

St Bartholomew & All  
Saints  
Parochial Church Council

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# Safeguarding Children and Vulnerable Adults

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## **Parish Guidelines**

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## Document change control

Date	Changes/updates made	Date authorised by PCC
2015	Full review of original policy issue 01	20/7/2015
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2017	Full review of original policy issue 03	18/09/2017

# Introduction

This document has been produced to provide guidance for those members of St Bartholomew's and All Saints Church of Royal Wootton Bassett who work with children and vulnerable adults.

Children are those members of our society who are under the age of 18 years. A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves, or protect themselves from harm or from being exploited. This may be because they have a mental health problem, a disability, a sensory impairment, are old and frail, or have some form of illness. Every adult can fall into this category'.

The guidelines in this document aim to help prevent mistreatment, abuse or harm to the most vulnerable who come into contact with our worshipping community. If followed correctly they will also help prevent false allegations against clergy and lay people who most frequently come in contact with the vulnerable. Mistreatment has been defined as 'a violation of an individual's human and civil rights by any other person or persons'. In a church context it could be any misuse of a pastoral or managerial relationship, from the most serious to less severe behaviour, which lies at its root. The term covers abuse, bullying and harassment. These categories are not watertight and can merge into one another. Harm is the result of mistreatment or abuse.

This document provides a reference to the clergy and lay people, in case of doubt refer to the 'Salisbury Diocese Safeguarding and Good Practice Guidelines Working with children, young people and adults' and the House of Bishops' policy documents:

- Protecting all God's children
- Promoting a Safer church
- Responding well to those who have been sexually abused

In the event of conflict between this document and the diocesan document the diocesan document takes precedence.

## **Parish responsibilities**

Implement safeguarding policies for children, young people and adults, accepting as a minimum the House of Bishops' Policies but informed by additional procedures and recommended good practice of the Salisbury Diocese. Our Parish will:

- Appoint a co-ordinator known as Parish Safeguarding Representative (PSR) to work with the incumbent and PCC to implement policies and procedures.
- Display in church premises where activities are taking place, the contact details of the PSR, along with helpline numbers e.g. Childline, Parentline Plus, Action on Elder Abuse, Domestic Violence Forum and other relevant local support.
- Ensure that all those authorised to work with children and adults are appropriately recruited according to safer recruitment practice and provided with suitable training and supervision throughout their work.
- Ensure that there is appropriate insurance cover for all activities undertaken with children and adults in the name of the parish.
- Review the implementations of the safeguarding policies, procedures and good practice at least annually.

# **Definitions of Child Abuse**

## **(from “Working Together to Safeguard Children”)**

### **What is abuse and neglect?**

#### **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

#### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

#### **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

## **Spiritual Abuse** - Taken from "Protecting all God's Children"

Spiritual Abuse is not covered by the statutory definitions but is of concern both within and outside faith communities including the Church.

Within faith communities, harm can also be caused by inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries. Any of these could result in children experiencing physical, emotional or sexual harm. If such inappropriate behaviour becomes harmful, it should be referred for investigation in co-operation with the appropriate statutory agencies. Careful teaching, supervision and mentoring of those entrusted with the pastoral care of children should help to prevent harm occurring in this way. Other forms of spiritual harm include the denial to children of the right to faith or the opportunity to grow in the knowledge and love of God.

If anyone in the Church is uncertain whether to not abuse has taken place, he or she can contact the Diocesan Safeguarding Advisor or the, local authority children's social care team.

# **Definitions of Adult Abuse**

## **(from “Promoting a Safe Church”)**

### **Mistreatment**

Defined as ‘a violation of an individual’s human and civil rights by any other person or persons’ In a church context it could be any misuse of a pastoral or managerial relationship, from the most serious to less severe behaviour, which lies at its root. The term covers abuse, bullying and harassment. These categories are not watertight and can merge into one another. Harm is what results from mistreatment or abuse.

### **Spiritual aspects of abuse**

Churches need to be sensitive so that they do not, in their pastoral care, attempt to ‘force’ religious values or ideas onto people, particularly those who may be vulnerable to such practices. Within faith communities harm can be caused by the inappropriate use of religious belief or practice; this can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries, which may result in vulnerable people experiencing physical, emotional or sexual harm. If such inappropriate behaviour becomes harmful it should be referred for investigation in the usual way. Careful supervision and mentoring of those entrusted with the pastoral care of adults should help to prevent harm occurring in this way. Other forms of spiritual abuse include the denial to vulnerable people of the right to faith or the opportunity to grow in the knowledge and love of God.

### **Physical abuse**

The ill-treatment of an adult, which may or may not cause physical injury, is regarded as physical abuse. Instances might include hitting, slapping, pushing, kicking, inappropriate restraint, withholding or misuse of medication, squeezing, biting, suffocating, poisoning, drowning or killing. It could include racially or religiously motivated attacks.

