

Cornwall Faith Forum

Safeguarding Guidelines

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The document is divided into four sections:

SECTION ONE

Policy Statements

SECTION TWO

This gives guidelines for good practice in working with children and vulnerable adults. It includes:

- Selection, screening and appointment
- Criminal Record Checks and flow chart
- Training and support
- Management for children's and vulnerable adults work
- Guidelines for the Parish Safeguarding Co-ordinator
- Guidelines for integrating a known offender

If the guidelines in this section are implemented carefully they will help to reduce the risk of abuse in our churches.

SECTION THREE

This gives definitions of abuse, sensitive guidance and clear procedures to follow if abuse is suspected or if a disclosure is made. There is guidance on pastoral care and historical abuse. There are also contact telephone numbers and emergency numbers.

SECTION FOUR

This section includes Appendices of additional information and sample forms to help implement these guidelines.

Diocesan Safeguarding Officer	Sarah Acraman	01872 274351
Cornwall Local Safeguarding Children's Board		01872 254549
Cornwall Safeguarding Adult's Board		01872 323782
Children & Adult Social Care Access Team		0300 1231 116
Police Central Referral Unit		0845 6051 166

SECTION ONE

PRINCIPLES OF THE POLICY FOR SAFEGUARDING CHILDREN

- We are committed to the safeguarding, care and nurture of the children within our community.
- We will carefully select and train volunteers and paid workers with children and young people using the Criminal Records Bureau, amongst other tools, to check the background of each person.
- We will respond without delay to every concern raised, that a child or young person for whom we are responsible may have been harmed.
- We will fully cooperate with statutory agencies during any investigation they make into allegations concerning a member of the church community.
- We will seek to offer informed pastoral care to any child, young person or adult who has suffered abuse.

PRINCIPLES OF THE POLICY FOR SAFEGUARDING VULNERABLE ADULTS

- We are committed, within our community, to the safeguarding and protection of vulnerable people.
- We will carefully select and train all those with any I responsibility within CFF, including the use of Criminal Records Bureau disclosures where legal and appropriate.
- We will respond without delay to any concern raised made that an adult with whom we were in contact has been harmed, cooperating with police and the local authority in any investigation.
- We will challenge all abuses of power by anyone in a position of trust.
- We will care for and supervise any member of our community known to have offended against a vulnerable person.

POLICY ON SAFEGUARDING

1. Aims and Purpose

The purpose of this policy document is to identify and outline the issues and principles of safeguarding for CFF.

2. The Safeguarding Policy Statement of CFF

CFF, in all aspects of its life, is committed to and will champion the protection of all in its community. It fully accepts, endorses and will implement the principle enshrined in the Children Act 1989 that the welfare of the child is paramount. CFF will foster and encourage best practice within its community by setting standards for working with all groups as well as supporting parents in the care of their children. It will work with statutory bodies, voluntary agencies and faith communities to promote the safety and well-being of all. It is committed to acting promptly whenever a concern is raised, and will work with the appropriate statutory bodies when an investigation is necessary.

3. Context

Safeguarding can only be considered in the context of the wider role of the family in society and the relationship between family, communities and the state. The interaction between these is never static. The last forty years, in particular, have seen major changes in the structure of families. The health of a society may be judged by its care and concern for its most vulnerable members. CFF also accepts and recognises the importance of safeguarding vulnerable adults, within the church and the wider community

SECTION TWO

GUIDELINES FOR SELECTION AND APPOINTMENT OF VOLUNTEERS AND PAID WORKERS WHOSE ROLE INCLUDES WORK WITH VULNERABLE ADULTS OR CHILDREN

CFF has a duty of care to take all reasonable steps to protect children and vulnerable adults with whom they have contact. Anyone who works with 'vulnerable' people is exempt from 'The Rehabilitation of Offenders Act' and can be asked to declare any criminal convictions.

The procedures set out below, help to dissuade and prevent unsuitable people working with children and vulnerable adults and ensure that all can belong to a safe, happy and loving environment.

APPOINTMENT PROCEDURES

The 10 steps described must be adhered to when recruiting staff – paid or voluntary.

Adopt the same process for everyone.

Explain why you need certain information and do not make value judgments that one person need not provide information but that another does, for example.

Define the role.

A job description is particularly important with the implementation of the DBS systems. Only roles which meet the criteria for a DBS check will be eligible for one, therefore these roles need to be clearly identified at the outset.

Ask the applicant for the names of two referees.

One should be from the current or previous employer. All references should be followed up.

Interview the applicant.

Personal information shared at interview is confidential between interviewee and panel. Interviewing is an opportunity to find out about the experience and background of the volunteer. It is a positive process and will help to ensure that skills are matched to requirements.

Declaration Form.

If the references are acceptable and the applicant considered suitable, ask them to complete a declaration form (Appendix C). It should be emphasised that all workers with vulnerable adults or children are required to complete the Declaration. The Confidential Declaration is a pre-requisite of applying for a DBS Disclosure. The

declaration form will be destroyed once the DBS Disclosure has been received. If there is any additional information/issues contained on the DBS certificate the Diocesan Safeguarding Officer MUST be contacted. The DSO will assess the significance of the information and inform the appointer accordingly. The appointment cannot go ahead before the DSO has made the assessment.

Disclosure and Barring Service Check.

The person must provide disclosure in accordance with the DBS policy and as described in The Safer Recruitment document (link above).

If a person is considered unsuitable for the post applied for, the reasons why should be explained to them. Appointment will be conditional on a satisfactory and up-to-date DBS check.

