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Parish Safeguarding Representative Job Description

Job Description
Post Title: Parish Safeguarding Representative
Employer: Insert Parish Name Here PCC
Salary: Voluntary [reasonable out-of-pocket expenses incurred in the performance of this role may be reimbursed]
Hours of Work: Part Time [Some flexibility will be required]
Place of Work: Parish Based

Overall purpose of the post:
To take responsibility for working with the PCC and the incumbent to ensure that good practices in child and adult safeguarding are developed within the parish.

To act as a bridge between the church and the Diocesan Safeguarding Team for matters relating to the safeguarding of children and vulnerable adults in the parish.

The Parish Safeguarding Representative is a local contact; they are not expected to be safeguarding experts or deliver training and would never be expected to conduct investigations.

Principal duties:

• To ensure that the diocesan Safeguarding Policy is adopted and implemented in the Parish.

• To ensure that full Parish safeguarding records are maintained and stored securely in accordance with data protection guidelines.

• To liaise with the diocesan Safeguarding Team in the case of any safeguarding concerns or allegations in the Parish.

• To ensure that there is a system in place for DBS applicants to be supported in their application – including the checking of identity documents and processing of applications at Parish level.

• To promote and co-ordinate access to and completion of Safeguarding Training within the Parish, including supporting access for all relevant members of the parish ‘workforce’ to online training and face-to-face training by the Diocesan Safeguarding Team.

• To attend at least one PCC meeting per year to update the PCC and provide guidance on changes in policy/responsibilities.

• To regularly complete Safeguarding training as invited by the Diocesan Safeguarding Team – this will include e-learning and face-to-face training sessions.
Key Skills & Person Specification:

- Organised and efficient
- Good written and oral communication skills
- Access to a telephone
- Basic computer skills (including using the internet and emails)
- Access to a computer with internet access and the use of a personal email address (this is required for the Diocesan Safeguarding Team to provide support and updates)

Please note:
This role may be sub-divided and shared between individuals (e.g. one PSR taking a lead for adults, another for children and another for checking DBS applications or facilitating training). The Parish Safeguarding Representative should not be the incumbent or any member of his/her family.
Application form for work with children and/or vulnerable adults

We ask all prospective volunteers and employees in children's work, young people's work, or work with vulnerable adults to complete this form and the Confidential Declaration form.

The information is kept confidential by the PCC or by those delegated by the PCC, unless requested by an appropriate authority.

**Your Details**

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Postcode:</td>
<td></td>
</tr>
</tbody>
</table>

**How long have you lived at this address?**

- [ ] 1 year or more
- [x] Less than 12 months

If less than 12 months please give your previous address and the name of the church you attended below:

<table>
<thead>
<tr>
<th>Previous Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postcode:</td>
</tr>
<tr>
<td>Church:</td>
</tr>
</tbody>
</table>

**Telephone**

<table>
<thead>
<tr>
<th>Email</th>
</tr>
</thead>
</table>

**Have you ever changed your name?**

- [ ] No
- [x] Yes

If Yes please give details of your previous names and dates they were in use.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date From:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date To:</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td>Date From:</td>
</tr>
<tr>
<td>Date To:</td>
<td></td>
</tr>
</tbody>
</table>
Your Experience

Please give details of any special interests and skills you have, and previous experience of working with children, young people or vulnerable adults. Where appropriate, give the name(s) and date(s) of churches or groups (continue on another sheet if necessary).

Your Qualifications & Training

Please give details of any relevant qualification or appropriate training:
Are you prepared to undertake training online and face-to-face? □ Yes □ No

Do you suffer, or have you suffered, any illness which may directly affect work with children or young people? □ Yes □ No □ N/A

Do you suffer, or have you suffered, any illness which may directly affect work with vulnerable adults? □ Yes □ No □ N/A

References

Please give the following details of two people who have known you for at least two years and who would be able to provide a personal reference if contacted.

Note: Your chosen referees should not be related to you and one must be from your current or most recent employer. If you have not previously been employed, then at least one referee must be from outside of the church.

<table>
<thead>
<tr>
<th>Reference One</th>
<th>Reference Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Address</td>
<td>Address</td>
</tr>
<tr>
<td>Telephone</td>
<td>Telephone</td>
</tr>
<tr>
<td>Occupation (if any)</td>
<td>Occupation (if any)</td>
</tr>
</tbody>
</table>

Signed __________________________ Date __________

Please return the completed form to:
Confidential Declaration

This form is strictly confidential and, except under compulsion of law, and will be seen only by the Parish Safeguarding Representative, Incumbent and the Diocesan Safeguarding Team if necessary.

All forms will be kept securely under the terms of the Data Protection Act 1998.

Some posts fall into categories of activity which are eligible for a DBS check and the level of that check for this role should be clear from the job description or explained to you. Any subsequent offer of employment will be based on the successful outcome of this check.

Other posts do not fall into these categories, but still come within Safer Recruitment guidelines. In all posts that involve regular contact with children or vulnerable adults applicants are required to complete this Confidential Declaration Form to support safer recruitment and help ensure our churches and communities are as safe as they can be.

If you answer yes to any question please give full details. Continue on a separate sheet if necessary and be clear which question you are answering by showing the question number.

<table>
<thead>
<tr>
<th>Full Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
<td>/ /</td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

1) Do you have any unspent convictions?  Please tick: Yes ☐ No ☐

If the answer is yes please give the dates and details of any convictions, cautions, reprimands or warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended by SI 2013 1198) http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf
A more simple interpretation is available at http://uk.practicallaw.com/3-530-5626
2) Are you under investigation by the police, social services or an employer for any offence? Please tick: Yes ☐ No ☐
If the answer is yes please give the dates and details

3) Has your conduct ever caused, or been alleged or likely to have caused significant harm* to a child or vulnerable adult, or put a child or vulnerable adult at risk of significant harm? Please tick: 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.*Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.

4) 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 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? Please tick: Yes ☐ No ☐
If the answer is yes please give the dates and details

5) Have you any health problem(s) which might affect your work with children or vulnerable adults? Please tick: Yes ☐ No ☐
If the answer is yes please give full details

6) Have you, since the age of eighteen, ever been known by any name other than that given in this declaration? Please tick: Yes ☐ No ☐
If yes please state the name(s):

Declaration
I declare that all of this information is accurate and complete to the best of my knowledge. I agree that where a role may require a criminal records check that I will apply to the Disclosure and Banning Service through the Diocese for the appropriate level of disclosure. I understand that should this disclosure not be satisfactory, any offer of employment or voluntary work may be withdrawn or terminated.

Signed: ___________________________ Date: ___________________________
Request for References
The Parish Church of Insert Parish Name Here

Name and parish address of person requesting a reference

Name and address of referee

dd/mm/yyyy

Dear Name of Referee

REQUEST FOR REFERENCE FOR Insert Job Title Here

RE: Job Applicant Name

The above named applicant has given your name as someone who may be contacted to provide a reference in relation to their application to work with children and/or vulnerable adults <delete as appropriate>.

Guidelines from the Government and the Church of England advise that all voluntary organisations including churches should take steps to safeguard the vulnerable groups entrusted to their care. I would be grateful if you could provide a reference for our use in our safer recruitment process.

Please could you supply the following information?

<table>
<thead>
<tr>
<th>Known applicant since:</th>
</tr>
</thead>
<tbody>
<tr>
<td>In what capacity?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suitability for job role?</th>
</tr>
</thead>
</table>

| Any other information? |
| (Please continue on a separate sheet if required) |

Thank you for your assistance.

Yours faithfully,

Insert Name

(Attach job description where possible)
DBS Application Process and Eligibility

DBS checks are a very important part of the Safer Recruitment process and a legal requirement to ensure we do not employ a person who is barred, but they are only one part of the process.

There are currently two methods available within the Diocese of Chelmsford for making a DBS application. The traditional paper application method remains available within parishes for all DBS eligible roles and for those clergy members that cannot access a computer. The new online application method is currently only available to clergy roles, but, after a trial period, we hope this will be made available to every eligible role. The latest position always be available at www.chelmsford.anglican.org/safeguarding

Eligibility for DBS Check

Since September 2012 eligibility for a DBS check has become more restricted. This and other changes to the DBS process has caused difficulties for the church, but we in the Diocese of Chelmsford are striving to make these changes as easy as possible to understand and implement. Whilst some of these changes have put the church at greater risk from potential abusers, we believe with greater vigilance by everyone involved and adherence to all aspects of our policy on Safer Recruitment we can all help to minimise the dangers we face.

