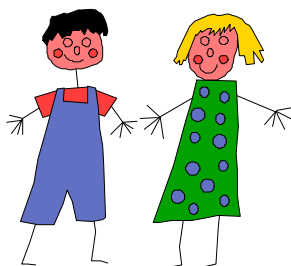


SECTION 1

2018-19

Policy and Procedures
for the
Safeguarding of Children
and Young People
in our Church



The Parish of
St. James the Greater, Leicester



The Church of
St. James the Greater



THE CHURCH
OF ENGLAND
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The Parish of **St. James the Greater, Leicester**

CHILD SAFEGUARDING POLICY STATEMENT

The PCC adopts the Safeguarding policy statement for children, young people and adults 'Promoting a Safer Church' and commits to the implementation of this policy. This being the case, the PCC will:

- ▶ Appoint a Child Safeguarding Coordinator (who may also act as Safeguarding Adults Co-ordinator) to work with the incumbent and the PCC to implement policy and procedures. The coordinator will ensure that any concerns about a child or the behaviour of an adult are appropriately reported both to the statutory agencies and to the Diocesan Safeguarding Adviser. The Coordinator, if not a member of the PCC, will have the right to attend its meetings and will report to it at least annually on the implementation of this policy using the Diocese of Leicester annual report template.
- ▶ Ensure that a person is nominated to act as somebody to whom children may talk about any problems (to be known as the Independent Person), in the event that this cannot be done by the Co-ordinator or through other arrangements.
- ▶ Display in church premises where children's activities take place, the contact details of the Coordinator and Independent Person, along with the Childline and Parentline telephone numbers and web addresses. A copy of this statement of policy will also be displayed in such places as well as in the church and church hall.
- ▶ Ensure that all those authorised to work with children or who are in a position of authority are appropriately recruited according to safer recruitment practice in line with Church of England national policy, and are trained, resourced and supported. This will include ensuring they have access to all relevant policies and Practice Guidance produced by the Church of England or the Diocese of Leicester.
- ▶ Ensure that only authorized people work with children and that all work with children is carried out within appropriate accountability structures.
- ▶ Ensure that there is appropriate insurance cover for all activities involving children undertaken in the name of the parish.
- ▶ Review the implementation of the child protection policy, procedures and practices at least annually.
- ▶ Work to create a culture of informed vigilance, which takes children seriously.
- ▶ Pay particular attention to children with special needs and those from ethnic minorities to ensure their full integration and protection within the church community.
- ▶ Ensure that those who may pose a threat to children and young people are effectively managed and monitored.
- ▶ Ensure that a health and safety policy and the appropriate procedures and risk assessments are in place and that these are reviewed periodically.
- ▶ Act without delay on allegations or suspicions of abuse using the procedure laid down by the Diocese of Leicester.
- ▶ Respond without delay to any complaints received regarding children's work or the safeguarding of children.
- ▶ Ensure that all new PCC members have access to this policy and the Diocese of Leicester Safeguarding Handbook so that they are aware of their responsibilities.
- ▶ Cooperate fully with investigations by statutory agencies and not conduct its own investigations except with the prior approval of statutory agencies.
- ▶ Seek to offer informed pastoral care to any child, young person or adult who has suffered abuse.
- ▶ Care for and supervise any member of the church community known to have offended against a child while maintaining appropriate confidentiality.
- ▶ Ensure that those hiring PCC premises for activities involving children or young people agree to commit to good safeguarding practice.

Our Independent Person to whom children, youth workers and volunteers may talk, if they wish to, about any concerns is: Miss Victoria Roe. She may be contacted at Sunday Morning Service (10.30 a.m.) or through the Church Office on Telephone 0116 254 2111

This policy statement will be renewed annually and progress in carrying it out will be monitored by the **Child Safeguarding Coordinator who is:** Miss Victoria Roe. She may be contacted at Sunday Morning Service (10.30 a.m.) or through the Church Office on Telephone 0116 254 2111

This statement was agreed by St. James the Greater Church, Leicester, Parochial Church Council.

Date: 15th May 2018 Signed ...*A. Quigley*... (Vicar) *P. Jones*..... (Churchwarden)

Safeguarding Co-ordinator: pastoral.assistant@stjamesthegreater.org.uk Vicar: revdaquigley@gmail.com
Churchwarden: office@stjamesthegreater.org.uk Diocesan Safeguarding Adviser: rachael.spiers@leccofe.org

PROCEDURES FOR IMPLEMENTING THE CHILD SAFEGUARDING POLICY

of St. James the Greater, Leicester

A copy of these procedures will be given to all clergy, staff (whether employed directly by the PCC or another body), volunteers and lay workers who have the responsibility for children or young people. They should sign a declaration afterwards saying that they have read and understood them.

1. CONTACTS

Our Child Safeguarding Co-ordinator is ...**Miss Victoria Roe**.....

Address **The Church Office**.....
 **St. James Terrace**.....
 **Leicester**
 **LE2 1NA**

Tel:**0116 2542111**..... E-mail: **pastoral.assistant@stjamesthegreater.org.uk**

Our independent person to whom children or adults can talk to about worries and concerns about possible child abuse is**Miss Victoria Roe**.....

He/she usually attends the service at**Sunday Morning (10.30 a.m.)**.....

or he/she can be contacted at the following address ...**The Church Office**
 **St. James Terrace**
 **Leicester**
 **LE2 1NA**

Tel:0116 2542111..... E-mail: pastoral.assistant@stjamesthegreater.org.uk

2. Contact details for the main leader of each children's/youth group

YOUTH GROUP	LEADER'S NAME	ADDRESS	TEL. NO.
Sunday Club	Mrs. Jo Stapleton	Contact through the Church Office, St. James Terrace, Leicester, LE2 1NA	0116 2542111
Sunday Club	Mr. John Raven	Contact through the Church Office, St. James Terrace, Leicester, LE2 1NA	0116 2542111
Choir	Mr. Matthew Haynes	Contact through the Church Office, St. James Terrace, Leicester, LE2 1NA	0116 2542111
Scouts & Cubs	Mr. Tony & Mrs. Alison Hurst	Contact through the Church Office, St. James Terrace, Leicester, LE2 1NA	0116 2542111

3. Leadership of Groups

St. James the Greater Church has adopted the following definition of a Youth Worker:-
'Adults (18 years and over) who have leadership responsibilities for the meetings of any of the Groups or who, in helping the leaders, have attended at least four of the last ten meetings.'

The recommended minimum staffing levels set out in 'Protecting all God's Children' will be maintained. The ratio of adults (over 18 years old) to children should be:

Age	Number of Leaders
0 to 2 years	1 leader to every 3 children
2 to 3 years	1 leader to every 4 children
3 to 8 years	1 leader to every 8 children
8 +	1 leader for the first 8 children followed by 1 to 12

Notwithstanding these minimum levels, each group is to have at least 2 adult youth workers present and a gender balance should be maintained wherever possible, particularly in mixed gender groups. More help may be required if children are being taken off site, are undertaking physical activities or if necessitated by other circumstances. This will be assessed by the leaders of these activities.

Adults who assist very occasionally or as a one-off must be responsible to an appointed leader. The same applies to young people under the age of 18. Adults who assist more regularly will be appointed formally using the safer recruitment procedures.

Our uniformed organisations follow their own recommendations and rules. These are Scouts & Cubs.

No smoking is permitted on church premises or when taking children or young people out.

Registration Forms: see part 10 on page 7 and forms in Section 3.

Children must not be allowed to leave the premises unsupervised.

Consent forms must be signed by a parent/guardian/carer for any activities that are not on Church premises or Victoria Park, e.g., outings, trips, holidays. Section 3 contains a suitable form.

All **Accidents** or near misses must be recorded in the Accident Book in the Kitchen of the Undercroft or the Large Hall. Parents need to be informed of any significant incident. If a visit to the Casualty Department is required, parents should be telephoned and offered the chance to accompany their child. In serious cases an ambulance should be summoned as quickly as possible.

Fire evacuation procedures should be practised by leaders with their group regularly. In the event of a **fire** the priority is to evacuate the premises, using any of the available Fire Doors. Once out of the building, the register should be checked to ensure that everyone is present.

Locations

The **Telephone** is in the Church Office in the Church Hall.

First Aid Boxes are in the Kitchen areas of both the Undercroft and the Church Hall.

Fire Appliances are in the Undercroft and near the stairs in the Church Hall.

Contact Numbers

Emergency - 999 for Police, Fire and Ambulance

Leicester Royal Infirmary A & E - 0300 303 1573

Leicester City Social Services Out of Hours Service - 0116 454 1004

NHS Out of Hours Service - 111

Local Police - 222 2222

4. Safer Recruitment

When appointing/recruiting leaders and helpers for work with children and young people, the PCC will follow the guidelines set out in the Safer Recruitment Practice Guidance (July 2016 or subsequent update). This can be downloaded from: <https://www.leicester.anglican.org/about/safeguarding/>

This includes:

1. Providing a job/role description.
2. Ensuring the potential volunteer provides a CV or completed application form.
3. Conducting an interview.
4. Taking up references from two referees one of whom should be current employer, previous church, or organisation at which the potential volunteer currently volunteers or has recently been a volunteer. At least one referee should be from outside the church.
5. Obtaining a DBS (criminal record) disclosure, unless the nature of the role is such that there is no entitlement to a DBS check.
6. Offering the post subject to a probationary period.
7. Confirming the appointment in writing.
8. Ensuring the volunteer is aware of PCC policies and procedures and has been given a copy of the Pocket Guide to Safeguarding Children and the Child Safeguarding Policy.