Young Helpers (anyone under the age of 18).

It is not appropriate for such helpers to be appointed through the above procedures. Young helpers should not be left on their own with vulnerable groups, as they should not be expected to take on such responsibilities. Adult workers should be concerned to protect young helpers from such situations and supervise their work at all times.

Approval by the CFF.

All selected volunteers should be approved by the CFF and their names minuted. The appointment should be confirmed in writing and the person formally commissioned for the role for which they have been appointed.

Supervision.

It is important to support workers in their roles. Supervision allows opportunities for both parties to report how they are doing, note progress and positive aspects, as well as flag up issues and be in a position to take action where things are less positive.

GUIDELINES FOR THE ELIGIBILITY OF SAFEGUARDING **CRIMINAL RECORD CHECKS (Disclosure & Barring Service)**

The link below offers national guidance when deciding who needs a check and who does not.

<http://www.trurodiocese.org.uk/wp-content/uploads/2011/11/o-Safer-Recruitment-Guidance-2015.pdf>

Who should be checked?

If the role to be undertaken meets the eligibility criteria set out in legislation, then a DBS check must be applied for. Changes in legislation in recent years have altered the criteria, so it is important to remain compliant.

There are three levels of DBS check:

- a) *Enhanced Plus Barring List Check.*
It is illegal to seek this information when the role does not meet the specific requirements set out in The Protection of Freedoms Act 2012 and it is illegal to knowingly employ in 'regulated activity' a person barred from 'regulated activity'. A person seeking to work in 'regulated activity' if they are barred from it, is also breaking the Law.
- b) *Enhanced Check.* These checks flag up relevant (filtered) convictions, reprimands, warnings and cautions held on the Police National Computer and any other information that the local Police believe to be of significance. Those engaged in substantial work with vulnerable groups would fall into this category. It is an offence to seek an Enhanced Check where a person is not engaged in such work.
- c) *Standard Check.* This check is not ordinarily considered appropriate for safeguarding but might be used in the employment of the CFF Treasurer for example.

Vulnerable Adults are now defined not by their own personal conditions but by the activity/service they receive. Basically, if a worker provides one of the following to a person on behalf of CFF, and they are NOT supervised by someone who has a DBS check at all times, they are involved in Regulated Activity with adults:

- personal care (help with eating, dressing, toileting, drinking)
- attending to financial matters (incl Power of Attorney)
- driving to medical or social care appointments.

Those who manage people in such activities are also in Regulated Activity.

Any work with children described above, plus teaching, training or advising and not always supervised (as above). All work with children needs to be conducted at least four times in a 30-day period or overnight, to be classed as 'Regulated Activity'.

Any role which fits the above definition of Regulated Activity requires a check of the Barred List.

The following offers an 'at-a-glance' list of some central roles which would ordinarily meet the criteria for an Enhanced **plus** Barring List Check:

- Youth, Children and Family Leaders/workers who are not always supervised.
- Home visitors (only when direct personal care is provided) and approved drivers where the service is for vulnerable people attending health or social care appointments.

The following require a DBS check at Enhanced level, **without** Barring List Check:

- Youth and Children's workers whose work does not meet the 'frequency' test and/or is always supervised.
- Home visitors who spend time alone with vulnerable people but do not engage in 'Regulated Activity'.
- Safeguarding Committee Members, Safeguarding Coordinators and the Safeguarding Officer.
- Any post that had previously been classed as 'regulated activity' (pre 2012)
- CFF members are also eligible for this level of check, as Charity Trustees.

It is not appropriate to seek DBS checks for parents who are caring for their own children, choir participants, flower arrangers or those serving refreshments. It is also not appropriate to check family members of vulnerable adults, or vulnerable adults themselves, who help in the delivery of a service for those with similar vulnerabilities.

However, if they are unsupervised or take a lead role, they would then require a DBS check with a check of the Barred List.

Disclosure & Barring Service checks are to be renewed at least every 5 years.

This is normally the responsibility of CFF.

GUIDELINES FOR THE MANAGEMENT AND SUPPORT OF THOSE WHO WORK WITH CHILDREN AND VULNERABLE ADULTS

There are no procedures which can provide an absolute guard against appointing people who seek to abuse. Additionally we have a responsibility to support our workers in ensuring what they do is safe and at a standard of which we can be proud. Supervision and support are important additional safeguarding mechanisms. Regular meetings of workers give them opportunities to share their experiences, and talk about their relationships.

The following guidelines help volunteers to have a clear idea of what is expected of them and to feel valued in their work. At the same time they help to ensure that opportunities for abuse are reduced or uncovered, by promoting an open and dynamic environment which sees safeguarding at the centre of all that we do.

- 1. Job Description.** This should be a simple written statement outlining the tasks expected of them, clearly stating if Regulated Activity will be part of the expectation, their responsibilities and the person to whom they are responsible.
- 2. A Probationary Period.** New volunteers and paid workers should be given a period of probation, between 3-6 months is recommended. At the end of this time a review with the person to whom they are responsible should take place. This gives the opportunity for the worker to have a 'way out' if they are not happy in their work, or to discuss any problems. It is also an opportunity for the person responsible to assess their competence and their commitment.
- 3. A regular job review.** This should take place for all workers. It is an encouragement to know that someone else is interested and it gives the chance for problems to be aired and discussed.
- 4. Supervision and Planning.** It is recommended that the Chairman or the Safeguarding Co-ordinator(s) attends planning meetings on occasions so that they are aware of the type of programme and sort of activities the group is involved in. They should also visit the groups occasionally so that they have an opportunity to observe and support the work.
- 5. Safeguarding Responsibilities.** A model summary of safeguarding responsibilities is included at Appendix A.
- 6. Training Advice and Support.** The Safeguarding Committee delivers safeguarding training. All volunteers should be encouraged to undertake training, since it is an important aspect of being able to safeguard children and vulnerable adults effectively. It requires time and commitment on the part of volunteers but most find the courses enjoyable and that it gives new confidence and enthusiasm for their work.

