



ST. STEPHEN'S

Safeguarding Policy, Guidance and Resources

Incorporating the St Stephen's Social Media Policy

Most recent update – 23rd April 2024. Last full annual review – 22nd April 2024

“For I know the plans I have for you, says the Lord. Plans to prosper you and not to harm you.”

Jeremiah 29:11

Current Parish Safeguarding Officer (PSO, also known as CSO):
Chris Askwith, contactable at safeguarding@st-stephens.org.uk

Current Diocese of London Safeguarding Advisor (DSA), Caryn
Weber, contactable at caryn.weber@london.anglican.org

The Champions are:

- Children's Champion: Ben Pearman
- Youth Champion: Zac Jopling
- Adults at Risk Champion: Chris Hughes

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PCC Safeguarding Policy Statement Parish of: St Stephen's East Twickenham *



PCC Safeguarding Policy Statement Parish of: St Stephen's East Twickenham

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

- We accept and endorse the principles of 'Safeguarding in the Diocese of London'.
- We commit ourselves to nurture, protect and safeguard all our members, particularly children, young people and adults at risk.
- We recognise that safeguarding is the responsibility of the whole church community.
- We undertake to exercise proper care in the selection, appointment, training and support of those working in both paid and voluntary positions with children, young people or adults at risk, including the use of Disclosure and Barring Service (DBS) disclosures and making appropriate referrals to the Disclosure and Barring Services.
- We will respond without delay to concerns or allegations that a child, young person or adult at risk may have been harmed, cooperating with the police and social care services in any investigation.
- We will challenge any abuse of power by anyone in a position of trust.
- We will seek to offer pastoral care and support to anyone who has suffered abuse, developing with them appropriate pastoral support.
- We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or adult at risk.

The PCC of this Church agreed and adopted the above Policy following its meeting on 29th November 2021 and it was then updated following a meeting on 22nd January 2023.

We have appointed **Chris Askwith** as our **Church Safeguarding Officer** and **Chris Hughes** (Adults at risk), **Ben Pearman** (Children) and Zac Jopling (Youth) as our champions.

Electronic copies of 'Safeguarding in the Diocese of London' and any related parish guidelines and procedures are held by **Chris Askwith** on the *safeguarding drive* of the St Stephen's Church internal network.

The PCC shall review this policy annually. The next review will take place before 31st January 2025.

Signed (Revd Libby Talbot, Vicar):

Date: 28/03/24

Church Warden (Sarah Gough):

Date: 18/3/2024

Church Warden (Colin Matthews):

Date: 18/03/2024

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Each year the Safeguarding Policy Statement is reviewed and signed by the PCC; this is publicly displayed in the church buildings as well as on the website. Along with this safeguarding self-audit, this document is issued annually by the diocese, is to be completed and the action plan reviewed and updated.

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Church of England guiding principles

We wholeheartedly adopt the Church of England guiding principles and therefore by engaging with St Stephen's Church you agree to:

- **Be Safe.** The safety of children, young people and vulnerable adults must be maintained. If you have any concerns, ask one of the safeguarding officers at St Stephen's, who, if necessary, will speak with the diocesan safeguarding adviser.
- **Be respectful.** Do not post or share content that is sexually explicit, inflammatory, hateful, abusive, threatening or otherwise disrespectful.
- **Be kind.** Treat others how you would wish to be treated and assume the best in people. If you have a criticism or critique to make, consider not just whether you would say it in person, but the tone you would use.
- **Be honest.** Do not mislead people about who you are.
- **Take responsibility.** You are accountable for the things you do, say, and write. Texts and images shared can be public and permanent, even with privacy settings in place. If you are not sure, don't post it.
- **Be a good ambassador.** Personal and professional life can easily become blurred online so think before you post.
- **Disagree well.** Some conversations can be places of robust disagreement and it's important we apply our values in the way we express them.
- **Credit others.** Acknowledge the work of others. Respect copyright and always credit where it is due. Be careful not to release sensitive or confidential information and always question the source of any content you are considering amplifying.
- **Follow the rules.** Abide by the terms and conditions of the various social media platforms themselves. If you see a comment that you believe breaks their policies, then please report it to the respective company.
(Church of England, 2021)

Section 1: St Stephen's Safeguarding Policy

Statement of Intent

In this policy, it is the aim of St Stephen's PCC to implement the requirements of the House of Bishops' safeguarding policy and practical guidance, found in:

- *Promoting a Safer Church: Safeguarding Policy Statement (2017)*, which states the Bishops' policy on and commitment to safeguarding and requires each parish church to develop its own "promoting a safer church" action plan and monitoring process (referred to in this policy as the **Bishops' Safeguarding Policy**); and
- The *Parish Safeguarding Handbook (2018)*, which contains the key day-to-day safeguarding responsibilities for parishes, under the leadership of the vicar and the PCC (referred to in this policy as the **Parish Safeguarding Handbook**).

Reference links to both of these documents are found in this document, *Part 3: Resources*.

St Stephen's PCC also recognises the need for a bespoke safeguarding policy for St Stephen's.

This need arises from the unique safeguarding challenges and opportunities presented by the number and range of Sunday and weekday activities of the church community and the number of church staff, volunteers, children, young people, and vulnerable adults involved.

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It is the PCC's aim, through this policy, to address the interests and safety of all those who are involved with church activities, however peripherally. This includes, but is not limited to children, young people, vulnerable adults, staff, volunteers, the PCC, the vicar, the hirers of church premises, and the church membership as a whole. This policy therefore addresses the needs of victims, whistle-blowers, those against whom allegations are made, and those to whom allegations are made.

In developing and implementing this policy, use has been made of centralised Church of England guidance, resources and model templates available at www.churchofengland.org/safeguarding to ensure that the procedures remain as up to date as possible and compliant with the Church of England. This policy builds on and will not contradict the policy and practical guidance of the House of Bishops, in accordance with section 5 of the Safeguarding and Clergy Discipline Measure 2016.

It is also the intent to include all the external resources that may be required to carry out safeguarding at St Stephen's Church (in section 3 of this document), and to include all internal St Stephen's guidance documents that may be useful to providing ministries in a safe way (in section 2 of this document).

Introduction and key definitions

This policy is founded on the Bishops' Safeguarding Policy, which has six overarching policy commitments:

- a. Promoting a safer environment and culture
- b. Safely recruiting and supporting all those with any responsibility related to children, young people, and vulnerable adults within the Church
- c. Responding promptly to every safeguarding concern or allegation
- d. Caring pastorally for victims/survivors of abuse and other affected persons
- e. Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
- f. Responding to those who may pose a present risk to others

The core principles underpinning these six policy statements are:

- The welfare of the child, young person or vulnerable adult is paramount
- Integrity, respect and listening to all
- Transparency and openness
- Accountability
- Collaboration with key statutory authorities and other partners
- Use of professional safeguarding advice and support both inside and outside the Church
- A commitment to the prevention of abuse
- The active management of risk
- Promoting a culture of informed vigilance
- Regular evaluation to ensure best practice

The Bishops' Safeguarding Policy was adopted by the PCC on 12 October 2020.

This policy is intended to be a practical document. It therefore provides definitions of safeguarding and abuse, and it contains specific safeguarding procedures for the following groups of people involved in church life:

- Paid staff – recruitment, appointment, and safeguarding training
- Unpaid staff and volunteers – recruitment, appointment, and safeguarding training
- Leaders of activities – safeguarding requirements for specific types of activities

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- Those who raise safeguarding concerns or allegations (who may be anyone in the parish, and may be a victim) – how to raise the concern, what happens next, and what support is available
- Those who receive safeguarding concerns or allegations (who may be paid staff, unpaid staff, or volunteers) – how to involve the Parish Safeguarding Officer and the Diocesan Safeguarding Advisor, and what happens next
- Those against whom concerns, or allegations are raised, and affected others – how they may find out about the concern, and what support is available
- Hirers of church premises – safeguarding responsibilities and requirements for specific types of activities

What is safeguarding?

Safeguarding means the action the church takes to promote a safer culture. This means we will promote the welfare of children, young people, and adults; work to prevent abuse from occurring; seek to protect those that are at risk of being abused and respond well to those that have been abused. We will take care to identify where a person may present a risk to others and offer support to them whilst taking steps to mitigate such risks. (From Bishops' Safeguarding Policy)

What age counts as a *child*?

A child is anyone under the age of 18 years. In this policy there are places where we have chosen to sub-divide children into:

- *Kids* – any person under 11 years old (primary school age or below)
- *Youth* – ages 11 to 18*
- *Younger Youth (YY)* – a sub-section of Youth. School Years 6-8 (ages 10-13)
- *Older Youth (OY)* – a sub-section of Youth. School Years 9-13 (ages 14-18*)

*Because Older Youth contains a mixture of mainly under 18 but some over 18, they should all be treated as if under 18 by volunteers and leaders, as is normally the case in school sixth forms.

What is a vulnerable adult?

The Care Act 2014 identifies 'an adult at risk' as *someone who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and, as a result of their care needs, is unable to protect themselves*. This definition supersedes the previous definition from the *No Secrets Statutory Guidance* which covered adult safeguarding. It used a broad definition of a 'vulnerable adult' as a person *who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation*. (UK Government, 2014)

What is *abuse*?

Abuse of children and young people

The abuse of children and young people can take many forms. They have the same right to protection from abuse, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. Children and young people from minority ethnic groups and those with disabilities (physical, sensory and/or learning difficulties) are especially vulnerable and need special care and protection.

Abuse of children and young people can be categorised and defined in terms of:

- **Physical abuse**, including hitting, shaking, throwing, poisoning, burning, or scalding, drowning, or suffocating.

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- **Emotional abuse**, including conveying to a child that they are inadequate, humiliation, blaming, controlling, intimidation, verbal abuse, isolation, seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying).
- **Sexual abuse**, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. It may include involving children in looking at, or in the production of, sexual images, watching sexual activities, or grooming a child in preparation for abuse.
- **Neglect**, including failure to provide adequate food, clothing, and shelter, to protect a child from physical and emotional harm or danger, to provide adequate supervision and/or access to appropriate medical care or treatment. It may occur during pregnancy because of maternal substance abuse.

Further:

- **Witnessing domestic abuse** is child abuse, and teenagers can suffer domestic abuse in their relationships.
- **Child sexual exploitation** is a type of sexual abuse. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation.
- **Bullying** is behaviour that hurts someone else – such as name-calling, hitting, pushing, spreading rumours, threatening, or undermining someone. It can happen anywhere – at school, at home or online. It is usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games, and mobile phones, is often called **cyberbullying**. A child can feel like there is no escape because it can happen wherever they are, at any time of day or night.
- With the ever-growing use of the internet, mobile telephones, and online gaming (e.g., Xbox/ PlayStation), there has been a corresponding rise in **online abuse**, which is the use of the internet and other electronic communication to target, groom and abuse children. Adults may target chat rooms, social networking sites, messaging services, mobile phones, online gaming sites and the internet generally. Children are particularly vulnerable to abuse by adults who pretend to be children of similar ages when online and who try to obtain images or engineer meetings.
- The downloading, keeping, or distributing of indecent images of children are all classified as sexual offences. Such offences are sometimes referred to as **non-contact sexual offences**. However, it must be remembered that children will have been abused in the making of the images. The texting of sexual messages and photographs (sometimes referred to as ‘sexting’) can be particularly problematic and abusive amongst children and young people.

(This explanation of abuse of children and young people is taken from the Parish Safeguarding Handbook.)

Abuse of vulnerable adults

All adults, including vulnerable adults, have a fundamental human right to choose how and with whom they live, even if this appears to involve a degree of risk. They should be supported to make those choices, to live as independently as possible and treated with respect and dignity.

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Potentially anyone, adult, or child, can be the abuser of an adult. Abuse will sometimes be deliberate, but it may also be an unintended consequence of ignorance or lack of awareness. Alternatively, it may arise from frustration or lack of support. The list can include:

- Relatives of the vulnerable person including husband, wife, partner, son, or daughter. It will sometimes include a relative who is a main carer.
- Neighbours.
- Paid carers.
- Workers in places of worship.
- People who are themselves vulnerable and/or are users of a care service.
- Confidence tricksters who prey on people in their own homes or elsewhere.

Abuse of adults is defined and categorised in terms of:

- **Physical abuse**, including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.
- **Sexual abuse**, including rape and sexual assault or sexual acts to which the vulnerable adult has not consented or could not consent or was pressurised into consenting.
- **Psychological abuse**, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
- **Financial or material abuse**, including theft, fraud, exploitation, pressure in connection with wills, property, or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Neglect or acts of omission**, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, and heating.
- **Discriminatory abuse**, including racist, sexist, based on a person's disability, and other forms of harassment, slurs, or similar treatment.
- **Domestic abuse** that is usually a systematic, repeated, and escalating pattern of behaviour, by which the abuser seeks to control, limit, and humiliate, often behind closed doors.
- **Organisational abuse**, including neglect and poor care practice within an institution or specific care setting such as a hospital or care home. This may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice because of the structure, policies, processes, and practices within an organisation.
- **Modern slavery**, including human trafficking; forced labour and domestic servitude; and traffickers and slave masters using whatever means they have at their disposal to coerce, deceive, and force individuals into a life of abuse, servitude, and inhumane treatment.

Some of the factors that increase an adult's vulnerability include:

- Sensory or physical disability or impairment
- Learning disability
- Physical illness
- Chronic or acute mental ill health (including dementia)
- Addiction to alcohol or drugs

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- Failing faculties in old age
- Permanent or temporary reduction in physical, mental, or emotional capacity through life events such as bereavement/loss, abuse, or trauma.

Relatives who are main carers

Carers can experience considerable stress, exhaustion and frustration without respite or support. This can lead to unintended poor care or abuse. Relatives who are the main carers may also be subject to abuse by those for whom they are caring. This abuse may be endured for long periods and may be unreported.

Institutions

All people living in institutions are more likely to have a degree of vulnerability, and some members of the parish may be visiting adults in institutions. The Care Quality Commission in England has responsibility for inspecting and regulating the quality of care in institutions such as residential care homes, domiciliary care services and hospitals. In addition, the Local Government Ombudsman deals with complaints that relate to adult social care. (This explanation of abuse of vulnerable adults is from the Parish Safeguarding Handbook.)

1.1 Parish Safeguarding Officer and Champions

The PCC will appoint an appropriately experienced Parish Safeguarding Officer or Officers (PSO) to work with the vicar and the PCC on all matters to do with safeguarding.

The current PSO is listed with their contact details on the cover of this document.

The PSOs are responsible for:

- Ensuring information is displayed in all church premises about how to contact the Diocesan Safeguarding Advisors (DSAs) and the PSOs, and how to get help outside the church, with child and adult safeguarding issues.
- Ensuring that safeguarding arrangements are clearly visible on the front page of the parish website.
- Carrying out the duties in the Parish Safeguarding Officer Role Description in Appendix B (these duties are taken from the Parish Safeguarding Handbook, with further duties to address the unique safeguarding circumstances of the St Stephens community); and
- Staying up to date with the House of Bishops' safeguarding commitments and practical guidance and ensuring that St Stephen's remains compliant with the 'Whole Church' approach, including by reviewing and updating this policy on an annual basis or more frequently as required.
- Keeping the PCC informed about safeguarding matters. The P&S Safeguarding Report proforma (in this report, Section 2: Guidance documents) is a useful template for doing this.

In addition to the PSOs, the PCC considers that Champions can play a key role in ensuring that the voices and needs of children, young people and vulnerable adults are heard. Therefore, the PCC has decided to appoint Champions for children, young people, and vulnerable adults, while acknowledging that this is not required by the Bishops' Safeguarding Policy or the Parish Safeguarding Handbook. The current Champions are listed on the front cover.

The job of the Champions is to ask, in respect of parish activities and priorities, 'How does this impact on our children, our young people and our vulnerable adults?' These are voluntary roles that are responsible to the PSO and the vicar.

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It is recommended that the persons fulfilling the Champion roles are not a PSO. The Champions will be selected based on their ability to fulfil the responsibilities and display the qualities set out in the guidance section under *recruitment of champions*. The recruitment processes and training requirements set out in Section 4 will apply.

The Champions are:

1. Childrens' Champion
2. Youth Champion
3. Adults at Risk Champion

1.2. Church officers, staff, and volunteers

A keyway of protecting children and adults from harm is to ensure the careful recruitment and training of those working with them. Together with the vicar, the PCC is responsible for selecting and vetting all those who work with children, young people, and vulnerable adults, paid or unpaid, and for ensuring that safeguarding training is ongoing and up to date.

The PCC has adopted the Bishops' Code of Safer Working Practice in respect of all activities involving children, young people, and vulnerable adults. The Code of Safer Working Practice is in Section 3: Resources, of this document.

Recruitment and appointment

To comply with the Bishops' Safeguarding Policy and the Parish Safeguarding Handbook, at least two individuals (who could include the vicar) will be responsible for the recruitment of church officers, and staff. One staff member is able to interview volunteers. This excludes clergy, who are appointed by the Bishop. All those involved in recruitment must be capable, competent, trained in safer recruitment and able to keep personal matters confidential.

The safe recruitment of all posts, paid and unpaid, will follow the procedures established in the Parish Safeguarding Handbook, which are:

Job/role description

Construct a clear and accurate job description and person specification, or for an unpaid role, a role description, which set out what tasks and responsibilities the applicant will undertake, and the skills and experience required. This will include what level of DBS check is required.

Advertise

Advertise unpaid roles within parish notices and paid roles more widely. As well as a brief description of the role, the advert will state the need for DBS checks and the church's commitment to safeguarding.

Application form and references

All applicants for both paid and unpaid roles must complete an application form. For all roles, always ask for, take up and check at least two references. As part of the checking process with referees, ask about the applicant's safety with children, young people, and vulnerable adults. References are not needed for volunteers who are joining events, hospitality, operations, Sunday services, Sound Desk, Visuals, or the flower teams. References will be required for volunteers for the pastoral care, prayer ministry, social action (including seniors, Drop-in, home communion, family ministry (Refresh) and Life Group leader teams as they may have contact with vulnerable adults from time to time.

Confidential Declaration Form and Declaration of Safeguarding

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Ask all staff applicants to complete a Confidential Declaration Form and St Stephen's Declaration of Safeguarding. Volunteers under 18 or not requiring a DBS check will be asked to complete a Self-Declaration Form. Volunteers with children, young people, on their own with vulnerable adults or involved in regulated activities will need a DBS check and to sign both declarations.

Shortlist (paid posts)

Shortlist, carefully examining the application forms. Identify any gaps in employment/personal history and ensure those shortlisted meet the requirements of the person specification.

Shortlist (unpaid posts)

Review any interest from volunteers and assess suitability against the role outline and requirements.

Interview

For paid roles, have a face-to-face interview with pre-planned and clear questions to assess applicants' suitability for the role, including questions about awareness of safeguarding issues. A potential employee with a specific responsibility for children, young people or vulnerable adults should be able to demonstrate their awareness of their legal obligations and general responsibilities for safeguarding. St Stephen's policy and expectations in relation to safeguarding should be discussed.

Seek explanations for gaps in employment/personal history. It may also be appropriate to ask the individual to complete a test or give a presentation if applicable. Check identification, the Confidential Declaration Form and the St Stephen's Declaration of Safeguarding.

For unpaid roles, the interview process may be less formal, but needs to ensure that the person is suitable for the work, and for roles involving contact with children, young people, or vulnerable adults, aware of safeguarding issues and responsibilities. These interviews will be carried out by the individual ministry leads from the St Stephen's staff team and can be carried out by a single interviewer.

Offer the role

Decide whom to offer the role to. This decision will be made by the interviewing panel, where applicable. This is subject to completion of all checks to the satisfaction of the PCC. No role should commence until satisfactory checks have been completed.

Checks

Once the applicant has been offered the role, subject to satisfactory checks, ask the applicant to complete the relevant Barring Service (DBS) check application, as, and if, applicable to this role. Any blemished DBS checks or information of concern on the Confidential Declaration Form must be risk assessed by the DSA.

If an applicant has never lived in the UK or has spent a period living overseas, the person making the appointment should request an additional check and ask the applicant to obtain criminality information from the country where he/she was resident.

No volunteer or staff member can start engaging with their teams and roles before all checks have been successfully completed and all safeguarding declarations signed, and safeguarding training undertaken. Paid staff might complete training and checks during their induction period before they start their ministry.

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Appointment

Once all checks are satisfactory and support the interview decision, the person can be formally appointed. It is recommended to add an end date to unpaid roles. This can always be extended but helps set expectations for both parties.

Volunteers will sign the St Stephen's Volunteers Agreement in place of an employment contract.

Probation period

Have a period of probation for any paid role (or a settling-in period for unpaid) and review throughout, as well as at the end of this period.

Induction, training, and support

Induct new unpaid and paid staff and volunteers. This should include expectations in relation to behaviour (signing the staff Code of Conduct and the Code of Safer Working Practice). Ensure supervision/support is in place and arrange for attendance on the Church of England safeguarding training. Unpaid staff will all be given a written induction sheet specific to their ministry team.

Volunteers under the age of 18

The PCC encourages the development of young people as volunteers within the work of the church, for example, with children and in music teams. A less formal application process will be used for young people and the reference will usually be a signed statement by a teacher or other professional with knowledge of the child, who confirms they are suitable for the role.

All volunteers who are under 18 years of age are children by law, and therefore no DBS disclosure is required. Young leaders should be supervised at all times and their role is to assist adult leaders. There is a risk assessment in Section 2: Guidance of this document.

Model Forms

Section 3: Resources, contains the following model forms for safer recruitment processes, which will be used for all voluntary posts. Paid post forms can be accessed via St Stephen's Operations Director at St Stephen's church office on 020 8892 5258.

Review and updating

The PSO(s) will annually review the processes of appointment set out in this section and will update the processes in accordance with any changes to guidance from the House of Bishops, for approval by the PCC.

Training and DBS requirements for volunteers *

The PCC is committed to ensuring that all church staff and volunteers are trained in safeguarding according to the House of Bishops' Training and Development Framework. It is the responsibility of the PSO to maintain an up-to-date record of all staff and volunteers at St Stephen's and the level of safeguarding training they have completed.

The diocese offers the following courses (accessed through the Training Portal: [Course: All Courses \(cofeportal.org\)](#))

Basic Awareness (also known as C0): For everyone within Church communities who need to have a basic awareness of safeguarding issues.

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Foundations (also known as C1): For those who hold positions of responsibility for the safeguarding of others within church settings.

Leadership (replaces the previous C2 and C5): For all those who are in positions of safeguarding leadership within church settings.

Senior Leadership (formally C3): A course for senior leaders that aims to connect the Church's mission and theological foundations with safeguarding principles.

Ministry	Listed on Safeguarding Dashboard	DBS	Training			
			Basic (C0)	Foundation (C1)	Leadership	Domestic Abuse Recommended
Ministry Leads (for all activities listed on Safeguarding Dashboard)	Listed by activity	Enhanced + barred list	✓	✓	✓	✓
Wardens	On separate section	Enhanced + barred list	✓	✓	✓	✓
Drop-in	✓	Enhanced DBS <i>without</i> barred list check (could also be + barred list:)	✓	✓		
Flower						
Group leaders (previously Lifegroup etc)	✓		✓			✓
Kids	✓	Enhanced (could also be + barred list:)	✓	✓		✓
Pastoral Visitors	✓	Enhanced DBS <i>without</i> barred list check (could also be + barred list:)	✓			✓
PCC	On separate section	Enhanced DBS <i>without</i> barred list check	✓	✓		✓ required
Prayer			✓			✓
Refresh & Little Acorns	✓		✓			✓
Refreshment / Hospitality						
Seniors	✓	Enhanced DBS <i>without</i> barred list check (could also be + barred list:)	✓	✓		✓
Welcome			✓			✓
Worship/Creative	✓		✓			
Senior worship leaders responsible for children and young people		Enhanced (could also be + barred list:)	✓	✓		
Youth (including mentors)	✓	Enhanced (could also be + barred list:)	✓	✓		✓

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¹ Most **will** require an **Enhanced DBS with barred list check** unless they are supervised or do not fulfil the Frequency Criteria (e.g. they are on a rota).

- “Supervised” activity is defined by the Church of England as activity where the supervisor (themselves safely recruited) is always able to see the supervised worker’s actions during their work – if this level of monitoring cannot be maintained continuously then the role is not a supervised position.
- “Frequency Criteria” is defined as once a week or more; 4 days or more in any 30-day period or overnight between the hours of 2am and 6am.

² Most **will** require an **Enhanced DBS without barred list check**, provided they satisfy the Frequency Criteria.

Some **may** require an **Enhanced DBS with barred list check** if, for example, they provide personal care, assistance with cash, bills or shopping, conveying someone to or from healthcare, personal care or social care (but not to Church activities).

1.3 Safeguarding procedures for St Stephen’s activities

St Stephen’s provides numerous activities involving contact with children, young people, and vulnerable adults. The PCC has adopted the House of Bishops’ Code of Safer Working Practice and the guidance on acceptable touch (Appendix G) to guide the conduct of all staff and volunteers involved in these activities.

In accordance with the Parish Safeguarding Handbook, the following procedures will also apply to all activities carried out in the name of the church.

Activities involving those under 18 years (children/Youth)

All regular activities involving vulnerable adults must be agreed by the PCC and added to the required section on the Diocesan Safeguarding Hub. The current list of approved activities involving vulnerable adults is listed in section 1.2: *Training and DBS requirements for volunteers*.

Where the children are left **without parental supervision**, the minimum staffing levels for groups involving children and young people will be as follows:

Age	Staffing levels	Ratio
0 – 2 years	One adult to 3 children	1:3
2 – 3 years	One adult to 4 children	1:4
4 – 8 years	One adult to 6 children	1:6
9 –12 years	One adult to 8 children	1:8
13 –18 years	One adult to 10 children	1:10

Each group should have at least two workers, even for smaller groups, and if possible one male and one female. Staff ratios for all groups should always be based on a risk assessment and increased in line with risks. For example, staffing numbers would need to be increased for outdoor activities and more so if that activity is considered higher risk, potentially dangerous or when children with disabilities or special needs are involved.

Where the group is in a large room but split into smaller sub-groups, the overall ratio must be correct, and someone must have responsibility for each subgroup. Where group span age

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ranges, the ratios should consider this, for example children aged 6-10, evenly split should have a ratio of at least 1:7 to consider both the older and younger subgroups.

Note: when multiple activities are taking place in one room, for example, the Crossway Oak Room, the ratio of staff / volunteers to children can be averaged out over the entire room as if in one group, so long as each section is being supervised by at least one member of staff or volunteer.

