

The Parish Churches of Kirk Ella and  
Willerby  
Safeguarding Vulnerable People  
& Child Protection Policy

March 2021

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## 1. INTRODUCTION

This policy adheres to the Diocese of York Child Protection & Vulnerable Adult Safeguarding Policy (statement), June 2016, and the Church of England Parish Safeguarding Handbook model parish safeguarding policy, August 2018.

## 2. CHURCH DETAILS

Name of Church	Benefice of St Andrew's, Kirk Ella and St Luke's, Willerby (Known henceforth as Parish Churches)
Parish	Kirk Ella and Willerby
Address	Office: St Andrew's Memorial Hall, Beverley Road, Kirk Ella HU10 7QA

## 3. PARISH SAFEGUARDING REPRESENTATIVE

The Parochial Church Councils (PCC) have appointed the following person to be Parish Safeguarding Representative to whom any allegation or concerns about abuse should be directed. The nominated person is not normally one of those directly working with children and young people. They will follow the guidelines and procedures for responding to any allegations of abuse according to the flowcharts on our websites.

Parish Safeguarding Representative (PSR)	Peter Wildsmith
Telephone Number / Email	01482 655882 or 07969741947/ pwildsmith2@gmail.com
Address	Office: St Andrew's Memorial Hall, Beverley Road, Kirk Ella HU10 7QA

Deputy Safeguarding Lead	Ash Carter
Telephone Number	07908779325

## 4. CHURCH POLICY STATEMENT

### CHURCHES SAFEGUARDING POLICY 2021

This church recognises and values children and young people (anyone under the age of 18) and vulnerable adults as equal partners in the life and ministry of the church, and desires to encourage them to explore, discover and live out the Christian Gospel. The Parochial Church Councils of the Parish Churches (hereafter PCC) take seriously their obligations and legal responsibilities to protect and safeguard the welfare of any child or young person (i.e. under the age of 18 years) or vulnerable adult entrusted to the church's care.

Therefore in the church's provision and ministry, the PCC

1. Will actively seek to protect and safeguard the physical, emotional and spiritual welfare of children, young people and vulnerable adults while in the care of the church.
2. Accepts responsibility for the activities of the children's, youth and vulnerable adults groups operating under its auspices.
3. Will have clear procedures for responding to suspicions or allegations about abuse, or inappropriate behaviours towards children, young people and vulnerable adults by any member of the church,

and procedures for working with known offenders attending the church.

4. Will ensure that both employed and volunteer children's and youth workers and all other persons working within the church who may have contact with children, young people or vulnerable adults through this work are properly and appropriately selected and appointed as set out in the Diocese of York document: "Child Protection and Safeguarding: Making the Policy Work", February 2015.
5. Will ensure that children's/youth workers, all volunteers and paid workers are given adequate support and training.
6. Will annually appoint a Parish Safeguarding Representative (PSR).
7. Will annually appoint a Children's and Vulnerable Adults' Advocate (CVAA).
8. Will annually review the Parish Safeguarding & Child Protection Policy and all associated documents.
9. Will maintain appropriate Third Party Liability insurance for the church work among children and young people.
10. All clergy and leaders in our church will be transparent, approachable and accountable for their conduct within ministry, bearing in mind the need for confidentiality.

## **5. THE PARISH CHURCHES' PCCs' COMMITMENT TO CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS**

In accepting the Diocese of York Child Protection and Safeguarding Church Policy Statement, the PCC is also committed to:

- Listening to and valuing everyone, including children, young people and vulnerable adults;
- Relating to children, young people and vulnerable adults effectively and appropriately;
- Ensuring protection for everyone and minimizing risk of harm by any involvement in any church or related activities, both at the normal meeting place and when away from the normal meeting place. By harm we include physical, emotional, sexual and spiritual harm, and neglect;
- Encouraging and supporting children, young people, parents and carers, vulnerable adults and their families and carers.

