


Appendix 1

This is a sample safeguarding policy form for a parish which can be used locally.

A full-sized form can be downloaded as a PDF or Word document from:

<https://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

Safeguarding policy promoting a safer church

The following policy was agreed at the Parochial Church Council (PCC) meeting held on

In accordance with the Church of England Safeguarding Policy, our church is committed to:

- promoting a safer environment and culture
- safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church
- responding promptly to every safeguarding concern or allegation
- caring pastorally for victims/survivors of abuse and other affected persons
- caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
- responding to those who may pose a present risk to others.

The parish will:

- create a safe and caring place for all
- have a named Parish Safeguarding Officer (PSO) to work with the Incumbent and the PCC to implement policy and procedures
- safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse
- ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish
- display on church premises and on the parish website the details of whom to contact with safeguarding concerns or support needs
- listen to and take seriously all those who disclose abuse
- take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops' guidance, including immediately notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies
- offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred
- care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties
- ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually
- review the implementation of the Safeguarding Policy, Procedures and Practice at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints as the Parish Safeguarding Officer.

Incumbent:

Churchwardens:

Date:

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Section 10: Forms and templates

Appendix 2

This is a form laying out a sample policy for responding to domestic abuse which can be used locally by parishes.

A full-sized form can be downloaded as a PDF or Word document from:

<https://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

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
- 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.

If you have any concerns or need to talk to anyone, please contact:

.....


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Appendix 3

This is an outline for the role of Parish Safeguarding Officer which can be used locally.

A full-sized form can be downloaded as a PDF or Word document from:

<https://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

Parish Safeguarding Officer role

The Parish Safeguarding Officer (PSO) is the key link between the Diocese and the parish(es) concerning safeguarding matters. She/he will have an overview of all church activities involving children, young people and vulnerable adults and will seek to ensure the implementation of safeguarding policy. The role can be taken by one person or the role shared, for example with one person covering children and the other vulnerable adults.

The key tasks of the PSO are to:

- have an overview of all church activities involving children and vulnerable adults and keep a record of these activities
- be familiar with Diocesan safeguarding guidance and ensure that leaders of activities are fully aware of, and are implementing, this guidance
- liaise with the Incumbent over safeguarding issues
- keep in touch with the leaders of all activities and offer them advice and support over safeguarding matters
- liaise as necessary with the Diocesan Safeguarding Adviser (DSA). Report all concerns or allegations against church officers to the DSA
- attend Diocesan safeguarding training offered for PSOs
- assist with safeguarding training in the parish as appropriate
- attend a meeting of the church leadership (PCC) at least annually to ensure that safeguarding issues are discussed and that the church leadership adopts the annual Church Safeguarding Policy
- ensure that the Church Safeguarding Policy and contact details are displayed on all church premises
- keep good records of any safeguarding concerns that may arise, and ensure that others do the same
- promote inclusiveness in places of worship and within church activities
- keep the church leadership informed of good safeguarding practice
- undertake a regular parish safeguarding self-assessment in the format offered by the Diocese.

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Section 10: Forms and templates

Appendix 4

This is a sample form to note a change in Parish Safeguarding Officer which can be used locally.

A full-sized form can be downloaded as a PDF or Word document from:
<https://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Notification of change in Parish Safeguarding Officer

If the PCC appoints a new Parish Safeguarding Officer, or if the current PSO retires or resigns, please use this form to inform the Diocese of the change and ensure that the correct officers receive mailings.

Parish: Church:

Episcopal Area: Croydon / Kingston / Woolwich (please circle)

Name of new Parish Safeguarding Officer:

Address:

.....

.....

Telephone number:

E-mail:

I am responsible for safeguarding:

children / adults who may be vulnerable / children and adults who may be vulnerable
(please circle)

..... is no longer the Parish Safeguarding Officer

Please return to: Diocesan Safeguarding Administrator
Trinity House
4 Chapel Court
Borough High Street
London SE1 1HW
020 7939 9476
safeguarding@southwark.anglican.org

Your privacy is important to us and we are committed to keeping your personal information confidential and secure. For more information on how we process your data, please see our privacy notice which is available on our website and church noticeboard.


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Appendix 6

This is a registration and consent form for children taking part in church groups, day visits, camps and residential holidays which can be used locally.

A full-sized form can be downloaded as a PDF or Word document from:
<https://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Registration and consent form: children

Church groups (including bell-ringing),
day visits, camps and residential holidays¹

Name of church: Name of group/activity:

Family contact details:

Child's full name: Date of birth:

Full name of parent/guardian:

Child's home address:

Home telephone:

Parent's/guardian's mobile number:

Parent/guardian's e-mail address:

Family doctor:

School: School year:

About your child:

Does your child have any food allergies (please specify)?

Does your child have any medical conditions (please specify)?

Is your child on any medication (please specify)?

NHS number: Details of last anti-tetanus injection:

Does your child have any special needs (please specify)?

Is there anything else you would like us to know about your child?

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Section 10: Forms and templates

Appendix 6



Emergency contact details for parents/guardians:

Contact telephone number during group or activity time:

Contact name for an alternative adult in case of emergencies:

Alternative adult's telephone number:

Alternative adult's relationship to your child:

Arrangements for collection:

My child will be brought and collected from the group: YES/NO*

My child will be collected by: Relationship to child:

Name of anyone NOT allowed to collect my child: Relationship to child:

My child has permission to travel to and from the group without me (children over 11 years): YES/NO*

Declaration:

I give permission for (child) to attend and take part in the specified activities.

In an emergency and/or if I am not contactable, I am/am not (delete as appropriate) willing for my child to receive medical or dental treatment including an anaesthetic.

Signed (parent/guardian): Date:

Your privacy is important to us and we are committed to keeping your personal information confidential and secure. For more information on how we process your data, please see our privacy notice which is available on our website and church noticeboard.

¹To be completed as appropriate by the adult, or parent/carer of the child.

This form should be updated annually.

*Delete as appropriate.

Appendix 7

This is a registration and consent form for adults who may be vulnerable taking part in church groups, day visits and residential holidays which can be used locally.

A full-sized form can be downloaded as a PDF or Word document from:
<https://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Registration and consent form: adults

Church groups (including bell-ringing),
day visits and residential holidays†

Name of church: Name of group/activity:

Contact details:

Adult's full name: Date of birth:

Adult's home address: Home telephone:

Full name of carer:

Carer's mobile number:

Carer's e-mail address:

Family doctor:

About you:

Do you have any food allergies (please specify)?
.....

Do you have any medical conditions (please specify)?
.....

Are you on any medication (please specify)?
.....

NHS number: Details of last anti-tetanus injection:
.....

Is there anything else you would like us to know about you?
.....

1 cont...

Section 10: Forms and templates

Appendix 7



Emergency contact details for your carer or next of kin:

Contact name for a carer/next of kin in case of emergencies:

Carer/next of kin's telephone number:

Relationship to you:

Arrangements for collection:

I will be brought and collected from the group: YES/NO*

I will be collected by: Relationship to you:

.....

Declaration:

I consent to taking part in the specified activities.

In an emergency, I am/am not (delete as appropriate) willing to receive medical or dental treatment including an anaesthetic.

Signed (adult): Date:

.....

Your privacy is important to us and we are committed to keeping your personal information confidential and secure. For more information on how we process your data, please see our privacy notice which is available on our website and church noticeboard.


[†]To be completed as appropriate by the adult or their carer. This form should be updated annually.

*Delete as appropriate.

Appendix 8

This is a form for volunteer drivers undertaking to transport children and/or vulnerable adults on behalf of the church which can be used locally.