Under the current DBS rules there are only a few roles relating to the church for which a DBS check is always eligible. The most common of these are;

- All Clergy roles (paid or unpaid) including Chaplains, Curates, Readers and those with Permission to Officiate. These are part of the child and adult workforce and are eligible for an enhanced DBS disclosure, including a check of both the child and adult barred lists.
- All Trustees of Charities that incorporate work with children and/or vulnerable adults. In the church context this means all PCC members are eligible for an enhanced DBS disclosure, without a check of the child or adult barred lists. If a PCC member has a more direct role with children or adults a higher level of check may apply (see below).
- All people continuing in roles that satisfied the old definition of regulated activity remain eligible for a DBS disclosure without a check of the child or adult barred lists, and must therefore continue to make renewal applications every five years as required.

Otherwise the eligibility of other church roles for a DBS check relies entirely on whether the role includes any ‘Regulated Activity’. Therefore each individual church role, other than those identified above, must include regulated activity for a DBS check to be lawful. Whether or not the same job title applies, the individual role of each person must be assessed separately and, as the requirements are extremely complex, we have designed a flowchart to help determine DBS eligibility in each case. This flowchart must be used for any person whose ‘work’ on behalf of the church, whether paid or voluntary, brings them into any contact with children or adults, or involves the management or supervision of anyone that does. For further details about Regulated Activity visit either https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/249435/dbs-factsheet-regulated-activity-children.pdf or https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/249431/dbs-factsheet-regulated-activity-adults.pdf

If there is any doubt about eligibility for a DBS check or the level of check required please contact the DBS Administrator; Email: safeguarding@chelmsford.anglican.org or Telephone: 01245 294438.
Regulated Activity Flowchart for DBS Eligibility

START HERE
Are you aged 16 years or over?

YES

Is your role on behalf of or in connection with a church-led activity, group, establishment or organisation?

YES

You are not eligible for a DBS check within the Diocese of Chelmsford

NO

NO

NO

Does your role involve teaching, training or instructing children; supervising or caring for children; providing advice or guidance on their physical, emotional or educational well-being; or driving a vehicle solely for children and their supervisors?

YES

Do you perform your role once per week or more; on four or more days in any 30 day period; or on any occasion between 2.00am and 6.00am?

YES

You are not eligible for a DBS check

NO

NO

Might your role ever involve giving physical assistance with, or prompting, training, instruction, advice or guidance about eating or drinking to any child who is in need of it due to illness or disability?

YES

Might your role ever involve giving personal care (physical assistance with, or prompting, training, instruction, advice or guidance about eating, drinking, toileting, washing, bathing, dressing, oral care, skin care, nail care or hair care) to any adult who is in need of it due to age, illness or disability?

YES

NO

You are not eligible for a DBS check

YES

Is your role at an establishment which exclusively or mainly provides full time education for children; or provides nursery education; or is a regulated children’s home or childcare premises?

YES

You are not eligible for a DBS check

NO

NO

Might your role involve contact with or access to a vulnerable adult not related to you?

YES

NO

You are not eligible for a DBS check

YES

Might your role ever involve giving day to day general household assistance with managing cash, paying bills or doing shopping for any adult who needs it due to age, illness or disability?

YES

NO

Might your role ever involve transporting any adult, who needs it due to age, illness or disability, to or from any place where they will receive health care, personal care or social work services?

YES

NO

Your role is Regulated Activity so you are eligible for an enhanced DBS disclosure with a check of the relevant workforce barred list (child, adult or both)

You are not eligible for a DBS check
DBS Paper Application Process Flowchart for Clergy

Clergy: Initial DBS Paper Application

DBS Application Form will be supplied by relevant Area Bishop’s Office to prospective clergy in advance of licence/appointment/permission being granted.

Applicant must complete application form and submit it, in person, with identity documentation to relevant Area Bishop’s Office to check identification and form.

Area Bishop’s Office will forward completed application form to the Diocesan Safeguarding Administrator for checking, logging on the Diocesan database and countersigning prior to submission to the DBS.

The relevant Area Bishop’s Office will record the Certificate number, date of issue and the name of the applicant, together with details of all disclosures made (or ‘No disclosures’ if none are present).

The recorded certificate details should be forwarded by email to the Diocesan Safeguarding Administrator to update the Diocesan database. Licence/appointment/permission can be progressed to next stage of the safer recruitment process.

A photocopy of the DBS Certificate (with permission of applicant), or full transcript of all disclosures should be forwarded to the Diocesan Safeguarding Team for assessment of suitability for the role in consultation with the relevant Bishop.

Disclosures made?

Yes

No
Clergy: Renewal DBS Paper Application

Diocesan Safeguarding Administrator sends an email/postal reminder to relevant member of clergy 3 months before renewal is due. This allows sufficient time for the re-application process to be completed prior to the fifth anniversary of their current DBS certificate.

The clergy member is responsible for obtaining a new application form from the Parish Safeguarding Representative (PSR), the DST, or the relevant Area Bishop’s Office.

The clergy member must complete application form and submit it, in person, with identity documentation to PSR, DST or relevant Area Bishop’s Office if preferred, to check identification and form completion.

The PSR or relevant Area Bishop’s Office will submit completed application form to the Diocesan Safeguarding Administrator for checking, logging on the Diocesan database and countersigning prior to submission to the DBS.

DBS will issue certificate by post direct to applicant who must show the original to either the PSR, or the relevant Area Bishop’s Office if preferred, for verification, recording and assessment of continuing suitability for the role.

The PSR or relevant Area Bishop’s Office will record the Certificate number, date of issue and the name of the applicant, together with details of all disclosures made (or ‘No disclosures’ if not).

Disclosures made?  
No  
Yes

The recorded certificate details should be forwarded by email to the Diocesan Safeguarding Administrator to update the Diocesan database. Licence/appointment/permission can be extended as necessary.

A photocopy of the DBS Certificate (with permission of applicant), or full transcript of all disclosures should be forwarded to the Diocesan Safeguarding Team for assessment of suitability for the role in consultation with the relevant Bishop.

Failure by the clergy member to complete all stages of the renewal by the fifth anniversary of the existing DBS certificate will be reported to the relevant Archdeacon for appropriate action.
DBS Paper Application Process for Lay Roles

Lay Roles: Initial DBS Application

DBS Application Form will be supplied to the applicant by Parish Safeguarding Representative (PSR) prior to commencing any DBS eligible role. Any offer of employment for a DBS eligible role should be conditional on a satisfactory DBS.

Applicant must complete application form and submit it, in person, with identity documentation to the PSR.

PSR will forward completed application form to the Diocesan Safeguarding Administrator for checking, logging on the Diocesan database and countersigning prior to submission to the DBS.

DBS will issue Certificate by post direct to applicant who must show the original to the PSR for verification, recording and, where disclosures have been made, assessment of suitability for the role.

The relevant PSR will record the Certificate number, date of issue and the name of the applicant, together with details of all disclosures made (or 'No disclosures' if none are present).

Disclosures made?

No

The recorded certificate details should be forwarded by email to the Diocesan Safeguarding Administrator to update the Diocesan database. Once all additional steps of the Safer Recruitment Process are completed the applicant can commence their role.

Yes

A photocopy of the DBS Certificate (with permission of applicant), or full transcript of all disclosures should be forwarded to the Diocesan Safeguarding Team for assessment of suitability for the role in consultation with the relevant incumbent.
Lay Roles: Renewal DBS Paper Application

The PSR requests Applicant to submit a new application 3 months before renewal of their certificate is due. This allows sufficient time for the re-application process to be completed prior to the fifth anniversary of their current DBS certificate.

PSR checks whether the applicant is still part of the church workforce and whether they are working in an eligible role. PSR supplies DBS form to eligible applicant(s).

Applicant must complete application form and submit it, in person, with identity documentation to the PSR.

PSR will forward completed application form to the Diocesan Safeguarding Administrator for checking, logging on the Diocesan database and countersigning prior to submission to the DBS.

DBS will issue Certificate by post direct to applicant who must show the original to the PSR for verification, recording and, where disclosures have been made, assessment of suitability for the role.

The relevant PSR will record the Certificate number, date of issue and the name of the applicant, together with details of all disclosures made (or ‘No disclosures’ if none are present).