A requirement for someone to work in an unsafe environment can be construed as physical abuse.

### **Emotional or psychological abuse**

The use of threats or fear or the power of the carer’s or other adult’s position to negate the vulnerable person’s independent wishes. Such behaviour can create very real emotional or psychological stress. Bullying, sexual and racial harassment would also come into this category if physical harm were not used. It includes lack of privacy or choice, denial of dignity, deprivation of social contact or deliberate isolation, making someone feel worthless, lack of love or affection, threats, verbal abuse, humiliation, blaming, controlling, pressurising, coercion, fear, ignoring the person.



Other behaviours which may take place within a working relationship include public or unreasonable criticism, insults and shouting, ignoring a person's wishes or point of view, setting unreasonable work targets, removing areas of responsibility, undervaluing a person's efforts.

Harassment may include name calling, victimization and ostracism, unwanted sexual attention, stalking, compromising invitations or gifts, the display of images that are racially or sexually offensive, the suggestion that sexual favours might further promotion prospects.

### **Financial or legal abuse**

The wilful extortion or manipulation of the vulnerable person's legal or civil rights must be construed as abuse. Such activity may include misappropriation of monies or goods, the misuse of finances, property or possessions, or withholding money, the exploitation of a person's resources or embezzlement. Such abuse may involve the use of a position of authority or friendship to persuade a person to make gifts, to leave legacies or change a will.

### **Neglect**

Neglectful behaviour is any pattern of activity by another person, which seriously impairs an individual. Neglect can include: failure to intervene in situations where there is danger to a vulnerable person or to others, particularly when a person lacks the mental capacity to assess risk, not giving personal care, deliberately withholding visual or hearing aids, withholding food, drink, light and clothing, restricting access to medical services, denying social, religious or cultural contacts, denying contact with family, lack of appropriate supervision.

### **Sexual abuse**

A sexual act carried out without the informed consent of the other individual is abuse. Such behaviour includes contact and non-contact abuse. The issue of informed consent is a fraught one and would need to be carefully investigated. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or have a position of trust.

Non-contact abuse may include sexual remarks and suggestions, introduction to indecent material, indecent exposure.

Contact abuse may include rape, indecent assault, being forced to touch another person, sexual intercourse or being pressurized into consenting to sexual acts

## Code of practice

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

- **Touching/hugging:** with adults, young people or children you should always ask whether they wish to be touched or hugged. Some may, but many do not (at least not on first acquaintance). Shaking hands is courteous and often appreciated by older people. If you do touch or hug, hands should always be outside the person's clothing and never on any part of the body which might be considered inappropriate (knees, bottom, breasts). It is important that people with learning disabilities learn what form of body contact is appropriate in different social situations; this helps to keep them safe and helps them to become aware when people are behaving inappropriately and possibly exploiting them.
- **One-to-one situations:** ideally, one-to-one situations should be avoided. If someone is distressed and it is desirable to take them to one side to give them privacy, tell one of the other leaders what you are doing and why. When making home visits, we recommend this is done in pairs – it makes the occasion more social for the person concerned. If you have concerns, you have someone to share them with or in the event of any subsequent complaint about the visit (and these things do happen), you have the support of your colleague.
- **Money/gifts:** if you are given money or gifts for any reason, ensure the donation is acknowledged (by receipt and/or thank you letter) as soon as possible. This both preserves the audit trail for the donation and protects you against any complaint that money has been taken without the knowledge or consent of the vulnerable adult, young person or child.
- **Behaviour/Language:** leaders should model the standard of behaviour they expect from others and ensure that everyone is treated with dignity and respect, regardless of age, gender, ethnicity, disability or sexuality. Avoid favouritism. Be prepared to challenge any unacceptable behaviour or language from both the leaders and service users.
- **Bullying:** adults can be bullied as well as children. Never ignore or trivialise bullying.
- **E-safety:** Though most often thought about in connection with children, remember that adults may also belong to on-line communities.
- **Medication:** group leaders should not be responsible for giving routine medication to adults or children. However there may occasions when this is unavoidable, at these times the designated leader needs to have written consent and have been instructed by the person's parent/guardian/carer.

## First Aid

- Have at least one trained First Aider on the team so you always have someone available for all group activities.
- Ensure that all premises used have a properly equipped First Aid kit. Ensure that you have first Aid kits with you on any off site activities
- First Aid kits should be clearly located and recognisable but out of reach of children. The contents should be stored in a waterproof container and the designated worker should regularly check the contents.
- First Aid containers must be identified by a white cross on a green background. ***For what to include in your First Aid Kit see Appendix 1***
- Make sure that an accident book is available, properly used and that notifiable incidents (i.e. particular illnesses or injuries which require disclosure are recorded and dealt with correctly (see template form for recording accidents and incidents)
- Ensure contact information regarding any trained First Aiders is readily accessible.
- Make sure everyone is aware who is responsible for First Aid.
- Provide a sign giving the post code of the premises to help the emergency services to find you.
- Find out where the nearest landline is or always have a mobile phone if there is not access to a land line at the venue. Make sure you check there is good signal.