A full-sized form can be downloaded as a PDF or Word document from:
<https://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



**Undertaking by voluntary driver
to transport children and vulnerable adults
in private cars on behalf of the PCC of
..... Church**

Name of driver: **Telephone number:**

E-mail address:

Address:

1. Consent

- Children will not be taken out in transport without the prior consent of their parents or carers.
- Vulnerable adults will give permission to being transported themselves, and discretion used in consulting first with their carers.
- I will take care when assisting children or vulnerable adults to board and alight from my vehicle, both to ensure that the road is safe to do so and in following guidelines on physical contact.

2. The driver

- I am over 25 and have held a full current driving licence for more than two years.
- I have/do not have* an endorsement of six points or more on my licence (if six points or more I will share the details with the Parish Safeguarding Officer or Incumbent).
- I do not have an 'unspent' conviction for a driving offence.
- My vehicle is comprehensively insured.
- I have informed my insurance company that I am a volunteer driver for church activities and, if required, I have obtained a passenger endorsement for the transportation of children or vulnerable adults.
- I understand that in case of any accident, injury or vehicle damage, the church's liability insurance policy does not provide primary or direct insurance on my vehicle.
- My vehicle is clean and in a roadworthy condition.
- At no time will the number of people in the car exceed the usual passenger number.

3. The vehicle

i) Seat belts

- My car is fitted with seat belts (both front and rear), and the numbers of people transported will not exceed the number of seat belts available.
- All car passengers will be required to wear safety belts in the front and rear seats.
- All children up to three years old will be carried in a child restraint.
- Rear-facing baby seats will not be used in a seat protected by a front air-bag unless the air-bag has been deactivated manually or automatically.
- Children from the age of three up to 135cm in height (approximately 4ft 5in) or their 12th birthday, whichever they reach first, will use baby/child seats or booster cushions for older children.
- All passengers aged 13 years or more will wear an adult seat belt.

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cont...

Section 10: Forms and templates

Appendix 8



ii) Escorts

- Where possible, another responsible adult will accompany me, to assist with any emergencies.
- If in an emergency I have to transport a child or vulnerable adult on my own, the child or vulnerable adult will sit in the back of the car.

Declaration:

Signed (driver):

Date:

.....

Name of vehicle owner if different:

.....

Signed (vehicle owner):

Date:

.....

Verification:

Confidential declaration and Criminal Disclosure received? YES/NO* Date:

Driving licence seen and insurance certificate seen? YES/NO* Date:

Car make and model: Registration number:

Signed: Date: Role/designation:

.....


Your privacy is important to us and we are committed to keeping your personal information confidential and secure. For more information on how we process your data, please see our privacy notice which is available on our website and church noticeboard.

*Delete as appropriate.

Appendix 9

This is a sample passenger consent form to allow children and/or vulnerable adults to be transported in private vehicles which can be used locally.

A full-sized form can be downloaded as a PDF or Word document from:
<https://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

**Passenger consent form to be transported
in private cars on behalf of the PCC**

Your details:

Name of passenger:

Date of birth, if under 18 years:

Name of parent/carer, if passenger is under 18 years:

Name of adult carer, if applicable:

Address:

.....

Phone number: E-mail:

The activity:

Date(s) of events:

Venue:

Transport provided: private vehicle / minibus / other (please specify):

Name of driver, if known:

Your consent:

I consent to being transported on behalf of Church, according to the arrangements specified above.

Signed (passenger): Date:

.....

For passengers under 18 years:

I consent to (child) being transported on behalf of
..... Church, according to the arrangements specified above.

Signed (parent/carer): Date:

.....

1 cont...

Appendix 9




Your privacy is important to us and we are committed to keeping your personal information confidential and secure. For more information on how we process your data, please see our privacy notice which is available on our website and church noticeboard.

Appendix 10

This is a consent form to allow the parish to take and store images of children which can be used locally.

A full-sized form can be downloaded as a PDF or Word document from:
<https://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

Consent form for taking and publishing images of children

At Church, we include images of children in our publicity with their consent and the consent of their parents or guardians. We have a duty of care to reduce safeguarding risks by ensuring that children remain unnamed in publications.

For completion by a named representative of the church:

1 Name of church representative: **Role:**

2 Specific purpose for which image is to be used:

Church noticeboard Church magazine Church website Church social media

Diocesan newspaper / Diocesan social media / Other Diocesan publication

Other (please specify):

3 Where the image will be stored:

Computer file (specify whose computer):

Album Filing cabinet The cloud

The image will be destroyed after use

For completion by parent or guardian and child:

I consent to images of me/my child named below being used and stored, solely for the purposes specified above. I understand that the identity of my child will be protected in all publication of images.

Name of child:

Name of parent or guardian:

Address:

Signed (parent/guardian): **Signed (child):**

Date:

Queries regarding this process should be addressed to
(Parish Safeguarding Officer), or to (Incumbent)

1 cont...

Section 10: Forms and templates

Appendix 10




Your privacy is important to us and we are committed to keeping your personal information confidential and secure. For more information on how we process your data, please see our privacy notice which is available on our website and church noticeboard.

Appendix 11

This is a consent form to allow the parish to take and store images of adults who may be vulnerable which can be used locally.

A full-sized form can be downloaded as a PDF or Word document from:
<https://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

Consent form for taking and publishing images of adults who may be vulnerable

At Church, we include images of all adults, including those who may be vulnerable, in our publicity, but only with their consent.

For completion by a named representative of the church:

1 Name of church representative: **Role:**

2 Specific purpose for which image is to be used:

Church noticeboard Church magazine Church website Church social media

Diocesan newspaper / Diocesan social media / Other Diocesan publication

Other (please specify):

3 Where the image will be stored:

Computer file (specify whose computer):

Album Filing cabinet The cloud

The image will be destroyed after use

For completion by adult who may be vulnerable and the person taking their consent:

I have seen the images that may be used for publication. I consent to these images being used and stored, solely for the purposes specified above.

I agree / do not agree (*delete as appropriate*) to my name being given in a caption or article accompanying the images.

Name of adult:

Address:

Signed: **Date:**

Name of person obtaining consent:

Relationship to adult / role in the church or organisation:

Queries regarding this process should be addressed to
(Parish Safeguarding Officer), or to *(Incumbent)*

1 cont...

Appendix 11




Your privacy is important to us and we are committed to keeping your personal information confidential and secure. For more information on how we process your data, please see our privacy notice which is available on our website and church noticeboard.

Appendix 12a

This is a safeguarding provision form to attach to any agreement on hiring out church premises which can be used locally.

A full-sized form can be downloaded as a PDF or Word document from:
<https://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

Safeguarding provision to attach to any
hire of church premises agreement

The Parochial Church Council (PCC) of Church has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is attached. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.

You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular this means that:

- you will provide the church with a copy of your organisation’s Safeguarding Policy/Policies, or if you do not have one you will adopt the current parish policy
- you will recruit safely all current paid and voluntary workers who work with children and/ or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually
- you will always have at least two leaders over the age of 18 in any group of children and young people, no matter how small the group
- no person under the age of 18 will be left in charge of any children or young people of any age
- no child or group of children or young people should be left unattended at any time
- a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details or parent/guardian/carer etc, date of birth and next of kin
- you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
 - (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it. In the event of an incident, the Parish Safeguarding Officer will seek advice from the Diocesan Safeguarding Team on whether a Serious Incident Report needs to be made to the Charity Commission
 - (b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

The Parish Safeguarding Officer for Church is:

Name:

E-mail: **Telephone number:**

1 cont...

Section 10: Forms and templates

Appendix 12a



Declaration:

I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed (adult):

Designation:

.....

.....

Organisation:

Date:

.....


.....

Please sign two copies, one to be retained by the church, and one by the organisation.

Appendix 12b

This is a safeguarding provision form to attach to any agreement on hiring out church premises to anonymous groups such as Alcoholics Anonymous, which can be used locally.

A full-sized form can be downloaded as a PDF or Word document from:
<https://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

**Safeguarding provision to attach to any
hire of church premises agreement where premises are being used
for anonymous groups (for example, Alcoholics Anonymous)**

The Parochial Church Council (PCC) of Church has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is attached. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.