- **Disclosures made?**
  - **No**
    - The recorded certificate details should be forwarded by email to the Diocesan Safeguarding Administrator to update the Diocesan database. The applicant can continue in their role.
  - **Yes**
    - A photocopy of the DBS Certificate (with permission of applicant), or full transcript of all disclosures should be forwarded to the Diocesan Safeguarding Team for assessment of suitability for the role in consultation with the relevant incumbent.
**Section A – Applicant’s Details (common errors)**

A1 - If ‘title’ has been entered as ‘other’, for example, ‘Revd’ or ‘Dr’, you must still indicate whether you are, Mr, Mrs, Miss, Ms.

A3 - All forenames, including middle names, must be entered with a space between each.

A4 - If you select YES for Question A4 you must provide all other names you have been known by from birth in A5 - A13 as applicable.

- If previous surnames have been entered, previous forename(s) must also be entered, even if they have remained the same.
- You must provide the dates for every name you have been known by.

A5 - Ensure your dates are entered in descending order with no gaps in time.

A23 - Driving licence numbers should begin with the first five letters of your surname. It is this long number that the DBS require.

If you select NO for Question A4 you must provide all other names you have been known by from the year of your birth to the present day.

**Section B – Current Address (common errors)**

If you are a new applicant for a role you must provide your current address.

If you are renewing your DBS certificate for an existing role you should show your current DBS certificate.

The format required is marked on the form.

If you are renewing your DBS certificate for inspection to the Parish Safeguarding Representative at the parish where you work/volunteer within 28 days of receiving it.

The person checking your certificate will look at the certificate and record the following information:

- your name
- your DBS
- your certificate number
- certificate issue date
- details of any disclosures shown on the certificate

DBS checks are valid within the diocese for five years or until your ‘workforce’ status changes. Three months before five years has passed you will need to complete the DBS checking process again, either by completing a new application or by allowing an online update check, if available.

**Section C – Other Addresses (common errors)**

Ensure you supply all of the addresses you have lived at in the last five years consecutively, apart from your current address and starting with the most recent.

If you have been resident in the UK for less than 5 years, you must submit a letter to the police authorities of your previous country of residence, detailing any criminal convictions or convictions pending, or confirming that none exist. This should be submitted together with the DBS form.

**Section E – Declaration by the Applicant (please note)**

E55 – Question E55 is asked by the DBS to an applicant for Police National Computer (PNC) matching purposes only. If you have applied to and received confirmation from the police that a repealed offence has been removed from the PNC, you do not need to factor this offence into the answer given to this question. A repealed offence that has been removed from the PNC will not appear on a DBS certificate.

E56 – Keep your signature within the provided box.

**DBS Online Update Service**

If you wish to use your DBS certificate for more than one organisation you may register yourself with the DBS Update Service. You can register at the time of applying for a DBS check until 19 days from the date of issue of your Certificate. You must do this yourself online at www.gov.uk/dbs-update-service. This service is free for volunteers and costs £13.00 per year for paid roles.
DBS Paper Application - Evidence Checkers’ Guide

This booklet will help you to ensure DBS applications you send to the Diocesan Safeguarding team at Chelmsford are successfully processed.

To avoid the application being rejected make sure:

- The job role is eligible for a DBS check using the Eligibility Flowchart, which can be found at: www.chelmsford.anglican.org/safeguarding/
- You only use a pen with black ink.
- You only use CAPITAL LETTERS.
- All fields marked in yellow in sections a - e are completed by the Applicant, and other fields in sections a - e as required.
- You only complete sections w and x.
- Fields that are not applicable are left blank.
- You correct mistakes neatly if you have selected more than one of the no/yes options in error, place a cross in the correct box and circle it, and neatly strike through any incorrect answer once.
- Keep your answers inside the boxes—the forms are read by machines.
- You must complete an Identification Document Checklist and submit this with the application form.
- Never use correction fluid or tape e.g. Tippex.
- Never stick or staple anything to the form.
- Never include any photocopies of the DBS application form or any identity documents you check.

For more information and quick links please see:
www.chelmsford.anglican.org/safeguarding/id-protection

You can also find guidance on the DBS website:
www.gov.uk/government/organisations/disclosure-and-barring-service

Section W - checking the applicant’s identity

Ipswich of how well you know the applicant, you are the Registered Body’s approved identification evidence checker and you must rigorously check their identity from the list of approved documents. This is vital to the application process and the integrity of the checks carried out by the DBS, so please ensure extreme diligence throughout this process.

Original documents must be provided by the applicant. Do not accept copies. Documents in a previous name can be accepted, but only where the applicant can provide documentation supporting a name change.

Please use the Acceptable Identification Evidence document available on the Safeguarding pages of the Diocesan website as a guide:
www.chelmsford.anglican.org/safeguarding

For more information about the range of documents that can be accepted as evidence of an applicant’s identity, go to the publications section of the DBS website www.gov.uk/dbs

W58 - As the person who has checked all the applicant’s identity documents please enter your full name with a blank space between names.
W59 - When the applicant’s identity is confirmed the evidence checker should enter YES.

DBS Online Update Service

For paid workers there is an annual cost to register for the online update service of £13.00. As this is in addition to the initial DBS application fee of £44.00 the Diocese is unable to reimburse this extra cost for any role.

However, we strongly recommend that volunteers register for the online update service (at the same time as applying for their DBS check), which they must do themselves online at www.gov.uk/dbs-update-service. This would enable them to use their DBS certificate for more than one organisation, not have to renew their application every five years as long as they remain registered, and the service is absolutely free. They can register from the time of applying for a DBS check until 14 days from the date of issue of their Certificate.

For more information on the DBS update service please see www.gov.uk/dbs-update-service or please contact the Safeguarding Team at the Diocesan Office.

An applicant for a church role can use an existing certificate issued by a different organisation if they are registered with the online update service. Always contact the Diocesan Safeguarding Team for advice in these cases.

Section X

Complete this section to indicate what level of DBS check is required, what workforce the applicant is applying to work in and what position the applicant will hold.

X60 - You must not complete section X60.

X61 - Enter the workforce and position applied for in section X61 as follows:

Line 1: enter the relevant workforce, either
- ‘Child Workforce’ or
- ‘Adult Workforce’ or
- ‘Child and Adult Workforce’ or
- ‘Other Workforce’ (only relevant to eligible roles within the Church)

Line 2: Enter the position applied for. Please make the role title as clear as possible in the space to show the applicant is eligible for an ENHANCED DBS check. If the description is too vague it could delay the processing of the application.

The accurate completion of both of these fields in X61 is critical because they are required for the consideration of relevance by the police, and will allow the applicant to use the DBS Update Service if they choose to do so.

X62 - Enter the parish (Church name and location) where the applicant will be carrying out this role.

X63 - Please select ENHANCED as church roles are not eligible for standard DBS checks.

X64 & X65 - Indicate whether you are entitled to know whether the applicant is barred from working with children or adults (refer to the eligibility flowchart).

You must NOT leave these fields blank if you have selected an ENHANCED DBS.

X66 - This indicates whether the applicant will be primarily working from their home address, e.g. clergy from the Vicarage.

X67 - Self explanatory.

X68 - DBS checks for volunteers are free of charge. If an applicant is not a volunteer, please forward a cheque for £44.00 payable to Chelmsford Diocesan Board of Finance. (Not applicable for clergy applicants as these are paid on a Diocesan account.)

Section Y

You must not complete section Y.

Sending the form to the Safeguarding Team

Once you have ensured that all relevant sections of the application form have been completed correctly, you must:
1) Record the Form Reference Number from the front of the application form and the applicant’s date of birth, so that you can track the progress online at www.gov.uk/dbs. The tracking service is free to use.
2) Supply the Form Reference Number to the applicant so they can join the Update Service if they wish to do so.
3) Send the application form, any continuation sheets used & your acceptable identification evidence form to the Safeguarding Team at the Diocesan Office for processing as soon as possible, together with a stamped envelope addressed to DBS, PO Box 130, Liverpool, L69 3EF for onward transmission.

DBS Certificate

The DBS Certificate will be sent by the DBS directly to the applicant at the current address specified on their DBS form. A copy is not received by the Diocesan Safeguarding Team. New and renewal applicants must show their certificate for inspection by you as soon as possible.

