

**St Pancras Church  
Pennycross**

**Child Protection Statement  
and Policy**

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### **Document Information**

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## **Statement about Child Protection**

The Vicar and PCC of St Pancras Church believe that it is always unacceptable for a child or young person to experience abuse of any kind and recognise their responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

We recognise that:

- the welfare of the child/young person is paramount;
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse;
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

The purpose of our Child Protection Policy is:

- To provide protection for all children and young people attending St Pancras Church's clubs and groups.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

This policy applies to all paid staff and volunteers working on behalf of St Pancras Church.

We will seek to safeguard children and young people by:

- valuing them, listening to and respecting them;
- adopting child protection guidelines through procedures and a code of conduct for staff and volunteers;
- recruiting staff and volunteers safely, ensuring all necessary checks are made;
- sharing information about child protection and good practice with children, parents, staff and volunteers;
- sharing information about concerns with agencies who need to know, involving parents and children appropriately;
- providing effective management for staff and volunteers through supervision, support and training;
- Taking care of and limiting access to children's personal information records.

We are also committed to reviewing our Child Protection Policy and good practice annually. This policy can also be used to apply to those working with vulnerable adults

# **1. Introduction**

The following document is the Child Protection Policy for St. Pancras Church, Pennycross. It has been written on behalf of the Parochial Church Council and outlines the requirements for all activities and events involving children on St. Pancras Church premises or organised by St. Pancras Church staff and volunteers.

It is intended that all those responsible for leading or co-ordinating such events will be familiar with and comply with the contents of this policy.

The full text of this document should also be available from the Church website.

For further information and guidance about good practice in child protection, please see the handbook entitled 'Safeguarding Children' which is published by the Diocese of Exeter and is available in the church office and from the diocesan website ([www.exeter.anglican.org](http://www.exeter.anglican.org)).

## **2. Parish Safeguarding Team**

The PCC will ensure that there is a Parish Safeguarding Team in place at all times.

The Safeguarding Team will:

- Be familiar with the diocesan policy and other guidance about child protection;
- Be responsible for disseminating and implementing the PCC's Child Protection Policy and any procedures relating to the safeguarding of vulnerable adults;
- Be responsible for ensuring the policy is reviewed annually to take account of any changes in legislation and good practice recommendations;
- Manage the process of safer recruitment of staff and volunteers, including determining whether a CRB check is needed and applying for it;
- Be trained to know when to seek advice on child protection issues and when it is necessary to inform statutory bodies about situations arising in the church.

The members of the Parish Safeguarding team are:

- The Parish Safeguarding Co-ordinator
- The Parish Child Protection Representative
- The Incumbent of the Parish
- The Diocesan Safeguarding Advisor
- Any other member chosen by the PCC.

### *Parish Safeguarding Coordinator*

The PCC will appoint a Parish Safeguarding Coordinator (PSC), who is a member of the PCC. The PSC will work as part of the safeguarding team and will ensure that policies are regularly reviewed and are being implemented throughout the church.

### *Parish Child Protection Representative*

The PCC will also appoint a Parish Child Protection Representative (CPR). The CPR will be a member of the safeguarding team and will be available to provide support and advice for staff, volunteers, parents and children about child protection issues.

### **3 Publicly available information about child protection**

We will make public, by means of noticeboards around the church building the following information:

1. Statement on Child Protection. (See Above)
2. A simple chart indicating what action should be taken if it is suspected that a child is at risk. (Appendix 4)
3. The ChildLine contact number (in accordance with Diocese of Exeter guidelines)
4. A reference to how to obtain or view this full policy document.

## **4. Volunteers and Employees working with Children and Young People**

**The Parish Safeguarding Team must be satisfied that no risk is posed to children by any person working with or attending a church group where children are not under the supervision of their parents or carers.**

**In addition to the above requirement, the Safeguarding Team must also be satisfied that no risk is posed to children by anyone who has access to the church premises when these activities are taking place and the building is not open to the general public.**

The Parish Safeguarding Co-ordinator will keep a list of approved people who are considered to be suitable to work with children and young people. These people will be provided with photo I.D. badges. It is the responsibility of individual ministry leaders to ensure that all their staff and volunteers aged 18 and over are on the list. Practically, this means that unless helpers have a I.D. badge, they should not be used as volunteers in young people's groups.