GUIDELINES FOR GOOD PRACTICE WHEN WORKING WITH CHILDREN OR ADULTS WITH VULNERABILITIES

Although the number of people who actively seek to do harm to children or adults may be small, CFF can reduce the opportunities for abuse to occur.

Procedures that are set in place to protect people should apply to all.

These procedures are designed to protect all who have contact with children and vulnerable adults. In order to achieve this, there are some recommendations, as follows:

1.i Staffing Ratio when working with Children

CFF should ensure that:-

- A minimum of two leaders/workers are always present.
- If there are more than 20 children present there should be one additional leader/worker for every ten (or part of ten) young people.
- Under 18s cannot be included in staffing ratios.
- With under 8s a ratio of leaders to children of 1:6 is recommended and should be encouraged.
- Both genders should be represented in the leadership of groups whenever possible. This is especially important with older children and young people on residential trips. Where both boys and girls are present there **MUST** be both male and female leaders/workers.
- For activities away from the normal meeting place additional leaders should be present.

1.ii Staffing Ratio when working with Vulnerable Adults

CFF should ensure that:-

- A minimum of two leaders/workers are always present
- CFF should carry out a risk assessment based on the nature of the activity and the requirements of the individuals concerned.
- A record of the risk assessment is to be kept.

2. One-to-One Situations. Leaders/workers need to think and act carefully to avoid situations which could lead to embarrassment, temptations or accusations. If an individual feels uneasy about anything done or said, in any situation, they should make and keep a factual record of such and seek advice. If an individual is conducting a home visit, they should consider informing a third party of their arrangements and, if appropriate, make an appointment.

3. **Relationship of Trust.** Young people (over the age of consent but under the age of 18 years) and vulnerable adults need to be protected from sexual activity with adults who are within a 'relationship of trust' (this is defined as a relationship where an adult has responsibility, which gives power or influence over another). Any behaviour or situation which might allow a sexual relationship to develop would be unacceptable and must be avoided, as long as the relationship of trust exists.
4. **Young Helpers.** Young people under 18 helping with groups do not need to be appointed in line with the 'Safer Recruitment' national policy, but they should not be left on their own nor should they be allowed to take a group off into another room without appropriate adult supervision. It should be the concern of CFF to protect young helpers from compromising or uncertain situations.
5. **Touching and demonstrations of affection** All humans have a need for affection and physical contact, but all are entitled to determine the degree of physical contact with others, except in exceptional circumstances e.g. emergency medical treatment. Touch should be related to the individuals needs not those of the workers and should be age appropriate. Be open and public about showing affection. A hug in the context of a group is very different from a hug behind closed doors. Physical punishment, towards either a child or vulnerable adult, in any form must not be used in any circumstances.
6. **Car or Minibus Travel.** Single lifts in cars should only be in an emergency, not a regular occurrence, as these would leave both the recipient and the worker vulnerable. If a Minibus is used ideally there should be two adults in the vehicle. Drivers need to be aware of the legislative requirements, e.g. child boosters, seat belts, insurance etc.
7. **Casual Visitors.** Casual visitors should not have access to a group without the presence of an adult responsible for the group. It is this adult who must take responsibility for any visitors within the group setting.
8. **An Independent Person.** CFF has a system whereby children and vulnerable adults may talk with an independent person. The Parish Safeguarding Children Coordinator or the Safeguarding Vulnerable Adults Coordinator can fulfil this role in some circumstances.
9. **Registration.** An up-to-date register of information of attendees in all groups must be kept securely and include name, address, telephone number, medications and permission to 'act as a reasonable parent would', where necessary for the duration of each session.

10. **Outings.** Consent forms must be obtained from the parents/guardians or carers of children where appropriate for activities taking place away from the normal meeting place. A sample consent form is given at Appendix E for short outings or Appendix F for whole-day or residential trips. Permission from parents or legal guardians must be obtained for children.

11. **Taking Photographs and Publishing Images.**

Images of any type – photographs, digital images or films – count as personal data under the Data Protection Act 1998. It is important that the consent of children, (their parents) and vulnerable adults is obtained for the making and use of images. It is important to note that there may be good reasons for refusing consent such as:

- Children may have been placed in alternative families by the local authority or could have been involved in legal disputes.
- Identification of individuals may put them at risk of being targeted by potential abusers.
- Digital images can be manipulated for child sexual exploitation on the internet.

Good practice therefore requires that:

- Verbal consent is obtained from the subjects, child's parents / carers before making images.
- Written consent is obtained if the images are to be published or displayed.

An oral notice given out before a nativity play or carol concert may not allow parents/carers sufficient opportunity and time to object or discuss the implications. In these cases, a more formal notice would be appropriate. It would allow a parent/carer to take evasive action at a general gathering where the official photographer is identified.

If the event is one for which parental consent is needed anyway, suitable wording can be added to the form asking for permission to photograph, video, or publish images on the internet or hard copy.

