

The Benefice of Harton Diocese of York

Safeguarding Policies

Policy Title	<i>Safeguarding Vulnerable People and Child Protection Policy</i>
Approved by	Rev Chris Wingfield (Rector), Rev Hannah Suekarran (Curate) and Mrs Gill Littlejohn (Benefice Safeguarding Representative)
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1. INTRODUCTION

This policy is adopted from the Diocese of York Child Protection & Safeguarding Policy, February 2015; Specimen Child Protection Policy.

2. BENEFICE AND CHURCH DETAILS

The Benefice of Harton includes the following Parishes, listed with their churches and churchwardens:

Parish: **Bossall with Buttercrambe and Howsham**
Churches: **St Botolph, Bossall**
Churchwarden: Mary Denison, 01904 468203
St John the Evangelist, Buttercrambe
Churchwarden: Anne Archer, 01759 371058
St John, Howsham
Churchwardens: Gill Littlejohn, 01653 618846; Judy Stephenson 01653 618673

Parish: **Crambe**
Church: **St Michael and all Angels, Crambe**
Churchwarden: Dorothy Martin, 01653 619133

Parish: **Flaxton**
Church: **St Lawrence, Flaxton**
Churchwardens: Ida Terry, 01347 878432; Wendy Holman, 01653 618886

Parish: **Foston**
Church: **All Saints, Foston**
Churchwardens: Pam Ashworth, 01653 618141; Karen Armitstead, 01653 619964

Parish: **Gate Helmsley**
Church: **St Mary, Gate Helmsley**
Churchwardens: Delyth Harran, 01759 372215; Anne Podmore, 01759 372320

Parish: **Sand Hutton**
Church: **St Mary, Sand Hutton**
Churchwardens: Graham Baker, 01904 468809; Ian Lyall, 01904 468209

Parish: **Upper Helmsley**
Church: **St Peter, Upper Helmsley**
Churchwardens: Jane Herbert, 01759 371310; Pauline Harrison, 01759 371240

Parish: **Whitwell-on-the-Hill**
Church: **St John, Whitwell-on-the-Hill**
Churchwarden: Janie Bell, 01653 618270

The PCC of each parish in the Benefice will adopt this safeguarding policy.

3. BENEFICE SAFEGUARDING REPRESENTATIVE (BSR)

The Benefice Council has appointed the following person(s) to be Safeguarding Representative for the The Benefice of Harton, to whom any allegation or concerns about abuse, in any parish within the benefice, 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.

Benefice Safeguarding Representatives (BSRs) for 2017/18 are Rev. Hannah Suekarran (hannah.suekarran@gmail.com; 07538 813079) and Mrs Gill Littlejohn (01653 618846)

4. CHURCH POLICY STATEMENT

YORK DIOCESE PARISH/BENEFICE CHILD PROTECTION & SAFEGUARDING POLICY 2013

The churches in the Benefice of Harton recognise and value children and young people (anyone under the age of 18) 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 Council (hereafter PCC) of each church, take seriously their obligations and responsibilities to protect and safeguard the welfare of any child or young person (i.e. under the age of 18 years) entrusted to the church's care.

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

1. Accepts responsibility for the activities of the children's and youth groups operating under its auspices.
2. 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.
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 any children's / youth workers, all volunteers and paid workers are given adequate support and training.
6. Will annually appoint a BSR.
7. Will annually review the Parish Safeguarding & Child Protection Policy and all associated documents.
8. Will maintain appropriate Third Party Liability insurance for the church work among children and young people.

5.THE COMMITMENT OF PCCS IN THE BENEFICE OF HARTON TO CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

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

- Listening to and valuing everyone, including children and young people.
- Relating to children and young people effectively and appropriately.
- Ensuring protection for everyone and minimising 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.
- Encouraging and supporting children, young people, parents and carers.

6. PCC COMMITMENT TO WORKERS, VOLUNTEERS AND THE BENEFICE SAFEGUARDING REPRESENTATIVE

In accepting the Diocese of York Child Protection and Safeguarding Church Policy Statement, each PCC is committed to the workers and volunteers in its care, along with the BSR by:

- Giving and enabling appropriate support and training where required.
- Providing clear systems and procedures for dealing with 'Suspicious or Allegations of Abuse or Inappropriate Behaviours Concerning Children, Young People and Vulnerable Adults in the Parish' (See Sections 12 and 13).
- Providing clear systems and procedures for the recruitment of workers and volunteers (see Benefice of Harton 'Safer Recruitment Policy').
- Maintaining good links with Diocesan and statutory childcare authorities as necessary.

7. DEFINITIONS

7.1 Safeguarding

In his first quarterly 'The Safeguarding Bulletin', 2016, former Diocese of York Safeguarding Adviser Dave Finan wrote the following;

'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 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

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A child is aged 0-13 years.

7.3 Young Person

A young person is aged 13-18 years.