The forms provided in Section 3 of the St. James the Greater Child Safeguarding Handbook can be used for applications and references.

Adults who have been convicted of an offence against a child or young person will not be allowed unregulated or unsupervised participation in church activities involving children or young people.

5. Code of Behaviour

The PCC commits to the following Code of Behaviour, which those who work with children and young people are expected to follow:

You should:

- Treat all children with respect and dignity.
- Provide a Christian example you wish others to follow.
- Provide an example of good conduct that you wish others to follow.
- Ensure that there are at least two adults present during activities with children and young people, or at least that you are within sight or hearing of others.
- Respect personal privacy.
- Ensure that another adult is informed if a worker needs to take a child to the toilet.
- Be aware that physical contact with a child or young person may be misinterpreted.
- Challenge unacceptable behaviour in a responsible way.
- Report all allegations/suspicions of abuse.
- Recognise that special caution is required in moments when you are discussing sensitive issues with children or young people.
- Operate within the organisation's principles and guidance.
- Only use social media and email in accordance with paragraph 14 below.

You should not:

- Ever hit a child or young person.
- Play rough, physical or sexually provocative games.
- Touch inappropriately.
- Show favouritism to any one child, young person or group.
- Give lifts to children on their own or on your own. If it is unavoidable ask the child to sit in the back of the vehicle and inform another adult where possible.
- Invite a child or young person to the youth leader/worker's home alone unless responding to an emergency situation, in which case the relevant people should be contacted.

- Permit abusive peer activities, e.g. initiation ceremonies, ridiculing, bullying.
- Allow unknown adults access to children. A known person should always accompany visitors.

Children should be given every opportunity to learn that no-one has the right to do anything to them that makes them feel uncomfortable.

6. Procedure to be followed in the case of an allegation or disclosure of abuse

If there is an allegation or disclosure of abuse by a child, young person or by an adult who is disclosing or alleging historic child abuse:

- Listen. Keep listening.
- Do not question or investigate – this is the job of the authorities. In particular do not speak to the subject of the allegation.
- Do not promise confidentiality; tell them that the information they disclose needs to be shared.
- Assure them they are not to blame.
- Tell them what you are going to do. Reassure them that the matter will be reported to the investigating authorities. If the person needs reassurance that the alleged perpetrator will be punished, do not make any promises. There can be no guarantee as to what happens as that will be dependent upon the outcome of the investigation.
- As soon as possible after the conversation, make careful notes of what was said, record dates, times, events and when you were told.
- If there is immediate danger to a child or young person, contact the Social Services or the Police.
- Report the incident to your priest or Child Safeguarding Coordinator immediately.
- Do not contact the priest or Coordinator if the allegation concerns them or anybody related to them. Contact the Diocesan Safeguarding Adviser (DSA) directly if necessary.
- Do not discuss the incident with anybody else.
- The priest or Child Safeguarding Coordinator must then report the allegation or disclosure to the Diocesan Safeguarding Adviser by the end of the next working day. The DSA will advise on what needs to be done in line with Practice Guidance.
- In the absence of the DSA, the appropriate Archdeacon should be contacted.

Do not contact anybody who is implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure.

Do not talk to the media under any circumstances. The Diocesan Communications Director will handle any media statements.

If a child or young person makes a disclosure by email or other electronic means, the same procedure should be followed, with the person receiving the disclosure making careful and confidential use of email and other electronic means to continue to 'listen' and then passing on the disclosure via the appropriate channels.

The procedure is the same for abuse that happened in the past, possibly many years ago.

7. Procedure to be followed where there are concerns that someone may be committing abuse

If you are concerned, or it comes to your notice that someone may be committing abuse:

- Make notes of your concerns and discuss them with your priest or Child Safeguarding Coordinator
- The priest or Child Safeguarding Coordinator must then report the concerns to the Diocesan Safeguarding Adviser by the end of the next working day.
- Do not contact the priest or Coordinator if the allegation concerns them or anybody related to them. Contact the Diocesan Safeguarding Adviser directly if necessary.
- Dates and times should be recorded of any observations that have been made and of the referral to the DSA.

- The DSA will act in line with Practice Guidance and will decide whether to
 - Report the concerns to Social Services and/or the Police, who will then investigate while the DSA liaises with the parish; or
 - Continue to observe closely – the process will be repeated in the event of any more concerns.
- There should be close communication between the priest/coordinator, the DSA and the appropriate Archdeacon until the situation is resolved.
- In the absence of the DSA, the appropriate Archdeacon should be contacted.

8. Procedure to be followed where people with convictions for offences against children or people under investigation are attending church

Where someone attending the church has been convicted of offences against children (or they have received a formal police caution) an agreement will need to be drawn up to minimize any risk to the safety of children within the church. An agreement may also be necessary where a person who has not been convicted is reasonably regarded as posing a risk (e.g., he/she is subject to investigation for alleged child abuse).

- The priest or, in the absence of the priest, the Child Safeguarding Coordinator, must inform the Diocesan Safeguarding Adviser of the situation.
- The DSA will act in line with Practice guidance and will decide whether an agreement needs to be in place. A risk assessment may be necessary.
- The DSA will be responsible for producing any risk assessment and/or agreement.
- If the person is a convicted offender, there will need to be liaison with the person's Supervising officer (police or probation) who should be consulted about the agreement and, ideally, be a signatory to it.
- The offender or person under investigation will be asked to sign the agreement, which will then be reviewed annually.

Any blemished DBS check must be referred to the DSA, who will follow up in line with Practice Guidance. The extent of the DSA's involvement will vary according to the nature of the information on the DBS check.

9. Allegations or concerns about senior clergy

- If an allegation involves a priest, it should be reported to the Diocesan Safeguarding Adviser.
- If an allegation involves an archdeacon or dean it should be reported to the Bishop of Leicester.
- If an allegation involves a bishop, it should be reported to the Archbishop of Canterbury.

10. Registration

A registration form will be completed for every child or young person who attends groups or activities. This does not include activities such as church services, which would take place regardless of whether or not children are present. Neither does it include activities which are family focused but which children attend with their parents (e.g. Messy Church).

The form will be updated annually and include the following:

- Name and address
- Date of birth
- Emergency contact details
- Medical information
- Any special needs including activities that the child or young person is unable to take part in
- Consent for emergency medical treatment
- Consent for photographs and videos if relevant

All personal details and registration forms will be stored securely, not used for any other purpose, and shredded or disposed of securely when out of date or no longer in use. Separate procedures apply to youth drop-in centres. In the event that a drop-in centre is being planned, the Youth Ministry Officer will be contacted for guidance.

11. Activities away from church premises

Adequate arrangements will be made for children's and young people's activities that take place away from church premises as follows:

- No child can be taken off-site for activities without the consent of their parent/guardian/carer, except to Victoria Park, which is regarded as an extension of the space available at church.
- Details of the event must be given and consent forms with a request for medical details must be received in advance of the event taking place.
- Before events take place, details of the arrangements will be given to the Parish Child Safeguarding Co-ordinator.
- A risk assessment will be undertaken and confirmation obtained that the event is covered by PCC Insurance.
- When taking children off-site, other than to Victoria Park, a detailed programme and list of contacts should be left with someone in the Parish.
- A leader will be designated to take responsibility for First Aid.
- If transporting children by car and/or minibus, the Guidelines in Section 2 should be followed. Drivers should sign an undertaking, in advance of the trip, to abide by the Guidelines.

The Parish Child Safeguarding Co-ordinator has samples of forms for such events. (See Section 3)

12. Support, supervision and training

All those involved in working with children and young people will ensure that there is always more than one responsible adult available so that there is mutual supervision. Should one of the adults become ill or get called away, the other adult will call for additional help. In emergency situations where an individual cannot avoid working with children on his/her own because an unforeseen situation has arisen, he/she will inform another leader (or the Child Protection Coordinator or priest) of the situation, if at all possible at the time it arises, and a note will be kept by the Child Protection Coordinator.

Those who work with children and young people will be given the opportunity to review their work with the leader of their group/Child Protection Coordinator/priest/member of the PCC. This will enable them to comment on the work they are doing, give suggestions, review and further develop their work, if they so wish, and to discuss training opportunities.

From time to time the church may hold training events on Child Protection. There will also be other training events organised by the Diocese of Leicester, which church staff, youth workers, volunteers and Child Protection Coordinators may attend.

Every person who works with children will be given a copy of the Pocket Guide to Safeguarding Children and this policy. They will also be given information about how to access on the Internet the Diocese of Leicester Child Protection Handbook and other national Church of England documents including Protecting All God's Children. Paper copies of these documents will be provided to those workers who request them.

13. Health & Safety and First Aid

Health and Safety will be managed as part of all activities. All buildings where activities with children and young people take place will be inspected by an appropriate person at least annually and the results will be noted and reported in writing to the PCC or other appropriate church organisation. Health and Safety issues observed by those working with children and young people should be reported to the Child Protection Coordinator or the person with responsibility for Health and Safety within the church.

A First Aid kit will be available on site and will be checked monthly and updated as necessary. An accident book is maintained at all places where activities with children and young people take place.

If there is an emergency involving injury to a child or young person:

- Stay calm
- Provide immediate first aid when needed
- Alert others to the need for help
- Ensure that somebody is supervising the other children or young people
- Call an ambulance if needed
- Contact the parents/guardians of the child or young person
- Provide an appropriate handover and information about the situation to the parents/guardians
- Complete the accident book
- Consider whether there are implications for the Health & Safety policy and/or practices and report these to the Child Protection Coordinator.