In general, avoid naming children or only use a first name if the image is to be publicised. It is important that all images are appropriate. Group pictures are more desirable than pictures of single children. Dispose of images when no longer required.

12. The Internet, Online Safety and Social Media

Overview

The World Wide Web, social networking sites and gaming sites are part of everyday life for a large percentage of the population. There are now upwards of 1.5 billion people worldwide who have access to the internet.

The internet is a fantastic resource and used to advantage by many. With this great resource come many great opportunities, but it also carries important responsibilities and a need for heightened awareness of the possible risks and shortfalls that exist.

Why we must Proceed with Caution

The internet can be used to 'groom' people into dropping their guard, sharing personal information, and digital images unwisely. Internet activity is often thought to be both a secure and a private pastime. In reality, internet activities are inherently insecure **and** information can easily enter the public domain unintentionally.

Whilst engaged on the internet there are a number of ways in which a user might become vulnerable to certain forms of abuse. For example:

- (a) **Internet Grooming.** Children and some adults can be at risk of sexual abuse through internet grooming. This is when someone tries to gain trust with the aim of sexually or financially abusing. With sexual abuse images can be manipulated and people can be put under pressure to meet up with someone who turns out to be somebody other than who they claim to be. The Child Exploitation and Online Protection Centre (CEOP) have produced a mini film *Matt Thought He Knew* which highlights this issue well. Look for it on YouTube. With financial abuse, people may 'hook' you in to sending money with a story that is hard to resist.
- (b) **Phishing.** People can also be tricked into giving identifying information, which can lead to theft through accessing bank accounts. This is called 'phishing'. Some individuals are then at risk of being added to unofficial lists which highlight them as people easily conned. These are called 'sucker lists'. This is also an issue for children as highlighted by 'UK Children Go Online' (Livingstone & Bober, 2005) which found 49% of children claim to have given personal information out online, but only 5% of their parents recognised this to be the case.
- (c) **Cyber bullying** and online 'fights'. If a person is sent hurtful or threatening messages via email, texting or in chat rooms, this is 'cyber bullying'. The phenomenon is particularly insidious as it can be done anonymously. This appears to reduce the inhibitions of many who engage in it, thereby increasing the severity. Receiving anonymous messages is often experienced as more upsetting than knowing who it is that is doing the bullying, not least because of the inability to respond. Because the 'hurt' is generally emotional, and not physical, this activity has been poorly understood and thus all too often ineffectively dealt with.

- (d) **Sexting.** This is the act of sending and receiving sexually explicit material between mobile phones. These images are hard to remove from the internet if someone uploads them. They can reappear in later years, for example, causing acute embarrassment. More seriously they can be used by strangers to bully and blackmail. Those who aim to groom children sometimes pretend to be the person in the images thus breaking down boundaries and building 'trust' with vulnerable individuals.
- (e) **Inappropriate material.** We must not forget that children and vulnerable adults can be exposed to unsuitable material whilst searching the internet, as all manner of 'links' can guide people in directions they had not intended. Just as we would not like our children to venture into certain parts of town, for example, certain areas of cyberspace are not appropriate for children. Conversely, of course, some areas are designed for children and are not relevant for adults. It is important to note the existence of racist and other hate sites, pornography, those advocating self-harm, drug taking, suicide and gambling. We may have read of terrible situations where people have been encouraged or bullied into actions which have been extremely harmful to themselves or others.

Guidance for the Use of Social Media and Emailing

When communicating with children or vulnerable adults, it is advisable to encourage face-to-face contact. However, the setting up and the running of groups might benefit from the use of social media or other forms of electronic communication; but certain boundaries are required in order to safeguard individuals involved:

- Use an agreed social networking account that is accessible to the group and set up for the purpose. Personal accounts are not to be used. Security settings must be in place and personal information guarded.
- Use to disseminate information to the group. It is not to be used for 'conversations', socialising or relationship building.
- Ensure your intentions are explicitly spelled out to parents and carers. Consent must be established for this form of communication. Say what the purpose of electronic communicating will be and the methods to be used and what information will be shared.
- Record your electronic communications as you would face-to-face communications. Keep email histories.
- Don't add children or vulnerable adults to personal sites or use personal instant messaging or social networking accounts.
- Messenger and live chat facilities should not be employed, as a record cannot be kept. The same applies to Skype and other 'video cam' systems. Group work with clear aims and objectives might be an exception, but always record and make explicit the boundaries.
- Any disclosures made should not be followed up via an electronic communication system. Always seek to meet face-to-face to further this

type of work or pass on in line with the safeguarding policy.

- Take very great care not to be misunderstood. Use clear language and avoid 'text speak' for example.
- Use language that is professional and appropriate to the client group.
- Communication should be kept between 9am and 5pm, where appropriate.
- You will need to have someone responsible for setting up, managing and moderating the webpage or profile and communicating with those who use the site.

