of Supervisor	
Date of Supervision	
Other Persons Present [if any]	

The purpose of a Formal Supervision Session is to:
Enable, Support and Monitor the volunteer's performance

AGENDA ITEMS

Suggestions for the Volunteer's Agenda

- Is the Volunteer clear about their role, duties & responsibilities?
- Has the Volunteer got all necessary knowledge, aids & equipment to undertake their job?
- Is the Volunteer comfortable in their working relationship with other Volunteers with whom they are working?
- Is the Volunteer happy with the accessibility to informal supervision and the frequency of formal supervision?
- Has the Volunteer got any concerns about any of the children or vulnerable adults in their charge?
- Has the Volunteer identified any individual training needs?
- Does the Volunteer wish to change role?
- Does the Volunteer wish to continue working?

Suggestions for the Supervisor's Agenda

- Is the Supervisor satisfied with the Volunteer's performance and conduct?
- Is the Supervisor satisfied that the Volunteer is best placed in the work they are currently doing or is there other work which is more suitable for them?
- Has the Supervisor identified any training needs for the Volunteer?
- Is the Supervisor satisfied with the supervision arrangements?
- Is the Volunteer's DBS clearance still up to date?

MINUTES OF DISCUSSION

RECOMMENDATIONS

1	
2	
3	
4	
5	

DATE OF NEXT FORMAL SUPERVISION SESSION

.....

Signature of Volunteer	
Signature of Supervisor	
Date	

Document 10: Working Agreement For Mentoring of Under 18's

This Agreement is between the Young Person, the Young Person's parents [or those with Parental Responsibility] the Mentor and the Mentor's Supervisor.

Name of Young Person	
DOB	
Address	
Home Tel	
Mobile Tel	

Names of Parents	
Address	
Work Tel	
Home Tel	
Mobile Tel	

Name of Mentor	
Address, if applicable	
Work Tel, if applicable	
Home Tel	
Mobile Tel	

Mentor's Supervisor	
Address, if applicable	
Work Tel, if applicable	
Home Tel	
Mobile Tel	

General terms of a Mentoring Agreement

1. The mentoring relationship has been established with the agreement of the Young Person and the Young Person's parents.

2. The duration of the mentoring relationship will be

Start date

End date [max 12 months]

At the 'end date' the situation may be reviewed and a decision may be made to extend the duration. This must be agreed by all parties.

3. It is recommended that the Young Person and Mentor meet at a regular time and place e.g. Every Tuesday 8pm – 10pm at the Young person's home. Please specify:

4. If alternative arrangements are made to meet – on an unplanned basis – the Mentor must ensure that the Young Person has informed his/her parents.

5. The Young Person and Mentor should not meet alone together in a non-public place.

6. As a general rule, the Young Person and the Mentor should not travel alone together. If such a situation arises, this must be approved by the parents and the Mentor's Supervisor.

7. The Mentor should respect the Young Person's confidentiality.

However, the Mentor must make it clear that :

If the Young Person confides any information to the Mentor which the Mentor believes places the Young Person [or others } at risk of harm, then the Mentor will share this information with the Supervisor and – if necessary - the parents.

8. The use of texts and emails, as a form of communication between the Young Person and Mentor, should be limited to the arranging of appointments only.

Specific arrangements for THIS particular relationship

There may be a need for **specific** arrangements/terms for this particular relationship. If so, please list these here. Be as specific as possible.

Signed: Young Person	
Signed: Parents	
Signed: Mentor	
Signed: Supervisor	

Role of Church Supervisors

If a member of the congregation has been assessed by the Diocesan Safeguarding Advisor to pose a risk of harm, then a Safeguarding Contract will be put in place. This Contract has 2 purposes:

1. *To make it possible for that individual to attend and participate appropriately in the life of St. Nic's.*
2. *To safeguard the members of the congregation*

Usually, one of the terms of the Safeguarding Contract is that the individual is 'supervised' whilst he is in Church. Therefore a Team of Supervisors work on a rota to provide the supervision that is required.

Diocesan Person Specification for Church Supervisors

1. To be a regular Church goer, known to the Incumbent for at least 2 years.
2. To be secure in faith and be flexible in worship style.
3. To be trustworthy and reliable.
4. To be of sufficient emotional strength and stability to cope with the case details and the role of Supervisor.
5. To understand safeguarding issues and to be willing to undertake training if necessary.
6. To have read and understood St. Nic's Safeguarding Procedures in respect of children, young people and vulnerable adults. To understand who to contact if concerns arise.
7. To have an ability to work as part of a team
8. To acknowledge the need for confidentiality

Recruitment of Church Supervisors at St Nic's

1. The Supervisor will be selected as suitable for this role by the Vicar
2. The Supervisor will have to complete a Volunteer Application Form A [but there is no requirement for DBS checks or References]
3. The Supervisor will have to read and sign this Contract for Church Supervisors: to be clear about their responsibilities and to whom they should report any concerns

Application Form for Youths under 16 Volunteering to

work with St Nic's Kids

Full name:

Date of birth:

Your expectations and suitability for the role

Why do you wish to apply to work with St Nic's Kids?

Please outline any previous experience or future ambitions you have which may be relevant to the role

Is there any specific help you will need in order to fulfill this role?

Please give any other information you think may be helpful (eg, other languages spoken / musical instruments played / First Aid certificates held, etc)

General terms of this Agreement

1. This agreement is being established with the agreement of the Youth and the Youth's parents / Carers.

2. The duration of this Agreement will be

Start date

End date [usually 1 term]

At the 'end date' the situation may be reviewed and a decision may be made to extend the duration. This must be agreed by all parties.