14. Use of Social Media, E-mail and Texting

All those involved in working with children and young people will exercise care in the use of social media and respect the principles set out below. Communication by electronic means or by texting will not be used with children under the age of 11. All communication in these forms will be via their parents. The rest of the principles relate to communication with children and young people aged 11 and over. The key point is that communication should be in a context of transparency and accountability.

- Electronic communication and texting should only be used for reasons relating to work and not for general socialising purposes.
 - Other leaders should be aware of the situations in which these means of communication are being used.
 - Leaders, workers and volunteers should not invite children or young people from church activities to their personal social networking page, but may respond to requests where appropriate, as long as the child or young person is 13 or over.
 - Where possible, group pages should be used on social media for communicating.
 - Care should be exercised in posting to Facebook, twitter, etc., as comments made on the spur of the moment may not always come out as intended and can be passed on extremely quickly around a large audience.
 - Communication by electronic means or texting with children or young people should never take place during school hours and should be kept within the hours of 9am – 9pm.
 - Where possible, email and messaging should take place to and within groups rather than individuals.
 - Leaders, workers and volunteers should give very careful consideration as to whether it is necessary to give personal mobile phone numbers to children and young people.
 - Webcams will not be used where Internet chat or Skype is used for one to one conversations.
 - Records of communications will be kept just as they would be for written communication. If a worker's mobile phone does not allow text messages to be saved then a written record should be kept.
 - The principles for the use of social media will be communicated to children and young people.
- The church does not have a dedicated mobile phone number for children's/youth work.

15. Identity checking for DBS (criminal record) checks

The role of identity checker is an important one because the identity checker verifies the identity of the person applying for the DBS check. The identity checker will always be a person who has undergone a DBS check. Identity checking will be carried out in accordance with DBS and Diocese of Leicester guidelines.

After a youth worker or volunteer has resigned, information on their children’s/youth work will be kept for a period of 12 months, in case it is needed for references for a new position at another church or for working with children elsewhere.

Confidential/sensitive information will be passed on only by the incumbent (or a churchwarden during an interregnum).

16. Implementation of the Policy

The Child Safeguarding Coordinator will be responsible for monitoring the policy to see that it is being put into practice. He/she will be supported by the PCC members, who have the ultimate responsibility for safeguarding.

11. Procedure for regular reporting to the Parochial Church Council

The Child Safeguarding Coordinator will report annually to the PCC on child protection matters or after any incident with child protection implications (taking care to preserve confidentiality as necessary).

The PCC will be kept informed on at least an annual basis of all regular and one-off children’s activities as this is necessary for them to fulfil their duties as charity trustees and also for insurance purposes. The Policy will be reviewed at the P.C.C. meeting following the A.G.M.

The Procedures and Guidelines were last reviewed and agreed by the Parochial Church

Council on ...15th May 2018.....

Signed by Incumbent:

Signed by the Churchwarden:

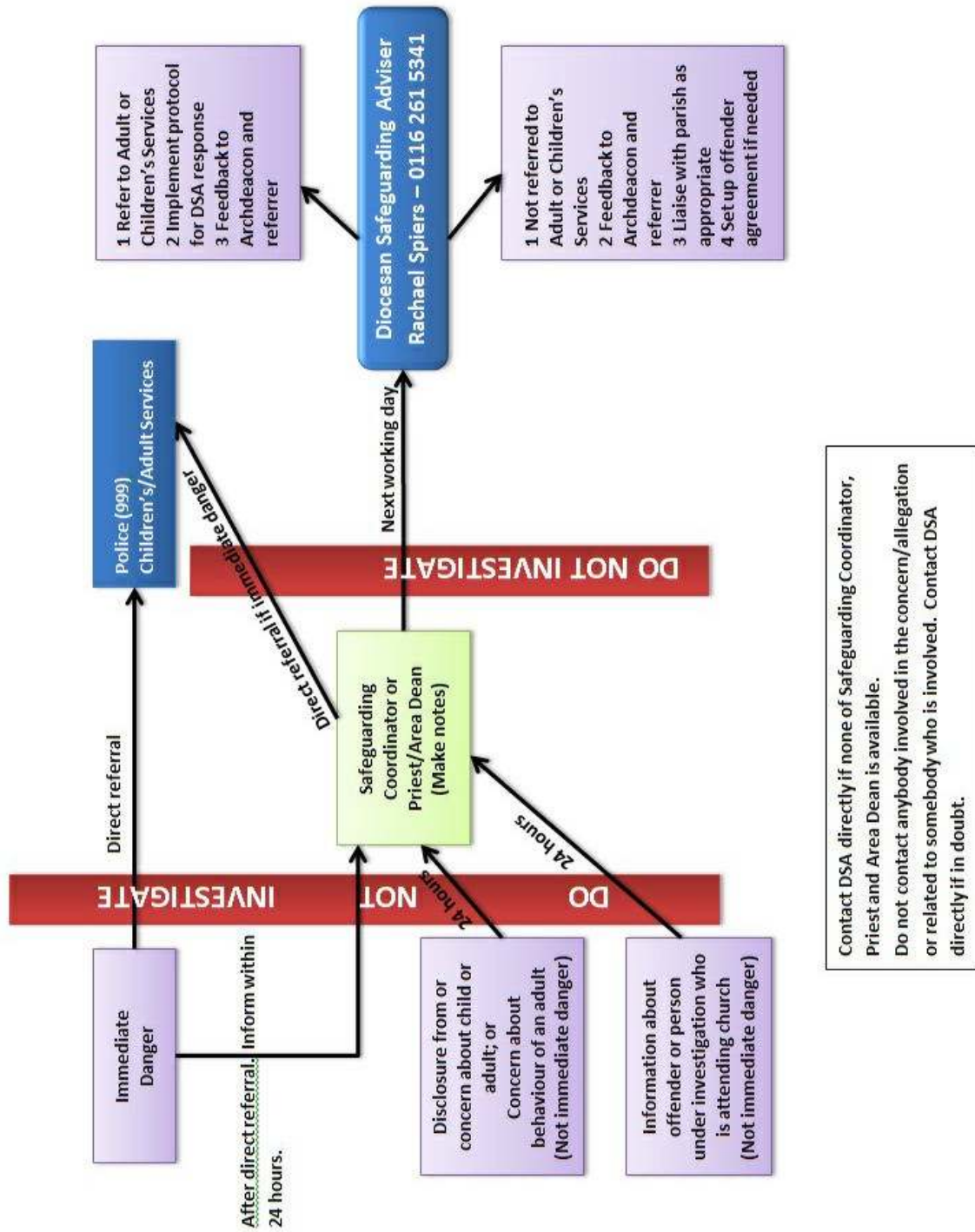
Date for Policy Review

The Youth Committee and the Parochial Church Council will review this Child Protection Policy and how it is to be implemented by May 2018

Please keep a copy for your Parish Records, give a copy to everybody involved in work with children and young people and send one to:

Safeguarding Administrator, St. Martins House, 7 Peacock Lane, Leicester. LE1 5PZ

How to respond to concerns, disclosures or allegations within your church



Contact DSA directly if none of Safeguarding Coordinator, Priest and Area Dean is available.
Do not contact anybody involved in the concern/allegation or related to somebody who is involved. Contact DSA directly if in doubt.

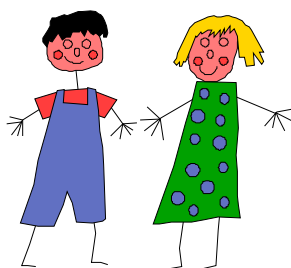
SECTION 2

Guidelines and Additional Information

for the

Safeguarding of Children and Young People

in our Church



The Parish of
St. James the Greater, Leicester



The Church of
St. James the Greater



THE CHURCH
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Procedure to follow when appointing Volunteers and Employees

Applicant to complete an application form.



Ask for two referees, one of which should be from their current employer or previous church.



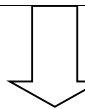
Applicant to complete a confidential declaration form .



Hold an appropriate interview.



If appointed the appointee should provide an enhanced disclosure from the DBS.



Offer the post subject to a probationary period.



Confirm the appointment in writing.



Be formally commissioned to their role and given a copy of 'A Pocket Guide to Safeguarding Children', the Parish Policy and Procedures and Diocesan Handbook.

Reviewing your Child Safeguarding Policy

Every PCC needs to review its Child Safeguarding Policy and procedures at least annually. A review should also take place after any incident with child protection implications.

A template for an annual report on Safeguarding to the PCC is provided in Section D of the Diocese of Leicester Safeguarding Handbook. It should be completed and returned to the Diocese annually.

The review of Safeguarding may also take account of the prompts below:

1. Has the PCC or Child Safeguarding Coordinator been notified of any changes in the law or recommended practice which would affect the policy? If in doubt, contact the Assistant Diocesan Secretary.
2. Have there been any incidents which suggest that current policies or procedures are inadequate? If so, what are the implications of these?
3. Check that all children's and youth activities and mixed-age activities that are the responsibility of the PCC have been identified, that leaders and helpers are known and listed that they are aware of the child safeguarding policy and procedures.
4. Check that every group has up-to-date registration forms and a register of attendance.
5. Check whether any of the Under 8 groups need to be registered with the local authority (for further advice, contact the Children and Families Officer, see Contacts in Section 1).
6. Check that every group has enough helpers and that there is a gender balance wherever possible.
7. Identify any training requirements.
8. Consider whether there are any adults in the congregation who have informal contact with children, which will come under the child safeguarding procedures, e.g. verger, caretaker, minibus driver etc.
9. Check that all those occupying positions (paid or volunteer) which require a DBS check have been checked by the PCC in the last 5 years.
10. Make sure the parish insurance policy covers all church activities on and off the premises and includes legal protection insurance for employees and volunteers.
11. Inspect all premises used by children and young people to make sure they are physically safe. Address any health and safety issues, e.g. lighting, security of access, etc.
12. Consider how to refresh awareness of Safeguarding within the congregation.
13. Identify all outside groups using church premises and ensure that they either have an appropriate, compatible child safeguarding policy or will agree to adopt the parish policy. Is a hire agreement in place?
14. Produce a simple report listing changes resulting from the review.

