

## Safe Haven

# The Protection of Children and Young People

Revised Edition: October 2014

## **Bishop's Foreword**

I wish these Safeguarding guidelines to protect children and young people did not need to be published at all but it is a sad fact that young people, entrusted to us for care and nurture, can be hurt. In our work with them we cannot be satisfied until we are sure we have done all in our power to protect them from harm.

This document gives guidance on good practice in the supervision of children in our care and the appointment of those responsible for them in our church. Additionally, it shows us clearly what we should do if we encounter a suspicion or allegation of abuse in our parishes.

It is an essential document for all who have received the Bishop's Licence or Permission to Officiate and for all who work with children and young people in our parishes.

The Criminal Records Bureau is an executive agency of the Home Office whose primary purpose is to help employers and voluntary organisations make safer recruitment decisions, providing them with a consistent disclosure service. The House of Bishops regards use of this service as a mandatory element in the recruitment process.

Those whose work within the Church brings them into regular contact with children or young people, are required to obtain an Enhanced DBS Disclosure for working with children. It is essential good practice for:

- Each parish to adopt a child protection policy statement and appoint a Named Person with responsibility for its implementation.
- All those whose work brings them into regular contact with under 18s to apply for an Enhanced DBS Disclosure and complete a Confidential Declaration Form.
- Adequate insurance cover to be in place.

I commend these Guidelines to you.

+Graham Norvic  
**Rt Revd Graham James**  
**Lord Bishop of Norwich**

Whilst these Guidelines endeavour to give accurate information, it is not a legal document and neither the Bishop, nor the group who prepared them, can be held responsible for any errors or omissions.

For the purposes of this document a child is anyone under the age of eighteen years.

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**For advice on Safeguarding and issues concerning allegations or suspicions of abuse contact:**

Sue Brice, Bishop's Safeguarding Adviser 07958377079

**Or in her absence:**

The Revd James Stewart, Bishop's Chaplain: **01603 614172**

# 1. The Responsibilities of the Parish

It is the Incumbent and PCC's prime duty of care to ensure the well-being of the vulnerable in the church community.

- The PCC must agree, and review annually, a Policy Statement (see Appendix A) on the protection of children and young people. This should be displayed in a prominent position on church premises. Following the annual review a dated and signed copy must be sent to:

**Sue Brice, Bishop's Safeguarding Adviser**  
**Bishop's House**  
**Norwich**  
**NR3 1SB**

Each PCC must appoint a 'Named Person' with special responsibility for policy implementation. The Named Person for Child Protection may be, but need not be, also the Named Person for the Protection of Vulnerable Adults.

- The PCC must ensure that anyone having regular contact with children is appointed in accordance with the diocesan guidelines, is trained and supported, provided with a copy of the parish policy and made familiar with the diocesan guidelines.
- Allegations or suspicions of abuse must be dealt with promptly and in accordance with the policy.
- The Childline number should be displayed on church premises: 0800 1111
- Known offenders must be effectively managed and monitored in consultation with the Bishop's Adviser for Safeguarding.
- Appropriate health and safety policies and procedures, and adequate insurance cover, must be put in place.
- Anglican partners in Local Ecumenical Projects must follow Church of England child protection procedures rather than those of a partner church.

**Archdeacons will monitor the implementation of parish child protection policies, procedures and good practice in their visitations.**

## 2. Insurance

It must be acknowledged that there is a risk in our work with children, as there is in all areas of life. This must not prevent the Church from working with children and young people and the good practice outlined in these guidelines minimises risk.

**It is essential that adequate insurance cover is in place: PCCs must check with their insurers that they have suitable and adequate Public Liability cover.**

Anyone working with children or young people must be adequately covered by their Church insurance for costs and expenses incurred in defending themselves against allegations or prosecution.

**Insurers will require the insured to:**

- Take all reasonable steps to prevent injury, loss or damage. Failure to do this may prejudice insurance arrangements.
- Exercise good practice to minimise risk
- Have agreed and implemented a policy statement on the Protection of Children and Young People.
- Notify the insurer immediately of any incident or allegation and keep them informed of progress. Failure to do this may prejudice any cover provided by the policy.

### **Youth & Children's Activities off Church Premises**

**It is important to check that church insurance covers children and their leaders for group activities undertaken off church premises; the cover provided may depend on the activity involved and should be advised to your insurers in every instance.**

- Ahead of any activity off Church premises you should note in the minutes at a PCC Meetings that the event is being planned. This includes things like group meetings in leaders homes (also Alpha Groups etc), trips away and games on a local park.
- Therefore the Diocese encourages you to consider what activities you will likely run over a year (i.e. on a hot evening we may meet in the park, we will run one weekend residential, we will visit the cinema etc) and provide the PCC with a probable programme of the activities over the coming 12 months so that this can be noted in the minutes and any necessary advice sought from insurers.

In cases where the activity is deemed by the insurers to be 'hazardous', additional cover from a specialist provider may be necessary.

### 3. The Named Person

Each PCC must appoint a 'Named Person' with special responsibility for policy implementation; the person appointed should be known within the church and may be ordained or lay. The Named Person for Child Protection may be, but need not be, the Named Person for the Protection of Vulnerable Adults.

In multi-parish benefices a Named Person may act for more than one parish where they should work closely with the Incumbent on these issues.

#### The responsibilities of the Named Person:

- To send their contact details (which must include a contact email address) and a copy of the current Parish Policy Statement(s) to:

**Sue Brice, Bishop's Safeguarding Adviser**  
**Bishop's House**  
**Norwich**  
**NR3 1SB**

All information updates are usually provided by email so a Named Person must be contactable by email or make arrangements for someone to act as their email contact.