3. The Youth and any Leader or Mentor will only ever meet alone together in a public place.

4. The Youth and any Leader or Mentor should not travel alone together unless in an absolute emergency. In this instance the parents must be informed at the earliest opportunity.

5. All communications concerning this role will be between the Leader / Mentor and the Parents / Carers. They will not contact the Youth directly.

6. The Leader and Mentor will respect the Youth's confidentiality.

However, we must make it clear that:- If the Youth confides any information to the Leader or Mentor which they believe places the Youth [or others] at risk of harm, then they will share this information with the Safeguarding Officer and – if necessary and relevant - the parents.

To the Youth concerning this role

1. You will be helping with either the Sparks (0 – 2's), Ignite (2 – 4's) or Glow (4 – 10's) group. The exact group (or groups) you will be assigned to will be discussed with you and your parent / carer.

2. If you are over 16, then you will need to be DBS checked, and so a different application form will apply.

3. Your role will be to help the group leaders by (eg) helping with games, maybe reading to the children; leading songs; helping to lay out and tidy away; helping to prepare the snacks and anything else that is reasonably asked of you.

4. You will not be required to take a child to the toilet, nor will you ever be left alone with a child.

5. In order to make your time here successful, we will provide you with a Mentor. He is available to you to discuss any issue whether related to this role or not.

To the Parents / Carers of the applicant

1. Your child is applying to be part of a group that teaches the Christian values and way of life to small children by means of Bible stories and personal example. This is done in a fun and age – appropriate way.
2. By signing this Form you are agreeing to them also receiving this teaching.
3. Your child’s name and details will be entered onto our database that is used to record all attendances (both children and adults) for Safeguarding purposes (ChurchSuite). This will be deleted in line with Safeguarding legislation as soon as we are legally able to do so if they are not also part of the Youth work at St Nic’s.

Reference from the Parent or Carer

Please provide details of how your child relates to young children and how you anticipate your child will engage with the activities we will provide for them.

The Agreement

Name of Youth	
DOB	
Address	
Home Tel	
Signed & dated	

Names of Parent / Carer	
Address	
Work Tel	
Home / Mobile Tel	
Signed & dated	

Leader of Sunday Kids	
Address, if applicable	
Work Tel, if applicable	
Other Tel	
Signed & dated	

Name of Mentor	
Address, if applicable	
Work Tel, if applicable	
Other Tel	
Signed & dated	

Appendix B

(This should be read in conjunction with the [separate] Volunteering Policy)

Groupings for Volunteers

Group A

All voluntary roles that are directly involved with Children, Young People, Vulnerable Adults or Refugees.

These roles require Completion of Documents 8A and 8B (the Application Form) in this Policy; providing and taking up of two references; On-going Safeguarding Training (Basic Awareness; Foundation and maybe Leadership and Domestic Abuse Awareness), and are DBS checked (after Completion of the Diocese Confidential Declaration) at the appropriate level where permitted. These all come under the 'Safer Recruiting Guidelines' in the Safeguarding Policy. They receive a Role Description based on Document 7 in this Policy. These roles include, but are not limited to:

Children's workers	Hope into Action
Youth workers	Welcome Boxes
Disciples workers	Interns
English 4 Life	

Group B

These roles require the same as Group A, except that no Application Form needs to be completed nor references obtained. DBS checking is required at the appropriate level if applicable. Basic Awareness; Foundation and Leadership Safeguarding Training is also required. These roles include, but are not limited to:

Community Leaders	Safeguarding Co-ordinator
St Nic's in the City Co-ordinator	Service Leaders
Churchwarden	

(Roles where the Volunteer is appointed by the Rector need the ratification of the PCC).

Group C

All roles that are visible and where the person is reasonably perceived to be a representative of the church, and whose roles suggest that others might confide in them.

They complete the Application Form within the Volunteering Policy and receive a Volunteering Agreement (see the Volunteering Policy) and Safeguarding Training (Basic Awareness and Foundation). These roles include, but are not limited to:

Open Church Team
Deeper Healing Team
Prayer Ministry Team
Pastoral Team
PCC Member

Group D

Roles which are far less/not visible, and where the volunteer is not likely to be taken into their confidence by a church member or visitor. They receive the Volunteering Card and Basic Awareness Safeguarding Training. These roles include, but are not limited to:

Sound / PA technicians	Band Members / Musicians
Car Park Wardens	Administration of Communion
Intercessors	Readers of Scripture
Refreshment Servers	Stewards
Flower Arrangers	Welcome Team (including on the Welcome Desk)

Not considered as Volunteers **Members of groups that anyone may join**, including members of midweek Communities, Sunday congregations and Core groups (note that Core Groups do not have a designated leader). Other roles as agreed from time to time by PCC.

Appendix C

(This should be read in conjunction with the [separate] Volunteering Policy)

Shorter Application Form for Prayer and Ministry Volunteers

Role Applied For	
Full Name	
Address	
Email address	
Phone number	
Core Group or St Nic's Community attended	

Name and contact details of someone we can contact on your behalf in the event of an emergency	
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Safeguarding

Here at St Nic's we take Safeguarding very seriously. Before giving this Form to someone to be countersigned, you are required to complete a Safeguarding Basic Awareness Course (previously known as CO) and attach the Certificate to this Form. It is available online at: <https://safeguardingtraining.cofeportal.org> If you have already attended a Safeguarding Course within the Diocese of Nottingham and Southwell, then please give details.

Your suitability for the role

Why do you wish to apply for this role?

Please outline any previous experience you have of a similar ministry role

Countersignatory

This Form should now be signed by the Prayer Ministry Co-Ordinator; your St Nic's Community Leader or one of the clergy.

Name

Signature

I commend (insert name here)
to be a Prayer or Ministry Team Volunteer.