The PSC will only place someone on the approved list if they have a clean, Enhanced Criminal Records Check (ECR check) which is under five years old. This disclosure must be made in the name of the Diocese of Exeter and the Archdeacon's office will notify the Parish with the results of the check. Disclosures which reveal previous convictions will be subject to a risk assessment by the Diocesan Child Protection Advisor, whose recommendation will be followed when deciding whether to add a name to the approved list. An ECRC which has been issued on behalf of other organisations is only portable to the Diocese of Exeter if very stringent conditions are met. The Safeguarding Team will be trained to know what these are and when a new disclosure is required.

If all the following criteria are met, the ECR check must include a Bared List Check.

- The Applicant must be aged 16 or over.
- The staff member or volunteer will not be under constant supervision from the leader of the group. In practice it will be assumed that any leader or helper over the age of 18 could, at some point, be unsupervised, so this criteria will be met for all staff and volunteers working with young people.
- The staff member or volunteer will be doing the activity:
  - At least once a week;
  - OR for 4 days in a 30 day period;
  - OR overnight (between 2am and 6am)

Volunteers who do not meet the national criteria for an ECR Check cannot be placed on the approved list.

The list of approved people should also include a record of any training they have undertaken, the date and who has provided the training.

Helpers under the age of 18 must always be supervised by an approved adult.

On occasions, people who are not on the approved list may be invited to attend particular sessions of the young people's and children's work. For example, visitors may be invited to speak or to offer particular skills, or occasional extra helpers might be required for supervision of activities or a new helper's approval might be in progress. In this case the leader of the session is responsible for the visitor and will ensure that they wear appropriate ID and that inappropriate contact with the children or young people is prevented.



## **5. Safer Recruitment of Staff and Volunteers**

All staff and volunteers on the approved list should have:

- A role description (including reporting structures and training undertaken)
- Attended a Child Protection Induction (explaining the contents of this policy)
- A current Criminal Records Bureau disclosure with the Diocese of Exeter.

This requirement will be applied retrospectively to all existing staff and volunteers.

In addition to the above, all new staff and volunteers must have satisfied the following criteria:

- Candidates which satisfy the criteria in section 4 must have a ECR check which includes a Barred List check.
- The candidate must have completed and signed a Registration and Confidential Declaration Form (Appendix 5).
- The candidate must have had a structured conversation or formal interview with a member of the Safeguarding Team or another person nominated by them. This interview will be conducted at an appropriate depth for the role to be undertaken. It's aim is to establish a mutual understanding about the requirements of the role and the candidates suitability for it. It should explore the candidates attitudes to safeguarding procedures. The outcome of the interview should be recorded, dated and signed and stored confidentially by the PSC.
- References from previous employers, training establishments or church leaders should be sought for all staff posts, and may be taken up for volunteers if this is felt to be necessary by the PSC.
- For staff positions and where candidates will play a significant role in the leadership of young people's ministry, a person trained and certificated in 'Safer Recruitment' should be part of the appointment process.
- The candidate will have provided formal proof of identity, with the original document being seen by a member of the Safeguarding Team.

## 6. Identification of Approved Staff and Volunteers

In order to ensure that only approved staff and volunteers have contact with children and young people a means of identification using coloured ID badges and lanyards is in place. Where possible this should include a photographic ID, as illustrated below.

There are three classifications of ID:

- **BLUE** Leaders who are on the approved list and have undergone a ECR check. Leaders who have also been checked against the Barred List will have this indicated on the back of their badge.
- **YELLOW** Young Helpers who are on the approved list (under 18 year olds).
- **RED** Visitors authorised by the leader from time to time.

ID must be worn and visible whenever the group is meeting on church property. It is the overall leader's responsibility to ensure that badges are distributed and are worn. The leader may in some circumstances decide that wearing of badges is inappropriate or unnecessary or may decide that ID should be worn for off-premises activities.

Adults without ID and other young people who are clearly not part of the group should not be permitted to interact with the group members unless supervised. When the building is not open to the public, unauthorised persons should be asked to leave the building or to wait in a foyer or lobby area away from children.