- To implement and monitor the Parish Policy Statement on Child Protection, encouraging good practice based on the Safe Haven guidelines.
- In accordance with the Safe Haven guidelines, to ensure the suitability of all volunteers and PCC employees in regular contact with children under the age of 18; and to obtain necessary DBS checks and disclosure forms.
- To actively encourage volunteers and PCC employees to undertake training provided or signposted by the Diocese and keep a record of training taken.
- To receive, but not to investigate, any suspicions or allegations of abuse which may arise and to immediately inform and liaise with the Bishop's Adviser for Safeguarding.
- The PCC must ensure that the Named Person, on appointment, obtains a satisfactory DBS Enhanced Disclosure and completes a Confidential Declaration Form. The incumbent contacts DDC Ltd to request a DBS check for a Named Person (in a vacancy, the Rural Dean.) It is vital that Named Persons attend Diocesan safeguarding training and is encouraged to undertake any other training opportunities offered by the Children, Youth & Families team.

For any questions relating to these guidelines and the latest training information contact:

Sue Brice  
Bishop's Safeguarding Adviser, Bishop's House, Norwich, NR3 1SB  
Mob: 07958377079 email: [sue.brice@dioceseofnorwich.org](mailto:sue.brice@dioceseofnorwich.org)

## 4. Recruitment of leaders (volunteers or paid workers).

The PCC must ensure that all those working with children or young people are suitable and safe; the names of appointed people must be recorded in the minutes of a PCC meeting. DBS checks for Clergy and Readers are managed centrally and are not the responsibility of the PCC or the Named Person.

All adults who come into contact with children, **frequently** (i.e. 'once a week'), **intensively** (i.e. '4 days in one month or more') or **overnight** (between 2am - 6am) must apply for an Enhanced DBS Disclosure and complete a Confidential Declaration Form before appointment.

Other adults may help with children's groups on an occasional basis but must be accountable to an appointed worker and complete a Confidential Declaration Form. If they are to join the team on a regular basis they must be properly recruited as above.

### Interviews & Working Agreements:

It is good practice to informally 'interview' anyone wishing to work with children and young people through the Church.

- The interviewer, normally the person responsible for the appointment, must ensure the volunteer/applicant holds a copy of the parish policy on child protection and has access to the Safe Haven guidelines.
- Two references should be sought from people who have known the applicant for more than 2 years and are not family members.
- The volunteer/applicant should also be given a 'Working Agreement' stating their role, responsibilities and the support which will be available to them by the parish. (see Appendix B or [www.norwich.anglican.org/children/safeguarding](http://www.norwich.anglican.org/children/safeguarding))

### Support & Line Management

Line management support is a crucial element in child protection. An unsupported worker frequently becomes de-motivated which can be detrimental to good practice. Regular one to one meetings for ALL workers, voluntary or paid should be set up to:

- provide an opportunity to talk about their work
- give an opportunity to share frustrations and joys
- talk about training needs and opportunities
- share any particular concerns or anxieties
- publicly acknowledge the work being done
- encourage reflection and prayer

Contact Mark Heybourne at Diocesan House for further guidance on supporting workers, including template recruitment & appraisal forms to help you.

01603 882354 or [mark.heybourne@norwich.anglican.org](mailto:mark.heybourne@norwich.anglican.org).

Useful information can also be found at <http://www.weloveouryouthworker.org.uk/> the guidelines here can be adapted to paid or volunteer children & youth workers.

## 5. The Confidential Declaration Form

The House of Bishop's Policy on the protection of children, 'Protecting All God's Children' and the Criminal Records Bureau, recommend that anyone appointed to a position involving regular contact with children under the age of 18 years should be given an early opportunity to declare any relevant matters. This confidential declaration form will be held securely by the person who makes the appointment.

A copy of the Confidential Declaration Form can be found in Appendix E or on the Diocese website [www.norwich.anglican.org/children/safeguarding](http://www.norwich.anglican.org/children/safeguarding)

### **The Declaration Form must be:**

- Given to the applicant by the Named Person, or, in the case of Clergy, Readers and Licensed Lay workers, by the appropriate Secretary.
- Completed and signed by the applicant and returned to the Named Person (or appropriate Secretary)
- Held confidentially in PCC records (or Diocesan records for clergy/readers)
- Renewed every 3 years. (For clergy and others holding the Bishop's Licence, every 5 years)

**Please note: Information from the Confidential Declaration Form will only be taken into account if it is relevant to the position sought.**

## Children/Young People Helping as Leaders

- A DBS Disclosure should be obtained for young people aged 17 or older if they fall into the category of contact as outlined in chapter 4- Recruitment of leaders.
- A Confidential Disclosure Form should be completed by all young people helping regularly as leaders and two references obtained.
- Young people helping as leaders should ALWAYS be supervised by an adult leader who has an Enhanced DBS check. Young people should not be left with children, unsupervised.
- Young people helping as leaders should be appropriately briefed about good practice in working with children (see for example pages 13 and 14).



## 6. Safeguarding Training

The Diocese of Norwich provides basic training for those responsible for or working with children under the age of 18 years. A certificate of attendance is given.

Details of training can be found on the diocesan website, in the 'Everyone Learning' leaflet, 'Fresh,' the Children, Youth & Families magazine, or from the Bishop's Safeguarding Adviser.

