

**ST MARGARET'S CHURCH  
DRAYCOTT in the MOORS**

**SAFEGUARDING POLICY**

**Children and Young People**

**Policy reviewed and updated on 28/10/23 and approved by  
the PCC on the 6/11/2023**

## **ST MARGARET'S CHURCH, DRAYCOTT in the MOORS SAFEGUARDING POLICY FOR CHILDREN AND YOUNG PEOPLE**

### **Mission Statement**

The PCC of St Margaret's Church, Draycott in the Moors, is fully committed to protect and safeguard the children and young people in their care. It fully accepts the principles enshrined in the Children Act 1989 that the welfare of the child is paramount. The care and protection of children and young people involved in church activities is the responsibility of everyone who participates in the life of the church.

### **Church Fellowship**

As Christians we try to conduct our lives and the ministry of the church as we believe Jesus would have done. We recognise that children were a great focus of his own ministry. He also taught the importance of family values, the need for dignity, respect and love for all individuals regardless of age. On a practical level, we as church members appreciate the liveliness, enthusiasm and vitality that children bring to our fellowship. We want this ministry to grow. We want all our children to grow as worshipping Christian adults who will put into practice the lessons they learn as children. We must also acknowledge and enjoy the fact that children and young people as well as being the church of tomorrow are also very much part of the church of today.

Yet children and young people are different from adults. They have special needs for guidance, love and protection. Children learn from us, the example we give them at church is their example of a Christian life. We must all be able to demonstrate God's love for us to all of them.

### **Recognition and Responsibility**

The PCC recognises the responsibility of undertaking every possible action to prevent any form of abuse of children and young people in its care.

The PCC has adopted the National and Diocesan Safeguarding Policies and is committed to following guidance and recommendations contained in the Church of England House of Bishops Policy, 'Protecting All God's Children' (2010), the Safer Recruitment and People Management Guidance (2021) and Promoting a Safer Church: House of Bishops Policy Statement (2017).

The PCC will ensure that the Parish will report and record in line with Diocesan Policies and comply with local guidance for implementing national policies as defined in Diocese policies. These include the Diocese Safeguarding Policy and Guidance (2017) as amended (2021), Recording With Care Policy (2017), Social Media Policy and Safer Recruitment Policy; application of DBS and training policy as relating to safeguarding (revised 2022).

The PCC recognise that children by virtue of legal status and dependency on adults for their emotional and physical needs will always be vulnerable and at a disadvantage. We commit to considering this in our children's activities – undertaking

supervision of staff and volunteers working with them and risk assessing activities and groups as a check and balance in our work.

The PCC will ensure all persons with leadership roles either professional or voluntary, all PCC members, church wardens, or anyone working with children and young people have appropriate enhanced DBS Checks, in order to identify any risks based on historic actions or behaviour. DBS Checks are now required to be updated every 3 years.

The PCC uses the Lichfield Diocese online system for DBS checks through thirtyone:eight for the processing of our staff, PCC members and volunteers who require an enhanced DBS check.

The PCC will at a parish level seek to work alongside other faith groups and build/maintain communications locally. This shared collaboration will support us in achieving best practice.

The PCC is committed to the protection of children and young people by our actions and attitudes. Any issues concerning a child's well-being will be reported and acted on immediately in accordance with the procedures set out in 'Protecting All God's Children'.

- We will not collude, keep secrets or make decisions when we have suspicion of abuse. We will seek through discussion the views of others and ensure through use of external agencies and the diocese safeguarding service that we engage and welcome external perspectives in order to promote a healthy accountable culture.
- We will report without being bias to our personal view. We will report and not investigate.
- We will record concerns factually in diocese suggested formats (as per Recording With Care Policy 2017).
- We will not take chances with the welfare of children and young people
- We are open to scrutiny and encourage this in others.
- We have zero tolerance to abuse and put the welfare of children and young first.
- We take seriously training and activities relating to the safeguarding of children and young people and seek to engrain this in our congregational culture.

The PCC will always strive to provide a safe, friendly and welcoming environment and will ensure full compliance with Health and Safety Guidelines.

The PCC will carry Public Liability, Employers Liability and will insure all leaders and staff for Personal Accident within the terms and conditions of our Policy issued by our insurers: Ecclesiastical Insurance Group.