Good Practice Guidelines

- Discuss the potential risk of online grooming and give people 'permission' to talk about it before anything happens.
- If anyone has a concern, encourage the sharing of that concern and ask that messages and other evidence are kept. Encourage your participants to visit the CEOP site which has a simple facility for reporting worrying internet experiences, activities or content, as well as lots of useful tips and ideas (www.ceop.police.uk).
- Remind vulnerable adults and children that the internet is a public space, and that not everyone will be who they say they are.
- Ensure any computer or device you make available to vulnerable adults and/or children has appropriate safety and age settings in place. Your internet provider will offer these services, and they are easy to install. Consider also the accessibility of any sites for people with disabilities.
- Have oversight of any internet usage and ensure those who use the internet know that you will from time to time, check the 'history' on each machine (look at which sites have been visited). You need to act responsibly, and make these checks from time to time.
- Make it clear that no one should give out personal information or details to people they do not know. 'Tweeting' and 'Blogging' are **not** private activities. Make sure that you do not inadvertently share private information about yourself or others.
- Make sure you do not leave vulnerable people alone whilst using internet sites, as unwise choices when navigating through the internet can sometimes expose people to upsetting information or images.
- Only use a dedicated 'work' email address which is accessible to colleagues, when communicating with vulnerable adults or children in the course of your work. 'Special' relationships can be wrongly assumed, if the communication is private and/or outside of 'office hours'.
Therefore, also avoid texting or messaging at anti-social hours and times. Keep the tone 'warm' without becoming too familiar or informal.
- Encourage users on your premises to set their online profiles to 'private' so that only friends and family can see them.
- Always seek permission before taking photos/videos of adults or children (Data Protection Act 1998) and clarify that you have permission to upload them onto the internet in relation to specific images, locations or times. Do not fully identify any person specifically. Group photographs are preferable to pictures of individuals.

- Cameras on mobile devices have become small and easily concealed; therefore, set rules for the use of such devices.
- Remember that your PCC will be responsible for all content contained within its website/forums/blogs/tweets or social networking areas maintained by them. Getting it wrong can be incredibly risky.

REALLY USEFUL RESOURCES

Thinkuknow (educational initiative by CEOP)

www.thinkuknow.co.uk

Lots of ideas and guidelines for practitioners, children and their parents in the online world.

Kidsmart

www.kidsmart.org.uk

Information from Childnet about staying smart and safe. Also information about digital footprints.

The Child Exploitation and Online Protection Centre (CEOP)

The UK's law enforcement agency dedicated to eradicating the sexual abuse of children.

www.ceop.police.uk

0870 000 3344

<http://clickcleverclicksafe.direct.gov.uk> This offers a really useful code of practice.

UK Safer Internet Centre

www.saferinternet.org.uk

0844 381 4772

helpline@saferinternet.org.uk

Bracknell Forest Council

www.bracknell-forest.gov.uk/e-safety-exemplar-policy-and-guidance.pdf

This is a useful website for policy and guidance. It also offers 'hints and tips' for vulnerable adults as well as an Acceptable Use policy exemplar.

13. **Risk Assessment.** This is a careful examination of what in a programme of work could cause harm to people. This should show whether sufficient precautions have been taken and whether further steps are needed. There are three areas to consider:-

- The building in which your group meets
- The equipment you use and the regular activities you do with your group.

A risk assessment form, which can be used for any activity, is included at Appendix D.

Further information and advice is available from the Safeguarding Officer.

As with all safeguarding procedures, it is important to remember that risk assessments are for the protection of children and others; but are also there to protect the leaders. If something goes wrong or an accident happens, investigators will ask to see your Risk Assessment.

14. **Insurance.**

All activities should be approved by CFF and this must be minuted.

ROLES AND RESPONSIBILITIES FOR CFF SAFEGUARDING COORDINATORS

RESPONSIBILITIES

The Coordinators:

- should be familiar with the contents of this handbook and responsible with for the implementation of these guidelines.
- are responsible for the safeguarding of children and vulnerable adults who come into contact with CFF.
- should be involved with the safe recruitment of workers and should be one of the interviewers of prospective volunteers or paid workers.
- should ensure that the names of all volunteers are recorded in the CFF Minutes.
- should monitor good practice with children and/or vulnerable adults and be alert to any unusual behaviour or inappropriate relationship on the part of any church worker with these groups.
- should, in the event of suspicion or an allegation of abuse, know when to seek advice from the Safeguarding Officer and when it is necessary to inform Adult or Children's Social Care or the Police without delay.
- can be delegated to undertake identity documentation check for DBS Disclosure application form for volunteers within their parish who are required to have a DBS check.

All Safeguarding Coordinators also need the following:

- Easy access to – and an understanding of – the 'Cornwall & Isles of Scilly Multi Agency Safeguarding Adults Policy' or the 'Cornwall & Isles of Scilly Multi Agency Safeguarding Children Policy'.
- Safeguarding Adults Coordinators must also have an awareness of the main principles of the Mental Capacity Act 2005, Best Interests Assessments and the Deprivation of Liberty Safeguards

Further information may be obtained at the SCIE website www.scie.org.uk

DIRECTIONS CONCERNING DISCLOSURE OF ABUSE

General Duty of Confidentiality

Both law and sound morals impose a general duty not to pass on information given in the expectation that it will be kept in confidence. However, it should be made clear to any person who might be about to make a disclosure, that where there are issues of safeguarding and/or a serious crime, this may not be possible.

If there are concerns, contact should immediately be made with the Safeguarding Officer.

SECTION THREE

WHAT IS ABUSE?

Everyone has the right to live their life free from violence, fear and abuse; and all have a right to be protected from harm and exploitation. Realistically there will always be a minority who are unable to protect themselves.

Abuse may occur in family, institution or community settings, and is found in all parts of society, all classes, all cultures and all religions.

Abuse of a relationship is a misuse of power and betrayal of trust.

The nature of vulnerability can vary widely but in general terms individuals can be considered vulnerable when they are unable to protect themselves against harm or exploitation.

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.

Child abuse has many forms. There are four identified (and reportable) categories of abuse described in *Working Together to Safeguard Children 2010*, from which the following definitions are taken.

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.