### **It is recommended by the Diocesan Bishop that:**

- all parish clergy, Readers, licensed lay workers, and PCC employees whose work involves children under the age of 18 years, attend Diocesan Safeguarding training within the first year of their ministry
- PCCs make it an imperative that the Named Person attend a diocesan training session as soon as possible after their appointment
- Named Persons actively encourage all those who have regular contact with children or young people in the church to undertake the training as soon as possible after their appointment.

### **Training Up-dates**

Named Persons will be informed about any substantial changes to the Safe Haven guidelines and particularly where the changes mean that all those working with children and young people should attend the basic training again for an up-date.

Safeguarding training for those working with children and vulnerable adults should be refreshed every 3 years.

### **Employed Workers / Full-time Volunteers / Interns / GAP Year students**

PCCs employing youth or children's workers should arrange for their employee to attend a Norfolk County Council training course run by the Area Child Protection Committee ([www.nscb.norfolk.gov.uk](http://www.nscb.norfolk.gov.uk))

Contact Sue Brice for more information on this valuable additional training.

Mob: 07958377079 or [sue.brice@dioceseofnorwich.org](mailto:sue.brice@dioceseofnorwich.org)

## 7. Good Practice in Activities

Work with children must be carried out in a 'safe' environment. It is good practice to carry out annual risk assessments which take into account the age and activity of the group. Policy should consider the following areas;

### Ensure the ratio of leaders to children complies with the Children Act 1989:

For 0—2 years	1 leader to every 3 children (1:3)
For 2 – 3 years	1 leader to every 4 children (1:4)
For 3 – 8 years	1 leader to every 8 children (1:8)
For over 8's	1 leader for the first 8 children, then 1:12

- Each group should have a minimum of **two adults** and it is recommended that a gender balance be maintained if possible.
- If a person who has been assigned to help staff a group is prevented from attending at short notice, there is no automatic obligation to cancel the group. It may be possible to secure the services of another suitable person or make other appropriate temporary arrangements so that the group can still run as scheduled.

### Do not work alone

- it is not safe for the children; if an incident occurred there would be no one else to help deal with it.
- it is not safe for the worker; if an accusation were to be made there would be no one to stand as witness.
- avoid being alone in a room with children (and out of sight of other adults) give thought to the appropriateness of giving individual children or young people a lift in your car and ensure you have parental consent.

### Ensure that meeting places are safe:

- that the building is safe from intruders.
- that entrances, stairs etc are well-lit.
- that furniture is safe and secure.
- that heating or electrical appliances are adequately guarded.
- that fire, health and safety regulations are known and in place.

### Agree guidelines for dealing with difficulties:

- agree a policy for dealing with disruption or bullying.
- consider your response to emergencies. Is First Aid provision accessible and adequate? Where is the nearest telephone?

### Be clear about boundaries with regard to touching:

- keep all activities in public and in sight of other adults
- touch should be related to the child's needs and would normally be initiated by the child.
- avoid any physical activities that may be construed as sexually stimulating to the adult or child.

### Obtain parental/guardian permission:

- for normal group activity, a 'membership' record should be kept with emergency contact numbers.
- get written permission for children to attend group outings (Sample: See Appendix C or Diocesan website)
- get written permission to take and/or use photographs/images (sample consent forms from the diocesan website [www.norwich.anglican.org](http://www.norwich.anglican.org) )
- keep a record of any dietary needs if food and drink is served
- make a note of medical or other needs as appropriate to the activity.
- make sure that drop-off and pick-up procedures are established.

## 8. Ofsted Registration for activities that include children aged under eight years old and where parents are not present.

Church activities are **unlikely** to require registration with Ofsted. If your activity falls into any one of the exemption criteria below you do not need to register.

We have highlighted in bold those which normally apply in a typical Church setting including afterschool clubs, holiday clubs and children's groups etc.

The activity is exempt from registration if any **ONE** of the following is met.

#### • Children stay for less than 2 hours

- All children are related to you
- You care for children only between 6pm and 2am in your own or someone else's home
- **The activity provides no more than TWO of the following activities, for 4 hours or less in any one day: school or homework support, sport, performing arts, art & crafts, religious study, cultural or language study.**
- Being a school caring for children aged 3 or over, where at least one child is a pupil.
- **Care is provided for children for 4 hours or less each day, where parents remain on the premises or in the vicinity e.g.: church crèche.**
- Children are allowed to leave the activity unaccompanied (open access scheme)
- **Children stay for more than two hours, but the activity lasts for 14 days or less in any year** (However, if this is the case though exempt, OFSTED must be notified at least 14 days before the start. Holiday clubs that run longer than 2 hours and where you do more than two activities may fall into this category. *Please visit Ofsted website for Exemption notification form.*

Further helpful information can be found on the OFSTED website or via their helpline:

Website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Helpline Tel No: **0300 123 1231**

Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

## 9. Mobile & Social Networking as a Means of Communicating with Young People.

These guidelines relate to email, mobile phone and social networking. For many young people this is their preferred means of communication and it can be an extremely effective tool within youth work. However while it brings great opportunities there are also significant risk and it is important that guidelines are followed. Leaders communicating with young people or vulnerable adults via the internet or mobile phone must be DBS checked in accordance with the Diocesan safeguarding guidelines given in Safe Haven.