The PCC require groups that are working with children and young people:

- To agree clear roles for leaders
- Set up structures to train and support their leaders in their roles

- Agree statements of working practice
- Undertake risk assessments for group activities/outings/special events

### **The Parish Safeguarding Officer**

The role of the Parish Safeguarding Officer will be:

- (1) Be accountable to the PCC, incumbent and church wardens and to report as required, but at least annually.
- (2) To respond to safeguarding concerns and liaise with the Diocesan Safeguarding Adviser.
- (3) To liaise with the leaders of groups involved with children's and young people's work.
- (4) To be familiar with the leadership and activities of groups involving children and young people.
- (5) To take responsibility for advising volunteers of policies and procedures involving safeguarding issues.
- (6) To ensure that all staff and volunteers working with children and young people have completed all necessary documentation pertaining to their role within the church, including the online Disclosure and Barring Service checks, where applicable.
- (7) To ensure all staff and volunteers have completed the Safeguarding Training to the required level and maintain an up-to-date training record.
- (8) To be responsible for keeping an up-to-date list of existing leaders, volunteers and the groups they are involved in.
- (9) To ensure the confidentiality of all records and information regarding the Safeguarding Policy is held in securely in accordance with the General Data Protection Regulation requirements.

### **Staff and Volunteer Responsibilities**

Validation: Leaders must be aged 18 or over when working with children, young people, under 18s may assist with leadership roles but must be supervised at all times.

- For all paid staff and volunteer appointments the PCC will follow the safer recruitment process outlined in the Church of England's Safer Recruitment and People Management Guidance 2021
- Applicants will be required to complete the Church of England Confidential Declaration Form, [dependent upon their role](#) - See Appendix III
- Applicants will be required to complete an Application Form and provide two references - See Appendix V and VI

- Before appointment or the continuation of any appointment, applicants, dependent upon their role, may need to have an Enhanced DBS Check carried out by the Disclosure and Barring Service. Such applicants will need to complete the online DBS form. (It is the Church of England's Policy that all DBS checks are renewed after 3 years).
- Applicants, once all paperwork has been satisfactorily processed, will need to complete the relevant Safeguarding Training.
- Applicants must accept and comply with St Margaret's Church Safeguarding Policy

### **Key Holders**

Only suitable and responsible people may become key holders and all key holders will be required to complete the Key Holder Declaration Form. (See Appendix IV). References may be taken up in accordance with the Safer Recruitment and People Management Guidance. Access and usage of church buildings will be monitored as far as it is reasonably possible.

### **Administration**

A copy of the Safeguarding Policy and the House of Bishops Policy 'Protecting all God's Children' (2010) can be viewed in the Church Office. The Safeguarding Policy can also be viewed on the Church's website at [www.stmargaretsdraycott.org](http://www.stmargaretsdraycott.org) Further information on Safeguarding can also be found online via the Lichfield Diocese Website: [www.lichfield.anglican.org](http://www.lichfield.anglican.org).

The PCC will publish on the notice boards at the back of the church a copy of the Diocesan Safeguarding Flowchart. In addition all validated leaders will be given a copy.

All group leaders will hold a copy of the current Safeguarding Policy. They will have the responsibility to ensure that all people working with children and young people in their group have read the policy and follow the good practice procedures outlined.

**Appoint the Parish Safeguarding Officer.**  
**Appoint the Data Protection Officer.**

In accordance with the Diocesan Social Media Policy the PCC have appointed Mrs. Kate Bradshaw as the person who will monitor all Facebook accounts or similar online groups set up on the church's behalf.

Following the Annual Church Meeting the new PCC will:  
 Appoint the Parish Safeguarding Officer.  
 Appoint the Data Protection Officer.

## **Record Keeping**

All records relating to safeguarding issues within the Parish will be retained for 75 years (in order to cover the likely lifespan of a survivor of abuse). Such records will be held in secure storage with restricted access on a 'need to know' basis.

To be able to identify and prove insurance cover in the event of claims made for damages by survivors of church-based abuse Insurance Certificates will be retained for at least a period of 75 years, (the likely lifespan of a potential victim).

Each group will be responsible for keeping appropriate records including an up-to-date register of leaders and children/young people present. These records will include a log and if applicable, accident forms each time they meet.

All groups will complete a risk assessment and child protection assessment for regular activities, trips or special events.

All records concerning children, young people, their leaders and their work is to be kept in a secure place, being aware that information is confidential and should remain so. All information should be held in accordance with the General Data Protection Regulation requirements.

## **Training**

All staff and volunteers working with children and young people will be required to complete the appropriate level of Safeguarding Training provided by the Church of England. This training is to be repeated every three years.

## **Ratios**

All groups will follow the recommended ratios of adults:children/young people as a minimum:

0-2 years of age	1:3
2-3 years of age	1:4
4-8 years of age	1:6
9-12 years of age	1:8
13-18 years of age	1:10

Leaders should not be alone with children or young people, therefore all groups should have at least two adult leaders present at all times. In the case of mixed gender groups, this should include male and female leaders wherever possible.

## **Listed Groups.**

The PCC is directly responsible for the following group which may include vulnerable adults:

Church Café.

Groups who hire the Church Rooms will satisfy the PCC that they have a Safeguarding Policy, if they do not have their own policy, the PCC will present their own Safeguarding Policy for the group/s to adopt and implement.

