



Safeguarding Policy (Statutory responsibility)

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Introduction

The Leadership of St Andrew the Less (from here on in known as Christ Church Cambridge) is committed to the safeguarding of both children and adults at risk of harm.¹ We fully subscribe to the safeguarding commitments of the Church of England outlined in *Promoting a Safer Church* (2017):

- Promoting a safe environment and church culture.
- Safely recruiting and supporting all those with any responsibility within the church related to children, young people and adults at risk of harm.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims of abuse and other affected persons.
- Caring pastorally for those who are subject to concerns or allegations of abuse and other affected persons.
- Responding appropriately to those who may pose a present risk to others.

These commitments and the principles and practices that flow from them underpin all the safeguarding work in our various ministries to children or adults at risk of harm:

- We make every effort to be open and transparent, respectful and ready to listen, and to demonstrate great integrity in all that we do.
- We seek to actively manage risks, encourage informed vigilance and ensure clear and appropriate accountability.
- We are committed to the prevention of abuse through collaboration with key statutory authorities and other partners (including the use of professional safeguarding advice and support).

We fully adopt all House of Bishops policies and guidance in relation to safeguarding². We seek to ensure that our procedures are continually being reviewed and updated in line with best practice through use of the recommended Safeguarding Dashboard³.

The care and protection of children, young people and adults involved in the life and activities of Christ Church Cambridge is of paramount importance and is the responsibility of the whole church family. We see promoting a safe and nurturing church environment which protects the most vulnerable as a key aspect of our call to share the good news of salvation through Jesus Christ.

¹ The Care Act (2014) replaced the term 'vulnerable adult' with that of 'adult at risk of harm'

² This includes guidance contained in the following documents: *The Parish Safeguarding Handbook*; *Safer Recruitment & People Management Guidance*; *Safer Environment & Activities*; *Code of Safer Working Practice*; *Responding to Safeguarding concerns or allegations that relate to children, young people & vulnerable adults*; *Key Roles & Responsibilities of church office holders & bodies*; *Responding well to domestic abuse*. See: <https://www.elydiocese.org/safeguarding/safeguarding-policies-guidance-and-procedures/>

³ <https://www.parishdashboards.org.uk/>

Part A General Safeguarding Information

1 Safeguarding Responsibilities (including contact details)

Safeguarding at Christ Church Cambridge is a whole-church responsibility: everyone, including all leaders, staff members, volunteers and members of the church family, have an important role to play in keeping people safe from harm.

A. The Safeguarding Officer

Particular responsibility for oversight and leadership of safeguarding rests with the Safeguarding Officer, who is responsible to both the Vicar and the PCC of Christ Church Cambridge.

The Safeguarding Officer at Christ Church Cambridge is Darren Coult.

The Deputy Safeguarding Officer is Rachel Browning, who should be spoken to if Darren Coult is unavailable.

If an allegation/concern involves one of the Safeguarding Officers, you should contact either David Todd (Vicar) or the Diocese directly (see contact details below)

B. Contact details

Responsible officers	Role	Contact numbers
Darren Coult	Safeguarding Officer	07737 022115
Rachel Browning	Deputy Safeguarding Officer	07939 126955
David Todd	Vicar	07801 720023
Rebecca Boswell	Ely Diocese Safeguarding Adviser	01353 652747

Contact details for Cambridgeshire Social Care

Department	In hours	Out of hours
Adult Social Care	0345 045 5202	01733 234 724
Children & Young People's Social Care	0345 045 5203 referralcentre.children@cambridgeshire.gov.uk	01733 234 724

If you are concerned that the person is not in a place of safety, or will be an immediate risk to themselves or others, ring the Police on 999.

C. Responsibility for groups and activities at Christ Church involving children or adults at risk of harm

The following people have responsibility for ensuring that safeguarding policy and practice is consistently followed in their specific ministry area.

Children & youth ministries

Group name	Lead responsible person
Sunday Club	Fiona Bourne
Crèche: Sunday 9.30am	Nigel Blower
Crèche: Sunday 11.15am	Hilda Beauchamp
Pathfinders	Scott Bamber
Grafted	Scott Bamber
Morning group crèches	Rachel Browning
First Steps: Wednesday	Rachel Bruins
First Steps: Friday	Martha Joveluro
Baby Steps	Louise Bamber

Adult ministries

Group name	Lead responsible person
Lunch <i>plus</i>	Rachel Browning
Exercise <i>plus</i>	Sarah Moulton
Visiting (the elderly or vulnerable)	Rachel Browning
Sunday services	David Todd
Home Groups	Michael Nicholson/ Keith & Julia Taylor
Women's Morning Groups	Rachel Browning
Tuesday Central	Michael Nicholson/Fiona Smail
MEMBS	Richard Newman
Pastoral care/counselling	Steve Midgley
Social Action Projects (inc. Besom & Homeless Project)	Matt Bennington

2 Recognising abuse in children and young people

Effective safeguarding occurs when all organisations work together to understand and promote the needs of the child. For those up to the age of 18, *Working Together 2018* defines safeguarding of children as:

- protection from maltreatment;
- preventing the impairment of their health or development;
- ensuring they grow up in circumstances of consistent, safe and effective care;
- and taking action to ensure they have the best outcomes.

Significant harm is defined as *‘the persistent and consistent failure to meet the needs of the child or protect them from harm, in such a way as to have a long-term detrimental impact on the wellbeing of that child’*. That may be the immediate risk of death from physical abuse or the longer-term impact of emotional or sexual abuse.

There are four broad categories of abuse and they are outlined below:

1. Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. It may also be caused by a parent fabricating symptoms of, or deliberately inducing illness in, a child.

2. Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone. Emotional abuse may involve:

- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person;
- Imposing age- or developmentally-inappropriate expectations. These may include interactions beyond a child's developmental capability, overprotection or limitation of exploration/learning, or preventing a child participating in normal social interaction;
- Seeing or hearing the ill-treatment of another e.g. due to domestic violence/abuse;
- Serious bullying, causing children frequently to feel frightened or in danger;
- Exploiting and corrupting children for sexual favour, servitude or any other reason.

A particular form of emotional abuse we need to be aware of in church is **spiritual abuse**. This refers to a systematic pattern of coercive and controlling behaviour in a religious context. It may involve threatening, manipulating or putting pressure on someone to behave in a certain way, enforced accountability or public humiliation. Such behaviour is very different to faithfully sharing the truths of the Bible with love, respect and sensitivity. We must work openly as a team to ensure that we steer well clear of any such behaviour (see 2 Corinthians 4:2).

3. Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

Sexual abuse includes non-contact activities, such as involving children in production of pornographic materials, watching sexual activities (including electronically), encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including online). Sexual abuse is not solely perpetrated by adult males, but can also be committed by women or other children.

Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age, consenting partners is not usual. However, where a child is under the age of 13 it is classified as rape under section 5 of the *Sexual Offences Act 2003*. See also section 12 of this document for guidance on grooming.

Child Sexual Exploitation involves exploitative situations and relationships where young people receive something (e.g. food, drugs, alcohol, gifts or in some cases simply affection) in return for engaging in sexual activities. It can take many different forms from a seemingly 'consensual' relationship to serious organised crime involving gangs. Exploitation is marked out by an imbalance of power in the relationship and involves varying degrees of coercion, intimidation and sexual bullying including cyberbullying and grooming. Some young people who are being sexually exploited do not show any external signs of this abuse and may not recognise it as abuse.

4. Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance misuse, mental ill health or learning difficulties, or a cluster of such issues. Where there is domestic abuse and violence towards a carer, the needs of the child may be neglected.

Once a child is born, neglect may involve a parent failing to:

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

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

Included in the four categories of child abuse and neglect above are a number of factors relating to the behaviour of parents and carers which have significant impact on children. These include domestic violence, parental mental health, or parental substance misuse.

Domestic Violence and Abuse

Children can be affected by seeing, hearing and living with domestic violence and abuse as well as being caught up in any incidents directly, whether to protect someone or as a target. Recent studies have also found 16 and 17-year-olds to be increasingly affected by domestic violence in their peer relationships.

The updated Home Office definition of domestic violence and abuse (2013) is:

‘Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence and abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender and sexuality.

This can encompass, but is not limited to, the following types of abuse:

- *Psychological*
- *Physical*
- *Sexual*
- *Financial*
- *Emotional*

Controlling behaviour is: *a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape, and regulating their everyday behaviour.*

Coercive behaviour is: *an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.’*

There is further guidance on supporting people affected by domestic abuse on the Ely Diocese website: www.elydiocese.org/safeguarding/ or by contacting the helplines listed in Appendix 5 of this document.

3. Recognising abuse in adults at risk of harm

In the case of adults (anyone over 18 years of age), The Care Act 2014 defines safeguarding as '*protecting an adult's right to live in safety, free from abuse and neglect*'. It is about people and organisations working together to prevent both the risks and experience of abuse and neglect. At the same time the wellbeing of the adult must be promoted including, where appropriate, having regard for their views, wishes, feelings and beliefs in deciding on any action.

Safeguarding duties apply to an adult who is:

- Needing care and support (whether or not any agency is meeting those needs).
- Experiencing, or at risk of, abuse and neglect.
- Unable to protect themselves from the risk of abuse or neglect as a result of their care and support needs.

The *Making Safeguarding Personal* approach lists six key principles for safeguarding adults who may be at risk of harm:

- **Empowerment:** People being supported and encouraged to make their own decisions and give informed consent.
- **Prevention:** It is better to take action before harm occurs.
- **Proportionality:** The least intrusive response appropriate to the risk presented.
- **Protection:** Support and representation for those in greatest need.
- **Partnership:** Local solutions through local services working with their communities.
- **Accountability:** People clear about the role of those involved in their lives.

Signs of abuse and neglect in adults may include:

1. **Physical abuse:** Including assaulting, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
2. **Domestic violence:** Abuse between intimate partners or family members that includes psychological, physical, sexual, financial, emotional, 'honour'-based violence or forced marriage.
3. **Sexual abuse:** including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault, or sexual acts to which the adult has not consented or was pressured into consenting.
4. **Psychological abuse:** including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
5. **Financial or material abuse:** including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with

wills, property, inheritance, financial transaction or the misuse or misappropriation of property, possessions or benefits.

6. **Modern slavery:** encompasses slavery, human trafficking, forced labour and domestic servitude.

7. **Discriminatory abuse:** harassment, slurs or similar treatment; because of race, gender or gender identity, age, disability, sexual orientation or religion.

8. **Organisational abuse:** including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, or in relation to care provided in one's own home.

9. **Neglect and acts of omission:** including ignoring medical, emotional or physical care needs; failure to provide access to appropriate healthcare and support or educational services; withholding of the necessities of life such as medication, nutrition or heating.

10. **Self-neglect:** this covers a wide range of behaviours neglecting to care for one's personal hygiene, health or surroundings and includes behaviours such as hoarding.

4 Responding to disclosures of abuse

Under no circumstances should a church worker/volunteer carry out their own investigation into an allegation or suspicion of abuse. It is not our role to investigate, but to pass on any concerns or information received.

A. The conversation

Most people find it very difficult to talk about what has happened to them. If someone has summoned up the courage to talk, and has chosen you as the person they are going to tell, it's important to listen carefully. Now is not the moment to ask them to come back at a more convenient time, or to start an investigation. Simply listen.

Try to let the person go at their own pace. Don't ask questions or jump in to fill awkward silences – the teller might need this silence to process what's going on inside their head and your questions could confuse and divert the flow. Show that you are keeping up, and understanding what's being said: nod encouragingly, make eye contact, repeat back the last thing said, and so on.

If they are struggling to keep going, or you don't understand, use the TED formula:

- **Tell** 'Can you tell me about that?'
- **Explain** 'Could you explain what you mean?'
- **Describe** 'I'm not sure I understand; can you describe that to me?'

However difficult it is to believe what you are hearing, it must be taken seriously. It is devastating to a victim of abuse when the person they have chosen to tell refuses to believe them. Be prepared to believe the unbelievable and accept the unacceptable, while trying to remain calm and open-minded.

Thank the person for telling you what has happened, and reassure them that they have done the right thing and that you will do your best to help. Explain that this kind of thing has happened to lots of other people before, and that is why there are people you can talk to who will know what to do.

Never promise not to tell: you will probably have to share the information to keep that child or adult – or others – safe.

Let the teller talk for as long as they need to. Once you know that this is a safeguarding matter, you don't need to gather any more details: it is time to pass on what you have been told to someone with designated safeguarding responsibility.

B. Actions after the conversation

The person in receipt of allegations or suspicions of abuse must do the following⁴:

1. Make notes as soon as possible of their suspicions or the allegations made to them, preferably within one hour of the disclosure. They should write down exactly what the person said and when it was said, what they themselves said in reply and what was happening immediately beforehand (e.g. a description of the activity). Dates and times of these events and when the record was made must be recorded.
- 2 Report all concerns as soon as possible to the Safeguarding Officer or his Deputy but do not discuss suspicions with anyone other than those named below. The Safeguarding Officer is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse. He will ensure that written safeguarding concerns are kept secure (stored in a protected section of the Christ Church server, where they will be kept for an indefinite period, including scanning of all hand-written notes). He will also then refer the matter on to the statutory authorities who have a legal duty to investigate.
- 3 If the Safeguarding Officer or their Deputy cannot be contacted, or if the suspicions in any way involve them, then the concern should be reported to the Vicar. Advice can also be sought from the Diocese.
- 4 The absence of the Safeguarding Officer should not delay a referral to Social Care services if advised by the Diocese. The Safeguarding Officer should then be informed as soon as possible afterwards.
- 5 If an individual believes that the Safeguarding Officer has not responded appropriately, or where they have a disagreement as to the appropriateness of a referral, they have the right to make a direct referral to statutory safeguarding agencies or seek advice from the diocese or social care.
- 6 The Christ Church Leadership will support the Safeguarding Officer, and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

⁴ The Data Protection Act (2018) permits the processing of safeguarding information (usually considered special category data) where it is necessary for the purposes of protecting an individual from neglect or physical, mental or emotional harm or protecting their physical, mental or emotional well-being, where the individual is under 18 years old or over 18 and at risk. In this case, the data may be processed without consent. Christ Church processes this safeguarding information on the lawful basis of legitimate interest, GDPR Article 6(f), and public interest, GDPR Article 9(2)g.

5. Expectations for those working with children or young people

The following is a guide for all those involved in ministries to children or young people at Christ Church Cambridge. It is not an exhaustive guide but simply sets out some key expectations around behaviour and organisation.

A. Supervision of children's activities

1. **Ratios:** We must ensure wherever possible the following ratios of adults to children:

Child's age	Adult:Child ratio
Under 2 years	1:3
2 to 3 years	1:4
4 to 8 years	1:6
9 to 12 years	1:8
13 to 18 years	1:10

2. **Registers:** A register of children or young people attending each group or activity should be kept, plus all leaders/helpers. These registers are to be stored securely.