All leaders and helpers should be vigilant. If there is any suspicion about someone inappropriate wearing a badge this should be brought to the attention of the session leader as soon as possible,.

ID and lanyards should be returned to a secure when not in use. Lanyards or badges should not be left lying around and should not be taken off the premises.



## 7 Training of Staff and Volunteers

All those working with children or young people in the church should have undertaken training on child protection. This can be arranged through the diocese, or provided locally.

Leaders and helpers should be familiar with their responsibilities as adults working with children and should also be aware how to recognise signs of abuse and how to report suspected abuse.

All leaders and helpers should also be aware of their responsibility to pass on information where the information relates to a crime or other serious misconduct and disclosure is in the public interest. This is the case even if confidentiality has been assured or assumed.

Any leader or helper unsure of how to recognise or report signs of abuse should inform a member of the Safeguarding Team or their group leader, in order to access a training course on child protection.

## 8. Mentoring and one-to-one work

In some circumstances it will be desirable or necessary for an adult to meet with or offer transport to a child on a one-to-one basis or outside the context of regular events and meetings.

An adult should only be alone with an individual child (other than their own child) if all the following criteria have been met:

- The adult has discussed the meeting with members of staff who agree this it is necessary or desirable.
- Meetings take place in public spaces or buildings where other adults are present. Cars can be treated as public spaces as long as they are travelling.
- The child's parents or carers should normally be aware of the arrangement, unless this is deemed to be unnecessary by other staff.

The following are more desirable alternatives to one-to-one meetings.

- Meeting with more than one child or young person.
- Having another adult present.

**Arranging to meet a child on their own, without informing a member of church staff is a serious breach of this child protection policy. Church staff in this situation may find themselves facing disciplinary proceedings as a result.**

These guidelines should be borne in mind in the case of private social events, and no adult should be alone with children without the explicit permission of the parents' of the child.

## 9. Confidentiality

All personal information which leaders are told by young people should be treated respectfully. Leaders are expected to model high standards of discretion and personal information about young people should not be shared without good reason.

Within this expectation, however, **no leader or young helper should ever promise or allow a young person to assume that information will be kept completely confidential.**

Reasons why staff, volunteers or young leaders might be required to share personal information include, but are not limited to:

- A criminal offence has been, or will be, committed;
- Someone is in danger of being hurt;
- An allegation has been made against a member of staff or volunteer involved with youth work at the church.
- When the leadership team have reason to suspect that confidentiality is being used to deliberately deceive or mislead others.

Adequate training will be given to staff and volunteers to ensure that they know when information must be shared by law. Any issue about which you are unsure can be discussed with the Safeguarding Team or Childline. Childline is a completely confidential service, the number is 0800 1111.

## **10. Registers, Consent Forms and Personal Information**

### ***Registers***

All clubs and groups should keep a register of who has attended each session and retain this information. An accurate list of who is in the building will be required in the event of a fire or other evacuation of the building.

### ***Consent and Personal Information Forms***

All children attending regular church clubs, events or activities where they are not supervised by their parents or carers (and parents or carers do not remain on-site) should complete a personal information and parental consent form as soon as they start to attend. *See appendix 1*

This form should include:

- Name
- Address
- Contact phone numbers or e-mail address
- Date of Birth
- Relevant medical information
- Emergency contact information
- Who is allowed to collect them

On the form parents or carers should be asked to consent to:

- Their children being given first aid
- Their children receiving emergency dental, medical or surgical treatment
- Photographs being taken of their children
- This information being stored on an electronic retrieval system (computer).
- Their children being permitted to receive communication from the church by text, phone and/or email about events involving the group.

In addition to the above form, off-site trips which are not part of the normal prearranged programme and special events require a separate consent form, which does not need to contain the same information as the generic form. *See appendix 2*

Once consent forms have been received, they should be easily accessible to the event leader should they be required. Subject to parental permission, electronic copies of personal information may be made and distributed to leaders, provided any copies are deleted or destroyed when they are no longer required.

Care will be taken to protect children's personal information so that it is only available on a "need to know" basis

Care should be taken so that children's personal information is not distributed, left lying around or made accessible electronically.