Note: Mixed age activities must be considered in the context of child safeguarding policies and procedures, although leaders of these groups will not always qualify for DBS checks

DISCLOSURE AND BARRING SERVICE DISCLOSURES

DBS disclosures/checks (formerly known as CRB disclosures) are administered for the Diocese by CCPAS (Churches Child Protection Advisory Service) using an online system.

Helpline - 0845 120 4550 or 01322 517 817 (option 1)

Website - www.ccpas.co.uk

In the Church of England, DBS checks are renewed at least every 5 years. Information about eligibility for DBS checks can be found in the Safer Recruitment Practice Guidance and in information provided by CCPAS (Recruiter's Guide). Specific queries should be addressed to the CCPAS team.

SELF-DISCLOSURES (Confidential Declarations)

A self-disclosure is always required to accompany a DBS check. There are two versions of the self-disclosure form, either of which may be used. One is an appendix of the Safer Recruitment Practice Guidance. The other is in the CCPAS documentation (Applicant's Guide). Both versions take account of changes in the law in recent years. The CCPAS version is probably a little simpler to understand.

OUTINGS AND OVERNIGHT EVENTS

For all events when children and young people are taken off the church premises:

- A specific Risk Assessment should be carried out, including an assessment of the appropriate ratio of adults to children.
- Parents should be informed in writing of the arrangements.
- The children and young people should be divided into groups, each with a responsible adult, even if the whole group is to remain together. Each adult should be given a written list of those children or young people for whom they have responsibility.
- If travelling in several small groups, it is good practice to insist that the same group of children or young people travel with the same adult on both the outgoing and return journeys. This minimizes the possibility of children or young people going astray because of false assumptions that someone else has taken them.

Overnight events

For overnight events particular care needs to be taken, not least when it comes to making arrangements for sleeping accommodation. It is impossible to lay down hard and fast rules to cover all situations. However, sensible precautions will minimize the risks for children or young people and workers. All of the above bullet-points should apply. In addition the following best practice should be followed:

Risk assessment

- Particular note should be taken regarding the proposed venue and its suitability for providing sufficient rooms for children and adults to sleep together with arrangements for toilets and washing, etc.
- Are there sufficient fire exits from the sleeping accommodation in the event of a fire?
- Are all of the workers conversant with the procedures in the event of a fire?
- Ascertain prior to the event the local telephone numbers and other information that would be needed in the event of an emergency (caretaker or other contact for property if not on site, local doctor, the location of the nearest Accident and Emergency Hospital etc).

Parental consent

- Separate parental consent should be obtained for each event where the child or young person will be cared for overnight.
- A contact phone number overnight for the parent/carer should be obtained for the particular night(s) of the event.
- Parents/carers should be given the address of the overnight venue together with a contact phone number for making contact in the event of an emergency. If giving a mobile phone number as the main point of contact please ensure beforehand that the signal strength at the venue is sufficient to make and receive calls.
- Ensure that parents/carers have returned a health form stating any special dietary requirements and current medication, and also giving the name and telephone number of the child's doctor and consent for emergency medical treatment.
- Consideration should be given to having a meeting with parents/carers prior to the event.

Sleeping arrangements

- Males and females should sleep separately.
- If it is a mixed group of both boys and girls, there must be a mix of male and female adult workers.
- Come to a measured judgment based on the circumstances of the group you are taking away as to whether it is wise for adults to share sleeping accommodation with children or young people. This will depend on the ages of the children, their need of support, the likelihood of older children bullying younger children, and the nature of the venue. If adults share sleeping accommodation with children and young people, children and young people should always be able to undress separately from adults. An adult should never sleep alone in a room with children or young people.

Checklist for Residential Activities

The following checklist will help to identify a number of important issues that should be considered for the safety and well-being of the children and young people when planning residential events:

- At least one of the workers/leaders should be responsible for First Aid and should hold an appropriate, valid certificate
- The person responsible for catering should hold a Basic Food Hygiene Certificate
- Check the insurance cover of any building in which you will be sleeping. There may be a limit on numbers it accommodates. If you exceed these, insurance can be invalid.
- Check the building and know where water, electricity and gas can be turned off.
- Fire safety
 - Know the fire drill for the building, and make sure you have a fire drill as soon as possible after entering the premises.
 - Know where the fire extinguishers are.
 - A Location Specific Plan should be displayed alongside the Fire Notice in each room.
 - Church halls and rooms used for sleeping larger numbers of people must have two means of exit.
- Know where the nearest hospital and doctor are. It is good practice to make contact with a local doctor prior to the event.
- It is a good idea to notify the local police. This applies if you are sleeping in any building, even if only for one night, and even if it is your own church. It is helpful to inform the fire brigade.
- Ensure that parents/carers have returned a health form stating any special dietary requirements and current medication, giving the name and telephone number of the child's doctor and consenting to emergency medical treatment.
- Residential activities must have safety rules, such as:
 - letting adults know where you are
 - not entering the kitchen without asking the cook, etc.
- Make sure the children have correct clothing for whatever activity they are taking part in. It is useful to issue a 'kit list' for residential activities.
- Where outdoor activities are concerned, either leaders should have the appropriate qualification, or if the activity is being provided by an outside organisation, then you should check that this organisation is registered with the Adventure Activities Licensing Authority and has appropriate insurance. Current guidelines suggest that for any camping or hill walking activity, the basic qualification, which should be held is the Basic Expedition Leader Award (BELA) or an equivalent, for example a scout or guiding qualification.

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THE ALL-AGE COMMUNITY

The church community is unlike many other communities that work with children and young people. The church community is an all-age community seeking to make space for all - all ages, all abilities, all backgrounds.

Where an organisation's sole focus is to work with children and young people, it is possible for that organisation to establish very firm boundaries such that anyone who is thought to be unsuitable to work with children and young people can be excluded from the organisation. While churches are in a position to exclude such people from holding positions of trust with children and young people, churches would want to do everything possible for those people still to find their rightful place within the community of the church.

In this kind of community there will be occasions when boundaries become blurred. For example, there will be times when it will not be at all clear whether the church is taking responsibility for the care of children and young people or whether the children, while on church premises, are still in the care and responsibility of their parents. There will be a number of occasions when children and young people will be present on church premises as part of the all-age community of the church where careful consideration needs to be given as to what it means to provide them with a safe environment:

- before and after church services
- family or all-age services
- social events that are open to the whole church family
- rehearsals for productions that might include children, young people and adults,

The greatest difficulty is in defining who is responsible for the children and young people in these situations, and to what extent responsibility falls to the church to be proactive in taking precautionary measures.

Case study 1

A church organises groups for children on a Sunday morning, which begin about twenty minutes after the start of the service and which end at the same time as the service ends. The leaders of the groups understand that they are responsible for the children as soon as the children leave the service until the group ends. After the service tea and coffee is served. During this time the children and young people tend to move around the building freely and to entertain themselves in the church halls.

- Who is responsible for the welfare of the children before the group starts, particularly if the children are not accompanied to church by their parents?
- Who is responsible for the welfare of the children at the end of the service?

Case study 2

A church holds an all-age service. No groups are organised for the children. The service has not been planned by the Junior Church leaders. Many of the children come with their families, but a number of children come unaccompanied.

- Do the Junior Church leaders have any responsibility for the children?
- Who is responsible for the welfare of the children before the service starts?
- Who is responsible for the welfare of the children at the end of the service?

Case study 3

A church plans a social event to which all ages are invited, although children and young people are expected only to attend with their parents. Once on the church premises the children and young people take themselves off for some of the time to do their own thing while the adults mingle and enjoy one another's company.

- Can the church assume that the children and young people are the responsibility of their parents at events like this?
- Does the church bear any responsibility for their welfare and safeguarding?

Case study 4

A church puts on a musical or dramatic production. It wants to include the whole church family and encourages the participation of children, young people and adults. The rehearsals and the events themselves entail a large amount of interaction between children and adults.

- Who takes responsibility for the welfare of children and young people in this situation?
- Can measures be taken to ensure that all of the interaction between adults and children is positive and healthy?

Some general points need to be made with regard to all of these situations:

- All of these situations give rise to circumstances where children and young people could be placed in a vulnerable situation should a bully or a potential abuser wish to take advantage.
- These situations highlight the importance of the Safeguarding Children Policy being adopted, owned and understood by the whole church membership. The annual review of the policy should address areas of church life where adults, children and young people come together but where no formal children's or youth activities are being organised. The report of the review should also give an occasion for educating the church meeting and helping all church members and members of the congregation to understand their responsibilities with regard to safeguarding.
- Wherever possible it should be clear when representatives of the church are taking responsibility for the welfare of children and young people and when children and young people on church premises are in the care of their parents/carers.
- Good and clear communication with parents/carers is imperative so that they understand when the church is taking responsibility for their children and when the church understands the children and young people are in the care of their parents/carers.
- Whenever children and young people are on church premises, regardless of whether they are in the care of their parents or of the church, the church will be responsible for health and safety issues regarding the church premises.
- If the church is aware of hazards affecting the welfare and safety of children and young people in the context of church organised activities or relating to the church premises, it has a duty to take action to minimize the risks posed by those hazards.