You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular this means that:

- you will recruit safely all current paid and voluntary workers who work in regulated activity with adults who may be vulnerable, by obtaining satisfactory disclosures from the Disclosure and Barring Service (DBS), and keeping records of dates and disclosure numbers indefinitely
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with adults who may be vulnerable, and update it annually
- no person under the age of 18 years will be involved in the group
- a headcount of the number of people attending will be kept for use in the event of any emergency
- if members are given reason to believe that abuse of an identifiable child, young person or vulnerable adult will occur or has occurred, then the group accepts responsibility for taking the appropriate actions – including providing adequate support to the parties involved.

The Parish Safeguarding Officer for Church is:

Name:
.....

E-mail: **Telephone number:**

Declaration:

I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed (adult): **Designation:**

Organisation: **Date:**

Please sign two copies, one to be retained by the church, and one by the organisation.


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Appendix 12c

This is a safeguarding provision form to attach to any agreement on hiring out church premises to Winter Night Shelter umbrella bodies, which can be used locally.

A full-sized form can be downloaded as a PDF or Word document from:
<https://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

**Safeguarding provision to attach to any
hire of church premises agreement where
premises are being used for a Winter Night Shelter**

The Parochial Church Council (PCC) of Church has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is attached. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.

You are required to ensure that Night Shelter guests, staff and volunteers are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring.

In particular this means that:

- you will operate within your organisation’s Safeguarding Policy/Policies, or if you do not have one you will adopt the current parish policy
- you will recruit safely all staff who work with Night Shelter guests, by obtaining satisfactory disclosures from the Disclosure and Barring Service (DBS) where eligible, and keeping records of dates and disclosure numbers. Where the church has responsibility for the recruitment of Night Shelter volunteers, safer recruitment practice will be followed in line with Church of England procedures
- you will keep a list of the names of all paid staff with regular and direct contact with Night Shelter guests
- a register of guests attending the Night Shelter will be kept securely. This will include details of their name and, if available, contact details and their next of kin
- you will immediately (within 24 hours) inform the Parish Volunteer Co-ordinator, Parish Safeguarding Officer (PSO) and Incumbent of the occurrence of any incidents or allegations of abuse or causes of concern relating to a church Night Shelter volunteer. These matters require onward referral to the Diocesan Safeguarding Adviser. In the event of an incident, the PSO will seek advice from the Diocesan Safeguarding Team on whether a Serious Incident Report needs to be made to the Charity Commission
- any safeguarding concern, incidents or allegation of abuse relating to a guest should be reported to the Night Shelter lead. The Night Shelter staff will be responsible for following up and making any onward referral to statutory agencies
- you will confirm with the church that the correct insurance arrangements are in place for the duration of the Winter Night Shelter.

The Night Shelter Co-ordinator for Church is:

Name:

E-mail: **Telephone number:**

1 cont...

Section 10: Forms and templates

Appendix 12c



The Parish Volunteer Co-ordinator for Church is:

Name:

.....

E-mail:

Telephone number:

.....

The Parish Safeguarding Officer for Church is:

Name:

.....

E-mail:

Telephone number:

.....

The Incumbent for Church is:

Name:

.....

E-mail:

Telephone number:

.....

Declaration:

I agree to the Winter Night Shelter abiding by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed (adult):

Designation:

.....

Organisation:

Date:

.....


Please sign two copies, one to be retained by the church, and one by the organisation.

Appendix 13

This document sets out a summary of safer recruitment practice guidance for parishes.

A full-sized form can be downloaded as a PDF or Word document from:

<https://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

Safer recruitment practice guidance

1. Safer Recruiting in the parish: executive summary and models of good practice

- 1.1. The following document summarises the steps to safer recruiting for parishes and PCCs and contains models of good practice to support safer recruiting in the Church of England.
- 1.2. An executive summary is provided here to make the link between the models of good practice and the main guidance.
- 1.3. Finding and recruiting the right people to work with children and adults experiencing, or at risk of, abuse or neglect can be difficult. What follows is a safer recruitment checklist to help make sure that Dioceses and parishes recruit/appoint appropriate people as employees or volunteers. It is a criminal offence for an individual who is barred from working with vulnerable people (children and adults experiencing, or at risk of, abuse or neglect) to apply for a regulated activity role and it is a criminal offence for an organisation to appoint a barred person to a regulated activity role. A DBS check is the end of the process when the appointer/appointing body is minded to appoint. A DBS check is not the start of the process and should not be the only check of suitability.

2. The steps to Safer Recruiting: an executive summary

1.	Be clear about who is responsible for appointments. In local churches this rests with the PCC. Responsibility can be delegated but the person must have been safely recruited him/herself, be capable and competent in recruitment and able to keep personal matters confidential.
2.	Have a policy statement on the recruitment of ex-offenders. Applicants must be clear about how they will be treated if they are ex-offenders. The DBS has published a sample policy statement on the recruitment of ex-offenders.
3.	Ensure that there are safeguarding policies in place. The parish must have adopted the House of Bishops' safeguarding policies.
4.	Have a clear job description or role which sets out what tasks the applicant will do. A model template is shown in <i>A Safe Church</i> , Section 10, Appendix 14.
5.	Application form/references. A model template application form can be found in <i>A Safe Church</i> , Section 10, Appendix 15. Always ask for and take up references. Ask referees specifically about an individual's suitability to work with vulnerable people. Ensure that you carefully examine application forms and references and make sure that the information that has been provided is consistent and the organisation has a satisfactory explanation from the applicant in relation to any discrepancies and any gaps in the applicant's personal history and/or career. A model template reference request letter can be found in <i>A Safe Church</i> , Section 10, Appendix 17.
6.	The Confidential Declaration. Ask if there is any reason why an applicant should not be working with children and adults experiencing, or at risk of, abuse or neglect. The Diocesan Safeguarding Adviser is there to give advice and must be contacted if an applicant discloses any information in his/her Confidential Declaration. A Confidential Declaration form can be found in <i>A Safe Church</i> , Section 10, Appendix 20.

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Section 10: Forms and templates

Appendix 13




7.	Interview/discussion. Have a face-to-face interview or discussion with pre-planned and clear questions to assess a person's suitability for a role. Check the Confidential Declaration and the references. A model interview/discussion template can be found in <i>A Safe Church</i> , Section 10, Appendix 16. Questions must assess the values, motives, behaviours and attitudes of those applying for roles which work with vulnerable groups. If the person/chair of the interview panel conducting the interview/discussion is minded to recommend approval then the applicant must be asked to complete an appropriate criminal record check (for example, an enhanced criminal record check, if eligible). Special arrangements apply to overseas applicants. An enhanced criminal record check must always be required in relation to people sent abroad to work with vulnerable people (children or adults experiencing, or at risk of, abuse or neglect) as part of the UK recruitment process.
8.	Approval. The decision to appoint to voluntary or paid work must be made by those who have the responsibility for appointments. A model letter of appointment template can be found in <i>A Safe Church</i> , Section 10, Appendix 18.
9.	It is good practice to induct a new volunteer, ensure supervision and support is in place and conduct a review regularly as the role requires.

Appendix 14

This is a sample job role outline for a worker or a volunteer with children and/or adults who may be vulnerable, which can be used locally. It can be supplemented by reference to specific roles, for example, creche assistant; Sunday School teacher; Pastoral Assistant; Children or Youth Worker; or Outreach Worker.

A full-sized form can be downloaded as a PDF or Word document from:

<https://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

**Job role for [volunteer]* worker with children
and/or adults experiencing, or at risk of, abuse or neglect**

The church takes the safety of everyone within it very seriously and expects that everyone will work within the church safeguarding policy. In particular, the church expects anyone who becomes aware of a safeguarding risk or of actual abuse to report it immediately.