3. **Leaders & helpers:** All regular leaders must have completed the safer recruitment process and a DBS check. Occasional parent helpers do not need to have a DBS, but must remain under the supervision of the group leader throughout (e.g. should not take another child to the toilet). Where possible the gender of the adults should reflect that of the group (i.e. at least one woman if girls are present and vice versa).

4. **Supervision:** Children or young people attending a group should not be left alone at any time. No person under 18 will be left in charge of any children of any age.

5. **Collecting:** Children under 11 will need to be collected from their group by an adult and leaders will ensure that all children are safely handed over at the end of sessions.

6. **Young Leaders (11-18):** We want to encourage young people to learn about ministry through involvement with children's work. At the same time, young leaders should not be given inappropriate levels of responsibility. They will be supervised and supported in their roles by adult leaders at all times. Young leaders will not need to complete a DBS check, but will be asked to sign a code of conduct.

7. **One-to-one situations:** Avoid working one-to-one with children at any time. An exception to this might be when working with children with special needs, but only with prior agreement of the parent/carers and safeguarding officer.

8. **Unexpected lone situations:** If for any reason you find yourself alone with a child (or group), ensure that another adult is nearby and made aware, and that doors are left open. Leaders using the Vestry should be particularly mindful not to be alone in there with a child/young person. If this happens, walk over to the main church building.

9. **Parent & child groups:** During First Steps and Baby Steps, parents or carers remain entirely responsible at all times for the children in their care. However leaders/helpers

will still be safely recruited in the same way. Any concerns about children attending these groups should be referred to the Safeguarding Officer.

10. Concerns: Any unusual or concerning behaviour or comments made by a child or young person (however casual or one-off) should be recorded and passed on as soon as possible to the Safeguarding Officer. This is to protect both children and workers.

11. Accidents: Any accidents or injuries should also be recorded and the overall group leader informed. The Accident Book is kept in the First Aid Box on the back of the chair cupboard off the main hall.

12. Transport: Children or young people must only ever be transported by a leader with prior agreement of the overall group leaders and a church staff member, and only once parental permission has been obtained. All drivers must have a valid driving licence and insurance, and must ensure that seat belt laws are complied with. In exceptional circumstances where it is necessary for a leader to transport a child on their own, they should travel in the back of the car.

B. Managing toileting

Children under 3 (Crèche):

Leaders in crèche do not provide intimate care, such as nappy changes. If a child needs changing, leaders will fetch the parent/carer to do so. For those children being potty trained we will ask the parent to stay with them in the crèche, so they are on hand to take their child to the toilet until they have achieved some degree of independence.

Children aged 3 & 4 (Scramblers):

Any help with toileting in children aged 3-4 should be provided with the knowledge and agreement of the child's parents/carers. If a child needs to use the toilet during Sunday Club one of the leaders will take them. The disabled toilet should be used and the door left ajar. Where possible the leader will stand outside the door. Leaders will avoid doing anything that a child is able to do for themselves, but help may be given when needed, seeking at all times to respect a child's dignity. Accidents do occasionally happen, in which case parents/carers will be asked to come and take over.

Older children:

Children aged 5 and above should generally be able to use the toilet independently. However, children in Climbers (age 5-6) should still be escorted to the toilet to prevent them getting lost. The leader will stay in the corridor while they use the toilet. Children in Adventurers and above (6+) can take themselves to the toilets independently but the leaders must be aware and keep a close eye out to ensure the child returns safely.

C. Physical contact

- Physical contact between children and leaders must be public and open to scrutiny. It should be age-appropriate, kept to a minimum and generally initiated by the child rather than the adult. It should always be for the child's benefit, not the adult's.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- Team members should watch out and support one another in the area of physical contact, pointing out anything which could be misconstrued or misunderstood.

D. Behaviour management – General principles

1. Behaviour is a team issue:

- Each member of the team has a part to play.
- Agree roles and responsibilities and a common approach.
- Identify each other's strengths and differing levels of experience.
- Be consistent and predictable (the same behaviour has the same consequences).
- Each team will have its own agreed procedures for managing behaviour, which will be clear to all team members.
- When disciplining a child over inappropriate behaviour, do not do so in a way that humiliates and never one-to-one behind closed doors.
- Never shout or use physical discipline.

2. Behaviour is a planning issue:

- Be aware that inadequate preparation or delivery of a session can result in poor behaviour, because the children are bored and frustrated. However, it does not follow that poor behaviour is always caused by this.
- Try to encourage both the whole group and specific individuals with positive affirmation, publicly and privately, whenever possible.
- Seek help from your team leader if the behaviour of an individual or group is proving particularly challenging.

3. Behaviour is a gospel issue:

- Inappropriate behaviour prevents others from hearing God speak. That should motivate us to tackle it, rather than accepting it.
- Behaviour is a means of communicating – try to work out what the child's behaviour might be telling us (e.g. Are they anxious? Do they feel they belong? Are they aware of the impact of their behaviour on others?)
- Always model forgiveness and offer the child a way out and an opportunity to change their behaviour.
- We work in partnership with parents, commissioned by them to care for and teach the Bible to their children for a short time each week. We want to regularly speak to parents about their children, about encouragements as well as any behaviour issues.
- Parents will be informed of inappropriate behaviour when team members and the Sunday Club leader agree that this will be helpful to all concerned.

E. Communication guidelines for youth leaders

These guidelines seek to clarify and set the boundaries for communication between the youth leaders and young people at Christ Church Cambridge. All communication with young people should be appropriate and open to scrutiny. It should be for the young person's benefit and with their permission. The context for all communication with young people is that parents are responsible for their children, not the youth leaders. Parental consent to attend youth groups is required annually via an online form and further consent obtained for any additional meetings. At least termly, an email is sent to all parents explaining dates of events.

1. Online Meetings (Zoom)

- Youth group meetings will usually happen in person. However, if restrictions require it, meetings may happen over Zoom. Parental permission will be sought in advance and only those with permission will be allowed to join. In accordance with Zoom guidelines, parents of under 16s will be asked to confirm that the young person is joining under their supervision. All recommended steps will be taken to prevent malicious visitors (e.g. password protection, restricting screen sharing, etc.).
- Group meetings for younger children (0-11) may also happen over Zoom. The same safeguarding steps will be taken as above, with the additional requirement that all children must be directly supervised throughout by an adult sitting alongside them.
- All Zoom groups (including any small groups) will always have at least 2 leaders present. Only safely-recruited volunteers will be permitted to join (section 9).
- No 1-1 meetings will take place with young people over Zoom.
- No other online meeting/video conferencing software will be used for group meetings without direct permission in advance from the Safeguarding Officer.

2. One-to-one Meetings

- Where a leader meets up one-to-one or in a smaller group outside of regular Sunday/Friday meetings, parental consent will initially be obtained. This consent can be done verbally, but should be followed up by an email to them confirming the arrangement.
- 1-1 meetings should also only be arranged with permission from the overall youth group leader, who will keep a record of who is meeting with whom.
- The meeting will take place either in the member's home (with the parents around), or in a public place, such as a café or a walk outdoors in a non-secluded public area.
- 1-1 meetings take place on a strictly same-sex basis – i.e. male leaders to male members and female leaders to female members.
- A regular (e.g. weekly) 1-1 meeting may take place between a leader and young person from Grafted (14-18s) once permission from parents has been obtained. Any future changes to a meeting time or place should be agreed with parents.
- For teenagers in the sixth form, parental consent will be obtained before any 1-1 meetings begin, but afterwards the leader may communicate to arrange the meetings by text, email, or social media message. This communication should

be of an organisational rather than a personal and pastoral nature, and the parent or safeguarding officer may ask to see the communication at any time.