The PCC will appoint a Children's and Vulnerable Adults' Advocate who will be known by, and available to, children and adults alike, and will offer support to children and adults who have a safeguarding concern about themselves or another child.

## **6. PCC COMMITMENT TO WORKERS, VOLUNTEERS, THE PARISH SAFEGUARDING REPRESENTATIVE, THE CHILDREN AND VULNERABLE ADULTS ADVOCATE, AND THE PARISH SAFEGUARDING LEAD PERSON.**

In accepting this Safeguarding Church Policy Statement, the PCC is also committed to the workers, volunteers, the Parish Safeguarding Representative, the Children's and Vulnerable Adults' Advocate by:

- Giving and enabling appropriate support and training;
- Providing clear systems and procedures for dealing with 'Suspicions or Allegations of Abuse or Inappropriate Behaviours Concerning Children, Young People and Vulnerable Adults in the Parish' (*See The Parish Churches' policy*), and by providing clear systems and procedures for dealing with concerns and/or emergency situations regarding the welfare or wellbeing of children, young people and vulnerable adults in the parish;

- Providing clear systems and procedures for the recruitment of workers and volunteers. (*See The Parish Churches' Safer Recruitment documents*);
- Maintaining good links with Diocesan and statutory childcare authorities as necessary.

## 7. DEFINITIONS

### 7.1 Safeguarding

A helpful definition of Safeguarding borrowed from the Diocese of York is as follows:

"Safeguarding applies to all persons no matter what age, gender or race. A safeguarding issue can be with regard to an individual or to a group. Safeguarding relates to physical, sexual and emotional [and spiritual] issues, and can also relate to the vulnerability, capacity and capability of a person."

A broad definition of Safeguarding is to "protect someone from harm or damage with an appropriate measure. Protection against attack, loss or injury. A precautionary measure. An expected stipulation or contract, an expected conduct. To provide a safe journey whilst engaged in a particular place. To preserve or to guard against, to shield. To provide a safe passage."

### 7.2 Child

A child is aged 0-12 years.

### 7.3 Young Person

A young person is aged 13-18 years.

### 7.4 Vulnerable Adult

A vulnerable adult is any person over the age of 18 who:

- is or may be in need of community care services by reason of mental or other disability, age or physical or mental illness;
- is or may be unable to take care of themselves;
- is unable to protect themselves against significant physical, emotional, sexual or spiritual harm or serious exploitation.

## 8. KEY STATEMENTS IN SAFEGUARDING

Safeguarding is everybody's business. If it doesn't look right or it doesn't feel right it probably is not right. The evident resilience of the person does not indicate that they are not being affected by the issue. Safeguarding needs to consider support and pastoral care to the victim and a positive risk management, with pastoral response, to the perpetrator, and to the person who made the disclosure or to whom the disclosure is made. To this end, the parish will have a Pastoral Support Worker whose roll will be to care for the carers. The PSR will make referrals to this person where appropriate. Where professional expertise within the parish is unavailable the Diocesan Safeguarding Advisor's office should be consulted.

## 9. DEFINITIONS OF ABUSE WITHIN THE REMIT OF CHILD PROTECTION

The Parish Churches' PCCs recognise the following categories of abuse used by every local authority in England and Wales.

A child may suffer more than one category of abuse.

**Neglect:** Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to

result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers);
- ensure access to appropriate medical care or treatment;
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Physical Abuse:** Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

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

**Emotional Abuse:** Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Whilst not a recognised abuse, **spiritual abuse** can be considered on a par with emotional abuse, in that inappropriate expectations may be imposed upon children and young people.

Emotional abuse may also include discrimination on the basis of a person's race, sex, age, disability or sexuality and other forms of harassment.

All types of maltreatment of a child involve some level of emotional abuse, though it may also occur alone.

**Grooming:** Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them. This can be done online, in person or both. Children and young people who are groomed can be sexually abused, exploited or trafficked. Anybody can be a groomer, no matter their age, gender or race. Grooming can take place over a short or long period of time – from weeks to years. Groomers may also build a relationship with the young person's family or friends to make them seem trustworthy or authoritative.