**Remember if you are going offsite on a trip you must take a First Aid Kit with you.**

## Food hygiene

If you are preparing and serving food for others it is common sense to ensure that good hygiene has been preserved. Courses on food hygiene are run by most local authorities and we would recommend that at least one person on the team attends one of these courses.

- Monitor and evaluate activities regularly to ensure they remain suitable.
- Have a support or debriefing time for group leaders to share what went well or to offload concerns.
- Provide regular training and awareness sessions for all volunteers.
- Ingredients must be displayed and/or verbally advised to avoid issues with food intolerances/allergies.

More detailed guidelines are contained in the Parish Health and Safety Policy Section C.313 Food Safety and Hygiene.

# Communicating with young people via Facebook, email and text

Many people regularly communicate using the internet and mobile phones. Using these methods can really help the church/group to stay connected with their group members and keep them up to date with what is going on. However it is important to use these methods in a safe way to protect yourself and the young people with who you work.

Below are some specific guidelines for each of these ways of communicating with young people. There is also a template for a consent form that should be completed by the parent/guardian of anyone under 18 with whom you will communicate in this way – see Appendix 6.

- **Facebook:**

We recommend that leaders are not 'friends' with group members on Facebook as this blurs the line between being a youth leader for, and a friend of, the young person.

You can set up a closed group for which the leader is the administrator. You do not need to be friends with the young people for this and you should make sure your own privacy settings do not allow members of the group to see your profile.

This should be a closed group and only young people you know and who attend your groups will be members of the group.

Allow young people to tag themselves in the photographs if they wish but don't tag them yourself

If you are going to put up photographs on the site you should ensure you have parental consent for this for those under 18.

Remember Facebook's own rules only allow those aged 13+ to join it. Always follow the terms set out by Facebook.

- **Email:**

If young people and their parents/guardian consent then it is fine to send out information by email about the group and any extra activities and trips. However, remember that not everyone has good reliable internet access so ensure information is provided in other ways too.

Avoid using chat rooms and instant messaging to communicate with young people. Encourage young people to think about their personal safety when using the internet. You could run a young people group session on this topic

- **Text:**

If young people and their parents/guardian consent then text can be a good way to send out reminders of what is happening. Below are a few guidelines for good practice in communicating in this way:

Use group rather than individual texting wherever possible.

It is advisable that an employed worker is supplied with a work-dedicated phone. This way all calls and texts can be accounted for via an itemised phone bill. It also protects the worker's right to a personal life outside work. Equally workers should make it clear that a work phone is what it says it is and not divulge their personal mobile number to the children/young people they work with.

Avoid abbreviations in texts that can have ambiguous meaning e.g. 'lol' which could mean 'laugh out loud' or 'lots of love' and always end your texts with your name and no 'kisses' etc.

Any texts or conversations that raise concerns should be saved and passed on/shown to a supervisor or incumbent.

Common sense should be applied when telephoning or texting, e.g. not getting in touch after an agreed time at night.

**Remember adults use Facebook, emails and texts too so these principles should also be applied to communication with adults**

## **Parish Safeguarding Representative (PSR)**

One of the responsibilities of the parish is to appoint at least one PSR to work with the incumbent and PCC to implement policies and procedures. There may be two PSRs, with one concentrating on children and the other on adults. Ideally the PSR ought to be someone who is not already a current office holder (this includes clergy) or responsible for children, young people or adult work in the parish so that independence can be maintained. They ought either to be a member of the PCC or have the right to attend the PCC meeting and should report at least annually on the implementation of the policies within the parish.

The PSR role differs between parishes and typically they will be responsible for some or all of the following:

- Keeping the PCC informed of any changes needed as advised by the appropriate Diocesan Advisor; this will entail having safeguarding issues on the PCC's agenda as a regular item.
- Working with the incumbent to make certain that the policies and procedures are known and acted on within the parish. This may include administering the process for new appointments, or working closely with the person who does this within the parish, to ensure that the safer recruitment guidelines are followed.
- Receiving with the incumbent any concerns about children or adults in the parish and making sure that the proper advice is sought and that a proper referral is made.
- Being the link person(s) between the Diocesan Safeguarding Advisors and the parish.
- Arranging provisional training in safeguarding matters for all workers, in discussion with the appropriate Diocesan Advisor to ensure a standard across the diocese. Diocesan wide training is provided by the Diocesan Advisors and both clergy and laity are expected to attend these

## What to do if abuse is suspected.

If you see or hear something which makes you think that a child, young person or adult may be being neglected or abused in any way, you should not hesitate to report your concerns – **see Appendix 2: Referral flowchart.**