## **11. Incident Reporting**

The Safeguarding Team will provide a method of recording "incidents". This will be achieved by using loose leaf "Incident Report" sheets (see Appendix 3).

The incident report forms should be used to record the following:

- If first-aid has been administered
- If a child has become ill or been injured
- If a child has been disciplined or sent home
- If a child's behaviour has given cause for concern
- Any other incident which is out of the ordinary

The process for handling incident reports is:

- Blank forms are stored in the Bishop Clarke room.
- Each incident report should be completed, dated and signed by the leader who dealt with the incident.
- Completed forms should be submitted to the CPR for confidential filing, this should be done immediately for serious incidents or at an appropriate point for minor incidents.

*Note: The justification for using loose leaf pages and not a Log Book is to improve confidentiality in that the only people who are aware of issues are the CPR and other with whom they share the information.*

## 12. Photographs

The following section relates to all still photographs and video taken during church services, activities and events where children are present. The only exceptions to this are events which are open to the public and where children are accompanied by their parents or carers.

No child should have their photograph taken at a church event unless their parents or carers have given permission for this to happen, and precautions should be taken to ensure that any photograph which is taken is not misused and cannot not lead to children being harmed or exploited.

### *Parental Consent.*

Parental consent for taking photographs can be acquired in one of two ways. If parents or carers are present their consent can be given verbally at the time, if they are not present then they must have signed a photographic consent form. Photographic consent is included in the general consent form though a parent may withhold consent (See section on consent forms).

Parents or carers are entitled to see any photograph or video which includes their child, although they will not necessarily be given a copy.

### *Official Photographers*

Anyone taking photographs of children during church events must be on the approved persons list. During large events such as Holiday Club, it is a good idea to designate official photographers and provide them with a suitable badge. This will enable them to be identified as authorised people by parents or carers, leaders and helpers who may not otherwise know who they are.

### *Publishing and Distributing Photographs*

Photographs of children taken during church activities should only be used for printed church displays and publications. It is only possible to distribute copies of photographs outside this context if specific permission for this distribution has been given by the parents or carers of every child in the picture. This permission cannot be granted by a generic consent form. Copies of photographs should only be distributed as prints, not in a digital format.

When putting photographs of children on the internet or social media sites, only low resolution images should be used. Individual children should not be identified. Group pictures are preferable.

### *Taking photographs for personal use*

It is natural that adults involved in activities with children will want to take photographs to help them remember what went on. This policy allows adults to take and keep such photographs, providing that all the following criteria are met.

- Anyone taking photographs of children must be on the list of approved persons.
- Copies of photographs should not be distributed to a third party or published in any way.
- Children should be with their parents or carers or have a signed photographic consent form.
- The number of photographs taken by any individual is appropriate to personal use.

If staff or volunteers take a large number of photographs for church use, these collections must be deleted or handed over when they leave that employment or stop acting as an official photographer. Some photographs may be retained for personal use, but a complete copy of these should be given to the appropriate ministry leader, or the Safeguarding Team.

### *Children Taking and Distributing Photographs*

This policy does not extend to limiting what children can do with photographs and video they have taken during sessions. It is, however, the responsibility of the session leader to ensure that cameras and mobiles are used appropriately.

## **13. Use of Mobile Phones during group meetings**

When children are present on church property, leaders and helpers should in general restrict use of mobile phones to areas away from young people or else only when other leaders are present and agree that it is permissible.

*The rationale for this is:*

- a. the use of mobile phones, particularly those with cameras should not be considered commonplace. By restricting their use during sessions we make it abnormal for anyone to use a phone*
- b. We reduce the likelihood of someone secretly taking photographs*
- c. It is generally inconsiderate to other people for a mobile phone to be used by individuals during other meetings.*
- d. We need to set an example to the children that we do not use phones during meetings except in exceptional circumstances*



## **14. Good Practice for Using Internet, Social Networking Sites and Mobile Phones**

### *Social Networking*

Great care should be taken when communicating with young people via social networking sites such as Facebook, Bebo, Myspace, etc.

All volunteers should be aware that children under 13 are not allowed to have an account on Facebook, despite the fact that many do, and many parents do not regard this as a problem.