## **Appendices**

**Appendix I** Definitions of Abuse

**Appendix II** Good Practice Guidelines

**Appendix III** Church of England Confidential Declaration Form

**Appendix IV** Keyholder Declaration Form

**Appendix V** [Volunteer Application Form](#)

**Appendix VI** [Reference Request Form](#)

**Appendix VII** [Volunteer Working Agreement](#)

**Appendix VIII** Church of England Parish Safeguarding Checklist

**Appendix IX** Useful telephone numbers

**Appendix X** Flowchart – Referral Process ‘In the event of a Safeguarding issue in your Church’

## **Appendix I**

Child abuse has many forms. Here are four identified categories of abuse described in The Church of England document ‘Protecting all God’s Children. These definitions are taken from Working Together to Safeguard Children 2010.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger, for example via the internet. They may be abused by another adult or adults, or another child or children.

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

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

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

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

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

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

**Significant Harm** For a fuller explanation of this term please see Paragraph A2.6 of Protecting all God's children 3rd ed. 17



## Appendix II

### **Guidelines for Safeguarding Children and Young People**

Based on 'Protecting All God's Children,  
The Policy for Safeguarding Children in the Church of England' (written by The  
Church of England)

[www.churchofengland.org/media/37378/protectingallgodschildren.pdf](http://www.churchofengland.org/media/37378/protectingallgodschildren.pdf)

#### **Guidelines for individual workers**

##### **You should:**

- treat all children and young people with respect and dignity
- ensure that your own language, tone of voice and body language is respectful
- always aim to work within sight of another adult
- ensure another leader is informed if a child needs to be taken to the toilet. Toilet breaks should be organised for young children.
- ensure that children and young people know who they can talk to if they need to speak to someone about a personal concern
- respond warmly to a child who needs comforting, but make sure there are other adults around
- if any activity requires physical contact, ensure that the child and parents are aware of this and its nature beforehand
- administer any necessary First Aid with others around
- obtain consent for any photographs/videos to be taken, shown or displayed;
- record any concerning incidents and give the information to the Parish Safeguarding Officer. Sign and date the record.
- always share concerns about a child or the behaviour of another worker with your group leader and/or the Parish Safeguarding Officer.
- As adults do not put yourself at risk. Make sure there are other adults present.

##### **You should not:**

- initiate physical contact. Any necessary contact (e.g. for comfort, see above) should be initiated by the child
- invade a child's privacy while washing or toileting
- play rough physical or sexually provocative games
- use any form of physical punishment
- be sexually suggestive about or to a child even in fun
- touch a child inappropriately or obtrusively
- scapegoat, ridicule or reject a child, group or adult
- permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying
- show favouritism to any one child or group
- allow a child or young person to involve you in excessive attention seeking that is overtly physical or sexual in nature
- give lifts to children or young people on their own or on your own
- smoke tobacco in the presence of children
- drink alcohol when responsible for young people
- share sleeping accommodation with children
- invite a child to your home alone
- arrange social occasions with children (other than family members) outside organised group occasions
- allow unknown adults access to children. Visitors should always be accompanied by a known person
- allow strangers to give children lifts.

## **Touch**

Church-sponsored groups and activities should provide a warm, nurturing environment for children and young people, while avoiding any inappropriate behaviour or the risk of allegations being made. Child abuse is harm of a very serious nature so that it is unlikely that any type of physical contact in the course of children and youth work could be misconstrued as abuse. **All volunteers must work with or within sight of another adult.**

Very occasionally it may be necessary to restrain a child or young person who is harming her/himself or others. Use the least possible force and inform the church's Parish Safeguarding Officer and/or the group leader as soon as possible. All such incidents should be recorded and the information given to the Parish Safeguarding Officer. You should not restrain or restrict a child if there is no immediate harm to the child or to others.

All physical contact should be an appropriate response to the child's needs not the needs of the adult. Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately.

## **Additional guidelines for group leaders**

In addition to the above the Children's and Youth Discipleship Enabler and/or the group leader should:

- ensure any health and safety requirements are adhered to
- undertake risk assessments with appropriate action taken and record kept
- ensure register and consent forms are up to date, and kept out of view of the public
- have an awareness, at all times, of what is taking place and who is present
- create space for children and/or adults to talk – either formally or informally
- liaise with the Parish Safeguarding Officer over good practice for safeguarding
- always inform the Parish Safeguarding Officer of any specific safeguarding concerns that arise who will liaise with the Diocesan Safeguarding Adviser.

## **Responding to child protection concerns**

Do not try to deal with any child protection concern on your own. Always tell your group leader and Parish Safeguarding Officer. Always make **notes** as accurately as possible, as soon as possible. These should **cover**:

- what has happened
- in what context
- anything that seemed particularly significant
- quote the child's words exactly where possible.
- sign the record
- add your name, role, date of incident and date of the recording.

Record concerns factually in Diocese suggested formats as per Diocese recording with care policy 2017. Give a copy of your notes to the Parish Safeguarding Officer.