### **Do not attempt to investigate or resolve the situation locally.**

All the documents from the House of Bishops' make it clear how we are to respond, as does Working Together to Safeguard Children (WTSC). The following is a précis of these documents and is what is required within this diocese:

- Contact your incumbent and the Parish Safeguarding Representative (PSR). If, however, the incumbent is the alleged abuser contact the relevant Diocesan Safeguarding Advisor.
- The incumbent will discuss the issue with the PSR and one of them will contact the local social care to discuss their concerns. They will also contact the appropriate Diocesan Safeguarding Advisor either before or after their contact with social care.
- All referrals to social care need to be followed up in writing within 48 hours; if it was seeking advice good practice indicates that it is worthwhile confirming the discussion in writing. Whether it is a referral or seeking advice, any directions and advice given by social care should be recorded and followed.
- Discussions with statutory agencies regarding safeguarding require full disclosure. However, confidentiality must be maintained in discussions within the diocese and parish. The appropriate Diocesan Advisor will give support as well as advice and can be contacted at any point in the process.
- Use body maps (**see Appendix 3**) to record visible signs of suspected abuse where the person may have been hurt or touched.

**IMPORTANT: there must not be any examination of the alleged victim including allowing the alleged victim to alter their clothing to show where they may have been hurt or touched.**

The help capture all relevant information please refer to Appendix 4  
– Checklist for reporting suspected abuse

# Recommended good practice for working with children

For examples of forms etc to be completed prior to initiating an activity, including those involving children and/or vulnerable adults, please refer to separate guidelines on 'What to consider when organising an activity'

## Adult / Child Ratios

- The following ratio of leaders to children according to their age is generally recommended, but activities should always be risk assessed to ensure the right balance. Mixed groups should have one male and one female leader, so groups should always have at least two adults: For 0 to 2 years - 1 leader to every 3 children (1:3)
- For 2 to 3 years - 1 leader to every 4 children (1:4)
- For 3 to 8 years - 1 leader to every 8 children (1:8)
- For over 8s - 1 leader for the first 8 children followed by 1:12 (i.e. 32 children would require 3 leaders)

## Toilet Facilities

The ideal is 1 toilet and 1 hand basin per 10 children

## Warm and Clean

Group areas should be warm, adequately lit and ventilated. High standards of cleanliness should be maintained.

## Special Needs

Be able and willing to accommodate children with special needs. Be aware of access to your building and toilet facilities.

## Entrances and Exits

Should be well lit and easily accessible.

## Registration

Where activities take place for more than 2 hours in any one day, or if a holiday club runs for more than 6 days a year, registration of the provision with Ofsted is required.

## Time alone

Minimise time alone with any child or young person. If it is vital to be isolated with an individual ensure that another leader is informed of where you will be and why. If possible remain in the view of another leader. Try never to be behind a closed door but if necessary tell someone that you are there.



## **Administration**

Keep an up-to-date register and record of children, their parents and contact phone numbers, attendance and other specific information (such as asthma, epilepsy, diabetes, allergies and medication etc.).

## **Touch**

Touch is an important part of human relationships: for example, it can be necessary to stop a young child from hurting herself or himself; it can also be a natural way of responding to someone in distress.

However, everyone working with children should be sensitive to what is appropriate and inappropriate physical contact, both in general terms, and in relation to a specific individual. Leaders need to be conscious of situations in which their actions, however well intentioned, could be misconstrued by others or be harmful.

## **Good Practice of workers**

Treat all children and young people with respect and dignity befitting their age; watch your language, tone of voice and where you put your body.

Do not engage in any of the following:

- Invade the privacy of children when they have a shower or go to the toilet
- Rough, physical or sexually provocative games
- Make sexually suggestive comments about or to a young person, even in fun
- Inappropriate and intrusive touching of any form
- Do not ridicule, or reject a child or young person
- Learn to control and discipline children without the use of physical punishment
- Do not let youngsters involve you in excessive attention-seeking that is overtly sexual or physical in nature
- Do not invite a child or young person to your home alone: invite a group, or ensure that someone else is in the home. Make sure the parents know where the child is.
- Do not share sleeping accommodation with children or young people if you take a group away.

## **Good Practice with Colleagues**

If you see another member of staff acting in ways which might be misconstrued, be prepared to speak to them or to your supervisor about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

## **Casual Visitors**

Casual visitors, i.e. those who have not been authorised by the Church as leaders or helpers, should not have access to children without presence of an adult who is deemed to be responsible for the group.

## **Health and Safety**

All leaders should know the location of the nearest telephone or always have a mobile phone if there is not access to a land line at the venue. Make sure you check there is good signal.

Adults must be aware of the safety/fire procedure. A fire drill should be carried out regularly. Fire extinguishers should be available and regularly checked.

