

The Parish of Corfe Mullen

Safeguarding Policy

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Updated due to the National Church's new guidance Safer Recruitment and People Management Guidance came into effect from January 2022 and replaces the 2016 guidance. (update in blue)	January 2022
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Introduction

The Church of England, along with the whole Christian community, believes each person has a value and dignity which comes directly from God's creation of male and female in God's own image and likeness. Christians see this as fulfilled by God's recreation of us in Christ. Among other things, this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

We are committed to the safeguarding and protection of all and we affirm that the needs of children, or of people when they are vulnerable, are paramount.

We recognise that none of us is invulnerable, but that there is a particular care for those whose vulnerability is increased by situations, by disabilities or by reduction in capacities. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity and we seek to affirm the gifts and graces of all God's people.

This policy addresses the safeguarding of individuals. It is intended to be a dynamic policy. It is intended to support the Church in being a safe, supportive and caring community for children, young people and adults, who may be at risk of abuse or neglect, for survivors of abuse, and for those affected by abuse.

The Churches of St Hubert's and St. Nicholas, recognise the serious issue regarding the abuse of children and adults, who may be at risk, and recognises that this may take the form of physical, emotional, sexual, financial, spiritual or institutional abuse or neglect. It acknowledges the effects these may have on people and their development, including spiritual and religious development. It accepts responsibility for ensuring that all people are safe in its care, and that their dignity and right to be heard is maintained. It accepts its responsibility to support, listen to and work for healing with survivors, offenders, communities and those who care about them. It takes seriously the issues of promotion of welfare so that each of us can reach our full potential in God's grace. We commit ourselves to respond without delay, to any allegation or cause for concern, that a child or adult who may be at risk of abuse or neglect, may have been harmed - whether in the church or in another context. We commit ourselves to challenge the abuse of power, of anyone in a position of trust.

The Churches of St Hubert's and St. Nicholas, commit to the provision of support, advice and training for lay and ordained people, that will ensure people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children and adults.

The Churches of St Hubert's and St. Nicholas affirm and give thanks for those who work with children and adults, who may be at risk of abuse or neglect, and acknowledge the shared responsibility of all of us for safeguarding children and adults who are on our premises.

Purpose of the Policy

The purpose of this Safeguarding policy is to ensure procedures are in place, and people are clear about, their roles and responsibilities regarding children and adults, who may be at risk of abuse or neglect, in our care and using our premises.

Safeguarding Representative

The PCC has appointed Alison Duyvesteyn, as Parish Safeguarding Officer (PSO), and support her in her role which is to:

i) support and advise the Rector, Ministers and Lay Workers in fulfilling their roles

ii) provide a point of reference to advise on safeguarding issues

iii) promote safeguarding best practice within the Parish of Corfe Mullen.

iv) regularly report on safeguarding in the parish

Other related policies

- Social Media
- Data Privacy Notice
- Whistleblowing Policy

Good Practice

We believe good practice means that:

i) All people are treated with respect and dignity.

ii) Safeguarding training is provided at an appropriate level for the roles undertaken.

ii) Those who act on behalf of the Church, should not meet or work alone with a child or adult, who may be at risk of abuse or neglect where the activity cannot be seen unless this is necessary for pastoral reasons In such cases a written note of this will be made and kept noting date, time and place of visit.

iii) The church premises will be assessed for the safety of children and adults, who may be at risk of abuse or neglect, and the risk assessment report will be given annually, to the PCC, in written form by the Health and Safety officer. This will include fire safety procedures. The PCC will consider the extent to which the premises and equipment are suitable, and whether improvements are required.

iv) Any driver using their own vehicle, for the transportation of children or adults who may be at risk of abuse or neglect, is responsible for ensuring that the vehicle is roadworthy and comprehensively insured. (Drivers need to check with their Insurance Company re the requirement for business cover).

v) Promotion of Safeguarding, is recognised to include undertaking those tasks which enable all God's people to reach their full potential.

viii) **Guidelines for working with children, young people and adults who may be at risk:** These are accessible to each worker, working with children, young people and adults who may be at risk of abuse, outlining good practice. Please see Appendix 1 and 2.

ix) **Events with church groups off the premises:** Adequate staffing will be ensured for such events (see Appendix 2). Permission for the event will be sought from either the Incumbent or Churchwarden(s), and the PCC if deemed necessary. A completed risk assessment and Consent forms will be logged with the Parish Office in advance.

x) **Safeguarding Complaints procedure:** It is hoped that complaints can be dealt with internally. However, a complaint may be made to the Parish Safeguarding Officer (PSO). If a complaint is made to another person, it should be passed on to the PSO, who will arrange to meet with the complainant, and attempt to resolve the complaint. If the complaint cannot be resolved orally the complaints procedure of the Church of England will be invoked.

xi) **Safer recruitment Guidelines will be followed for both paid employees and identified volunteer positions:** see Appendix 3

xii) **Hiring out church premises**. Any hire agreement with any person/body wishing to hire church premises must contain a provision whereby the person/body hiring the premises agrees to comply with the relevant safeguarding guidance issued by the House of Bishops and the diocese. The hire agreement should also contain a provision whereby all those hiring church premises are required to ensure that children and vulnerable adults are protected at all times, relevant staff have had appropriate DBS checks and that all reasonable steps have been taken to prevent injury, illness, loss or damage occurring. Ensure that all those hiring church premises carry full public liability insurance for this or are covered through the church insurance (for example hire for a children's party).

Xiii Interregnum. During an interregnum the PCC must, working with the churchwardens, ensure that all information about safeguarding matters is securely stored before passing the information on to the new incumbent. The departing incumbent must give the safeguarding information to the Parish Safeguarding Officer who can pass the information on to the new incumbent when he/she takes up his new role.