Infrequent activities involving children

Examples are:

Youth activities

- Younger Youth activities on and off site
- Older Youth activities on and off site
- Young Leaders' training
- Mentoring
- Weekends away

Children and Young Families' activities

- Saturday clubs or holiday clubs
- Communion preparation
- Crèche
- Parenting course crèche
- Day Time Alpha crèche

These activities must individually be approved by St Stephen's Church Leadership, having complied with the following checklist. All paperwork must be kept for at least one year by the Ministry Lead.

St Stephen's Children's and Young People's Activity Safeguarding Checklist

- Complete a health and safety risk assessment using the St Stephen's Activity Risk Assessment Template
- Ensure that the Activity and Trips Registration Form is completed for every child or young person who attends groups or activities, using ChurchSuite.
- Keep an attendance register for the activity, using ChurchSuite.
- Have an accident and incident logbook, stored in a secure place. All significant incidents must be recorded (eg a fight between children or the dispensing of first aid).
- In all premises where children meet, the Childline and Family Lives telephone numbers should be displayed, in addition to the parish safeguarding posters.
- If children are transported to the activity in private cars, or if photographs are taken, make sure that the Transport Consent Form and/or the Photographic Consent Form are completed by their parents, using ChurchSuite.

Children's Activities where parents, carers or teachers are still supervising children

These have a lower requirement of DBS checking and training (in line with rehabilitation of ex-offenders and requirement of the Diocese of London, as listed on the Dashboarding Hub) and this is listed in Section 1.2: *Training and DBS requirements for volunteers.*

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There may also be occasional examples of this, for example, schools work. These need a risk assessment and the approval of a line manager at St Stephen's Church (except in the case of the vicar).

In these activities the number of volunteers must be adequate to ensure safety and staff and volunteers must be checked and trained as has been approved by the PCC and recorded on the Diocesan Safeguarding Hub.

The PCC requires that any new St Stephen's children's and young people's activity must be approved by the PCC and added to the Diocesan Safeguarding Hub database.

Each ministry lead is responsible for storing activity-related documents such as risk assessments, consent forms and attendance registers in accordance with St Stephen's [Data Protection Policy](#) and [Health and safety Policy Statement](#). A copy should also be stored in Section 2 of this document for approval by the PCC.

In addition, when taking children off site:

- The church leadership must be informed and agree to the activity.
- Details of the activity and any itinerary must be given in advance to families and consent forms received in advance of the activity taking place.
- Details of the activity and a list of contacts must be left in the church office with the ministry lead.
- Details of the activity and arrangements must be given to the vicar and/or PSO.
- A risk assessment must be undertaken, and confirmation obtained that the activity is covered by PCC insurance. It is the responsibility of each ministry lead to store the risk assessment.
- A suitably trained leader must be designated to take responsibility for First Aid.

Activities involving vulnerable adults

All regular activities involving vulnerable adults must be agreed by the PCC and added to the required section on the Diocesan Safeguarding Hub. The current list of approved activities involving vulnerable adults is listed in Section 1.2: *Training and DBS requirements for volunteers*.

Regular Activities for seniors

- Monday Lunches
- Chairobics
- Services at Dalemead and Lynde House
- By Still Waters
- Scripture for Life
- Befriending/prayer ministry
- Day trips
- Any associated transport

Seasonal activities that may have vulnerable adults

- Alpha
- Courses (marriage and parenting)
- Bereavement support

Worship and pastoral care events which may involve vulnerable adults

- Pastoral Care
- Home communion

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St Stephen's Adults' Activity Safeguarding Checklist (to be completed for the above activities)

- Complete a health and safety risk assessment using the St Stephen's Activity Risk Assessment Template. If the activity involves a trip, confirmation must be sought that the activity is covered by PCC insurance.
- Have an accident and incident logbook, stored in a secure place. All significant incidents must be recorded (eg the dispensing of first aid).
- If the activity involves a trip, details of the activity and a list of contacts must be left with the church office, or be available on ChurchSuite.
- If vulnerable adults are transported to the activity in private cars, or if photographs are taken, make sure that the Transport Consent Form and/or the Photographic Consent Forms are completed.

The PCC requires the Adults' Activity Safeguarding Checklist to be completed for each activity or group.

Visiting adults in their homes

The PCC values the ministry provided by church staff and volunteers to vulnerable adults in their homes, while acknowledging that this requires careful risk assessment and accountability. Many parishioners will be well known to the church and the level of risk to church staff or volunteers during visits will usually be low. However, unexpected circumstances can be encountered, some of which may place a church staff member or volunteer at risk. Therefore, the PCC requires that church staff and volunteers who visit adults in their homes abide by the guidance for such visits provided in the Parish Safeguarding Handbook, with further advice in *Section 3: Resources* of this document.

Review and updating

The PSOs will annually review the procedures set out in this document and will update the procedures in accordance with any changes to guidance from the House of Bishops, for approval by the PCC.

Hirers of St Stephen's premises

Any non-church group that hires St Stephen's premises for an activity that involves children, young people or vulnerable adults must sign a hire agreement that incorporates the Church. Such hirers must also sign the fire evacuation instructions and provide to the Church copies of their:

- safeguarding policy
- risk assessment for the activity
- public liability insurance

Prospective hirers that cannot provide these assurances will not be permitted to hire the church premises.

A register of regular hirers that involve children or vulnerable adults is recorded on the Diocesan Safeguarding Hub which is approved by the PCC.

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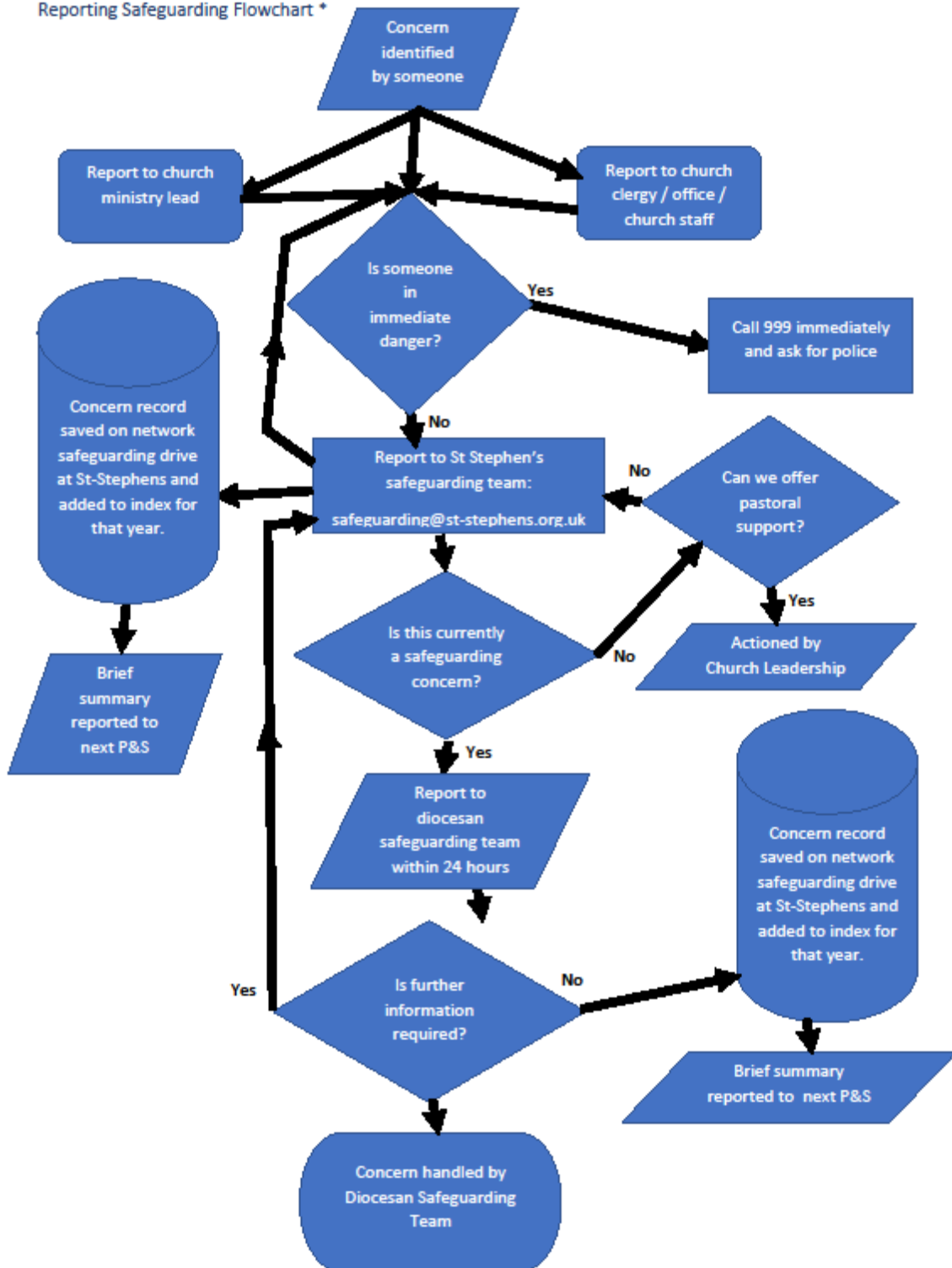
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1.4. Safeguarding allegations and suspicions of abuse Reporting Safeguarding Flowchart *

1.4. Safeguarding allegations and suspicions of abuse
Reporting Safeguarding Flowchart *



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Procedures to follow when concerns are expressed

If anyone in the St Stephen's community becomes concerned about the safeguarding of a child or an adult, or becomes concerned that a church officer may be abusing a child or adult, the Parish Safeguarding Handbook prescribes the set of procedures which will be followed, which are summarised here:

The person who receives the expression of concern will respond well to the victim/survivor, if it is a direct disclosure, to ensure they feel listened to and taken seriously. The victim/survivor should be informed that their identity and the identity of the person against whom allegations are made (the **respondent**) will be shared with key church officers, and may be shared with the statutory agencies, if there is any current risk to children or adults. The concern or allegation should not be shared with anyone other than those who need to know.

Emergency

If anyone in the St Stephen's community believes a child or adult is in immediate danger of significant or serious harm, they must contact the emergency services on 999.

Non-emergency

In all other circumstances where concerns or suspicions arise, the person who has or receives the expression of concern will contact the Ministry Lead, PSO or vicar, in the first instance. The PSO/vicar must then contact the DSA within 24 hours (9-5pm, Monday to Friday) if this is a concern for a child or vulnerable adult who may have suffered abuse. The PSO / vicar will act on their advice and follow up as necessary.

The contact details for the PSOs are: safeguarding@st-stephens.org.uk or 020 8892 5258.

If neither the PSO nor the vicar are available, the person is unhappy with the response of the PSO or vicar, or the concern is about the PSO or vicar, the person should contact the duty DSA safeguarding@london.anglican.org within 24 hours.

If the concern arises during an activity, the person who has or receives the concern should discuss it with the group/activity leader, who will contact the PSO or vicar.

Non-recent allegations

Non-recent allegations of abuse must be treated as seriously as recent allegations and the same procedures followed.

Domestic Abuse

In all circumstances, persons within the St Stephen's community who become aware of the possibility of domestic abuse should contact the PSO, who will contact the DSA.

The PCC is committed to following the recommended good practice guidelines from the House of Bishops on actions to prevent and deter domestic abuse. The welfare of the adult victim of domestic abuse is important, but where there are children in the family, they too are victims of domestic abuse. Consideration of the child's welfare will always come first.

Ministry of deliverance

In Christianity, deliverance ministry refers to groups that perform practices to cleanse people of demons and evil spirits. These groups attribute certain people's physical, psychological, spiritual, and emotional problems to the activities of these evil spirits in their lives.

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If a church officer, staff member or volunteer is asked to provide a ministry of deliverance in respect of a child, young person, or adult, the PSO must be informed immediately. The PSO must contact the DSA to take the appropriate steps.

In the event of unavailability of PSO/Vicar/DSA

If the PSO/vicar or the DSA are not available within 24 hours, the person who has or receives the safeguarding concern should contact Children's Social Care or Adult Social Care and/or the police directly, if the concern is that a child or adult is being abused.

Interacting with the respondent

No one who has or receives a safeguarding concern should contact the respondent or anyone who may be implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure, until advice has been sought from the DSA or statutory agencies.

Next steps

If the concern is about a child or vulnerable adult: The PSOs and the DSA will act in line with the House of Bishops' guidance. They will offer advice, support and guidance and help to make the required referrals. The procedure is the same for non-recent abuse.

Do you have a safeguarding concern?

- It's best if you tell the Parish Safeguarding Officer (PSO). Alternatively, you can tell the leader of the church activity you're part of, or any other members of the St Stephen's staff or volunteer team, if you're more comfortable telling a person you already know and trust. If the concern is about an adult, it is often best to report anonymously in the first instance, because an adult is allowed to make their own choices unless it affects a child or vulnerable adult. It is best to allow those with more knowledge and experience to make these judgements.
- If you have an urgent concern about an immediate threat to the safety of a child, young person, or adult, you should call emergency services on 999.
- The PSO, staff member or volunteer to whom you tell your safeguarding concern will respond appropriately. They will make a written record of what you tell them, and they may ask questions to help understand the details. They will give this record to the PSO, who will then follow up with you and any statutory agencies that may need to become involved.
- Please don't, in any circumstances, talk to the person about whom you've raised the concern or allegation.
- The PSO will also offer you support and pastoral care.

If the concern also involves a church officer: The PSOs and the DSA will act in line with the House of Bishops' guidance. They will offer advice, support and guidance and refer the concerns to the Local Authority Designated Officer (LADO) and/or police within 24 hours. The DSA will now take over the management of the safeguarding concern in conjunction with the core group (convened within 48 hours) and statutory agencies. The procedure is the same for non-recent abuse.

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Have you been told a safeguarding concern or allegation?

- If you are a member of staff or a volunteer, and you have received a safeguarding concern or allegation from someone who participates in church activities, you should immediately write down the details of the concern/allegation, trying as much as possible to use the same language as the person who told you of the concern. You might not be able to do this while they are telling you of their concern, but you should do so immediately afterwards, and certainly before the end of the day.
- You then need to report the concern to the Parish Safeguarding Officer (PSO) and give them a copy of the notes you have made. They may ask for your help in completing a formal record of the concern. It is often easiest to do this by email to safeguarding@st-stephens.org.uk
- If, as a result of receiving the concern/allegation, you believe a child or adult is in immediate danger of abuse, you should contact the emergency services on 999. You will need to report this to the PSO and give them a copy of any notes you have made, together with any information you have received from emergency services.
- The PSO will then be in charge of taking the concern/allegation forward. The PSO will also be able to offer you pastoral care or support.

Record-keeping

The person who has or receives the safeguarding concern must record the details of the concern or allegation, as soon as possible after the concern is raised. If possible, notes should be taken at the time the concern is expressed, using the exact language of the person reporting the concern.

At a minimum, the record must include the time, date, location, persons present and how the concern or allegation was received, eg by telephone, face-to-face conversation, letter, etc. The record should include details of information provided to the person as well as the information received. The record should be factual, signed and dated by the person who made it.

The record should be given to the PSO/DSA and must be kept secure and confidential.

Case files, data protection and information sharing

The PSO must open a case file whenever a safeguarding concern or allegation arises. The case file will include, at a minimum:

- key contact details
- dates of when the information became known
- the nature of the concerns
- ongoing actions and associated dates
- all other key documents (eg observation notes, reports, consent forms, etc), and
- the case closure date

The safeguarding case files, whether electronic or paper, must be stored securely by the vicar and the PSO and maintained in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and the PCC's Data Protection Policy. This includes identifying who should have access to them and will include case files in respect of cases that have not been proven.

With regard to referrals, the GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe, and this can equally be said to apply to vulnerable adults. However, wherever possible, for a person over the age of 18, any referral of suspected abuse to Adult Social Services should be done with that person's consent. Concerns about consent and mental capacity should be discussed with the DSA.

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If the vicar moves from the church, the departing vicar must give the safeguarding case files and other information to the PSO, who is responsible together with the PCC for ensuring that all information about safeguarding matters is securely stored. The PSO will then pass the information on to the new vicar when he/she takes up his/her new role.

Review and updating of procedures

The PSOs will annually review the procedures set out in this section and will update the procedures in accordance with any changes to the guidance from the House of Bishops, for the PCC's approval.

1.5. Pastoral care

Pastoral care of victims and affected parties

The PCC acknowledges that the parish of St Stephen's is likely to have amongst its congregation children and young people who have been abused and/or adults who have experienced abuse, either as adults or when they themselves were children. Some may have been abused in the Church.

The PCC envisages appointing a Pastoral Care Coordinator to facilitate all pastoral care within the Church, in conjunction with the PSOs. The coordinator will work with the PSOs and the DSA to ensure that:

- Victims are responded to well, with a focus on building trust and support.
- Appropriately trained individuals are available for victims to talk to about their experiences, in the hope that this will prove healing and powerful; and
- Victims receive appropriate advice and assistance about seeking professional or specialist help.

In the event that a victim raises a concern or alleges abuse by a church officer or volunteer, this will be reported to the DSA (see Section 6 above), and the DSA will arrange for appropriate pastoral care in accordance with the House of Bishops' guidance and the Parish Safeguarding Handbook.

Pastoral care of church officers/volunteers against whom allegations are made, and affected others

The DSA must be informed by the next working day if allegations of abuse are made against church officers or volunteers. The DSA takes charge of handling the case at this point in accordance with the House of Bishops' guidance. The PCC is committed to working with and supporting the DSA in such circumstances as required.

If allegations are made, the DSA will offer the respondent a Link Person to support them while the allegations are being investigated. Where statutory agencies are not involved, the DSA will still provide a Link Person, and the support needs of the respondent's family will also be considered.

If a safeguarding concern has been raised against you, then:

- You may hear about it for the first time from the Diocesan Safeguarding Advisor (DSA), or from statutory agencies if they become involved.
- In all circumstances, the DSA will offer you a Link Person to support and advise you while the allegations are being investigated. The Link Person will keep you up to date with the case, keep notes of meetings, and liaise with the DSA.
- The Link Person will also be able to assist you in supporting others close to you who are affected by the allegations, such as your family.

The PCC acknowledges that when someone in a position of office or ministry must step aside at short notice or is suspended because of a safeguarding concern or allegation, a crisis arises for

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them, but also for the parishioners who have had no warning. The feelings that can arise for parishioners in these circumstances can include disbelief about the allegation, defensiveness about the respondent, shock, disappointment, anger, and confusion. The PCC will work with the DSA and the Archdeacon in these circumstances to ensure support within the parish for affected individuals.

Review and updating

The PSOs will annually review the procedures set out in this section and will update these procedures in accordance with any changes to guidance from the House of Bishops, for approval by the PCC.

1.6. Procedures for those who may pose a safeguarding risk

The PCC believes that the church is open to all, based on the message of the gospel. Therefore, it is acknowledged that there may be those with criminal convictions for sexual offences and other forms of abuse attending church, together with others for whom there are sound reasons for considering they may pose a risk to others. There is a duty to monitor individuals and risks; and at the same time offer support to lead a fulfilled life.

The PSO must contact the DSA as soon as practicable, but within 24 hours, if it is learned that any of the following people worship in the church or attend its activities:

- Anyone placed on the sex offenders register, with a violent offence or conviction and/or who is barred from working with children or adults by the Disclosure and Barring Service.
- Anyone who admits being an abuser including non-recent abuse.
- Anyone who is subject to an investigation for suspected abuse, including possession of indecent images of children, and/or is suspended from their usual role.
- Anyone who may pose a risk to other church members due to their behaviour, irrespective of their criminal status.

If the DSA is made aware, by any other source, that any person in the above categories is intending to worship, or is already worshipping, at a local parish church, he/she will notify the PSO in the first instance.

The DSA will determine the appropriate action to be taken to best safeguard the parish and its congregation, based on the particular facts and circumstances of each case. They will undertake a risk assessment and prepare a risk management plan known as a Safeguarding Agreement. This will involve the respondent and usually the vicar, church warden, PSO and, if involved, any relevant statutory agencies.

The House of Bishops' guidance will apply in these circumstances.

Review and updating

The PSOs will annually review the procedures set out in this section and will update the procedures in accordance with any changes to guidance from the House of Bishops, for approval by the PCC.

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1.7. Social Media and Communications Safeguarding Policy 2021

By engaging with St Stephen's Church social media and communications you agree to: *respect all children, young people and vulnerable adults and promote their wellbeing.* (Church of England, 2019)

Introduction and definitions

Social media is a very public way of enabling us as Christians to live out our calling to share the good news of Jesus Christ. One of its many joys is that it is immediate, interactive, conversational and open-ended. This opportunity comes with a number of hazards if users do not apply the same common sense, kindness and sound judgement that we would use in a face-to-face encounter. (Church of England, 2021)

What are social media communications?

This is a form of communication between organisations or individuals on the Internet. Below are some of the different ways to communicate, but are not limited to:

- Video conferencing (such as Zoom/Skype)
- Chats - online text conversations (such as Instant Messenger and web-based chats)
- Interactive white boards
- Online forums - discussion groups, discussion boards, bulletin boards and just forums. They can be described as places where all users can post either comments or questions. Other users of the forums are permitted to post replies to posts which enables a form of online discussion
- Voice over IP- purely audio-based, can be via the computer, such as business Skype or WhatsApp
- Email

Social media is a unique form of communication because it supports collaboration and the sharing of opinions including matters of faith on a global scale. It is distinctive because the content is usually managed by users rather than the provider of the application and therefore, as a church body, we have certain responsibilities and standards to uphold in terms of how our social media channels – both personal and corporate – are used.

Social media is increasingly important in the Church's communication to our various stakeholders including employees, Church members and the community at large. Through it we can enhance our vision and mission, increase awareness of our various activities, and reach out to people with the love of Christ.

Official St Stephen's Church run sites and accounts

(For example, St Stephen's Church website, YouTube channel or social media accounts).

Aims and Purpose

The main purpose of St Stephen's social media accounts, website, YouTube channel **and other online platforms** are to update members of the Church and the general

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public about upcoming events and services as well as raising awareness of any appeals by the Church’s partners if appropriate and in keeping with the Church’s values and ethos. Increasingly, our social media channels will be used to try and engage those on the fringes of the Church and create a sense of ‘online’ community.

Terms of use

Posting Permissions

Each page or account will have two administrators, both of whom must be church staff members and one of whom must be a member of staff on the Communications Team. They will be responsible for ensuring the correct settings are applied and that content is appropriate. Once a person has left the staff team, they will no longer hold administrator rights. Only content creators and higher permissions can post in the group.

Group Settings

Currently anyone can comment on a post submitted by a content creator (or higher permission). Email notifications are sent to the page admin when a new comment or message has been posted. From here, the admin has the right to ‘hide’ the post from the page if it is inappropriate.

Membership Permissions

Any social media account affiliated to St Stephen’s Church must be approved by the Vicar and the PCC’s Personnel & Safeguarding Committee. A list of currently approved St Stephen’s accounts and who is responsible for them can be found on the Church website but is currently:

Platform	Social media account	Staff member responsible
Instagram	ststephenstwick	Harry Cooke
Facebook	https://linktr.ee/ststephenstwick	Harry Cooke
Twitter	ststephenstwick	Harry Cooke

For good practical reasons both staff and volunteers at St Stephen’s Church use their personal mobile phones for calls, SMS and other texting services such as WhatsApp, and we support this use but staff and volunteers need to be aware that since these are private channels of communication extra care needs to be taken to protect yourself and others and if there is any concern, take a screen shot of the message and forward this to the safeguarding officer either through your group leader or directly using safeguarding@st-stephens.org.uk

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At least one office-based staff will have permission to create content and then only individuals approved by the Committee can be added to the page within a content creator capacity. All content creators require a reason for needing the permissions they are given and will be held accountable for the content they upload.

St Stephen's Communications Team may take action if they receive complaints or spot inappropriate, unsuitable or offensive material posted to any of our social media accounts. This may include deleting comments, blocking users or reporting comments, as appropriate. Any unofficial pages or groups will be asked to close or be reported accordingly.

We will not allow content to contain or share links to other sites that contain:

- Libellous, defamatory, bullying or harassing statements.
- Breaches of copyright and data protection.
- Material of an illegal nature.
- Offensive sexual or abusive references.
- Inappropriate language.
- Anything which may be harmful to a child, vulnerable adult or may bring the Church into disrepute or compromise its reputation.

Guidelines for different forms of central ministry communication

Livestream broadcast, eg YouTube Live or Instagram or Facebook live

Before doing a live broadcast, the leader should check the latest guidance from the Church of England for any recent changes (Church of England, 2021)

Purpose

Recording or live-streaming services, with the purpose of reaching out to those who are unable to attend in person, or who wish to participate in services remotely.

Live-streaming

With no congregation present

If the livestream service only involves the clergy and invited adult participants but no congregation, then there are no additional safeguarding concerns.

Where congregation/groups are present

For live-streaming where congregation/groups are present, then formal consent needs to be given from children's families/carers/guardians (if the child is under 16 years of age) prior to broadcasting if they might appear on the screen. If an adult at risk is not able to consent, speak with the people who provide care or support for them. For all other adults, let all members of the congregation know in advance when and where live-streaming will occur so that they can opt in or out or sit in an area not covered by the broadcast.

Careful consideration should be given to ensure that no personal information is visible during the live-stream broadcast. Names or personal information should not be displayed alongside any photographs or live images of contributors.

The Church of England giving the following guidance about the withdrawal of consent at a later date which should be adhered to for safeguarding as well as GDPR reasons:

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“When someone withdraws their consent, videos or images of that person should be deleted everywhere it has been stored or published online and offline, if these images are of that individual only.

If someone who later withdraws consent appears in a group video (ie as a member of the congregation), it is unlikely that the video can be edited. Many churches may find it easiest to remove the video completely, but the church may find it helpful to discuss this with the individual who has withdrawn their consent to see if an alternative solution can be found. However, if the individual insists on removal, the church should comply.

“It is more likely that a church would experience people not giving consent initially, than withdrawing it later, however it is wise to be prepared for this to happen, particularly where children are filmed because they may choose to have these images removed once they get older.” (Church of England, 2021)

Video conferencing eg Zoom, Skype

Video conferencing should only be used if the person setting up the meeting fully understands the requirements for making the meeting safe and uses all the measures available to keep the meeting private eg passwords, waiting rooms.