**Organised Abuse:** Organised abuse is defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

## 10. DEFINITIONS OF ABUSE OF VULNERABLE ADULTS

**Physical:** including hitting, shaking, biting, grabbing, withholding food or drink, force-feeding, wrongly administering medicine, unnecessary restraining, failing to provide physical care and aids to living.

**Sexual:** including sexual assault, rape, inappropriate touching/molesting, pressurising someone into sexual acts they don't understand or feel powerless to refuse. They may include non-contact activities, such as involving vulnerable adults in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging vulnerable adults to behave in sexually inappropriate ways. It may occur within marriage or stable relationships.

**Emotional or psychological:** including verbal abuse, shouting, swearing, threatening abandonment or harm, isolating, taking away privacy or other rights, bullying/intimidation, blaming, controlling or humiliation. If this happens through illness (such as dementia or similar), though it may be unintentional, it will be experienced as abuse and a safeguarding concern will be raised.

**Financial or material:** including withholding money or possessions, theft of money or property, fraud, intentionally mismanaging finances, borrowing and not repaying/returning money or possessions.

**Neglect:** including withholding food, drink, heating and clothing, failing to provide access to health, social and educational services, ignoring physical care needs, exposing a person to unacceptable risk or failing to ensure adequate supervision.

**Discriminatory abuse:** including slurs, harassment and maltreatment due to a person's race, gender, disability, age, faith, culture or sexual orientation.

**Institutional abuse:** including the use of systems and routines which neglect the person receiving care in any formal care setting. It also includes the covering up of any other type of abuse.

**Spiritual abuse** is of concern within and outside faith communities and can manifest as:

- Harm can be caused by the inappropriate use of religious belief or practice;
- Misuse of authority;
- Intrusive healing and deliverance ministries;
- Failure to teach the whole counsel of God as expressed in the Bible, Thirty-Nine Articles and the Book of Common Prayer;
- Denial of the right to be taught in an appropriate manner;
- ***Clergy, staff, PCC or leaders within areas of the church's ministry and those who are held in high esteem by some or all of the congregation or community should be particularly aware of the dangers of spiritual abuse. All individuals should be able to make their own choices about their faith without any control, coercion or manipulation by others whatever their reputation in the church may be;***
- ***One-to-one ministry must be handled with care. There should always be an end date to regular meetings. Such one-to-ones must never be held in secret. The elders should be aware of who is currently meeting with whom and should be free to ask how meetings are progressing;***
- ***Smaller discipleship groups should always be open to newcomers and leadership should be shared and open-handed.***

See "Spiritual Abuse Guidance Note" for further information.

## **11. HANDLING KNOWN OFFENDERS ATTENDING CHURCH**

If there is good reason to believe that someone attending the church may pose a risk to children, youth or vulnerable adults, either as a result of a criminal conviction or for any other reason, the first concern will be a commitment to the protection of all children, young people and vulnerable adults.

Further information can be found in "The Parish Churches Working with Known Offenders Policy".



## **12. RESPONDING TO SUSPICIONS OR ALLEGATIONS OF ABUSE OR INAPPROPRIATE BEHAVIOURS (COMPLAINTS)**

Further information can be found in the “Parish Churches Responding to Suspicions or Allegations of Abuse or Inappropriate Behaviours Concerning Children, Young People and Vulnerable Adults in the Parish Policy (Complaints)”.

For a helpful guide to raising a concern, please use the

“Children and Young Person Safeguarding Flowchart 2021”; or the

“Vulnerable Adult Safeguarding Flowchart 2021”

to assist in using the “Parish Churches Logging a Concern about a Child, Young Person or Vulnerable Adult's Safety or Welfare” Form.

