



ST ANDREW'S  
KIRK ELLA

St Luke's Willerby



# Benefice Safeguarding Policy

October 2025

## *Benefice Mission Statement:*

*We are one people with all kinds of pasts and backgrounds, graciously forgiven at the cross and called together by God encouraging one another to be faithful to our risen Saviour Jesus in the power of the Spirit by living our whole lives according to His word, and by making Him known throughout Willerby and Kirk Ella, and beyond.*

Last Update	October 2025
Next Review	October 2026

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## 1. VERSION HISTORY

Version	Changes
2021	Original
2022 v1	<p>To reflect the fact that the PCCs have passed Safeguarding responsibility to the Joint PCC, reference is made now to the ‘benefice’ rather than the ‘parishes’.</p> <p>Insertion of Version History; also updating dates to ‘2022’.</p> <p>Addition of BSRO to 4.</p> <p>Insert item 5.4.</p> <p>Updated definitions under 8.1 and 8.4.</p> <p>Updated definition of spiritual abuse under 11.</p> <p>Radical update to 21.</p>
2023	<p>The word ‘abrogated’ was changed to ‘passed’ in the changes made in the 2022 v1 section</p> <p>Insertion of version history, also updating dates to 2023</p> <p>References to the appointment of a Children’s and Vulnerable Adults Advocate were removed.</p> <p>Definition of a child changed to 0-12.</p> <p>Definition of a young person changed to 13-17.</p> <p>Sections 12-14 are new to the 2023 version. All subsequent sections have been renumbered to take account of this.</p> <p>References to the Safeguarding Documents Familiarisation Form were removed as this form doesn’t exist</p> <p>The headings of sections 16 and 17 were changed to reflect the accurate title of these policies</p> <p>The procedures in sections 20 and 21 were updated for clarity</p> <p>21.1 was completely rewritten as the previous version was inadequate.</p> <p>Section 31 Ecclesiastical Insurance Group details were removed as they would not be contacted without prior advice. Contact details for vulnerable adult support organisations were added.</p> <p>And some phone numbers were updated as necessary.</p> <p>Section 32 the names of local and central documents, policies and forms were updated to reflect the current names.</p>
2024	<p>Section 19 was updated to reflect the current PCC policy that only those in leadership roles will have volunteer agreements.</p>
2025	<p>A number of typos were corrected.</p> <p>Some slight wording amendments were made to sharpen clarity</p> <p>5.11 was added</p> <p>7 ‘as far as it is in our power’ was added to the final bullet point</p> <p>8.1 Reference to the definition of safeguarding being from the diocese were removed.</p> <p>8.1 ‘Safeguarding should arise through a positive culture of the whole church being disciplined to follow Jesus.’ was added.</p> <p>8.4 ‘Either temporarily or permanently lacks capacity to directly care for themselves’ was added</p> <p>8.4 ‘or exposure to coercive controlling behaviours’ was added</p> <p>10 The final sentence under emotional abuse was changed to ‘These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or depriving the child of normal social interaction.’</p> <p>10. The heading ‘Coercive abuse and controlling behaviour’ was added</p> <p>10. It was agreed that Spiritual abuse is now recognised as abuse and so needs to have its own heading in this section.</p> <p>11. Under spiritual abuse ‘inappropriate’ was changed to ‘coercive or manipulative’</p> <p>11. Coercive and controlling behaviour was added as a heading</p> <p>19. Some wording was removed to clarify what new volunteers will be given.</p> <p>22. ‘(where there are under 18s attending)’ was added after growth groups</p> <p>22.2 Parents are required, not asked to complete a consent form.</p>

## 2. 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.

## 3. CHURCH DETAILS

Name of Church	The benefice consists of the parish churches of St Andrew's, Kirk Ella and St Luke's, Willerby
Parish	Kirk Ella and Willerby
Address	Office: St Andrew's Memorial Hall, Beverley Road, Kirk Ella HU10 7QA

## 4. BENEFICE SAFEGUARDING OFFICER (BSO)

The Parochial Church Councils (PCC) have jointly appointed the following person to be Benefice Safeguarding Officer 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.