## Appendix III

### Church of England Confidential Declaration Form

#### **Church of England Confidential Declaration Guidance and Privacy Notice**

The Confidential Declaration must be completed by all those wishing to work with children and/or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and/or adults experiencing or at risk of abuse or neglect.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question that you are answering.

The Privacy Notice attached to this form (see page 5 onwards) explains how the information you supply in your 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”).

If you do not complete this form, or if you do not give true, accurate and complete information in response to the questions it contains, this may amount to misconduct under the Clergy Discipline Measure 2003 and your appointment will not proceed.

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 rules<sup>1</sup>? (Include both ‘spent<sup>2</sup>’ 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 rules<sup>3</sup>? YES / NO

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<sup>1</sup> 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 did not result in a prison sentence or suspended prison sentence (or detention order) and (c) 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) and (c) in order to be filtered.** Further guidance is provided by the DBS and can be found at <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

<sup>2</sup> 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/>

<sup>3</sup> You do not have to declare any adult caution where: (a) 6 years 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. As of 28 November 2020, youth reprimands, warnings and cautions, are automatically filtered. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered**

*Notes applicable to questions 1 and 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).*

*Broadly, where your position / role involves substantial contact with children and / or adults experiencing, or at risk of abuse or neglect (i.e. where you are eligible for an enhanced criminal records check) you will be expected to declare **all** convictions and / or cautions etc., even if they are 'spent' provided they have not been filtered by the DBS filtering rules.*

*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) because any failure to disclose relevant convictions, cautions etc. could result in the withdrawal of approval to work with children and / or adults experiencing, or at risk of abuse or neglect. Although it is important to 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 barred from work with children and/or vulnerable adults? YES / NO

*Notes applicable to question 4: You **only** need to mention if you have been placed on the DBS Barred List with regard to children and/or vulnerable adults if you will be taking up a position that involves engaging in "regulated activity" with children and/or vulnerable adults. 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 you<sup>4</sup>?

YES / NO

6 Has your conduct ever caused or been likely to cause ill-treatment, neglect or other harm to a child and /or vulnerable adult, and/or put a child or vulnerable adult at risk of ill-treatment, neglect or other harm? YES / NO

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<sup>4</sup> '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.

*Note: if you have answered 'yes' to any of the questions above, please give details here:*

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 putting a child or 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

*Note: if you have answered 'yes' to questions 7 and/or 8, please give details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result:*

*Note: Declare any complaints or allegations made against you, however long ago (including Domestic Abuse). Checks will be made with the relevant authorities.*

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 rules<sup>5</sup>; or is that person at present the subject of a criminal investigation/pending prosecution?  
YES/NO/Not Applicable

If yes, please give details including the nature of the offence(s) and the dates. Please give any further details, such as the reasons or circumstances, which led to the offence(s):

<sup>5</sup> <https://www.gov.uk/government/collections/dbs-filtering-guidance>

*Note applicable to question 11: 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).<sup>6</sup>*

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.

*Note: All these matters shall be checked with the relevant authorities*

**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 my Bishop/Archbishop 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.....

Address.....

.....

Date.....

Please return the completed form to.....

*Before an appointment can be made applicants who will have substantial contact with children and / or adults experiencing, or at risk of abuse or neglect in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check (as appropriate)) 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 experiencing, or at risk of abuse or neglect.*

*Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and / or an adult experiencing, or at risk of abuse or neglect at risk.*

<sup>6</sup> <https://www.gov.uk/government/publications/dbs-home-based-positions-guide/home-based-position-definition-and-guidance>

## Privacy Notice

This notice explains how the information you supply in your 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”).

[Prior to use, the diocese/PCC/Church Body should amend as appropriate the areas highlighted. If you are unsure, please seek advice from your Data Protection Officer as appropriate]

### 1. Who I/we are

[Insert name and address of data controller – this is the person/body who decides the purposes for which and the manner in which personal data will be processed. In the case of the Confidential Declaration, the data controller will depend on the nature of the position/role applied for, for instance, it could be the diocesan bishop, if clergy; or it could be a diocesan body, if a diocesan volunteer or employee; or it could be the PCC, if a parish volunteer. You should take advice from the lead contact in the diocesan office if you are unsure] am/are the data controller (contact details below). This means I/we decide how your personal data is processed and for what purposes.

### 2. The data [we/I] collect about you

I/we collect your name and address as provided by you in the Confidential Declaration Form, and where applicable, relevant conduct data and/or criminal offence data (including allegations); barring data; court findings or orders.

I/We also collect the following information about other individuals living or employed in your household who are over 16 years old, where applicable (see section 3, headed “Purposes and lawful bases for using your personal data” paragraph 3):

- criminal offence data (including allegations); barring data; court findings or orders.

It is our expectation that you will inform these individuals that you have put their details on the CD form, and that you explain the reason for this.