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.

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.

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.

ABUSE OF VULNERABLE ADULTS

Vulnerable Adults – The ‘New’ Definition

The Protection of Freedoms Act 2012 received Royal Assent on 1 May 2012. The definition of ‘vulnerable adult’ has changed as a result of this legislation.

- An adult (18 years and older but from 16 years, if married) is defined as vulnerable when they are in receipt of a ‘regulated activity’ in relation to vulnerable adults.
- It is important to recognise that any adult can be subject to abuse and that they do not have to be vulnerable as newly defined. Any adult could be subjected to domestic abuse, financial abuse, physical, sexual, psychological, institutional abuse and neglect (and acts of omission).

Regulated activity

This is defined as:

- the provision of health care treatment in any setting by a health care professional, or by a person acting under the direction or supervision of a health care professional such as a health care assistant in a hospital or care home. This includes first aid provided by organisations such as St John’s Ambulance, as is the case for children;
- the provision of relevant personal care in any setting to a person who needs the care because of age, illness or disability. Relevant personal care is defined at sub-paragraph (3B) of Schedule 4 to the Safeguarding Vulnerable groups Act and includes physical care such as assistance with eating, drinking, toileting, washing and dressing; prompting, together with supervision, for those activities, where such prompting and supervision are necessary execution; and any training, instruction, advice or guidance necessary for those activities (for example, a person given training on how to manage successfully their own chronic illness or disability);
- the provision of relevant social work by a social worker to clients or potential clients.
- the provision of assistance, in relation to general household matters, to a person who requires it because of age, illness or disability. This is defined as day to day assistance with paying bills, shopping or managing the person’s cash;
- the provision of assistance to a person where there is a formal arrangement in place which allows a person to make welfare and/or financial decisions on behalf of another person ;
- the transportation of individuals where that transport is provided because of age, health or disability. Broadly it is intended to cover ambulance services, transport to and from day care services where the transport is arranged by (or on behalf of) the day care provider, hospital porters and patient transport.

Please do report any concerns that you have, even if you are not sure the person fits the above definition of 'vulnerable', as services can still be offered in many cases.

With respect to vulnerable adults, abuse may take any of the following forms:-

Physical abuse: includes being hit or slapped, being given the wrong medication on purpose, inappropriate sanctions or restraint.

Psychological abuse: includes being threatened, humiliated, not being given choices, being bullied or isolated from other people. Psychological abuse can occur on its own or together with other forms of abuse.

Financial abuse: includes theft, fraud, and exploitation, being pressured into giving people money or changing a will, misuse of benefits, not being allowed access to money.

Neglect and acts of omission: ignoring medical or physical care needs, inadequate nutrition and heating, not allowing access to appropriate health or social care, being left in wet or dirty clothes.

Self neglect. Managing the balance between protecting vulnerable adults from self neglect against their right to self-determination can be a serious challenge.

Support is available from the Safeguarding Officer and guidance can be found on the Cornwall Council 'Local SA policies and Guidance'

Sexual abuse: unwanted sexual contact including rape, sexual assaults, or sexual acts, including viewing pornography, to which the vulnerable adult did not consent, was unable to consent or was pressured into consenting.

Discriminatory abuse: This abuse is motivated by discriminatory and oppressive attitudes towards such things as race, gender, spiritual or religious beliefs, disability, age, sexual orientation, gender identity.

Institutional abuse, neglect and poor professional practice. This may take the form of isolated incidents of poor or unsatisfactory professional practice at one end of the spectrum through to pervasive ill treatment or gross misconduct at the other. E.g. Lack of individual care - no flexibility of bedtimes or waking, deprived environment and lack of stimulation.

POSSIBLE INDICATORS OF ABUSE

A volunteer (or paid worker) with children or vulnerable adults is not responsible for identifying abuse. However, everyone has a responsibility to be aware and alert to signs of possible abuse.

Not all concerns will be abuse-related; in most cases there may be other explanations. It is important to keep an open mind. Recognising signs of abuse are part of the safeguarding training programmes. Should there be any concerns contact your safeguarding coordinator who will know how to help.

RESPONDING TO CONCERNS

Caring and working with children and adults may mean coming into contact with some who are being abused. If you are concerned, do not dismiss this or decide that it is someone else's problem, but consider carefully what it is that is worrying you and discuss it with the appropriate Safeguarding Coordinator and/or Priest in order to decide on the right course of action.

However, should neither of these persons be available, then the Safeguarding Officer can be contacted.

If the allegation is against a member of the clergy or the church community it can be reported to the Safeguarding Officer or OR directly to the appropriate statutory authorities. If the report is direct to the statutory authorities it is important to inform the Safeguarding Officer so that they can liaise with the statutory authorities and put pastoral care in place.