Benefice Safeguarding Officer (BSO)	Rachel Fulford
Telephone Number / Email	07375 829707 safeguarding@kirkellaandwillerby.church
Address	Office: St Andrew's Memorial Hall, Beverley Road, Kirk Ella HU10 7QA

Deputy Safeguarding Lead	Ash Carter
Telephone Number	01482 653040

Benefice Safer Recruitment Officer (BSRO)	Liz Telford
Telephone Number	01482 575232

## 5. BENEFICE POLICY STATEMENT

### BENEFICE SAFEGUARDING POLICY

This benefice recognises that all people carry the inherent dignity and value afforded by being created in the image of God. Therefore children, young people and vulnerable adults are valued as equal partners in the life and ministry of the church, and we desire 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 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, young people's 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 all workers and volunteers are made aware that safeguarding concerns often have their root in settings outside church such as, but not limited to, the home, school, work or a care home. Advice will be given to help workers and volunteers to spot such concerns and appropriately respond to them.
5. 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 Church of England Parish Safeguarding Handbook August 2019 and our Safer Recruitment & People Management Policy.
6. Will ensure that children's/youth workers, all volunteers and paid workers are given adequate support and training.
7. Will annually appoint a Benefice Safeguarding Officer (BSO) at the Spring Joint PCC meeting.
8. Will annually review the Benefice Safeguarding 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.
11. Will try to build a positive Christian culture in view of Romans 1: 1-2

## **6. THE BENEFICE JOINT PCC's COMMITMENT TO CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS**

In accepting the Diocese of York Child Protection and Safeguarding Church Policy Statement, the joint 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 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; (*see 10 and 11 for detailed definition*)
- Encouraging and supporting children, young people, parents and carers, vulnerable adults and their families and carers in their faith.

## **7. BENEFICE COMMITMENT TO WORKERS, VOLUNTEERS, THE BENEFICE SAFEGUARDING OFFICER, AND THE BENEFICE SAFEGUARDING LEAD PERSON.**

In adopting this Benefice Safeguarding Policy, the PCC is also committed to the workers, volunteers and the Benefice Safeguarding Officer by:

- Giving and enabling appropriate support and training;

- Providing clear systems and procedures for dealing with 'Suspensions or Allegations of Abuse or Inappropriate Behaviours Concerning Children, Young People and Vulnerable Adults in the Parish' (*See The Parish Churches' policy*),
- 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 benefice;
- Providing clear systems and procedures for the recruitment of workers and volunteers. (*See The Benefice's Safer Recruitment documents*);
- Maintaining good links with Diocesan and statutory childcare authorities as necessary as far as it is in our power.

## 8. DEFINITIONS

### 8.1 Safeguarding

Safeguarding applies to everyone, whether individual or group, 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.

Safeguarding should arise through a positive culture of the whole church being disciplined to follow Jesus.

Safeguarding must be seen as having at least two aspects. First, Christian love seeks to *prevent* safeguarding issues from arising *within* the church context through a culture of Safer Recruitment, training, the design of activities to limit risk and by publicising widely our safeguarding procedures.

Secondly, safeguarding involves the detection, recording and proper reporting of safeguarding concerns and the offer of pastoral support to both victim and, where possible, perpetrators. Effective reporting depends on the culture established above, but is not only concerned with what happens *within* the church, since those who come into the church also live in the world and it may be in this context that abuse may have happened.

### 8.2 Child

A child is aged 0-12 years.

### 8.3 Young Person

A young person is aged 13-17 years.

### 8.4 Vulnerable Adult

A vulnerable adult is any person aged 18 and over 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;
- Either temporarily or permanently lacks capacity to directly care for themselves.

Vulnerability in a given situation depends on the relative power (including spiritual, physical, financial power or exposure to coercive controlling behaviours) of two or more agents in that situation. As a result:

- anyone can be vulnerable, and every adult will be vulnerable sometimes;
- a person might move in and out of the category 'vulnerable' as their circumstances change.

## 9. KEY STATEMENTS IN SAFEGUARDING

Safeguarding is everybody's responsibility. If it doesn't look right or it doesn't feel right it probably is not right. The apparent 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/survivor 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 benefice will have a Pastoral Support Worker whose role will be to care for the carers. The BSO will make referrals to this person where appropriate. Where professional expertise within the benefice is unavailable the Diocesan Safeguarding Advisor's office should be consulted.

## 10. DEFINITIONS OF ABUSE OF CHILDREN AND YOUNG PEOPLE

The Joint PCC recognises 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 depriving the child of 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.

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.

**Coercive abuse and controlling behaviour:** Is the overall dynamic of power and control in a relationship. It may involve some or all of the specific categories of abuse.

**Spiritual abuse:** inappropriate expectations may be imposed upon children and young people.

**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.

## 11. 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. In the context of our benefice it could manifest as:

- Harm caused by the coercive or manipulative use of religious opinions 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;
- Deception by teaching those things that are repugnant to the word of God;
- Denial of the right to be taught in an appropriate manner;
- Withholding of spiritual support, such as prayer ministry, from those who request it;

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 accountable.

**Coercive abuse and controlling behaviour:** Is the overall dynamic of power and control in a relationship. It may involve some or all of the specific categories of abuse.