## **13. RESPONDING TO CONCERNS, INCIDENTS OR ALLEGATIONS REGARDING A VOLUNTEER OR PAID WORKER WITHIN THE CHURCH COMMUNITY POLICY (WHISTLEBLOWING)**

Further information can be found in the “Parish Churches Responding to Concerns, Incidents or Allegations regarding a Volunteer or Paid Worker within the Church Community Policy (Whistleblowing)”.

## **14. SAFEGUARDING & MIXED-AGE GROUPS**

At the Parish Churches we do not currently run groups where children and young people would attend without a responsible adult, e.g. either a parent/carer or an appropriately recruited leader or volunteer; nor do we think it would ever be appropriate to do so. We will not allow a child or young person to attend a mixed age activity without the presence of a responsible adult.

## **15. SAFER RECRUITMENT- RECRUITING VOLUNTEERS TO WORK WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS**

Great care will be exercised in the appointment of suitable workers and volunteers to the church's work with children, young people and vulnerable adults. The Parish Churches' PCCs have adopted the use of the Diocese of York's safer recruitment guidance. (*See page 23 of 'Diocese of York Child Protection & Safeguarding "Making the Policy Work", February 2015.*)

Each new volunteer will receive a comprehensive welcome letter giving details about their role and the importance of protecting and safeguarding the people in their care. They will be asked to read all of the Churches' Safeguarding documents. This includes policies, procedures, protocols and forms as appropriate.

Each new volunteer will also be asked to complete four forms. These forms will be kept in the Parish Office under the terms of the General Data Protection Regulations 2018.

The forms are;

1. Volunteering Form
2. Confidential Declaration Form
3. Safeguarding Documents Familiarisation Form
4. Disclosure & Barring Service (DBS) Application Form

Further information is found in "Parish Churches Safer Recruitment Process" and "Parish Churches Safer Recruitment Procedure" which are available from the Parish Administrator.

## **16. EXISTING VOLUNTEERS**

All those who have volunteered at the church, and who continue to volunteer, in whatever capacity will be asked to complete four forms. These are;

1. Volunteer Agreement (completed once only at the start of the voluntary role)
2. Confidential Declaration Form (completed every 3 years)
3. Safeguarding Documents Familiarisation Form (completed annually)
4. DBS (every 5 years minimum)

Volunteers will be asked to read all relevant documents before completing the Safeguarding Documents Familiarisation Form.

Where appropriate volunteers will also be required to complete online safeguarding training (see Section 20). They will be asked to undergo compulsory refreshment training every three years. They must confirm with the Benefice Recruitment and DBS Administrator when this has been done. Failure to fulfil this training will result in that helper being withdrawn from serving until it is completed.

Further information is found in the "Parish Churches Safer Recruitment Procedure".

A comprehensive database of all those involved with safeguarding is kept in a locked filing cabinet in the Parish Office. It is kept in accordance with General Data Protection Regulations 2018 and The Parish Churches Data Protection Policy. The database is managed by the Parish Administrator.

## **17. VOLUNTEER DRIVERS**

### **17.1 Transporting Children and Young People**

Following Diocese of York guidelines, the Parish Churches have guidance for volunteer drivers who would transport children and young people. Any volunteer who undertakes this role would be asked to complete a Volunteer Driver Agreement Form as well as following all other safer recruitment procedures.

### **17.2 Transporting Adults**

The Parish Churches may occasionally offer official transportation for adults who may or may not be accompanying children. Where a coach or other transportation is hired, the Parish Churches will see and record the details of the coach company's relevant insurance documents.

No safeguarding rules govern friends offering others lifts to or from church or other church events.

### **17.3 Further guidance**

See "Volunteer drivers guidance notes" on page 45 of the Diocese of York Child Protection and Safeguarding Policy "Making the Policy Work" document dated February 2015 for further details.

## **18. GROUPS ATTENDED BY CHILDREN & YOUNG PEOPLE**

The children's and youth work form an integral part of life at the Parish Churches. Currently the Churches run five groups. These are;

- Sunday Groups and creche during Church;
- Ignite;
- Rockets;

- Impact;
- Mums & Tots.