All those involved in the youth and children's work at St. Pancras should observe the following guidelines when using such sites:

- Adults should not accept or initiate 'friend' requests from anyone in school year 9 or below. This is because it is unacceptable to endorse the use of Facebook by under 13s, and having the cut-off at year 10 means that helpers are not in the position of accepting some members of the 11-14 group and not others.
- All those involved with youth and children's work are role-models to the young people. Any information or photographs which is posted on a leader's wall should be protected using privacy settings, or should be suitable for viewing by members of the youth group and their parents. This includes information posted by other people on your wall.
- All communication with under 18's should be publicly visible. In the case of Facebook, this means posting message on the young person's Wall, not using private messaging.
- Boundaries to communication should be similar to those observed in spoken and physical contact. i.e. messaging should not be late at night, and the same respect should be shown in virtual communication as in other forms of contact.
- The use of photographs on social networking sites is governed by the same rules covering photography in section 12 of this policy.
- Comments and disclosures made online should be treated in the same way as if they had been made in person or in writing.

### *Email, mobile phone and text messaging*

All those involved in the youth and children's work at St. Pancras should observe the following guidelines when using these communication methods:

- Parental agreement shall be obtained before using email, mobile phone or text services to communicate with a child or young person. This can be obtained through the generic consent form.
- All messages should potentially be viewable by the worker's supervisor and this policy shall be explained to children and young people. Although unlikely to happen, this can help deter bullying, insulting or abusive emails.

## **15. Travel**

On the permission form (appendix 1) parents consent to allow their children to be transported in cars driven by group leaders and volunteers (this also includes minibuses where appropriate) to and from activities.

### *Requirements*

Drivers who transport children must have a valid licence to drive the type of vehicle, and vehicles must have a current MOT and be covered by insurance appropriate for the type of journey being undertaken. It is the driver's responsibility to ensure these requirements are satisfied.

In accordance with the law, all drivers and passengers must use seat belts where fitted, and car seats must be provided by the parents for children under 1.35m in height.

### *Guidelines*

Whenever transport of young people occurs, ensure that another leader knows that the transport is occurring and for what purpose.

It is good practice for two leaders/volunteers to be in a vehicle as it may be difficult for the driver to monitor behaviour while driving. This is a requirement when using a minibus but is only a recommendation when using cars.

No driver will be obliged to travel alone with young people if they believe the risks to be inappropriate. However, if the driver is prepared to do so then they may act as sole leader in a car (but not a minibus).

The situation of one child travelling with one leader should be avoided where possible but where this situation does occur, for example, when dropping off a number of children at their homes, then it is often more appropriate to have the children travelling in the back seat of the car rather than the front.

Cars should not be used as one-to-one counselling spaces.

## **17. Intimate Care and Toileting**

Children over 5 should be expected to go to the toilet alone unless any special assistance or care is needed in which case this should be discussed with their parent/carer beforehand.

Under 5's should always be accompanied by an Approved Leader (not Young Leader) who will wait outside the toilet but will not help with any intimate care, including changing nappies. Intimate care remains the responsibility of the parents or carers at all times.

Young Leaders should not take children to the toilet or be involved in any intimate care.

## **18. Allegations Made Against Church Staff or Volunteers**

Any allegation of improper behaviour towards a child by a church staff member or volunteer should be passed immediately to a member of the safeguarding Team. They will then decide whether the complaint should be dealt with using the Church's disciplinary procedure or whether it should be referred to the Local Authority Designated Officer (LADO).

Where allegations are made verbally, the person receiving the report should make detailed notes of the meeting to pass to the Safeguarding Team. Where possible, these should be seen by the person making the complaint to check that the complaint has been correctly understood.

## **19. Outside Booking of Church Premises**

When any part of the church complex has been booked by and is in use by an outside organisation, the safeguarding policies and procedures for that organisation apply to the areas they have booked, even where these differ from the PCC's policy.

This policy does not apply to parties or events taking place in the church hall which have been privately booked and paid for.