### 3. Purposes and lawful bases for using your personal data

The overall purpose of the confidential declaration is to ensure that I/we take all reasonable steps to prevent those who might harm children or adults from taking up positions of respect, responsibility or authority where they are trusted by others in accordance with the Safer Recruitment: Practice Guidance (2016).

We use your data for the following purposes and lawful bases:

1. Appointing individuals to positions of respect, responsibility or authority where they are trusted by others.
2. For the Diocesan Safeguarding Adviser to conduct a risk assessment where applicant discloses information on the form.
3. Collect information about members of your household for the purpose of undertaking a Disclosure and Barring Service check on them if you have applied for a role where you work from home with children.

It is the legitimate interest of **[insert name of the data controller]** to ensure that only appropriate individuals are appointed to certain positions, as established by the Promoting a Safer Church - House of Bishops Policy Statement (2017). We also need to be assured that no member of your household poses any risk.

It is also necessary for reasons of substantial public interest in order to prevent or detect unlawful act and protect members of the public from harm, including dishonesty, malpractice and other seriously improper conduct or for the purposes of safeguarding children and adults at risk. (Safer Recruitment Practice Guidance (2016)).

### Legitimate Interest Assessment

<b>[/we]</b> have a specific purpose with a defined benefit	The processing is an essential part of safer recruitment, to ensure that individuals appointed to positions of respect, responsibility or authority where they are trusted by others are properly vetted and pose no risk to children, vulnerable adults or the wider public.
The processing is necessary to achieve the defined benefit.	Without processing this data, there would be no assurance that suitable individuals are being appointed.
The purpose is balanced against, and does not override, the interests, rights and freedoms of data subjects.	The risk of significant harm to others if inappropriate appointments are made outweighs the low risk to individuals of disclosing the data to us.

For a copy of the full Legitimate Interest Assessment, please contact us on the details included in section 7 headed "Complaints".



#### 4. Sharing your data

Your personal data will be treated as strictly confidential and will only be shared with those involved in the recruitment/appointment process and, where appropriate, the Diocesan Safeguarding Adviser. It may be shared outside the Church for the prevention or detection of an unlawful act; to protect members of the public from harm or safeguarding purposes, or as required by law, under Schedule 1, Part 1, Part 2 or Part 3 (as appropriate) of the Data Protection Act 2018, with the following:

- Police
- Children's or Adults Social services in Local Authorities
- Statutory or regulatory agencies, (e.g. the DBS)

#### 5. Data Retention

[I/we] keep your personal data, if your application is successful, for no longer than reasonably necessary for the periods and purposes as set out in the retention table below at the following link:

<https://www.churchofengland.org/sites/default/files/2017-10/Safeguarding%20Records-%20Retention%20Tool%20kit%20-Dec%202015.pdf>

If your application isn't successful, your data will be held for 6 months after the recruitment process ends, and then destroyed.

#### 6. Your Legal Rights and Complaints

Unless subject to an exemption under the GDPR or DPA 2018, you have the following rights with respect to your personal data: -

- The right to be informed about any data we hold about you;
- The right to request a copy of your personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of your personal data
- The right to obtain and reuse your personal data to move, copy or transfer it from one IT system to another. *[only applicable for data held online]*

## 7. Complaints

If you have any questions about this privacy policy, including any requests to exercise your legal rights, please contact us using the details set out below.

[insert contact details]

If you do not feel that your complaint has been dealt with appropriately, please contact [Insert contact details of Data Protection Officer or equivalent position in the NCI/Diocese].

You also have the right to lodge a complaint with the Information Commissioners Office. You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

**APPENDIX IV  
SAFEGUARDING FORM  
KEYHOLDER DECLARATION  
ST MARGARET'S CHURCH, DRAYCOTT IN THE MOORS**



<b>Name of Church:</b>	St Margaret's Church, Draycott in the Moors
------------------------	---

<b>Reason for holding the key (role, group etc.):</b>	
---	--

<b>Name of key holder:</b>			
<b>Address:</b>		<b>Phone No.:</b>	
		<b>Mobile No.:</b>	
<b>Post Code:</b>		<b>Email:</b>	

<p><b>Before the keys/pass can be issued you are asked to sign the declaration below and acknowledge the conditions of issue.</b> This is to help carry out the policy of St Margaret's Church to safeguard children, young people and adults who are vulnerable in its care. St Margaret's Church is not obliged to give anyone access to church premises unless access to the premises is required as part of their role or for regular hire of the premises.</p> <p>I have never been convicted or cautioned for any offence concerning children, young people or vulnerable adults.</p> <p><b>Signed:</b></p> <p><b>Date:</b></p>	<p><b>These keys/pass/entry code are issued to you under the following conditions.</b></p> <ol style="list-style-type: none"> <li>1. You shall not have any copies made from the keys/pass.</li> <li>2. These keys/pass should not be lent to anyone else.</li> <li>3. On completion of your term of office or role, these keys/pass shall be returned to the Church Warden and not handed over to another person.</li> <li>4. Where entry code numbers are given instead of a key/pass this information will not be given to anyone else.</li> </ol> <p>I accept the above conditions of issue.</p> <p><b>Signed:</b></p> <p><b>Date:</b></p>
---	--