Principles:
Workers with children and/or adults experiencing, or at risk of, abuse or neglect must have a commitment to:

- treat individuals with respect
- recognise and respect their abilities and potential for development
- promote their rights to make their own decisions and choices, unless it is unsafe
- ensure their welfare and safety
- promote social justice, social responsibility and respect for others
- maintain confidentiality, never passing on personal information, except to the person to whom you are responsible, unless there are safeguarding issues of concern (for example, allegations of abuse). Safeguarding issues of concern must **always** be reported to the police or social care services and the Diocesan Safeguarding Adviser.

Responsible to (named contact for support and resolution of any difficulties):
The Incumbent (or his/her named representative) and through them to the PCC.

Key responsibilities and accountabilities

- To work with vulnerable people (children and adults experiencing, or at risk of, abuse or neglect) in a way that meets and develops their personal, spiritual and social needs, exercising active pastoral concern.
- To represent the needs and views of vulnerable people to the PCC or, where appropriate, enable them to do this for themselves.
- To maintain a link with parents and carers.
- To work in accordance with the church's policy on safeguarding.
- To undertake any other work that has been agreed and is seen to be appropriate.

As a volunteer you can expect that we will do our best to ensure that:
we provide a supportive, inclusive and positive environment that ensures you enjoy your volunteering, and that you are treated with respect and courtesy and provided with training.

Person specification:

- Able to demonstrate an ability to work with people who are/may be vulnerable.
- A willingness to develop their skills and training.

As a volunteer working regularly with people who are/may be vulnerable, this post may be eligible for a criminal record check which will be renewed at least every five years.

This letter is binding in honour only; it is not intended to create a legally binding contract between us and it may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created, either now or at any time in the future.

*Use the bracketed text when using the form for volunteer workers, or delete when using the form for paid workers


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Appendix 15

This is an application form template for a paid or volunteer post which can be used or amended locally.

A full-sized form can be downloaded as a PDF or Word document from:
<https://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

Application form for paid or voluntary workers with children
and/or adults experiencing, or at risk of, abuse or neglect

Application for the post of:

Full name:	Previous experience of working with children or adults experiencing, or at risk of, abuse or neglect (continue overleaf if necessary):
Date of birth:	
Former name (if applicable):	
Home address:	Please provide two references, one of which must be from your current employer or previous church:
Postcode:	Reference 1 Name:
Telephone (day):	Address:
Telephone (evening):	Postcode:
E-mail:	Telephone:
How long have you lived at the above address?	E-mail:
If less than 12 months, please supply your previous address:	Reference 2 Name:
Postcode:	Address:
How long did you live there?	Postcode:
Church attended:	Telephone:
Name of Incumbent:	E-mail:
	Signed:
	Print name:
	Date:

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Appendix 15



Previous experience of working with children or adults experiencing, or at risk of, abuse or neglect (continued from previous page):


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Your privacy is important to us and we are committed to keeping your personal information confidential and secure. For more information on how we process your data, please see our privacy notice which is available on our website and church noticeboard.

Appendix 16

This is an interview/discussion form for a paid or volunteer post which can be used or amended locally.

A full-sized form can be downloaded as a PDF or Word document from:
<https://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

Interview/discussion questions for a person seeking to work or volunteer with children/adults experiencing, or at risk of, abuse or neglect and outcome

The purpose of the interview/discussion is to explore the applicant's suitability. Notes of the interview/discussion must be retained and attached to this form, which must be returned to the Incumbent to be held on behalf of the PCC. The following factors must be addressed:

Name and address of applicant:

.....

1. What experience have you of working with children/adults experiencing, or at risk of, abuse or neglect?
2. Can you give an example of something you have done that demonstrates your commitment to working with vulnerable groups (i.e. children and/or adults experiencing, or at risk of, abuse or neglect)?
3. Can you give some examples of how you would provide kind, consistent and safe care?
4. Can you describe how you would respect the background and culture of children/adults experiencing, or at risk of, abuse or neglect with whom you would volunteer/work?
5. How would you treat all children/adults experiencing, or at risk of, abuse or neglect as individuals and with equal concern?
6. Do you know of any reason why you should not be working with children or adults experiencing, or at risk of, abuse or neglect? Are there any police or employment matters outstanding which could affect your ability to volunteer/work?

Outcome

Are there any issues in the Confidential Declaration?	YES/NO*
Do the references support the appointment?	YES/NO*
Do you recommend their approval to the PCC?	YES/NO*

Signed:

Name (print):

Date approved by PCC: Date:

**delete as appropriate*


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Appendix 17

This is a form for taking up references for a paid or volunteer post which can be used or amended locally.

A full-sized form can be downloaded as a PDF or Word document from:
<https://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>

	<p style="color: red; font-weight: bold;">Parish of</p>				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <p>Name and address of referee:</p> </td> <td style="width: 50%; padding: 5px;"> <p>Name and address of Incumbent or their nominee requesting a reference:</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>Date:</p> </td> <td></td> </tr> </table>	<p>Name and address of referee:</p> 	<p>Name and address of Incumbent or their nominee requesting a reference:</p> 	<p>Date:</p>		
<p>Name and address of referee:</p> 	<p>Name and address of Incumbent or their nominee requesting a reference:</p> 				
<p>Date:</p>					
<p>Dear</p> <p style="color: red; font-weight: bold;">Request for reference for a paid or voluntary worker with children/adults experiencing, or at risk of, abuse or neglect</p> <p>Re: Mr / Mrs / Miss / Ms*</p> <p>Address:</p> <p>.....</p> <p>Post applicant applying for:</p> <p>The above has given your name as someone who may be contacted in relation to his/her* application to work with children/adults experiencing, or at risk of, abuse or neglect.</p> <p>Guidelines suggest that all voluntary organisations including churches must take steps to safeguard the children/adults experiencing, or at risk of, abuse or neglect entrusted to their care. I would be grateful if you could comment on the following factors, as they may apply to the applicant:</p> <ul style="list-style-type: none"> • previous experience of working with children or adults experiencing, or at risk of, abuse or neglect • his/her* ability to provide kind and consistent care • evidence of his/her* willingness to respect the background and culture of children and adults experiencing, or at risk of, abuse or neglect in his/her* care • his/her* commitment to treat all children and adults experiencing, or at risk of, abuse or neglect as individuals and with equal concern • any evidence or concern that he/she* would not be suitable to work with children and adults experiencing, or at risk of, abuse or neglect. <p>Please use the reverse of this letter for your reply. Thank you for your assistance.</p> <p>Yours sincerely</p> <p>Incumbent or Nominee</p> <p><small>*delete as appropriate</small></p>					
<p>1</p>	<p style="color: red; font-weight: bold;">cont...</p>				