7.4 Vulnerable Adult

As stated in the Diocese of York 'Parish Policy for the Safeguarding of Vulnerable Adults, March 2016' there are different levels of vulnerability and everyone may be regarded as vulnerable at some time in their lives. However, for the purposes of this document, safeguarding duties (as defined in the Care Act 2014) apply to an adult, over the age of 18, who meets the following circumstances:

- Has need for care and support (whether or not the local authority is meeting any of those needs) and;
- Is not able to protect himself/ herself from either the risk of, or the experience of abuse or neglect.

8. KEY STATEMENTS IN SAFEGUARDING

Former Diocese of York Safeguarding Officer Dave Finan wrote the following:

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.

9. DEFINITIONS OF ABUSE WITHIN THE REMIT OF CHILD PROTECTION

The PCCs of all Parishes in the Benefice of Harton 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 including racist, sexist, based on person's age, disability or sexuality and other forms of harassment.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

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

This section is taken from page 26 of 'Diocese of York Child Protection & Safeguarding "Making the Policy Work", February 2015'.

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.

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.

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

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.

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
- The denial of the right of faith or the opportunity to grow in the knowledge and love of God

11. HANDLING KNOWN OFFENDERS ATTENDING CHURCH

If there is good reason to believe that someone attending the church may pose a risk to children, 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. (See The Benefice of Harton 'Working with Known Offenders' Policy)

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

Information on this can be found in The Benefice of Harton's specific Policy for 'Responding to Suspicions or Allegations of Abuse or Inappropriate Behaviours Concerning Children, Young People and Vulnerable Adults in the Parish' (Complaints Policy)

All concerns must be reported using The Benefice of Harton '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)

Information on this can be found in The Benefice of Harton's specific policy for, Responding to Concerns, Incidents or Allegations regarding a Volunteer or Paid Worker within the Church Community Policy' (Whistleblowing).

14. SAFEGUARDING & MIXED-AGE GROUPS

In the Benefice of Harton we do not currently run mixed-age groups where children and young people would attend without a responsible adult. Mixed-age groups would include Holy Communion Services, Family Services, Baptisms etc.

Where it becomes apparent that a child or young person is regularly attending one of these groups without a responsible adult then the appropriate procedures would be followed in line with the Diocese of York Safeguarding and Child Protection Policy. (See page 54 of 'Diocese of York Child Protection & Safeguarding "Making the Policy Work", February 2015.)

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 PCCs in the Benefice of Harton has 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 Benefice of Harton Safeguarding documents. This includes policies, procedures, protocols and forms as appropriate.

Each new volunteer will also be asked to complete up to four forms. These forms will be kept in the Parish Office under the terms of the Data Protection Act 1998.

The forms are;

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

Further information can be found in The Benefice of Harton's 'Safer Recruitment Policy'.

16. 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 (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)

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

Where appropriate volunteers will also be invited to complete safeguarding training (see Section 20). They must confirm with the BSR when this has been done.

Further information to be found in the Benefice of Harton 'Safer Recruitment Policy'.

A comprehensive database of all those involved with safeguarding will be kept in a locked filing cabinet in the Rector's Office. It will be kept in accordance with Data Protection Policy 1998, and managed jointly between the Rector and the BSR.

17. VOLUNTEER DRIVERS

17.1 Transporting Children and Young People

Following Diocese of York guidelines, The Benefice of Harton is developing 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 Benefice of Harton does not currently offer to officially transport adults to organised church events and activities.

18. GROUPS ATTENDED BY CHILDREN & YOUNG PEOPLE

Not all of the Churches in the Benefice of Harton run groups for Children and Young people. Those which do will follow the following guidelines:

18.1 Registers for Children and Young People's Groups

Registers of attendance should be taken during each session. These registers should be kept and presented at each APCM to be kept with the PCC minutes.

Registers from all groups for the previous year are to be presented at APCM to be kept with PCC Minutes.

18.2 Parent / Guardian Consent Forms

For regular groups (e.g. Sunday Club in St Lawrence Church, Flaxton) a consent form should be completed for each child by the adult responsible for them when they first attend the group. These consent forms will be valid for one year.

A Consent Form will also be available for all activities organised by the Benefice of Harton where the child or young person would be away from their parent or guardian. This will include a section on Photograph Consent.

18.3 Register with Local Authority

At present, it is not necessary to register any of our groups with the Local Authority.

18.4 Adult to Child 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).

However, the OFSTED recommended adult to child ratios* are used by the Benefice of Harton for guidance, noting that if parents are on the premises, and are therefore available to their child, the ratio can only be a guide:

- For 0 to 2 years – one adult to every three children (1:3)
- For 2 to 3 years – one adult to every four children (1:4)
- For 3 to 8 years – one adult to every eight children (1:8)
- For over-8s – one for the first 8, then one for every additional 10 children.

* These ratios are detailed at <http://www.scriptureunion.org.uk/Uploads/Documents/Legal%20requirements%20Child%20protection.pdf>

19. GROUPS ATTENDED BY ADULTS

There are numerous occasions where adults meet together in the context of church life. The Leaders of specific groups are required to read The Benefice of Harton's Safeguarding Policies annually. Where vulnerable adults are regularly in attendance the group Leaders must also follow The Benefice of Harton's Safer Recruitment Procedure, currently in its draft stage.