- One-off 1-1 meetings may also take place between a leader and member of Pathfinders (11-14). These will not usually become regular meetings, except under exceptional circumstances and agreed with the Safeguarding Officer.

3. Other Communication

Communication between youth leaders and members occurs on a strictly same-sex basis – i.e. male leaders to male members and female leaders to female members (except for mass emails/messages).

Pathfinders (ages 11-14)

- Parents are informed by email about details of advertised events. Where details change or new events are arranged, parents will be informed via email. All Zoom meeting links will only be sent to a parent's email address.
- Pathfinder leaders will not communicate with young people individually by mobile phone, message, or any other form of electronic communication or social media.
- Pathfinder leaders will not add a young person as a friend on *Facebook*, or any other social media platform.
- Pathfinder leaders may phone young people in their small group for occasional pastoral catch-ups, with the agreement of the overall Pathfinder leader. These calls will be made to the home landline (or parent's mobile) and the leader should ask to be passed back to the parent at the end of the conversation.
- Pathfinder leaders may send occasional cards to young people in their small group to encourage them. This should only be done with the agreement of the overall Pathfinder leader.

Grafted (ages 14-18)

- Parents are informed by email about details of advertised events. Where details change or new events are arranged, parents will be informed via email. All Zoom meeting links will only be sent to a parent's email address.
- Grafted leaders may phone young people in their small group for occasional pastoral catch-ups, with the agreement of the overall Grafted leader. These calls should be made to the home landline (or parent's mobile), except under exceptional circumstances agreed with parents and other senior leaders.
- Grafted leaders may send occasional cards to young people in their small group to encourage them. This should only be done with the agreement of the overall Grafted leader.
- Leaders and members may be friends on *Facebook*, *Whatsapp* or *Instagram*, but should communicate via public messages rather than privately.
- Leaders should remember that being a friend with a young person on social media often gives them access to the whole of the leader's profile (including some content of their friends). The leader must be above reproach in their online behaviour.
- A *Whatsapp* sixth-form group may be set up for ongoing encouragement by leaders and within the group. Due to *Whatsapp* age restrictions these groups will not be used with younger Grafted small groups.

- Electronic communication between a leader and a young person (e.g. to send birthday messages or encourage with Bible verses) should generally be done through a public rather than a private medium. For example, posting on a member's *Facebook* wall or other public social media forum (rather than a private message) or sending an email copied to parents or another leader.
- Grafted leaders may send occasional short, private messages of encouragement to individual Graftees of the same sex via Whatsapp or text. However these should be of a limited number (i.e. up to twice a week, exchanges of no more than 2-3 messages per person). A Grafted leader must seek permission from the overall leaders before they initially start to message a Graftee (the leaders will keep a record of this). The overall leaders or Safeguarding Officer may ask to see the message history at any point – no messages should be deleted.
- All communication between leaders and members is to occur between 8am and 8pm (or 10pm if necessary on a Grafted evening). In circumstances where leaders are texted or contacted by members outside of these times, the leader will not reply until the following morning except in cases of emergency.
- If a young person initiates private communication with a leader by text, email or other means, the leader should ensure that another Grafted leader is shown the full conversation to ensure full transparency.
- A Grafted *Instagram* group is used to communicate details of events, etc. This group is open only to Grafted members. Leaders may also occasionally upload photos from relevant events onto this *Instagram* page.

If a youth leader has any concerns about communication from a young person (e.g. inappropriate or persistent messages or phone calls), they should contact the Safeguarding Officer for advice and to agree a plan for how to respond, including how to involve the young person's parents.

The rapidly changing nature of social media means that other forms of communication may become available between youth leaders and young people. The Safeguarding Officer should be consulted before any new form of social media starts to be used.

In all communication, leaders are encouraged to be above reproach and exercise wisdom to protect both themselves and the members from accusation or incrimination of any kind. Rather than hinder communication, this policy is intended to encourage youth leaders to communicate appropriately.

F. Photography

Photographs are a great way to share information about events and activities. However, there are a few guiding principles that should be observed when taking and storing photographs of people during church activities. Those using their own cameras in order to take pictures for the church must be clear that the resulting pictures are not to be duplicated or stored for personal use.

- Make sure you have everyone's permission. Where children or adults at risk are involved, get the permission of the parent or carer as well. For children this is done on each separate occasion; for young people annually through the Pathfinders or Grafted registration form. There may be good reasons why an individual does not want a photo displayed or published: for example, if the person has fled a violent partner, or has fostered or adopted children whose parents are not allowed to know their whereabouts.
- Make sure people know in advance how the photo(s) will be used, e.g. will they be only on the notice board in the church hall, or will they be sent to the local paper or posted on a website? Be careful to stick to what you say you are going to do; don't widen your audience without going back for further permission.
- If you are planning to take 'roving', informal pictures during a church event, then this should be included along with the advance publicity, giving people the opportunity to let you know that they do not wish to be included in those photographs. Photographs of individuals should be taken with their permission, even if there has been a general or implied agreement to informal photographs during an event.
- Photographs at Christ Church events should only be taken by photographers who have been approved by the church staff (or agreed children's/youth leaders). Those photographers will make themselves aware of the permissions in place and avoid those who have not given permission for whatever reason.
- Particularly with children, do not label pictures with names, ages etc. Ideally, take photographs of children in small or mixed age groups, with a general heading.
- Give careful thought to storage of photographs, especially if they accompany names, addresses and other personal identifiers. Photographs should be stored on the church server in a secure area with specific permissions and those stored online (e.g. to share with parents), should be password protected and only available for a limited time.
- Do not store images/photographs of those for whom you hold a professional duty of care on your personal phone, computer or any internet device.
- For youth events, a nominated leader may take photos using their own phone or camera. As soon as possible after the event, these photos will be transferred onto the church server, and the originals deleted from their device. The leader will confirm with another leader once that has happened.

6. Expectations for those working with adults at risk of harm

The following is a guide for all those involved in ministries to adults who may be at risk of harm or vulnerable in some way. It is not an exhaustive guide but simply sets out some key expectations around behaviour and organisation.

In church ministry, the boundaries between work and private life can be difficult to distinguish clearly. These guidelines are not intended for informal friendships between church members, but rather where help is being offered more formally by or on behalf of the church. Church workers, both staff and volunteers, are expected to endeavour to uphold Christian values in both 'public' and 'private' areas of their lives.

A. Safety

- Where possible, arrange visits to a person's home beforehand rather than 'cold-calling'.
- Try to visit a person during daylight hours.
- Try to ensure before a visit that somebody else knows where you are going and for how long, and knows when you have returned home.
- Consider if it would be wise to take someone with you to visit the person.
- Make sure that you are carrying a mobile phone with you and that you have someone you can call in an emergency.
- Consider if you are aware of any risks that you may face in the location you are going to, and what you will do should you come across an emergency situation.

B. Transparency

- Make clear from the outset what help you are offering and discuss with the person how they would like to be supported where possible.
- Consider carrying a form of identity with you and the church office phone number, so that the person can, if they wish, call and check before letting you into their home.
- On a home visit, leave a card or note with your name, role and contact number so that the person, or a carer, knows who you are and how to contact you.
- Keep a written note of your visits, e.g. in a journal or diary. Log all visits made: times, dates, the purpose of the visit and any concerns that arose. Include the reason for the visit or session, and a note of any concerns that arose.