Section 10: Forms and templates

Appendix 17



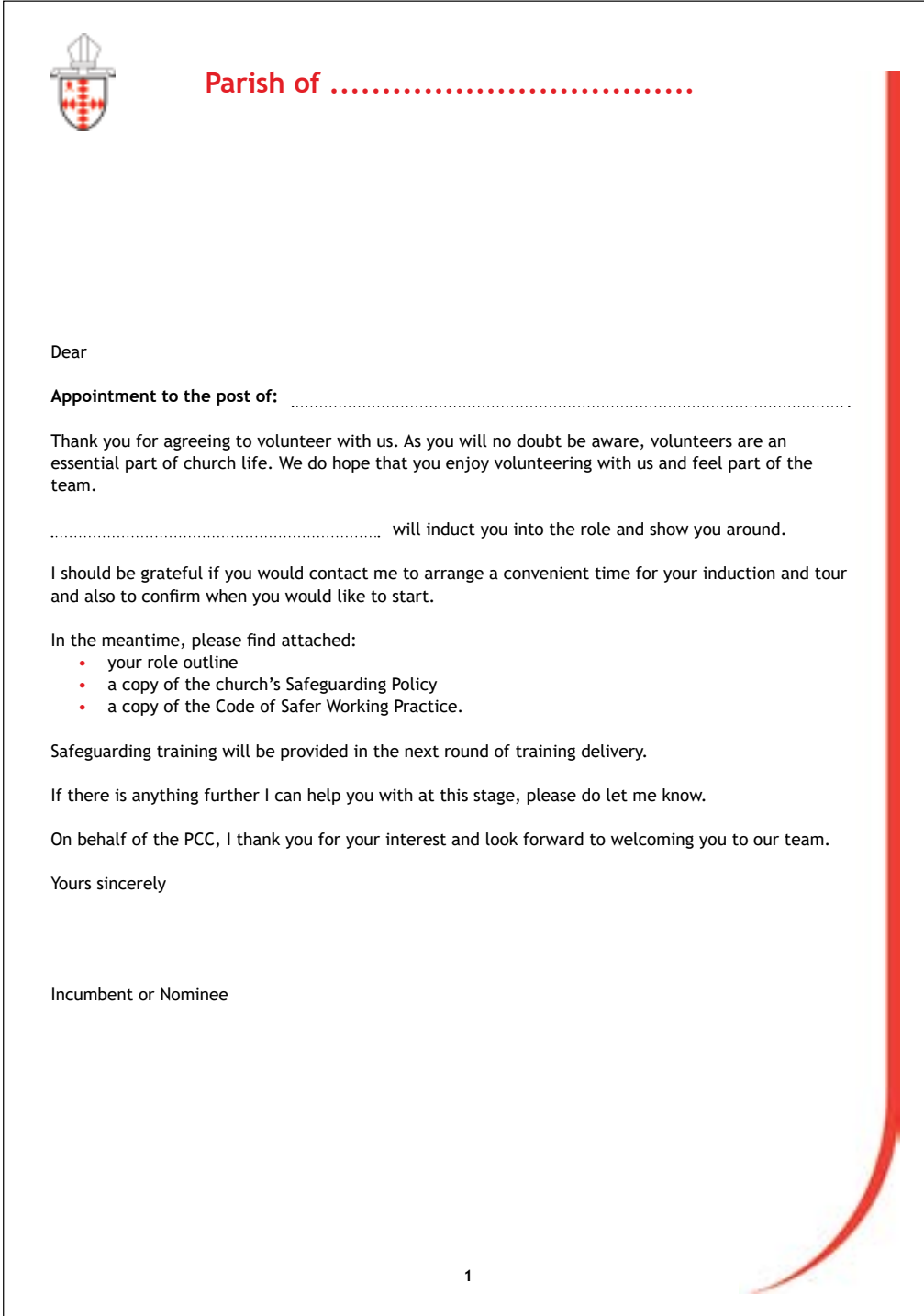
How long have you known the applicant?
His/her* previous experience of working with children/adults experiencing, or at risk of, abuse or neglect:
His/her* ability to provide kind, consistent and safe care:
Evidence of his/her* willingness to respect the background and culture of children/adults experiencing, or at risk of, abuse or neglect in his/her* care:
His/her* commitment to treat all children/adults experiencing, or at risk of, abuse or neglect as individuals and with equal concern:
Any evidence or concern that he/she* would not be suitable to work with children/adults experiencing, or at risk of, abuse or neglect?
Telephone contact number for clarification:


Your privacy is important to us and we are committed to keeping your personal information confidential and secure. For more information on how we process your data, please see our privacy notice which is available on our website and church noticeboard.

Appendix 18

This is a sample letter appointing someone to a volunteer post, which can be used or amended locally. It must be sent **only** after the criminal records check has been considered and approved.

A full-sized form can be downloaded as a PDF or Word document from:
<https://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



 Parish of

Dear

Appointment to the post of:

Thank you for agreeing to volunteer with us. As you will no doubt be aware, volunteers are an essential part of church life. We do hope that you enjoy volunteering with us and feel part of the team.

..... will induct you into the role and show you around.

I should be grateful if you would contact me to arrange a convenient time for your induction and tour and also to confirm when you would like to start.

In the meantime, please find attached:

- your role outline
- a copy of the church's Safeguarding Policy
- a copy of the Code of Safer Working Practice.

Safeguarding training will be provided in the next round of training delivery.

If there is anything further I can help you with at this stage, please do let me know.

On behalf of the PCC, I thank you for your interest and look forward to welcoming you to our team.

Yours sincerely

Incumbent or Nominee

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Appendix 19

This is the National Safeguarding Team’s code of safer working practice.

A full-sized form can be downloaded as a PDF or Word document from:

<https://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



The Code of Safer Working Practice[†]

The Code of Safer Working Practice expresses our commitment to demonstrating God’s love by placing the highest priority on the safety of those to whom we minister. It sets out what we expect from anyone who ministers in our church, in both paid or voluntary roles, and is one of the ways we ensure high standards of safeguarding in all we do.

Upholding the code
 All members of staff and volunteers are expected to report any breaches of this code to the Parish Safeguarding Officer (PSO). Staff and volunteers who breach this code may be subject to disciplinary procedures or asked to leave their role. Serious breaches may also result in a referral being made to the relevant statutory agency.

All those working on behalf of the parish with children, young people and adults must:

- treat all individuals with respect and dignity
- respect people’s rights to personal privacy
- ensure that their own language, tone of voice and body language are respectful
- ensure that children, young people and adults know who they can talk to about a personal concern
- record and report any concerns about a child, young person or adult and/or the behaviour of another worker with their activity leader and/or the PSO. All written records should be signed and dated
- obtain written consent for any photographs or videos to be taken, shown, displayed or stored.

In addition, those working with children and young people must:

- always aim to work with or within sight of another adult
- ensure another adult is informed if a child needs to be taken to the toilet
- respond warmly to a child who needs comforting but make sure there are other adults around
- ensure that the child and parents are aware of any activity that requires physical contact and of its nature before the activity takes place.

All those working on behalf of the parish with children, young people and adults must not:

- use any form of physical punishment
- be sexually suggestive about or to an individual
- scapegoat, ridicule or reject an individual or group
- permit abusive peer activities, for example initiation ceremonies, ridiculing or bullying
- show favouritism to any one individual or group
- allow an individual to involve them in excessive attention-seeking
- allow unknown adults access to children, young people and adults who may be vulnerable. Visitors should always be accompanied by an approved person
- allow strangers to give lifts to children, young people and adults who may be vulnerable in the group
- befriend children, young people and adults who may be vulnerable on social media
- take photographs on personal phones or cameras as this means that images are stored on personal devices.

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Appendix 19



In addition, for children and young people, you must not:

- give lifts to children you are supervising, on their own or your own (unless there are exceptional circumstances, for example in an emergency for medical reasons or where parents fail to collect a child and no other arrangements can be made to take a child home. In such situations, the circumstances and your decision must be recorded and shared with an appropriate person at the earliest opportunity)
- smoke or drink alcohol in the presence of children and young people
- arrange social occasions with children and young people (other than events which also include family members/carers) outside organised group occasions.

Acceptable touch

Sympathetic attention, encouragement and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, can be wholly appropriate. However, abusers can use touch that appears safe to 'normalise' physical contact which then becomes abusive. As a general rule, the use of touch between adults in positions of responsibility and those with whom they are working or volunteering should be initiated by the person themselves, and kept to the minimum. In addition to this, always follow the guidelines below:

- ask permission before you touch someone
- allow the other person to determine the degree of touch except in exceptional circumstances (for example, when they need medical attention)
- avoid any physical contact that is or could be construed as sexual, abusive or offensive
- keep everything public. A hug in the context of a group is very different from a hug behind closed doors
- touch should be in response to a person's needs and not related to the worker's needs. Touch should be age-appropriate, welcome and generally initiated by the child, not the worker.