Before and after church services

Sunday services are a time for fellowship. Before the service, members of the congregation greet one another and catch up on the week's news and after the morning service has ended in many of our churches people are encouraged to linger over refreshments. Even churches that do not serve drinks after worship will find that members remain to chat. During this time children and young people are often mingling with the rest of the congregation or taking themselves off to play with friends. It is important that due consideration is given to ensure the safety and well-being of children and young people during these times.

It should be clear when workers take responsibility for children and young people and when they hand responsibility back to parents. It is not good practice to allow children under the age of 8 to leave their group or class unaccompanied. Churches with larger groups should have a system in place so that they know that each child has gone with the correct adult. Once the children have been collected from their group the responsibility for each child reverts from the group leaders to the parents or adult who is in charge of collecting them.

If children under the age of 8 attend unaccompanied by any adults either:

- their parents/carers should be informed of the level of care that the church is able to take for their welfare (i.e. when they will be in the formal care of workers); or
- the workers in their groups should take responsibility for them from the time they arrive at church to the time they leave. A meeting point and time should be agreed before the service. After the group finishes, the worker will be responsible for the child until the child leaves the church premises.

It is not wise for children under the age of 8 to be on church premises unless they are in the care of an adult. Either it should be insisted that children under the age of 8 are accompanied by a parent/carer (or another adult identified by the parent/carer) when not part of an organised children's group, or during those times the church should make arrangements for an adult to supervise such young children.

- The church should be aware of any particular hazards to children and young people during these periods:
- Are children and young people congregating in rooms in the church with no adult supervision?
- Are there any hazards associated with the serving or preparing of hot drinks?
- Is it possible for young children to wander from the church premises unsupervised onto a road?
- Is there a canal or riverbank near to the church that poses a potential hazard?
- Are there any areas of the church building that should be out of bounds for children and young people or where children and young people should be closely supervised?
 - The kitchen should normally be out of bounds to children and young people.
- Does the church have an open baptistry?
- If there are any adults in the congregation who pose a risk to children and young people their behaviour should be closely monitored during these times. If your church has a known offender attending it is important that the conditions of the offender's contract are fully enforced and adhered to.
- At the end of the service, two people should carefully check that the church building is empty and that all children and young people have left the church premises before the building is locked.

Family or All-Age Services

The particular challenge of family or all-age services is that no one may understand themselves to be responsible for the formal care of the children and young people who attend. Indeed some churches may decide to hold an all-age service occasionally or regularly because they are unable to find the volunteers required to lead the children's and young people's groups. It is imperative that the parents or carers of children and young people understand the basis on which their children are attending the service.

- Any parents who are present should know that they are not entrusting their children into the care of others but remain responsible themselves for the welfare of their children.
- Any parents who send their children unaccompanied should understand the level of care and supervision that their children will be given.
- Where children and young people are expected to attend a family service because it is a parade service for a uniformed organisation, the parents or carers will have a proper expectation that their children and young people are in the care of the officers or leaders of the organisation.
- Again, it is not wise for children under the age of 8 to be on church premises unless they are in the care of an adult. Either it should be insisted that children under the age of 8 are accompanied by a parent/carer (or another adult identified by a parent/carer), or the church should make arrangements for an adult to supervise such young children.

One option that is available to churches is to decide that all children up to an age determined by the church should be in the care of a named adult when they attend an all-age service. If children are brought by their parents/carers or by another adult with the permission of their parents/carers, then the parent/carer (or the adult who brings the child) will be assumed to have responsibility for the child. Other adults will then be assigned by the church to take responsibility for any other children who attend the service. This latter group of adults will need to be appointed under the church's approved safeguarding procedures.

An alternative is to make it clear to all parents/carers that the church does not take responsibility for the care of children and young people who attend all-age services and that all children and young people will be deemed to be in the care of their parents/carers or an adult to whom the parent/carer has entrusted their child. If a church adopts this position, contingencies will need to be in place should a child under the age of 8 arrive at church unaccompanied. Even if it is clear that children and young people are in the care of their parents for a family service, the church will continue to have a duty of care with regard to the wider welfare issues for the members of the congregation including children and young people.

The Multi-Generational Dramatic or Musical Production

The experience of putting on a dramatic or musical production that brings the whole church family together can be a powerful way of building relationships across the church family. However, care should be taken that the Church's Safeguarding Children Policy is not compromised during the process, thus putting children or young people at risk. However, neither should fears about safeguarding issues make such a project unworkable, because it is thought that everyone who has any kind of contact with children or young people will have to have a DBS Disclosure.

Children and young people will be appropriately protected if the following guidelines are followed:

- named people will be responsible for the care and welfare of children and young people during the rehearsals and production;
- these people will be appointed under the procedures laid down under the Church's Safeguarding Children Policy and will be fully conversant with the church's policy and procedures;
- at least two of these named people will be present whenever children and young people are involved in rehearsals and for the production itself;
- these named people will be responsible for ensuring the welfare of children and young people and in particular will be vigilant to ensure that all interaction between adults and children is appropriate and does not pose a risk of harm to children and young people.

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RISK ASSESSMENT

As well as assessing the premises for the risks that they may pose for children, all leaders of children's and young people's groups should assess the risks involved in the programme that they are planning.

What is a risk assessment? A risk assessment means looking at what could go wrong and deciding on ways to prevent or minimise that risk. We all carry out informal risk assessments every day:

- Is it going to rain? I'll take my coat and an umbrella just in case.
- Is it safe to cross the road? Find a safe place to cross, look right and left ...

There are a number of ways to carry out risk assessments. The following is a basic, straightforward method recommended by the Health and Safety Executive. This method is dependent on identifying potential 'hazards' and then assessing the 'risk' that those hazards could pose.

- A hazard is anything that could cause harm.
- The risk is the likelihood (whether high or low) that someone will be harmed by the hazard.

Step 1: Identify the hazards

Walk around the venue, think through your programme and think about the individual children and young people you are working with (taking into account age, special needs, whether physical, emotional or behavioural etc).

- What/who could reasonably be expected to cause harm?
- Look back at accident records/incidents
- What has been a hazard in the past?

Step 2: Decide who might be harmed and how

For each hazard think through who might be harmed:

- groups of people (e.g. children, young people, youth leaders, parents)
- individuals - (e.g. a child with special needs)
- How might they be harmed? What type of injury?

Step 3: Evaluate the risks and decide on precautions

What can you do about the hazards?

- Can I get rid of the hazards altogether?
- If not, how can I control the risks so that harm is unlikely?

Step 4: Record your findings and implement them

Writing down your risk assessment and sharing them with your colleagues helps to ensure everyone understands the risks and subsequent controls.

Risk Assessments can then be reviewed and reused at a later date.

Step 5: Review your risk assessment and update if necessary

When working with children and young people, the level of risk will vary depending upon the particular individuals you are working with, and the gifts and abilities of your workers. Thus risk assessments should be reviewed when necessary.

General risk assessments and specific risk assessments

A general risk assessment should be done at the beginning of each term or set of sessions, considering the programme and the venue. Specific risk assessments should be done for activities that are out of the ordinary, for example a trip out, or an activity with particular risk factors (cooking, woodwork etc.).

Your written procedures should include a clear indication about:

- When a risk assessment should be carried out
 - ◊ General risk assessments
 - should these be 'termly' or 'quarterly' ? (set a frequency that is appropriate for the way in which the group runs)
 - ◊ Special risk assessments
 - whenever an activity may involve greater risk
 - always if an activity takes place away from the normal venue
- Who is responsible for carrying out the risk assessment
 - ◊ identify clearly for each group who will be responsible for conducting the risk assessment
- What record should be kept of the risk assessment?
 - ◊ How should these be stored?

Within the training and induction programme organised by the church for its children' s and youth workers, a module on risk assessment should be introduced for those who will have this responsibility.

A common method of risk assessment should be agreed to be used by all church organisations.

Example grids for carrying out a risk assessment are shown below:

Activity-Youth Club (general)			
Identify the Hazards	Who might be harmed and how?	Evaluate the risk and decide on precautions	Review your assessment and update if necessary
Inadequately supervised children or young people Accidents, bullying, etc.	Young people Leaders/helpers Parents	Ratio of staff to young people (see CP Policy) All rooms that are used to be adequately staffed Any young people with special needs - do they need help for parts of the programme?	If a volunteer can't come at the last minute, how does that affect your evening's programme?
Accidents playing games	Young people Leaders/helpers	First aid kit and first aider on premises Think through games – are they suitable for the age profile of young people? Access to phone	Re-assess risk Is field clear of hazards?
Safety of premises	Young people Leaders/helpers Parents	Walk around the premises and consider what could reasonably be expected to cause harm	Another group is sharing the premises on a particular night
Use of kitchen	Young people Leaders/helpers	Young people to stay out of kitchen unless adequately supervised	
Trips out		Separate risk assessment to be done	

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ROLE OF THE PARISH CHILD SAFEGUARDING COORDINATOR

Appointing a Child Safeguarding Coordinator

Ideally the Coordinator should be someone without other pastoral responsibility for children in the parish, but where this is the case it will not be possible to request a DBS check for him/her.