20. TRAINING & SUPPORT FOR ALL VOLUNTEERS

Training and support is available for all volunteers as needed. This may be 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 BSR is always available to talk to individuals and groups. He/she is able to attend organised sessions and meetings as required.

In line with new 2017 guidelines from the Diocese of York, all churchwardens and (where necessary) PCC members will complete recommended safeguarding training packages C0 and/or C1, depending on which is required for their particular role.

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

The use of images is governed by the requirements of the Data Protection Act 1998. 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.

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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 'Diocese of York Policy for use of photographs and video recordings of children, young people and vulnerable adults'.

21.1 Local photography and video recording consent

Consent may be verbal or written. Written consent may be given as part of a particular Consent Form for an activity, or on a form kept in each Church vestry. Where verbal consent is given this will be logged on the form kept in each Church vestry.

Written consent is kept in the locked filing cabinet in the Rector's Office in accordance with the 'Data Protection Act 1998'

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 event organised by any of the church's in the Benefice of Harton

Under no circumstances must any image or video be uploaded onto the church website or Social Media without prior, documented consent from the person in the photograph or, in the case of a child or young person, from their parent or guardian.

21.2 Parent / Guardian Consent Form

This will be available for anyone to complete at any time. Copies will be available from the BSR.

21.3 Photography Notice

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

22. SOCIAL MEDIA & SAFEGUARDING

At present the Benefice of Harton does not use social media as an official means to communicate and share information. Should this change, all of those involved with the management and administration of The Benefice of Harton's social media must follow the 'Diocese of York Social Media Guidelines'.

23. SAFEGUARDING AND CHILD PROTECTION POSTER

The Child Protection and Safeguarding Poster will always be displayed on each church noticeboard. The poster may be displayed at other locations as appropriate.

24. PCCS IN THE BENEFICE OF HARTON & SAFEGUARDING

PCC Members of each Church in the Benefice of Harton are all responsible for safeguarding at their particular church under the guidance of the BSR.

Safeguarding is a Standing Item at all Benefice Council Meetings.

The BSR should ideally not be a PCC member. This ensures that any conflict is avoided. The BSR may attend PCC Meetings to discuss safeguarding procedures and update PCC as required.

25. PARISH INSURANCE

The Parish Insurance Policy covers all regular activities on and off the church premises in each Parish. One-off events away from the usual meeting places, e.g. a Sunday Club trip out, 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.

26. HEALTH & SAFETY

Health & Safety is a concern when considering safeguarding vulnerable people and child protection. We must also protect them from the physical environment.

26.1 Risk Assessments

Risk Assessments of all locations must be completed at least annually. The inspections will be carried out by members of each church's PCC, in conjunction with the BSR. The Risk Assessment Form is available from the BSR. All issues must be addressed and resolved expediently.

26.2 Accident & Incident Reporting

All accidents and incidents must be reported on the Accident & Incident Form, copies of which can be found in each vestry, and are available from the BSR.

All forms must be forwarded to the BSR, c/o The Vicarage 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 each Church's APCM, to be kept with PCC Minutes.

27. POLICY ADOPTION AND IMPLEMENTATION

This policy is adopted by all groups and will be reviewed annually by the BSR, on behalf of the PCCS of all churches in the Benefice of Harton.

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.

28. DISPLAYING THIS POLICY

A copy of the policy will always be kept somewhere in each church (ideally where it can be easily accessed) and it will be made available on the church website.

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

After this policy's regular review at their APCM, each church must send a signed and dated copy of it, along with any additional policies it may have for its specific groups, to the York Diocesan Safeguarding Adviser, Diocesan House, Clifton Moor, York YO30 4WJ. This must be done annually.

30. USEFUL TELEPHONE NUMBERS

Diocese of York Safeguarding Adviser

Tel: 01904 699500, 07551124951

Diocese of York DBS Administrator

Archbishop's Palace. Tel: 01904 707021

Archdeacon

Tel: 01904 623798, E: adyk@yorkdiocese.org

Churches Child Protection Advisory Service Helpline

Tel: 0845 1204450

York Children's Social Care

Tel: 01904 551900

Local Police

Tel: 101 or 01904 618691 (if outside York area)

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

- Safer Recruitment Policy

- Responding to Suspicions or Allegations of Abuse or Inappropriate Behaviours Concerning Children, Young People and Vulnerable Adults in the Parish Policy (Complaints Policy)
- Responding to Concerns, Incidents or Allegations regarding a Volunteer or Paid Worker within the Church Community Policy (Whistleblowing Policy)
- Working with Known Offenders Attending Church 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
- Letter to welcome new volunteer
- Letter to referee with reference questionnaire

Posters

- Safeguarding & Child Protection Poster
- Photography Poster
- Childline 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:

Child Protection & Safeguarding Documents

<http://dioceseotvork.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