IF YOU BELIEVE THAT THERE IS AN IMMINENT RISK TO A CHILD OR VULNERABLE ADULT, DO NOT DELAY. CONTACT SOCIAL CARE AND/OR THE POLICE IMMEDIATELY

Social Care Children & Adults 0300 1231 116

The Police 101

IF YOU USE THESE NUMBERS, YOU MUST ALSO CONTACT SARAH ACRAMAN

RESPONDING TO A DISCLOSURE

It is important always to remember that it may be very difficult for someone to disclose that they are being or have been abused. If you are the person they have chosen to tell, you have a responsibility to respond appropriately. Here are some guidelines:

- Always take what you are told very seriously; even if you find it hard to believe, do not dismiss it.
- Listen carefully and do not stop the re-telling of painful events.
- Confidentiality should not be promised. Where a person is judged to be at risk of significant harm and in need of protection, it will normally be necessary to share all relevant information with the statutory agencies.
- Do not ask leading questions or push for un-offered information.
- Do not artificially prolong a discussion.
- Reassure the person that they were right to tell you.
- Explain what you are going to do next. That you will have to pass the information on. If possible, name the person you will pass the information on to. Further information can be found in: 'No to Abuse Alerters Guide' page 10, <http://www.scilly.gov.uk/sites/default/files/document/social-care-health/Alerters%20Guide.pdf>
- Make careful notes of the conversation as soon as possible, recording in particular the DATE, TIME, LOCATION and whether OTHER PEOPLE were present. Ensure the same language is used while making notes as that used by the person making the disclosure. Such notes should be kept in a secure place.

Action to take if the disclosure is about a child

- If a child is unwilling or it would appear dangerous for them to return home, Social Care should be contacted on 0300 1231 116
- If a child needs immediate medical help, this should be the first consideration. The surgery or hospital should be informed of the child protection concerns.

DO

- inform the appropriate Safeguarding Coordinator, who will take responsibility for the process, unless the allegation is against one of them.
- continue to support the child and seek support for yourself.
- make a record of the disclosure and actions you have taken.

DO NOT

- speak directly to the person against whom allegations have been made.
- attempt to investigate the situation yourself.

Action to take if the disclosure is about a vulnerable adult.

DO

- inform the appropriate Safeguarding Co-ordinator, who will take responsibility for the process, unless the allegation is against one of them.
- continue to support the individual and seek support for yourself.
- make a record of the disclosure and actions you have taken.

You should encourage the individual to request assistance from Adult Social Care. However, it is important to understand that no assistance can be forced upon the individual, unless under the Mental Capacity Act they are deemed not to have capacity – further clarification can be obtained from the Diocesan Safeguarding Officer. Even if the individual themselves does not request assistance, an alert should still be made.

DO NOT

- speak directly to the person against whom allegations have been made.
- attempt to investigate the situation yourself.

If there has been no clear disclosure, but there are underlying concerns, then:

Always ensure that the Safeguarding Coordinator are informed. They will ensure that the situation is discussed with the Safeguarding Officer.

If an adult speaks about concerns for a child or vulnerable adult who is not part of the CFF, they should be supported to make a referral to Social Care.

Disclosures of historical abuse

In the course of their work, CFF volunteers or workers may find themselves hearing disclosures from adults of abuse that happened to them when they were children.

For some adults, just being able to talk to a trusted person about their experiences can be a powerful healing process. The pastoral care of the person who has been abused should be a priority. The wishes of the person disclosing abuse are paramount. However if the individuals about whom the allegation of abuse has been made is known to still be in a position of contact with children or vulnerable adults the Safeguarding Officer **MUST** be informed.

Where an allegation is made relating to CFF volunteers or paid workers, contact must be immediately made with the Safeguarding Officer.

A Resource List of publications for further reading on safeguarding and abuse is available from the Safeguarding Officer.

ALL INVOLVED MUST KNOW THEIR LIMITATIONS, OTHERWISE THEY MAY INADVERTENTLY COMPOUND A SITUATION.

THERE ARE SPECIALIST AGENCIES AND COUNSELLORS AVAILABLE, SO PLEASE USE THEM.

THE SAFEGUARDING REPRESENTATIVES

Revd Andrew Yates
Mrs Sarah Acraman

Chairman
Safeguarding Officer 01872 274351

IN AN EMERGENCY CONTACT:

Social Care Children & Adults 0300 1231 116
The Police 101 or 999

IF YOU USE THESE NUMBERS IT IS IMPERATIVE THAT YOU ALSO CONTACT THE SAFEGUARDING OFFICER

APPENDIX A

SUMMARY OF SAFEGUARDING RESPONSIBILITIES

The Welfare and Protection of Children and Vulnerable Adults

The welfare of children and vulnerable adults must always be the primary consideration when working with them. All those involved in this work, should read and familiarise themselves with the Safeguarding Policy.

You should be aware of the different forms that abuse can take and the signs to look for. This includes the abuse of a 'relationship of trust'.

As part of our duty of care we expect you to ensure that the CFF policy is followed by all those within the organisation.

If you have a concern, you must without delay share your concern with

The Safeguarding Officer.

You should not

- **speak of the matter to anyone else, unless you are clear about your reasons and make a record of such actions**
- **investigate the matter yourself**
- **jump to conclusions or alter your treatment of the parties concerned.**

APPENDIX B

CFF POLICY

For Working with Children and Vulnerable Adults

Cornwall Faith Forum ("CFF")

- 1) Accepts the prime duty of care to ensure the well-being of children and vulnerable adults in the church community.
- 2) Adopts and implements this child protection policy and procedures, based on the Safeguarding policy
- 3) Will appoint a co-ordinator(s) to implement policy and procedures. The co-ordinator(s) must ensure that any concerns are dealt with according to the Diocesan policy and legislative requirements.

CFF has appointed
to be the Safeguarding Coordinator(s).

CFF recognizes the following areas of work with children and vulnerable adults :-
(list all children's and vulnerable adults work)

CFF has authorized the following people to work with children and Vulnerable adults in the church:-
(list all children's and vulnerable adults leaders)

CFF will:

Display the Childline telephone number and details of how to contact the coordinators

Ensure that all those authorized to work with children and vulnerable adults or in a position of authority have undertaken a DBS Disclosure check and been appropriately appointed.