Review

- This policy will be reviewed annually by the PCC.
- Safeguarding will be a standing agenda item at each PCC meeting.
- At the APCM the PCC will provide an annual report in relation to safeguarding. In the PCC's annual report will be a statement which reports on progress and a statement as to whether or not the PCC has complied with the duty to have "due regard" to the House of Bishops' guidance in relation to safeguarding.

Key concepts and definitions:

i) Adults who may be at risk of abuse or neglect: any adult who - ..

(a) has needs for care and support (whether or not the local authority is meeting any of those needs),

(b) is experiencing, or is at risk of, abuse or neglect, and

(c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Children are defined as anyone aged between 0 and 18 years of age

ii) Safeguarding and protecting children or adults who may be at risk: preventing maltreatment; preventing impairment of their health and ensuring safe and effective care.

iii) Adult/child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect children/specific adults who are suffering or are at risk of suffering significant harm, including neglect.

iv) Abuse and neglect may occur in a family, in a community and in an institution. It may be perpetrated by a person or persons known to the child or adult or by strangers; by an adult or by a child. It may be an infliction of harm or a failure to prevent harm.

Appendix 1 – Guidelines for Safeguarding

In general ask yourself what you are doing, why you are doing it and who benefits. Think about what is safe for you and your volunteers as well as any children, young people and vulnerable adults in your parish, congregation or group.

One-to-one situations: ideally, one-to-one situations should be avoided. If someone is distressed and it is desirable to take them to one side to give them privacy, tell one of the other leaders what you are doing and why.

When making home visits, we recommend (where possible), that this is done in pairs – it makes the occasion more social for the person concerned. If you have concerns about any visit (whether you visited in a pair or alone), please make a record of the visit (date, time, place, what happened), and inform the PSO and/or Incumbent, as soon as possible.

You should not:

- initiate physical contact.
  (Any necessary contact should be initiated by the individual)
- invade the individual's privacy while washing or toileting;
- play rough, physical, or sexually provocative games;
- use any form of physical punishment;
- be sexually suggestive about or to an individual even in fun;
- touch an individual inappropriately or obtrusively;
- scapegoat, ridicule or reject an individual or group;
- permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying;
- show favouritism to any individual or group;
- allow an individual to involve you in excessive attention seeking that is overtly physical or sexual in nature;
- give lifts to an individual on their own or on your own without parental consent
  (young children who should always be seated in the back of the car)
- drink alcohol when responsible for children, young people or adults who may be at risk of abuse or neglect
- share sleeping accommodation inappropriately
- invite a child, young person or vulnerable adult to your home alone
- arrange social occasions with children, young people or adults who may be at risk of abuse or neglect (other than family members) outside organised group occasions
- allow unknown adults access to children, young people or adults who may be at risk of abuse or neglect. Visitors should always be accompanied by a known person

- allow strangers to give lifts to children, young people or adults who may be at risk of abuse or neglect.

If in doubt please ask the PSO, Incumbent or team leader.

Touch

Touching/hugging: with adults, young people or children you should always ask whether they wish to be touched or hugged. Some may, but many do not (at least not on first acquaintance). Shaking hands is courteous and often appreciated by older people. If you do touch or hug, hands should always be outside the person's clothing and never on any part of the body which might be considered inappropriate (knees, bottom, breasts). It is important that people with learning disabilities, learn what form of body contact is appropriate in different social situations; this helps to keep them safe and helps them to become aware when people are behaving inappropriately and possibly exploiting them.

Money/gifts

If you are given money or gifts, for any reason, ensure the donation is acknowledged (by receipt and/or thank you letter) as soon as possible. This both preserves the audit trail for the donation, and protects you against any complaint that money has been taken without the knowledge or consent of the vulnerable adult, young person, or child.

Recruitment

Ensure all workers and volunteers are recruited according to the Safer Recruitment Practice Guidance. If necessary, advice is to be sought from the Diocesan Safeguarding Adviser (DSA).

Handling data

All personal data is held in line with the Parish of Corfe Mullen data handling policy and Diocesan Safeguarding guidelines.

For guidelines regarding communication with children between the ages of 14 and 18 please refer to the Social Media policy.

General Safety Checklist

Check that:

- Premises, including the lighting, and equipment used with children, young people or adults, who may be at risk, are safe, well maintained and suitable for the purpose.
- Undertake a risk assessment for each activity, and in greater detail for an unusual activity or when away from the usual location.
- An up to date First Aid kit is available and a nominated person should be responsible for maintaining the kit and all adults should know where to find it and its position clearly labelled. Mandy Warman is the Health & Safety Officer who oversees this.
- Encourage staff and volunteer workers to have some First Aid knowledge and provide access to First Aid training.
- All workers know what to do in an emergency.
- No medication is given to a child under 18 years without the written consent of a guardian / parent.
- All accidents/incidents are recorded in the accident book. Accident forms and the Accident book can be found in the Narthex and in the Parish Office.
- Procedures are in place for dealing with sick or injured children, and adults who may be at risk of abuse, and for accompanying young children to the toilet. Remember that ratios still need to be correct if an adult goes out of the room.
- A parental consent form and health form have been completed for each child/ young person. Consent forms, completed by a parent/guardian, should always be used for anyone under 18 when undertaking activities outside the normal meeting place.
- A register should be kept, and regularly updated, of all children or young people attending the group with details of home addresses, telephone number and a parent/Carer or guardian's name. In the event of a fire the leader should take the register to check that everyone is out of the building.
- It is clear who is responsible for children after the activity is over, and who they are going home with.
- The rooms are secure from unwelcome people.
- Young people cannot go outside without leaders' agreement.
- Ensure that a telephone is available for all emergencies.
- Ensure that car insurances are appropriate for transporting members.
- Adult/ Children ratios are right for the group and occasion – see Salisbury Safeguarding Framework guidelines.