A more practical approach may, therefore, be to ensure the following:

- that the Child Safeguarding Coordinator is not also the main youth or children's worker; and
- that one person does not hold all three roles of youth/children's worker/volunteer; Child Safeguarding Coordinator; and Children's Advocate/Independent Person.

In some smaller parishes even this may not be possible but the reasons for not adopting best practice should be noted by the PCC.

The role of the Child Safeguarding Coordinator

The following is a suggested list of responsibilities. Some of these may be shared with others.

- To be a link between the Parish and the Diocese, e.g. to receive mailings and passing on information.
- To work with the Incumbent and the Parochial Church Council to implement policy and procedures.
- To monitor the Church Child Safeguarding Policy (or benefice/team policy) to see that it is being carried out.
- Administering the process for new appointments, and ensuring that the procedures relating to safer recruitment are carried out, including reporting the outcome of DBS checks to the Diocese.
- Being a member of the interviewing panel for any new appointments to ensure safeguarding issues are taken into consideration.
- To see that all youth workers and volunteers when appointed are issued with a copy of the Church Child Safeguarding Policy and the 'Pocket Guide to Safeguarding Children'.
- To report to the Parochial Church Council at least once a year.
- To contact their Children's Advocate/Independent Person or Incumbent, who will then get in touch with their Archdeacon, if there is concern about child abuse.
- To keep adequate records and ensure these are held securely.

The Parish Child Safeguarding Coordinator may also be responsible for:

- Being the named Children's Advocate/Independent Person that children are encouraged to talk to if they have worries or concerns.
- Reporting concerns to the Diocesan Safeguarding Adviser and/or Archdeacon.
- Supporting the children's and young people's workers through regular meetings, by being a member of the Youth Committee.
- Providing or arranging provision of training in safeguarding/child protection matters for all youth workers and volunteers.
- Assisting in the monitoring and implementation of agreements with offenders.
- Acting as Safeguarding Adults Coordinator.

The role of the Children's Advocate/Independent Person

The following is a suggested role/job description for the Children's Advocate or Independent Person:

- To be a children's advocate by being someone whom children know they could talk to about any worries or concerns, if they so wish.
- To be someone that adults or youth workers can approach if they have concerns about possible abuse or the welfare of a child and then bring this to the attention of the incumbent, Diocesan Safeguarding Adviser or the Archdeacon in his/her absence.
- To visit children's and young people's groups to introduce him/herself and let children and young people know about the role and how he/she may be contacted.

GUIDELINES FOR BELLRINGERS, CHURCH MUSICIANS AND SERVERS.

- Arrangements for children and young people involved in bell-ringing, church music and serving must comply with the Child Safeguarding Policy. This applies equally where these groups are mixed-age groups, although the situation regarding DBS checks may be different for such groups (see the Safer Recruitment Policy).
- Adults involved in mixed-age activities should be made aware of safeguarding procedures.
- Where it is known that somebody has been convicted of an offence against a child or young person an agreement must be put in place with the assistance of the Bishop's Adviser so as to ensure that they will not be allowed unregulated or unsupervised participation in church activities involving children or young people.
- There must always be two adults present (preferably one male and one female) when children or young people are being taught, during rehearsals and supervising during a break away from the rest of the group.
- If separate tuition is provided to individual children or young people or in groups then DBS checks must be obtained. This is the case even if a parent is present as chaperone.
- A parent/guardian/carer must complete and sign a registration form for their child when they join the group, which also sets out the arrangements for the activity, e.g. special arrangements for weddings, dropping off and collecting, what, if any physical contact will be needed during training. (See Section 3 for a form).
- The leader of the activity must keep a register of those under 18.
- Consent forms must be signed by a parent/guardian/carer for any outings or holidays.
- Safety must be a priority in the towers or organ loft; awareness is needed of the insurance requirements for the activity, which will include an appropriate risk assessment.

If private lessons take place away from the church property, arrangements must be made separately with the parents/guardians/carers. Isolated situations where no other adults are in the vicinity must be avoided. The PCC should do all it can to ensure that a clear distinction is drawn between church activities and private lessons.

GUIDELINES FOR TRANSPORTING CHILDREN AND YOUNG PEOPLE

When transport for children or young people is arranged by the church, then these guidelines should be adhered to at all times.

- Children and young people should not be taken out with transport without the prior consent of a parent/guardian/carer. The only exception to this is where the alternative to this would be to leave the child or young person in a potentially unsafe situation.
- Drivers who take children on church organised activities should be over 25 and should have held a full driving licence for over 2 years.
- Any driver who has been convicted of driving offences (other than minor ones) should not transport children.
- All vehicles should be in a roadworthy condition.
- The insurance of all vehicles used to transport children should be fully comprehensive. The insured person has the responsibility to make sure that their insurance covers the giving of lifts during church activities to children and young people.

Transport by car

- Another adult should be present in addition to the driver.
- If in an emergency a driver has to transport a child on his/her own, the child must sit in the back of the car. The parents/guardians/carers should be telephoned, the situation explained and their agreement sought.
- All laws regarding children in cars must be obeyed: age restrictions regarding who sits in the front, booster seats, seat belts, only one person per seat.
- At no time should the number of children exceed the number of passenger seats for that vehicle.
- If a child is known to have a disability or special need, consideration should be given to whether to have a non-driving adult in the car. This adult should sit in the back, behind the driver, with the child in the seat beside him/her.

Transport by mini-bus or coach

- A mini-bus or coach with seat belts must be used.
- All children must have a proper seat.
- Laws regarding booster seats and child restraints must be respected.
- An escort must always be taken. It is best that they are seated near to the door. They must check that all seat belts remain fastened and should ensure that a reasonable standard of behaviour is maintained during the journey. The adult must also supervise boarding and alighting to and from the vehicle.

To ensure that these guidelines are adhered to, a signed undertaking, covering the above issues, should be obtained from those people who are prepared to transport children in their cars and/or drive a mini-bus.

CONDITIONS FOR CHURCH ORGANISED PARENT AND TODDLER GROUPS, PLAYGROUPS AND CRÈCHES FOR THE UNDER 8S

Everyone concerned in any activity that involves children (irrespective of whether their parents or carers are present) must adhere to the Church's Child Safeguarding Policy. All leaders and helpers of the group need to be DBS checked (where they fall within the definitions of regulated activity – see guidance within this Handbook), to be trained in child safeguarding issues, to be given a copy of the Church's Child Safeguarding Policy and agree to implement it.

In groups where parents always attend with their children and are with their children at all times DBS checks cannot be requested for the leaders/helpers.

For external groups, which meet on church property, see the guidance on Other Groups and Organisations Meeting on Church Premises.

Church run groups will normally be covered by the church's insurance policy, but this must be checked rather than assumed.

One useful guide to setting up a parent and toddler group is The Good Practice Guide for Parent and Toddler groups compiled by the Mothers Union, The Salvation Army and Care for the Family. This is available online using the following link:

http://www.salvationarmy.org.uk/uki/Parents_Resources

Day care for children under 8 years old

The Children Act 1989 requires that:

- All providers of day care for children under 8 years old, which is for two hours or more, are to be registered formally with Ofsted through their Local Authority.

This does not apply to parent and toddler groups, nor does it apply to Sunday School or holiday Bible clubs.

If in doubt, contact your Local Authority for advice.

OTHER GROUPS AND ORGANISATIONS MEETING ON CHURCH PREMISES

Although other groups and functions that involve children on church premises are not the PCC's direct responsibility, the PCC cannot escape all liability in respect of such groups and should therefore take care to ensure that appropriate arrangements are in place as follows.

1. The following clause should be incorporated in any booking form for church premises for which the Parochial Church Council is responsible, both for one-off bookings and regular bookings.

'You are required to ensure that children are protected at all times, by taking all steps to prevent the occurrence of any injury, loss, damage or harm.'

2. One-off bookings (including birthday parties).

A copy of your Child Safeguarding Policy should be given so that they can follow good practice and procedures. Advise the organiser of the numbers of helpers required for the numbers of children expected. If the booking is by an individual rather than an organisation (e.g. for birthday parties), check insurance arrangements.

Alternatively, if the booking is by an organisation, it may have its own policies (child protection and health and safety). Again, check insurance cover. Ask to see copies of any relevant policies and insurance cover.

3. Regular Bookings

Organisations which use the church regularly for activities involving children or young people should have their own child protection policy, health and safety policy and insurance cover. Bookings should not be accepted unless these are in place. Copies should be provided by the organisation when signing the hire agreement.

Organisations can be offered the Parish Child Safeguarding Policy as a model, but this needs to be adopted formerly as the organisation's policy before the hire can go ahead.

At least annually, somebody should take steps to check on behalf of the PCC that the organisation's policies are being implemented, e.g. asking for evidence of DBS checks being in place, checking adult to child ratios.

Suggested requirements are:-

- Obtain DBS clearance. They will have to apply directly to the CRB themselves or through their own organisation.
- Have at least two workers for every group. Keep to the recommended guidelines and keep a gender balance.
- These are recommended ratios of adults to children in a group:
 - 0 to 2 years – 1 leader to every 3 children
 - 2 to 3 years – 1 leader to every 4 children
 - 3 to 8 years – 1 leader to every 8 children
 - 8+ years – 1 leader for the first 8 children followed by 1 to 12.
- If a child or young person is alone with a worker for any reason, there must always be another adult nearby and the child must be informed where that person is.
- No person under 18 is to be left in charge of a group.
- A register must be kept of children attending the group, which includes name, address, telephone number, date of birth and next of kin.

A suggested agreement form for use with outside groups is contained below and in Section 3.