## **12. RESPONDING WHEN AN UNKNOWN PERSON PRESENTS THEMSELVES AT CHURCH**

- When a new person comes to church and is speaking to one of the clergy/wardens/welcomers, we ought to aim to have at least two of the church family involved in the conversation to avoid later accusations being made
- If the person reveals themselves as vulnerable or they present as vulnerable we should offer care but we recognise that we may have neither the training and skills, nor the resources, nor the access to statutory records, that are essential to caring properly for someone with complex needs. (We need to have one person appointed by the church as coordinator for care for such a person).
- All concerns must be shared with the Benefice Safeguarding Officer, and the Diocesan Safeguarding Advisor if necessary.

## **13. PROTECTING THE VULNERABLE IN THE CONGREGATION**

- We need to be aware that, when someone comes to church with challenges, they may trigger safeguarding concerns in others, for example by reminding members of the church of their own past traumas, leading to further mental health concerns
- It is the responsibility of the church to protect the vulnerable from being drawn into the lives of the challenging newcomer.

## **14. SELF-CARE IN SAFEGUARDING**

Each individual should ensure they protect themselves when involved in a safeguarding matter. They should:

- Be aware of boundaries that if crossed would cause themselves to become vulnerable
- Not give out contact details to an unknown person, particularly their address.
- Not talk to people alone and definitely not visit them alone. (see Lone Working Policy)

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

If there is good reason to believe that someone attending the church may pose a risk to children, young people 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 "Recruitment of Known Offenders Policy".

## **16. COMPLAINTS POLICY**

Further information can be found in the Complaints policy.

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

"Children and Young Person Safeguarding Flowchart 2024"; or the

"Vulnerable Adult Safeguarding Flowchart 2024"

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

## **17. WHISTLEBLOWING POLICY**

Further information can be found in the Whistleblowing policy.

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

In the Benefice we do not currently run groups where children and young people would attend without a responsible adult, e.g. either a parent/carer or a safely recruited leader; 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.

## **19. 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 churches' work with children, young people and vulnerable adults. The Joint PCCs have adopted the *Benefice Safer Recruitment & People Management Policy 2024*.

Each new volunteer will receive 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 which will be provided at the start of the application process. This includes policies, procedures, protocols and forms as appropriate.

Each new volunteer will also be asked to complete the following forms.

The forms are:

1. Volunteer Application form
2. Confidential Declaration Form
3. Disclosure & Barring Service (DBS) Application Form (online) if appropriate.
4. Volunteer agreement/role description (if in a leadership role)

These forms will be kept by the Benefice Safer Recruitment Officer under the terms of the General Data Protection Regulations 2018.

Further information is found in the *Benefice Safer Recruitment & People Management Policy 2024*.

## **20. EXISTING VOLUNTEERS**

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

1. Volunteer Agreement/ Role Description
2. Confidential Declaration Form (completed every 3 years)
3. DBS (every 3 years)

Volunteers will be asked to read all relevant safeguarding documents and confirm they have read them.

Where appropriate volunteers will also be required to complete the compulsory online safeguarding training and repeat 3 yearly (see Section 24). They must confirm with the Benefice Safer Recruitment Officer when this has been done. Persistent and wilful failure to fulfil this training will result in that helper being withdrawn from serving until it is completed.

Further information is found in the *Benefice Safer Recruitment & People Management Policy 2024*.

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

## **21. VOLUNTEER DRIVERS**

### **21.1 Transporting Children and Young People**

Adults should only transport children or young people in an official capacity in the company of a second adult. Where this is not possible they are to follow the guidelines as set out by the NSPCC

<https://thecpsu.org.uk/media/445984/guidance-on-transporting-a-child-or-young-person-in-your-car.pdf>.

which includes one lone adult transporting one lone child must have parental agreement, and this should only happen in exceptional circumstances. Those involved must have a DBS and have undergone appropriate safeguarding training. The guardians of each child/young person must complete a transport consent form and all drivers must complete a Driver Agreement Form.

### **21.2 Transporting Adults**

The 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 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.

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

The children's and youth work forms an integral part of life at the Churches. The Churches sometimes run six groups. These are:

- Sunday Groups (at both churches), Ignite and creche during Church;
- Little Stars;
- St Luke's Toddler Group
- Launchpad;
- Rockets;
- Impact
- Growth Groups (where there are under 18s attending)

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

### **22.1 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.

### **22.2 Parent / Carer Consent Form**

Parents of regular group attendees are required to complete the Consent Form for their child.

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

### **22.3 Register with Local Authority**

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

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

The benefice has decided to follow NSPCC best practice\*, noting that if parents/carers are on the premises, and are therefore available to their child, the ratio need only be a guide:

Children aged under 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 13 October 2025]

## **23. 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 Benefice Safeguarding Policy annually. Since all adults can be vulnerable from time to time, all group leaders must also follow the Benefice Safer Recruitment & People Management Policy 2024.