Each group is managed within the remit of the church. Where appropriate, protocols and other relevant documents exist to ensure the smooth running of each activity.

### **18.1 Registers for these events**

Registers of attendance are taken during each session. Each group has specific individual child registration forms that are completed by the responsible adult when the child first attends. These forms are retained by the group leader. They are kept in accordance with the General Data Protection Regulations 2018 and Churches' Data Protection Policy.

Registers from all groups for the previous year are presented at APCM to be kept with PCC Minutes for a minimum of 50 years.

### **18.2 Parent / Guardian Consent Form**

Parents of regular Sunday Group attendees are asked to complete the Consent Form for their child.

A Consent Form is also available for organised Parish Churches activities where the child or young person would be away from their parent or guardian. This includes a section on Photograph Consent.

### **18.3 Register with Local Authority**

It is not necessary to register these groups with the Local Authority.

### **18.4 Adult to Child & Young People Ratios**

There are no stipulated Adult to Child ratios in the Safer Recruitment section of the "Diocese of York Child Protection & Safeguarding: Making the Policy Work", February 2015 (*see page 23*).

Parish Churches have decided to follow NSPCC best practice\*, noting that if parents are on the premises, and are therefore available to their child, the ratio need only be a guide:

Children aged 0-2 years	1 Adult: 3 Children
Children aged 2-3 years	1 Adult: 4 Children
Children aged 4-8 years	1 Adult: 6 Children
Children aged 9-12 years	1 Adult: 8 Children
Young people aged 13-18 years	1 Adult: 10 Children

/\*<https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children/> accessed 10th March 2021

## **19. GROUPS ATTENDED BY ADULTS**

There are numerous occasions where adults meet together in the context of church life. The leaders of these groups are required to read the Parish Churches' Safeguarding Policies annually. Where vulnerable adults are regularly in attendance the group leaders must also follow the Parish Churches' Safer Recruitment Procedure.

### **19.1 Prayer Ministry**

Prayer Ministry is regularly offered following services at the Parish Churches. During Prayer Ministry, members of the Parish Churches Prayer Ministry team may find themselves with vulnerable adults. The Parish Churches Safeguarding procedures are followed as well as the "Prayer Ministry Guidelines". Members of the Prayer Ministry Team are recruited following the "Parish Churches Safer Recruitment Procedure". All members of the Prayer Team, and any other relevant people, follow the "York Diocesan Deliverance Guidelines" (dated June 2018).

## **20. TRAINING & SUPPORT FOR ALL VOLUNTEERS**

Training and support is available for all volunteers. This is through guidance within the church setting and also through external courses. It is up to each individual or group to organise their own training and to share knowledge with each other as appropriate.

The Parish Safeguarding Representative is always available to talk to individuals and groups. He/She is able to attend organised sessions and meetings as required.

All safeguarding volunteers must complete a short individual online safeguarding training package. This will take approx. 45 minutes. Information relating to the training will be provided by the Benefice Recruitment and DBS Administrator. It is found at [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk).

## **21. PHOTOGRAPHY & VIDEO RECORDING OF CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS**

The use of images is governed by the requirements of the General Data Protection Regulations 2018. This states that a person must have given explicit permission before any personal details can be published. Where the person is a child or young person, the permission, otherwise known as consent, must be given by their parent or guardian.

The Diocese of York requires that an assessment is made about whether publishing a photograph or video recording in any format might pose a risk to the child, young person or vulnerable adult.

Further information is found in the Photographs and Video Policy.

### **21.1 Local Photography & Video Recording Consent**

Consent may be verbal or written. Written consent may be given as part of a Consent Form. Where verbal consent is given this will be logged in the Log Book.

Written consent is kept in the locked filing cabinet in the Memorial Hall Office in accordance with the 'General Data Protection Regulations 2018' and the Parish Churches Data Protection Policy'.

There may be occasion as part of a church service where verbal consent may be sought from the congregation. This will be logged in the Log Book.