**This appendix reproduces the Church of England's Code of Safer Working Practice.
<http://bit.ly/CoECode>*

Appendix 20

This is a Confidential Declaration form template.

A full-sized form can be downloaded as a PDF or Word document from:

<https://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Church of England Confidential Declaration form

Church of England Confidential Declaration guidance and privacy notice

The Confidential Declaration must be completed by all those wishing to work with children and/or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and/or adults experiencing or at risk of abuse or neglect.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question that you are answering.

The Privacy Notice attached to this form (see page 5 onwards) explains how the information you supply in your Confidential Declaration is used and your rights with respect to that data as required by the General Data Protection Regulation 2016/679 (the “GDPR”) and the Data Protection Act 2018, (the “DPA 2018”).

If you do not complete this form, or if you do not give true, accurate and complete information in response to the questions it contains, this may amount to misconduct under the Clergy Discipline Measure 2003 and your appointment will not proceed.

1.	Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules? ¹ (Include both “spent” ² and “unspent” convictions.)	YES / NO*
2.	Have you ever received a caution from the police (excluding youth cautions, reprimands or warnings) that has not been filtered in accordance with the DBS filtering rules? ³	YES / NO*

**Delete as appropriate.*

¹You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it did not result in a prison sentence or suspended prison sentence (or detention order); and (c) it does not appear on the DBS’s list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). Please note that a conviction must comply with (a), (b) and (c) in order to be filtered. Further guidance is provided by the DBS and can be found at <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

²Please note that the “rehabilitation periods” (i.e. the amount of time which has to pass before a conviction etc. can become “spent”) have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than four years are never “spent”. For further guidance in relation to the “rehabilitation periods”, please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

³You do not have to declare any adult caution where: (a) six years have passed since the date of the caution etc and (b) it does not appear on the DBS’s list of specified offences referred to in footnote 1 above. As of 28 November 2020, youth reprimands, warnings and cautions, are automatically filtered. Please note that a caution etc must comply with (a) and (b) in order to be filtered.

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Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, and reprimands etc that are not subject to the DBS filtering rules. Please also provide details of the circumstances and/or reasons that led to the offence(s).

Broadly, where your position/role involves substantial contact with children and/or adults experiencing, or at risk of, abuse or neglect (i.e. where you are eligible for an enhanced criminal records check) you will be expected to declare all convictions and/or cautions etc, even if they are “spent”, provided they have not been filtered by the DBS filtering rules.

Convictions, cautions etc and the equivalent obtained abroad must be declared as well as those received in the UK.

If you are unsure of how to respond to any of the above, please seek advice from an appropriate independent representative (for example, your solicitor) because any failure to disclose relevant convictions, cautions etc could result in the withdrawal of approval to work with children and/or adults experiencing, or at risk of, abuse or neglect. Although it is important to note that the existence of a conviction, caution etc will not necessarily bar you from working with vulnerable groups unless it will place such groups at risk.

3.	Are you at present (or have you ever been) under investigation by the police or an employer or the Church or other organisation for which you worked for any offence/misconduct?	YES / NO*
4.	Are you or have you ever been prohibited and/or barred from work with children and/or vulnerable adults?	YES / NO*

Notes applicable to question 4: You only need to mention if you have been placed on the DBS Barred List with regard to children and/or vulnerable adults if you will be taking up a position that involves engaging in “regulated activity” with children and/or vulnerable adults. If you are unsure whether the position involves “regulated activity” please contact the appointing organisation/person.

5.	Has a court ever made a finding of fact in relation to you, that you have ill-treated, neglected or otherwise caused harm to a child and/or vulnerable adult, or has any court made an order against you on the basis of any finding or allegation that any child and/or vulnerable adult was at risk of ill-treatment, neglect or other significant harm from you?	YES / NO*
----	---	-----------

**Delete as appropriate.*

“Harm” involves ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse.

Appendix 20



6.	Has your conduct ever caused or been likely to cause ill-treatment, neglect or other harm to a child and/or vulnerable adult, and/or put a child or vulnerable adult at risk of ill-treatment, neglect or other harm?	YES / NO*
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Note: if you have answered “yes” to any of the questions above, please give details here:

7.	To your knowledge, has there ever been an allegation made against you (whether substantiated or not) that your conduct has amounted to or resulted in ill-treatment, neglect or other harm to a child and/or vulnerable adult, or put a child and/or vulnerable adult at risk of ill-treatment, neglect or other harm?	YES / NO*
8.	Have you ever had any allegation made against you which has been reported/referred to, and investigated by the police/social services/social work department (children or adult’s social care)?	YES / NO*

Note: if you have answered “yes” to questions 7 and/or 8, please give details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result:

Note: Declare any complaints or allegations made against you, however long ago (including domestic abuse). Checks will be made with the relevant authorities.

**Delete as appropriate.*

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9.	Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, placed by you in care, subject to child protection planning, subject to a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation?	YES / NO*
10.	Has a child in your care or for whom you have or had parental responsibility ever been in the care of the local authority, or been accommodated by the local authority?	YES / NO*
11.	If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules ⁵ ; or is that person at present the subject of a criminal investigation/pending prosecution?	YES / NO / NOT APPLICABLE*

If you reply yes to questions 9, 10 and/or 11, please give details including the nature of the offence(s) and the dates. Please give any further details, such as the reasons or circumstances which led to the offence(s).

Note applicable to question 11: you are only required to answer this if you work from home with children. The DBS defines home-based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives (this will include **all** clergy)⁶.

Please inform relevant members of your household that you have included their details on this form (if applicable) and give them a copy of the Privacy Notice.

Note: all these matters shall be checked with the relevant authorities.

*Delete as appropriate.

⁵<https://www.gov.uk/government/collections/dbs-filtering-guidance>

⁶<https://www.gov.uk/government/publications/dbs-home-based-positions-guide/home-based-position-definition-and-guidance>

Appendix 20



Declaration:

I declare that the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge.

I declare that I have disclosed on a separate sheet any additional information I have which could be considered relevant to the questions in this Confidential Declaration.

After I have been appointed, I agree to inform my Bishop/Archbishop/Incumbent if I am charged, cautioned or convicted of any offence or if I become subject to a police/social services/social work department (children or adult's social care) investigation.

Signed:

Full name:

Address:

.....

.....

Date:

Please return the completed form to:

.....

Before an appointment can be made, applicants who will have substantial contact with children and/or adults experiencing, or at risk of, abuse or neglect in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check (as appropriate)) from the Disclosure and Barring Service.

All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and/or adults experiencing, or at risk of, abuse or neglect.

Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and/or an adult experiencing, or at risk of, abuse or neglect at risk.

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Privacy Notice

This notice explains how the information you supply in your Confidential Declaration is used and your rights with respect to that data as required by the General Data Protection Regulation 2016/679 (the “GDPR”) and the Data Protection Act 2018, (the “DPA 2018”).

Prior to use, the Diocese/PCC/church body should insert the name of the data controller where indicated. This is the person/body who decides the purposes for which and the manner in which personal data will be processed. In the case of the Confidential Declaration, the data controller will depend on the nature of the position/role applied for.

For instance, for a clergy role, the data controller could be the Diocesan Bishop; for a Diocesan volunteer or employee position, the data controller could be a Diocesan body; or for a parish volunteer role, the data controller could be the PCC.

You should take advice from your Data Protection Officer or the lead contact in the Diocesan office if you are unsure.

1. The data controller

Name:

E-mail address:

Phone number:

Address:

.....

.....

2. The data collected about you

The data controller collects your name, address and date of birth as provided by you in the Confidential Declaration Form and, where applicable, relevant conduct data and/or criminal offence data (including allegations); barring data; and court findings or orders.

The data controller also collects the following information about other individuals living or employed in your household who are over 16 years old, where applicable (see section 3, headed ‘Purposes and lawful bases for using your personal data’, paragraph 3):

- name, address and date of birth
- criminal offence data (including allegations); barring data; and court findings or orders.