SUGGESTED AGREEMENTS FOR USE WITH OUTSIDE GROUPS

A) For those groups with no Child Protection Policy of their own and for one-off bookings

The Parochial Church Council of St. James the Greater Church, Leicester, has a Child Safeguarding Policy, a copy of which is attached. Your booking agreement is conditional upon you working within the terms and conditions of the Policy. Any concerns or allegations that arise about children in the course of your activities should be communicated to our Child Safeguarding Co-ordinator.

You are required to ensure that children are protected at all times, by taking steps to prevent the occurrence of any injury, loss, damage or harm.

Name: Telephone No.

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

I have received and agree to abide by the Child Safeguarding Policy, procedures and guidelines of St. James the Greater Church, and I will show evidence of this to the Parish Child Safeguarding Co-ordinator if requested. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed Position

Organisation Date

Please sign two copies of the document, one to be retained by the Church and one by the organisation.

B) For organisations with their own Child Safeguarding Policy

We(organisation) follow our own Child Safeguarding Procedures based on the Home Office recommendations 'Safe from Harm'.

We understand that this booking agreement is conditional on our keeping to these procedures and that the agreement can be terminated if we fail to comply with them. We will show evidence of our compliance to the Parish Child Safeguarding Co-ordinator if requested.

We will inform the Parish Child Safeguarding Co-ordinator if there are any concerns or allegations arising about children in the course of our activities.

Name: Position:

Address: Date:
.....
.....

USE OF PHOTOGRAPHS AND IMAGES

The taking and using of photographs and images of children on websites and other publications

The taking and publishing of photographs of children is usually enjoyed by children and parents and can bring good publicity, but there are some important issues to note. Issues are the same for still photographs, videos and films, and regardless of the particular technology used. For convenience they are all referred to as images.

Images count as personal data under the Data Protection Act 1998. It is therefore important that the consent of the parents/ guardians/carers is obtained for the taking and use of images.

Youth/children's leaders and those taking photographs need to bear in mind that parents and carers may have good reasons for refusing consent, for example:

- if individual children are identified, it would be possible for paedophiles to use the images to target prospective victims;
- some children may have been subject to disputed custody matters, local authority care, or adoption, and their whereabouts should not be too widely known; parents and carers of the affected children will know this and will appropriately withhold consent without necessarily giving the reason;
- photographs taken using digital cameras can be manipulated for child pornography, which is a growing problem on the internet; this is particularly relevant if children are scantily dressed.

Advice and good practice guide for the taking and using of images

- Consider using models or illustrations instead of photographs if you are promoting an activity.
- Obtain parental permission before taking images of their child taking part:
 - in activities at their club or organisation which is held on a regular basis. This can be asked for with the annual consent form for attending the club.
 - in activities at an event or when offsite on an outing or organised holiday.
 - at a holiday club.
- It is the leader's responsibility to see that children are not included in photographs if consent has not been given.
- Avoid the use of both first name and surname of individuals in a group photograph. Use a general caption instead e.g. 'Making Christmas Decorations'.
- If the child is fully named in print, avoid using their photograph.
- If a photograph is used, avoid fully naming the child.
- After taking photographs, ask for parental permission to use an image of their child if you wish to use it for promotional purposes. This ensures that parents are aware of the way the image of their child is representing the organisation or activity.
- Consider also asking for the child's permission to use their image.
- To reduce the risk of inappropriate use, only use images of children in suitable dress. The content of the photograph should focus on the activity not on a particular child and should avoid full face and body shots.

Guidelines for the use of photographers (e.g. for a local newspaper) at events

- Provide a clear brief about what is considered appropriate in terms of content.
- Issue the photographer with identification, which must be worn at all times.
- Inform children and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
- Do not allow unsupervised access to children or one-to-one photo sessions at events.

Photographs at a public event

It is necessary to exercise common sense in the application of these guidelines 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. It would not be practicable to obtain the prior consent of everyone concerned, nor is this required by data protection law. It is still appropriate to consider carefully where and how such photographs are displayed.

Parents attending an activity, if you give them permission, are allowed to take visual images as long as they are only for their own private use e.g. for a family album. This information can be communicated to them by the circular or invitation to the activity before it takes place.

Please Note: It is the person taking visual images for personal use that shall be held responsible for any unlawful processing or misuse.

Filming and Videos

Often a number of sequences are taken by the person(s) producing the video/CD/webcam. Once the final version has been produced it is advisable that further permission is sought from the parents/guardian/carer and they should be given an opportunity to view it before it is shown to a wider audience. This is in case they have any objections as to how their child has been portrayed and the context in which images of him/her have been used.

The Internet and Websites

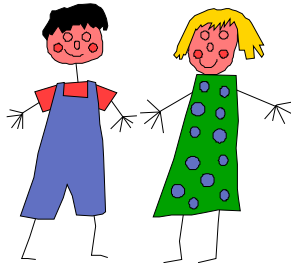
Apply an increased level of consideration to the images of children and young people on a church or other website. Once it has been decided which visual images to use for these purposes parental consent should be obtained for use in this context.

Concerns about use of images

Concerns about the way in which images are used should be dealt with in the same way as any other child protection concerns.

SECTION 3

**Forms to be used with the Policy
for the
Safeguarding of Children
and Young People
in our Church**



**The Parish of
St. James the Greater, Leicester**



The Church of
St. James the Greater



THE CHURCH
OF ENGLAND
DIOCESE OF LEICESTER

SECTION 3

Forms

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The Church of St James the Greater,
London Road, Leicester LE2 1NE
Telephone 0116 254 4113
E-mail: revdaquigley@gmail.com



Application Form for voluntary workers with
children and young people

Full Name:

**Please give details of previous experience
of looking after or working with children or
young people:**

Address:

E-mail:

Telephone:
Day
Mobile
Evening

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

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

Previous address:

How long you lived there:

Church attended:

Name of Incumbent:

**Please give details of any relevant
qualifications or appropriate training:**

Name of the children's or youth group with which you have applied to work:

Please give the name and address of two referees who know you well, but are not related to you, one of which can comment on your suitability for this post, including your attitudes to children and young people.

Name:

Address:

Postcode:

E-mail:

Telephone:

Name:

Address:

Postcode:

E-mail:

Telephone:

I confirm that I authorize the Child Safeguarding Coordinator or other person designated by the Parochial Church Council to contact the above named people for a reference.

If appointed, I undertake to read and implement the Child Safeguarding Policy and procedures adopted by the parish and to take part in relevant training, including safeguarding training.

I understand and agree that the PCC is permitted to hold personal information about me as part of its personnel and other business records and may use such information in the course of the PCC's business. I agree that the PCC may disclose such information to third parties, in the event that such disclosure is, in the PCC's view, required for the proper conduct of the PCC's business. This clause applies to information held, used or disclosed in any medium.

Date of application:

Signed:



The Church of St James the Greater,
 London Road, Leicester LE2 1NE
 Telephone 0116 254 4113
 E-mail: revdaquigley@gmail.com



**Job Description and Agreement for Workers with
 Children and Young People**

Name of Youth Worker:	Name of group: e.g. Sunday Club
Age range of children/young people and/or range of vulnerabilities:	Where and when the group meets:
Work to be undertaken:	Your role:
<p>Profile:</p> <ol style="list-style-type: none"> 1. Work under the leadership and guidance of 2. Be aware of safeguarding policies and procedures and take responsibility for reporting disclosures of abuse and breaches of good practice. 3. Have pastoral care of the children /young people and staff involved in the project. 4. Read and note the contents and guidance in the Handbook for Leaders and volunteers and act upon them. 5. Lead or help in accordance with the materials and guidelines provided. 6. Organise and attend events relating to the work of the project. 7. Attend recommended training wherever possible. 8. Attend and participate in planning / review and other relevant meetings. 	
<p>I understand and agree that the PCC is permitted to hold personal information about me as part of its personnel and other business records and may use such information in the course of the PCC's business. I agree that the PCC may disclose such information to third parties, in the event that such disclosure is, in the PCC's view, required for the proper conduct of the PCC's business. This clause applies to information held used or disclosed in any medium.</p>	
Signed by Volunteer:	Signed by Leader:
Date:	Date:



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London Road, Leicester LE2 1NE
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E-mail: revdaquigley@gmail.com



Letter to be sent to a referee

Date:

Dear

_____ has offered to help with our children's/young people's work.

As part of our Child Safeguarding Policy we seek to ensure that all those who work with children and young people are suitable for this work. _____ has given us your name and consent to contact you as someone who can give a reference for [him/her].

As you are probably aware, before we can accept any new (youth workers/volunteers/employees), we must be sure that they are suitable. (Name) has given us your name as someone who can give a character reference.

I would be grateful if you could complete the enclosed questionnaire, which will be treated in the strictest confidence, and return it in the pre-paid envelope as soon as possible.

_____ will be working with _____ (age) year olds as

(give a brief description of the work).

Your assistance in completing the reference is extremely helpful to us in ensuring the safety and protection of all children and young people who come to our church and participate in its activities.

Thank you for your help,

Yours sincerely,

(Incumbent or Child Safeguarding Coordinator)



The Church of St James the Greater,
London Road, Leicester LE2 1NE
Telephone 0116 254 4113
E-mail: revdaquigley@gmail.com



Private and Confidential

Reference Form

Name of volunteer: _____

Your relationship to the volunteer?

Relative

Friend

Employer

Other (please specify)

How long have you known the volunteer?

Are you aware of anything that would make the volunteer unsuitable to work with children?

From your own knowledge and experience of the volunteer, please comment on his/her experience and capabilities, honesty and reliability, health and in particular any experience of or relevant to working with children (this need not be in a paid capacity) and attitudes to children. (Please continue on the back if needed.)