Everyone is requested to be vigilant when it comes to taking photographs and video recordings during a church service or at an Parish Churches organised event.

Under no circumstances must any image or video specifically of a person or a small group of people where any individual may be identifiable be uploaded onto Social Media without prior, documented consent from the person or people in the photograph or, in the case of a child or young person, from their parent or guardian. However, general scenes of events may be used on social media and the Churches' websites.

### **21.2 Photography Notice**

A notice is displayed at the back of church giving information relating to the use of photography during church services and at organised events.

## **22. SOCIAL MEDIA & SAFEGUARDING**

Parish Churches uses social media as a means to communicate and share information. All of those involved with the management and administration of the Parish Churches social media must follow the 'Parish Churches Social Media Policy'.

## **23. SAFEGUARDING AND CHILD PROTECTION POSTER**

The Child Protection and Safeguarding Poster is always displayed at the following locations;

- Church noticeboards inside both church buildings
- Both church halls

The poster may be displayed at other locations as appropriate.

## **24. PUBLICITY FOR THE SAFEGUARDING AND CHILD PROTECTION PROCEDURES**

In addition to the Safeguarding & Child Protection Poster, it is intended that Safeguarding Vulnerable People and Child Protection will feature frequently in the weekly Pew News, which will direct congregants to the website for more information.

## **25. PARISH CHURCHES' PCCs & SAFEGUARDING**

Parish Churches' PCCs Members are all responsible for safeguarding at the Parish Churches under the guidance of the Parish Safeguarding Representative and the Safeguarding Lead Person.

Safeguarding is a Standing Item at all Parish Churches PCC Meetings. Safeguarding oversight is held by the Clergy. The Parish Safeguarding Representative is not a member of the Staff Team. The Parish Safeguarding Representative is a PCC member.

## **26. PARISH INSURANCE**

The Parish Insurance Policy covers all Church-organised activities on and off the church premises. This includes the church halls. One-off events away from the usual meeting places will only be covered by the insurance if they have had prior agreement from the PCC. This must also be included in the PCC Meeting Minutes. Similarly, one-off activities will only be covered by the insurance if they have had prior agreement from the PCC. This must also be included in the PCC Meeting Minutes.

Activities, events and adverse outcomes regarding individuals will only be covered by church insurance if this Safeguarding Policy is carefully and strictly followed.

## **27. HEALTH & SAFETY**

Health & Safety is a concern when considering safeguarding vulnerable people and child protection. We must also protect them from the physical environment. Each PCC has a member holding the Health & Safety responsibility for each church building. In addition, a specific Fire Safety Officer may be appointed to review the fire procedures for each church.

### **27.1 Risk Assessments - buildings**

Risk Assessments of all *locations* must be completed at least annually between January-March. The inspections will be carried out by members of Parish Churches Buildings Committees.

Following Diocese of York guidance, it is required that the Parish Safeguarding Representative is involved with the Risk Assessments. The Buildings Team and clergy should liaise to ensure that the Risk Assessments are carried out. Locations that must be inspected include;

- St Andrew's Church
- St Luke's Church
- St Andrew's Memorial Hall
- St Luke's Church Hall
- Any other location used by children, young people and/or vulnerable adults

The Risk Assessment Form is available from the Parish Administrator and from the websites. All issues must be addressed and resolved expediently.

### **27.2 Risk Assessments - for children, young adults and vulnerable young adults groups**

Risk assessments are required for each group to be reviewed annually. Copies should be kept on file in the Memorial Hall Office. The Organiser should also hold a copy.

### **27.3 Accident & Incident Reporting**

All accidents and incidents must be reported on the Accident & Incident Form.

Copies of this form are available from the Health & Safety Officers and Parish Administrator. They are also available at the Parish Office, in both halls and at the back of the churches.

All forms must be forwarded to the Health & Safety Officers, c/o The Church Office immediately following the accident or incident to ensure that any actions are carried out expediently.