### It is recommended that:

- If a worker expects to communicate with young people via email, messenger, social networking sites (i.e. Facebook) or mobile phone/texting, written permission from the child's parents should be given.
- One-to-one communication between a worker and a young person should normally be avoided, all communication should be in a page or group message/text context.
- Clear and unambiguous language should be used, avoid abbreviations that could be mis-interpreted.
- Communications that raise concerns should be saved and shared with a supervisor/Named Person as soon as possible.
- Do not use any comment or picture of a young person without written parental permission. Diocesan Guidelines on the taking of images must be followed.

### Email, Text and Instant Messenger:

- There should be a 'curfew' on instant messenger communication and mobile phone texting and this should only take place during normal 'working hours' and not late into the night etc.
- Save all conversations and regularly review these with your supervisor before they are deleted. Make sure that young people know that a supervisor has access to the conversations.

### Facebook & Social Networking Sites:

- The best advice is that it is not appropriate to use a personal Facebook account and profile for work with young people, so you should create a professional account to manage your communications with young people (Norfolk County Council, eSafety Training May 2012)
- To create a professional or 'work' account and profile, enter your work email in the sign up box, adding 'Work' or another suitable term after your last name if you need to distinguish your professional profile from your personal (i.e. Sue Brice Work)
- Your supervisor/Named Person should be aware of the account name and password so that they can at any time log onto the account to monitor the communications. Young people should be made aware that information is shared in this way.
- You should ensure your organisation/church name is entered onto the profile you create. Also make sure you use church contact details.
- You should use a photo of you in an official/work/church setting.
- You should consider entering a 'expectations statement' under 'about' in your profile such as:

*I'm a youth worker with a keen interest in social media which I use to share about the groups and events we run through St Luke's Church. I only log-in to Facebook a few times a week so if you need to contact someone from St Luke's urgently then please call 0XXXXXXXX or email [thevicar@xxxxxxx.org.uk](mailto:thevicar@xxxxxxx.org.uk)*

- Any communication or content that raises concerns should be saved and discussed with your supervisor/Named Person.
- Communication should normally be in the public domain using group mailings or wall posts.
- Leaders with personal social networking accounts should also customise their privacy settings in order to maintain the boundaries between their personal lives and youth work roles.

Two very useful links you should monitor for on-going good practice information:

<http://network.youthworkonline.org.uk/>

<http://www.facebook.com/#!/groups/237619512956824/> - A Facebook group for Christian youth workers

For further information contact: [sue.brice@dioceseofnorwich.org](mailto:sue.brice@dioceseofnorwich.org)

## 10. Categories of Abuse

Four definitions of child abuse are used by every local authority in England and Wales:

**Neglect:** Persistently or severely neglecting a child  
Failing to protect a child from danger.  
Failure to carry out important aspects of care.

*Examples: inadequate food, clothes or warmth; neglect of medical needs; leaving young children alone and unsupervised, neglect of basic emotional needs.*

**Physical abuse:** Actual or likely physical injury to a child

*Examples: hitting, shaking, burning or scolding, biting, giving poisonous substances or inappropriate drugs or alcohol. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in, a child.*

**Sexual Abuse:** Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening.

*Examples: vaginal or anal penetration or fondling of a child, masturbation or oral sex, involving the child in watching sexually explicit or pornographic material, indecent exposure, grooming a child in preparation for abuse (including via the internet)*

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Emotional Abuse:** Persistently or severely emotionally ill-treating a child.  
Rejecting a child and thus causing an actual or likely effect on their development.

*Examples: threatening behaviour, bullying, verbal attacks, coercion, taunting, shouting, rejecting behaviour, deprivation of social contact, racial harassment.*

**The House of Bishop's Report adds a fifth category which is defined as:**

**Spiritual Abuse:** 'Within faith communities, harm can also be caused by the inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teachings or intrusive healing and deliverance ministries. If such inappropriate behaviour becomes harmful, it should be referred for investigation in co-operation with the appropriate statutory agencies.'  
(*Protecting All God's Children 4th edition, 2010*)

## 11. Listening and Responding to Allegations or Suspicions of Abuse

Children and young people do suffer abuse. The abuser may be a family member, friend, acquaintance, church member or stranger. The phrase 'child abuse' has been used to describe a wide range of experiences from long-term sexual assaults, to one-off bruising caused by a 'non-accidental' slap. However trivial incidents may conceal a more serious problem.

Whilst it may be a rare circumstance, you could receive an allegation from a child that they are being abused. The Bishop's Safeguarding Adviser must be informed as soon as possible of all allegations or suspicions of abuse. He will advise the parish and liaise with statutory agencies as necessary. (See Flow Charts following)

If there appears to be immediate danger of further serious abuse, Children's Services or the Police should be contacted directly (see Helplines), before also contacting the Bishop's Adviser.

Reports must be given the highest degree of confidentiality. The Diocesan Communications Officer must manage all media relationships; telephone 01603 620007

**It cannot be emphasised enough that if a child brings an allegation of abuse, we must not investigate or ask leading questions.**

Listen carefully to what is said and pass this information on to those who are trained and whose responsibility it is to take action.