Pre-recorded uploads, such as pre-recorded YouTube services, worship sets

- Prior permission should be sought from families/carers for any young person or vulnerable adult who is participating in a pre-recorded service.
- Care should be taken not to display any names or personal information on pre- recorded services or worship sets.

Social media posts – St Stephen’s official accounts

The administrators of the church social media accounts should always ask for permission:

- If storing photographs or video content involving children or young people at church events for use on the church social media accounts.
- If allowing young people to connect to the Church’s social media accounts.

Engaging with other people’s posts

The administrators of the Church social media accounts may from time to time wish to engage with posts from other churches or individuals. In this instance, refer back to the guidelines from 1.3.

Instant messaging through official social media accounts

For example, Instagram direct message or Facebook messenger. This must be done in an age-appropriate way. For details see the relevant section of section 3.

Staff email

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All staff and leaders must be given a staff email (***@st-stephens.org.uk) and should use their staff email for all Church communication and not use their staff email for non-Church business. When using staff email, you are representing the Church and you must adhere to the Church of England guidelines set out in section 1.3 of this document.

If private emails are used for Church communication for any reason (eg accidentally), the message should be forwarded to your Church email account as soon as practical.

St Stephen's website

- A link to St Stephen's Church's safeguarding policy should be clearly available on the front page of the website (can be in the header or footer).
- A link to the Church of England's Parish Safeguarding Handbook should also be available.
- Permissions should be sought if using any images of young people or vulnerable adults on the Church website.

Volunteer and staff team members using their personal social media and communications for ministry use

Kids (any person under 11 years old; primary school age or below)

Private Message, using services including WhatsApp, text, Instagram DM

Must not be used with those under 11 years of age.

1:1 Voice calls and video calls

Parental consent must be taken before adding children to a messaging group or group video call.

Video calling should take place during the daytime. If it needs to be in the evening, you should not have conversations beyond 8pm.

Staff and Volunteer leaders should manage admission of children so that they are not alone on the call with a young person, such as using a Zoom waiting room and only admitting children when there are at least two in the waiting room.

Group Messaging and Video conferencing

Not to be used with those under 11 years of age.

Publicly posting pictures, videos or information about children or Kids events

Staff and volunteers are not to send pictures or videos of children to anybody, with the exception of sending to a staff member (who may then post on an official approved account with the required permission).

Families and carers need to be reminded to not post photos of other people's children on social media. For each group, the group leader should decide how to do this as appropriate for the group eg projection slide, poster or announcement.

Publicly tagging, commenting, or having conversations with children

There must be no engaging in conversations with children under 11 years of age on public posts.

Youth (Children aged 11-18)

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The guidance in this section covers ministry to secondary school age children (ages 11-18, plus those in Older Youth who have turned 18) and also children who are in their final term of Year 6. School years 6-8 (ages 10-13) are known as Young Youth (YY). The context for this guidance is such that primary communication and connection with Youth is in person; in group sessions or pre-organised 1:1 mentoring. Other communication methods, as outlined in this document, are to complement and enable these ministries, not to replace them.

Private message, using services including WhatsApp, text, Instagram DM

- Keep messaging with Youth within the hours of 7am and 10pm (9pm for YY)
- Keep any message threads with Youth so that there is a clear record. Don't use any messaging service that deletes messages automatically eg Snapchat.
- Keep messaging relatively brief. It is better to build relationships face to face.

1:1 Voice calls and video calls

- These should be avoided as they are an unaccountable private interaction.
- Allowance may be given with parental consent, when national restrictions of in person meet ups are in place, eg during a pandemic.
- If this takes place, plan to call during the daytime, and you should make brief notes afterwards of what was discussed in the chat. These notes are then to be passed onto either the Youth Pastor or Associate Youth Pastor.

Group messaging and video conferencing

- Parental consent must be given before adding Youth to a messaging group or group video call.
- Keep any messaging with Youth within the hours of 7am and 10pm (9pm for YY)
- Keep any message threads with Youth so that there is a clear record of what was discussed.
- Don't use any messaging service that deletes messages automatically eg Snapchat.
- Plan to talk on a video call during the daytime. If it needs to be in the evening, for extra safety you should not have conversations beyond 9pm (an hour earlier than our normal texting curfew for Older Youth).
- Staff and Volunteer leaders should manage admission of Youth onto the call so that they are not alone on the call with a young person. This can be done by using a waiting room and only admitting Youth when there are at least two people in the waiting room.

Publicly posting pictures, videos or information about Youth or Youth events

Staff and volunteers are not to send pictures or videos of Youth to anybody, unless sending to a staff member to then post on the official Youth account.

Publicly tagging, commenting, or having conversations with Youth

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- Engaging in conversations with Youth on public posts, comment sections and photos should be polite and encouraging, following the guidance set out in section 1.3.
- If any public conversations become inappropriate, take a screenshot for evidence (as quick as possible before posts can be deleted), then forward to the Youth Pastor, Associate Youth Pastor or Safeguarding Officer.
- Staff and volunteers should not tag Youth in posts.

Adult groups (who may contain vulnerable adults including, but not exclusively, Seniors and Drop-in)

Unlike the case with children, individual adults are not easily defined as being vulnerable except in the extremes, eg those experiencing severe dementia, so issues are reported by exception. It is good practice to assume that any adult in a group could be vulnerable unless you know otherwise and inform the safeguarding team if you have any concerns.

Communication with adults should typically centre around in-person events, but where individuals have been absent from these due to ill health or other reasons, the leaders and volunteers may follow up with them individually by individual phone calls, texts, WhatsApp

(or similar) messages or visits in-person. Some adults value a phone call, which occasionally includes an extensive conversation and may include pastoral discussion and prayer ministry. When planning, conversations should be in-person, but the ideal time is when the opportunity arises and when they feel comfortable enough to share; and sometimes this is over the phone or on social media.

Caution needs to be exercised before contact address/telephone/email lists are circulated to all members of the groups either directly (for example as a printed address list) or indirectly (for example, in the listing of the “to” in an email). For safeguarding purposes, so as not to circulate personal details en masse to anyone who becomes a member of a group, personal details should only be shared when valuable and with the approval of all on the list. This is often impractical in larger, or frequently changing, groups. The use of BCC is a good solution to this problem when emailing larger groups.

Private message, using services including WhatsApp, text, Instagram DM

- Keep messaging with adults within reasonable hours. This may be 9am to 10pm for younger adults but for older people, this should be 9am to 7pm.
 - Keep any message threads with adults so that there is a clear record, and don't use any messaging service that deletes messages automatically eg Snapchat.

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- Keep messaging relatively brief; it is better to build relationships face-to-face or on the telephone.

1:1 Voice calls and video calls

This should not be the primary mode of the ministry (that should be face-to-face at group events), but particularly during exceptional times such as lockdown, phone calls have been the primary contact, as well as video conferencing (eg Zoom).

It is good practice to connect with the most vulnerable by telephone, especially when face to face is not practical, for example, while they are sick. Contact could also be made via other means, such as texts, email, and personal messaging. It is important to do what is appropriate and works well for the adult(s) concerned.

Group messaging and video conferencing

This is sometimes the only practical method of communication but needs to be used thoughtfully and the organiser must make sure they are competent enough with the technology to stop conversations, messages and remove people if the necessity arises. It is good practice to have an additional person to hand, who is not the leader managing the technology.

If this includes breakout rooms, make sure there are at least three people in each room. Any important resulting updates eg concerning bereavement or hospitalisation, etc, must be posted in a confidential manner on the person's ChurchSuite record with access only by pastoral church staff (and the person themselves should they want to see it).

Publicly posting pictures, videos or information about seniors or senior's events, particularly vulnerable adults

Photographs of the participants must never be shared online or in publications without the express consent of those pictured.

Personal social media use by Church staff or volunteers outside of their ministry commitment

Social media activities include, but are not limited to:

- Maintaining a profile page on a networking site such as Facebook, Twitter or Instagram, Snapchat, and YouTube.
- Writing or commenting on a post, whether it is your own or the post of another person.
- Taking part in discussions on web forums or message boards.

Staff and volunteers must not post pictures, videos or information about Youth on their private social media accounts.

Staff and volunteers must not tag children in posts.

It is good practice to always adhere to the Church of England guidelines set out in section 1.3.

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Section 2 – Guidance to Ministry Leads and Volunteers

This is a collection of guidance documents from a range of internal authors and approved by the PCC P&S committee as good practice and they have been organised by ministry ages. This will be constantly updated as new documents are approved. There is also a copy of relevant risk assessments.

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2.1 Childrens (Birth – end of School Year 6)

2.1.1 Volunteer Agreements Relevant to Children’s Ministries

In the following pages are the volunteer agreements relevant to Children’s ministry. These will be updated as changed and approved by the PCC each year.

Index of children’s volunteer agreements in the following pages:

Kid’s Church	
Little Acorns	
Refresh	
Kids Church Holiday Club	
Photography	

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Kid's Church

St Stephen's Twickenham

Kids Team Volunteer Agreement

This form should be completed by all volunteers with children, young people or vulnerable adults in accordance with London Diocesan Safeguarding guidance policy and procedures. If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC and the person to whom the volunteer is responsible (i.e., the ministry lead or staff supervisor). St Stephen's Church is committed to protecting children, young people and vulnerable adults.

Name of volunteer:

Name of ministry/activity – Kids church Team

Who will they support, including age range of children/young people or range of vulnerabilities of adults they might meet while carrying out their role?
Children aged 0-11 and young leaders (U-18)

Work to be undertaken: Kids Church Team support our Kids Pastor to deliver a fun, vibrant and engaging age-appropriate Kids Church Programme during our 10:45 services. We also run occasional social events and a Holiday Club during the academic year.

Person Specification: We are looking for Kids team members who are committed to supporting the discipleship of children. Suitable team will be safe, reliable, able to interact well with children, and to welcome new children and families. We aim to put Jesus at the centre of what we do. Ideally team will have some experience of parenting or working with children, but induction, training and support will be given. There is a requirement for all team to commit to safeguarding training and to following the church safeguarding policy / guidance at all times. All resources for Sunday mornings and events will be supplied by the Church, with a clear and easy to follow lesson plan so you can enjoy interacting with the children.

Where and when the volunteering will take place: St Stephen's Church and adjacent Crossway Building, Marble Hill Park

Person responsible for supervising the volunteer: Lauren Goodall, Kids

Pastor What training is needed and when will it take place?

- Safeguarding training C0 and C1
- Enhanced Disclosure and Barring (DBS) Clearance
- Role specific induction and training

Date/month when this role description is to be reviewed: July 2024

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Group to whom responsible / the appointing body: St Stephen's Church PCC

Signed _____

Date _____
(Volunteer Manager, on behalf of the PCC)

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Little Acorns

St Stephens Church, Twickenham Volunteer Agreement (including Role Outline)

This form should be completed by all volunteers with children, young people or adults at risk in accordance with London Diocesan Safeguarding guidance policy and procedures. If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC and the person to whom the volunteer is responsible (i.e., the ministry lead or staff supervisor).

Name of volunteer:

Name of ministry/activity: Little Acorns

Where & when the volunteering will take place: In Spring and Church on Thursday mornings, termtime. Commitment can vary (weekly or bi-weekly etc) but please let Amy know. Team should aim to arrive for 9am for set-up and prayer before the session begins.

Who will they support, including age range of children/young people or range of vulnerabilities of adults they might meet while carrying out their role? All the families who attend Little Acorns, children from birth to school age and all the parents / carers.

Person responsible for supervising the volunteer: Amy Baird

Work to be undertaken: Help with setting up and/or setting down, help host the morning by engaging with the families and ensuring everyone is safe, and some team will help with the refreshments.

What training is needed and when will it take place?

- Safeguarding - CO to be completed as soon as possible and a requirement before you are on team.

Date/month when this role description is to be reviewed (Toward the middle and end of a probationary period of six months and then annually)

Group to whom responsible / the appointing body: St Stephen's Church PCC

Signed _____ Date _____
(Volunteer Manager, on behalf of the PCC)

To be completed by the Volunteer

I have understood the nature of the work I am to do, which may include contact with children / young people / adults at risk. I have read the guidelines produced by the Church for safeguarding children and young people and adults at risk. I understand that it is my duty to protect children, young people and adults at risk with whom I come into contact. I know what action to take if abuse is discovered, disclosed or suspected.

Signed _____ Date _____

NB All information will be held safely and in confidence, in accordance with the Data Protection Act 1998.

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Refresh

St Stephens Church, Twickenham

Volunteer Agreement - Refresh Team

This form should be completed by all volunteers with children, young people or adults at risk in accordance with London Diocesan Safeguarding guidance policy and procedures. If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC and the person to whom the volunteer is responsible (i.e., the ministry lead or staff supervisor).

Name of volunteer:

Name of ministry/activity: Refresh

Where & when the volunteering will take place: St Stephen's, Twickenham on Wednesday mornings during term time. All team members meet to pray together at 09:40 before the session opens.

Who will they support, including age range of children/young people or range of vulnerabilities of adults they might meet while carrying out their role?

All the families who attend Refresh, children from birth to school age and all the parents/carers.

Person responsible for supervising the volunteer: Amy Baird

Work to be undertaken: Support with set up/set down, help host the morning by engaging with the families and ensuring everyone is safe. Some team will help with the refreshments and sharing a thought for the day.

What training is needed and when will it take place?

- Safeguarding - CO
- Full induction and team training at Refresh during the first few weeks

Date/month when this role description is to be reviewed: October 2024

Group to whom responsible / the appointing body: St Stephen's Church PCC

Signed: Ciara Pearman

Date: 16th October 2023

(Volunteer Manager, on behalf of the PCC)

To be completed by the Volunteer

I have understood the nature of the work I am to do, which may include contact with children / young people / adults at risk. I have read the guidelines produced by the Church for safeguarding children and young people and adults at risk. I understand that it is my duty to protect children, young people and adults at risk with whom I come into contact. I know what action to take if abuse is discovered, disclosed or suspected.

Signed _____ **Date** _____

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To be completed by the Volunteer



I have understood the nature of the work I am to do, which may include contact with children / young people / vulnerable adults. I have read the guidelines produced by the Church for safeguarding children and young people and adults at risk. I understand that it is my duty to protect children, young people and vulnerable adults with whom I come into contact. I know what action to take if abuse is discovered, disclosed or suspected.

Signed _____ Date _____

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St Stephens Twickenham

Volunteer Agreement (including Role Outline)

This form should be completed by all volunteers with children, young people or adults at risk in accordance with London Diocesan Safeguarding guidance policy and procedures. If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC and the person to whom the volunteer is responsible (i.e., the ministry lead or staff supervisor).

Name of volunteer

Name of ministry/activity -

Where & when the volunteering will take place - Church, the crossway and the park

Who will they support, including age range of children/young people or range of vulnerabilities of adults they might meet while carrying out their role?

Children aged 4 - 11 years old

Person responsible for supervising the volunteer- Lauren Goodall

Work to be undertaken: Holiday club team

- To follow the safeguarding practice as briefed
- To make sure the children are safe throughout the morning
- To supervise children in activities e.g. Craft, games indoor and out, inflatable.
- To make sure children safely return from the toilet and get back to the right group

What training is needed and when will it take place?

- Safeguarding
- DBS

Date/month when this role description is to be reviewed (Toward the middle and end of a probationary period of six months and then annually)

Group to whom responsible/ the appointing body: St Stephen's Church PCC

Signed _____ **Date** _____

(Volunteer Manager, on behalf of the PCC)

To be completed by the Volunteer

I have understood the nature of the work I am to do, which may include contact with children / young people / adults at risk. I have read the guidelines produced by the Church for safeguarding children and young people and adults at risk. I understand that it is my duty to protect children, young people and adults at risk with whom I come into contact. I know what action to take if abuse is discovered, disclosed or suspected.

Signed _____ **Date** _____

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Photography/Filming Volunteer Agreement

This form should be completed by all those volunteering with children, young people or adults at risk in accordance with London Diocesan Safeguarding guidance policy and procedures. If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC and the person to whom the volunteer is responsible (i.e. the ministry lead or staff supervisor).

Name of volunteer:

Name of ministry/activity:

Where & when the volunteering will take place: Church Premises primarily, some off-site work for events.

Who will they support, including age range of children/young people or range of vulnerabilities of adults they might meet while carrying out their role?

Person responsible for supervising the volunteer: Harry Cooke, Creative Content Designer

Work to be undertaken: To capture highlights from services and events for use in St Stephen's publicity and on social media.

What training is needed and when will it take place?

- In-house photography/filming coaching
- C0/C1 online safeguarding training.

Date/month when this role description is to be reviewed: 01/2025

Group to whom responsible / the appointing body: St Stephen's Church PCC

Signed _____ **Date** _____

(Volunteer Manager, on behalf of the PCC)

To be completed by the Volunteer

I have understood the nature of the work I am to do, which may include contact with children / young people / adults at risk. I have read the guidelines produced by St Stephen's Twickenham for safeguarding children and young people and adults at risk. I understand that it is my duty to protect children, young people and adults at risk with whom I come into contact. I know what action to take if abuse is discovered, disclosed or suspected.

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Signed _____ Date



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2.1.2 Risk assessments relevant to Children's ministry 

In the following pages are the risk assessments relevant to Children's ministry. These will be updated as changed and approved by the PCC each year.

Index of children's risk assessments in the following pages:

Baptism	
Youth Helping with Children's Work	
Kid's Church	
Little Acorns	
Refresh	
Kids Church Holiday Club	



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Use of PA equipment Electric Shock Slips & Trips	Staff, Volunteers, or guests	Electrical equipment is only operated by trained staff and volunteers. Cables to be kept tidy and out of way of guests. Keyboard and wires will be left out on the stage and not put away but will not be live and will be left tidy.				
Sound Levels in Church during Worship. Excessive levels of noise can damage hearing	Staff Volunteers Guests Worship Team	Sound Level Meter is kept on the PA desk and notice with dB levels. Worship Team use In Ear headphones				
Use of Candles. Burns & Scalds and fire risk.	Staff Volunteers Guests	Safe System of Work for use of candles in church Staff member or Senior Welcomer responsible for lighting and extinguishing candles and for watching when candles are lit. Sand buckets, water and fire extinguishers on hand.				
Risk of fire	Everyone attending the event at risk of burns, smoke inhalation or by damage to building	Building is regularly maintained, cleared, and fire-prevention/fire-fighting equipment is regularly maintained. Team ensures fire exit routes are not blocked prior to event. We have more than one step-free exit for the building.				
Electric shock by using electrical equipment	Anyone organising or attending event	Electrical equipment is PAT tested. External speakers are requested to bring USB stick, not own laptop, to display slides				
Scalds, burns, cuts when serving tea and coffees and cakes.	Those organising and attending the event; injury to self; injury to others	Team leads have easy access to the first aid kit and the burns kit. First aiders poster is clearly displayed near kitchen.				
General medical/physical emergencies	Anyone attending an event could suffer a medical emergency	First aid kits are in the church kitchen, the defibrillator is available in the church vestry. First Aider to be involved if present. In emergency an ambulance will be called.				

Member of public entering the Church with malicious intent.	Any person in the building, particularly a child or vulnerable adult who would struggle to report a danger, damage, or alarm. Fabric/equipment of the building at risk of damage or security compromised. Security controls assessed by strangers investigating with intent to force entry later.	Team ensures one team member can monitor Centenary Room any time the front door is left unlocked. Team members greet any arrivals; manage access to any strangers e.g., visitors claiming to be tradespeople, tourists, people wanting to pray in church or use bathroom. Team-member informs event leader of any such person in building so their presence/exit can be managed.				
Aggression/violence by vulnerable attendees	Everyone in the building	If any regular attendee has known issues, adequate supervision is provided, e.g. closer monitoring. Team is given safeguarding induction.				
Vulnerable adult goes missing who should not go out alone.	Vulnerable adult themselves is at most risk, but in the event of their escape the rest of the team could be stretched in a way that would create further risks.	Dedicated volunteer is assigned, or they come with their own carer. Front door would be set on 'Entrance Only' setting. Event leader agrees with team members the plan for monitoring exit if any attendees have such a vulnerability (none currently attend)				
Grooming of vulnerable adults	Vulnerable adults at risk of grooming.	Organiser must have read and approved two references for every volunteer in the ministry. They are interviewed & given an induction. Volunteers are all trained in safeguarding and to enable them to support each other and assist with oversight of everyone's safety and compliance. No opportunity is given for people to spend extended periods with attendees in the building but out of sight of the team and the main meeting. Lifts are only given by trusted car drivers whose credentials have been checked. Only volunteers who have had a DBS check may give lifts for medical appointments. Team members join in with social conversations with attendees, to get to know them and spot any concerns; to be responsive to conversation subjects.				
Grooming of children could be carried out by people attending.		Parents asked to supervise children at all times during the event.				



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
The Youth helper not understanding all that is needed to keep Children safe (due to their inexperience).	<ul style="list-style-type: none"> Child due to helper not keeping to all health and safety requirements. Child due to helper not keeping to all safeguarding requirements. 	See activity risk assessment	The Youth helper should have a sponsor or sponsors who is present whenever the Youth is helping. If this person is 16 or 17 they must be DBS checked (enhanced without barred list check and trained to at least Foundation level) in addition to any safeguarding requirements for that ministry. This sponsor can also help with normal volunteering duties and do count as part of the ratio of volunteers to children, but the Youth helper should be in addition to the normal ratio of volunteers for children. This sponsor should offer any support the helper needs, and must withdraw the Youth helper from the ministry if they are concerned about the helper's or a Child's safety.	<i>Children's Ministry Lead</i>	<i>Before the Youth first helps.</i>	
The Youth helper being subject to abuse from one of the Children.	<ul style="list-style-type: none"> Helper due to Child not keeping to all health and safety requirements. Helper due to Child not keeping to all safeguarding requirements. 					
The youth helper may have previous concern from the police which is unknown as they are	<ul style="list-style-type: none"> Child due to helper being an ex-offender 	See activity risk assessment	The youth should have a signed reference from a teachers or youth leader to confirm that they have no concerns of this young person working with children. The youth	<i>Children's Ministry Lead</i>	<i>Before the Youth first helps.</i>	




What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
too young to have a DBS check.			helper should not be alone with a child and so should not be involved in toilet duty.			



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<p>Safeguarding risks to children and risk of allegation to team.</p>	<p>Children, staff, parents, volunteers. Young children are at higher risk of all forms of abuse and need to be safeguarded from harm.</p>	<p>St Stephen's Safeguarding policy available on the website, circulated to team, and to be followed at all times. Safer recruitment procedures to be followed. All team to sign up to the Code of safer working practice 2021. Parents are responsible for their own children at all times - no adult to be left alone with children at any time. Children to be told who they can speak to if at any time they have any concerns or worries. Clear signage at church displaying information on safeguarding team / children's champions / contact information. No images to be captured other than by official staff team photographer with consent of parents (and if age appropriate to ask the child). Access to activity space restricted to children, parents and team only.</p>	<p>Induction for all team. Ensure current team are aware of the safeguarding policy and sign up to the Code of Safer Working. Regular team training to include safeguarding best practice and learning.</p>	<p>Lauren Goodall</p>	<p>May 2023</p>	

Set-up / set-down moving tables and chairs, getting toys out of cupboards etc.	Staff, volunteers Injury through moving and handling equipment or dropping items	Safe systems for working – chair limits, table limits in cupboards, signage in place, working in pairs for bigger items.	Explaining to new team the systems in place. E.g. how set up and pack down work in each room.			
Ratios + Check in and out of groups.	All staff, volunteers, children, and parents.	<p>Minimum ratios to be followed for rooms based on age (compliant with safeguarding policy):</p> <p>Spring (1-2 years old) ratio is 1:3 Maple- (2–4 years old) ratio is 1:4 Oak (Reception to Year 4) 1:6 Chestnut (Year 5 + Year 6) 1:8</p> <p>Every room is allocated a specific wristband colour and ratios are followed as per policy depending on trained team.</p> <p>Rooms leaders are trained to do safe check-in / out on iPad and against wristband colours / numbers.</p> <p>Ratios to be increased depending on risk and needs in the room (e.g., if children with additional needs it may require more team)</p>	Regular updates with team members at team training evenings.			
Risk of child going missing – in the building	Children, parents	Clear check-in / check-out procedure to be followed. Group leaders have a list of children in their group	Children’s pastor to update missing child procedure and circulate to room leaders.	LG	May 2023	

		<p>and are responsible for the children in their care.</p> <p>A written missing child procedure to be shared with room leaders and followed in the event of an incident.</p>	<p>Staff & volunteers to be trained that if a child goes missing at any time, Lauren Goodall (or clearly identified deputy) must be immediately informed so the missing child procedure can be actioned.</p> <p>Clear communication and actions to be given by Lauren Goodall (or deputy) to minimise risk.</p>			
<p>General safety of vulnerable children and young helpers</p>	<p>Children, staff, volunteers, reputation of the church.</p> <p>Children at risk of abuse, grooming, inappropriate touch, inappropriate behaviour, inappropriate image capture</p>	<p>All team to sign up to the Code of safer working practice 2021.</p> <p>Staff / volunteers always to work as a team – no adult to be left alone with children at any time.</p> <p>Children to be told who they can speak to if at any time they have any concerns or worries.</p> <p>Clear signage at church displaying information on safeguarding team / children’s champions / contact information.</p> <p>Risk of allegations of abuse made against staff / volunteers / other children / young helpers.</p> <p>No images to be captured other than by official staff team photographer.</p> <p>Access to building restricted to children, parents and team once everyone is in the building.</p>				

		 <p>Ensure young helpers are factored into calculated ratio requirement and are safeguarded themselves as they volunteer.</p>				
Craft activities use glue and scissors.	Children	Only child-safe scissors to be used and child-safe glue				
Fire Electrical fault	Children, staff, volunteers, parents	<p>Fire evacuation procedure in place and to be followed.</p> <p>Fire marshal training to be offered to key volunteers and staff.</p> <p>All equipment to be used following manufacturer's guidelines.</p> <p>PAT testing regularly.</p>	Fire marshal training for team	Lauren Goodall to arrange	May 2023	
Risk of accidents, falls, bumps, scrapes etc during activities and games	Children, staff, volunteers Falls, trips, slips, cuts, bruises	<p>Age-appropriate games planned.</p> <p>Trained first aiders available on site.</p> <p>Team to ensure a safe environment.</p> <p>First aid kit available.</p>	First aid to be administered in the presence of other adults and if possible, by parents / guardians.			
Toilets		<p>1-2 years olds – Parent/ carers are asked to come back to change nappies (team do not do this).</p> <p>2-4 year olds, if child in nappies, parents asked to come back to change nappies.</p>	Reminding team regularly of the procedure.	LG		