All accident and incident forms are collated for the previous year and presented at the APCM to be kept with PCC Minutes.

## **28. DISPLAYING THIS POLICY**

A copy of the policy will always be kept in the Policy File at the back of church, pinned to the noticeboard, and on the church website.

## **29. SENDING A COPY OF THIS POLICY TO DIOCESAN SAFEGUARDING ADVISER**

A signed and dated copy of this policy must be sent annually after its regular review to the York Diocesan Safeguarding Adviser, Diocesan House, Clifton Moor, York YO30 4WJ.

## **30. USEFUL TELEPHONE NUMBERS**

**Diocese of York Safeguarding Adviser (Julie O'Hara)**

Tel: 01904 699524, 07551124951

**Diocese of York DBS Administrator**

Archbishop's Palace. Tel: 01904 707021

E. becci.leckenby@archbishopofyork.org

**Archdeacon**

Tel: 01904 623798

E. ader@yorkdiocese.org

**Churches Child Protection Advisory Service Helpline**

Tel: 0845 1204450

**Hull Safeguarding Children's Board**

Tel: 01482 448879

Out of Hours: 01482 300304

**East Riding Safeguarding Children's Board**

Tel: 01482 395500

Out of Hours: 01482 241273

**Local Police**

Tel: 101

**Childline**

Tel: 08001111

**NSPCC**

Tel: 0808 800 5000

**Ecclesiastical Insurance Group (EIG)**

Tel: 01452 528533

EIG will deal with all confidential child protection complaints or concerns. They must only be contacted following discussion with the Archdeacon or Diocesan Secretary.

**31. RELATED DOCUMENTS****31.1 Local Documents****Policies, Procedures, Protocols**

- Responding to Suspicions or Allegations of Abuse or Inappropriate Behaviours Concerning Children and Young People in the Parish Policy (Complaints)
- Responding to Concerns, Incidents or Allegations regarding a Volunteer or Paid Worker within the Church Community Policy (Whistleblowing)
- Safer Recruitment Procedure
- Working with Known Offenders Attending Church Policy
- Safer Recruitment - New Volunteer Process
- Prayer Ministry Guidelines
- Data Protection Policy
- Spiritual Abuse Guidance Note
- Photographs and Video Policy

**Agreements, Forms, Letters**

- Logging a Concern about a Child, Young Person or Vulnerable Adult's Safety or Welfare Form
- Safeguarding Volunteer Agreement
- Volunteer Driver Guidelines & Agreement
- Confidential Declaration Form

- Safeguarding Documents Familiarisation Form (SDFF)
- Parent/Guardian Consent Form
- Blank Risk Assessments
- Accident and Incident Reporting Form
- Letter to welcome new volunteer
- Letter to existing volunteers to be sent each January
- Letter to referee with reference questionnaire

### **Posters**

Safeguarding & Child Protection Poster

Photography Poster

### **Health & Safety**

Risk Assessment Form

Accident & Incident Report Form

Insurance Certificate

### **Other**

Database of all volunteers and when their relevant paperwork expires

### **31.2 Central Documents**

All central Diocesan documents are found on the York Diocese Website at the following locations:

<http://dioceseofyork.org.uk/safeguarding>

- Diocese of York Child Protection & Safeguarding Policy, March 2014
- Diocese of York Child Protection & Safeguarding Policy - 'Making the Policy Work', February 2015
- Policy for use of photographs and video recordings of children, young people and vulnerable adults
- Staying Safe in Your Church Community- poster
- Parish Child Protection Poster
- Social Media Guidelines

## **32. POLICY ADOPTION AND IMPLEMENTATION**

This policy is adopted by all groups and will be reviewed annually by the Policies Committee on behalf of the Parish Churches' PCCs and agreed by each PCC.

Should any outside groups use church premises they would be invited to use this policy and its related documents if they do not have their own.

**This policy is due to be reviewed at the June 2022 Joint PCC meeting.**