Before a new applicant can be appointed to the role they must present their original DBS certificate for inspection by you. The applicant cannot just give you their Disclosure Information, or provide you with a photocopy of the certificate. You MUST see the original certificate and record important information from it.

As soon as you have seen the original certificate from the applicant you need to contact the Safeguarding Team with the following information:
- applicant’s name
- applicant’s DOL
- certificate number
- certificate issue date
- details of any disclosures shown in the boxes on the certificate
DBS Online Application Process Flowchart for Clergy

Clergy: Initial and Renewal DBS Online Application

1. Relevant Bishop’s Office and Director of Ordinands will notify the Diocesan Safeguarding Administrator of all prospective new appointments.

2. Diocesan Safeguarding Administrator individually contacts new appointments and those due for DBS renewal by email with the Online DBS Application Guidelines (Note: No physical ID document check is required).

3. Applicant logs on to the APCS website and enters their unique ten digit code to access the Application Pages. Once all required detail is completed Applicant presses the ‘declaration’ button and the application is complete.

4. The DBS application is transmitted electronically to the Diocesan Safeguarding Administrator to complete and authorise the application before transmitting to APCS for the electronic ID validation.

5. APCS completes the electronic ID validation process and transmits the completed application to DBS who will post certificate to applicant when checks are completed.

6. Disclosures made?
   - No: No action required by Applicant. The Diocesan Safeguarding Administrator will be notified electronically of the details required to update the Diocesan database. Licence/appointment/permission can be progressed to next stage of the safer recruitment process.
   - Yes: The Diocesan Safeguarding Team will contact the Applicant directly to view the DBS certificate and assess any safeguarding issues/suitability for the role, in consultation with the relevant Bishop.
The Diocese of Chelmsford
Online DBS Application Guidelines

Before accessing the approved and secure online DBS application system at APCS (Access Personal Checking Services Ltd), please have the following ID information to hand:

- Your National Insurance Number (if you have one)
- Your UK Driving Licence (if you have one)
- Your current Passport (if you have one)
- Your full address history for the past 5 years (including postcodes and dates from and to (MM/YYYY) for each address).

**Step 1** Access the online DBS application screen at [www.onlinedbscheck.co.uk](http://www.onlinedbscheck.co.uk)

**Step 2** Log on using your unique 10 digit User ID number 0123456789 *(example only)* and create a password of your choice. *(This number can only be used by you and only in relation to this application)*

**Step 3** Complete all sections on each of the four screens as required, or prompted by on-screen messages.

**Step 4** Complete the declaration screen as required and click on the ‘Declaration’ button.

**Step 5** Your application is complete and assuming there are no complications you will receive a DBS certificate via the post in due course. You should retain this securely for your records.

- If there are no disclosures shown on your certificate you need take no further action.
- If there are disclosures shown on your certificate a member of the Diocesan Safeguarding Team will contact you to arrange the inspection of your certificate.

If you have any questions during the application process, please call the APCS helpline number below, during normal office hours.

**Tel: 0151 691 1803**
Model Parish Safeguarding Statement

Model policy statement on the Safeguarding of children and vulnerable adults for use by PCCs.

Please note:

- In relation to child protection this applies to all parishes whether or not there are any children or youth work groups in the Parishes as it is likely that children will attend the church in some capacity – for example at weddings.
- In relation to vulnerable adults the guidance applies to all Parishes.
- Acceptance of the Diocesan Safeguarding Policy and agreement of implementation should be recorded in the PCC meeting minutes and reviewed annually.

Safeguarding Statement: Parish of insert church name here

The Parochial Church Council (PCC) of insert Parish name here takes seriously its responsibility to protect and safeguard the welfare of children and vulnerable adults.

This Safeguarding Statement applies to all who make up the church ‘workforce’ which includes all clergy, holders of Bishop’s licence or permission, those commissioned or authorised by the Bishop, those, paid or unpaid, who hold positions of responsibility in a parish and work with children or vulnerable adults, and those with representational parish ministry, for example; churchwarden, organist, server & choir members.

For the purposes of this document the term ‘Parish’ is used to denote the PCC and Incumbent who are together responsible for ensuring that diocesan safeguarding policies and procedures are implemented.

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

Policy

1. The insert Parish name here PCC has adopted the Diocese of Chelmsford Safeguarding Policy 2014.

   A copy of the full relevant policy is obtainable on the Diocese of Chelmsford’s website www.chelmsford.anglican.org/safeguarding and a hard copy is kept accessible insert location.

2. The Parish Safeguarding Representative(s) at Insert church name is/are insert name(s) of PSR(s) and have been appointed by the PCC.

Statement of Commitment

The PCC will develop a safeguarding culture that:

- Creates an environment where there is awareness and vigilance about the signs, symptoms and impacts of abuse.
- Enables and encourages all concerns or allegations to be raised in order to protect children and adults from harm.
- Ensures all those who work or volunteer on behalf of the church with children and adults achieve the standards required by this policy.
- Holds to account those in the church community who disregard the safety and well-being of children and adults.
To bring this about we will:

- Formally adopt the Diocese of Chelmsford Safeguarding Policy.
- Review the implementation of the Diocese of Chelmsford Safeguarding Policy annually.
- Invite our PSR(s) to attend at least one PCC meeting each year. (At this meeting the PSR will provide a report on Safeguarding for the parish).
- Ensure that all those authorised to work with children and vulnerable adults are appropriately recruited according to safer recruitment practice and are adequately supported.
- Ensure that all those authorised to work with children and vulnerable adults are trained appropriately for their roles, including Diocesan Safeguarding Training.
- Provide appropriate insurance cover for all activities undertaken in the name of the church, which involve children or vulnerable adults.
- Ensure that an Activity Plan and Risk Assessment is completed and reviewed (at least once a year) for each activity, which is associated with either children or vulnerable adults and run in the name of the church.
- Comply with Data Protection Principles – specifically with reference to storing information about the ‘church workforce’, including volunteers, who have completed a confidential declaration and/or undergone DBS checks and for Safeguarding Agreements of offenders and others who may pose a risk.

The most important point to bear in mind is, if in doubt about any safeguarding matter contact the Diocesan Safeguarding Team (DST) whose job it is to offer advice, guidance and support in all situations in which a child or adult may be at risk. For this purpose the DST can be contacted at any time on:

01245 294444

<table>
<thead>
<tr>
<th>Parish Safeguarding Representative (PSR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Contact Details: (Phone &amp; Email)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Diocesan Safeguarding Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Details: 01245 294444 (24/7) or email: <a href="mailto:safeguarding@chelmsford.anglican.org">safeguarding@chelmsford.anglican.org</a></td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Safeguarding contact details for</th>
<th>enter name of local authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children’s Services:</td>
<td>(Phone &amp; Email)</td>
</tr>
<tr>
<td>Adult Services:</td>
<td>(Phone &amp; Email)</td>
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</tbody>
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<tr>
<th>National Helplines</th>
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<tbody>
<tr>
<td>Childline: 0800 1111</td>
</tr>
<tr>
<td>NSPCC: 0808 500 8000</td>
</tr>
<tr>
<td>Domestic Violence Helpline: 0808 200 0247</td>
</tr>
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<td>MACSAS (Ministers and clergy sexual abuse survivors): <a href="http://www.macsas.org.uk">www.macsas.org.uk</a></td>
</tr>
<tr>
<td>Mencap Learning Disability Helpline: 0808 808 1111</td>
</tr>
<tr>
<td>VOICE UK (For people with learning disabilities who have experienced crime or abuse): 0808 802 8686</td>
</tr>
<tr>
<td>StopItNow! (For anyone who may need help preventing abuse, even in themselves): 0808 100 0900</td>
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<tr>
<td>Women’s Aid (Seeking to end domestic violence against women and girls): <a href="http://www.womesaid.org.uk">www.womesaid.org.uk</a></td>
</tr>
<tr>
<td>Samaritans: 116123</td>
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</table>

1 See ICO for [http://ico.org.uk](http://ico.org.uk/for_organisations/data_protection)
Parish Safeguarding Checklist

At insert Parish name we recognise that the few who are determined to harm children or adults, deliberately seek out groups or organisations where they can meet children or other vulnerable people. The Church is particularly vulnerable to these people. Creating and maintaining a safeguarding culture will discourage them from becoming involved for the wrong reasons and make it difficult for them to harm or abuse children or adults if they do.