Transporting children on behalf of the Church

A consent form should always be completed. Anyone transporting children must have ensured they have appropriate insurance.

Training

Basic Awareness	Recommended for all roles within the church who needs a basic level of awareness of safeguarding
Foundation	Required for anyone who has safeguarding responsibilities/contact with children and/or vulnerable adults. i.e. children's/youth work, lead groups, LPA's, choir , church warden's
Leadership Pathway	Required for those who lead congregations or are involved in shaping the church, LLM's, PSO's and Bell Tower Captains

Everyone in a volunteer or paid role should update their safeguarding training every 3 years.

It is not necessary to repeat all the courses, just the one at your highest level. So if a person completes Basic and Foundation, they only need to update Foundation.

There is a special Leadership pathway for "Permission to Officiate".

Safer Recruitment and People Management is now an online course. Everyone involved in the recruitment of volunteers or paid staff should complete this course.

Understanding Domestic Abuse is an online course too.

For on line courses go to; Safeguarding Training Portal (cofeportal.org). See Diocese of Salisbury website for details on face to face courses.

A list of everyone's training is kept by the office. See Appendix 4 for the training requirements for each role.

DBS/confidential declaration

All paid employees and volunteers working within the Churches will be expected to complete a Confidential Declaration and where applicable a Disclosure and Barring Service Check. The PSO will advise which document needs to be completed. DBS checks will be renewed every **3** years in line with Diocese policy. See Appendix 4 for which roles need which checks.

Procedures if a disclosure is made

If a child discloses abuse by someone outside the church and the situation is not an emergency (if the situation is an emergency the Police should be called), the person to whom it is disclosed should make handwritten notes as soon as possible after the disclosure, and report it to the PSO who will consult with the Diocesan Safeguarding Advisor, Diocesan Office, Crane Street, Salisbury. SP1 2QB. Telephone Number 07469857888/07500 664800 - Also see Appendix 7

Communication with the Media

In the event of an incident, communications both within and outside the Diocese of Salisbury will be handled by the Diocesan Communications Co-ordinator who will consult with the Bishop, the parish and the Diocesan Safeguarding Adviser. Particular care should be taken regarding any public statement or public prayer.

Sex offenders within the congregation

If a person convicted of sexual abuse against a child is discovered within the congregation or a known offender joins one of the churches we will extend love and friendship and seek advice from the Diocese of Salisbury Safeguarding Advisor.

Insurance

All groups should ensure there is adequate insurance for the work they are doing, including public liability insurance. The terms of the church insurance policy provide cover for the church building and the church activities. The Insurance Provider must be informed of any offsite activity, in advance of the activity taking place, and may ask for documentary proof of the risk assessment, for each activity.

Appendix 2 – Ratios when working with children and vulnerable adults

Leader to participant ratio

There are recommended ratios for supervising children under 8. For over 8's you should risk assess your activities and group and decide how many leaders are required (NB you will always need at least 2 adult leaders, ideally one male and one female for mixed groups).

The required ratios for Indoor and Outdoor Activities for under 8's are the same

Age	Ratio
0-2	1:3
2-3	1:4
3-8	1:8

8 and over, complete a risk assessment on the activities and then set ratios accordingly taking note of the age of the children and the activity and location. We would recommend for a low risk activity with independent young people of secondary school age you have no more than 16 young people to each adult, with at least 2 adults, preferable one male and one female for the group. However, your risk assessment may identify a need for higher ration than this.

Young people aged 16-18 may take a young leaders role within children's work, subject to the checks as laid out in Appendix 3 and 4. They will, however, be considered supernumerary for the purposes of calculating ratios.

Remember: You should always have at least 2 adults with a group of children

These are the recommended ratios. Your activity, trip or group may require closer supervision depending on what you are doing and the needs of your group. If in any doubt please contact the Parish Safeguarding Officer or Churchwardens.

Adults

People organising activities for children and young people are used to thinking about ratios of adults to children. It is worth thinking about this for activities involving vulnerable adults as well. We recommend a minimum of 2 helpers for any activity (one male and one female if you have a mixed group) but preferably 3 for groups of up to 20, more for larger groups.

Appendix 3 - The process for Safer Recruitment of Volunteers and paid employees

- All church officers who work with children, young people and/or vulnerable adults are:
    - recruited following the House of Bishops' Safer Recruitment practice guidance; (The National Church's new guidance Safer Recruitment and People Management Guidance came into effect from January 2022 and replaces the 2016 guidance.)
    - aware of and work to House of Bishops' safeguarding guidance (includes both policies and practice guidance);
    - attend diocesan safeguarding training at least every three years;

- Construct a clear and accurate job description and person specification, or for an unpaid role, a role outline, who set out what tasks and responsibilities the applicant will undertake, and the skills and experience required. This will include what level of DBS check is required.

- Advertise unpaid roles within parish notices and paid roles more widely

- Ask all applicants to complete an application form for all paid roles (a Curriculum Vitae may be used for voluntary roles but an application form is good practice and is recommended). Always ask for, take up and check two references (names and contact details)

- Ask all applicants to complete a Confidential Declaration Form.

- Shortlist (paid posts) Shortlist, carefully examining the application forms. Identify any gaps in employment/personal history and ensure those shortlisted meet the requirements of the person specification. Shortlist (unpaid posts) Review any interest from volunteers and assess suitability against requirements.

- Have a face-to-face interview (or informal discussion if unpaid) with pre-planned and clear questions to assess applicants' suitability for the role. Seek explanations for gaps in employment/personal history. It may also be appropriate to ask the individual to complete a test or presentation if applicable. Check identification and the Confidential Declaration Form (CDF).