<p><b>Keys Issued:</b></p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>
---

**A COPY OF THIS AGREEMENT WILL BE RETAINED BY THE KEYHOLDER AND ST MARGARET'S CHURCH, WHERE IT WILL BE KEPT IN A SECURE AND CONFIDENTIAL MANNER.**  
**NB. All information will be held in accordance with current General Data Protection legislation. Please see St Margaret's Church Data Privacy Notice on the church website:**  
<https://www.stmargaretsdraycott.org> This notice will inform you of your rights and provide information about how we hold and use your personal data.

**APPENDIX V**

<b>VOLUNTEER APPLICATION FORM</b> <b>ST. MARGARET'S CHURCH, DRAYCOTT in the MOORS</b>		
<b>1. Personal Information</b>		
Title:	Forename(s):	Surname:
Known as:		
Any previous names by which you have been known:		
Date of Birth:		
Home Address:		
Postcode:		
Daytime Tel No:	Mobile Tel No:	Evening Tel No:
Email Address:		
<b>2. Education, Training &amp; Qualifications Information</b> Please give details of any relevant training and qualifications which you feel equip you to work with children, young people and/or vulnerable adults. Please include dates.		
<b>3. Employment &amp; Voluntary Work Experience</b> Please provide details of your current employer.  Also please provide a full history (with dates wherever possible) of any previous experience you may have of looking after and/or working with children, young people and/or vulnerable adults, whether paid or voluntary.		

**4. Church Involvement**

Please provide a full history (with dates wherever possible) of your church involvement (current and previous).

**5. Why do you want to volunteer?**

Please tell us why you wish to volunteer to work with children, young people and/or vulnerable adults and the skills & qualities you think you would bring to the role. Please also tell us about any skills or experience you hope to gain through this opportunity:

**6. Health Information**

Please provide information about any disability or health issue that we should be aware of in order that we can identify what support or reasonable adjustments we can provide for you to undertake volunteering duties safely.

**7. References**

At least 2 references will be sought using the information provided at sections 3 & 4 above. Please also provide details of personal referees here. Referees must be over 18 and not be family members or relatives. Please note that 'Self-supplied', 'to whom it may concern' and verbal references will not be accepted.

Name:

Telephone No:

Address (including postcode):

Email Address:

In what capacity do you know this person?

Name:	Telephone No:
Address (including postcode):	Email Address:
In what capacity do you know this person?	
<b>8. Declaration</b>	
I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my termination of my role as a volunteer.	
I understand that any offer of appointment to a volunteering role is subject to satisfactory pre-appointment checks as well as completion of a Confidential Declaration Form and satisfactory disclosure from the Disclosure and Barring Service at the appropriate level, where this is a requirement of the role as stated on the volunteer role description.	
I understand that if I am appointed to a volunteering role there will be a settling in period and that I will be expected to complete a volunteer induction programme and undertake relevant safeguarding training.	
Signed:	Print Name:
	Date:

### Data Privacy Information

St Margaret's Church PCC collect personal information about you directly through the application and recruitment process. We will also collect information from third parties, including former employers who you identify as your referees. If you are successful in your application to be a volunteer we will also use your data for administrative purposes to support and manage your volunteering role.

Dependent upon the nature of your volunteering role and we are legally permitted to do so, we may need to check you against the national criminal conviction database, therefore requesting you to undertake a Disclosure and Barring Service check.

We keep your personal data, if your application is successful, for no longer than reasonably necessary for the periods and purposes as set out in the retention table below at the following link:

<https://www.churchofengland.org/sites/default/files/2017-10/Safeguarding%20Records-%20Retention%20Tool%20kit%20-Dec%202015.pdf>

If your application isn't successful, your data will be held for 6 months after the recruitment process ends, and then destroyed.

For further information please refer to St Margaret's Church PCC Data Privacy Notice which can be found on the church website [www.stmargaretsdraycott.org](http://www.stmargaretsdraycott.org)