### **23.1 Prayer Ministry**

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

## **24. 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. The BSRO holds a comprehensive list of compulsory safeguarding training for each activity - it is the responsibility of the individual to access this training. There may be further safeguarding training recommended for that role - this may be strongly encouraged by a team leader but is carried out at the discretion of the individual. Teams will also be offered training appropriate to their context and teams may request specific training from the staff team - in this case, it is strongly advised that all members of the team access this training.

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

## **25. 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 be made on whether publishing a photograph or video recording in any format might pose a risk to the child, young person or vulnerable adult.

### **25.1 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 must be logged.

Written consent is kept in the locked filing cabinet in the Church Office in accordance with the 'General Data Protection Regulations 2018' and the Benefice GDPR Policy'.

There may be occasions, as part of a church service, where verbal consent may be sought from the congregation. This will be logged.

Group leaders are requested to be careful and respectful when it comes to taking photographs and video recordings during a church service or at a Benefice organised event.

Under no circumstances must any image or video, where a person or a small group of people may be easily identified 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.

## **25.2 Photography Notice**

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

## **26. SOCIAL MEDIA & SAFEGUARDING**

The Churches use social media as a means to communicate and share information. All of those involved with the management and administration of the Churches' social media must follow the *Benefice Social Media Policy* and the *Benefice Communications Policy*.

## **27. 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.

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

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

## **29. PCCs & SAFEGUARDING**

PCC Members are all responsible for safeguarding at their respective churches under the guidance of the BSO and the Safeguarding Lead Person.

Safeguarding is a Standing Item at all PCC meetings. Safeguarding oversight is held by the Clergy.

## **30. PARISH INSURANCE**

The Parish Insurance Policy covers all Church-organised activities on and off the church premises. This

includes the church halls. All events within or 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.

## **31. 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.

### **31.1 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 Churches' Buildings Committees.

Following Diocese of York guidance, it is required that the Benefice Safeguarding Officer 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 Church Administrator and from the websites. All issues must be addressed and resolved expediently.

### **31.2 Risk Assessments - for children, young people and vulnerable adults' groups**

Risk Assessments are required for each group to be reviewed biannually. Copies will be kept on file in the Church Office. The organiser should also hold a copy.

### **31.3 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 Church Administrator. They are also available at the Church Office, in both halls/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. They are kept in the Church Office for 20yrs after the person involved becomes an adult. They are then archived at County Hall.

## **32. 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.



### **33. 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.

### **34. USEFUL TELEPHONE NUMBERS**

#### **Church Office**

Tel: 01482 654713

#### **Diocese of York Safeguarding Adviser**

Tel: 01904 699524, 07914 668907

E. [safeguarding@yorkdiocese.org](mailto:safeguarding@yorkdiocese.org)

#### **Archdeacon**

Tel: 01482 881659

E. [ader@yorkdiocese.org](mailto:ader@yorkdiocese.org)

#### **Hull Safeguarding Children Partnership**

Tel: 01482 448879

Out of Hours: 01482 300304

#### **East Riding Safeguarding Children Partnership**

Tel: 01482 395500

Out of Hours: 01482 393939

#### **Local Police**

Tel: 101

#### **Childline**

Tel: 08001111

#### **NSPCC**

Tel: 0808 800 5000

#### **Hull Women's Aid**

01482 446099

#### **Hull Domestic Abuse Partnership**

01482 318 759

#### **Strength to Change (for men experiencing domestic abuse)**

01482 613403

#### **Emmaus**

0800 0662169

### **35. RELATED DOCUMENTS**

#### **35.1 Local Documents**

##### **Policies, Procedures, Protocols**



- Complaints Policy
- Whistleblowing Policy
- Safer Recruitment and People Management Policy
- Recruitment of Ex-Offenders Policy
- GDPR Policy
- Prayer ministry guidelines (Needs to be written)

### **Agreements, Forms, Letters**

- Logging a Concern about a Child, Young Person or Vulnerable Adult's Safety or Welfare Form
- Volunteer Agreement/ Role description
- Volunteer Driver Guidelines & Agreement
- Confidential Declaration Form
- Parent/Guardian Consent Form
- Blank Risk Assessments
- Accident and Incident Reporting Form

### **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

## **35.2 Central Documents**

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

- <http://dioceseofyork.org.uk/safeguarding>
- Church of England Parish Safeguarding Handbook
  - Church of England Promoting a Safer Church

## **33. POLICY ADOPTION AND IMPLEMENTATION**

This policy is adopted by all groups and will be reviewed annually by the Policies Committee on behalf of the Benefice 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 September 2026 Joint PCC meeting.**