What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<p>Safeguarding young children</p>	<p>Children, staff, parents, volunteers.</p> <p>Young children are at higher risk of all forms of abuse and need to be safeguarded from harm.</p>	<p>St Stephen’s Safeguarding policy available on the website, circulated to team, and to be followed at all times.</p> <p>Safer recruitment procedures to be followed.</p> <p>All team to sign up to the Code of safer working practice 2021.</p> <p>Parents are responsible for their own children at all times - no adult to be left alone with children at any time.</p> <p>Children to be told who they can speak to if at any time they have any concerns or worries.</p> <p>Clear signage at church displaying information on safeguarding team / children’s champions / contact information.</p> <p>No images to be captured other than by official staff team photographer with consent of parents (and if age appropriate to ask the child).</p>	<p>Ensure current team are aware of the safeguarding policy and sign up to the Code of Safer Working.</p>	<p>Lauren Goodall</p>	<p>May 2023</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		Access to activity space restricted to children, parents and team only.				
Risk of accidents / trips / falls / choking / burns from hot drinks etc	Children, Parents, Team	<p>Leader of group to ensure a safe environment is prepared and maintained.</p> <p>Spills to be mopped up immediately, parents encouraged to use cups with lids, all toys to be age appropriate, clean and regularly inspected for safety.</p> <p>All equipment to be used in accordance with manufacturer's instructions. Minimise trip, spill and other hazards where possible.</p> <p>Ensure all accidents and incidents are recorded and reported promptly to learn and prevent future injury or harm.</p> <p>Accident / incident logbook available and first aid kit available.</p>	<p>Book in regular sessions to clean toys and inspect for safety.</p> <p>Clear messaging to parents about their responsibility to supervise their children.</p> <p>Encourage parents to administer first aid.</p> <p>If necessary to assist with first aid do so in the presence of parents and with consent.</p>	Amy Baird / Lauren Goodall	May 2023	
Set-up / set-down moving tables and chairs, getting toys out of cupboards etc.	Staff, volunteers. Injury through moving and handling equipment or dropping items.	Safe systems for working – chair stacking limits, table limits in cupboards, signage in place, ensuring that boxes are not overloaded.				
Fire Electrical fault	Children, staff, volunteers, parents	<p>Fire evacuation procedure in place and to be followed.</p> <p>Fire marshal training</p>	Fire marshal training for team	Lauren Goodall to arrange	May 2023	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		All equipment to be used following manufacturer's guidelines. PAT testing regularly.				
Using kitchen equipment / preparation of drinks	Staff, volunteers, children, parents Slips, trips from spillages, splashes Burns and scalds from hot drinks / hot water. Fingers trapped in dishwasher. Contamination risk.	Follow displayed handwashing instructions. Children not allowed in kitchen at any time. Paper towels and mops supplied to clean spills. Hot drinks only to be served at the table and only to parents.				
Medical emergencies	Staff, volunteers, children, parents	First Aid Kit and Defibrillator are available in church. First Aider to be involved if present. In emergency an ambulance will be called.	Offer Amy first aid training Ensure Amy knows where first aid kit and defibrillator are stored.			
Craft activities use glue and scissors	Children	Only child-safe scissors and child-safe glue to be used				



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Preparing food and drinks	Team Slips and trips Burns and scalds from water boilers and oven	Only team are allowed in the kitchen and have been instructed and shown how to use the equipment. Floor is non-slip and there are paper towels and mops in place. Oven gloves are provided. There is a first aid kit in the kitchen. Ensure all the team have basic training for the kitchen				
Setting up, moving tables and chairs	Team injuring themselves for example - straining backs Guests being injured if tables are not set up properly.	Safe system of work for moving and stacking tables and chairs. Team shown the best method to use, chair limits, table limits in cupboards, signage in place, working in pairs. Ensure all the team understand how to set up and move tables and chairs safely				
Serving food and drinks	Team and guests Manual handling, burns, scalds, slips and trips	Hot drinks and food are served from Kitchen Hatch. Hot water and coffee is served from flasks with lids	No, all the kitchen team are aware of the risks			
Using commercial oven and other kitchen equipment	Team Burns Fingers trapped in dishwasher.	Induction for kitchen team. Oven gloves are provided. There is a first aid kit in the kitchen	No, all the kitchen team are aware of the risks			



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		Follow manufacturer's instructions for use of equipment. Equipment is regularly serviced				
Clearing tables	Team Slips and trips	Paper Towels provided. Team encouraged to take care.	No			
Dealing with inappropriate guests wanting to come in (people without children)	Our guests and team	The team do not allow anyone to enter who isn't a parent or carer with a child. If this is tricky, I step in as the figure of authority.	No			
Entering and leaving the venue	Children If they leave the building without their adult this could be dangerous. Access and Egress in case of fire	There is always a member of the team on the door to check who is coming in and out. Fire Safety Procedures and Evacuation plan written for the Church. Fire exits are checked and unlocked before the event starts Staff member and Team on duty and trained to respond to fire situations.	No			
General activities	Housekeeping Risk of Fire	Area is cleaned regularly, and bins emptied. Area is checked before the meeting starts.	No			
General activities	Medical emergencies	First Aid Kit and Defibrillator are available in church. First Aider to be involved if present. In emergency an ambulance will be called.	No			



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Use of PA equipment	Electric Shock Slips & Trips	Safe use of Sound and PA desk Training to be given to PA operators to ensure the equipment is used properly.	No, only a few team use this equipment			
Safeguarding		All staff, volunteers, children and parents to be aware of who they can speak to if they have any concerns at all.				
General safety of children and adults	Children, staff, volunteers, reputation of the church. Children at risk of abuse, grooming, inappropriate touch, inappropriate behaviour, inappropriate image capture	All team to sign up to the Code of safer working practice 2021. Staff / volunteers always to work as a team – no adult to be left alone with children at any time. Clear signage at church displaying information on safeguarding team / children’s champions / contact information. Risk of allegations of abuse made against staff / volunteers / other children / young helpers. No images to be taken other than by guests of their own children or by official staff team photographer. Access to building restricted to children, parents, carers and team only				
General risks – Fire Electrical fault		Fire evacuation procedure in place and to be followed	No			



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		All equipment to be used following manufacturer's guidelines. PAT testing regularly.				
Toys and play equipment	Children Inappropriate aged toys or broken toys or equipment	We check the toys and equipment every session and discard or repair anything broken. We also clean the toys and equipment regularly. Parents and carers are responsible for their children at all times and there is signage to state this.	No			




What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<p>General safety of vulnerable children and young helpers</p>	<p>Children, staff, volunteers, reputation of the church. Children at risk of abuse, grooming, inappropriate touch, inappropriate behaviour, inappropriate image capture</p>	<p>All team to sign up to the Code of safer working practice 2021 and undertake safeguarding training. Staff/volunteers always to work as a team – no adult to be left alone with children at any time. Children to be told who they can speak to if at any time they have any concerns or worries. Clear signage at church displaying information on safeguarding team/children’s champions/contact information. Risk of allegations of abuse made against staff/volunteers / other children / young helpers. No images are to be captured other than by the official staff team photographer. Access to building restricted to children, family</p>	<p>Each group is to have at least 2 workers. Minimum ratios are to be followed as per the church safeguarding policy. Staffing numbers are to be increased for outdoor activities & depending on the individual needs of a child. Accident/incident logbook available. Administer first aid with others around. Always aim to work with or within sight of another adult. Reception and year 1 age groups to have organised toilet breaks. Older children to be shown where the toilets are and group leaders responsible for ensuring they safely return in a timely fashion. All staff and volunteers to be informed about toilet procedures, including not to invade a child’s privacy whilst washing and toileting.</p>	<p>LG</p>	<p>9 April 24</p>	



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		member(s) & carer(s), and team only.				
Safeguarding	All staff, volunteers, children and parents	All staff, volunteers, children and parents to be aware of who they can speak to if they have any concerns.	Induction to identify team to contact if any concerns. Signpost to Parish Safeguarding Officer and safeguarding email.	LG	9 April 24	
Set-up / set-down moving tables and chairs	Staff, volunteers Injury through moving and handling equipment or dropping items	Safe systems for working – chair limits, table limits in cupboards, signage in place, working in pairs.	Induction for staff and volunteers	LG	9 April 24	
Moving and handling of supplies	Staff, volunteers Injury through moving and handling equipment or dropping items	Ensuring boxes not overloaded, work in pairs, use waggon to move heavy items	Induction for staff and volunteers	LG	9 April 24	
Fixing decorations at height	Staff, volunteers Fall from heights / slipping / dropping items from height	Only ladder-trained staff to undertake these roles. Ensure safe environment	Ensure person at the bottom of the ladder and follow manufacturer's instructions for use of ladder	LG	9 April 24	
Preparing drinks (including hot drinks)	Staff, volunteers, children, parents Slips, trips from spillages Burns and scalds from hot drinks	Children not allowed in kitchen. Paper towels and mops supplied to clean spills. Hot drinks only to be served at the serving hatch and only to adults. No hot drinks in main church area where the children will be.		LG	9 April 24	
Using kitchen equipment	Staff, volunteers, children, parents Slips, trips from spillages, splashes Burns and scalds from hot drinks / hot water. Fingers trapped in dishwasher.	Children not allowed in kitchen. Paper towels and mops supplied to clean spills. Follow manufacturer's instructions for use of equipment. Equipment is regularly serviced	Cap number of team in the kitchen space to a maximum of 4.	LG	9 April 24	





What are the hazards?	Who might be harmed and how? 	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Risk of injury whilst using inflatable obstacle course	Children, staff, volunteers	Delivery, installation, set-up and set down to be carried out by company supplying equipment. Safety equipment provided by company. Additional mats to be used. Company limits on children on the inflatable to be followed = 2 children at a time to use equipment. Staff / volunteers to be trained and monitor use. Shoes off before use. 6 adults to oversee use of equipment at any time. Children to be explained to what the rules are.	Train team. Read product rental agreements with supplier.	LG	9 April 24	
Use of gunge (kid's slime) for activities	Staff / volunteers Slipping, falling due to spills. Risk of gunge getting in eyes.	Team member being 'gunged' to be supplied with goggles, to bring a towel, tarpaulin underneath.	Identify in advance the 1 team member who will have gunge poured over them and ensure consent is in place.	LG	9 April 24	
Craft activities use glue and scissors	Children	Only child-safe scissors to be used and child-safe glue. Children to be adequately supervised by responsible adults.		LG	9 April 24	
General risks - Fire - Electrical fault		Fire Marshal Fire evacuation procedure in place and to be followed. All equipment to be used following manufacturer's guidelines. PAT testing regularly.		LG	9 April 24	



2.1.3 Guidance documents for Children’s Ministry



In the following pages are the guidance documents relevant to Children’s ministry. These will be updated as changed and approved by the PCC each year.

Index of children’s guidance documents in the following pages:

Children’s Champion – induction by Safeguarding Officer	
The Church Safeguarding Officer	
Settling Techniques	
Guidelines for acceptable touch	
Missing Child Procedure	
Safeguarding Concern CYP flowchart	

Children’s Champion – induction by Safeguarding Officer

Outline framework

- Documentation and communication:
 - St Stephen’s Church Safeguarding Policy, Guidance and Resources
 - Raising a concern contacts; email and phone
 - Concern form
 - Risk assessments
- Job Description – any questions?
- The role of the CSO – Chris Askwith (Church Safeguarding Officer), sometimes referred to as PSO (parish safeguarding officer), and Safeguarding Administrator (Jennalisse Kassanis) and Social Transformation Pastor (Fiona Smith)
- Communication, both informal and formal, including use of the Concern Form
- Training (Basic and Foundation both achieved on 14/11/2020 but will need renewing every 3 years)

The Church Safeguarding Officer Role Description

1. Oversees the implementation of the Diocesan Safeguarding policy, along with its associated policies, procedures and guidelines in their parish.
2. Actively works alongside ministry-leads and associated teams to ensure all safeguarding guidelines, policies and principles are fully adhered to.
3. Is a fully informed and pro-active integral link between the Diocesan Safeguarding Team, the PCC, the staff senior team and the relevant ministry leads.
4. Ensures that the requirements for DBS disclosures and safer recruiting (according to Diocese guidance) are met for the appropriate roles in the required timeframe.
5. Takes seriously and respond with immediate action – as outlined in the Diocese Safeguarding Policy - to any concerns raised regarding children and adults at risk.
6. Is a trained and knowledgeable source of support, advice, and information on all matters of pastoral care and of safeguarding children and adults at risk.
7. Ensure that all allegations or suspicions of abuse are taken seriously and responded to in a timely manner.



Settling Techniques

1. Choose someone from the team who will buddy children who you know are struggling to settle in the team time before the session. Buddy should then try to find child in church before the session
2. Buddy find out from parent how child is doing that morning, is there anything to be aware of?
3. Chat with parents about what they want you to do. How long do they want their child to cry for?
4. Greeting children at the door— buddy try to engage the child as soon as they come in. Greet them first and then the parent
5. Find out what a specific child's favourite toys/activities are
6. Find out if they have a comforter (particularly if they are little) i.e. a blanket or stuffed toy that they might like to bring
7. Pray for them — before the session and also during it. If a child is crying pray out loud for the Holy Spirit to come and comfort them. Particularly with older children, they then can attribute their feeling safe to the work of God.
8. Sing over little ones as you cuddle them — they often find this comforting
9. If one toy is not working, try a different activity — maybe a minute per year of their life?
10. Remind them that mummy/daddy loves them and will be coming back to pick them up
11. Ask them if they want a drink and give them some water
12. Show them a visual timetable/talk through what you are all going to do.
i.e. after we play we will have snack.
13. Find a peer that they know or introduce them to someone new (this is particularly helpful with 3 years old and up)
14. If a child is struggling to settle make sure we encourage the team member working with them. It is not your fault if a child isn't settling — often they are tired, hungry or just feeling sad!



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Guidelines for acceptable touch



Children and adults need sympathetic attention, humour, encouragement, and appropriate physical contact. Some physical contact with children and adults, particularly younger children, is wholly appropriate. The following guidelines regarding touching are suggested:

- Always ask permission.
- Be mindful of your body position.
- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be in response to a child's needs and not related to the worker's needs. It should be age appropriate, welcome, and initiated by the child, not the church officer.
- Avoid any physical contact that is or could be construed as sexual and/or abusive/offensive.
- Allow the child to or adult determine the degree of physical contact with others except in exceptional circumstances (e.g., when they need medical attention).

In addition:

- You can allow people you support to give you brief hugs if you feel comfortable with this.
- You can allow people you support to hold hands or link arms with you to help with travel and stability.
- You should discourage people you support from touching your face. You can offer your hand instead.
- You should discourage people you support from sitting on your lap. You can offer to sit side by side.
- You should avoid using touch if the person you support is very distressed and is unlikely to tolerate it.

Church staff and volunteers at all levels must take responsibility for monitoring one another in the area of physical contact and should be encouraged to challenge one another if necessary.

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MISSING CHILD PROCEDURE

St Stephen's Twickenham | September 2023

St Stephen's is to protecting children, young people (CYP) and vulnerable adults. Activities are carefully planned with safety in mind. Activity Risk assessments are in place to help protect from harm and attendance registers are taken. This procedure is aimed at providing guidance in the unlikely event of a missing CYP. All decisions must be made in the best interest of the child or young person.

1. ASSESS THE RISK & TAKE IMMEDIATE ACTION

- Consider the age, maturity and potential vulnerability of the missing child.
- Consider any known risk factors, such as safeguarding concerns or additional needs. ● Take any sensible, immediate preventative actions (based on the circumstances and known risk factors) such as calling out the CYP's name, checking the toilets, closing external doors, or asking friends for further information.

2. COMMUNICATE

- If a CYP is at risk of immediate harm, call 999 without delay and give full details. ● In all circumstances where a child or young person is missing, alert the room/activity leader who will contact the ministry lead (Kids Pastor/Youth Pastor or senior staff/clergy). ● Contact responsible family members/carers.
- If possible, attempt to contact a missing young person direct by phone (following good practice guidelines about being in earshot of another team member & on loudspeaker). ● Consider calling 999 if a child or young person is missing for more than 5-15 minutes taking into account their age/maturity/vulnerability/circumstances and risk of harm.

3. RESPOND

- Remain calm and ensure the safety of the other CYP in the room/activity space.
- Room leader to note the time a CYP is reported missing & take a full description. ● Room leader to allocate roles to the team - including calling 999 (if appropriate), communication with ministry lead/clergy, a thorough search of the building/outside area, communication with family member/carer.
- Release as many leaders/helpers as possible to respond — taking the room leader/ministry lead's contact details and a phone with them to report back. ● Escalate quickly to the senior staff team/clergy for further support.

4. FOLLOW UP

- Ensure accurate written documentation of the incident/those 'wolved and report to the safeguarding team who will escalate as appropriate.
- Pastoral follow-up with the child/young person, family members, staff, volunteers and other CYP involved.
- Review the activity risk assessment, implementing any learning from the incident to prevent future harm.

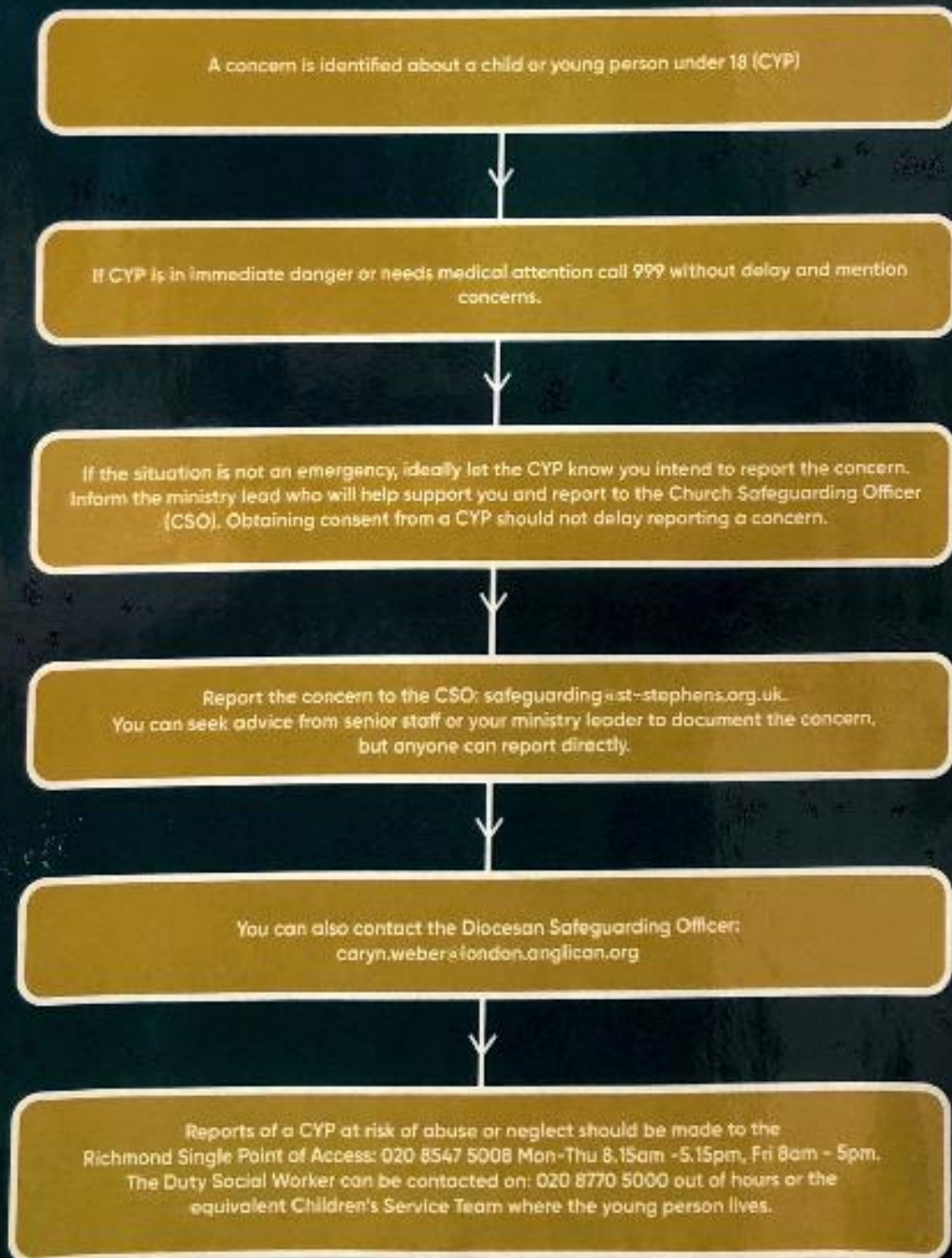
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Safeguarding Concerns about Children and Young People Under 18 (CYP)



2.2 Youth (11-18)



2.2.1 Volunteer Agreements Relevant to Youth Ministries

In the following pages are the volunteer agreements relevant to Youth ministry. These will be updated as changed and approved by the PCC each year.

Index of Youth volunteer agreements in the following pages:

Younger Youth	
Older Youth	
Photography	

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St Stephens Church, Twickenham

Younger Youth Volunteer Agreement

This form should be completed by all volunteers with children, young people or adults at risk in accordance with London Diocesan Safeguarding guidance policy and procedures. If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC and the person to whom the volunteer is responsible (i.e., the ministry lead or staff supervisor).

Name of volunteer

Name of ministry/activity: Younger Youth

Where & when the volunteering will take place: Sundays, Deer Park School, 10:10am-12:45pm (including briefing and tidy up). Also socials and weekends away at various times and locations.

Who they will support: 10-14 year old Young People

Person responsible for supervising the volunteer: Joshua Felstead, Vicki O'Connor

Work to be undertaken:

- Ensure safety and wellbeing of young people
- Socialise with young people within the Younger Youth session.
- Mentor and disciple young people.
- Arrive before session for briefing and prayer
- Set down room after youth leave.
- Adhere to the plan set out by the leadership team.
- Read and follow the code of safer working practice.
- Lead talks and games when asked/available to

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-lead a small group for games, mental health check ins and bible discussion (instructions given by session leader)



What training is needed and when will it take place?

- Safeguarding CO/C1 pre-start on team
- Team training through the year ~ termly

Date/month when this role description is to be reviewed :

Group to whom responsible / the appointing body: St Stephen's Church PCC

Signed _____ **Date** _____

(Volunteer Manager, on behalf of the PCC)

To be completed by the Volunteer

I have understood the nature of the work I am to do, which will include contact with young people. I have read the guidelines produced by the Church for safeguarding children and young people and adults at risk. I understand that it is my duty to protect children, young people and adults at risk with whom I come into contact. I know what action to take if abuse is discovered, disclosed or suspected.

Signed _____ **Date** _____

NB All information will be held safely and in confidence, in accordance with the Data Protection Act 1998.

ST. STEPHEN'S

Church Office, 30 Crown Road, Twickenham TW1 3EE
020 8892 5258  office@st-stephens.org.uk  www.st-stephens.org.uk

Registered Charity Number: 1131378


St Stephen's Twickenham

Youth Team Volunteer Agreement

This form should be completed by all volunteers with children, young people or adults at risk in accordance with London Diocesan Safeguarding guidance policy and procedures. If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC and the person to whom the volunteer is responsible (i.e., the ministry lead or staff supervisor). St Stephen's Church is committed to protecting children, young people and vulnerable adults.

Name of volunteer:

Name of ministry/activity – Youth Team

Who will they support, including age range of children/young people or range of vulnerabilities of adults they might meet while carrying out their role?

Children aged 11 to 18 and young leaders (U-18)

Work to be undertaken:

Youth Team support our Associate Youth pastor to deliver a fun, vibrant and engaging age-appropriate Youth Programme. Younger Youth (YY) takes place during our 10:45 service on a Sunday. Older Youth (OY) takes place on a Wednesday evening in church. We also run occasional social events and trips during the academic year.

Person Specification:

We are looking for Youth team members who are committed to supporting the discipleship of young people. Suitable team members will be safe, reliable, able to interact well with youth and to welcome new young people and team. We aim to put Jesus at the centre of what we do. Ideally, the team will have some experience of parenting or working with young people, but induction, training and support will be given. There is a requirement for all team members to commit to safeguarding training and to always following the church safeguarding policy/guidance. All resources for sessions and events will be supplied by the church, so you can enjoy interacting with the young people.

Where & when the volunteering will take place: St Stephen's Church, Deer Park School (YY) and Marble Hill Park. Occasional day and residential trips.

Person responsible for supervising the volunteer: Vicki Kenyon, Associate Youth Pastor

What training is needed and when will it take place?

- Safeguarding training C0, C1 and raising awareness of domestic abuse
- Enhanced Disclosure and Barring (DBS) Clearance
- Role specific induction and training

Date/month when this role description is to be reviewed: July 2024

Group to whom responsible / the appointing body: St  Stephen's Church PCC

Signed _____

Date _____

(Volunteer Manager, on behalf of the PCC)

To be completed by the Volunteer

I have understood the nature of the work I am to do, which may include contact with children / young people/adults at risk. I have read the guidelines produced by the Church for safeguarding children and young people and adults at risk. I understand that it is my duty to protect children, young people and adults at risk with whom I come into contact. I know what action to take if abuse is discovered, disclosed or suspected.

Signed _____ **Date** _____

NB All information will be held safely and in confidence, in accordance with the *Data Protection Act 1998*.

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2.2.2 Risk Assessments *



In the following pages are the risk assessments relevant to Youth ministry. These will be updated as changed and approved by the PCC each year.