**Appendix 1**  
**Personal Information and**  
**Parental Consent Form**

**St. Pancras Church Youth Groups  
Personal Information and Parental Consent Form**

All children who attend clubs and activities at St. Pancras where they are not supervised by a parent or guardian need to complete the following form at the start of every year. If the form already has all the correct details printed on it, simply sign the back of the form and return it immediately.

**About the Club Member**

Name:

Groups:

Date of Birth:

School:

Address:

Home Phone:

Child's Mobile:

**About Parents and Carers**

Occasionally we may need to contact you directly. To help us do this in the most efficient way, please fill in the following information. If there are other carers who regularly look after your child and who would be the first contact in an emergency, please also give their details. Where addresses and 'phone numbers are the same as the child, please write "as above".

	Mother	Father	Other Carers
Name:			
Relationship:			
Address:			
Home Number:			
Mobile Number:			

From time to time we would like to keep parents informed about events and activities which are taking place at St. Pancras Church. Please provide an e-mail address here if you would like to receive this information:

**Medial Information** Please give any relevant information about allergies or medication

**Collection** (please tick as appropriate)

- My child can be only be collected by those listed above
- My child can also be collected by \_\_\_\_\_
- My child is allowed to make their own way home

**St. Pancras Church has a detailed Child Protection Policy based on the Diocese of Exeter's 'Safeguarding Children' document . If you would like to see a copy of either of these documents, please ask a group leader or member of staff.**

## Parental Permissions

The following statements describe areas of our activity where we are required to ask for parental permission. In each case the paragraph will give a description of what might happen and by signing the bottom of this page you acknowledge that you have read, understand and agree to your child's participation. If you do not agree to any of these paragraph, please clearly cross it out before you sign the form. If you do not agree to any sections of this the we may need to discuss the implications with you.

### *This Information*

The information which you provide on this form will be stored on a secure computer database, to which only selected leaders with Enhanced Criminal Record Bureau disclosures have access. The signed paper copies of the form will also be securely stored on the church premises. We have asked for information which allows us to contact you and your child, and to ensure their safety during groups and activities. In accordance with the data protection act, at any time you may request to see all the information which we hold on record about your child, which may include additional information to what appears on this form. This will be supplied as an unformatted print out of your child's entry on the database.

### *Photographs and Video*

I give my permission for approved church photographers to take still photographs and video images of my child. I understand that these will only be used in carefully selected displays and publications linked to church publicity, church services and youth group activities, and will not be passed to any third party. We may display photographs on restricted 'members-only' sections of social networking websites, which can only be viewed by members of the youth group and their leaders.

### *Leader's Houses*

Some activities, such as small groups may take place in the homes of group leaders and volunteers or other church members. By signing this form you give your permission for your child to attend such groups and gatherings in leader's homes, subject to the leader having passed an enhanced Criminal Record's Bureau Disclosure, and our informing you when and where such meetings will take place.

### *Off Site Activities*

Occasionally, during regular group times, we will take children off the church premises. By signing below you give your permission for your child to leave the church site under appropriate supervision for any activity which is published in advance in the term's programme. Additional trips and overnight stays will require a separate permission form.

### *Transport*

By signing this form you give permission for your child to be transported in cars driven by group leaders and volunteers. This may include travel as part of an activity and could also include giving lifts to or from the group.

If your child is under 12 and is less than 1.35m tall (4'5") then YOU MUST provide a suitable car seat for them on those occasions. If you do not then they will NOT be able to travel. We will let you know in advance when this will be necessary.

### *Medical Treatment*

In the case of serious accident, I agree to my child receiving emergency dental, medical or surgical treatment (including anaesthetic or blood transfusion) as considered necessary by the medical authorities present.

I also agree for qualified First Aiders among the leaders to administer First Aid, including medication, as appears necessary to them, appropriate to the situation. Any medical details given on this form must be considered when administering First Aid.

## Parental Consent

I give my permission for my child to participate in the church groups listed overleaf. I agree that I have also read, understand and agree to all the above statements, other than any I have crossed out. I am happy for this information be stored in a secure electronic retrieval system:

Signed: \_\_\_\_\_ (Parent/Guardian)

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix 2**

### **Information which is needed on a Consent Form for off-site and special activities**

#### **Sample Trip Consent Form**

Where possible, consent forms should be collected before the date of the trip. The information which is given to parents accompanying this form should include the exact times, date and location and cost of the activity and the contact details of a leader who will on the trip.