It is our expectation that you will inform these individuals that you have put their details on the Confidential Declaration form, and that you will explain the reason for this.

Appendix 20



3. Purposes and lawful bases for using your personal data

The overall purpose of the Confidential Declaration is to ensure that the employer takes all reasonable steps to prevent those who might harm children or adults from taking up positions of respect, responsibility or authority where they are trusted by others in accordance with the *Practice Guidance: Safer Recruitment* (2016): <http://bit.ly/CoESaferRecruitment>

The data controller uses your data for the following purposes and lawful bases:

1. to appoint individuals to positions of respect, responsibility or authority where they are trusted by others
2. for the Diocesan Safeguarding Adviser (DSA) to conduct a risk assessment where the applicant discloses information on the form
3. to collect information about members of your household for the purpose of undertaking a Disclosure and Barring (DBS) check on them if you have applied for a role where you work from home with children.

It is the legitimate interest of *[insert name of the data controller]* to ensure that only appropriate individuals are appointed to certain positions, as established by the *Promoting a Safer Church* House of Bishops policy statement (2017): <http://bit.ly/CoESaferChurch>. We also need to be assured that no member of your household poses any risk.

It is also necessary for reasons of substantial public interest in order to prevent or detect unlawful acts and to protect members of the public from harm, including dishonesty, malpractice and other seriously improper conduct or for the purposes of safeguarding children and adults at risk (*Practice Guidance: Safer Recruitment*, 2016).

Legitimate Interest Assessment	
The data controller has a specific purpose with a defined benefit.	The processing is an essential part of safer recruitment, to ensure that individuals appointed to positions of respect, responsibility or authority where they are trusted by others are properly vetted and pose no risk to children, vulnerable adults or the wider public.
The processing is necessary to achieve the defined benefit.	Without processing this data, there would be no assurance that suitable individuals are being appointed.
The purpose is balanced against, and does not override, the interests, rights and freedoms of data subjects.	The risk of significant harm to others if inappropriate appointments are made outweighs the low risk to individuals of disclosing the data to us.

For a copy of the full Legitimate Interest Assessment, please contact us on the details included in section 7 headed 'Complaints'.

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4. Sharing your data

Your personal data will be treated as strictly confidential and will only be shared with those involved in the recruitment/appointment process and, where appropriate, the DSA. It may be shared outside the church for the prevention or detection of an unlawful act; to protect members of the public from harm or safeguarding purposes; or as required by law, under Schedule 1, Part 1, Part 2 or Part 3 (as appropriate) of the Data Protection Act 2018, with the following:

- police
- children's or adult social services in local authorities
- statutory or regulatory agencies (for example, the DBS).

5. Data retention

The data controller keeps your personal data, if your application is successful, for no longer than reasonably necessary for the periods and purposes as set out in the retention table at the following link: <http://bit.ly/RetentionRecruitmentRecords>

If your application is not successful, your data will be held for six months after the recruitment process ends and then destroyed.

6. Your legal rights and complaints

Unless subject to an exemption under the GDPR or DPA 2018, you have the following rights with respect to your personal data:

- the right to be informed about any data we hold about you
- the right to request a copy of the personal data that we hold about you
- the right to request that we correct any personal data if it is found to be inaccurate or out of date.
- the right to request that your personal data be erased where it is no longer necessary for us to retain such data
- the right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction be placed on further processing
- the right to object to the processing of your personal data
- the right to obtain and reuse your personal data to move, copy or transfer it from one IT system to another.

7. Complaints

If you have any questions about this privacy policy, including any requests to exercise your legal rights, please use these contact details: *[Insert name and contact details of data controller]*

If you do not feel that your complaint has been dealt with appropriately, please contact *[insert details of Data Protection Officer or equivalent position in the NCI/Diocese]*.


You also have the right to lodge a complaint with the Information Commissioner's Office. You can contact them on 0303 123 1113 or via e-mail (<https://ico.org.uk/global/contact-us/email/>) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Appendix 21

This is a sample complaints procedure. You are strongly recommended to have such a procedure in place. If your PCC has not already agreed one, you may wish to adopt this model.

A full-sized form can be downloaded as a PDF or Word document from:

<https://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

Complaints procedure

What counts as a complaint?

A complaint is a written or verbal expression of dissatisfaction or disquiet about an action, or lack of action, by a person acting on behalf of the church, or about the policies and procedures of the church. A complaint may include an allegation that a person has behaved in an unacceptable way.

When the complaint is made by someone who is a paid employee, it is usually referred to as a grievance, and resolution should be sought through the separate Grievance Procedure.

Complaints against licensed or commissioned ministers (Readers, Southwark Pastoral Auxiliaries, Church Army Officers) are handled through a separate Diocesan procedure. These complaints should be addressed to the Incumbent of the parish.

Problem-solving

We are committed to dealing effectively with any concerns or complaints raised about the way in which we work, what we do and/or the services we provide. Where possible, we will seek to put right any mistakes we may have made. If we get something wrong, we will apologise and where possible we will try to put things right. We also aim to learn from our mistakes and use the information we gain to improve the way we work in future.

The aim always, when responding to complaints, is to enable them to be resolved informally, speedily and fairly by discussion, problem-solving, mediation and negotiation. Problems should therefore be brought direct to the person(s) deemed responsible for the area of dissatisfaction or disquiet, and will hopefully be resolved in this way.

If, however, a complaint relates to or includes an allegation that a child or adult who may be vulnerable has been harmed or is at risk of harm, or that an adult or another child may have caused harm to a child or adult who may be vulnerable, it must be responded to through the Diocesan procedures for handling allegations of abuse.

If the complaint does not concern a child or adult who may be vulnerable, and the person bringing it is not satisfied with the outcome at the problem-solving stage, he/she may then invoke this formal procedure.

We will not victimise or harass any complainant.

Formal procedure for complaints – stage 1

A complaint should be submitted in writing to a Churchwarden of the parish (who is not him/herself the subject of the complaint).

The person bringing the complaint has the opportunity to state his or her case; and to be represented, if they wish, at any meeting by a friend or other supporter.

The Churchwarden will meet with the complainant to listen to and note the facts of the complaint. He/she will then give the facts relating to the complaint to its subject. The Churchwarden will then interview the subject of the complaint, who may also be represented by a friend or other supporter if they wish, to listen to their response to the complaint against them. The Churchwarden may then interview any other relevant parties.

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Appendix 21



The Churchwarden then draws conclusions and informs the complainant and the subject of the complaint of the outcome, ideally within a week of the complaint being made.

Formal procedure for complaints – stage 2

If the reply given at stage 1 does not satisfactorily resolve the complaint, it should be put in writing to a Churchwarden, who will take it to the PCC. The PCC will form a panel of three of its members who have not been involved in the process before.

The panel will establish why the complainant continues to feel aggrieved, and receive all the documentation from the previous investigation at stage 1. The panel will then meet with the complainant and his/her supporter, the subject of the complaint and his/her supporter, and the Churchwarden who investigated the complaint at the first stage. Witnesses may be called.

The panel members will then sit alone to form a judgement and make a decision about the complaint. They will inform the complainant, the subject of the complaint and the Churchwarden of the outcome within a month of the complaint being made.

The decision of the panel representing the PCC will be final.


As a result of an investigation into a complaint, it may be necessary to address the matter with employees of the PCC through the Disciplinary Procedure.

Appendix 22

This is a sample grievance procedure. You are strongly recommended to have such a procedure in place. If your PCC has not already agreed one, you may wish to adopt this model.

A full-sized form can be downloaded as a PDF or Word document from:

<https://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

Grievance procedure

The Grievance Procedure is intended to address complaints and concerns arising from an employee's perception that a policy, rule or procedure has been applied or ignored to their detriment, or that they are being unfairly treated in their employment. The Grievance Procedure applies to paid employees and workers of the PCC.