C. Respect

- Respect a person's independence and right to personal space/privacy. Always knock before entering their room/home;
- Consider the appropriateness of initiating or receiving physical contact when greeting someone.
- Do not assume that the use of first names is acceptable – always ask.

- Remember that someone who lacks capacity in one area of life may nonetheless be quite capable in other areas; ensure you include them in any decisions wherever it is possible. Remember also that every adult who has capacity retains the right to make decisions that we might consider to be unwise.
- Be aware of any particular issues that might make communication more difficult, e.g. use of hearing aids, a speech impediment or learning disability. Where this may be an issue, you could ask the adult if he or she is comfortable involving a family member or friend to help communication, and let the adult choose who this should be.

D. Acting wisely

- Where you are seeking the views of a person, or asking him or her to make a choice, offer clear, unbiased choices and allow them time to consider and express a decision.
- Particular consideration should be given when assisting someone to use the toilet. Balance the need for physical assistance with the importance of dignity and privacy, and involve the person in any decision to either assist or to leave a door unlocked etc.
- Remember to be sensitive to a person's own beliefs and faith; be careful not to pressurise the person to adopt your own views.
- When dealing with financial affairs, be very cautious. Integrity and transparency are vital. Do not engage in any activity that involves a personal financial gain, or accept church donations from those who may be vulnerable.
- Do not accept gifts, other than small unsolicited tokens of thanks or a birthday/Christmas present of low value (e.g. an ordinary, small box of chocolates).

E. Seeking support

- Be alert to any signs of a developing dependency upon you, especially where the person's vulnerability has arisen in a time of personal crisis. Where you feel an inappropriate attachment might be forming, seek advice from an appropriate source (e.g. a Senior Minister or the Church Safeguarding Officer).
- If ever you feel that you are moving out of your depth in a relationship with a person or you do not feel competent to deal with a developing situation, step back and seek advice from a member of the senior ministry team.
- In working on behalf of the church with an adult at risk of harm, it would never be appropriate to promise total confidentiality. Always make clear that, although you will keep matters confidential if you possibly can, you reserve the right to share information with appropriate people if you feel someone is at risk of significant harm.

Part B Leadership of Safeguarding at Christ Church

7 Safeguarding Framework

The legislative framework that underpins the guidance contained in this policy (both parts A and B) is as follows:

- The Children Act 1989 and 2005.
- Working Together to Safeguard Children 2018.
- The Care Act 2014.
- Human Rights Act 1998.
- Mental Capacity Act 2005.
- Deprivation of Liberty Safeguards 2014.

As safeguarding is everyone's responsibility, this policy is relevant to the whole church family. It is particularly relevant to those who undertake work in a paid or unpaid capacity that is linked to the work of Christ Church Cambridge, including:

- Staff.
- Leaders and helpers of mid-week and Sunday groups for children or young people.
- Leaders and helpers in ministries that include children/young people (e.g. the music team).
- Leaders and helpers of ministries to elderly people or adults at risk of harm.
- Congregation members to whom disclosures are made from those who need to seek help.
- Congregation members who may be concerned that they may pose a risk to adults or children.

The policy is also relevant to leaders of adult small groups where, although not operating within a statutory safeguarding framework, we nonetheless want to exercise a wise duty of care and be aware of any individual group members who may be more at risk of harm.

8 Role of the Safeguarding Officer

The Safeguarding Officer at Christ Church Cambridge is Darren Coult. His contact details are darren@cccam.org.uk, 07737 022115 or via the Church Office.

The Deputy Safeguarding Officer is Rachel Browning, who should be spoken to if Darren Coult is unavailable. If the allegation/concern involves one of the Safeguarding Officers, you should contact either the Vicar (David Todd) or the Diocese directly (see contact details in section 1).

The Safeguarding Officer is responsible to the Vicar and the PCC of Christ Church Cambridge.

The responsibilities of the Safeguarding Officer are as follows:

- Act as an advocate for children, young people and adults at risk of harm.
- Ensure that the safeguarding policy is shared, adhered to, reviewed and updated.
- Ensure regular training for all those who work with children or adults at risk and provide ongoing advice and support to leaders and congregation members.
- Receive and report any concerns or allegations of abuse, liaising with the Diocese and statutory agencies, as appropriate, in order to safeguard and support children, young people and adults who may be at risk of harm.
- Advise church leadership on matters of good practice in relation to safeguarding.
- Ensure that those in positions of leadership (voluntary or paid) within the ministries of Christ Church Cambridge have been appointed according to the principles of 'safer recruiting', including the appropriate Disclosure and Barring Service (DBS) clearance.
- Oversee the keeping of church safeguarding records.
- Communicate regularly with Team Leaders for each ministry area to ensure that they are supported in leading their teams and that they discuss safeguarding matters or concerns as a regular part of team meetings.

9 Safer Recruitment and Training

At Christ Church we are committed to following best practice in carefully recruiting those who work with children, young people or adults at risk of harm, in a paid or voluntary role. All those with responsibility for recruitment are required to regularly complete national 'safer recruitment and people management' training.

The following steps will be taken **before someone begins to serve**:

1. Role description and advertising

For employed posts, a job description and person specification will be produced, clearly setting out the responsibilities of the role and the skills/experience required. For voluntary posts, a team contract will be used to outline the role (see appendix 3). Posts will be appropriately advertised.

All job descriptions are to include this Safeguarding Statement:

Christ Church Cambridge is committed to safeguarding and promoting the welfare of children, young people & adults who may be at risk of harm. The PCC require all employees & volunteers to share this commitment & abide by our Safeguarding Policy.

2. Application

A full application form will be required for all paid posts (and ministry trainee volunteer roles), and any appropriate shortlisting will take place. For other volunteer roles, the relevant information will be gathered at the interview stage (see step 3).

All applicants will be required to complete a Confidential Declaration (see appendix 2) which includes the names of appropriate referees who will then be contacted.

3. Interview and recruitment

All applicants for paid roles will be interviewed by at least two people, including a senior member of staff. For volunteer roles as youth or children's leaders, applicants will first be approved at a pastoral staff meeting before being interviewed by the most appropriate senior group leader (see appendix 4 for interview questions to be used for volunteers). Notes of that interview will be made and discussed at a subsequent pastoral meeting. Applicants for other roles (e.g. creche helpers) will be interviewed more informally, still subject to pastoral team approval.

4. Checks through the Disclosure and Barring Service (DBS)

All prospective paid workers or volunteers in roles with children, young people or adults at risk will be required to apply for an enhanced disclosure via the DBS where it is possible to do so. This will be made clear in any information about such positions. Advice can be sought from the Safeguarding Officer or the Diocese regarding whether DBS checks can be sought for a specific role.

The Church's DBS Administrator is Steph Gray.

All DBS forms will be returned electronically to the Administrator for processing and checking. Original copies of the applicant's ID documents will also be checked.

For those who have lived overseas for at least a year, appropriate checks in the relevant country/countries will also be sought, or additional references sought.

The Leadership has agreed to adopt the policies required by the DBS in relation to the secure storage and handling of disclosure information and the employment of ex-offenders (see p.26 below).

Once the DBS process is complete, the Administrator will receive confirmation from Ely Diocese and can inform the group leader and safeguarding officer that the check and references are complete and in order.