Children with infectious illnesses must not attend.

No smoking is permitted in or near the areas that children will be in.

Children should submit a health form before an activity. Take health forms when going off-site.

Accidents are to be recorded in accordance with the PCC Health and Safety document, with a note of any action taken and signed by the leader involved.

A first aid kit should always be available and its location must be well known – **see Appendix 1 for example of contents**

No medication should be administered without written parental consent.

One leader should preferably be a first-aider.

A responsible adult should make sure that the premises are open in good time.

## **Transport**

If at all possible do not give lifts to children and young people on their own other than for short journeys. If they are alone ask them to sit in the back seat. Make sure that the insurance covers the vehicle and passengers. Seat belts must be worn.

## **Insurance**

Most existing parish insurance covers indoor activities for children and youth.

PCCs need a record of any other activities that may take place and it must be checked that insurance cover is adequate.

## **Volunteers**

Volunteers, particularly those under the age of 18, should never work unsupervised and should be given clear guidance and support.

## **Communication**

Clergy, the PCC and parents should be clearly informed of all the activities in which children and young people may take part on church premises or through the church in any way.

## **Finance**

If money is collected, account of this should be given to the PCC.

## **Recommended Good Practice for working with adults who may be vulnerable**

People organising activities for children are used to thinking about risk assessment, ratios etc and much of the advice above can sensibly be applied to activities involving vulnerable adults. Again we recommend a minimum of two leaders (one male, one female) but preferably three for groups of up to 20. The notes which follow refer more specifically to pastoral work

All those involved in pastoral ministry, whether paid or unpaid, clergy or lay, should be working to these guidelines. Following these guidelines should both ensure that vulnerable people are protected and that workers are not wrongly accused of abuse or misconduct.

### **Conversations and interviews in a ministry context**

Formal interviews and informal conversations in a ministry context are pastoral encounters. Church workers should be aware of their language and behaviour. For example, innuendos or compliments of a sexual nature are always inappropriate. When a person asks questions or seeks advice around topics of a sexual nature, the worker should be discerning about the motives and needs of the person and question their own ability to assist. The church worker should consider in advance:

- The place of the meeting, arrangement of the furniture and lighting, and the worker's dress.
- The balance of privacy for conversation with the opportunity for supervision (open doors or windows in doors, another person nearby).
- The physical distance between people determined by hospitality and respect, being aware that someone may have suffered abuse or harassment in the past.
- Whether the circumstances suggest a professional or social interaction.
- The propriety or danger of visiting or being visited alone, especially in the evening.
- The personal safety and comfort of all participants.
- Establishing at the outset the nature of the interview in respect to subject matter, confidentiality and duration.
- The appropriateness of initiating or receiving any physical contact, for example gestures of comfort, which may be unwanted or misinterpreted.

## Pastoral Relationships

- Exercising any kind of ministry involves workers developing an understanding of themselves and how they relate to others, how they increase the well-being of others and how they ensure their own well-being and safety.
- People in positions of trust necessarily have power, although this may not be apparent to them, therefore respecting professional boundaries is particularly important. Many pastoral relationships can become intertwined with friendships and social contacts, making this guidance even more necessary.
- Church workers should exercise particular care when ministering to persons with whom they have a close personal relationship or family relationship.
- Church workers should be aware of the dangers of dependency in pastoral and professional relationships and seek advice or supervision when these concerns arise.
- Church workers who exercise a healing ministry should be trained in the theology and non-intrusive practice of that work.
- Church workers should recognise their limits and not undertake any ministry that is beyond their competence or role (e.g. therapeutic counselling, deliverance ministry, counselling victims of abuse and domestic violence or their perpetrators, or giving legal advice). In such instances, the person should be referred to another person or agency with appropriate expertise.
- Church workers should avoid behaviour that could give the impression of inappropriate favouritism or the encouragement of inappropriate special relationships.
- Church workers should treat those with whom they minister or visit with respect, encouraging self-determination, independence and choice.
- Care should be taken when helping with physical needs, washing and assistance in using the toilet, always respecting the choices of the individual concerned and seeking their consent. Church workers should never do things of a personal nature to someone which that person can do for themselves.
- Pastoral relationships may develop into romantic attachments and such situations should be handled sensitively. Workers need to recognize such a development and make it clear to both the person concerned and a supervisor or colleague. No intimate relationship should begin while the member of staff or voluntary worker is in a position of trust over them. The power and influence that a person in a position of trust has over someone attending a group or activity or in a counselling situation cannot be under-estimated; such an abuse of trust with a person under 18 years may be a criminal offence (Sexual Offences (Amendment) Act 2000). Alternative arrangements should be made for the ongoing pastoral care of the person concerned.
- Church workers should not undertake any pastoral ministry while they are under the influence of drink or non-prescribed drugs.