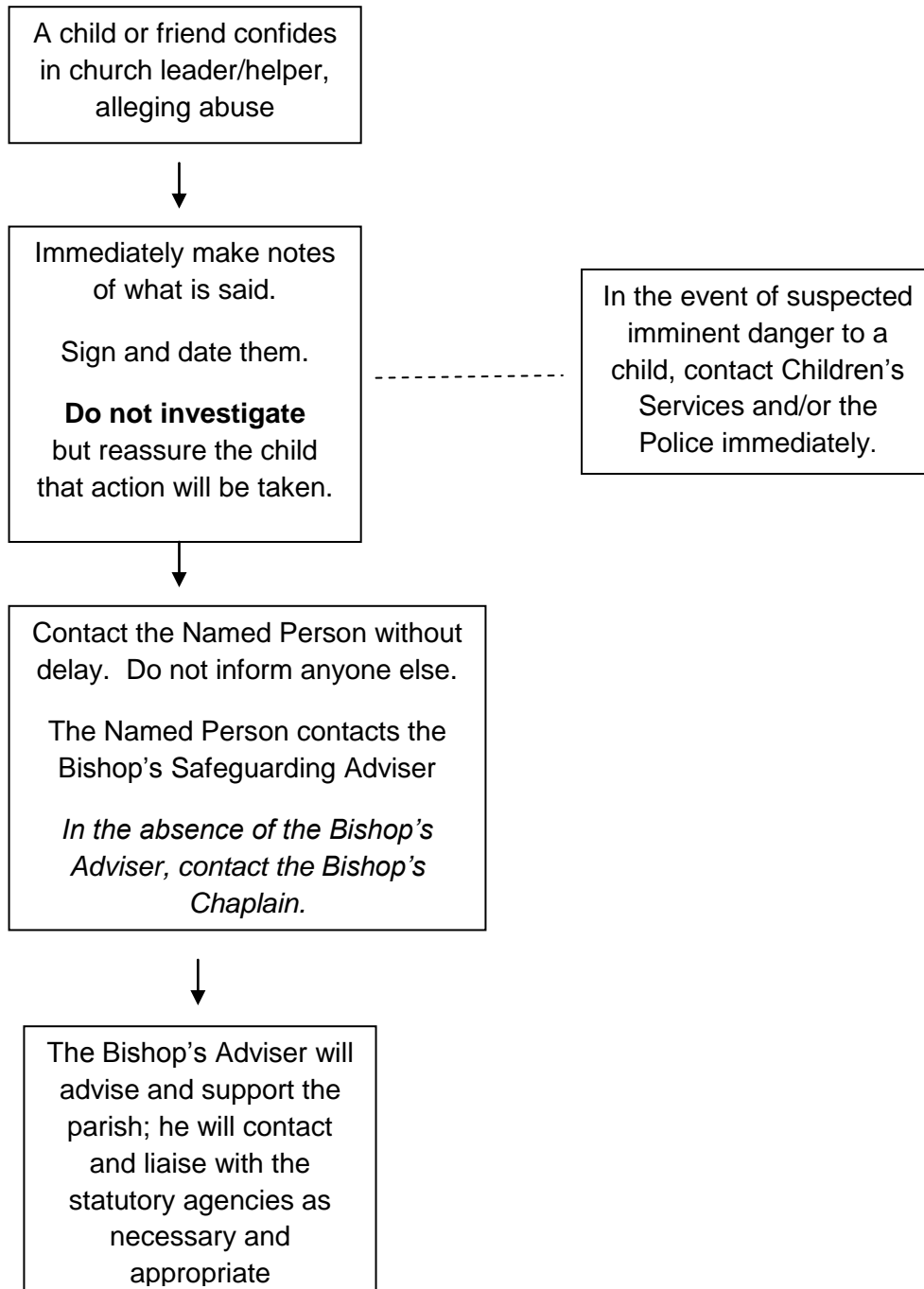
- Accept<sup>1</sup> what is said. Keep calm and look at them directly.
- Let them know that you need to tell someone. Do not promise confidentiality.
- Remember that, even when a child has broken a rule, they are not to blame for the (alleged) abuse. The entire responsibility for abuse rests with the perpetrator.
- Be aware that the child may be under threat from the perpetrator to tell no one about the abuse.
- The child may be fearful. Reassure him or her that they are right to tell.
- Never push for information.
- Let the child know what you are going to do next.
- Make notes as soon as possible, writing down exactly what was said and when it was said. Record dates and times of these events and keep the handwritten report.

<sup>1</sup> "Accept" does not mean that you are being asked to agree with what is said, or to believe it is true. Rather, acceptance means that you take a neutral position and undertake only to listen and pass on what you have heard to the appropriate person.

**It is important not to ask questions that suggest the answer or to name a person you might assume to be the alleged abuser from the child's description; these are called 'leading questions' and should be avoided.**