Index of youth risk assessments in the following pages:

Younger Youth	
Older Youth	
Older Youth Weekend Away	
Under 18 helping with Youth Work	

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Registered Charity Number: 1131378



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
General safety of vulnerable children and young helpers	Children, staff, volunteers, couple of DBS'd guest leaders for one off mornings, young leaders aged 14-18 and 10-14-year-olds and reputation of the church. Children at risk of abuse, grooming, inappropriate touch, inappropriate behaviour, inappropriate image capture	All team to sign up to the Code of safer working practice 2021. Staff / volunteers always to work as a team – no adult to be left alone with children at any time. Children to be told who they can speak to if at any time they have any concerns or worries. Clear signage at church displaying information on safeguarding team / children's champions / contact information. Risk of allegations of abuse made against staff / volunteers / other children / young helpers. No images to be captured other than by official staff team photographer. Access to building restricted to children, parents and team only	Each group to have at least 2 workers. Minimum ratios to be followed as per church safeguarding policy Staffing numbers to be increased for outdoor activities Accident / incident logbook available Administer first aid with others around. Always aim to work with or within sight of another adult. Older children to be shown where the toilets are and group leaders responsible to ensure they safely return in a timely fashion All staff and volunteers to be informed about toilet procedures, including not to invade a child's privacy whilst washing and toileting.			
Safeguarding	All staff, volunteers, children and parents	All staff, volunteers, children and parents to be aware of who they can speak to if they have any concerns at all.	Induction to identify team to contact if any concerns.			
Set-up / set-down moving tables and chairs	Staff, volunteers Injury through moving and handling equipment or dropping items	Safe systems for working – chair limits, table limits in cupboards, signage in place, working in pairs.	Induction for staff and volunteers	VO		
Moving and handling of supplies	Staff, volunteers Injury through moving and handling equipment or dropping items	Ensuring boxes not overloaded, work in pairs, use trolley provided to move heavy items	Induction for staff and volunteers	VO		
Fixing decorations at height	Staff, volunteers Fall from heights / slipping / dropping items from height	Only ladder-trained staff to undertake these roles Ensure safe environment	Ensure person at the bottom of the ladder and follow manufacturer's instructions for use of ladder			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Preparing drinks (including hot drinks)	Staff, volunteers, children, parents Slips, trips from spillages Burns and scalds from hot drinks	Children not allowed in kitchen. Paper towels and mops supplied to clean spills.				
Using kitchen equipment	Staff, volunteers, children, parents Slips, trips from spillages, splashes Burns and scalds from hot drinks / hot water. Fingers trapped in dishwasher.	Children not allowed in kitchen. Paper towels and mops supplied to clean spills. Follow manufacturer's instructions for use of equipment. Equipment is regularly serviced	Cap number of team in the kitchen space to a maximum of 4			
Children crossing the road and going off site	Staff, volunteers, children. Risk of traffic accident, falls, trips.	Parents to be made aware of off-site activity and to consent in writing. Adult at the beginning and end of the line. Extra adults (min 1) to facilitate the road crossing. Register to be taken before leaving, on arrival, before return and on arrival back at church. First-aid kit to go, and first-aid trained team to go. Hi-vis jacket to be worn by staff	Train staff in safe transport of children. Ensure key staff member is responsible for overseeing the process. Staff to have an emergency phone with them with contact details of Holiday Club Leader. Emergency medication and consent forms to go with children in labelled bags, to include parent contact details. Name labels on all children and adults.			
Children being taken to the park may be exposed to unexpected risks such as unknown adults interacting with them or dogs / other pets in the park.	Staff, volunteers, children.	Ensure sufficient adult-child ratios. If a non-team adult approaches a child to politely ask them to leave the area. If a dog or other pet approaches the children – ensure the owner takes their dog to another area of the park. If at any time there are concerns about the safety of children or team – to gather the children safely in a paired line, take registration and move safely back to the church.				
Accidents in the park	Staff, volunteers, children.	First aid kit and trained staff to attend. Accident forms available to record any incidents. Thoughtful preparation of age-appropriate games to minimise risk				

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		Team to assess safety of the space in the park in advance of taking children to the park.				
Risk of child going missing – either in the building or at the park	Children, parents	Check in required on entry. All group leaders are responsible. <i>A written missing child procedure to be followed</i>	<i>Staff & volunteers to be trained that if a child goes missing at any time the missing child procedure can be actioned.</i>			
Risk re: capture of children's images	Children	<i>No photographs to be taken other than by authorised staff.</i> Photographs to be stored, deleted and used in accordance with church safeguarding policy.	<i>Message to team to not take any photos.</i> <i>Ensure consent for capture and use of photographs is in place.</i>			
Craft activities use glue and scissors	Children	Only child-safe scissors to be used and child-safe glue				
General risks - Fire - Electrical fault		<i>Fire Marshal</i> <i>Fire evacuation procedure in place and to be followed</i> <i>All equipment to be used following manufacturer's guidelines. PAT testing regularly.</i>				
Sports activities injury	Children, staff, volunteers Falls, trips, slips, cuts, bruises	Age-appropriate games planned Trained first-aiders in situ Team to ensure a safe environment First aid kit available				



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
General safety of vulnerable children and young helpers	<p>Children, staff, volunteers, 14–18-year-olds and reputation of the church.</p> <p>Children at risk of abuse, grooming, inappropriate touch, inappropriate behaviour, inappropriate image capture</p>	<p>All team to sign up to the Code of safer working practice 2021.</p> <p>Staff / volunteers always to work as a team – no adult to be left alone with children at any time.</p> <p>Children to be told who they can speak to if at any time they have any concerns or worries.</p> <p>Risk of allegations of abuse made against staff / volunteers / other children / young helpers.</p> <p>No images to be captured other than by official staff team photographer.</p>	<p>Each group to have at least 2 workers.</p> <p>Minimum ratios to be followed as per church safeguarding policy</p> <p>Accident / incident logbook available</p> <p>Administer first aid with others around</p> <p>Always aim to work with or within sight of another adult.</p> <p>Older children to be shown where the toilets are and group leaders responsible to ensure they safely return in a timely fashion</p> <p>All staff and volunteers to be informed about toilet procedures, including not to invade a child's privacy whilst washing and toileting</p>			
Check in and leaving Older Youth	14–18-year-olds. Children at risk of opening doors and strangers trying to access the building if a leader is not present	Churchsuite database check in system including all emergency contact details	A team member to monitor any young person leaving or entering the building			
Safeguarding	All staff, volunteers, children and parents	All staff, volunteers, children and parents to be aware of who they can speak to if they have any concerns at all.	Induction to identify team to contact if any concerns.			



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
General safety whilst traveling on RAKAT coaches	<p>Staff, volunteers, young people, RAKAT staff.</p> <p>Driving Accident whilst traveling</p> <p>Inappropriate interactions between RAKAT staff and young people</p> <p>Getting lost</p>	<p>Following safety measures set out by RAKAT, incl. use of seatbelts and staying seated at all times during transit. First aid kit supplied on mini-bus.</p> <p>St Stephen's team supervising to correct ratios on each coach</p>	Check RAKAT risk assessments			
Young people taken to Malshanger are exposed to different hazards.	<p>Inappropriate interactions between young people and potential unknown adults of owners of Malshanger house.</p> <p>Inappropriate interaction with other young people or leaders in toilets and bathrooms.</p> <p>Young people leaving site and heading to surrounding wooded areas or leaving site during the night.</p>	<p>Team supervision</p> <p>Team outside of bathrooms, bedrooms and toilets whilst in use by young people.</p> <p>Check in system in place.</p> <p>When leaving Malshanger for any activity, young people to be kept with a mobile phone with leader numbers</p>				
Set-up / set-down moving tables and chairs	Staff, volunteers Injury through moving and handling equipment or dropping items	Safe systems for working – chair limits, table limits in cupboards, signage in place, working in pairs.	Induction for staff and volunteers	VK		
Moving and handling of supplies	Staff, volunteers Injury through moving and handling equipment or dropping items	Ensuring boxes not overloaded, work in pairs, use trolley provided to move heavy items	Induction for staff and volunteers	VK		
Preparing drinks (including hot drinks)	Staff, volunteers, children, parents Slips, trips from spillages Burns and scalds from hot drinks	Paper towels and mops supplied to clean spills.				
Using kitchen equipment	Staff, volunteers, children, parents Slips, trips from spillages, splashes Burns and scalds from hot drinks / hot water. Fingers trapped in dishwasher.	Follow manufacturer's instructions for use of equipment.				
Accidents and medical emergencies	Staff, volunteers, children.	First aid kit and trained staff to attend. Accident forms				





What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Risk re: capture of children's images	Children	No photographs to be taken other than by authorised staff. Photographs to be stored, deleted and used in accordance with church safeguarding policy.	Message to team to not take any photos. Ensure consent for capture and use of photographs is in place.			
General risks - Fire - Electrical fault		Fire Marshal Fire evacuation procedure in place and to be followed All equipment to be used following manufacturer's guidelines. PAT testing regularly.				
Sports activities injury	Children, staff, volunteers Falls, trips, slips, cuts, bruises	Age-appropriate games planned Trained first-aiders in situ Team to ensure a safe environment First aid kit available				



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<p>General safety of vulnerable children and young helpers</p>	<p>Children, staff, volunteers, couple of DBS'd guest leaders for one off mornings, 14–18-year-olds and reputation of the church.</p> <p>Children at risk of abuse, grooming, inappropriate touch, inappropriate behaviour, inappropriate image capture</p>	<p>All team to sign up to the Code of safer working practice 2021.</p> <p>Staff / volunteers always to work as a team – no adult to be left alone with children at any time.</p> <p>Children to be told who they can speak to if at any time they have any concerns or worries.</p> <p>Clear signage at church displaying information on safeguarding team / children's champions / contact information.</p> <p>Risk of allegations of abuse made against staff / volunteers / other children / young helpers.</p> <p>No images to be captured other than by official staff team photographer.</p> <p>Access to building restricted to children, parents and team only</p>	<p>Each group to have at least 2 workers.</p> <p>Minimum ratios to be followed as per church safeguarding policy</p> <p>Staffing numbers to be increased for outdoor activities</p> <p>Accident / incident logbook available</p> <p>Administer first aid with others around.</p> <p>Always aim to work with or within sight of another adult.</p> <p>Older children to be shown where the toilets are and group leaders responsible to ensure they safely return in a timely fashion</p> <p>All staff and volunteers to be informed about toilet procedures, including not to invade a child's privacy whilst washing and toileting.</p>			
<p>Check in and leaving Older Youth</p>	<p>14–18-year-olds. Children at risk of opening doors and strangers trying to access the building if a leader is not present</p>	<p>Churchsuite database check in system including all emergency contact details</p>	<p>A team member to monitor any young person leaving</p>			



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Safeguarding	All staff, volunteers, children and parents	All staff, volunteers, children and parents to be aware of who they can speak to if they have any concerns at all.	Induction to identify team to contact if any concerns.			
Set-up / set-down moving tables and chairs	Staff, volunteers Injury through moving and handling equipment or dropping items	Safe systems for working – chair limits, table limits in cupboards, signage in place, working in pairs.	Induction for staff and volunteers	VK		
Moving and handling of supplies	Staff, volunteers Injury through moving and handling equipment or dropping items	Ensuring boxes not overloaded, work in pairs, use trolley provided to move heavy items	Induction for staff and volunteers	VK		
Fixing decorations at height	Staff, volunteers Fall from heights / slipping / dropping items from height	Only ladder-trained staff to undertake these roles Ensure safe environment	Ensure person at the bottom of the ladder and follow manufacturer's instructions for use of ladder			
Preparing drinks (including hot drinks)	Staff, volunteers, children, parents Slips, trips from spillages Burns and scalds from hot drinks	Paper towels and mops supplied to clean spills.				
Using kitchen equipment	Staff, volunteers, children, parents Slips, trips from spillages, splashes Burns and scalds from hot drinks / hot water. Fingers trapped in dishwasher.	Follow manufacturer's instructions for use of equipment. Equipment is regularly serviced				
Accidents and medical emergencies	Staff, volunteers, children.	First aid kit and trained staff to attend. Accident forms available to record any incidents. Medication to be checked in and location of medication to be identified by team leaders. Thoughtful preparation of age- appropriate games to minimise risk				



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		Team to assess safety of the space in advance				
Risk of child going missing off site	Children, parents	Check in required on entry. All group leaders are responsible. A written missing child procedure to be followed	Staff & volunteers to be trained that if a child goes missing at any time the missing child procedure can be actioned.			
Risk re: capture of children's images	Children	No photographs to be taken other than by authorised staff. Photographs to be stored, deleted and used in accordance with church safeguarding policy.	Message to team to not take any photos. Ensure consent for capture and use of photographs is in place.			
Craft activities use glue and scissors	Children	Only child-safe scissors to be used and child-safe glue				
General risks <ul style="list-style-type: none">- Fire- Electrical fault		Fire Marshal Fire evacuation procedure in place and to be followed All equipment to be used following manufacturer's guidelines. PAT testing regularly.				
Sports activities injury	Children, staff, volunteers Falls, trips, slips, cuts, bruises	Age-appropriate games planned Trained first-aiders in situ Team to ensure a safe environment First aid kit available				

2.2.3 Guidance Documents



In the following pages are the guidance documents relevant to Youth ministry. These will be updated as changed and approved by the PCC each year.

Index of Youth guidance documents in the following pages:

Safeguarding Officer Role Description	

ST. STEPHEN'S

Church Office, 30 Crown Road, Twickenham TW1 3EE
020 8892 5258 office@st-stephens.org.uk www.st-stephens.org.uk

Registered Charity Number: 1131378

2.3 Adult



2.3.1 Volunteer Agreements Relevant to Adult Ministries

In the following pages are the volunteer agreements relevant to Adult ministry. These will be updated as changed and approved by the PCC each year.

Index of adult volunteer agreements in the following pages:

Alpha	
Asha	
Drop In	
Group Leader	
Prayer Ministry	
Prayer Support	
Seniors	
Photography	

ST. STEPHEN'S

Church Office, 30 Crown Road, Twickenham TW1 3EE
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St Stephens Twickenham

Volunteer Agreement (including Role Outline)

This form should be completed by all volunteers with children, young people or adults at risk in accordance with London Diocesan Safeguarding guidance policy and procedures. If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC and the person to whom the volunteer is responsible (i.e., the ministry lead or staff supervisor).

Name of volunteer

Name of ministry/activity Alpha Group Host

Where & when the volunteering will take place Tuesdays 7-9.30pm

Who will they support, including age range of children/young people or range of vulnerabilities of adults they might meet while carrying out their role? All Alpha guests are over 18, some guests may be deemed vulnerable

Person responsible for supervising the volunteer Lauren Talbot

Work to be undertaken: See role description

What training is needed and when will it take place?

- Basic Safeguarding Awareness
- Foundation Safeguarding Training

Date/month when this role description is to be reviewed Annually in January

Group to whom responsible / the appointing body: St Stephen's Church PCC

Signed _____ **Date** _____

(Volunteer Manager, on behalf of the PCC)

To be completed by the Volunteer

I have understood the nature of the work I am to do, which may include contact with children / young people / adults at risk. I have read the guidelines produced by the Church for safeguarding children and young people and adults at risk. I understand that it is my duty to protect children, young people and adults at risk with whom I come into contact. I know what action to take if abuse is discovered, disclosed or suspected.

Signed _____ **Date** _____

NB All information will be held safely and in confidence, in accordance with the Data Protection Act 1998.

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St Stephen's Twickenham

ASHA TRIP Volunteer Agreement

This form should be completed by all volunteers with children, young people or adults at risk in accordance with London Diocesan Safeguarding guidance policy and procedures. If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC and the person to whom the volunteer is responsible (i.e., the ministry lead or staff supervisor).

Name of volunteer

Name of ministry/activity: ASHA TRIP

Where & when the volunteering will take place: New Delhi: February 2023

Who will they support, including age range of children/young people or range of vulnerabilities of adults they might meet while carrying out their role?

Children, young people, and vulnerable adults.

Person responsible for supervising the volunteer: Amanda Clegg and Karen Jones


Work to be undertaken:

1. To serve Asha and the slum dwellers they look after. Probably in the Seelampur slum community, but possibly in another slum of Asha's choosing.
2. To be part of a small team (8-12) from St Stephen's that will collectively undertake a range of tasks that bless the community.
3. Activities may include some or all of the following: painting and decorating the Asha centre and painting murals in the classrooms; craft and games with the children; cooking some English food for a bring and share lunch; setting up a reading library; dancing including teaching an English dance; conversation and workshops with the college students; visits to the Riverbed Project; a session with the elderly possibly including hand massage and painting nails; visits around the slum and prayer in people's homes; IT sessions and possibly some cricket.
4. The exact mix of activities will depend on the team make-up but also Asha's requirements and preferences, which may be subject to change at the last minute.

What training is needed and when will it take place?

1. Safeguarding online training CO/C1
2. Cultural awareness training

Date/month when this role description is to be reviewed Next Trip 2024/2025

Group to whom responsible / the appointing body: St Stephen's Church PCC
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020 8892 5258  office@st-stephens.org.uk  www.st-stephens.org.uk

Registered Charity Number: 1131378



Signed _____ Date _____

(Volunteer Manager, on behalf of the PCC)

To be completed by the Volunteer

I have understood the nature of the work I am to do, which may include contact with children / young people / adults at risk. I have read the guidelines produced by the Church for safeguarding children and young people and adults at risk. I understand that it is my duty to protect children, young people and adults at risk with whom I come into contact. I know what action to take if abuse is discovered, disclosed or suspected.

Signed _____ Date _____

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Volunteer Agreement (including Role Outline)

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Name of volunteer:

Name of ministry/activity: Drop In

Where & when the volunteering will take place

In St Stephen's Church

Thursday evenings between 5.30pm and 9.30pm (times vary according to availability)

Who will they support, including age range of children/young people or range of vulnerabilities of adults they might meet while carrying out their role?

Adults who currently find themselves in a vulnerable position, physically or mentally.

This may include having no permanent residence; mental health challenges; addictions.

Person responsible for supervising the volunteer: Chris Askwith & Julie Haworth

Work to be undertaken: To provide a warm, welcoming environment, serve a substantial nourishing meal and spend time communicating with guests.

To help set up and clear away all equipment, crockery and utensils needed to provide a sit down meal. (Further details of how we do this are in the Induction document)

What training is needed and when will it take place?

- Safeguarding CO and C1 online training
- Specific training pertaining to the role (eg Kitchen Managers will undertake further training)

Date/month when this role description is to be reviewed: 7/2025

Group to whom responsible / the appointing body: St Stephen's Church PCC

Signed _____ Date _____

(Volunteer Manager, on behalf of the PCC)

To be completed by the Volunteer

I have understood the nature of the work I am to do, which may include contact with children / young people / adults at risk. I have read the guidelines produced by the Church for safeguarding children and young people and

adults at risk. I understand that it is my duty to protect children, young people and adults at risk with whom I come into contact. I know what action to take if abuse is discovered, disclosed or suspected.

Signed _____ Date _____

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Volunteer Agreement (including Role Outline)

This form should be completed by all volunteers with children, young people or adults at risk in accordance with London Diocesan Safeguarding guidance policy and procedures. If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC and the person to whom the volunteer is responsible (i.e., the ministry lead or staff supervisor).

Name of volunteer

Name of ministry/activity Group Leader

Where & when the volunteering will take place

Who will they support, including age range of children/young people or range of vulnerabilities of adults they might meet while carrying out their role?

Person responsible for supervising the volunteer: Lauren Talbot

Work to be undertaken: To host and lead a midweek Group where people **love God, grow as disciples** of Jesus and seek to **transform communities**.

What training is needed and when will it take place?

- Safeguarding: Basic and Foundation. Domestic Abuse Is recommended
- Group training (termly)

Date/month when this role description is to be reviewed 01/2025

Group to whom responsible / the appointing body: St Stephen's Church PCC

Signed _____ **Date** _____

(Volunteer Manager, on behalf of the PCC)

To be completed by the Volunteer

I have understood the nature of the work I am to do, which may include contact with children / young people / adults at risk. I have read the guidelines produced by the Church for safeguarding children and young people and adults at risk. I understand that it is my duty to protect children, young people and adults at risk with whom I come into contact. I know what action to take if abuse is discovered, disclosed or suspected.

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Volunteer Agreement (including Role Outline)

This form should be completed by all volunteers with children, young people or adults at risk in accordance with London Diocesan Safeguarding guidance policy and procedures. If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC and the person to whom the volunteer is responsible (i.e., the ministry lead or staff supervisor).

Name of volunteer

Name of ministry/activity: Prayer Support

Where & when the volunteering will take place: Ad-hoc, online, in your own space

Who will they support, including age range of children/young people or range of vulnerabilities of adults they might meet while carrying out their role? You will support people when they are vulnerable and may be asked to pray for children and young people. You will not meet them in person, but will have access to confidential information

Person responsible for supervising the volunteer: Fiona Smith

Work to be undertaken: To pray for people and for those they love when they are going through challenging times or crisis. You will receive an online prayer request and be asked to pray for the individuals and needs contained within it.

What training is needed and when will it take place?

- Safeguarding C0/C1
- Prayer Support Team Induction

Date/month when this role description is to be reviewed 2025

Group to whom responsible / the appointing body: St Stephen's Church PCC

Signed _____ **Date** _____

(Volunteer Manager, on behalf of the PCC)

To be completed by the Volunteer

I have understood the nature of the work I am to do, which may include contact with children / young people / adults at risk. I have read the guidelines produced by the Church for safeguarding children and young people and

adults at risk. I understand that it is my duty to protect children, young people and adults at risk with whom I come into contact. I know what action to take if abuse is discovered, disclosed or suspected.

Signed _____ Date _____

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St Stephen's Twickenham

Volunteer Agreement (including Role Outline)

This form should be completed by all volunteers with children, young people or adults at risk in accordance with London Diocesan Safeguarding guidance policy and procedures. If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC and the person to whom the volunteer is responsible (i.e., the ministry lead or staff supervisor).

Name of volunteer

Name of ministry/activity: Prayer Ministry

Where & when the volunteering will take place: In church services, events and groups

Who will they support, including age range of children/young people or range of vulnerabilities of adults they might meet while carrying out their role? Adults who may be vulnerable at the time of ministry. Young people and children should be prayed for by their specialist team members Ideally, or by a someone who has been DBS checked.

Person responsible for supervising the volunteer: Rachel Bedford

Work to be undertaken:

- To pray with adult individuals of the same gender, who have self-identified as wanting prayer.
- To tentatively offer words of encouragement, positive bible verses and pictures or thoughts that come to mind while praying, with encouragement to the Individual to discern what is helpful or not.
- Not to offer advice, direction or counselling, but refer to prayerandcaresupport@St-Stephens.org.uk where they can be signposted to specialist or professional help.
- To be mindful of personal space and to only touch respectfully with prior permission
- To never promise confidentiality, but to maintain it unless the Individual being prayed for discloses something that shows that they or someone else is at risk of abuse or harm. In which case the team lead/a member of the clergy should be informed immediately.

What training is needed and when will it take place?

- Understanding Safeguarding C0/C1
- Understanding St Stephen's approach to prayer ministry - Induction provided
- Prayer ministry team training periodically

Group to whom responsible / the appointing body: St Stephen's Church PCC

Signed _____ Date _____

(Volunteer Manager, on behalf of the PCC)

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To be completed by the Volunteer



I have understood the nature of the work I am to do, which may include contact with children / young people / adults at risk. I have read the guidelines produced by the Church for safeguarding children and young people and adults at risk. I understand that it is my duty to protect children, young people and adults at risk with whom I come into contact. I know what action to take if abuse is discovered, disclosed or suspected.

Signed _____ Date _____

NB All information will be held safely and in confidence, in accordance with the Data Protection Act 1998.

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Name of volunteer:

Name of ministry/activity: Seniors Ministry

Where & when the volunteering will take place:

Who will they support, including range of vulnerabilities of adults they might meet while carrying out their role?

Person responsible for supervising the volunteer: The Seniors Pastor (Victoria Byrne)

Work to be undertaken:

Event Organiser

- Plan events and publicity in collaboration with Seniors Pastor or appropriate staff members
- Direct any new volunteer enquiries to Seniors Pastor to be 'Safer Recruited' and trained, and work within the diocese's Safer Recruitment process and Safeguarding rules
- Handle people's personal data according to GDPR law
- Work with Seniors Pastor to source drivers if attendees cannot use public transport
- Liaise with church staff well ahead of time to arrange publicity

Event Leader

- Oversee the room and team for the event
- Follow up as needed with staff members or team members to report any concerns, e.g. safety incidents, resource shortages

Kitchen Leader

- Required training: Basic Food Hygiene Certificate training (level 2) provided by St Stephen's Church (online)
- Lead the volunteer team in safe preparation of food for the expected number of people, within budget over the term, avoiding unnecessary food wastage
- Liaise in good time before event with any home-cook volunteers or dessert rota organiser (Annie Notman)
- Manage the clear-up of the kitchen, disposal of waste and recycling, to leave kitchen clean and tidy
- Know and work with the food storage capacities of the kitchen. Do not leave food in storage for other groups to use without a plan for that agreed with the kitchen leader in question

- Please read Kitchen Induction sheet



Kitchen Helper

- Required training: Basic Food Hygiene Certificate training (level 2) provided by St Stephen's Church (online)
- Under the direction of the Kitchen Leader, safely prepare, cook and store food for church events
- Please read Kitchen induction sheet

Speaker Organiser

- Organise for a range of talk/entertainment topics appropriate to the event and audience.
- Liaise with the speakers to ensure they understand the brief and the audio-visual capabilities of the venue and meet any deadlines for content
- When bringing in speakers from outside St Stephen's Church, make further arrangements as necessary, e.g. parking, set-up requirements. Agree any cost implications with caution and in liaison with Seniors Pastor

Team Helper

- Support the team leader in practical and pastoral ways to meet the aims of the session
- Where possible, team members help set up and down
- Some team members will help serve refreshments and clean up afterwards
- Engage with event attendees, providing a warm welcome and being alert to their needs
- Accommodate physical and sensory impairments, remembering that they are not always obvious
- When serving in care homes, should a care home resident ask for physical assistance, e.g. to stand up, please pass on the request to staff, do not assist.
- If you pray with people, never promise confidentiality in advance in case you need to report indications that they are in danger or are a danger to themselves or others.

Driver

- Give lifts as appropriate to/from church events, abiding by the highway code and parking laws
- If passenger's physical health deteriorates and they ask for more assistance than originally understood, please discuss asap with Seniors Pastor, who needs to be aware of passengers' current needs. In particular, give them time to help themselves in and out of cars, but do not take their weight. Training is available.
- Inform Event Organiser as soon as possible if you are unavailable on a future date
- St Stephen's church can only ask assign drivers to give people lifts for medical appointments if the drivers have been DBS checked.
- Read the Drivers Induction Sheet

Pastoral Visitor

- Visit an individual as agreed with Seniors Pastor for a specific purpose for a limited time (e.g. monthly for three months) to listen to them, share Biblical, specifically Christian encouragement to help them thrive in their challenges, and to seek the Lord; to pray with them, and encourage them to report any needs for further support to the Seniors Pastor.

VPS and Sound Desk

- Only CO training is needed for these roles
- Arrive at least 20 minutes (VPS) or 30 minutes (Sound) before the service, or earlier, to set up the systems. This allows time for those speaking at the service to make checks and any vital changes, although last-minute changes are avoided.


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- Provide audio support or visual input for the service as directed by Seniors Pastor.