The result of an initial investigation into a grievance, particularly where it concerns the conduct of one individual towards another, may lead to the matter being investigated under the Disciplinary Procedure.

It is the parish policy to ensure that any employee with a grievance has access to a procedure that can lead to a speedy resolution of the grievance in a fair manner. We will follow the ACAS Code of Practice in the handling of grievances.

Informal stage
Most grievances can be resolved by discussion and you should raise matters informally with your line manager in the first instance. Where your grievance is against your line manager and you feel unable to approach him/her, you should talk to the Incumbent, a Churchwarden or another line manager within the church to find a solution informally. If you are not satisfied, however, you may then invoke the formal procedure.

Formal procedure for grievances
At every stage you will have the opportunity to state your case and be represented, if you wish, at any meeting by a friend or fellow employee.

Stage 1
You should submit your grievance to your line manager in writing. They should meet with you to discuss your grievance and then give you a reply within one week of that meeting. This period may be extended by mutual agreement. You should stick to the facts and avoid language that is insulting or abusive.

Stage 2
If the reply given at stage 1 does not satisfactorily resolve the grievance, then within a week of the response you should write to the Secretary of the PCC outlining the reasons for your dissatisfaction with the response. Representatives of the PCC will meet with you to discuss your grievance and then give a decision within one month (or other such agreed period). The decision of the PCC will be final.

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Appendix 23

This is a sample disciplinary procedure. You are strongly recommended to have such a procedure in place. If your PCC has not already agreed one, you may wish to adopt this model.

A full-sized form can be downloaded as a PDF or Word document from:

<https://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

Disciplinary procedure

Purpose and scope

The parish aim is to encourage improvement in individual conduct of paid employees and office-holders working on behalf of the parish. This procedure sets out the action which will be taken when disciplinary rules are breached. The disciplinary procedure may follow the investigation of a complaint or a grievance, or the investigation of an allegation of abuse, but must be operated as a separate procedure.

Principles

The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated.

At every stage the employee or office-holder who is the subject of the disciplinary procedure will have the opportunity to state his/her case; and to be represented, if he/she wishes, at the hearings by a friend, or by a fellow employee.

The subject of the procedure has the right to appeal against any disciplinary penalty.

The procedure

1. Informal action

Cases of minor misconduct or unsatisfactory performance will be dealt with informally. The employee or office-holder will be encouraged to make the necessary improvement and offered additional guidance, support, training and supervision as appropriate. He/she will be informed that, should the required improvement be achieved, that will be the end of the matter.

There will, however, be situations where matters are more serious or where an informal approach has been tried but is not working. If informal action does not bring about an improvement, or the misconduct or unsatisfactory performance is considered to be too serious to be classed as minor, the matter will be dealt with under the following formal procedure.

2. Stage 1 – written warning

If there is no improvement in standards, or if a further offence occurs, or the offence is such as to warrant it at the outset, the employee or office-holder will be given a WRITTEN WARNING by his/her line manager or the person responsible for co-ordinating their work, which will include the reason for the warning and a note that, if there is insufficient improvement within the designated timescale (usually no more than six months), a final written warning will be given.

3. Stage 2 – final written warning

If conduct or performance is still unsatisfactory, or the offence is sufficiently serious to warrant it at the outset, a FINAL WRITTEN WARNING will be given by the line manager or person co-ordinating the work, making it clear that any recurrence of the offence or other serious misconduct within a period of 12 months will result in dismissal.

4. Stage 3 – dismissal

If there is no satisfactory improvement, or if further serious misconduct occurs, or if the offence is one of gross misconduct, the employee or office-holder will normally be DISMISSED from the office they hold. Any decision to dismiss will be taken by a panel of three members appointed by the PCC, who should all be members of the PCC and include either the Incumbent or a Churchwarden.

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The panel will receive from the line manager all the documentation relating to the offence under consideration in advance. The documentation will also be made available in advance to the subject of the disciplinary procedure. At the hearing, the panel will hear evidence from the line manager and subsequently from the subject of the hearing; witnesses may be called by both parties. The panel will then form a judgement as to whether the offence is proven on the balance of probability. If so, the panel will then receive evidence as to any previous warning given which has not yet expired. They will then make a decision regarding the dismissal or otherwise of the employee or office-holder.

5. Gross misconduct

Gross misconduct is misconduct so serious that it could justify dismissal without previous warnings and without notice or pay in lieu thereof. If, after investigation, it is confirmed that an employee or office-holder has committed an act of gross misconduct, he/she will normally be dismissed, following the procedure in (4) above. The following is a list of examples of gross misconduct. It is for guidance only and is not exhaustive:

- theft or unauthorised possession of any property or facilities belonging to the parish
- gross insubordination
- gross negligence
- serious damage deliberately sustained to parish property
- deliberate falsification of parish reports, accounts, expense claims or self-certification forms
- bribery or corruption
- refusal to carry out duties or reasonable instructions or to comply with parish policies and procedures
- conduct unbecoming or inappropriate to the office and work
- conduct amounting to deliberate loss of business
- misconduct in relation to the safety of children or adults who may be vulnerable
- serious misconduct as a result of being intoxicated by reason of alcohol or illegal drugs
- violent, dangerous or intimidatory conduct
- sexual, racial or other harassment of a colleague or parishioner
- a criminal offence, which may (whether it is committed in the context of, or outside, the person's work for the parish) adversely affect the reputation of the parish, the person's suitability for the type of work he/she does, or his/her acceptability to colleagues or parishioners.

6. Suspension

While alleged gross misconduct is being investigated, the employee or office-holder may be suspended, during which time he/she will be paid at his/her normal rate of pay. He/she will be entitled to written reasons for the suspension within three working days of being suspended.

7. Appeals

If the employee or office-holder wishes to appeal against any disciplinary decision, he/she must do so within one week of the decision being conveyed to him/her. The appeal will be heard by a panel of three members nominated by the PCC, not including anyone who has been involved in the process thus far. At least two members of the panel should be PCC members, and one should be either a Churchwarden or the Incumbent.

The second panel will decide the case as impartially as possible. The panel will receive all the documentation from the previous stage of the disciplinary procedure; the documentation will also be made available in advance to both the subject of the disciplinary procedure and the line manager.

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The panel will then hear evidence from the line manager, the subject of the hearing, and witnesses may be called. The panel will then form a judgement and make a decision regarding the dismissal or otherwise of the employee or office-holder.

The panel's decision will be final.

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Appendix 24

This is a sample form for recording a safeguarding incident/concern, which can be used or amended locally.

A full-sized form can be downloaded as a PDF or Word document from:
<https://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

Form to report a parish safeguarding concern,
for completion by the Parish Safeguarding Officer (PSO)
or another member of the Parish Safeguarding Team

Parish:	Incumbent:	PSO:
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Subject:

Name:

Date of birth/age (if known):

Address:

.....

.....

Telephone number: Mobile:

E-mail:

Is the subject a child, young person or vulnerable adult?

Additional information (as applicable):

.....

.....

Parent or carer details:

School:

GP:

Other:

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Category of concern:		
Physical	Financial	Online
Neglect	Discriminatory	Other
Emotional	Organisational	Forced marriage
Sexual	Spiritual	Modern slavery
Non-current sexual	Domestic abuse	Child sexual exploitation

Person reporting the concern:

Name:

Position/role:

Contact details:

Initial information (please provide details about the concern):

Who, what, when, where, how, why?

Date of report:

Name:


Signature:

Diocesan Safeguarding Team contact:

Name:

*Please remember that if a concern has been raised about a church officer there must be an immediate referral to the Diocesan Safeguarding Team
Call 020 7939 9441/9423 or, if urgent and out of hours, 07982 279713*

Appendix 24



Action log:		
Date/time	Action	Name
	<i>For example: discussed with PSO, call to DST and advice received, T/C to local authority, follow-up conversations etc</i>	