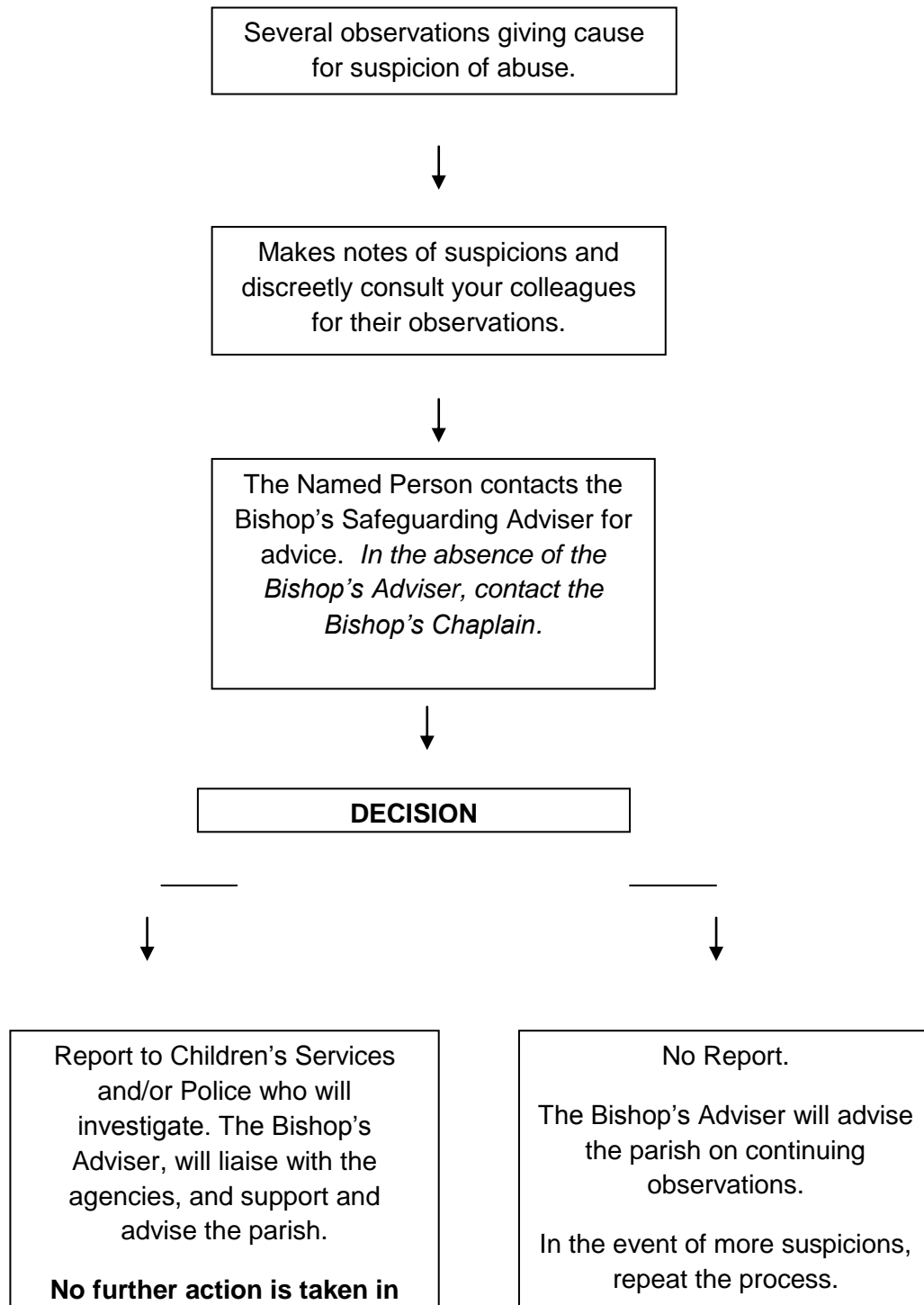
# FLOWCHART SHOWING ACTION FOLLOWING AN ALLEGATION OF ABUSE.

Contact Numbers can be found under Helplines.



# FLOWCHART SHOWING ACTION WHERE THERE IS A SUSPICION OF ABUSE.

Contact Numbers can be found under Helplines





## **12. Confidentiality and the Confessional**

The Anglican priest is constrained by Canon Law not to disclose anything revealed in the confessional. Whether this is an absolute duty and right is debatable. Confession is intended for the good of the soul leading to absolution, and there is an argument which says that where there is the likelihood of significant risk to children (including terrorist activity) disclosure of the relevant information to public authorities is to be encouraged.

## **13. Ministering to known offenders**

The Church's ministry to provide a warm welcome to all must not compromise its duty of care to protect children.

Should their church find itself with an offender in its congregation, parish priests must inform the Bishop's Adviser who will offer advice; this will include putting in place a written agreement between the church and the offender. If the PCC is considering appointing an ex-offender to a voluntary or employed post within the church, the Bishop's Adviser must be notified before any appointment is formalized. If employing an ex-offender, it will be necessary to notify church insurers.

There is a tightrope to be walked between maintaining the highest levels of confidentiality and the abuse which thrives on secrecy. Above all clarity and a determination not to be manipulated are essential.

**In the event of a parish vacancy**, it is imperative that information about a known offender in the congregation is passed on to the new incumbent. To ensure that this happens, the departing incumbent should give the information to their Archdeacon who will inform the new incumbent when they take up the post.

## 14. Obtaining a DBS Disclosure for Volunteers and PCC Employees.

The PCC has a duty to ensure there is nothing to prohibit an individual from working with children under the age of 18 years. The volunteer or employee will therefore be asked to obtain an Enhanced DBS Disclosure and complete a Confidential Declaration Form.

*The Criminal Records Bureau defines a volunteer as a person engaged in any activity which involves spending time unpaid (except for travelling or other out of pocket expenses) doing something which aims to benefit some third party other than or in addition to a close relative.*

- A DBS Disclosure for the Named Person is initiated by the Incumbent, using the same process.
- A Disclosure for other volunteers or PCC Employees is initiated by the Named Person.

### PROCEDURE:

Disclosure can now be obtained from DDC Ltd using an online process which is **cheaper** and **reduces** application time. Documentation is checked online rather than being posted to DDC Ltd. The Diocese of Norwich strongly recommends you use this online system.