## **Behaviour outside work and ministry**

- In church ministry, behaviour outside work can often impinge on that ministry. Church workers are expected to uphold Christian values throughout their lives.

## **Record keeping and privacy**

- Church workers should consider keeping a daily record of significant pastoral encounters to include date, time, place, subject and actions to be taken.
- The content of any encounter should only be recorded with the person's consent, unless it is a matter of child protection or might be a record of abuse or mistreatment.
- Any record should be factual and avoid rumour or opinion; if it is essential to record an opinion, this should be recorded as such.
- Records concerned with abuse should be kept indefinitely (at least 50 years). Such records should be held in a secure location to which only authorised persons have access.
- The publishing, sharing or keeping of personal data or images should follow the appropriate legislation. You could be asked to share any notes you have at some point.

## **Working with colleagues**

- The standards maintained within a pastoral relationship are equally relevant in relationships with colleagues. Harassment or bullying should never be condoned. All workers need to be aware of the possibility of stress within the work place. The needs of family must be acknowledged and all who work together should acknowledge the boundaries between work and home, allowing sufficient time for relaxation and holidays. Everyone who works with vulnerable people should know to whom they are accountable and have a designated person with whom to discuss their work.
- Church workers should be aware of the responsibilities, function and style of other church workers and encourage co-operation and consultation between workers in the tasks they do.
- Colleagues should not be discriminated against, harassed, bullied or abused for any reason.
- Colleagues should not be penalised for following this guidance, or for taking action regarding others and this guidance.
- When leaving office or relinquishing any task, church workers should relinquish any pastoral relationship, except with the agreement of a successor.

- Church workers should know to whom they are accountable and be regularly mentored by them or another person who can assist. Such mentoring is especially necessary for those undertaking a continuing individual pastoral ministry of counselling, or when their ministry takes them outside normal church work.
- Church workers should ensure that their tasks can be carried out by another if they are ill or otherwise unable to fulfil their responsibilities.

## **Sexual conduct**

It is never appropriate for workers to take advantage of their role and engage in sexual activity with anyone with whom they have a pastoral relationship. Workers should be aware of the power imbalance inherent in pastoral relationships.

Church Workers:

- Must not sexually abuse any adult.
- Must take responsibility for their words and actions if wishing to make physical contact with another adult (e.g. a hug may be misunderstood) or to talk to them about sexual matters. This will include seeking permission, respecting the person's wishes, noticing and responding to non-verbal communication, and refraining from such contact if in doubt about the person's wishes.
- Should refrain from viewing, possessing or distributing sexually exploitative images of adults.
- Should avoid situations where they feel vulnerable to temptation or where their conduct may be misinterpreted.

## **Financial integrity**

Financial dealings can have an impact on the church and the community and must always be handled with integrity. Those with authority for such matters should maintain proper systems and not delegate responsibility to anyone else.

Church Workers:

- Must not seek personal financial gain from their position beyond their salary or recognized allowances.
- Must not be influenced by offers of money.
- Must ensure that church and personal finances are kept apart and should avoid any conflict of interest.
- Should ensure that money received by the church is handled by two unrelated lay people and that receipts are issued
- Must ensure that any gifts received are disclosed to a supervisor or colleague where it should be decided whether they could be accepted.
- Must not canvas for church donations from those who may be vulnerable, e.g. the recently bereaved.