**<group name> <trip name>**

Please reserve a space for \_\_\_\_\_ to attend the <group name> <trip name> or <date> at <time>

#### *Contact Information*

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Who should we contact in the event of an emergency during the trip:

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

#### *Medical Information*

For safety, we need to know of any relevant medical or dietary information. For example, does your child suffer from any allergies, such as sticky plasters. Also do they suffer from diabetes asthma or epilepsy or any relevant conditions we should be aware of. Finally do they take any medications? (medication brought with them must be clearly labelled, including any tablets and inhalers).

Please give details \_\_\_\_\_

#### *Parental Authority*

In addition to the general permissions given on the annual personal information and parental consent form, I give permission for my child to attend the <group name> <trip name>, and to participate in all activities that are a part of that trip.

#### **Emergencies**

In the case of serious accident, I agree to them receiving emergency dental, medical or surgical treatment (including anaesthetic or blood transfusion) as considered necessary by the medical authorities present.

I also agree for qualified First Aiders among the leaders to administer First Aid, including medication, as appears necessary to them, appropriate to the situation. Any medical details given on this form must be considered when administering First Aid.

I have read, understand and agree with the above statements.

Signature: \_\_\_\_\_

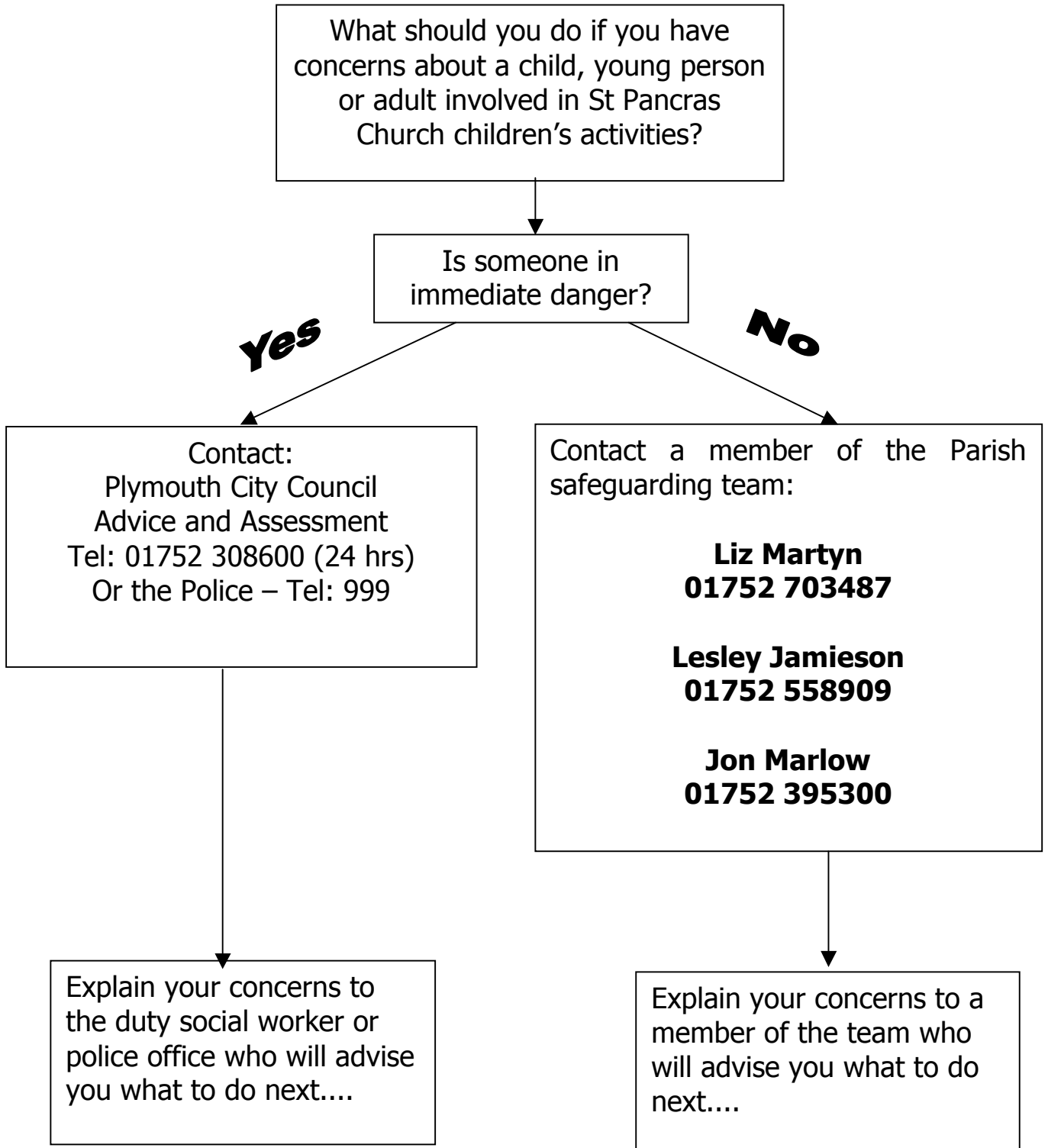
Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix 3 Incident Report Form**