To access this facility the Named Person must log into the DDC website using their user name and password and choose the tab for online (paperless) process. **You must phone DDC Ltd prior to doing this to ensure they have set you up with the appropriate passwords.**

For those not using the online process:

- **The Named Person** (or incumbent) **contacts DDC Ltd on [norwichd@ddc.uk.net](mailto:norwichd@ddc.uk.net) or 0845 644 3298** giving the applicant's name, address, phone number and role description (e.g.: volunteer youth leader)  
*The Named Person's details will be checked against the list provided by the Diocese of Norwich. A 'User Name' and password will be given to Named Persons with internet access so they can follow the progress of the application on the DDC website.*
- **The Named Person gives a Confidential Declaration Form to the applicant.** The completed form, when approved, must be held confidentially in PCC records until renewed, or the applicant is no longer in post.
- **DDC sends an Application Pack to the Applicant** including the Disclosure Application Form, continuation sheet, guidance notes, the Named Person's ID Check Sheet, an addressed envelope and a covering letter outlining the process.
- **The Applicant completes the DBS Disclosure Application Form\* and Confidential Declaration Form** and takes them, with ID documents, Named Person's ID Check Sheet and envelope, to the Named Person.

Acceptable ID documents are listed on the back of the ID Check Sheet.

\* *The role should indicate whether it is voluntary. For the Organisation, use the name of the church and Vicarage/Rectory address.*

- **The Named Person checks the ID documents** and completes both sides of the ID Check Sheet.
- **The Named Person sends the DBS Disclosure Application Form** with ID Check Sheet, original ID documents and cheque to DDC Ltd in the envelope provided. Recorded delivery is recommended.

### **Send a cheque payable to DDC Ltd for:**

Paid Workers                      £65.60 (Inc. VAT) or £56.00 (Inc. VAT) online.

Volunteers                        £21.60 (Inc. VAT) or £12.00 (Inc. VAT) online

Payment should be the responsibility of the PCC.

*Costs correct at 1<sup>st</sup> May 2014. Named Persons/Incumbents will be notified of changes*

- **DDC will check that the ID documents are genuine**, according to DBS recommendations. They will be posted back to the applicant by recorded delivery within two working days.
- **DDC will process the application** and forward it to the Criminal Records Bureau.

## **WHAT HAPPENS NEXT?**

The DBS will send the processed Disclosure to the Applicant and a copy to DDC Ltd.

If the Disclosure is clear, DDC Ltd will notify the Named Person via the website (if the Named Person has internet access) or by letter, stating the issue number and date of the Disclosure.

If the Disclosure is not clear, DDC Ltd will inform the Bishop's Adviser for Safeguarding

DDC Ltd will hold a copy of the Disclosure confidentially for six months. It will then be destroyed and a record kept.

The Applicant should keep their Disclosure as it may be useful when applying for another post/role working with children or young people\*.

\* *see Portability Criteria*

### **Registered Body for the Diocese of Norwich**

DDC Ltd  
P.O. Box 6878  
Syston  
LEICESTER LE7 4ZR

Tel:                      0845 644 3298 or 01162 603055  
email:                 norwichd@ddc.uk.net  
website:               www.ddc.uk.net

## **15. Renewal of DBS Disclosures and Confidential Declaration Forms**

DBS checks should be renewed **every 5 years**. It remains that Clergy, Readers and Authorised Worship Assistants are checked by Bishop's House.

A Confidential Declaration Form should be renewed **every 3 years** and held by the Named Person.

## **16. DBS disclosures for Authorised Worship Assistants**

A disclosure for an Authorised Worship Assistant will be initiated by the Bishop's Office when the initial application is received.

## **17. Portability of Disclosures**

It is always the responsibility of the body making the appointment, usually the PCC, to decide whether or not to accept a Disclosure made for another organisation.

**If there is any doubt or concern as to the suitability or identity of a volunteer or applicant, a new Enhanced Disclosure should be obtained.**

To accept a pre-existing Disclosure, these criteria **must** be met:

- It is less than 2 years old
- It is Enhanced and for a similar position

*A Disclosure for working with vulnerable adults is not acceptable for working with children.*

- The applicant's identity is verified.
- The applicant is still in the post or job for which the Disclosure was obtained.
- A reference from the previous employer or appointer is obtained to ensure that the applicant was appointed following receipt of the Disclosure.
- The issue date and serial number of the Disclosure is recorded by the Named Person, together with the applicant's name and date of birth.
- A Confidential Declaration Form must be completed.

### **Note concerning Teachers:**

Teachers often do not have a copy of their own Disclosure. They must obtain written confirmation from Norfolk Local Education Authority (or Suffolk LEA for those in the Lowestoft/Waveney area) that, within the last 2 years, they have received CRB clearance for working with children. All criteria given above must be met.

If a letter cannot be obtained from the LEA, a new check must be made.

## Appendix A

# Safeguarding Policy

## Children and Young People in the Church

This policy was adopted by .....(Parish) at the Parochial Church Council meeting held on ..... It will be displayed in a prominent position, reviewed annually, and amended as necessary.

1. It is the responsibility of all church members to do their best to prevent the physical, sexual, emotional and spiritual abuse or neglect of children and young people, and to report abuse that is alleged or suspected.
2. This church will observe Church of England guidelines with regard to Children and Young People. It will support and resource workers who are appointed by the PCC, and provide for them supervision as a way of maintaining good practice.
3. Workers will be expected to undertake the Child Protection Training that is offered by the Diocese and they may be required to obtain a CRB disclosure and complete a Confidential Declaration before commencing their work.
4. Responsibility for the appointment of workers shall rest with the PCC.

The Named Person appointed by the PCC to oversee the implementation of this policy and to represent the concerns and views of children and young people is .....

Signed by :-

Named Person:

Tel:

Incumbent :

Churchwarden:

Churchwarden:

Date:

Nov  
2011

## Appendix B

## Parish Church of

.....