In order to assist with the creation of a safeguarding culture each PCC (or equivalent charitable body) must:

**Appoint:**
- At least one Parish Safeguarding Representative (PSR)\(^2\) to work with the Incumbent and the PCC to implement the Diocese of Chelmsford Safeguarding Policy and associated procedures.

**Display:**
- A formal statement of adoption of the Diocese of Chelmsford Safeguarding Policy and Statement of Commitment. This should be signed on behalf of the PCC. (A copy of the formal statement should be kept with the PCC minutes and reviewed annually).
- Contact details for the Parish Safeguarding Representative (PSR).
- Information about where to get help with Child and Adult Safeguarding issues and with Domestic Abuse – these should include local and national numbers and contact details for the relevant local authority safeguarding teams.
- Contact details for the Diocesan Safeguarding Team – including phone, email and website details.
- Provide access to a hard copy of the Diocese of Chelmsford Safeguarding Policy Manual

**The PCC must:**
- Formally adopt the Diocese of Chelmsford Safeguarding Policy.
- Review the implementation of the Diocese of Chelmsford Safeguarding Policy annually. (We suggest that this is done through discussion of a report written by the PSR and presented at a PCC meeting).
- Invite the PSR to attend at least one PCC meeting each year. (At this meeting the PSR should report on Safeguarding for the parish).
- Ensure that all those authorised to work with children and vulnerable adults are appropriately recruited according to safer recruitment practice and are adequately supported.
- Ensure that all those authorised to work with children and vulnerable adults are trained appropriately for their roles, including Diocesan Safeguarding Training.
- Provide appropriate insurance cover for all activities undertaken in the name of the church, which involve children or vulnerable adults.
- Ensure that an Activity Plan and Risk Assessment is completed and reviewed (at least once a year) for each activity, which is associated with either children or vulnerable adults and run in the name of the church.
- Comply with Data Protection Principles\(^3\) – specifically with reference to storing information about the ‘church workforce’, including volunteers, who have completed a confidential declaration and/or undergone DBS checks.

\(^2\) (Please see separate Information Sheet for more detail about the role of the PSR).

\(^3\) See ICO for [http://ico.org.uk/for_organisations/data_protection](http://ico.org.uk/for_organisations/data_protection)
Other points to consider:

**Are you working in an LEP?**

☐ When working within Local Ecumenical Partnerships (LEPs), agree which denomination or organisation's safeguarding policy to follow, including where to seek advice whenever necessary. This decision should be ratified both by the Area Bishop and other appropriate church leaders in the partnership.

*Irrespective of this choice all abuse cases arising in Church of England settings must be notified to the Diocese of Chelmsford Safeguarding Team.*

**Do you hire out your church premises?**

☐ The group hiring the church premises, whether they have a Safeguarding Policy or not, should sign the hire agreement and thereby agree to abide by the Diocese of Chelmsford Safeguarding Policy.

☐ Ensure that all those hiring church premises undertake to fulfil their own safeguarding responsibilities – those hiring church premises are required to ensure that children and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring.

☐ Ensure that all those hiring church premises carry full liability insurance for this, or are covered through the church insurance (for example hire for a children's party).

**Do you have a clergy vacancy?**

☐ In the event of a parish vacancy the churchwardens, on behalf of the PCC, must ensure that information about all current and historic safeguarding matters, including any known offenders in the 'workforce' or congregation who may pose a risk to others, is securely and confidentially stored before passing on to the new incumbent.

**Support & Compliance**

The measures identified in the list above will be checked during Parish visitations and the documents referred to must be made available on request by the Diocesan Safeguarding Team (DST). If you have questions or need support to complete the steps on the checklist you can contact the DST for further support and advice:

01245 294444
Parish Activity Plan - working with Children

This must be approved by the PCC before the activity takes place

Please complete the form by answering the questions in the appropriate boxes.

1. As the author of this Activity Plan, please enter your name and contact details

2. What is the title of the planned Activity?

3. What aims have you set for this Activity?

4. Who is the Activity for?

5. What are the ages of the children/young people in the group?

6. How many children/young people will be involved in the group?

7. How many will be boys?

8. How many will be girls?

9. How often will the group meet?

10. How long will each session last? (give times)

11. What will the group do when they meet for each session?
<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>12. Where will the group meet? (full address)</td>
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<tr>
<td>13. Who will be responsible for running the group? (full name and contact number)</td>
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<tr>
<td>14. How many additional helpers will there be for the group? (list their names)</td>
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<tr>
<td>15. How will leaders be trained/supported/resourced in order for them to do what is required?</td>
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<tr>
<td>16. Have you completed all necessary DBS checks for group leaders/workers?</td>
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<tr>
<td>17. Have you fully considered leader/child ratios, registration procedures and other necessary factors in planning the Activity? (state them here)</td>
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<tr>
<td>18. Has a Risk Assessment been carried out? (A Risk Assessment must be carried out before the activity can be approved.)</td>
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<td>19. What are the costs of the activity?</td>
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<td>20. On what date will this Activity Plan be reviewed?</td>
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The PCC has checked that this activity is covered by the Parish Insurance Policy.
This Activity has been approved by the PCC
Signed  ........................................................................................................ Date  ..............................
Parish Activity Plan - working with Adults

**This must be approved by the PCC before the activity takes place**

Please complete the form by answering the questions in the appropriate boxes.

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<td>1.</td>
<td>As the author of this Activity Plan, please enter your name and contact details</td>
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<td>2.</td>
<td>What is the title of the planned Activity?</td>
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<td>3.</td>
<td>What aims have you set for this Activity?</td>
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<tr>
<td>4.</td>
<td>Who is the Activity for?</td>
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</table>
| 5. | What vulnerabilities might you need to consider?  
  e.g. physical health, mental health |
| 6. | How often will the group meet? |
| 7. | Where will the group meet? (full address) |
| 8. | How long will each session last? (give times) |
9. What will the group do when they meet for each session?

10. Who will be responsible for running the group? (full name and contact number)

11. How many additional helpers will there be for the group? (list their names)

12. How will leaders be trained/supported/resourced in order for them to do what is required?

13. Have you completed all necessary DBS checks for group leaders/workers?

14. Has a Risk Assessment been carried out? (A Risk Assessment must be carried out before the activity can be approved.)

15. What are the costs of the activity?

16. On what date will this Activity Plan be reviewed?

The PCC has checked that this activity is covered by the Parish Insurance Policy.

This Activity has been approved by the PCC

Signed …………………………………………………………………………………. Date ………………………………………………………..
Why, When and How to do a Risk Assessment

A risk is the chance, great or small, that someone will be harmed by a hazard. A hazard is anything or anyone that could cause harm e.g. high stacks of chairs, uneven floors, unsafe electrical equipment, blocked fire exits, missing light bulbs, overfilled cupboards, high shelves, unknown workers, working in unsupervised situations, lifts in cars, challenging behaviour, smoking and drinking, etc.

What is a risk assessment?
A risk assessment is a careful, systematic assessment of potential dangers which may be encountered as a result of planned activities. By identifying potential dangers you can plan to reduce or eliminate risk.

Why do a risk assessment?
There is no such thing as a risk-free environment. However, we should organise our activities so that any potential dangers are identified and minimized, reducing any risk to children, vulnerable people and workers.

When to do a risk assessment
Risk assessments should be completed for all new and existing parish activities where children and/or adults are present. Review your risk assessment at regular intervals to include any additional risks.

How to do a Risk Assessment: The Five Steps to Risk Assessment

Step 1 – Identify the hazards/dangers & injuries which may result
- Walk round the building/venue looking out for things or situations that could be reasonably expected to cause harm
- Ask other people – including vulnerable people - about what they think could cause harm
- Identify what injuries might result from the identified risks

Step 2 - Identify who might be harmed/vulnerable
- Children & Young people, including those with additional needs
- Adults who may be vulnerable, including those in wheelchairs; the partially sighted or blind; the hearing impaired; those who walk with a stick or frame; the mentally ill or learning disabled
- Visitors/parents/carers
- Leaders/organisers
- Members of the public

Step 3 - Identify the risks and what can be done to remove or reduce them
- What is the probability of any injury - scale of 1 (low) to 3 (high)?
- Use the Risk Assessment Form to assess whether existing precautions are sufficient
- What else can be done to reduce the risk, control or remove the hazard/danger?
- Use the Risk Assessment Form to work out the risk both before and after you have taken action to reduce the risk

Step 4 – What are your findings? What do you need to do?
- Use the Risk Assessment Form to record your findings (each hazard should be recorded)
- Any remedial action taken to minimise/remove the risk to the lowest level possible should be recorded
- Date and sign your record

Step 5 - Revise and evaluate your risk assessment regularly
- Complete a fresh risk assessment at least annually, and before new or one-off activities begin
# Risk Assessment Form

<table>
<thead>
<tr>
<th>Identify hazard</th>
<th>Type of injury which might result</th>
<th>Who might be at risk?</th>
<th>Probability of incident (low/medium/high)</th>
<th>Actions taken to minimize risk</th>
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</table>

Event: ___________________________  Location: ___________________________

Date: ___________________________  Lead Person: ___________________________
Planning a Residential Trip – Points to Consider

Parochial Church Council Authorisation

• A detailed description of the holiday or trip should be presented to the Parochial Church Council, so that permission may be given by the PCC, and the holiday covered by the parish insurance.