Is there any other information that is relevant to this appointment?

Signed: _____ Date: _____

Print name: _____



The Church of St James the Greater, Leicester
 Church Office, The Church Hall in St James's Terrace,
 Leicester LE2 1NA
 Telephone 0116 254 2111
 E-mail: office@stjamesthegreater.org.uk



Annual Registration Form
 for young people attending church groups.

Name of Church Group _____

This group meets on _____ from _____ to _____

in _____ for the following activities:

Child's Details	Parent or Guardian or Carer's details
Full Name:	Names:
Address:	Address:
Tel. No.:	Tel. No.:
Mobile No.:	Mobile No.:
E-mail:	E-mail:
Date of Birth:	Emergency contact:
School:	Tel. No.:
School Year Group:	Mobile No.:

Whilst your child is in our care, it would be helpful for us to know whether he or she suffers from any allergies or phobias, is on any medication, has any disability or Special Education Needs. Please give details of anything we should know.

My child will be brought to and collected from the group. Yes / No

My child has my permission to travel to and from the group without me. Yes / No

I give consent for my child to be in photographs Yes / No

I give consent for the photographs to be used for publicity purposes Yes / No

I agree to my child attending the above group and taking part in the specified activities.

Signed (Parent/Guardian/Carer) _____ Date _____

Please print name _____



The Church of St James the Greater, Leicester
 Church Office, The Church Hall in St James's Terrace,
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Parent Consent Form

To be filled in for an outing or any activity not mentioned on the Registration Form.

PART A Details of the Event

Name of Group

Event (give details here or on a separate sheet)

Departure date Departure time

From

Mode of transport

Return date Return time

Leader(s) in charge

Leader's Mobile Number:

Name and contact details in the Parish during the event

PART B Details of the Young Person

Full name
 Home address

Home Tel. No. Mobile No. Date of Birth
 Parent/Guardian/Carer's name and contact details during the event including mobile no.

PART C Medical Details of the Young Person

Doctor's Details: Name
 Address

Telephone No.
 Date of last anti-tetanus injection (if known)

If on medication (please ensure an adequate supply is brought to the event with written instructions for administration).

Do you consent to the leaders supervising the administration of medicines, including non-prescription medication, e.g. Calpol, Paracetamol? Yes / No

Please give details of any other information that the leaders should know, including disability or Special Educational Needs, dietary requirements or allergies.

PART D Parental/Guardians Consent

I give consent for my child taking part in this event as detailed above (or on a separate information sheet).

Signed Date
(Person with Parental Responsibility)
Please print name

Is there another person with parental responsibility that we need to consult? Yes / No
If 'Yes', please give details.

If it becomes necessary for my child to receive medical treatment and I cannot be contacted by telephone or by any other means to authorise this, I hereby give my general consent to any medical treatment and authorise the leader in charge of the activity to sign any document required by the hospital authorities.

NB The medical profession takes the view that a parent's consent to medical treatment cannot be delegated. This view is explicit in the Children Act 1989. Medical consent forms have no legal status and a doctor has the right to insist on parental consent before treating a child. It can be of comfort to medical staff to have general consent from parents in advance.

Signed Date
(Person with Parental Responsibility)
Please print name

Consent for the taking of photographs *Please delete any option that does not apply*

I give consent for my child to be in photographs of the event yes / no

For photographs to be used for the following purposes (*to be filled in by the person in charge*)

..... yes / no

Signed Date
(Parent/Guardian/Carer)
Please print name



The Church of St James the Greater, Leicester
Church Office, The Church Hall in St James's Terrace,
Leicester LE2 1NA
Telephone 0116 254 2111
E-mail: office@stjamesthegreater.org.uk



Permission Form
for the taking and use of photographs

Name of Church group/club _____

Name of person/leader in charge _____

Name(s) of child/children _____

Consent for the taking of photographs

To comply with the Data Protection Act 1998, we need your permission before any images of your child/children can be taken on our premises or at events and for the use of such images.

Please delete any option that does not apply

I give consent for my child/children to be in photographs **yes / no**

For the photographs to be used for publicity purposes **yes / no**

Signed _____ Date _____
(Parent/Guardian/Carer)

Please print name _____

Please note: If parents/guardians/carers wish to withdraw their permission at a later date, please notify the leader in charge in writing.



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 Leicester LE2 1NA
 Telephone 0116 254 2111
 E-mail: office@stjamesthegreater.org.uk



Permission Form
 for the filming or video recording of an event

Name of Church group/club _____

Name of person/leader in charge _____

Event at which filming or video recording is to take place _____

Date of the event _____

Name(s) of child/children _____

To comply with the Data Protection Act 1998, we need your permission before any images of your child/children can be taken on our premises or at an event and for the use of such images.

I give my consent for the following options:

Please delete any option that does not apply

For my child's/children's image to be recorded on a film or video of the event. **yes / no**

For film or video of the event with my child's/children's image to be used for publicity purposes **yes / no**

Signed _____ Date _____
 (Parent/Guardian/Carer)

Please print name _____



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 London Road, Leicester LE2 1NE
 Telephone 0116 254 2111
 E-mail: office@stjamesthegreater.org.uk



**Transporting Children or Young People
 by Car , Mini-bus or Coach**

When transport for children or young people is arranged by the church, then these guidelines should be adhered to at all times.

- Children and young people should not be taken out with transport without the prior consent of a parent/guardian/carer. The only exception to this is where the alternative to this would be to leave the child or young person in a potentially unsafe situation.
- Drivers who take children on church organised activities should be over 25 and should have held a full driving licence for over 2 years.
- Any driver who has been convicted of driving offences (other than minor ones) should not transport children.
- All vehicles should be in a roadworthy condition.
- The insurance of all vehicles used to transport children should be fully comprehensive. The insured person has the responsibility to make sure that their insurance covers the giving of lifts during church activities to children and young people.

Transport by car

- Another adult should be present in addition to the driver.
- If in an emergency a driver has to transport a child on his/her own, the child must sit in the back of the car. The parents/guardians/carers should be telephoned, the situation explained and their agreement sought.
- All laws regarding children in cars must be obeyed: age restrictions regarding who sits in the front, booster seats, seat belts, only one person per seat.
- At no time should the number of children exceed the number of passenger seats for that vehicle.
- If a child is known to have a disability or special need, consideration should be given to whether to have a non-driving adult in the car. This adult should sit in the back, behind the driver, with the child in the seat beside him/her.

Transport by mini-bus or coach

- A mini-bus or coach with seat belts must be used.
- All children must have a proper seat.
- Laws regarding booster seats and child restraints must be respected.
- An escort must always be taken. It is best that they are seated near to the door. They must check that all seat belts remain fastened and should ensure that a reasonable standard of behaviour is maintained during the journey. The adult must also supervise boarding and alighting to and from the vehicle.

Declaration of Agreement

I agree to abide by the above Guidelines when engaged in transporting children and young people in connection with Church based activities.

Signed Date

Print name Group



The Church of St James the Greater,
 London Road, Leicester LE2 1NE
 Telephone 0116 254 2111
 E-mail: office@stjamesthegreater.org.uk



Child Safeguarding Policy
Declaration of Acceptance

Name

Position

Group

(Please tick the statements which apply to you.)

I have received a copy of the Child Protection Policy and Guidelines for the Church of St. James the Greater, Leicester.	
I have read and understood the Child Protection Policy and Guidelines for the Church of St. James the Greater, Leicester.	
I have received a copy of the Pocket Guide to Safeguarding Children published by the Diocese of Leicester.	
I have read and understood the Pocket Guide to Safeguarding Children published by the Diocese of Leicester.	
I have participated in training on the Child Protection Policy and on Child Protection issues.	
I agree to abide by the Child Protection Policy and Guidelines for the Church of St. James the Greater, Leicester.	

Signed Date

Please return to: Miss V. Roe (Child Safeguarding Co-ordinator)

SUGGESTED AGREEMENTS FOR USE WITH OUTSIDE GROUPS

A) For those groups with no Child Safeguarding Policy of their own and for one-off bookings

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You are required to ensure that children are protected at all times, by taking steps to prevent the occurrence of any injury, loss, damage or harm.

Name: Telephone No.

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

I have received and agree to abide by the Child Safeguarding Policy, procedures and guidelines of St. James the Greater Church, and I will show evidence of this to the Parish Child Safeguarding Co-ordinator if requested. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed Position

Organisation Date

Please sign two copies of the document, one to be retained by the Church and one by the organisation.

B) For organisations with their own Child Safeguarding Policy

We(organisation) follow our own Child Safeguarding Procedures based on the Home Office recommendations 'Safe from Harm'.

We understand that this booking agreement is conditional on our keeping to these procedures and that the agreement can be terminated if we fail to comply with them. We will show evidence of our compliance to the Parish Child Safeguarding Co-ordinator if requested.

We will inform the Parish Child Safeguarding Co-ordinator if there are any concerns or allegations arising about children in the course of our activities.

Name: Position:

Address: Date:
.....

Childline

For children who want someone to talk to

Tel: 0800 1111

Or you can write to

CHILDLINE

Freepost 1111

London

N1 0BR

Parentline

Tel: 0800 800 2222

parentsupport@familylives.co.uk

Parentline is run by Family Lives, a national charity set up to respond to the needs of families, particularly parents and other adult carers.

Or you can talk to our church's INDEPENDENT PERSON who is:

Miss Victoria Roe

He/she can be contacted at: 0116 2552108