An individual who has committed an offence against a child/adult at risk or who, for any other reason is considered by the leadership as unsuitable to work with these groups, will NOT be appointed to such a role. Where a DBS check is returned with a 'blemish', a risk assessment will be carried out in conjunction with the diocese.

Every endeavour is made for all helpers to have DBS Clearance. The only exceptions to the above procedure are the groups in which contact by workers with children is occasional and always supervised, e.g. parents occasionally helping in Sunday Club. All regular volunteers will be required to complete a DBS check.

5. Appointment and induction

If all parties (including senior leaders), agree that the applicant is right for the position, the necessary contract for appointment will then be signed. An appropriate period of probation will be used to ensure the worker is suited to the role and is supported to settle well into it. Appropriate training and induction will take place.

Ongoing spiritual and personal accountability

All Staff, Leaders and Volunteers are encouraged to be part of a home group or its equivalent, for their own encouragement and support.

Staff members receive regular accountability/supervision sessions from their line manager. The leaders of groups receive regular accountability/supervision from an appropriate member of the staff team. Group leaders will take responsibility for oversight of the members of their team as they carry out their roles.

Workers with children and adults at risk of harm will be given opportunities to meet with a leader to discuss their work and areas of concern. During group team meetings, safeguarding will be a standing agenda item. Anyone who has concerns relating to safeguarding is always able to discuss them with one of the Safeguarding Officers.

Training

As a church we are committed to ongoing training in safeguarding. All Staff, Leaders and Volunteers will be expected to attend training on an annual basis. This will incorporate the appropriate modules from the Church of England's National Safeguarding Training which will be completed every 3 years.

Recruitment of Ex-offenders

As an organisation assessing applicants' suitability for positions which are included in the *Rehabilitation of Offenders Act 1974 (Exceptions) Order* using criminal record checks processed through the Disclosure and Barring Service (DBS), Christ Church Cambridge is committed to full compliance with the DBS *Code of Practice*⁵ and undertakes to treat all applicants for positions fairly.⁶

- We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- We are committed to the fair treatment of all staff, potential staff, church members and visitors to any of our church activities, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- Our full Safeguarding policy, which incorporates this policy on the recruitment of ex-offenders, is made available to all applicants at the start of the recruitment process. Thereby, we make every subject of a DBS check aware of the existence of the code of practice and how to obtain a copy (see footnote).
- We can only ask an individual to provide details of convictions/cautions about which we are legally entitled to know⁷ and which are not legally protected.
- An application for a criminal record check is only submitted to DBS after we have ensured that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- We ensure that who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, in line with the relevant legislation relating to the employment of ex-offenders, e.g. the *Rehabilitation of Offenders Act 1974*.
- At interview, or in a separate conversation, we will ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

⁵ <https://www.gov.uk/government/publications/db-code-of-practice>

⁶ This section fully incorporates the diocesan model policy on recruitment of ex-offenders

⁷ Where a DBS certificate can legally be requested and the position is one included in the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* (as amended), and *Police Act Regulations* (as amended).

10 Managing allegations of abuse against a member of staff, leader, volunteer, or member of the congregation

As a church we are committed to reflecting God's character in maintaining the highest possible Biblical standards of integrity and accountability in the work we do. Everyone serving at Christ Church is obliged to conduct themselves in keeping with these high standards and to treat others with dignity and respect. We ask you to report any concerns you may have about the behaviour of any Christ Church staff, leader or volunteer.

Safeguarding concerns

If you have concerns about the behaviour of a member of staff, leader or volunteer who works with children, young people or adults at risk of harm, you need to inform the Safeguarding Officer as soon as possible. You need to document your concerns as soon as possible after you notice them. You must not discuss your concerns with the person involved or seek to investigate them yourself. If the allegation involves the Safeguarding Officer, you must not inform him, but should contact either the Vicar (David Todd) or the Diocese directly (see contact details in section 1).

The Safeguarding Officer will seek advice from the diocese and then contact the relevant authorities. Where an allegation concerns a child, the Local Authority Designated Officer (LADO) will be contacted on 01223 727967. This needs to happen within 24 hours of recognition of the concern, if possible. The LADO has a countywide responsibility for managing allegations against adults who work or volunteer with children across all agencies and settings. If the person against whom the concern is raised also has a DBS certificate, the Safeguarding Officer will also need to inform DBS, within 24 hours.

Non-safeguarding concerns (whistleblowing)

If you have other concerns about the behaviour of a staff member or volunteer that may not directly concern children or adults at risk of harm we also ask you to report them. This might include any information which you believe shows serious malpractice, illegal actions, wrongdoing or other unacceptable or inappropriate behaviour. You can do so through our whistleblowing process to one of the following people:

- David Todd
- The church wardens (wardens@cccam.org.uk)
- Alex Hughes, Archdeacon of Cambridge, or Stephen Conway, Bishop of Ely

More information about raising non-safeguarding concerns and all contact details can be found on our website: www.christchurchcambridge.org.uk/reporting-concerns.

The Diocese of Ely whistleblowing policy and procedure can be found on the diocesan website [here](#).

Independent, free, expert help and advice in relation to whistleblowing is also available from the charity *Protect* (www.protect-advice.org.uk, 0207 31172520).

11 Responding to and supporting adults who have been abused

Abuse in childhood can be so devastating that it may lead to vulnerability in adult life. Each abusive situation is unique and it is impossible to predict how children involved will cope when they grow up. Some will come to terms with what happened and move on to reach their full potential; others may have their life chances irreparably damaged by the abuse, and may never recover from the effects. Some of the lasting effects of childhood abuse that may be seen in adults are depression, fear of others, inability to cope with situations of conflict, self-harm, abusive behaviour, misplaced guilt, very low self-esteem, an inability to relate to partners or children. However, none of these patterns in a person's life are exclusively linked to abuse.

Adults who become targets for abuse because of their vulnerability may suffer the same damage in their daily lives as adults who were abused as children. In both cases, it is important for them to find people who will take what they say seriously and act to support them. Where abuse has occurred, the person may find it difficult or impossible to react to situations that others might see as 'normal' or completely innocent, e.g. sharing the peace in church services, safe hugs and other physical gestures shared between friends. Images and examples used in the service around selflessness and submission and obedience to the will of God, which many Christians take for granted, may have been twisted and manipulated in the context of abuse to wield control and fear rather than the reassurance of grace and mercy.

Often, someone who has been abused cannot talk about abuse they have suffered until many years later. This is especially true of sexual abuse, where the victim feels ashamed, or thinks no-one will believe what they say. These cases are described as 'historical' and they are taken just as seriously as new cases. If someone has sexually abused or assaulted someone, it is highly probable that there will be other victims; if the abuser is alive, whatever the age, they are likely to pose a risk to others, now and in the future. Police and Social Care agencies are well used to dealing with historical allegations. The Diocesan Safeguarding Adviser can advise and support you in this situation.

Historical allegations of sexual abuse can come as a complete shock to members of the family and community around the alleged abuser. They may refuse to believe the allegation, and can place intense pressure on the alleged victim to withdraw what has been said and on other people not to believe him/her. The Safeguarding Officer should ensure that all those involved have access to support, which can come from inside or outside the church circle (but not usually from the same person, as there may be conflicts of interest).

It is important to recognise the vulnerability of those who are coping with an abusive past, and to ensure that pastoral care is kept within respectful, well-defined boundaries.

12 Safeguarding people who may perpetrate abuse

There is the potential for any individual to seek to perpetrate abuse against children, young people or adults at risk. This is important to stress because our natural tendency is to trust others and doubt the possibility that abuse could happen in our church family.