• If there are to be any potentially hazardous activities undertaken this description should include a risk assessment, with adequate insurance provision; or alternatively, a written assurance from the activity centre that it has carried out its own risk assessment and has adequate insurance.

Risk Assessment: Accommodation & Activities

• The proposed accommodation should be visited or a detailed scale plan/layout be obtained of the premises where the overnight stay is taking place, in order to arrange suitable sleeping accommodation.

• On arrival, leaders should carry out a further risk assessment of the accommodation to ensure the environment is safe for all parties present.

• All staff/volunteers should familiarise themselves with the Emergency Procedures where they are staying.

• Any health and safety hazards or other concerns should be reported and dealt with immediately.

• Where other organisations are hosting, obtain a copy of the organisation’s own safeguarding policy.

Sleeping Arrangements

• Male and female children should have separate sleeping and washing facilities which are private to them.

• Adults should have separate accommodation, but in close proximity to the children they are supervising.

• All children should be made aware of who to go to if they have a problem during the night.

• There should be a rota of staff/volunteers to remain awake, at least until everyone is settled and to ensure that all doors and windows are shut and the premises are secure.

  o Note: For camping trips special arrangements may be necessary to ensure the site is secure at night.

• No images/video footage should be made in an area of personal privacy e.g. toilet or sleeping quarters.

Parental Consent

• Each child should have the written consent of a parent/carer in order to attend the trip/activity.

• It is important that parents have full information before giving consent. This should include as a minimum:

  o Aims and objectives of the trip and activities
  o Date of the trip and its duration
  o Details of venue including arrangements for accommodation and supervision
  o Travel arrangements
  o Name of group leader and contact numbers
  o Information about financial, medical and insurance arrangements

• More stringent safeguards must be put in place before a child under the age of 8 is taken away on residential activities without his or her parent or guardian being present.
**Staff and Volunteers**

- All trips should have a group leader who will have overall responsibility for supervision of the trip/visit.
- All leaders and staff/volunteers should be recruited according to the Safer Recruitment Practice and must be DBS checked.
  - Occasional helpers who have not been safely recruited can be used on day trips, but should work under the direct supervision of a named leader. These helpers should **not** work on trips involving overnight stays.
- Mixed groups should have sufficient adult staff of both genders involved to maintain a gender balance.
- Minimum ratios of leaders/staff/volunteers to children should be strictly followed, or exceeded, (See Adult to Child Ratios Information Sheet) and these should be increased as necessary for children with special needs or behavioural difficulties.
- Every group should be led by at least two adults, however small the group.
- There should be at least one qualified First Aider and a complete First Aid kit available.
- Children aged 16 and 17 can act as ‘helpers’ but should not count towards ratios of staff and volunteers to children.
- All leaders should carry a mobile phone, with the phone numbers of all staff/volunteers saved on it.
- The group leader should carry a list of details of all children at all times, including emergency medical information and contact details for parents.
- Leaders should not consume alcohol on the trip, even when off duty.

**Safeguarding**

- All leaders and staff/volunteers should have completed Diocesan Safeguarding Training and know who to go to if abuse is disclosed, or they have any other safeguarding concern.
- Leaders should report all serious incidents to the parent/carer and DST/statutory agencies as necessary and written records should be made as soon as possible after the incident and submitted to the PCC/insurers and the DST.
- Ground rules should be agreed by the entire group regarding unacceptable behaviour, including bullying, harassment and appropriate boundaries.

**Transport**

- Motor vehicles must be in a roadworthy condition and drivers need to have comprehensive insurance and ensure that their insurance covers the giving of lifts relating to church activities.
- Drivers should have valid driving licence.
- Drivers must comply with the law in relation to seat belts, child seats and booster cushions and at no time should the number of those travelling in a vehicle exceed the designed passenger numbers.
- There should be a non-driving adult escort as well as the driver.
- If in an emergency a driver has to transport one child on his or her own, the child should sit in the back of the vehicle and this occurrence must then be documented and reported to a supervisor.
Personal Registration and Consent Form

Children and Vulnerable Adults

This template can be amended for use by Church Groups for such activities as Day Visits, Camps and Holiday Clubs.
This template can also be amended for use as a registration form for adults or used as a registration and consent form for children and vulnerable adults.
A new form should be completed annually for each participant.

Insert Name of Church
Insert Name of Group/Activity
Insert Description of the activities involved/specific activity this form relates to

Child's/Adult Details

<table>
<thead>
<tr>
<th>First Name</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
<td>School Name*(^{(For children)})</td>
</tr>
<tr>
<td>Home Address</td>
<td>Family Doctor (Name &amp; Address)</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Email Address</td>
</tr>
</tbody>
</table>

Do you/Does your child have any food allergies or dietary needs?
*If yes – please give details: [No] [Yes*]

Do you/Does your child have any medical conditions?
*If yes – please give details: [No] [Yes*]

Are you/Is your child taking any medication?
*If yes – please give details: [No] [Yes*]

Do you/Does your child have any special needs?
(Including Special Educational Needs, Disabilities or any other special requirements)
*If yes – please give details: [No] [Yes*]

Is there anything else you would like us to know about you/your child?
*If yes – please give details: [No] [Yes*]
**Parent/Guardian/Carer Details**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Surname</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Home Address</th>
<th>Phone Number</th>
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</table>

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Mobile Phone Number</th>
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</table>

**Emergency Contact Details**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Relationship to Child/Adult</th>
</tr>
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<tr>
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<table>
<thead>
<tr>
<th>Address</th>
<th>Phone Number</th>
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<table>
<thead>
<tr>
<th>Mobile Phone Number</th>
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<table>
<thead>
<tr>
<th>Full Name</th>
<th>Relationship to Child/Adult</th>
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</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone Number</th>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Mobile Phone Number</th>
</tr>
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<td></td>
</tr>
</tbody>
</table>

**Arrangements for Collection (Children only)**

*(please delete as appropriate)*

My child **will**/*will not* be brought to and collected from the group.

My child will be collected by insert name & relationship to your child

My child has permission to travel to and from the group without me. **Yes** ☐ **No** ☐

**Declaration**

I give permission for child’s name to attend and take part in the activities specified above.

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

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Signature</th>
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</table>
Using Images

This Information Sheet provides guidance on taking and publishing images; photographs, videos and audio recordings, in printed publications and on websites or other media.

Introduction

The publication of images, photographs and videos, when used carefully can be excellent for publicity and record keeping; but steps should be taken to ensure that privacy is respected and that no child or vulnerable adult is put at risk as a direct result. The issues are the same for still photographs and films; they also apply to audio clips of individuals. This Information Sheet refers to all these media types collectively as images.

Images count as personal data under the Data Protection Act 1998. It is therefore a legal requirement that the consent of the subject; an adult, who may or may not be vulnerable, or a child and his/her parent or guardian is obtained before the taking and using of images occurs.

General Guidance

- All images must respect the dignity of the person being photographed.
- Do not take pictures of children or adults who may be vulnerable without another adult present.
- If children are dressed for a specific activity in less clothing than usual, e.g. for swimming, then:
  - focus on the activity rather than a particular child
  - avoid full face and body shots
  - consider the age of the children involved.
- When an image is taken for publication or distribution, those being photographed should be aware that it is being done.
  - Awareness can be assumed if:
    - people are attending a photo-call, or
    - the intention of taking images is included in the invitation to the event and people are given the option of opting out.
- Ensure that any use of images reflects the diversity of age, ethnicity and gender of the activity.
- Ensure that professional or amateur photographers commissioned to photograph events are given a copy of this guidance and agree to abide by it.