What training is needed and when will it take place?

- Safeguarding C0 and/or C1, Food & Hygiene Certificate (if appropriate), wheelchair handling (if appropriate), technical training (VPS/Sound desk) as appropriate
- Handling church equipment safely (kitchen; chair stacks, etc) as needed

Date/month when this role description is to be reviewed: 2/2025

Group to whom responsible / the appointing body: St Stephen's Church PCC

Signed _____ Date _____

(Volunteer Manager, on behalf of the PCC)

To be completed by the Volunteer

I have understood the nature of the work I am to do, which may include contact with adults at risk. I have read the guidelines produced by the Church for safeguarding and adults at risk. I understand that it is my duty to protect adults at risk with whom I come into contact. I know what action to take if abuse is discovered, disclosed or suspected.

Signed _____ Date _____

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In the following pages are the risk assessments relevant to Adult ministry. These will be updated as changed and approved by the PCC each year.

Index of Adult risk assessments in the following pages:

Alpha	
Drop In	
Groups (in your own home)	
Pastoral Care	
Prayer Ministry	
Seniors' Ministries; Activities in Church	
Seniors' Ministries; Activities in Care Homes	
Seniors' Ministries; Coach Outing	
Ukrainian Social Club	
Vulnerable Adult helping at a Ministry	
Youth Helping at a vulnerable adult activity	
Service of Light	
Events and Activities Organised by Hirers in the Crossway	

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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Delivery and moving of supplies and equipment - tables, chairs, which could result in slips, trips and falls, muscular skeletal injuries, cuts or crushing from dropping items.	Those organising and attending the event.	Risk Assessment for moving supplies and equipment	Training to be given to staff and volunteers. All involved to be encouraged to wear sensible footwear (trainers or solid shoes)	Events Manager	Ongoing	
Serving food from external providers	Those organising and attending the event.	First aid boxes will be available	First aid boxes will be available	Event Manager	Ongoing	
Electric shock by using electrical equipment.	Those organising and attending the event.	All electrical equipment provided by St Stephen's PCC is PAT tested. Any electrical equipment brought onto site b Focus should be PAT tested and it's their responsibility to ensure electrical equipment is used in a safe manner.		Property Manager	Ongoing. PAT testing annually Stephen's equipment	




What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
General Activities - choking, cuts, grazes and strains	Those organising and attending the event.	A First Aid kit will be provided in the marquee and there will be a First Aid room available on site	Events Manger is First Aid trained. Event has First Aid room and trained staff	Events Manger	Ongoing	




What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Movement of tables, chairs and other furniture	A volunteer or a guest by lifting a heavy table incorrectly, dropping a table, trying to move too many chairs or incorrectly stacking the chairs	Only those who feel fit, able and experienced should do this. It is good practice for two people to carry a large table. Tables should be stored at an angle (not vertical) in the cupboards with the maximum number quoted on the cupboard, not exceeded. Chairs should only be moved on the trolley or a maximum of two at a time and only stacked to the maximum stated on the racks. It is not normally a good idea for guests to help, but if they do, they need to be supervised by the volunteer who allows this.	The Ops team to maintain the racks for chairs and the maximum number of tables in the cupboard correctly labelled.	Ops team	Any Drop-in session.	Yes
Kitchen team serving and clearing	Moving around a busy kitchen with hot, sharp or heavy items	<p>Only volunteers approved by the Kitchen Manager for any particular evening should enter the kitchen area. Before moving hot or heavy items across the kitchen, volunteers should ensure that those in the kitchen are aware, for example by saying "Hot trays!". Cooking trays from the oven and other hot vessels should be held with oven gloves supplied (and not, for example, a tea towel).</p> <p>Sharp, items, normally kitchen knives, should be moved individually and cleared away after use. Care needs to be taken when washing up in the sink as sharp items may be present.</p> <p>Knives should not be left on the kitchen counter whilst guests are in the centenary room.</p> <p>No one should lift anything that could be heavy unless they are confident they can, and have the knowledge and experience, move it.</p> <p>Any spills must be cleaned up immediately to avoid slips.</p>	Kitchen manager should brief kitchen team members at start of evening about the plan for the evening and the typical risks that may occur	Kitchen manager	Start of Drop-in session.	
Kitchen team food preparation	<p>Causing illness to a guest or volunteer for hygiene reasons.</p> <p>Kitchen team incur burns from oven or stove top, or cuts from using sharp knives</p>	<p>Kitchen managers must have completed Level 2 Food & Hygiene course.</p> <p>The Kitchen Manager is responsible for hygiene with the food preparation and all volunteers must carry out tasks as instructed. Only volunteers selected by the Kitchen Manager should enter the kitchen area on any particular evening.</p>				

What are the hazards?	Who might be harmed and how?	 What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		<p>All volunteers must wash hands each time they enter (or re-enter) the kitchen using the correct sink and should not wash hands in the food preparation sink. If unsure, volunteers should ask.</p> <p>If unsure, ask the Kitchen Manager to ensure correct hygiene.</p> <p>Items should only be put in the fridge or freezer at the instruction of the Kitchen Manager.</p> <p>Guests must never enter the kitchen area.</p> <p>When cleaning any part of the kitchen, make sure you use only use cleaning equipment for the kitchen area. There is a colour coding system at St Stephen's. If in doubt, ask the Kitchen Manager.</p> <p>Kitchen must have in visible location first aid kit and burns kit.</p> <p>Ideally, one person in the Kitchen team could be trained in basic first aid.</p>				
Hot drinks preparation	Scalds from hot water, either directly or because of an unintentional interaction with the trolley.	<p>The hot drinks should be prepared at a time that is approved by the Kitchen Manager to avoid too much congestion in the kitchen.</p> <p>When filling a vessel using the boiled water from the urn, care must be taken to ensure the vessel is placed correctly directly under and close to the tap (to avoid splashing) and well supported (to avoid dropping).</p> <p>When the trolley has been prepared it should be moved to a suitable place before the guests are allowed in and not left near a doorway or normal walking route. Whilst moving the trolley, the volunteer should alert anyone close by that they are moving a trolley with hot liquids.</p> <p>Guests should not be allowed to move or replenish the trolley.</p> <p>It is important that access to the drinks trolley is controlled by the Team Leader, who would normally delegate this to a suitable person, to avoid both the risk of scalding and hygiene risks.</p> <p>Top up vessels of hot liquid should be moved with care in a suitable vessel.</p> <p>The trolley should be tidied away when enough of the guests have left to enable clear movement of the trolley.</p> <p>Any spills must be cleaned up immediately to avoid slips. There is a colour coding system at St Stephen's. If in doubt, ask the Team Leader.</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Use of commercial dishwasher	Water spillage creating slip hazard. Concentrated detergent affecting sensitive skin. Hot water causing scalds.	 <p>A volunteer should only use the dishwasher if they are confident they know how to do this safely. A volunteer new to the dishwasher, should do this under supervision until they are deemed competent. Rubber gloves are recommended when using the dishwasher due to the concentration of detergent used.</p> <p>Any spillage of water must be mopped up straight away and the area should not be left with water on floor. A second person may need to get the equipment to mop the floor as the floor should not be left unattended in a slippery condition. When cleaning any part of the kitchen, make sure you use only use cleaning equipment for the kitchen area. There is a colour coding system at St Stephen's. If in doubt, ask the Kitchen Manager.</p> <p>The operator must take particular care as water and items recently washed in the dishwasher, can be very hot.</p>				
Aggression from the guests	This could affect any volunteer or guest but is most likely to affect volunteers who are interacting with the guests. Possible harm could come from direct physical contact from a guest, indirect when others are moving rapidly away from a guest, or from a guest's body fluid.	<p>One experienced and trained volunteer will be identified as in charge of the guests' area each week, they are referred to as the Team Leader.</p> <p>The Team Leader is responsible for ensuring there are sufficient volunteers and space for the number of guests. Minimum to run are two from the core team who could also be the Kitchen Manager or Team Leader. There should then be a minimum ratio of one additional volunteer to ten guests with a limit of 40 guests. If the Team Leader no longer feels in control of the situation, they should evacuate the guests and volunteers and contact the police on 999 if any additional support is needed.</p> <p>It needs to be acknowledged that different volunteers will have different amounts of training and experience. All volunteers must withdraw from any situation where they feel they do not have the necessary training and, or, experience. They must report this immediately to the Team Leader.</p> <p>No alcohol or drugs allowed on the premises. Anyone whose behaviour seems to be affected by drugs or alcohol should be refused entry by the Team Leader. Other volunteers should not directly challenge guests.</p>				



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		<p>Team leader to co-ordinate responses to any incidences and to communicate and administer anyone who is not allowed in. The police should be called if the Team Leader cannot control the situation.</p> <p>If any volunteer needs help in a situation they should alert the Team Leader. If the Team Leader is not close, then another volunteer should then contact the team leader. In the event of no other volunteer being close enough to alert, then a guest can be sent with a message to another volunteer. A message which avoids panic could be “Could <name of volunteer> have some lime juice”. All volunteers need to be aware that this message means “help” and the Team Leader needs alerting immediately.</p> <p>Volunteers should not challenge guests outside the church. If the Team Leader is challenging a guest, a second volunteer should be close by whenever practical.</p> <p>Any incidents should be recorded and discussed with the core team as soon as practical.</p>				
Abusive Interaction between guests and worship set-up team who could be in the church at the same time.	A member of the worship set up team or a guest. Since a member of the Set-Up team could be under 18, they are vulnerable.	No guests allowed in the main church area and Set-Up team should access the church by the side door and use toilet facilities near the Prayer Chapel, and not access the Centenary Room area. Doors between the Centenary Room and Church should remain shut and the Team Leader should police guests not accessing the main church area. Extra care needs to be taken to ensure no access through the Spring.	Brief Set-Up team	Ciara Pearman	Before first	
Fire	All present	Every Drop In session should have a volunteer who has undertaken fire safety training run by St Stephen’s. Inform the guests and volunteers each term about the drill to exit the building.				
Lone working	Volunteers and staff could be vulnerable to abuse.	Always have at least two volunteers in the building when guests are in any part of the church building. Prayer should take place in the church building with the lights on as necessary, where it can be observed (but not necessarily heard) by other volunteers.				

What are the hazards?	Who might be harmed and how? 	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Abuse of guest or volunteer, or failure to report reported abuse.	Children, vulnerable guests (since we are unlikely to have sufficient information to make this judgement, we should assume all guests are vulnerable) and volunteers being abused by guests.	<p>All volunteers must be trained in basic and foundation safeguarding training, as required in the St Stephen’s safeguarding Policy and Procedures. In addition, they must fill out 2 forms, Volunteer agreement and Safeguarding Self Declaration and have references checked.</p> <p>Children (under 18) should not be in any area that is being used by guests. Volunteers need to be aware of the risk of abuse from guests and if they feel in immediate danger, call for help or contact 999 and ask for the police.</p> <p>All possible safeguarding incidents must be reported on the night to the Team Leader, Chris Askwith (Church Safeguarding Officer), Chris Hughes (Safeguarding Champion), through the link on St Stephen’s website or to safeguarding@st-stephens.org.uk Follow ups must be in line with the church safeguarding policy and procedures.</p> <p>Volunteers must restrict social media contact to the guests to be in line with St Stephen’s Social Media Policy.</p>	Set up safeguarding link on website for reporting abuse	Chris Askwith	January 2024	
Spiritual abuse of a guest	Any guest, but especially vulnerable during prayer away from other guests and volunteers.	Prayer should only be offered to guests by volunteers are Prayer Ministry safely recruited by St Stephen’s Church for Prayer Ministry. Any spontaneous offers of a brief prayer which may come up while chatting to guests should take place visibly in the Centenary Room with no “laying on of hands” or promises of healing.				



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Unsafe for guests at the hands of leaders.	Safeguarding related harm by leaders.	All Group leaders are required to undertake the Diocesan Basic Safeguarding Training. They are also asked to do the Domestic Abuse training within the next year. References are also obtained, pertaining to the requirements of the role. The Safeguarding Officers are publicised throughout the church so that concerns can be raised if needed.	DBS checks could be carried out on all Group leaders.	For consideration by DSL.	tbc	
Unsafe for leaders, their family or their guests at the hands of another guest/s.	Leaders are inviting people into their homes, all of which they may not know. This potentially poses a risk to those leading, other Group members and any family present in the home.	<p>There is no requirement for safeguarding checks to be undertaken on members and so priors may be unknown.</p> <p>Leaders are fully trained and thus equipped to navigate/identify safeguarding related occurrences. Training to be kept up to date as per diocesan requirements.</p> <p>DSL has written a document for leaders to advise on best practice in order to keep themselves, their families and guests safe.</p> <p>Co-leadership requirement for Groups mitigates risk of being alone with guests.</p>	Document to be reviewed annually Document sent to all leaders and reviewed.	Lauren Talbot and DSL	Distributed at next training evening: 19/2/2024.	
Inaccessible/unsafe for those with physical disability or ailment.	House could be unaccessible for someone with a	There is opportunity to leave a comment when someone signs up to a Group which would enable a member to outline any physical needs they might have. There is also a contact number for Lauren Talbot (Ordinand – Groups Ministry Lead) who could be made aware and	Ensure that members can clearly see where they can make known any needs they may	Lauren Talbot	Prior to Summer Term Sign Up window.	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
	physical disability of ailment.	help find a safe and suitable Group setting. There is scope to use church spaces which are accessible should the setting of the associated Group be unsuitable.	have which could impact safe access to Group settings.			



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Safeguarding	Person receiving pastoral care or person offering it.	Safely recruiting everyone involved in pastoral care.	Ensure pastoral care is offered in a safe environment where others are on hand. Notify others of location and timing and involve a 2 nd person if any concerns for personal safety.	Fiona Smith	<i>June 2023</i>	
Home visiting	Person being visited could be harmed and the person offering pastoral care could be falsely accused of harm.	Sharing planned visits and outcomes from visits and raising any safeguarding concerns immediately.	Keep a log of home visits. Let people know when, where and who you are home visiting. 2 people should visit together when visiting a vulnerable adult and a responsible adult should be present at all times when visiting a child or young person. Review procedures at pastoral care review meeting.	Fiona Smith	June 2023	
GDPR	Confidentiality could be breached for the person receiving pastoral care	Logging pastoral care information in one confidential file that is only accessed by the pastoral care coordinator.	Ensure that any notes of meetings or issues by members of staff are factual, necessary, not conjectural and stored in a confidential file with access limited to those for whom it is essential to know for ministry purposes.	Fiona Smith	June 2023	



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Disclosure of safeguarding risk not being recognised.	The person coming forward for prayer or the person they are praying for may be at risk of abuse or abusing others	Providing safeguarding training to all volunteers and ensure prayer takes place in a public space or where there are several people around	No			
Breach of confidentiality	The person coming forward for prayer or the person they are praying for	Interviewing every team member, taking up two references, giving an induction that covers confidentiality.	No			
Inappropriate physical touch	The person coming forward for prayer	Interview, references and induction that covers what is appropriate and inappropriate touch	No			
Medical emergency	Person praying or coming forward for prayer	First aider signs displayed in the church and first aid kits and defibrillator located in the church	No			
Fire risk at venue	Person praying or coming forward for prayer	Fire Safety Procedures and Evacuation plan written for the Church. Fire exits are checked and unlocked before the event starts	No			



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		Staff member and/or Senior Welcomer on duty at back of church trained to respond to fire situations.				

Risk Assessment for Seniors Ministry Events



Event: Ministry events based at church

Frequency: Various (fortnightly lunch; weekly Chairobics exercise class; weekly Thursday events By Still Waters and Seniors Life Group, Eternity Course)

Timing: daytime

Revised by: Victoria Byrne, 11 May 2023.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<p>Moving chairs, tables, laptops, television, catering equipment</p>	<p>Those organising and attending the event; slips, trips and falls, muscular skeletal injuries, cuts or crushing from dropping items</p>	<p>Trolleys are available to minimise carrying tables or chairs over significant distances. Chairs and tables in use are the lightest available.</p> <p>Only one chair should be carried at a time. Chairs should be stacked on the floor no higher than 5 chairs. Chairs should be stacked on the trolleys no higher than 20 chairs.</p> <p>New volunteers are trained by staff member how to safely use equipment, e.g. stacking chairs to avoid lifting over shoulder height.</p>	<p>Updated labels are due on the trolley to indicate 20-chair limit. An additional trolley is being ordered to accommodate this. (The temporary amendment in ink is fading)</p>	<p>Anna Gibbs-Santos</p>	<p><i>Asap (since 4/5/23 emails)</i></p>	





What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Scalds, burns, cuts when preparing food and drink	Those organising and attending the event; injury to self; injury to others	Lead 'Monday Lunch' cooks are trained in Food Safety and Hygiene Awareness (Level 2). Team leads have easy access to the first aid kit and the burns kit. First aiders poster is clearly displayed near kitchen. Staff are available within 5 minutes at most if called from the office. Wendy Watson has previously done our first-aid training and is due for renewal.	Arthur Parshotam will be first-aid trained at the next opportunity (arranged by Paul Sulma as requested by Victoria 11/5/23).	Paul Sulma	Summer term 2023	
General medical/physical emergencies	Anyone attending an event could suffer a medical emergency	First aid kits are in the church kitchen, the defibrillator is available in the church vestry. First Aider to be involved if present. In emergency an ambulance will be called.				
Older people	Exercises at Chairobics causing medical problems, falls, injury	These exercises are only directed by a highly trained professional physiotherapist with specialist training in exactly this sort of work. She gives new attendees an informal interview about their health status. She directs individuals to avoid or amend specific exercises if it would not be suitable for them. The exercise leader has done safeguarding training with us, is appropriately vetted,				



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		and also has public liability insurance.				
Member of public entering the Church with malicious intent.	Any person in the building, particularly a child or vulnerable adult who would struggle to report a danger, damage or alarm. Fabric/equipment of the building at risk of damage or security compromised. Security controls assessed by strangers investigating with intent to force entry later.	Team ensures one team member can monitor Centenary Room any time the front door is left unlocked. Team members greet any arrivals; manage access to any strangers e.g. visitors claiming to be tradespeople, tourists, people wanting to pray in church or use bathroom. Team-member informs event leader of any such person in building so their presence/exit can be managed.				
Aggression/violence by vulnerable attendees	Everyone in the building	If any regular attendee has known issues, adequate supervision is provided, e.g. closer monitoring. Seniors ministry events are run by trusted leaders who escalate problems to Seniors Pastor. If this leader is not available, seniors pastor attends or event is cancelled. Teams are trained on safeguarding policy and procedures.				
Vulnerable adult goes missing who should not go out alone	Vulnerable adult themselves is at most risk, but in the event of their escape the rest of the team could be stretched in a way that would create further risks.	Dedicated volunteer is assigned, or they come with their own carer. Front door would be set on 'Entrance Only' setting.				







What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		respond publicly to words shared publicly.				
Private arrangements to give lifts from St Stephen's volunteers offering private assistance		Volunteers join the team only after providing character referees and judged as trustworthy by staff member. Staff member only asks vetted volunteers to give lifts and does not recommend that people ask others, keeps clear boundaries and not asking for favours. If Seniors Pastor becomes aware of other people offering lifts, investigates to ensure no untoward pressure or risk.	No.			
Accusation of team member or other attendee by person with dementia or their family	Person accused and trust damaged between alleged victim and the church (and other people and the church)	When volunteers join team, we ensure awareness of this risk; as a foundation for some aspects of our safeguarding policies. Team members asked not to let themselves be left alone with vulnerable people; home communions are done by at least 2 people. Volunteers visiting regular members at homes only do so if they have a longstanding friendship already (offsite) unless they know each other well already. If not, volunteers are encouraged to meet in public places if they want to				







What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		<p>of passenger's support-needs to ministry leader.</p> <p>Person organising lifts checks that passenger can enter/exit cars under own power.</p> <p>The giving of lifts to passengers who require mobility aids is only agreed to if driver is able to lift aids safely into/out of their car.</p>				



Risk Assessment for Seniors Ministry Events						
Event: Worship services at Lynde House Care Home, 21 Cambridge Park, TW1 and at Dalemead, Riverdale Gardens, TW1						
Frequency: monthly in both cases.						
Revised by: Victoria Byrne on 11 May 2023.						
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Moving chairs, tables, catering equipment which could result in slips, trips and falls, muscular skeletal injuries, cuts or crushing from dropping items	Those organising and attending the event.	Volunteers only move items they are confident of moving safely without damaging to selves or others (e.g. a light footstool)				
Contact with harmful chemicals or substance	Those organising and attending the event	These are not kept in the lounges where services take place so there is no risk.				
Choking, cuts, grazes and strains	Those organising and attending the event	Staff are close at hand in both care homes (nurses' station at Lynde House and offices at Dalemead).				
Risk of fire	Everyone attending the event at risk of burns, smoke inhalation or by damage to building	Lynde House & Dalemead Services take place in rooms with direct access to gardens, so fire exit is obvious and readily accessible.	Victoria has asked Mike English (May 2023) to confirm Dalemead's evacuation instructions if not already known), both for us as a team in their building and also for residents, and will chase if not heard by end May 2023. Ultimately, the care homes are responsible for their residents.		Requested Mike English or to ask Dalemead staff and inform me.	

Risk Assessment for Seniors Ministry Events



Event: Worship services at Lynde House Care Home, 21 Cambridge Park, TW1 and at Dalemead, Riverdale Gardens, TW1

Frequency: monthly in both cases.

Revised by: Victoria Byrne on 11 May 2023.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		<p>Lynde House Activities Manager (Gitana) has informed us in writing (May 2023): "We have fire panels in nurses stations, very easy to read where the fire is in case there is one & we have nurses and carers to look after resident in case of fire or other emergency & the staff will let you know what to do next in case [of] fire."</p>				
<p>Electric shock by using electrical equipment</p>	<p>Anyone organising or attending event</p>	<p>Electrical equipment is responsibility of the care homes. Drinks are kept separate from the electrical equipment.</p> <p>Maintenance of equipment is responsibility of Lynde House/Dalemead</p> <p>If they are not functioning as expected we ask the staff for help.</p>				
<p>General medical/physical emergencies</p>	<p>Anyone attending an event could suffer a medical emergency</p>	<p>Lynde House: Staff member is always present in the lounge during service. Nurse's station is right outside the room. We are visible through glass wall.</p>				

Risk Assessment for Seniors Ministry Events



Event: Worship services at Lynde House Care Home, 21 Cambridge Park, TW1 and at Dalemead, Riverdale Gardens, TW1

Frequency: monthly in both cases.

Revised by: Victoria Byrne on 11 May 2023.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		<p>Dalemead: [information to come from Mike English/Jared Bannister]</p> <p>Health & wellbeing of the residents is the responsibility of the care home.</p>				
Aggression/violence by vulnerable attendees	Everyone in the building	Residents are responsibility of care home. If any attendee appears to be in distress a member of staff is called. They are available in the room and close by.				
Vulnerable adult goes missing who should not go out alone	Vulnerable adult themselves, and unknown consequences of staff/volunteers attending to the emergency and unable to attend to other residents' needs	Our team should not hold the external doors open for any lone individual at the care home to leave with them. If a resident is likely to insist on coming out with the team member, team should delay departure until the staff can ensure resident is safe. Alert staff to the problem if they are not aware. Residents are the responsibility of the care home.				
Grooming of vulnerable adults	Vulnerable adults at risk of grooming from regular contact with unsafe individuals	Seniors Pastor must have read and approved two character references for every volunteer that has personal contact with				

Risk Assessment for Seniors Ministry Events



Event: Worship services at Lynde House Care Home, 21 Cambridge Park, TW1 and at Dalemead, Riverdale Gardens, TW1

Frequency: monthly in both cases.

Revised by: Victoria Byrne on 11 May 2023.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
	<p>Adults at risk (particularly with memory loss) risk not being able to recall situations.</p>	<p>vulnerable adults through Seniors Ministry. They are interviewed by Seniors Pastor, given orientation training prior to task training.</p> <p>Volunteers are all trained in safeguarding and to enable them to support each other and assist with oversight of everyone's safety and compliance.</p> <p>No opportunity is given for people to spend extended periods with attendees in the building but out of sight of the team and the main meeting.</p> <p>Team members join in with social conversations with attendees, to get to know them and spot any concerns; to be responsive to conversation subjects.</p> <p>Volunteers visiting a resident should only do it at the resident's request and only with the room door remaining open. If</p>				

Risk Assessment for Seniors Ministry Events



Event: Worship services at Lynde House Care Home, 21 Cambridge Park, TW1 and at Dalemead, Riverdale Gardens, TW1

Frequency: monthly in both cases.

Revised by: Victoria Byrne on 11 May 2023.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		<p>medical/personal care requests are made, rather refer request to staff.</p>				
<p>Spiritual abuse from fellow guests who are not well known by us.</p>	<p>Anyone attending an event By being exposed to false theology, or to controlling or undermining words given by people who claim they are prophetic words. Fellow guests offering to pray for each other without the knowledge of the</p>	<p>Only vetted team members attend the services and pray for residents.</p> <p>Team members have undergone safeguarding training and St Stephen's prayer training, and agreed to abide by our safeguards at St Stephen's.</p> <p>Spiritual programmes are written by or in collaboration with the Seniors Pastor. Sermons are only given by trusted individuals. Prophetic words are given publicly by the residents at services as we don't know them well. The service leader keeps hold of the microphone and can manage a public response to anything said to the room by individual residents (who may have dementia for example).</p>				

Risk Assessment for Seniors Ministry Events

Event: Worship services at Lynde House Care Home, 21 Cambridge Park, TW1 and at Dalemead, Riverdale Gardens, TW1

Frequency: monthly in both cases.

Revised by: Victoria Byrne on 11 May 2023.



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		Service leader makes it known that prayer is available from the team on request.				
Accusation of team member or other attendee by person with dementia or their family	Person accused and trust damaged between alleged victim and the church (and other people and the church)	When volunteers join team, we ensure awareness of this risk; as a foundation for some aspects of our safeguarding policies. Team members asked not to let themselves be left alone with vulnerable people. Volunteers are trained in Safeguarding training to escalate any concerns to the service leader/Seniors Pastor, and can report any conflict using the Safeguarding Concern form right away.				
Unsafe handling of food and equipment. Covid risk in sharing communion.	Team members, residents when food is served (in practice, only holy communion)	Team members are cautious in giving wafer, juice to any resident. Not given to anyone who shows the slightest reluctance or confusion about what to do. Individual disposable cups used	Team to explore having bread rather than wafer as this is easier to swallow/chew.	Victoria Byrne	May 19, 2023	

Risk Assessment for Seniors Ministry Events



Event: Worship services at Lynde House Care Home, 21 Cambridge Park, TW1 and at Dalemead, Riverdale Gardens, TW1

Frequency: monthly in both cases.