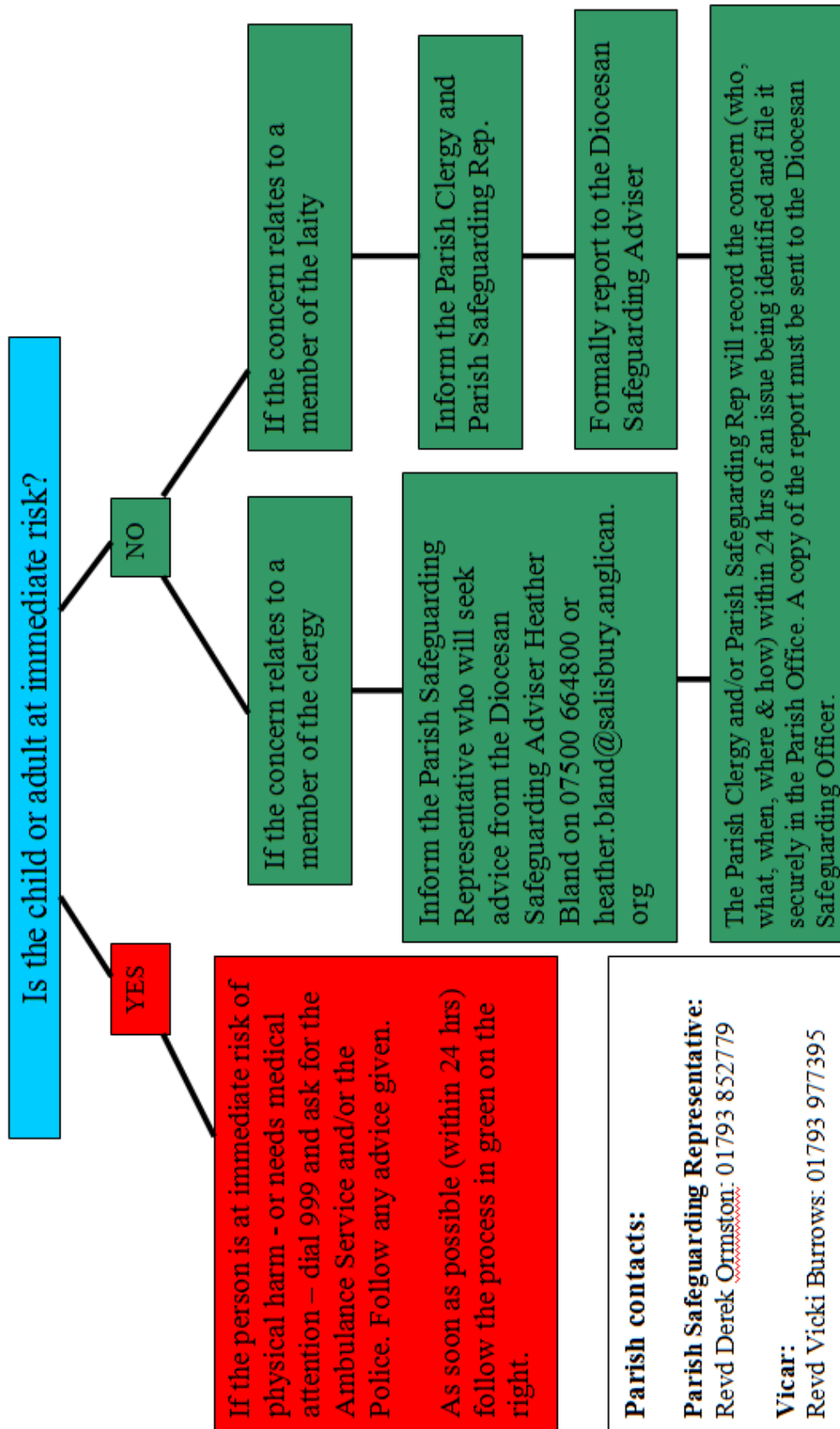




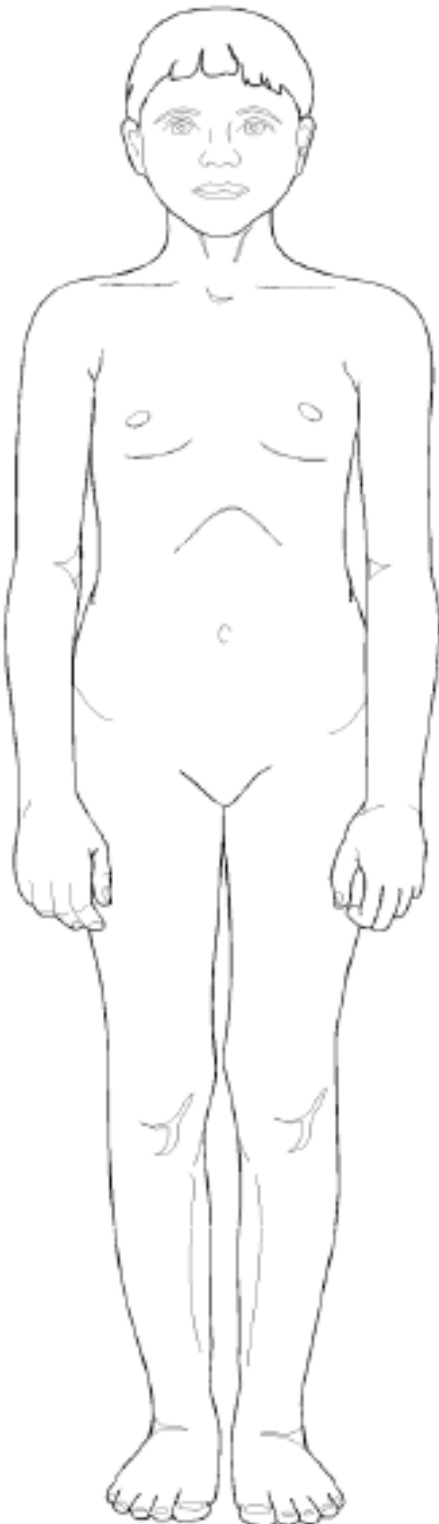
## **Appendix 1: What to include in a First Aid kit**

- ***N.B. anything is used it is replaced***
- folder – see Appendix 5

## Appendix 2 - Referral Flow Chart



**Appendix 3 - Body Maps (for adults and children)**



## Appendix 4 – Checklist for reporting suspected abuse



Checklist for reporting suspected abuse  
(to be completed by nominated person  
responsible for reporting allegations or concerns, or witness)

Have you consulted anybody else? Give details

.....  
.....  
.....  
.....  
Your name and position  
.....