- Decide whom to offer the role to. This decision will be made by the interviewing panel. This is subject to completion of all checks to the satisfaction of the PCC. No role can commence until satisfactory checks have been completed.

- Once the applicant has been offered the role, subject to satisfactory checks, ask the applicant to complete an enhanced Disclosure and Barring Service (DBS) Confidential Declaration Form Reference Request Letter SAFEhandbook16:Layout 1 06/08/2019 16:50 Any blemished DBS checks or information of concern on the CDF must be risk assessed by the DSA. Always check the applicants' two references. Please note if someone has either never lived in the UK or spent a period of time overseas (i.e. lived abroad), the person making the appointment should request an additional check and ask the applicant to obtain criminality information from the country where he/she was resident. Iti s also recommended to undertake an occupational health check for paid roles where possible.

- Once all checks are satisfactory and support the interview decision, the person can be formally appointed. It is recommended to add an end date to unpaid roles. This can always be extended but helps set expectations for both parties. Have a period of probation for any paid role (or a settling-in period for unpaid) and review throughout, as well as at the end of this period. When references and checks are completed the volunteer will be issued with two copies of The Volunteer Agreement, one of which is to be signed and returned to the Rector’s PA.

- Induction and/or training will be provided, appropriate to the role, by the Team Leader. This should include expectations in relation to behaviour (a Code of Conduct29). Ensure supervision/support is in place and arrange for attendance on the Church of England safeguarding training

Appendix 4 – Salisbury Training and Diocese Training and DBS Matrix

Salisbury Diocese Training and DBS Matrix						
Role	Centrally Managed role?	Category	Description	Core Training to be undertaken	Dom Abuse	Safe Recruit
Addiction Group Leader	N	Outreach & Mission	Enhanced Adult	Basic Awareness & Foundation	Y	N
Addiction Group Team	N	Outreach & Mission	Enhanced Adult	Basic Awareness & Foundation	Y	N
Adult & Child Group Helper	N	Church & Pastoral Ministry	Enhanced Child (see note)	Basic Awareness & Foundation	N	N
Adult Group Helper	N	Outreach & Mission	See note	Basic Awareness & Foundation	N	N
After School Club Helper	N	Children & Young People	Enhanced Child (see note)	Basic Awareness & Foundation	N	N
Archdeacon	Y	Central role	Enhanced Child & Adult with Child & Adult Barring	Basic Awareness, Foundation, Leadership Pathway and Senior Leadership Pathway	Y	Y
Assistant Bishop	Y	Central role	Enhanced Child & Adult with Child & Adult Barring	Basic Awareness, Foundation, Leadership Pathway and Senior Leadership Pathway	Y	Y
Assistant Curate	Y	Central role	Enhanced Child & Adult with Child & Adult Barring	Basic Awareness, Foundation and Leadership Pathway	Y	Y
Associate Deacon	Y	Central role	Enhanced Child & Adult	Basic Awareness, Foundation & Leadership	Y	Y

Role	Centrally Managed role?	Category	Description	Core Training to be undertaken	Dom Abuse	Safe Recruit
Associate Priest	Y	Central role	**Enhanced Child & Adult with Child & Adult Barring**	**Basic Awareness, Foundation & Leadership**	**Y**	**N**
Asst Rural Dean	Y	Central role	**Enhanced Child & Adult with Child & Adult Barring**	**Basic Awareness, Foundation & Leadership Pathway**	**Y**	**Y**
Baby-Toddler Group Leader	N	Children & Young People	**Enhanced Child with Child Barring (see note)**	**Basic Awareness & Foundation**	**Y**	**N**
Baby-Toddler Support Worker	N	Children & Young People	**Enhanced Child (see note)**	**Basic Awareness & Foundation**	**Y**	**N**
Befriender	N	Outreach & Mission	**Enhanced Adult (see note)**	**Basic Awareness & Foundation**	**Y**	**N**
Bell Ringer	N	Bell Ringing & Music	**No DBS required**	**None**	**N**	**N**
Bell Ringer Captain	N	Bell Ringing & Music	**Enhanced Child & Adult (see note)**	**Basic Awareness, Foundation & Leadership**	**Y**	**N**
Bell Ringing Deputy Captain	N	Bell Ringing & Music	**Enhanced Child & Adult (see note)**	**Basic Awareness & Foundation**	**N**	**N**
Bell Ringing Instructor	N	Bell Ringing & Music	**Enhanced Child & Adult (see note)**	**Basic Awareness & Foundation**	**N**	**N**
Bishop	Y	Central role	**Enhanced Child & Adult with Child & Adult Barring**	**Basic Awareness, Foundation, Leadership and Senior Leadership Pathway**	**Y**	**Y**
Bishops (PtoO) Restricted	Y	Central role	**Enhanced Child & Adult with Child & Adult Barring**	**Basic, Foundation, PTO Leadership**	**Y**	**N**
Candidate - BAP/Clergy/PTO/LLM/LPA	Y	Central role	**Enhanced Child & Adult with Child & Adult Barring**	**Basic Awareness, Foundation, Leadership Pathway. (Not LPA)**	**Y**	**N**
Candidate - Spiritual Accompanier	Y	Central role	**Enhanced Adult (see note)**	**Basic Awareness and Foundation**	**Y**	**N**
Candidate - Vocation/Placement/LWL	Y	Central role	**Enhanced Child & Adult**	**Basic Awareness & Foundation**	**Y**	**N**