Revised by: Victoria Byrne on 11 May 2023.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		Hands are sanitised with high-alcohol sanitiser before sharing of communion. One team carries tray of cups with small amount of juice in; another team member serves the communion.				
Wheelchairs used unsafely	Team member pushing wheelchair could suffer a strain. Wheelchair user could suffer an injury, e.g. fall, if kerbs etc not managed well.	Lynde House: Team members are asked not to help residents into or out of any chairs. Might push a resident's wheelchair the short distance to the dining room if they are in full health, but are not obliged to agree to any such requests. Team members would not push wheelchair users outside building. Dalemead: Staff bring the residents to the lounge for the service; team are not involved.				



Risk Assessment for Seniors Ministry Events						
Event: Summer Outing for Seniors (to a location of interest, e.g. National Trust property; plus a seafront e.g. Brighton).						
Frequency: Annual (early September)						
Revised by: Victoria Byrne on 11 May 2023.						
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Transporting large number of people	Vulnerable older people	Hiring trustworthy, professional coach company	Check they are sensibly insured	Victoria		
Team preparing and packing sandwiches and cake for attendee packed lunches	Cuts from scissors or knives used to cut packaging or food. Cuts from cling-film/foil dispensers	Only trusted volunteers are invited to help. Scissors or butter knives are used. Lettuce is torn with fingers. Care is used around sharp dispenser edges. If volunteers appear to be struggling, others e.g. the staff member does the task instead.	no			
Food poisoning from the packed lunches we provide	Older people (volunteers and attendees)	Team-members are reminded to wash hands thoroughly before food preparation. Preparation surfaces are sanitised before use. We source the freshest available ingredients (not discounted items) Salad is washed in clean water before use and dried on paper towels.	No.			

Risk Assessment for Seniors Ministry Events



Event: Summer Outing for Seniors (to a location of interest, e.g. National Trust property; plus a seafront e.g. Brighton).

Frequency: Annual (early September)

Revised by: Victoria Byrne on 11 May 2023.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		Sandwiches are refrigerated once prepared until being given to attendees at 9.15am the next morning. Attendees are offered to select whichever elements of the packed lunches they want and it's in their care during the day. Most consume them by midday.				
Team moving chairs, tables, catering equipment which could result in slips, trips and falls, muscular skeletal injuries, cuts or crushing from dropping items.	Those organising the event	Volunteers only move items they are confident of moving safely without damaging to selves or others. Furniture is lightweight; set-up and clear-down are managed by the staff member in person.	no			
Contact with harmful chemicals or substance	Those organising and attending the event	Cleaning materials are kept away from the area where packed lunches are prepared and served.	no			
Choking, cuts, grazes and strains	Those organising and attending the event Boarding/alighting the coach is the most physically risky part of day as the coach steps are steep.	Rendezvous location & time are shared on arrival. In case of medical emergency, first aid packs are carried by coach and leader. Property (e.g.National Trust) staff available to help in case of	Victoria to ensure coach outing participants have a leader's phone number (her's or Cassy's) once they are on the coach, so they have a contact number in case needed.			

Risk Assessment for Seniors Ministry Events



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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		need; emergency services to be called in event of need. Staff and a volunteer to be at door every time, to ensure maximum safety; reassuring any uncertain and advising driver if a better location could be chosen (e.g. against a kerb)				
Injury in case of coach crash	All those at the event and the coach driver	Coach driver is responsible for themselves. Reputable coach companies are used. Staff member ensures all participants have seatbelts on at start of journeys and helps anyone struggling to achieve that.	no			
Risk of fire	Everyone attending the event at risk of burns, smoke inhalation or by damage to building we visit or in coach.	Coach company responsible for maintenance and operation of coach. Property owners responsible for managing our movements including those of disabled participants when we are at their property. No heightened risk when at the seaside.	No			
Electric shock by using electrical equipment	Anyone organising or attending event (meeting at church; on coach)	Staff member to check with coach driver that equipment and toilets are in full operation. Maintenance of coach is				

Risk Assessment for Seniors Ministry Events



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Frequency: Annual (early September)

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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		responsibility of coach company.				
General medical/physical emergencies	Anyone attending an event could suffer a medical emergency	Coach drivers and staff member are first-aid trained. Emergency services are to be called in the event of a serious emergency; or if en route at earliest opportunity. While we can help people on/off coach, we ask them to come only if they are able to board a standard coach by their own strength. People with medical problems which are likely to cause injury or high risk to others are prevented from coming.	Two competent adults to be available to stand by as people board/descend from coach.			
Aggression/violence by attendees	Staff, volunteers, other attendees and members of public.	Staff member has undergone aggression de-escalation training. Enquiries from people with known problems in this way are advised against coming.	Not all participants are personally known by us. Discuss this issue with line manager	Victoria	Mid-July 15, 2023	
Participant with memory loss getting lost	Vulnerable adult themselves, and unknown consequences the need to search for them.	Any such participant has 1:1 care, and encouraged to have another participant with them too. Team members reachable by mobile phone.				
Grooming of vulnerable adults	Vulnerable adults at risk of grooming from regular contact with unsafe individuals	Seniors Pastor must have read and approved two character references for every volunteer that has personal contact with				

Risk Assessment for Seniors Ministry Events



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Frequency: Annual (early September)

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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
	<p>Adults at risk (particularly with memory loss) risk not being able to recall situations.</p>	<p>vulnerable adults through Seniors Ministry. They are interviewed by Seniors Pastor, given orientation training prior to task training.</p> <p>Volunteers are all trained in safeguarding and to enable them to support each other and assist with oversight of everyone's safety and compliance.</p> <p>No opportunity is given for people to spend extended periods with attendees in the building but out of sight of the team and the main meeting.</p> <p>Team members join in with social conversations with attendees, to get to know them and spot any concerns; to be responsive to conversation subjects.</p> <p>Volunteers visiting a resident should only do it at the resident's request and only with the room door remaining open. If</p>				

Risk Assessment for Seniors Ministry Events



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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		<p>medical/personal care requests are made, rather refer request to staff.</p>				
<p>Spiritual abuse from fellow guests who are not well known by us.</p>	<p>Anyone attending an event By being exposed to false theology, or to controlling or undermining words given by people who claim they are prophetic words. Fellow guests offering to pray for each other without the knowledge of the</p>	<p>Only vetted team members attend the services and pray for residents.</p> <p>Team members have undergone safeguarding training and St Stephen's prayer training, and agreed to abide by our safeguards at St Stephen's.</p> <p>Spiritual programmes are written by or in collaboration with the Seniors Pastor. Sermons are only given by trusted individuals. Prophetic words are given publicly by the residents at services as we don't know them well. The service leader keeps hold of the microphone and can manage a public response to anything said to the room by individual residents (who may have dementia for example).</p>				

Risk Assessment for Seniors Ministry Events



Event: Summer Outing for Seniors (to a location of interest, e.g. National Trust property; plus a seafront e.g. Brighton).

Frequency: Annual (early September)

Revised by: Victoria Byrne on 11 May 2023.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		Service leader makes it known that prayer is available from the team on request.				
Accusation of team member or other attendee by person with dementia or their family	Person accused and trust damaged between alleged victim and the church (and other people and the church)	When volunteers join team, we ensure awareness of this risk; as a foundation for some aspects of our safeguarding policies. Team members asked not to let themselves be left alone with vulnerable people. Volunteers are trained in Safeguarding training to escalate any concerns to the service leader/Seniors Pastor, and can report any conflict using the Safeguarding Concern form right away.				
Wheelchairs used unsafely	Team member pushing wheelchair could suffer a strain. Wheelchair user could suffer an injury, e.g. fall, if kerbs etc not managed well.	Venues are selected that allow wheelchair access to a reasonable proportion of the location, without hills or expected strain for anyone pushing wheelchair. Wheelchair pushers selected for their fitness and training (e.g. staff member). Seatbelts available and highlighted to users. Wheelchairs in good working				

Risk Assessment for Seniors Ministry Events**Event:** Summer Outing for Seniors (to a location of interest, e.g. National Trust property; plus a seafront e.g. Brighton).**Frequency:** Annual (early September)**Revised by:** Victoria Byrne on 11 May 2023.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		order, and if tyres pneumatic then pumped up beforehand.				
Coach breakdown or non-arrival	Risk of exhaustion, sunstroke or hypothermia (depending on the weather)	<p>Agree safe waiting point which affords shelter from weather and seating for the participants.</p> <p>Coach company responsible for providing alternative coach</p>				
Inclement weather or the coach being too cold/hot	Participants not suitably dressed for cold/wet weather	<p>If cold, less time is spent at the more open-air venues (e.g. the seaside town) but people have a choice of café etc to wait in too. ring forward the end-point of the day and agree with everyone to meet sooner.</p> <p>Staff member monitors how people are doing on the coach and liaises with the driver regarding air conditioning/heating</p>	Staff member to carry a foil blanket in case someone particularly in need.	Victoria		



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Moving chairs, tables and equipment which could result in slips, trips and falls, muscular skeletal injuries, cuts or crushing from dropping items.	Volunteers	Trolleys are available to move tables. Long tables should be carried by two people. Only one chair should be carried at a time. Chairs should be stacked no more than five high. The building has a lift between floors.	Volunteers to be reminded and supervised on the night	Alina/Maria	Ongoing.	
Contact with chemicals or harmful substances.	Volunteers Attendees	Any chemicals or harmful substances are kept in a locked cupboard.	Provide adequate supervision for children and vulnerable adults to prevent their access to chemicals or harmful substances.	Alina/Maria	Ongoing.	
Choking, cuts, grazes and strains.	Volunteers Attendees	First aid boxes are available on both floors.	Alina/Maria to undertake first aid training. In an emergency, call 999.	Alina/Maria	Ongoing.	
Risk of fire.	Volunteers Attendees	Crossway is cleaned regularly, and bins are emptied. Daily site checks. Regular servicing of electrical equipment. Fire alarms, smoke detectors in the Crossway which are serviced regularly. Fire extinguishers replaced as needed	Check all doors and fire exit routes prior to commencing activities.	Alina/Maria	Ongoing.	
Electric shock by using electrical equipment.	Everyone using the Crossway.	All electrical equipment provided by St Stephen's PCC is PAT tested.	Any electrical equipment brought in should be PAT tested. Need to ensure electrical equipment is used in a safe manner.	Alina/Maria	Ongoing. PAT testing annually.	May 2022.
Scolds, burns, cuts from knives can occur when preparing food and drink.	Children and Hospitality team	Adequate lighting in kitchen and by kitchenette. A burns kit is housed in the kitchen in the Oak Room. First aid boxes are available on both floors.	Children not allowed in the kitchen or to use the kitchenette.	Alina/Maria Hospitality team	Ongoing.	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
People entering the Crossway with no business being there (e.g., no booking, not a guest or contractor).	Everyone using the Crossway at that time.	There is a sign on the main entrance door to keep it closed. Keypad code allows access from the outside. Regularly changing the keypad code. Requesting all hirers to keep the main door shut.	Keep all external doors closed or supervise entry with person on the door.	Alina/Maria	Ongoing.	
Falls from heights.	Children using the Crossway at that time.	There is adequate lighting throughout the Crossway which is checked regularly. The upper floor fire escape doors lead on to open steel staircase that has adequate handrails. The balcony has a steel and glass balustrade.	The door to the external staircase and balcony should be closed at all times and children should not be allowed to play on the stairs.	Alina/Maria	Ongoing	
Child goes missing.	Children by exiting the Crossway unattended.	Doors and gate to the garden regularly maintained. Hirers to have measures in place to ensure adequate supervision of children and vulnerable adults. Hirers should have a procedure in the event that a child or vulnerable adult goes missing.	Children not allowed to play outside or unsupervised in the corridors or entrance areas, must be in space supervised by adults at all times. Missing child	Alina/Maria	Ongoing	
Safeguarding	Volunteers Attendees	Need to ensure guests are not alone 121, particularly with a volunteer of the opposite sex. Volunteers are all safely recruited. Children are always supervised. Leads have undertaken safeguarding training. All volunteers know how to refer on a safeguarding concern.	Leads to undertake safeguarding training all volunteers to sign self-declaration of safeguarding and provide 2 references.	Alina/Maria	July 2023	



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<p>The vulnerable adult helper not understanding all that is needed to keep guests safe (due to their vulnerability).</p>	<ul style="list-style-type: none"> • Guest due to helper not keeping to all health and safety requirements. • Guest due to helper not keeping to all safeguarding requirements. 	<p>See activity risk assessment</p>	<p>The vulnerable adult helper should have a sponsor or sponsors (preferably same sex) who is present whenever the vulnerable adult is helping. This person must be Basic DBS checked and safeguarding trained to at least Foundation level in addition to any safeguarding requirements for that ministry. This person can also help with normal volunteering duties, so long as they are also supervising the vulnerable adult helper, but it should be taken into account that they may not be able to do as much as other volunteers since some of their time will be used to support the vulnerable adult helper. This sponsor should offer any support the helper needs, and withdraw the vulnerable adult helper from the ministry if they are</p>	<p>PSO</p>	<p><i>Before the vulnerable adult first helps.</i></p>	
<p>The vulnerable adult helper being subject to abuse from one of the guests.</p>	<ul style="list-style-type: none"> • Helper due to guest not keeping to all health and safety requirements. • Helper due to guest not keeping to all safeguarding requirements. 					



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
			concerned about the helper's or a guest's safety.			



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<p>The Youth helper not understanding all that is needed to keep guests safe (due to their vulnerability).</p>	<ul style="list-style-type: none"> • Guest due to helper not keeping to all health and safety requirements. • Guest due to helper not keeping to all safeguarding requirements. 	<p>See activity risk assessment</p>	<p>The Youth helper should have a sponsor or sponsors (preferably same sex) who is present whenever the Youth is helping. This sponsor must be either a parent / guardian or Basic DBS checked and safeguarding trained to at least Foundation level in addition to any safeguarding requirements for that ministry. This person can also help with normal volunteering duties, so long as they are also supervising the Youth helper, but it should be taken into account that they may not be able to do as much as other volunteers since some of their time will be used to support the Youth helper. This sponsor should offer any support the helper needs, and withdraw the Youth helper from the ministry if they are concerned about the helper's or a guest's safety.</p>	<p>PSO</p>	<p><i>Before the Youth first helps.</i></p>	
<p>The Youth helper being subject to abuse from one of the guests.</p>	<ul style="list-style-type: none"> • Helper due to guest not keeping to all health and safety requirements. • Helper due to guest not keeping to all safeguarding requirements. 					



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Use of PA equipment Electric Shock Slips & Trips	Staff, Volunteers, or guests	Electrical equipment is only operated by trained staff and volunteers. Cables to be kept tidy and out of way of guests. Keyboard and wires will be left out on the stage and not put away but will not be live and will be left tidy.				
Sound Levels in Church during Worship. Excessive levels of noise can damage hearing	Staff Volunteers Guests Worship Team	Sound Level Meter is kept on the PA desk and notice with dB levels. Worship Team use In Ear headphones				
Use of Candles. Burns & Scalds and fire risk.	Staff Volunteers Guests	Safe System of Work for use of candles in church Staff member or Senior Welcomer responsible for lighting and extinguishing candles and for watching when candles are lit. Sand buckets, water and fire extinguishers on hand.				
Moving the Cross	Staff and Volunteers	A coordinated group of people used to move it and either secure it in its stand or to lay it down on the floor. The Cross is then not moved again until after the service, when the congregation has left.				
Moving chairs, tables, laptops, television, catering equipment	Those organising and attending the event; slips, trips and falls, muscular skeletal injuries, cuts or crushing from dropping items.	Trolleys are available to minimise carrying tables or chairs over significant distances. Chairs and tables in use are the lightest available. Only one chair should be carried at a time. Chairs should be stacked on the floor no higher than 5 chairs. Chairs should be stacked on the trolleys no higher than 20 chairs. New volunteers are trained by staff				



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		member how to safely use equipment, e.g., stacking chairs to avoid lifting over shoulder height.				
Contact with harmful chemicals or substance	Those organising and attending the event	Any chemical or harmful substance is kept in a locked cupboard in main church away from hospitality area. Event team ensures event area is clear of any hazards or unnecessary chemicals before event starts. Team checks that cleaning materials are not available on counter during food service.				
Choking, cuts, grazes and strains	Those organising and attending the event	Team members are appropriately trained. First aiders are identified. First aid box and burns box are available prominently in kitchens.				
Risk of fire	Everyone attending the event at risk of burns, smoke inhalation or by damage to building	Building is regularly maintained, cleared, and fire-prevention/fire-fighting equipment is regularly maintained. Team ensures fire exit routes are not blocked prior to event. We have more than one step-free exit for the building.				
Electric shock by using electrical equipment	Anyone organising or attending event	Electrical equipment is PAT tested. External speakers are requested to bring USB stick, not own laptop, to display slides				
Scalds, burns, cuts when serving tea and coffees and cakes.	Those organising and attending the event; injury to self; injury to others	Team leads have easy access to the first aid kit and the burns kit. First aiders poster is clearly displayed near kitchen.				
General medical/physical emergencies	Anyone attending an event could suffer a medical emergency	First aid kits are in the church kitchen, the defibrillator is available in the church vestry. First Aider to be involved if present. In emergency an ambulance will be called.				
Member of public entering the Church with malicious intent.	Any person in the building, particularly a child or vulnerable adult who would struggle to report a danger, damage, or alarm.	Team ensures one team member can monitor Centenary Room any time the front door is left unlocked. Team members greet any arrivals; manage access to any strangers e.g., visitors				



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
	Fabric/equipment of the building at risk of damage or security compromised. Security controls assessed by strangers investigating with intent to force entry later.	claiming to be tradespeople, tourists, people wanting to pray in church or use bathroom. Team-member informs event leader of any such person in building so their presence/exit can be managed.				
Aggression/violence by vulnerable attendees	Everyone in the building	If any regular attendee has known issues, adequate supervision is provided, e.g. closer monitoring. Team is given safeguarding induction.				
Vulnerable adult goes missing who should not go out alone.	Vulnerable adult themselves is at most risk, but in the event of their escape the rest of the team could be stretched in a way that would create further risks.	Dedicated volunteer is assigned, or they come with their own carer. Front door would be set on 'Entrance Only' setting. Event leader agrees with team members the plan for monitoring exit if any attendees have such a vulnerability (none currently attend)				
Grooming of vulnerable adults	Vulnerable adults at risk of grooming.	Organiser must have read and approved two references for every volunteer in the ministry. They are interviewed & given an induction. Volunteers are all trained in safeguarding and to enable them to support each other and assist with oversight of everyone's safety and compliance. No opportunity is given for people to spend extended periods with attendees in the building but out of sight of the team and the main meeting. Lifts are only given by trusted car drivers whose credentials have been checked. Only volunteers who have had a DBS check may give lifts for medical appointments. Team members join in with social conversations with attendees, to get to know them and spot any concerns; to be responsive to conversation subjects.				
Private arrangements to give		Volunteers join the team only after providing character referees and judged as trustworthy by	No.			



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
lifts from St Stephen's volunteers offering private assistance		staff member. Staff member only asks vetted volunteers to give lifts and does not recommend that people ask others, keeps clear boundaries and not asking for favours.				
Accusation of team member or other attendee by person with dementia or their family	Person accused and trust damaged between alleged victim and the church (and other people and the church)	When volunteers join team, we ensure awareness of this risk, as a foundation for some aspects of our safeguarding policies. Team members asked not to let themselves be left alone with vulnerable people.				
Grooming of children could be carried out by people attending.		Parents asked to supervise children at all times during the event.				
Unsafe handling of food and equipment	Team members, other attendees at events where food is served	Team leads working with food are given Food Safety & Hygiene level 2 training. Team members keep a look out for dropped food that could cause slips. Heavy equipment is stored at a low level. Team must have at least one individual who can lift the equipment required. Only team members serve plates to guests. Paper towels are available when plates are too hot for comfort. One team member monitors service at the end of the hatch, dining side, with capacity to step in if dangers spotted. Reminder to servers to wash hands/sanitise hands before serving plates. Only team members to serve plates for others.				
Unsafe transport of guests using private cars	Passenger, team member, other road/pavement users	Drivers' valid licenses are checked, current insurance checked; drivers form required from all team drivers. Drivers' character references are checked. Fellow guests are not asked ad-hoc to give lifts.				



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Wheelchairs used unsafely	Team member pushing wheelchair could suffer a strain. Wheelchair user could suffer an injury, e.g., a fall.	Ideally a carer with experience would accompany. If this is not the case, one team member would take responsibility, having been selected by the team lead, and briefed by the guest.				
Physical injury to self or passenger when entering/exiting private cars (when giving lifts)	Driver/helper could injure back if trying to pull someone up from a low position (car seat), among other dangers.	Drivers joining team are trained not to physically help lift passengers in/out of cars, not to bear all or most of their weight. (Driver can steady the car door if needed.) New drivers are asked to report any increase of passenger's support-needs to ministry leader. Person organising lifts checks that passenger can enter/exit cars under own power. The giving of lifts to passengers who require mobility aids is only agreed to if driver is able to lift aids safely into/out of their car.				

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Moving chairs, tables and equipment which could result in slips, trips and falls, muscular skeletal injuries, cuts or crushing from dropping items.	Those organising and attending the event.	Trolleys are available to move tables. Long tables should be carried by two people. New and lighter tables were purchased in 2022. Only one chair should be carried at a time. Chairs should be stacked no more than five high. The building has a lift between floors.	Continuous sharing of this Risk Assessment with all hirers of the Crossway.	Crossway Bookings Manager.	Ongoing.	
Contact with chemicals or harmful substances.	Those organising and attending the event.	Any chemicals or harmful substances are kept in a locked cupboard.	Hirers should provide adequate supervision for children and vulnerable adults to prevent their access to chemicals or harmful substances.	Hirers further to reading this Risk Assessment.	Ongoing.	
Choking, cuts, grazes and strains.	Those organising and attending the event.	First aid boxes are available on both floors.	Hirers should make their own arrangements for first aid training. In an emergency, call 999.	Hirers further to reading this Risk Assessment.	Ongoing.	
Risk of fire.	Everyone in the Crossway.	Crossway is cleaned regularly, and bins are emptied. Daily site checks. Regular servicing of electrical equipment. Fire alarms, smoke detectors in	Continue to share the Fire Evacuation Instructions with users.	Crossway Bookings Manager.	Ongoing.	





What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		fire escape closed. Hirers of the Maple Room are similarly responsible for users of the garden which is fenced off.				
Aggression and violence by vulnerable attendees.	Everyone using the Crossway at that time.	The hirer should identify any special needs of those attending their events and should provide adequate supervision which may be on a 1:1 basis. The hirer should provide necessary ratios of vulnerable attendees and those hosting the event or activity. Hirers to share their safeguarding policy with the Crossway Bookings Manager where appropriate.		Hirers.	Annually.	Yes.
Falls from heights.	Everyone using the Crossway at that time.	There is adequate lighting throughout the Crossway which is checked regularly. The upper floor fire escape doors lead on to open steel staircase that has adequate handrails. The balcony has a steel and glass balustrade. Hirers should consider what measures are required to prevent children or vulnerable adults from mis-using fire doors and falling down the stairs.				
Child or vulnerable adult goes missing.	Children or vulnerable adults by exiting the Crossway unattended.	Hirers to have measures in place to ensure adequate supervision of children and vulnerable adults. Hirers	Ensure regular maintenance of the doors and gate to the garden.			



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		should have a procedure in the event that a child or vulnerable adult goes missing.				

2.3.3 Guidance Documents



In the following pages are the guidance documents relevant to Adult ministry. These will be updated as changed and approved by the PCC each year.

Index of Adult guidance documents in the following pages:

<u>Safeguarding Responsibilities of Churchwardens</u>	
<u>Lone Working</u>	
<u>Safeguarding your guests, yourself and your family when hosting a small church group in your own home</u>	
<u>Template for PSO safeguarding reporting form for PCC P&S Committee</u>	
<u>The Church Safeguarding Officer Roles and Responsibilities</u>	

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Introduction

In October 2017, the House of Bishops published Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance. Section 3.2 of that document describes the safeguarding responsibilities of churchwardens as printed below.

Churchwardens are the senior lay representatives of the parish. The role of the churchwarden is extremely varied but generally involves management, maintenance and mission¹ in accordance with the Churchwardens Measure 2001 and the Canons of the Church of England (see in particular Canon E1₁).

They are the foremost in representing the laity and in co-operating with the vicar, and they have a duty to maintain order and decency in the church and churchyard, particularly during the times of divine service. In cooperation with the vicar, churchwardens are generally responsible for the day-to-day functioning of the parish.

Safeguarding Responsibilities

In relation to safeguarding, the churchwardens work with the vicar, PCC and Parish Safeguarding Officer to:

- Ensure that in the period of a vacancy (during an interregnum), that the vicar's safeguarding roles and responsibilities are fulfilled, in consultation with the PCC, Parish Safeguarding Officer and the area dean;
- Pay attention to the specific needs of children and vulnerable adults when undertaking health and safety inspections and risk assessment;
- Ensure that risk assessments are carried out before new activities are undertaken;
- Ensure that all parish activities with children and vulnerable adults are adequately supervised and insured;
- Ensure that the parish has procedures for responding to complaints² and grievances;
- Answer questions regarding safeguarding as they arise in the archdeacon's visitations, and respond to any specific safeguarding advice, which may be given from the archdeacon.

1 See Canon E1 para 4 – Churchwardens are charged with active participation in the Church's mission – "...use their best endeavours by example and precept to encourage the parishioners in the practice of true religion and to promote peace and unity among them".

2 Please note this does not mean safeguarding concerns or allegations but complaints about the quality of a response or activity.