Consent

Except in the above circumstances, consent should be obtained before taking and using images, and a chance to opt out must also be given. The consent of adults who are not vulnerable may be given verbally, for those that are vulnerable written consent is required. Children may give verbal consent, but written consent must also be obtained from their parent/carer.

Written Consent

Consent need not be in writing if it is not proposed to publish the images in any way; but if they are going to be displayed, used in a newspaper or magazine (including the Diocesan or parish newspaper or magazine), or put on a website, or other media then specific written consent should be obtained.

Images should only be used for the specific purpose agreed by the person photographed. Written consent must specify what purposes the image will be used for, and how it will be stored, if not destroyed. If the intention is to use an image on the internet, this must be clearly stated at the time that consent is sought. Further written consent is required if images are to be used in other ways than originally specified.

For children, written consent must be obtained from a parent/carer.
For vulnerable adults, images should only be used for a purpose which is explained to them, and to which they give their recorded and preferably signed informed consent, i.e. they understand and agree. They should see the photograph before being asked to give consent. The person who obtains the consent should sign and give their relationship to the person photographed, and the name and address of the organisation for which they work or volunteer. If the vulnerable adult cannot give informed consent the images should not be used, unless the individual cannot be identified from the photograph.

For any photographs submitted for use in any Diocesan communication (for instance in the Diocesan newspaper, or on the Diocesan website), it will be assumed that the parish has obtained the consent of the children, parents/guardians or vulnerable adults before such submissions are made.

In the case of a general photograph of a public event, such as a church fete, where no individual or group of people is the focus, prior consent of everyone is not practical and therefore not required. It is still appropriate to consider carefully where and how such photographs should be displayed.

Identifying individuals

Children:
As a general guideline, if the image is to be published, avoid naming the child; and if a child is named, avoid using his or her image. However, there may be circumstances where, with the explicit, written consent of the child and his or her parent/carer, it is permissible to use child’s full name, for instance when promoting a specific performance or achievement.

Adults who may be vulnerable:
Specific consent should be sought for images of adults where it is the intention to name the person in the image in an accompanying caption or article.

Storage of images

• Be clear about whether the image is to be retained for further use or destroyed.
• Store the image securely and in accordance with data protection regulations.
• Store consent forms with the image for future reference.

Images taken by participants

If, at a church-related event, children or adults who may be vulnerable use cameras or mobile phones to take photos of each other, or if parents or carers take photos of children or adults other than their own, they should be advised that these can be used for personal use only, and should not be displayed in any publicly accessible space, including on the internet or web-based communication channels such as Facebook.

Schools, including church schools, should have their own policies, which must be applied to the taking of images of children whilst they are on school premises or engaged in school-sponsored activities.

Legitimate journalism is a ‘special purpose’ under the Data Protection Act, which exempts it from the requirement of security, but there are numerous restrictions on photographing children. These are not likely to be relevant to church use, but advice, if needed, should be obtained from the Diocesan Director of Communications.
Consent Form: Images

At insert Parish/Church name, we only include images in our publicity of adults, with their verbal consent, and of adults who may be vulnerable, but only with their written consent and endorsed by a responsible adult. We also include images of children in our publicity with their verbal consent and the written consent of their parents/carers or guardians. The identity (name) of a child will never be revealed in any publication of an image of them.

All images will be stored in compliance with the relevant Data Protection guidelines.

For completion by a named representative of the church:

<table>
<thead>
<tr>
<th>Full name of Church/Parish representative:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Role:</td>
<td></td>
</tr>
</tbody>
</table>

Specific Purpose Image is for:

<table>
<thead>
<tr>
<th>Church/Parish Notice Board</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Church/Parish Magazine</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Church/Parish Website</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Church/Parish Social Media</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Diocesan Newspaper</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Diocesan Website</td>
<td></td>
</tr>
</tbody>
</table>

Other (specify)

Complete Section 1 or 2 overleaf
1) For completion in respect of a vulnerable adult:

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

<table>
<thead>
<tr>
<th>Full Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address/ Contact Details</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

| Full Name (of person endorsing Consent) |  |
| Role |  |
| Signature | Date |

2) For completion in respect of a child (children):

**I do/do not consent (delete as appropriate)** to images of my child named below being used and stored, solely for the purposes specified above. I understand that the identity (name) of my child will not be revealed in any publication of such images.

| Full Name(s) of Child(ren) |  |
| Full Name of Parent/Carer |  |
| Address/ Contact Details |  |
| Signature | Date |

| Full Name (of person obtaining Consent) |  |
| Role |  |
| Signature | Date |
Using Social Media

These guidelines relate to the use of the internet, email and social networking media.

For many people and perhaps especially children, using the internet or social media is their preferred means of communication and, used correctly, it can be a very effective and essential tool within successful ministry and youth work.

However, while it brings great opportunities there are also significant risks to take into account and manage and it is important that the following guidelines are followed when including social media as part of the work in parishes.

These good practice guidelines have been compiled to help those within the church ‘workforce’ who are already using social media, or those thinking about doing so, to make sure they use social media and the internet safely in order to connect with people and build relationships.

Key Points to remember:

- Updating content on the internet, for example a ‘status’ on a social networking site can be immediate and will usually quickly become outdated, however information posted on the internet should be considered permanent. Remember, even if you delete something it may already have been seen and re-published, or referred to elsewhere on the internet.
- It might seem like you’re sharing your thoughts and feelings only with ‘friends’ and ‘followers’ in a way which is private – it is not. The law states that if one or more people can access the content it is classed as published and legal action can follow if the content is libellous, offensive or criminal in nature.
- Be mindful of staying safe online – make sure that you don’t share personal information inappropriately and that your security settings are sufficient.

Social Media, the Internet & Young People

Facebook & Other Social Networking Sites:

- It is not appropriate to use a personal Facebook account and profile for your work on behalf of the church with young people. Instead you should create a professional Facebook ‘page’ to manage all of your communications with the young people you work with.
- Your supervisor/another youth worker should be aware of the account name and password so that they can log onto the account at any time to see and monitor all communications. Young people should be made aware that information is shared in this way.
- The organisation/church name should be clearly visible on the page you create – it is also useful to add alternative work contact details, such as a phone number or website.
- All communications via Facebook and other social networking sites are recorded, stored indefinitely and made available to statutory authorities when requested or if found to be offensive or criminal in nature.
- Any communication or content that raises concerns should be saved or printed and the concerns discussed with a supervisor and/or the Diocesan Safeguarding Team.
Email and Instant Messaging Services:

- Be aware of who might have access to computers, or other devices, used for communication between workers and young people.
- There should be agreed boundaries on using instant messenger/chat communication and these interactions should generally take place during normal working hours or other publicised hours.
- Log and save all conversations and regularly review these with your supervisor/colleague. Make sure that young people know that this person has access to the conversations.

Mobile Phones:

- ‘Employed’ workers may be supplied with a mobile phone for work purposes. This assumes that the phone will be rarely used outside working hours, that records of usage will be monitored by the ‘employer’ and that the worker will be accountable for all usage.
- Work phone numbers should be the only numbers that young people are given; a worker’s personal phone number should remain private.
- Texts or voicemails that raise concerns should be saved and passed on to a supervisor or, where there is a safeguarding concern, discussed with the Diocesan Safeguarding Team. Any conversations raising concerns should be discussed as soon as possible and in the event of a safeguarding concern within 24 hours.

REMEMBER:

- If a worker or volunteer expects to communicate with young people who are part of a church group via email, instant messaging, social networking sites (i.e. Facebook) or texting, written permission from the child’s parents should be given beforehand. (See Consent Form template)
- If it is necessary for a worker to communicate with a young person individually then this should be through an account (whether email or social media) which is specifically for work use, and accessible by a supervisor or other approved contact (co-workers/volunteers for example).
- Those using this communication should be made aware of how the communication is overseen and monitored.
- Where possible, bearing in mind the age of the child, parents/carers and supervisors should be copied into communications (for example via email).
- Clear language should be used. Avoid abbreviations, especially those that could be misinterpreted by the recipient or anyone else that has access – for example ‘lol’.
- No picture or video image of a child should be made, sent or posted without parental consent. (See guidelines on Using Images)
- You have no control over your communication once it is received. You cannot be sure who has opened it, or accessed it or with whom it has been shared. Even if the intended recipient promises privacy or confidentiality, this cannot be guaranteed.
Adult to child ratios when supervising or working with children

It is important that all church activities have sufficient staff and volunteers in place to ensure the safety of children – and that these adults are suitable to undertake these tasks. They would usually have been safely recruited, including the relevant DBS check, and properly trained, including safeguarding training.