Role	Centrally Managed role?	Category	Description	Core Training to be undertaken	Dom Abuse	Safe Recruit
Chaplain	Y	Central role	**Enhanced Child & Adult with Child & Adult Barring**	**Basic Awareness, Foundation & Leadership**	**Y**	**N**
Chapter Clerk	Y	Central role	**Enhanced Child and Adult**	**Basic Awareness, Foundation & Leadership Pathway**	**N**	**N**
Child Care Leader	N	Children & Young People	**Enhanced Child with Child Barring (see note)**	**Basic Awareness & Foundation**	**Y**	**N**
Children & Families Leader	N	Children & Young People	**Enhanced Child with Child Barring (see note)**	**Basic Awareness & Foundation**	**Y**	**N**
Children & Families Support worker	N	Children & Young People	**Enhanced Child and Adult (see note)**	**Basic Awareness & Foundation**	**Y**	**N**
Childrens Group Leader	N	Children & Young People	**Enhanced Child with Child Barring (see note)**	**Basic Awareness & Foundation**	**Y**	**N**
Childrens Group Support worker	N	Children & Young People	**Enhanced Child (see note)**	**Basic Awareness & Foundation**	**Y**	**N**
Childrens Music-Leader/Master/Director	N	Children & Young People	**Enhanced Child with Child Barring (see note)**	**Basic Awareness & Foundation**	**Y**	**N**
Childrens Music-Tutor/Instructor	N	Children & Young People	**Enhanced Child (see note)**	**Basic Awareness & Foundation**	**N**	**N**
Churchwarden (not Channel Islands)	Y	Central role	**No DBS required (see note)**	**Basic Awareness & Foundation**	**Y**	**N**
Classroom Support Worker	N	Children & Young People	**Enhanced Child (see note)**	**Basic Awareness & Foundation**	**N**	**N**
CLP Course Participant	Y	Central role	**Enhanced Child & Adult with Child & Adult Barring**	**Basic Awareness & Foundation**	**Y**	**N**
CLP Trainee	Y	Central role	**Enhanced Child & Adult with Child & Adult Barring**	**Basic Awareness & Foundation**	**Y**	**N**

Role	Centrally Managed role?	Category	Description	Core Training to be undertaken	Dom Abuse	Safe Recruit
Commissioned Lay Pioneer	Y	Central role	**Enhanced Child & Adult with Child & Adult Barring**	**Basic Awareness, Foundation & Leadership**	**Y**	**N**
Committee Member	N	Admin & Operations	**No DBS required**	**Basic Awareness**	**N**	**N**
Communion Helper-Server	N	Church & Pastoral Ministry	**No DBS required**	**Basic Awareness**	**N**	**N**
Counsellor	N	Church & Pastoral Ministry	**Enhanced Adult (see note)**	**Basic Awareness & Foundation**	**Y**	**N**
Creche Co-ordinator	N	Children & Young People	**Enhanced Child (see note)**	**Basic Awareness & Foundation**	**Y**	**N**
Creche Team Helper	N	Children & Young People	**Enhanced Child (see note)**	**Basic Awareness & Foundation**	**N**	**N**
Creche Team Leader	N	Children & Young People	**Enhanced Child with Child Barring (see note)**	**Basic Awareness & Foundation**	**Y**	**N**
Deaconess	Y	Central role	**Enhanced Child & Adult**	**Basic Awareness & Foundation**	**Y**	**N**
Debt Course Leader	N	Outreach & Mission	**Enhanced Adult**	**Basic Awareness & Foundation**	**Y**	**N**
Diocesan Secretary	Y	Central role	**Basic DBS**	**Basic Awareness, Foundation, Leadership and Senior Leadership Pathway**	**N**	**Y**
Driver	N	Outreach & Mission	**See note**	**Basic Awareness**	**N**	**N**
Electoral Roll Officer	Y	Central role	**No DBS required**	**Basic Awareness**	**N**	**N**
Extra-parochial Ministry	Y	Central role	**Enhanced Child & Adult**	**Basic Awareness, Foundation & Leadership**	**Y**	**N**
Family Support Worker	N	Church & Pastoral Ministry	**Enhanced Child & Adult (see note)**	**Basic Awareness & Foundation**	**Y**	**N**
Foodbank Manager	N	Outreach & Mission	**Enhanced Child & Adult**	**Basic Awareness and Foundation**	**Y**	**Y**
Gardener	N	Admin & Operations	**No DBS required**	**Basic Awareness**	**N**	**N**
Healing Ministry Team	N	Church & Pastoral Ministry	**Enhanced Adult**	**Basic Awareness & Foundation**	**Y**	**N**

Role	Centrally Managed role?	Category	Description	Core Training to be undertaken	Dom Abuse	Safe Recruit
Holiday Club Leader	N	Children & Young People	Enhanced Child	Basic Awareness & Foundation	Y	N
Intern / Placement	N	Children & Young People	Enhanced Child	Basic Awareness & Foundation	N	N
Junior-Kids Church Coordinator	N	Children & Young People	Enhanced Child	Basic Awareness & Foundation	Y	N
Junior-Kids Church Helper	N	Children & Young People	Enhanced Child	Basic Awareness & Foundation	N	N
Junior-Kids Church Leader	N	Children & Young People	Enhanced Child (see note)	Basic Awareness & Foundation	Y	N
Junior-Kids Church Teacher	N	Children & Young People	Enhanced Child (see note)	Basic Awareness & Foundation	Y	N
Lay Minister	N	Church & Pastoral Ministry	Enhanced Child & Adult	Basic Awareness, Foundation & Leadership	Y	N
Lay Vicar	N	Church & Pastoral Ministry	Enhanced Child	Basic Awareness, Foundation & Leadership	Y	N
Lay Vicar-Deputy	N	Church & Pastoral Ministry	Enhanced Child	Basic Awareness, Foundation & Leadership	Y	N
Lay Worship Leader	Y	Central role	Enhanced Child & Adult	Basic Awareness & Foundation	N	N
Licensed Lay Minister	Y	Central role	Enhanced Child & Adult with Child & Adult Barring	Basic Awareness, Foundation & Leadership	Y	N
LLM (PtoO)	Y	Central role	Enhanced Child & Adult	Basic Awareness, Foundation and PTO Leadership Pathway	N	N
LLM in Training	Y	Central role	Enhanced Child & Adult with Child & Adult Barring	Basic Awareness, Foundation & Leadership	N	N
LPA	Y	Central role	Enhanced Child & Adult with Child & Adult Barring	Basic Awareness, Foundation	Y	N
LPA Course Participant	Y	Central role	Enhanced Child & Adult with Child & Adult Barring	Basic Awareness & Foundation	N	N
LWL Course Participant	Y	Central role	Enhanced Child & Adult	Basic Awareness & Foundation	N	N