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- Rules should be consistent between groups but should vary according to the needs and skills of guests and volunteers at a particular group.
- Further to the above, consistency does not mean all groups and volunteers should work in an identical way but the reasoning of why there are differences and who makes these decisions should be transparent and recorded.
- When assessing volunteers who could be used for lone working, the criteria for DBS for adults from the House of Bishops may be useful:
"This role means that this person on a frequent basis, provides training, teaching, instruction, assistance, advice or guidance to a vulnerable adult."
- For volunteers who are thought suitable for lone working, the group leader should complete with them a risk assessment using the official template (it is important this is done together so the volunteer has some ownership of the process with individual advice to match those particular circumstances). This should also be reviewed on a regular (2 year?) basis.
- First visits by any volunteer should be done in pairs and any risks noted on the risk assessment form (for example, flat situated in an unlit area with no close parking).
- One complication with safeguarding in churches is the blurred boundaries between the volunteer-guest and friend-friend relationship. If a volunteer and guest consider themselves as friends (by their own definition), then the lone working does not apply but it is important to be clear when a volunteer is acting as a representative of St Stephen's. If the group volunteers wear lanyards, this becomes clearer and there is less ambiguity in groups where these are handed out at the beginning, and collected in at the end, of a meeting.
- Giving lifts to a guest is a similar situation to lone working. It has been suggested that there should be a higher level of regulation for lifts to medical appointments but I have not found any advice on this. We could make this as a local rule.
- No volunteer or group leader should feel under any pressure to put themselves, or others, in a situation in which they feel unsafe.

Old wording on St Stephen's volunteers form:

- Lone working – ensure that when visiting vulnerable adults within their home or lone working that you _____

Suggested new wording

- Lone working – ensure that when visiting vulnerable adults within their home or lone working that you **plan this in advance with your group leader so that all necessary safety precautions can be taken.**

Chapter from "Church of England House of Bishops Safeguarding Handbook, 2019" pages 45/46

1. Visiting adults

Visiting vulnerable adults in their homes is an essential element of many church officers' roles. Many parishioners will be well known to the church officer and where there have been no previous concerns, the level of risk to the church officer or parishioner during visits will usually be low.

However, unexpected circumstances can be encountered, some of which may place a church officer at risk. For example, the unexpected presence in the home of a relative or friend with a history of violence or threatening behaviour. Unfortunately, case histories also show that a parishioner may be at risk from a church officer. For these reasons it is very important for parishes to ensure their church officers and parishioners are as safe as they can be, and that there is accountability and transparency in the manner in which church officers engage in lone working or visits to homes.

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Hosting small groups in your home is excellent for so many reasons and, by taking a few precautions, this can be done safely but is not without risk. Remember that whilst hosts are safely recruited, guests are not (except for known ex-offenders for certain offences who would need an ex-offender agreement with the church, and you would be involved if this affected anyone in your small group).

Remember that the first impression of someone is not a reliable method for assessing risk.

Safeguarding Risks

- The host abuses a guest.
- One guest abuses another guest.
- A guest abuses a host.
- A guest abuses another member of the hosts household, for example children or a vulnerable adult.
- The host is falsely accused of abusing one of the guests.

Safe practice

The host should be safely recruited by the church, as in line with safer recruitment from the Church of England for volunteers. Any allegations of abuse against a host must be reported to the safeguarding team and fully investigated taking advice of the DSO.

The host is more vulnerable when alone with guests which is most likely to occur if the guest arrives early, leaves late, or arranges a private meeting outside the normal meeting time (perhaps for prayer or practical help). This is of most risk before the guest has been known for some time by the host. To avoid being alone it would be good practice for the host to arrange for another person (family member of guest) to be also present, or nearby, if practical. When meeting guests alone it is better practice to meet in a public place, for example a café or for a walk in a busy park. If this is not practical and you still feel it is important to meet with just the two of you, then make the contact as public as possible (eg well-lit front room with the curtains open) and that you have a phone close at hand. It is also good practice to let another responsible adult know about the meeting.

Hosts should be alert to any suspicious contact between guests, especially if one is possibly vulnerable and may not be capable of making sound decisions or if one is a child (under 18). Examples may include one guests offering to another guest financial help or advice, childcare, medical advice or help with appointments. It is good we help each other with these things but take advice from the Safeguarding Officer if you have any concern, however slight. This is more of a problem with newer member who do not know each other. Also report anything inappropriate you observe on social media (for example on a WhatsApp account for the group) for the small group, to your Safeguarding Officer within 24 hours.

Be careful about letting guests you don't know well go around your home unaccompanied. This is especially important if there are vulnerable people in your home, typically children or an adult you are caring for. The most likely time for this to happen is if the guest needs to use the toilet. This is more of a risk if the toilet is on another floor and there are children / vulnerable adults in rooms on that floor. Be aware of this and keep a track of how long someone is out of a room and don't be afraid of checking that they are okay if this time seems longer than you expect. If you don't feel this level of risk is appropriate, tell your guests in advance of the meeting that they won't be able to use the toilet so as, for example, not to disturb your children.

There is a small risk of hosts being falsely accused of abuse and as a host you can take some precautions to reduce this risk or make any investigation quick and less stressful:

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Take the above precautions relating to being alone with guests.
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If someone is in immediate danger, call 999 and ask for the police. If they are feeling suicidal, tell the person to call the Samaritans or another similar helpline. Help them find the relevant number. Do not try to deal with this severity of problem yourself.

If helping a guest with something, for example sorting out paperwork, check you are empowering them (they are allowed to make, what is in your opinion, poor decisions) and by having a cooling off period before things you may be clearing out are disposed of. Be careful about offering any practical help or advice that may be better done by professionals; this includes financial, medical, relationship and DIY.

Make a note of any one-to-one conversations or meetings which may involve any medical or financial aspect and it is always good practice to advise people to use professionals such as GPs and charities like Crosslight Advice.

Communicate through social media channels which include other people when possible. For example, a group WhatsApp or a group email. If it is a pastoral matter, consider taking advice from a pastoral leader at the church.

Any help or advice should relate to how well you know the guest. Mutual trust is built up over time and it is good practice to be more cautious with people you have known for a short time.

Keep your safeguarding training up to date and tell the Safeguarding Officer of anything which may affect your safer recruitment status.

Finally remember from your safeguarding training that if any guest discusses potential abuse which involves a child or a vulnerable adult, including historical abuse where the perpetrator may still be a risk to other children or vulnerable adults, you must disclose this to your Safeguarding Officer (within 24 hours if possible) and you must not keep confidentiality. When groups first meet, or new individuals join a group, it is good practice to say that you will have to disclose any potential abuse which comes up at any meeting.

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For Information: allegations and concerns

For the period since the last Safeguarding update.

Reported to Diocese

*The following concerns were raised with the safeguarding team and passed on to the diocese using the official paperwork and full records have also been kept locally in the **Safeguarding – Safeguarding Records** drive, which is only accessible by the safeguarding team (currently just Chris Askwith).*

Kept Internally

*The following concerns were raised with the safeguarding team but were judged not to be of sufficient safeguarding concern to be reported to the diocese although advice from the DSA may have been taken. Internal records have been kept locally in the **Safeguarding – Safeguarding Records** drive, which is only accessible by the safeguarding team (currently just Chris Askwith).*

Offender agreements

Updates:

Safeguarding Training and DBS renewals

Safeguarding action points from last meeting

Safeguarding action points from Diocese Dashboard

Other items for discussion:

Chris Askwith PSO (24/04/24)

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Section 3 – Useful Resources



This section contains resources that may be useful to anyone involved in safeguarding at St Stephen's Church. The actual document is included where practical but sometimes it is more practical to include a hyperlink.

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For advice and guidance on whether a referral is needed, in the first instance contact the Duty Diocesan Safeguarding Advisor (DSA), or your nominated area DSA, on 0207 932 1224 during office hours Monday-Friday 9-5pm.

Out of hours, please contact 31:8 on 0303 003 1111 option 1.

Once completed, please submit this form to safeguarding@london.anglican.org and a DSA will review it and prioritise according to risk and urgency.

Concern form Information record relating to concerns of abuse, harm, or neglect.	
Parish name:	
The person/s you are concerned about	Name: Gender: Age / DOB: Ethnicity: Address: Contact details: Parent / carer details if under 18 (name / address / phone number): Communication and access needs:
Details of what has or is happening (Please continue on a separate sheet if necessary)	The concern: How it came to light: Impact on the person: The person's wishes: Are there any critical mental health issues: Yes/No Does anyone remain at risk for any reason? Yes/No Please give details if yes:
Details of what has or is happening (continued)	Location / Time / Date of concern: Name, address and date of birth (if known) of anyone you suspect of causing harm, neglect or abuse: ST. STEPHEN'S Church Office, 30 Crown Road, Twickenham TW1 3EE 020 8892 5258 office@st-stephens.org.uk www.st-stephens.org.uk



Any witness(es):

Actions

What action was taken and who has been informed?

Form completed by:

Name:

Date:

Role:

Signature (electronic):

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DBS update service link

<https://secure.crbonline.gov.uk/crsc/subscriber>

DBS guidelines

Page 1 of 14

This will help you identify whether the position you are recruiting for falls into the adult workforce and where you can legally request access to a check of the adults' barred list. These are roles which relate specifically to working with adults.

It is important to make sure that the law allows a DBS application to be submitted. As an employer or regulator, but also as a registered body, you have a legal responsibility for making sure you can submit applications and must know the legislation that supports each application in case we need further clarification. An individual cannot request a standard or enhanced level DBS check for themselves and so as a registered body you must not submit applications from individuals where there is no employer to make the suitability decision.

Disclaimer: This is not legal advice. If you need help with making sure you are complying with the law, you should speak to a legal advisor.

Standard and enhanced DBS checks can only be undertaken if the specific role, or the specific activities carried out within the role, are included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (access to standard DBS certificates), and are also covered by the Police Act 1997 or Police Act 1997 (Criminal Records) regulations (access to enhanced DBS certificates). These laws only provide eligibility for DBS checks, they do not make them a requirement.

Decisions on when and whether to undertake a DBS check are for the relevant employer or regulator to make based on what the law allows. It is not discretionary as such, but a matter of considering the nature of the activities undertaken and if they are eligible for DBS checks. DBS provides an electronic [eligibility tool](#) which can help you with this. The [Police Act 1997 \(Criminal Records\) \(Amendment\) Regulations 2013/1194](#) (the legislative definition of work with adults) and the [Department of Health \(DH\) factual note](#) on the definition of regulated activity with adults will also help.

When you request a DBS certificate to assess someone to carry out regulated activity with adults this means that you are a regulated activity provider (RAP). This brings obligations under the Safeguarding Vulnerable Groups Act 2006.

As a RAP, you have a legal duty to refer an individual to DBS when you believe a person has caused harm or poses a future risk of harm to vulnerable groups, including children. You must also provide information to DBS when we ask you to and may be fined unless you have a reasonable excuse for not providing the information. The conditions you must consider before making a referral or providing information to us can be found on the [DBS website](#).

An employer or volunteer manager is breaking the law if they knowingly employ someone in a regulated activity with a group from which they are barred from working.

A barred person is breaking the law if they seek, offer or engage in regulated activity with a group from which they are barred from working.

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Useful Safeguarding contacts

If anyone is in immediate danger, call 999 and ask for the police

St Stephen's Church safeguarding team email safeguarding@st-stephens.org.uk or phone the church office on 020 8892 5258 and ask for a member of the safeguarding team to ring you back.

Please note: this is not an emergency service but we will aim to get back to you within 24 hours on working days.

Childline 0800 1111 if you are under 19 and want to talk about abuse or any other concerns.

Samaritans 24 hours a day, 365 days a year. You can call 116 123 (free from any phone) or email jo@samaritans.org

Hestia Provides Independent Domestic Abuse Advocacy (IDVA) support to survivors of domestic abuse. **020 3879 3544** (Monday to Friday, 9am to 5pm).

Achieving for Children 020 8891 1411 (Monday to Friday, 9am to 5pm).

Richmond Housing Department 020 8891 7409 (Monday to Friday, 9am to 4:30pm)

Richmond Adult Social Services 020 8891 7971 (Monday to Friday, 9am to 5pm)

National Domestic Abuse Helpline

Freephone, 24 hours a day, seven days a week **0808 2000 247**

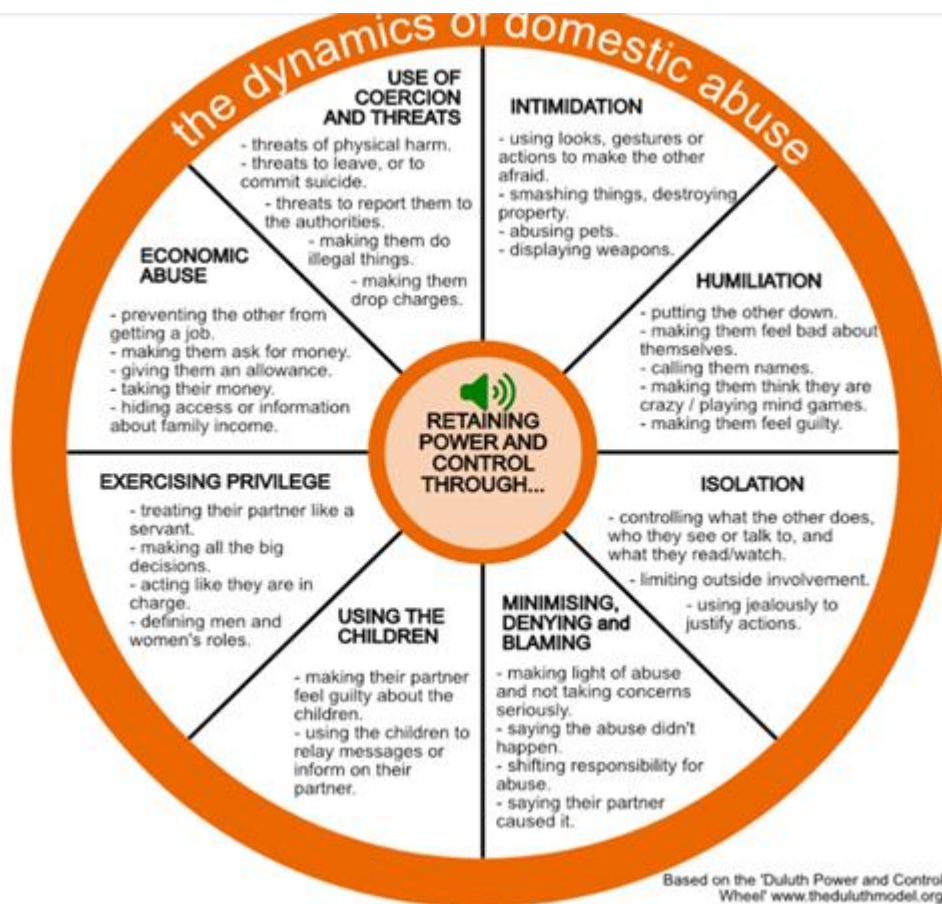
Men's Advice Line

Support and advice for men experiencing domestic abuse **0808 801 0327**

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Domestic abuse advice and support

at the

ONE • STOP • SHOP

Are you experiencing domestic abuse from a partner, ex-partner or a family member?

The one stop shop is a weekly drop in service based in Richmond-Upon-Thames.

This service offers free, discrete support, advice and information from agencies that are all under one roof concerning domestic abuse, stalking and sexual violence.

Free legal advice and assistance is available as well as other professional advice including information about injunctions and other orders, child contact arrangements, issues with housing, debt or drug and alcohol addiction.

No appointment necessary.

RICHMOND ONE STOP SHOP

Hampton Hill Citizens Advice, 1st Floor,
94-102 High Street, Hampton Hill,
TW12 1NY

Open every Friday, 10am to 12pm
(excluding Bank Holidays)

For more information,
contact Hestia's
Independent Domestic
Abuse Advisor (IDVA)
020 3879 3544
(Monday to Friday,
9am to 5pm).



Other support services



Hestia

Provides Independent Domestic Abuse Advocacy (IDVA) support to survivors of domestic abuse.

020 3879 3544 (Monday to Friday, 9am to 5pm).



Achieving for Children

020 8891 1411 (Monday to Friday, 9am to 5pm).



Richmond Housing Department

020 8891 7409 (Monday to Friday, 9am to 4:30pm)



Richmond Adult Social Services

020 8891 7971 (Monday to Friday, 9am to 5pm)



National Domestic Abuse Helpline

Freephone, 24 hours a day, seven days a week

0808 2000 247



Men's Advice Line

Support and advice for men experiencing domestic abuse

0808 801 0327



Metropolitan Police

If you're in immediate danger, call **999**.

For non-emergencies, dial **101**.

Hestia.org

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What to do if you or someone you know is suffering abuse.

IMMEDIATE DANGER

If anyone is in immediate danger, phone 999 and ask for the police.

DOMESTIC ABUSE

Women: phone the free National Domestic Abuse Helpline on 0808 2000 247 24 hours a day, 7 days a week.

Men: phone 0808 8010 327 Mon-Fri, 10am - 8pm.

CHILDLINE

If you are under 19 and want to talk to someone about abuse or any other concerns you can phone Childline on 0800 1111.

SAMARITANS

The Samaritans are available 24 hours a day, 365 days a year. Phone 116 123 (free from any phone) or email jo@samaritans.org

ST STEPHEN'S CHURCH SAFEGUARDING TEAM

For any other concerns email: safeguarding@st-stephens.org.uk
or phone the church office: 020 8892 5258 and ask for a member of the safeguarding team.

Please note:

This is not an emergency service, but we will aim to get back to you within 24 hours Mon-Fri.



Parish Safeguarding Officer Role Description

The Parish Safeguarding Officer is the key link between the diocese and the parish, concerning safeguarding matters. She/he will have an overview of all church activities involving children, young people and vulnerable adults and will seek to ensure the implementation of safeguarding policy. The role will ideally be shared by one man and one woman.

The key tasks of the parish safeguarding officer are to:

- Have an overview of all church activities involving children, young people and vulnerable adults and keep a record of these activities.
- Have an up-to-date list of all volunteers and staff involved in such activities.
- Ensure that the staff and volunteers involved in such activities are fully aware of and are implementing church safeguarding policy and guidance procedures.
- Ensure that all staff and volunteers are provided with an appropriate level of safeguarding training in accordance with the House of Bishops' Training and Development Framework, and an up-to-date log of all training is kept
- Keep in touch with the leaders of all activities and offer them advice and support over safeguarding matters.
- Liaise with the vicar over safeguarding issues and keep the church leadership informed of good safeguarding practice.
- Liaise as necessary with the Diocesan Safeguarding Advisers (DSAs). Report all concerns or allegations against church officers and volunteers to the DSA.
- Attend diocesan safeguarding training offered for PSOs.
- Prepare and maintain a church safeguarding policy and action plan for annual review by the PCC, ensuring that all the information is correct, up-to-date and in line with best practice.
- Keep good records of any safeguarding concerns that may arise and ensure that others do the same.
- Promote inclusiveness in places of worship and within church activities.
- Undertake a regular parish safeguarding self-assessment in the format offered by the Diocese.

Adapted from: Church of England, *Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance* (2017), Model Parish Safeguarding Officer Role Description

Champion responsibilities and preferred qualities

The Champions will fulfil the following responsibilities:

- Engage and build positive relationships with children, young people, adults at risk and other members of the congregation and parish.
- Actively communicate with children, young people and adults at risk and ensure that their perspectives and wishes are reflected in parish activities and priorities.
- Raise the profile of their role in the parish by providing information about the activities for children, young people and vulnerable adults that are available (i.e., articles in the weekly notices / parish magazine).
- Make use of the Children's Charter to develop provision for children and young people within the areas of worship, welcome, nurture and mission.
- Be responsible for asking the necessary questions to ensure the presence, needs and interests of children, young people and vulnerable are recognised and promoted within the parish, attending a PCC meeting at least twice a year to achieve this. (One of which should be the meeting at which the safeguarding policy is discussed and reviewed.)
- Work closely and confidentially with the PSOs and parish clergy to inform / report / discuss any concerns, seeking support and advice when necessary.

- Keep up to date with developments in ministry with children, young people, and vulnerable adults in the Diocese by liaising with the relevant diocesan advisors and project teams.

Preferred qualities

- Be a regular member of the congregation, demonstrating a commitment to the parish's work with children / young people / vulnerable adults
- Show respect for, and empathy with, children / young people / vulnerable adults
- Have the communication skills to be able to speak with children / young people / vulnerable adults and be able to clearly state their needs
- Have some experience relevant to the role (e.g., teacher, youth worker, social worker, experience of caring for children or vulnerable adults)
- Willing to attend training in Safeguarding initially on appointment and then to regularly update this knowledge (at least every 3 years)
- Be a part of the Safeguarding Team at St Stephen's and attend a termly team meeting

House of Bishops' Guidelines for Home Visits

In accordance with the guidance in the Parish Safeguarding Handbook, the PCC requires that church staff and volunteers who visit adults in their homes:

- If possible, undertake a risk assessment before an initial visit, especially if you do not know the person. If risks are assessed to exist, you should consider whether the visit is necessary, or whether you should visit in a pair.
- Do not call unannounced; call by appointment if appropriate telephoning the person just before visiting.
- Be clear about what support you can offer and the purpose and limitations of any pastoral care/support that is available.
- Do not make referrals to any agency that could provide help without the adult's permission, and ideally encourage them to set up the contact, unless there are safeguarding concerns.
- Never offer 'over-the-counter' remedies to people on visits or administer prescribed medicines, even if asked to do so.
- Do not accept any gifts from adults other than token items, to avoid misunderstandings or subsequent accusations from the person or their family. If someone wants to make a donation to the church, put it in an envelope, mark it on the outside as a donation and obtain a receipt from the Treasurer.
- Make a note of the date when you visit people, report back about the visit to the agreed named person and say what is concerning or going well. They will report safeguarding concerns to the Parish Safeguarding Officer and/or vicar or directly to the DSA if they are not available.

Code of Safer Working Practice

All those working on behalf of the parish with children, young people and adults must:

- Treat all individuals with respect and dignity.
- Ensure that their own language, tone of voice and body language are respectful.
- Ensure that children, young people, and adults know who they can talk to about a personal concern.
- Record and report any concerns about a child, young person, or adult and/or the behaviour of another worker with their activity leader and/or Parish Safeguarding Officer. Sign and date the record.
- Obtain written consent for any photographs/videos to be taken, shown, displayed, or stored.
- Administer any First Aid with others around.

In addition, those working on behalf of the parish with children and young people must:

- Always aim to work with or within sight of another adult.
- Ensure another adult is informed if a child needs to be taken to the toilet. Toilet breaks should be organised for young children.

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- Respond warmly to a child who needs comforting but make sure there are other adults around.
- Ensure that the child and parents are aware of any activity that requires physical contact and its nature before the activity takes place.

All those working on behalf of the parish with children, young people and adults must not:

- Invade an individual's privacy whilst washing and toileting.
- Use any form of physical punishment.
- Be sexually suggestive about or to an individual.
- Scapegoat, ridicule or reject an individual or group.
- Permit abusive peer activities e.g., initiation ceremonies, ridiculing, or bullying.
- Show favouritism to any one individual or group.
- Allow an individual to involve you in excessive attention seeking.
- Allow unknown adults access to children, young people and adults who may be vulnerable. Visitors should always be accompanied by an approved person.
- Allow strangers to give children, young people and adults who may be vulnerable in the group, lifts.
- Befriend children, young people and adults who may be vulnerable on social media.
- Take photographs on personal phones or cameras as this means that images are stored on personal devices.

In addition, those working on behalf of the parish with children and young people must not:

- Give lifts to children you are supervising, on their own or your own (unless there are exceptional circumstances e.g., in an emergency for medical reasons or where parents fail to collect a child and no other arrangements can be made to take a child home. In such situations, the circumstances and your decision must be recorded and shared with an appropriate person at the earliest opportunity).
- Smoke or drink alcohol in the presence of children and young people.
- Arrange social occasions with children and young people (other than events which also include adult family members/carers) outside organised group occasions.

Guidance on Recognising and Responding to Abuse

The following signs may be indications of abuse, but they should not be taken in isolation. They may or may not be indicators that abuse has taken place, but the possibility should always be considered. **NB: Be careful not to jump to conclusions.** There might be other explanations. Many symptoms of distress can point to abuse but there are other explanations too— bullying, self-harm. This (together with conflicting medical opinion) has sometimes been the reason for falsely accusing people of sexual abuse.

Remember racial, cultural, and religious factors. We need to understand the people with whom we work and their backgrounds. However, everyone has the right to be protected from harm.

Physical

- Injuries not consistent with explanation
- Bruises on a baby
- Injuries to unexposed parts of the body
- Lack of medical attention/untreated illnesses
- Repeated urinary infections/unexplained tummy pains
- Eating disorders - anorexia, bulimia
- Neglect - under nourishment, failure to grow, constant hunger, gorging food, inadequate care
- Cuts/scratches/burns/substance abuse

Emotional

- Stands on his/her own
- Part of all other abuse
- Abusive/condemnatory language

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- Domestic abuse
- Parents/carers with health issues, psychiatric/addictive conditions
- Changes/regression in mood or behaviour, e.g., where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety, attention-seeking behaviour.
- Nervousness, frozen watchfulness.
- Obsessions or phobias.
- Sudden under achievement or lack of concentration.
- Inappropriate relationships with peers and/or adults.
- Persistent tiredness.
- Running away, stealing, lying.

Sexual

- Any allegations made by a person concerning sexual abuse.
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- Sexual activity through words, play or drawing.
- Child who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams, or nightmares, sometimes with overt or veiled sexual connotations.
- Eating disorders - anorexia, bulimia.

Listening to a child's story of abuse

- Listen to the child – give your full attention to what they say.
- Accept what the child says (however unlikely the story may sound).
- Keep calm and look at the child directly.
- Be honest. Tell them that you will always need to tell someone else – **Do not promise confidentiality.**
- The child may think that you are able to stop the abuse without anything else happening. This may not be possible, so do not make promises or reassurances that cannot be kept.
- Remember that the child may want the abuse to stop, but may still love the abuser
- Even when a child has broken a rule, they are not to blame for abuse.
- Be aware that the child may have been threatened for telling their story to anyone.
- Never push for information or ask leading questions. This will invalidate what they say.
- If possible, try to have another adult present whilst the child speaks, but do not insist on this if it would inhibit him/her.
- Reassure the child that they were right to tell you and that you will support them in whatever may happen next.
- As soon as you can, record as carefully as possible what the child has said, how they said it, and how they appeared emotionally. Write down what you said. Be as factual as possible.
- Keep these records securely and indefinitely.

Helpful things to say or show:

- 'I believe you.' (or showing acceptance of what the child says).
- 'I'm glad you have told me.'
- 'It's not your fault.'
- 'I will help you.'

Avoid saying:

- 'Why didn't you tell anyone before?'
- 'I can't believe it!'
- 'Are you sure this is true?'
- 'Why? How? When? Who? Where?'
- Never make false promises



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- Never make statements such as ‘I am shocked, don't tell anyone else.’
Let the child know what you propose to do next, and that you will let them know what happens.

(Church of England, 2018)

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