When a parent attends a children’s activity and remains in the presence of their child(ren) throughout, the responsibility for the supervision of their child(ren) remains with the parent. For unattended children the level of supervision provided needs to be appropriate to the needs of the children involved in the activity. This could vary depending on:

- age (see table below)
- gender
- behaviour
- abilities within your group/any medical or other special needs
- nature and length of activities
- requirements of location

The recommended minimum ratios of adults to children are shown in the table below. These are based on Ofsted4 EYFS guidelines for organised children’s activities and do not necessarily account for the supervision of children with additional needs:

<table>
<thead>
<tr>
<th>Supervising Adults (minimum)</th>
<th>Age of Children</th>
<th>Maximum Number of Children</th>
<th>Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>0-2 years</td>
<td>6</td>
<td>1:3</td>
</tr>
<tr>
<td>2</td>
<td>2-3 years</td>
<td>8</td>
<td>1:4</td>
</tr>
<tr>
<td>2</td>
<td>3-8 years</td>
<td>12</td>
<td>1:6</td>
</tr>
<tr>
<td>2</td>
<td>Over 8 years</td>
<td>16</td>
<td>1:8</td>
</tr>
</tbody>
</table>

**Example 1:** The pre-school at St. Cedds Church has 32 children in attendance (15 aged 2-3 years and 17 aged 3-5 years). The minimum number of staff required is 7.

**Example 2:** The youth club at Ascension Church has 15 members aged 13-17 years. The minimum number of staff required is 2.

**Example 3:** The Sunday School at Holy Trinity Church has 24 children in attendance (5 aged 2-3 years, 7 aged 3-8 years and 12 aged over 8 years). The minimum number of staff required is 6.

**Example 4:** The mother and toddlers group at St. Mary’s Church has 18 children in attendance (12 aged 0-2 years and 6 aged 2-3 years). The minimum number of staff required would be 2 as the supervision requirement is met by the parent(s) attending with their child(ren).

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4 Ofsted is the Office for Standards in Education, Children’s Services and Skills. [http://www.ofsted.gov.uk/about-us](http://www.ofsted.gov.uk/about-us)
Working with Adults in their own homes

This guidance is intended for consideration by those working in roles which involve visiting adults (who may or may not be vulnerable) in their own homes on behalf of the church. This includes visiting adults who reside in residential/care homes.

Suggested safeguards:

- Always complete an assessment of risk before visiting someone in their own home. If there are any concerns or risks known before the visit is undertaken, give careful consideration to whether the visit is absolutely necessary, or whether you should be accompanied by another adult.

  When assessing risk be aware of the location you are visiting, any other people who may be present at the property, any pets, environmental hazards or other potential risks to your safety.

- Wherever possible, carry a mobile phone on a home visit, and ensure that someone knows where you are and when you are expected to return.

- Wherever possible avoid calling unannounced – call by arrangement, if appropriate telephoning the person just before going.

- If not known to the person you are visiting, carry identification and/or a note of introduction from the church.

- Always knock on the door before entering a room or home, respecting the person’s home and possessions.

- As a general principle, don’t give your home phone number or address. Instead, where possible, leave information about a central contact point – for example your parish office.

- Be clear about boundaries – keep to agreed limits on how much time you will spend with someone and how often you visit.

- Be clear about what behaviour is and is not acceptable from the vulnerable adult.

If you are uncertain or require further advice, guidance or support please contact the Diocesan Safeguarding Team.

Email: safeguarding@chelmsford.anglican.org or call

01245 29 44 44
# Record of Safeguarding Concern

<table>
<thead>
<tr>
<th>Surname of Child/Adult</th>
<th>First Name(s)</th>
<th>Alias (also known as)</th>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Address/Contact Details</th>
<th>DOB</th>
<th>Age</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Brief details about the nature and type of concern</th>
<th>Date concern was initially raised</th>
<th>Time concern was initially raised</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Name of person raising concern</th>
<th>Relationship to child/adult</th>
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</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Who have you handed this concern to? (E.g. PSR, DST)</th>
<th>Date handed over</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
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</table>

## Detail of Concern
(Please include as much detailed information in this section as possible — continue on a separate sheet if required. Make sure any continuation sheets are signed dated and timed. Please refer to ‘Record Keeping Guidance’ in the Diocesan Safeguarding Policy available [www.chelmsford.anglican.org/safeguarding](http://www.chelmsford.anglican.org/safeguarding))

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Date</th>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Time</th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>
## Record of Safeguarding Concern cont.

**Details of all actions/decisions taken in respect of this concern**

*To be completed by the Activity Leader, Parish Safeguarding Representative or Diocesan Safeguarding Team*

<table>
<thead>
<tr>
<th>Number of previous Records of Safeguarding Concern</th>
<th>Is child or adult known to Local Authority or Statutory Services?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YES</td>
</tr>
</tbody>
</table>

### Actions Taken (list below)

<table>
<thead>
<tr>
<th>By who</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
</table>

### Outcomes

Full **Name** of PSR/DST

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
</table>
Use the diagram to mark the locations and types of injuries.

Name: ____________________
DOB: ____________________

Note any other details, such as anything the child or vulnerable adult discloses on examination (use their language) or information received from any other source regarding injuries.

________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________

Your Name: ____________________
Your Role: ____________________
Signature: ____________________
Date: ____________________

The Church of England in Essex and East London
Diocese of Chelmsford
Confidentiality Flowchart

Is there a legitimate purpose to share the information?

YES

Does the information enable a person to be identified?

YES

Is it confidential?

YES

Do you have consent to share?

YES

Is there a statutory child protection obligation or court order reason to share?

NO

NO

Is there sufficient public interest to share?

NO

NO

You can share information

Do not share information
Safeguarding Allegation Management Process

Allegation/concern identified and reported to the Diocesan Safeguarding Team (DST)

DST informs LADO/AST within one working day if alleged behaviour:
- harmed or may have harmed a child or adult
- is, or might be a criminal offence
- towards children/vulnerable adults is unsuitable

Consultation between LADO/AST and DST

- Allegation is unfounded or false
- Allegation is possible disciplinary matter
- Child has suffered or is likely to suffer significant harm
- Safeguarding adult issue identified
- Allegation might constitute a criminal offence

Is there an investigation by police and/or social care?
- YES
  - With agreement from police and/or social care or after completion
- NO
  - LADO refers to LA Children’s Social Care for strategy discussion/meeting
  - Safeguarding Adult’s Meeting arranged by AST
  - LADO/AST refers to police for initial evaluation

No further action but consider referral to:
- LA Children’s/Adult Social Care
- Police – if allegation malicious

Consider
- No further action
- Professional advice
- Disciplinary process
- Referral to DBS
Taking Action Flowchart:
What to do if you are concerned about a child or adult

You **suspect** or **witness** abuse, someone **discloses information** about a safeguarding concern or makes an **allegation**
(this could be about a child or an adult)

Ensure immediate safety of any victims. In an emergency situation call 999

As soon as possible, but always within **24 hours**
tell the Diocesan Safeguarding Team –
01245 294444 or
safeguarding@chelmsford.anglican.org

The Diocesan Safeguarding Team will provide advice, support and guidance and help make the required referrals. For allegations against those who are part of the Church Workforce this will usually be to the **LADO** or **AST**. For other safeguarding concerns referral will be to **Child/Adult Social Care** and/or the **Police**

The Diocesan Safeguarding Team will liaise with statutory agencies to comply with statutory guidelines and act as a Case Manager

Additional support is also available from your incumbent and Parish Safeguarding Representative

Remember accurate **recording** throughout this process is essential

If you have previously or are currently suffering abuse in a church context, whether or not you have already informed the local authority or police, you can contact the DST to access support, including, if appropriate, support to make contact with the statutory services. Independent support is also available through agencies such as NSPCC – 0808 800 5000.

For detail of the Church of England Policy please see [http://www.churchofengland.org/media/1292643/respondingwellforweb.pdf](http://www.churchofengland.org/media/1292643/respondingwellforweb.pdf)