### WRITTEN AGREEMENT FOR A VOLUNTEER

Name of volunteer: .....

Role .....

This church is committed to working with children and young people and recognises the importance of best practice in their care and nurture. It will support each volunteer, as stated in the Parish Policy Statement. In signing this agreement you agree to abide by the Diocese of Norwich Safe Haven Guidelines on the protection of children and young people.

Your appointment has been subject to satisfactory checks as required by the Safe Haven guidelines. This church will support the work you do by prayer, by providing someone you can talk to with any concerns or issues and by providing resources and training.

Details of training and support for volunteers provided by the Diocese of Norwich are available from Sue Brice, Bishop's Safeguarding Adviser, Bishop's House, Norwich NR3 1SB, mob: 07958377079 or [sue.brice@dioceseofnorwich.org](mailto:sue.brice@dioceseofnorwich.org)

The responsibilities of your role are as follows:

- 1.
- 2.
- 3.
- 4.

Your normal time(s) of working will be:

At least once a year you will be given the opportunity to review your role with an experienced leader and discuss any appropriate training. Working with children and young people is a responsibility, but it also brings great rewards. We hope you will enjoy this important ministry!

Signed	Incumbent
Signed	Volunteer
Date.	

***One copy of this form should be retained by the volunteer and one by the Incumbent/PCC.***

.....

**PARENTAL CONSENT FORM**

<b>Name of child:</b> (male / female)	
<b>Date of birth:</b>	
<b>Address (including postcode):</b>	
<b>Home Telephone:</b>	<b>Email:</b>
<b>Mobile:</b>	

I give my Consent for ..... to take part in  
 .....  
 .....(Please name the activity, club, group or trip)

**Medical Consent**

I give my consent for any medical treatment necessary in the event of an emergency.

<b>Signature of Parent / Guardian</b>
<b>Date</b>

<b>Medical Conditions or Special Needs:</b> Please note here any medical conditions, medications or dietary needs relevant to your child's involvement in the activity.
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## Appendix E: Confidential Declaration Form

### To be completed by those wishing to work with children or vulnerable adults.

*This form applies to clergy, employees, ordinands, other adults and all volunteers who are likely to be in regular contact with children or vulnerable adults. This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the Bishops Advisor for Safeguarding or someone in a similar position. All forms will be kept securely under the terms of the Data Protection Act 1998.*

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

1. Have you ever been convicted of a criminal offence other than those convictions which are no longer subject to disclosure under the Exceptions Order 1975 (2013).  
YES NO

Note: Motoring offences that cannot be dealt with by a prison sentence need not be declared. Posts where the person is working or coming into regular contact with children or vulnerable adults are exempt from the 'Rehabilitation of Offenders Act 1974'. Convictions obtained abroad must be declared as well as those from the UK. For further guidance on these exceptions please refer to DBS Filtering guidance at [www.gov.uk/government/publications/dbs-filtering-guidance](http://www.gov.uk/government/publications/dbs-filtering-guidance)

2. Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace other than cautions, reprimands, warnings or bind overs which are no longer subject to disclosure under the Exceptions Order 1975 (2013).  
YES NO

For further guidance on these exceptions please refer to DBS Filtering guidance at [www.gov.uk/government/publications/dbs-filtering-guidance](http://www.gov.uk/government/publications/dbs-filtering-guidance)

3. Are you at present under investigation by the police or an employer for any offence?  
YES NO
4. Has your name been placed on the Protection of Children Act (POCA), List99, the Protection of Vulnerable Adults List (POVA) or the barred lists maintained by the Independent Safeguarding Authority, barring you from work with children or vulnerable people?  
YES NO

5. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child or vulnerable adult was at risk of significant harm from you?  
Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse. It also includes matters such as a sexual relationship with a young person or adult for whom you had pastoral responsibility or were in a position of trust.



YES NO

6. Has your conduct ever caused or been likely to cause significant harm to a child or vulnerable adult, or put a child or vulnerable adult at risk of significant harm\*?

YES NO

Note: Make any statement you wish regarding any incident you wish to declare.

7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

YES NO

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, 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, that you have significantly harmed a child, young person or vulnerable adult. Any allegation or complaint investigated by the police, Children's Services, an employer or voluntary body must be declared.

8. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, 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 other legislation?

YES NO

**All these matters will be checked with the relevant authorities.**

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

Signed:

Email:

Full name:

Date:

Address:

Date of Birth:

Please return completed form to :

Before an appointment can be confirmed applicants will be required to obtain an enhanced disclosure 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/role applied for and will only be used for the purpose of safeguarding children, young people or vulnerable adults.

## HELPLINES

**For advice on issues concerning allegations or suspicions of abuse:**

Sue Brice, Bishop's Safeguarding Adviser 07958377079

Or in her absence:

The Revd James Stewart, Bishop's Chaplain: 01603 614172

**For enquiries regarding training, procedures and good practice:**

Sue Brice, Bishop's Safeguarding Adviser 07958377079

**Social Services:** Telephone numbers can be found in the telephone directory under Norfolk County Council, or Suffolk County Council.

### NORFOLK

**Norfolk Children's Services:** 0344 800 8014

**Norfolk Police:** 101 (clearly 999 in an emergency)

### SUFFOLK

**Suffolk Children's Services:** 0808 800 4005

**Suffolk Police:** 101 (clearly 999 in an emergency)

### OTHER HELPLINES:

Childline: 0800 1111 (also for adults to call about children)

PCCA: 0845 120 45 50— PCCA provides an advisory service.

Crimestoppers: 0800 555111