Grooming behaviour can go unnoticed for many years. People who are seeking to groom children, young people or adults at risk may:

- Engage in subtly manipulative behaviour.
- Be perceived as warm or helpful.
- Take weeks, months or even years before they act.
- Make their victims feel trapped and guilty, coercing them into keeping secrets.

Their behaviour may include (but not be limited to):

- Giving special attention to their victim without the knowledge of their parents, carers or staff.
- Using social media and other methods of communication inappropriately.
- Spending time alone or in private isolated areas with their victim.
- Seeking inappropriate or unnecessary personal contact.

The Leadership seeks to create and foster a culture of vigilance and transparency across the whole church, where any concerns about the behaviour of individuals can be appropriately raised and addressed. Such a culture helps deter people from seeking to abuse children, young people or adults within our care.

We would seek to appropriately support those who fear they may be a risk to others, ensuring they take action to protect themselves and others. This would be in discussion with the Diocesan Safeguarding Advisor and in conjunction with other authorities as appropriate. We will also provide appropriate pastoral oversight for individuals who may lack self-awareness of how their behaviour is perceived by others.

The Leadership recognises that due to the addictive and persistent nature of abusive behaviour, those attending the church who are known or believed to pose a risk (having committed, or been accused of sexual or other crimes against children, young people or adults at risk), will need robust measures put in place to ensure that other children and adults are kept safe.

In such a situation, the Vicar and Safeguarding Officer will be responsible for establishing a Covenant of Care Group for any individual concerned in collaboration with the Diocesan Safeguarding Adviser. Such a group will consist of the individual and two or three senior members of the congregation, and will be run in conjunction with appropriate services, such as police, probation or social care.

The work of the group will include producing a written contract setting out boundaries for the movements and behaviour of the individual within the context of the church. The individual will be expected to sign and abide by this contract. Any such contract will be reviewed at least six-monthly by the group and other authorities as appropriate. If the individual fails to abide by the boundaries set out within this contract, the Safeguarding Officer will contact the Police for advice. If the individual leaves the church, the appropriate agencies will be informed.

Part C Appendices

Appendix 1 Declaration of PCC of St Andrew the Less (Christ Church Cambridge)

For display in all church buildings

The Church of England and The Leadership of St Andrew the Less (from here on in known as Christ Church Cambridge) are committed to the Safeguarding of children and of adults who may be at risk of harm. We recognise the important role that the church has in caring for both young and old alike and to that end we seek to provide a safe and caring environment that promotes the needs of the vulnerable and marginalised in our society. As a church we fully subscribe to the safeguarding commitments and guidance of the Church of England outlined in [Promoting a Safer Church 2017](#).

The PCC will ensure that we have the following in place to enable this to happen:

- Staff, Leaders and Volunteers recruited in accordance with the principles of safer recruitment.
- Staff, Leaders and Volunteers informed and supported to behave in a way that is appropriate and above reproach.
- Staff, Leaders and Volunteers trained in the recognition and response to the needs of children and of adults who may be at risk of harm.
- Staff, Leaders, Volunteers and the Congregation made aware of who to contact within the church when they have a concern about a child, adult or person with responsibility towards these groups.
- Staff, Leaders, Volunteers and the Congregation supported when they are affected by abuse.

The PCC recognises that:

- The gospel compels us to protect the vulnerable and marginalised as part of our witness
- Safeguarding is everyone's responsibility.
- Our church culture should be characterised by integrity, transparency and vigilance.
- The Church is a place where people who have been abused may come for care and support.
- All people have the potential to perpetrate abuse against another person.
- Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child or adult at risk.
- Where an allegation suggests that a criminal offence may have been committed the police should be contacted as a matter of urgency.

The nominated Safeguarding Officer for Christ Church Cambridge is Darren Coult. In Darren's absence please contact his deputy.

Responsible officers	Role	Contact numbers
Darren Coult	Safeguarding Officer	07737 022115
Rachel Browning	Deputy Safeguarding Officer	07939 126955
Rebecca Boswell	Ely Diocese Safeguarding Adviser	01353 652747 (Duty phone)

Our full safeguarding policy is displayed in all our church buildings and can also be obtained electronically on our website or from the church office: office@cccarn.org.uk

The Policy was endorsed at the PCC on xxx and will be reviewed annually.

Signed (Rev David Todd) on behalf of the PCC.

Appendix 2 Confidential Declaration Form



For people intending to work with children and/or adults at risk of harm

This declaration must be completed by all those (including clergy, employees, ordinands & volunteers) who are to be in substantial contact with children and/or adults at risk of harm. If you do not give true, accurate and complete information in response to these questions, this may amount to misconduct. The information you supply is confidential, but may be shared where necessary, in order to protect children/ adults at risk⁸.

Full Name

Date of Birth

Address

Telephone Number

E-mail address

Previous Addresses

Have you lived at your current address for less than 5 years? YES / NO

If YES, please give as full and continuous an address history as you can covering the last 5 years:

Dates	Addresses

** We may need to ask you to provide proof of your residence at these addresses (e.g. with old bills, etc.)*

Since the age of 18, have you lived in another country for a period of a year or more? YES / NO

If YES, please give details below:

Dates	Addresses

** We may need to carry out appropriate criminal records checks in these countries, or take additional references for you as part of our checking process. We will be in touch to discuss this with you.*

Previous Names

Have you ever been known by other names? YES / NO

If YES, please give previous name(s) and date(s) used:

⁸ The Privacy Notice which accompanies this form explains how the information you supply in this Confidential Declaration is used and your rights with respect to that data as required by the General Data Protection Regulation 2016/679 (the "GDPR") and the Data Protection Act 2018, (the "DPA 2018").

Dates	Names

* We may need to ask you to provide proof of your changes of name (e.g. marriage certificates etc.)

Please answer the following questions. If you answer ‘yes’ to any question, please provide all relevant details (including dates) on a separate sheet. All these matters will be checked with the relevant authorities.

1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules⁹? (Include both ‘spent’¹⁰ and ‘unspent’ convictions)
YES / NO
2. Have you ever received a caution from the police (excluding youth cautions, reprimands or warnings) that has not been filtered in accordance with the DBS filtering rules¹¹?
YES / NO

Q1&2: Declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules. Please also provide details of the circumstances and/or reasons that led to the offence(s). Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK. If you are unsure of how to respond to any of the above please seek advice from an appropriate independent representative (e.g. your solicitor). However please note that the existence of a conviction, caution etc. will not necessarily bar you from working with vulnerable groups unless it will place such groups at risk.

3. Are you at present (or have you ever been) under investigation by the police or an employer or the Church or other organisation for which you worked for any offence/misconduct? YES / NO
4. Are you or have you ever been prohibited and / or barred¹² from work with children and/or adults at risk of harm?
YES / NO

⁹ You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it is your only offence; (c) it did not result in a prison sentence or suspended prison sentence (or detention order) and (d) it does not appear on the DBS’s list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b), (c) and (d) in order to be filtered.** Further guidance is provided by the DBS and can be found at www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates and www.gov.uk/government/publications/dbs-filtering-guidance

¹⁰ Please note that the ‘rehabilitation periods’ (i.e. the amount of time which has to pass before a conviction etc. can become ‘spent’) have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never ‘spent’. For further guidance in relation to the ‘rehabilitation periods’, please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

¹¹ You do not have to declare any adult caution where: (a) 6 years (or 2 years if under 18 at the time of the caution, reprimand or warning) have passed since the date of the caution etc. and (b) it does not appear on the DBS’s list of specified offences referred to in footnote 1 above. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered**

¹² Please note that you **only** need to mention if you have been placed on the DBS Barred List with regard to children and/or adults at risk of harm if you will be taking up a position that involves engaging in “regulated activity” with children and/or adults at risk of harm. If you are unsure whether the position involves “regulated activity” please contact the appointing organisation/person.