Role	Centrally Managed role?	Category	Description	Core Training to be undertaken	Dom Abuse	Safe Recruit
Messy Church Helper	N	Outreach & Mission	**Enhanced Child**	**Basic Awareness & Foundation**	**N**	**N**
Messy Church leader	N	Outreach & Mission	**Enhanced Child**	**Basic Awareness & Foundation**	**Y**	**N**
Music-Chaperone or Host	N	Bell Ringing & Music	**Enhanced Child**	**Basic Awareness**	**N**	**N**
Nursery-Play Centre Manager	N	Children & Young People	**Enhanced Child**	**Basic Awareness & Foundation**	**Y**	**N**
Nursery-Play Centre Support Worker	N	Children & Young People	**Enhanced Child**	**Basic Awareness**	**N**	**N**
Open the Book Team Leader	N	Children & Young People	**Enhanced Child**	**Basic Awareness & Foundation**	**Y**	**N**
Open the Book Team Member	N	Children & Young People	**Enhanced Child**	**Basic Awareness & Foundation**	**N**	**N**
Parent & Toddler Group Assistant	N	Children & Young People	**Enhanced Child**	**Basic Awareness & Foundation**	**N**	**N**
Parent & Toddler Group Leader	N	Children & Young People	**Enhanced Child**	**Basic Awareness & Foundation**	**Y**	**N**
Parish Verifier	Y	Central role	**No DBS required**	**Basic Awareness & Foundation**	**N**	**N**
Pastoral Care Leader	N	Church & Pastoral Ministry	**Enhanced Child & Adult**	**Basic Awareness & Foundation**	**Y**	**N**
PCC Member (not a registerd charity)	N	Church & Pastoral Ministry	**No DBS required**	**Basic Awareness**	**Y**	**Y**
Permission to Officiate	Y	Central role	**Enhanced Child & Adult with Child & Adult Barring**	**Basic Awareness, Foundation and PTO Leadership Pathway**	**N**	**N**
Pioneer Minister	Y	Central role	**Enhanced Child & Adult with Child & Adult Barring**	**Basic Awareness, Foundation & Leadership**	**Y**	**Y**
Prayer-Ministry Team	N	Church & Pastoral Ministry	**Basic**	**Basic Awareness**	**N**	**N**
Pre-School Assistant	N	Church & Pastoral Ministry	**Enhanced Child (see note)**	**Basic Awareness & Foundation (see note)**	**N**	**N**

Role	Centrally Managed role?	Category	Description	Core Training to be undertaken	Dom Abuse	Safe Recruit
Pre-School Leader-Manager	N	Church & Pastoral Ministry	**Enhanced Child with Child Barring (see note)**	**Basic Awareness & Foundation (see note)**	**N**	**N**
Priest in Charge	Y	Central role	**Enhanced Child & Adult with Child & Adult Barring**	**Basic Awareness, Foundation & Leadership**	**Y**	**Y**
PtoO Minister	N	Central role	**Enhanced Child & Adult with Child & Adult Barring**	**Basic Awareness, Foundation and PTO Leadership Pathway**	**N**	**N**
PtoO Unrestricted	Y	Central role	**Enhanced Child & Adult with Child & Adult Barring**	**Basic Awareness, Foundation and PTO Leadership Pathway**	**N**	**N**
Rector	Y	Central role	**Enhanced Child & Adult with Child & Adult Barring**	**Basic Awareness, Foundation & Leadership**	**Y**	**Y**
Safeguarding Officer (PSO)	Y	Church & Pastoral Miyistry	**Enhanced Child & Adult**	**Basic Awareness, Foundation & Leadership**	**Y**	**N**
Spiritual Accompanier	Y	Church & Pastoral Miyistry	**Enhanced Adult (see note)**	**Basic Awareness, Foundation**	**N**	**N**
Steward	N	Church & Pastoral Ministry	**No DBS required**	**Basic Awareness**	**N**	**N**
Suffragan Bishop	Y	Central role	**Enhanced Child & Adult with Child & Adult Barring**	**Basic Awareness, Foundation, Leadership and Senior Leadership Pathway**	**Y**	**Y**
Supervisor	N	Admin & Operations	**No DBS required**	**Basic Awareness**	**Y**	**N**
Team Rector	Y	Central role	**Enhanced Child & Adult with Child & Adult Barring**	**Basic Awareness, Foundation & Leadership**	**Y**	**Y**
Team Vicar	Y	Central role	**Enhanced Child & Adult with Child & Adult Barring**	**Basic Awareness, Foundation & Leadership**	**Y**	**Y**
Trustee	N	Church & Pastoral Ministry	**Enhanced Child & Adult (see note)**	**Basic Awareness**	**Y**	**N**
Verger	N	Church & Pastoral Ministry	**Basic**	**Basic Awareness**	**N**	**N**
Verger-Assistant	N	Church & Pastoral Ministry	**Basic**	**Basic Awareness**	**N**	**N**