*See Separate Document*



## Appendix 4 Reporting Concerns Flowchart



## **Appendix 5**

### **Registration and Confidential Declaration Form**

The following form should be completed in full by potential volunteers and new staff members.

The information on this form is strictly confidential and must only be seen by the Parish Safeguarding Coordinator.

**Registration and Confidential Declaration Form  
for staff and volunteers working with children and vulnerable adults  
at St. Pancras Church, Pennycross.**

The PCC of St. Pancras Church is responsible for the acceptance and accreditation of all workers with children or vulnerable adults. All new staff and volunteers worker must fill in a copy of this form as part of the appointment process and pass it in a sealed envelope to the Parish Safeguarding Coordinator. This form will also be used as part of the appointment process for staff, although it does not need to be completed until a condition offer of employment has been made and accepted.

**Registration and Personal Details**

Full name.....

Former names.....

Permanent address.....

.....Postcode.....

Telephone ..... E-mail .....

Date of birth.....

Church.....

Parish.....

How long have you lived at the above address? .....

*If less than 12 months please give the following information:*

Previous address.....

.....

How long where you at that address?.....

**References**

Please give the name, address, telephone number and position or relationship of two people who know you well, including one who has managed or supervised your work with children, young people or vulnerable adults.

Referee 1	Referee 2
-----------	-----------

**Training**

Please give details of previous experience of looking after or working with children, young people or vulnerable adults (as relevant to this role).

Please give details of any relevant qualifications or appropriate training.

Have you successfully completed any training relating to safeguarding children or vulnerable adults?

YES/NO                      WHEN .....

Who delivered this?

.....  
.....

Are you prepared to undertake appropriate training for this role, including a parish safeguarding induction and ongoing safeguarding training. ?

YES/NO

*(Note: If you decline to undertake initial training or further training the PCC will be entitled to withdraw your authority to work with children or vulnerable adults.)*

## Confidential Declaration

The Confidential Declaration below applies to clergy, employees, ordinands, other adults and 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 Diocesan Safeguarding Children Advisor or someone in a similar position. All forms will be kept securely under the terms of the Data Protection Act 1998. This questions on this form are taken from sample form in Promoting a Safe Church House of Bishops 2006.

**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 (including any spent convictions under the Rehabilitation of Offenders Act 1974)?

YES  NO

*Note: Declare all convictions, cautions, warnings or reprimands however old or whether you are at present under investigation by the police. 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.*

2. Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

YES  NO

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 were at risk of significant harm from you?

YES  NO

*Note: Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as sexual relationship with a young person or adult for whom you had pastoral responsibility or were in a position of trust.*

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. Checks will be made with relevant authorities.*

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

*Note: All these matter 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 .....

Full name .....

Before an appointment can be confirmed applicants will be required to obtain a disclosure from the Criminal Records Bureau.

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

**Please return this form in a sealed envelope to:**

**The Parish Safeguarding Coordinator, St. Pancras Church,  
Honicknowle Lane, Plymouth, PL2 3QT**