## APPENDIX VI

**PRIVATE AND CONFIDENTIAL  
ST MARGARET'S CHURCH DRAYCOTT in the MOORS  
REFERENCE REQUEST FORM**

<b>PRIVATE AND CONFIDENTIAL ST MARGARET'S CHURCH DRAYCOTT in the MOORS REFERENCE REQUEST FORM</b>				
Name of Applicant:				
Reference Type <small>(please circle)</small>	Current/Previous Employer	Current/Previous Voluntary Work	Personal	Education/Training
Your Name:				
Your Organisation: <small>(if applicable)</small>				
Your Position: <small>(if applicable)</small>				
How long have you known the applicant?			In what capacity do you know the applicant?	
Applicant's role title/study undertaken and length of appointment/time with your organisation: <small>(if applicable)</small>				
Role Title/Study Undertaken:				
Start Date: <small>MM/YYYY</small>		End Date: <small>MM/YYYY</small>		
The reason for leaving employment/voluntary work <small>(if known)</small> :				
Employment/Voluntary work only: Would you re-appoint the applicant for the same post?			Yes / No	
Would you recommend the applicant for the role they have applied for?			Yes / No	
Please provide any relevant information in relation to the applicant's suitability to work with children, young people or vulnerable adults.				
Please provide any relevant information in relation to any concerns about the applicant working with children, young people or vulnerable adults.				

Employment/Voluntary work only:

Does the applicant have any current disciplinary warnings or investigations in relation to working/volunteering with children, young people and vulnerable adults? Yes / No

If yes, please provide details:

Personal only:

Do you have any knowledge of the individual being investigated over safeguarding issues? Yes/No

If yes, please provide details:

Please add any further comments that you feel may be relevant to the applicant and their application.

Signed:

Print Name:

Telephone contact point for clarification:

Date:

**N.B. All information will be held securely and in confidence, in accordance with the General Data Protection Regulations. Please see St Margaret's Data Privacy Notice on the church website for further information: [www.stmargaretsdraycott.org](http://www.stmargaretsdraycott.org)**



**APPENDIX VII**

CONFIDENTIAL

**Working agreement including role outline (role description)**

**PARISH – ST MARGARET’S CHURCH, DRAYCOTT in the MOORS**

Name\_of\_Volunteer:

\_\_\_\_\_

**Address:**

\_\_\_\_\_

\_\_\_\_\_

Thank you for agreeing to work as \_\_\_\_\_ in part of our overall work with children, young people and vulnerable adults.

The Parochial Church Council (PCC) puts a very high value on work with children, young people, vulnerable adults (*delete as appropriate*). The PCC intends to make sure that the appropriate resources and support are available from the Parish and from the Diocese and intends that no one should work unsupported.

These are the particular responsibilities of the volunteer’s work that have been discussed with you in detail:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Working with children, young people and vulnerable adults (amend as appropriate) is a big responsibility but it also brings enormous satisfaction.

The PCC hopes that you find this work rewarding. Any further questions that arise from time to time can be discussed with \_\_\_\_\_

Once a year WE the Group Leader will meet with you to talk about the work, and if you wish to continue, we can discuss training opportunities so that there is an opportunity to continue to develop skills.

**You have completed the Basic and Foundation levels (delete as appropriate) of the Church of England Safeguarding Training, but it is also important that you read a copy of the current Parish Safeguarding Policy for Children and Young People/Safeguarding Policy for Adults (delete as appropriate) understand who to contact and the referral procedure. The Policy can be found on the church website at [www.stmargaretsdraycott.org](http://www.stmargaretsdraycott.org). A copy of the referral process is attached for your reference.**

This agreement assures you of the continuing prayerful support of the Parish for volunteers and the work which is undertaken on our behalf.

Signature of Incumbent / Priest-in-Charge: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ (Role) Parish Safeguarding Officer Date: \_\_\_\_\_  
On behalf of the PCC.

Signature: \_\_\_\_\_ (Volunteer) Date: \_\_\_\_\_



## Parish Safeguarding Checklist

- Has PCC adopted all House of Bishop's safeguarding Policies?
- Has the Parish appointed a Parish safeguarding Coordinator?
- Is Safeguarding a standing item on every PCC agenda?
- Does PCC report on safeguarding to the APCM?
- Have all lay volunteers to roles working with children and vulnerable adults been safely recruited, and do they have DBS checks as required?
- Are all church officers aware of safeguarding policy, guidance and trained for their role?
- Is there adequate insurance policy for all different activities undertaken in the name of the Parish?
- Is all relevant safeguarding information displayed in church and on parish website – including formal statement about safeguarding policy and contact details for Parish Safeguarding Coordinator and the Diocesan Safeguarding Adviser?
- Is there an appropriate policy in place to deal with safeguarding concerns or allegations?
- Have risk assessments been completed for all activities which operate in the name of the church?

## Appendix IX

### Useful Telephone Numbers in relation to Safeguarding issues

Parish Safeguarding Officer: Jane Meller – Tel 01782 396373  
Parish Priest: - Revd Jonathan Roberts – Tel 01782 437600

Senior Diocesan Safeguarding Adviser – Neil Spiring - Tel: 01543 306030  
Out of Hours emergency number – 0303 003 1111 (option 2). This number will take you through to Thirty One Eight (thirtyoneeight.org), formerly CCPAS) who will register your call and help you with your emergency.