Role	Centrally Managed role?	Category	Description	Core Training to be undertaken	Dom Abuse	Safe Recruit
Vicar	Y	Central role	**Enhanced Child & Adult with Child & Adult Barring**	**Basic Awareness, Foundation & Leadership**	**Y**	**Y**
Warden of Housing	N	Church & Pastoral Ministry	**Enhanced Adult with Adult Barring**	**Basic Awareness & Foundation**	**N**	**N**
Welcome Team	N	Church & Pastoral Ministry	**No DBS required**	**Basic Awareness**	**N**	**N**
Youth Club-Group Coordinator	N	Church & Pastoral Ministry	**Enhanced Child with Child Barring (see note)**	**Basic Awareness & Foundation**	**Y**	**N**
Youth Club-Group Leader	N	Church & Pastoral Ministry	**Enhanced Child with Child Barring (see note)**	**Basic Awareness, Foundation**	**Y**	**N**
Youth Club-Group Support Worker	N	Church & Pastoral Ministry	**Enhanced Child (see note)**	**Basic Awareness & Foundation**	**N**	**N**
Youth Pastor	N	Church & Pastoral Ministry	**Enhanced Child with Child Barring (see note)**	**Basic Awareness, Foundation & Leadership**	**Y**	**N**

Appendix 5 – Parish Policy for Responding to Domestic Abuse

All forms of domestic abuse are wrong and must stop. We are committed to promoting and supporting environments which:

- ensure that all people feel welcomed, respected and safe from abuse;
- protect those vulnerable to domestic abuse from actual or potential harm;
- recognise equality amongst people and within relationships;
- enable and encourage concerns to be raised and responded to appropriately and consistently.

We recognise that:

- all forms of domestic abuse cause damage to the survivor and express an imbalance of power in the relationship;
- all survivors (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse;
- domestic abuse can occur in all communities;
- domestic abuse may be a single incident, but is usually a systematic, repeated pattern which escalates in severity and frequency;
- domestic abuse, if witnessed or overheard by a child, is a form of abuse by the perpetrator of the abusive behaviour;
- working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

We will endeavour to respond to domestic abuse by:

In all our activities –

- valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse, whilst appreciating the need to ensure a distance is kept between the two and refusing to condone the perpetration or continuation of any form of abuse.

In our publicity –

- raising awareness about other agencies, support services, resources and expertise, through providing information in public and women-only areas of relevance to survivors, children and alleged or known perpetrators of domestic abuse.

When concerns are raised –

- ensuring that those who have experienced abuse can find safety and informed help;

- working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community.

In our care –

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse;
- identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse.

Appendix 6 - Home Visit and Lone Working Policy

Purpose

This policy highlights areas of potential risk and ways of minimising this risk when visiting people in their own homes, and other settings as a lone worker.

This policy applies to all clergy and volunteers.

Personal safety must be the first priority for everyone. This policy is a good practice guide to help manage potential risk.

Before you go

- Only initiate contact with an individual with their full knowledge and permission.
- Make an appointment so that people will have advance notice of your visit.
- You should be clear about why you are going and the limit of your helping relationship.

Guidelines for managing risk

- Make the first contact by phone and ascertain as much information as possible during this contact. Find out if the person is likely to have other people in the house, and who they are.
- Visiting in pairs is best practice – not husband/wife pairs. Never visit someone of the opposite sex on your own. If you do not have the luxury of taking a second person with you each time but there are any doubts in your mind then consider if two people should go for at least the first visit.
- Always carry an ID card if you have been given one. If not then take some form of identity linking you to the church you are representing (a signed paper with the church logo on or a photo of yourself on church headed paper, whatever your church decides).
- Let someone know where you are going and when to expect you back.
- Keep your mobile on.

- Arrange a time to telephone the person you have told at the end of the visit. This can be done by sending a standard mobile text message after the visit.

- You can arrange to meet the person outside of their home, or on neutral territory, if this is practicable.

- Try to be punctual. Delay or early arrival (even by a few minutes) can be upsetting to the person you are visiting. If you are unavoidably delayed, please ring them and explain the reason for your delay and give an approximate time of arrival.

During home visits

Communication

Effective communication can greatly reduce the risk of aggressive, or potentially violent, situations developing.

- ✓ Be aware of tone of voice and body language, cultural issues and sensitivities.

- ✓ If necessary ask the client to turn off the TV or radio as they can be a distraction.

- ✓ Ask the client how they would like to be addressed.

- ✓ Remind the client that everything they tell you will be treated in confidence.

Precautions

While acknowledging that some visits cannot be planned in advance and will happen spontaneously it is important to take care take some basic precautions at all times:

- Always try and park in a well-lit area and facing the way you need to leave.

- Do not enter the property if you feel unsure or uncomfortable with the situation.

- Always be prepared to leave immediately. Do not take off your coat or unpack any papers until you feel comfortable in the situation.

- Ask for any dogs or other pets to be secured where appropriate (a dog could be used in conversation to defuse an aggressive person, it could also attack you if the owner were to become aggressive)

- As you enter, ask the person to lead the way so you are behind them, not the other way round.

- If possible, sit so you have a clear exit to the door and the client is not between you and it. Do not go upstairs or into any bedrooms.

- If the person is confined to bed either regularly or temporarily then remember to knock & wait before entering the bedroom. Sit on a chair not on the bed and leave the door ajar.

- Find out if anyone else is in the property and what their relationship is to the client. If applicable, ask the client if they have given their permission for the third party to attend the meeting.