Ensure that all such authorized personnel are trained, supported and provided with a copy of the Safeguarding Policy and Guidelines.

Pay particular attention to all those with specific needs, including those from ethnic minorities, to ensure their full integration and protection within the community.

Create a culture of informed vigilance which takes safeguarding seriously.

Ensure that appropriate support is available for any person who has made a disclosure.

Provide, as appropriate, support for all parents and families in the group.

Ensure that those who may pose a threat to children and vulnerable adults are effectively managed and monitored.

Provide appropriate insurance cover for all activities undertaken in the name of CFF.

Review the implementation of the safeguarding policy, procedures and good practice annually.

The above has been discussed and implemented by CFF

Signed

Chairman of CFF

Child Protection Co-ordinator(s)

Date

A COPY OF THIS COMPLETED DOCUMENT SHOULD BE SENT TO THE SAFEGUARDING OFFICER UPON INITIAL COMPLETION AND THEN ANNUALLY.

APPENDIX C

CONFIDENTIAL DECLARATION FORM

The Confidential Declaration Form 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. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the Diocesan Safeguarding Adviser or someone acting in a similar role/position. All forms will be kept securely in compliance with the Data Protection Act 1998.

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

Please note that the Disclosure and Barring Service (DBS) is an independent body, which came into existence on 1st December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

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 rules¹? (Include both 'spent'² and 'unspent' convictions) YES NO
2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules³? YES NO

¹ 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

² 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/>

³ 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

Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules.

*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.*

If your position/role does not involve substantial contact with children and/or adults experiencing, or at risk of abuse or neglect you should only declare 'unspent' and 'unfiltered' convictions/cautions etc.

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.

3. Are you at present (or have you ever been) under investigation by the police or an employer 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
5. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and/or vulnerable adult, or has any such 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 significant harm from you⁴? YES NO
6. Has your conduct ever caused or been likely to cause significant harm to a child and/or vulnerable adult, and/or put a child or vulnerable adult at risk of significant harm? YES NO

⁴'Significant harm' involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as 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.

Note: Make any statement you wish regarding any incident you wish to declare

7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things? YES NO
If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or adult who is vulnerable. Any allegation or complaint investigated by the police, Children's Services, an employer, voluntary body or other body for which you worked must be declared. Checks will be made with the relevant authorities.

8. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation? YES NO

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

Signed _____ Full Name _____

Date of Birth _____

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.

APPENDIX D

Risk Assessment Record			Location of visit/event		
Assessor/s			Activity		
Date of Risk Assessment			Date of visit		
Leader			Size of group		
Other Adults			Age of group		
Hazards Identified	Person At Risk	Potential	Likelihood	Action Required To Reduce Risk	Date
<i>e.g. Walking on roads, getting lost, falling, sunburn or other potential risks related to the activity</i>	<i>e.g. staff, participants, general public</i>	<i>What could go wrong? What injuries could be sustained?</i>	<i>High (H) Med (M) Low (L) Very Low (VL)</i>	<i>What you will do, or the conduct you will insist upon, to minimise any risk. e.g. small groups, an adult in front and behind, a "Never Alone", policy.</i>	<i>Pre-visit On the day</i>

Assessor/s Signature

Date

APPENDIX E

SAMPLE CONSENT FORM

for short outings within the normal meeting time of the group.

Name of Group:

We are planning a trip out to:

on:

We will be leaving from:

at (time):

and returning by:

The cost of the trip will

be: You will also need:

If you would like to take part please return the parental consent slip below, as soon as possible.

Leader Signature _____

To:

I give my permission for

to take part in the outing to

on

Signed _____
Parent / Guardian

Date _____

APPENDIX F

SAMPLE CONSENT AND MEDICAL FORM

Event to be attended _____ Date _____

Part A - to be completed by all participants

Full Name _____.

Address _____

Post Code _____

Any medical details of which the leader(s) should be aware .

Part B - to be completed by all participants

Doctor's Name _____

Address _____

Telephone No. _____

Participant's National Health Number _____

Part C - Emergency Contact

Name _____

Address _____

Telephone No: _____

Part D

- to be completed by person with parental responsibility for all participants under 18

I give my permission for _____ to attend and take part in the above named event.

In case of illness or accident,

I authorise:

(a) the leader(s) of the event to sign on my behalf any written form of consent required by medical authorities, if a delay in obtaining my signature is considered inadvisable or unnecessary by the doctor or surgeon concerned.

(b) the leader(s) to administer prescribed medication.

Signed

Name

Address (if different from Part C)

_____ Telephone: _____

APPENDIX G

NOTIFICATION OF SAFEGUARDING COORDINATOR(S)

CFF is required to appoint a person(s) to share the safeguarding responsibilities with the Parish Priest, and to notify the Safeguarding Committee of that person's name and address. If you have not already done so, please use this form to notify us of your Safeguarding Co-ordinator(s).

This form may also be used for any change of Co-ordinator.

CFF has appointed the following person(s) to be responsible for Safeguarding Children / Vulnerable Adults (delete as appropriate)

Name

Address

Tel No

Mobile Email

Name

Address

Tel No

Mobile Email

***IMPORTANT INFORMATION**

The information supplied to us on this form is held on our Diocesan database, and is accessed by staff and officers at Church House. We also receive requests from time to time to release this information to connected organisations for mailing purposes. If any officers do not consent to the release of their personal information in this way, please ask them to notify Church House in writing.

Please ensure that all officers entered on this form are aware of this.