Area Bishop: Rt Revd Matthew Parker – Tel: 01782 373308

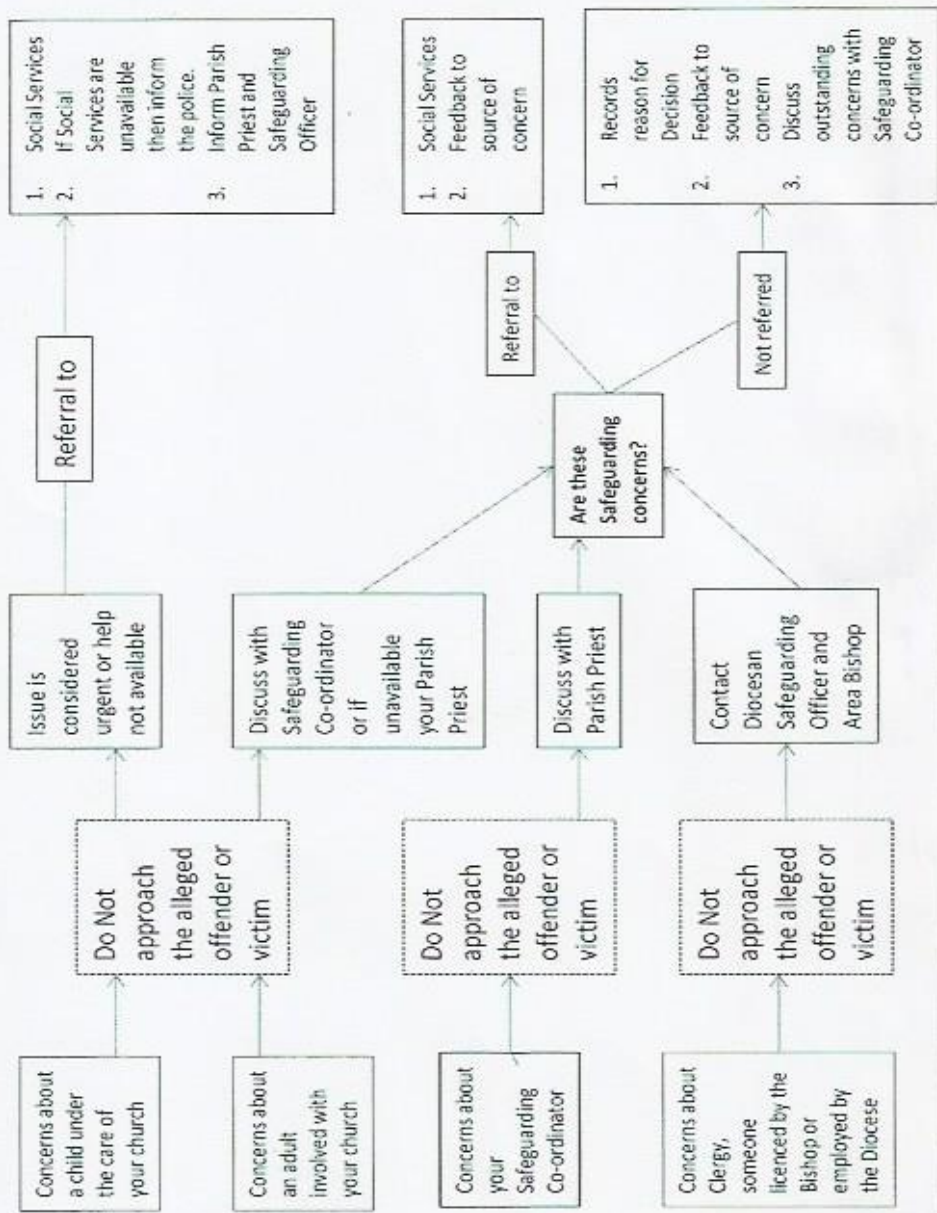
Children's Safeguarding Phone Numbers  
Staffordshire/Stoke Children 0800 1313126  
Out of hours 0345 604 2719

Safeguarding Adults Phone Numbers  
Staffordshire/Stoke Adults 0345 604 2719  
Out of hours 0345 604 2719

Staffordshire Police: Tel: 101    Emergency Tel: 999

APPENDIX X

IN THE EVENT OF A SAFEGUARDING ISSUE IN YOUR CHURCH



Safeguarding Co-ordinator: Mrs Jane Meller 01782 396373. Parish Priest: Revd. Jonathan Roberts: 01782 437600.  
 Diocesan Safeguarding Team: 01543 306030. Out of Hours Support: 0303 003 1111 (option 2).  
 Children's Safeguarding Phone Numbers: Staffordshire/Stoke Children 0800 1313126. Out of hours: 0345 6042719.  
 Safeguarding Adults Phone numbers: Staffordshire/Stoke Adults 0345 604 2719. Out of hours: 0345 6042719.  
 Staffordshire Police: 101 or Emergency 999. Area Bishop: The Rt Revd Matthew Parker 01782373308