5. Has a court ever made a finding of fact in relation to you, that you have ill-treated, neglected or otherwise caused harm to a child and / or vulnerable adult, or has any court made an order against you on the basis of any finding or allegation that any child and / or vulnerable adult was at risk of ill-treatment, neglect or other significant harm from you¹³?

YES / NO

6. Has your conduct ever caused or been likely to cause ill-treatment, neglect or other harm to, and/or put at risk of ill-treatment, neglect or other harm, a child and /or vulnerable adult?

YES / NO

7. To your knowledge, has there ever been an allegation made against you (whether substantiated or not) that your conduct has amounted to or resulted in ill-treatment, neglect or other harm to a child and/or vulnerable adult, or put a child/vulnerable adult at risk of ill-treatment, neglect or other harm?

YES / NO

8. Have you ever had any allegation made against you, which has been reported/referred to, and investigated by the Police/Social Services/Social Work Department (Children or Adult's Social Care)?

YES/NO

Q7&8: Declare any complaints/allegations made against you, however long ago (including Domestic Abuse).

9. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, placed by you in care, subject to child protection planning, subject to a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation?

YES / NO

10. Has a child in your care or for whom you have or had parental responsibility ever been in the care of the local authority, or been accommodated by the local authority?

YES / NO

11. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules¹⁴; or is that person at present the subject of a criminal investigation/pending prosecution¹⁵?

YES/NO/Not Applicable

¹³ 'Significant harm' involves ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse.

¹⁴ <https://www.gov.uk/government/collections/db-s-filtering-guidance>

¹⁵ You are only required to answer this if you work from home with children. The DBS define home based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives (this will include **all** clergy). See <https://www.gov.uk/government/publications/db-s-home-based-positions-guide/home-based-position-definition-and-guidance>. Please inform relevant members of your household that you have included their details on this form (if applicable) and give them a copy of the Privacy Notice.

Declaration

I declare the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge. I declare that I have disclosed on a separate sheet any additional information I have which could be considered relevant to the questions in this Confidential Declaration.

After I have been appointed, I agree to inform the Christ Church Safeguarding Officer & Diocesan Safeguarding Officer if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Social Services/Social Work Department (Children or Adult's Social Care) investigation.

Signed:

Full Name:

Date:

References¹⁶

Please give the names of two people who would be able to provide a reference. They should be people who have known you at least two years. They should not be in your family, or on the staff at Christ Church. At least one should know you in a context other than just as a friend, and at least one should be from outside the Christ Church family. If possible if you are employed, one of the referees should be your current employer

Referee 1:

Name

Address

Tel:

Email:

How does this person know you?

Referee 2:

Name

Address:

Tel:

Email:

How does this person know you?

Before an appointment can be made applicants, who will have substantial contact with children / adults at risk of harm will be required to obtain an appropriate enhanced criminal record check from the Disclosure and Barring Service.

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

Please return the completed form to your Parish Safeguarding Officer

⁷ Referees contact details should be provided and references applied for when a person first applies for a position in the parish. Although completion of the confidential declaration form is repeated every 3 years, the references do not need to be – **Unless there has been a break in service**

Appendix 3 Example Volunteer Contract

Name of Worker:

We welcome you as a **Sunday Club Leader**

We are delighted that you have been willing to take on this role. As you will know we seek to establish every member of the church as a mature disciple in Christ and believe that this can begin from the earliest age. On behalf of the members of Christ Church Cambridge therefore, we undertake to support you and the work you do by praying for you and equipping you with the necessary resources and training.

The person to whom you are responsible is **XXX**

He is there to discuss any matters of concern that you may have.

You will be a member of the **XXX** team and **XXX** will be your team leader.

They will organise team meetings and the termly rota, as well as overseeing planning and supporting you as you plan and lead different parts of sessions.

The responsibilities of your work are as follows:

- **Be part of a team that plans and leads sessions on [Sunday mornings].**
- **Commit to caring for and praying for the children in your group, and the other leaders.**
- **Follow the church's safeguarding policy and child protection procedures and practice.**
- **Undertake appropriate safeguarding training each year.**
- **Attend regular team meetings and other relevant training.**
- **Seek to live in obedience to Christ, commending him to the children both by your example and words.**
- **Be fully committed to the body of Christ at Christ Church (e.g. seeking where possible to regularly attend prayer meetings).**

Initially you will work for a probationary period of 3 months. At the end of that time there will be an opportunity for a review to decide together if this is the right area of service for you at Christ Church. If you do continue in this area then once a year you will be given the opportunity to review your work and discuss any concerns you may have as well as opportunities for development and training.

Working with children and young people is a responsibility but it also brings great rewards. We hope you will enjoy the work you have undertaken and that you will grow in your faith in Christ through it.

In signing this contract I indicate my agreement with the aims and responsibilities stated above.

Signed	Volunteer	Date
Signed	Families Minister	Date
Signed	Vicar	Date

Appendix 4 Interview Proforma for Recruiting Volunteers

Name of Interviewee:	Name of Interviewer(s):	Date:
1. Why would you like to get involved with children/youth work at CC? Why do you think it is important?		
2. What experience have you had working with children/young people?		
3. What aspects of being a children's/youth leader are you most excited about? Most worried about?		
4. How you tell me some ways you would try to care well for all the children/young people you worked with?		
5. Can you tell me a bit about your Christian faith?		
6. In taking up this role as a leader, what do you think are some of the aspects of your Christian life/ discipleship where you would need to make commitments?		
7. Is there any reason why you shouldn't be working with children/young people?		

Copies of interview notes will be shared with pastoral staff at the next pastoral meeting and securely stored in the Pastoral 'Ministry Interviews' section of the Christ Church server

Appendix 5 Charities/sources of help for those suffering abuse, who have been abused, or are a risk to others

Cambridgeshire & Peterborough Children/Adults Partnership Board

Tel: **01733 863744** or www.safeguardingcambspeterborough.org.uk

Forced Marriage Unit

For those being forced into marriage or need help leaving a forced marriage

Tel: **020 7008 0151** or www.gov.uk/stop-forced-marriage

Men's Advice Line

For male victims of domestic violence and abuse

Tel: **0808 801 0327** or www.mensadviceline.org.uk

Mind

For those living with a mental health problem or supporting someone who is

Tel: **0300 123 3393** or Text **86463** or www.mind.org.uk

National Domestic Abuse Helpline & Women's Aid

For female victims of domestic violence and abuse

Tel: **0808 2000 247** or www.womensaid.org.uk/

National Stalking Helpline (Suzy Lamplugh Trust)

For those suffering from harassment or intimidation by another person

Tel: **0808 802 0300** or www.stalkinghelpline.org

Rape & Sexual Violence Project (RSVP)

Support for those affected by rape and sexual violence abuse

Tel: **0121 643 0301** or www.rsvporg.co.uk/

Samaritans

Confidential non-judgemental emotional support, 24 hours a day, for those experiencing feelings of distress or despair, including those which could lead to suicide

Tel: **116123** or www.samaritans.org

Stop It Now

For concerns about your behaviour towards or feelings about children

Tel: **0808 1000 900** or www.stopitnow.org.uk/england