To whom reported, their status or role, and date of reporting

.....  
.....

Details of any advice or instructions given by this person

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Signature.....

Today's date.....

Name of child/adult.....	Any physical signs? Behavioural signs? Indirect signs?
Age and date of birth (if known).....	.....
Ethnicity .....	.....
Religion .....	.....
First language.....	.....
Does the person have a medical condition or identified need? YES/NO If yes, what?.....	Have you spoken to the person? If so, what was said?
Parent/guardian/carer name.....	.....
Home address.....	.....
.....	.....
Telephone number.....	Have you spoken to the parent/guardian/carer (if it is safe to do so)? If so, what was said?
Are you reporting your own concerns or passing on those of somebody else?	.....
Give details:.....	.....
.....	.....
.....	.....
Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents	Has anybody been alleged to be the abuser? If so, give details
.....	.....
.....	.....
.....	.....

## Appendix 5 – Accident and incident report form



# Accident and Incident Form

This form should be completed immediately after any accident, significant incident or near miss. Discuss with the appropriate leader for the group/activity what follow up action is necessary.

**Date and time of the incident:** Date:..... Time:.....

**Names, addresses and ages of those involved in the incident**

Name:..... Name:.....

Age:..... Age:.....

Address:..... Address:.....

.....  
.....  
.....

N.B.continue on separate sheet if necessary

**Describe the accident/incident (include injuries received and any first aid or medical treatment given)**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**Where did this incident take place?**.....

**Name of the group:**.....

**Who is normally responsible for the group?**

Name:.....  
Address:.....  
.....  
.....  
.....Tel no:.....

**Who was responsible for the group at the time of the incident, if different from the above?**

Name:.....  
Address:.....  
.....  
.....  
.....Tel no:.....

**Which other workers were supervising the group at the time of the incident?**

Name:.....  
Address:.....  
.....  
.....  
.....Tel no:.....

Name:.....  
Address:.....  
.....  
.....  
.....Tel no:.....

N.B. continue on separate sheet if necessary

**Who witnessed the incident?** (names, addresses, telephone numbers, and ages if under 16) Normally only two witnesses would be needed.

Name:..... Age:.....(if under 16)  
Address:.....  
.....  
.....  
.....Tel no:.....

Name:..... Age:.....(if under 16)  
Address:.....  
.....  
.....  
.....Tel no:.....

N.B. continue on separate sheet if necessary

**Have you retained any defective equipment?**

YES/NO/NONE INVOLVED (please circle)

If so please state what equipment, where it is being kept and by whom:

What: .....  
Where: .....  
Who: .....

**What action have you taken to prevent a recurrence of the incident?**

.....  
.....

**Is the site or premises still safe for your group to use? YES/NO (please circle)**

.....

**Is the equipment still safe for your group to use? YES/NO (please circle)**

.....



**Do you need to inform anyone else? YES/NO (please circle) If so who/why:**

.....  
.....

**Have they been informed? YES/NO (please circle)**

**If so, when and by whom?**

.....  
.....

**Signature of person in charge of group at time of accident/incident**

Signed: .....

Print Name: .....

Date:.....

**Form seen by: (state role e.g. Vicar/Churchwarden)**

Name:..... Role:.....

Signed: .....

Print Name: .....

Date:.....

**Is additional information on separate sheet attached? YES/NO (please circle)**

## Appendix 5 – Email, Facebook and Mobile phone consent form



### Email, Facebook and Mobile phone consent form

Please note that the information in this form is for the use of the designated leaders of the following activity:.....and is not for the use of any other individuals or groups. This means that we will not disclose these details to another individual without permission. This form will be securely filed for retrieval at subsequent dates.

A 'closed' Facebook page has been set up at .....

'Closed' means that only people who regularly attend the group/activity will be accepted as members of the Facebook group and can access the site. On this site there is information about (.....add details here.....).

Do you have regular (at least once a week) connection to the internet? Yes/No

Would you like to join the Facebook group for (.. add name of activity..) Yes/No

Name: .....

Date of birth:.....Age:.....

Email address: .....

Mobile number: .....

\*\*\*\*\*

To be completed by parent/guardian/adult with parental responsibility

I give my consent to .....

Receiving text messages/emails regarding arrangements about the above activity Yes/No

Joining the Facebook group for the above activity Yes/No

I give/do not give permission for this information to be stored on a PC.

I understand that no information given in this form will be disclosed to another individual our group without my permission.

Signature of parent/guardian/adult with parental responsibility

.....

Name:.....Date: .....

(Please print)

(All information will be processed in line with the Data Protection Act 1998)