- Never give or accept money or gifts of any kind from the client. If they wish to donate to the church it should be done in an official way agreed by your parish finance officer and the nominated person for adults. Some vulnerable people will be very eager to please a visitor and may feel obliged to give a gift and some may have poor memory so that they may not remember that the 'gift' they are offering is actually a valuable piece that their daughter is expecting to get in the future.

- Record visits in a notebook – date, times, people present, any concerns to pass on etc. This is especially important if you think there may be safeguarding issues present but is also good practice generally.

- Explain clearly if and when you will return.

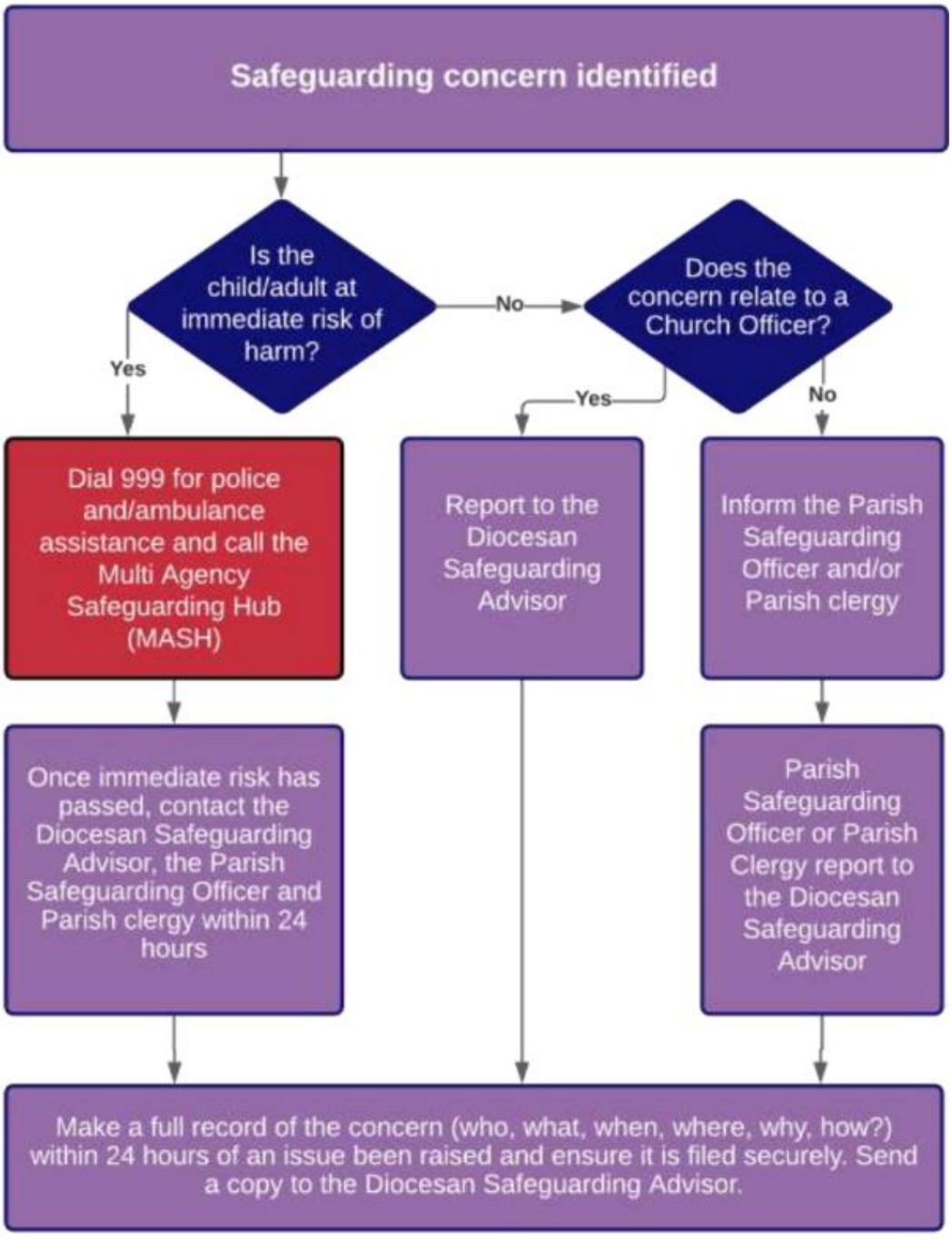
Appendix 7 – Responding to a Safeguarding Concern

THE CHURCH OF ENGLAND
DIOCESE OF SALISBURY

Diocesan Safeguarding Advisors:

Tel: 01722 438651 or email: safeguarding@salisbury.anglican.org

If your query is urgent or out of hours (5pm Friday to 10pm Sunday), please contact our safeguarding cover service - Thirtyone:eight on 0303 003 11 11.



Appendix 8 - Core Mullen PCC policy on the recruitment of ex-offenders.

Introduction

The code of practice published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed.

The code also obliges registered bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to DBS applicants at the outset of the recruitment process.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Corfe Mullen PCC complies fully with the code of practice and undertakes to treat all applicants for positions fairly

Principles

- Corfe Mullen PCC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed

- Corfe Mullen PCC can only ask an individual to provide details of convictions and cautions that Corfe Mullen PCC are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)

- Corfe Mullen PCC can only ask an individual about convictions and cautions that are not protected

- Corfe Mullen PCC is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background

- This policy on the recruitment of ex-offenders is made available to all DBS applicants at the start of the recruitment process

- Corfe Mullen PCC actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records

- Corfe Mullen PCC select all candidates for interview based on their skills, qualifications and experience

- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position

- Corfe Mullen PCC ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. In addition Corfe Mullen PCC ensures that those involved in the recruitment process have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974

- at interview, or in a separate discussion, Corfe Mullen PCC ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment

- Corfe Mullen PCC makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request

- Corfe Mullen PCC undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Document End