



Safeguarding Framework 2019

Scope

This document covers the routine working arrangements for those under 16 whilst in the parish church's care, primarily at Young Church and Junior Choir. Additional information is attached (**Appendix O**) relating to working with Vulnerable Adults/Adults at Risk and Reporting Serious Incidents (**Appendix Q**).

Additional activities are encouraged for the children's enrichment (trips to St Paul's, sleep-outs, carol singing, etc.) and will be planned and authorised on a case by case basis by the designated Young Church Leader after consultation with the Chaplain or in the Chaplain's absence by the Churchwarden responsible for overseeing the parish church's work with Young People and Families.

Before any Offsite Activities by members of Young Church and/or Junior Choir can take place a full Risk Assessment is to be carried out by the designated Young Church Leader and/or the Assistant Director of Music (as appropriate). The Rector's signature must be sought to signify approval. Where appropriate the parish church's insurers are to be informed of the activity. A Risk Assessment Form can be found at **Appendix M** to this Framework document.

The overarching principles are set out in the PCC's Policy Statement (London Diocese standard form, as displayed on church noticeboards), and detailed guidance is provided in the sources given in **Appendix A**.

Governance

In all matters ultimate responsibility lies with the Rector and the Parochial Church Council.

The work of Young Church and Junior Choir is supported by the Safeguarding Officer and Children's Champion (**Appendix D & Appendix E**).

The People's Warden is tasked by the PCC with having oversight of the work of Young Church and Junior Choir.

The PCC employs a Families Ministry Lead (Young Church Leader) (**Appendix C**) to help to deliver its work with young people which includes implementing and monitoring the Safeguarding Policy.

The Families Ministry Lead may be assisted by a number of volunteers, some of whom will be designated Parent Leaders and Parent Helpers.

To support and help validate roles and to help ensure that Young People and Vulnerable Adults are kept safe, the PCC has appointed a Churchwarden with special responsibility for Safeguarding, Safeguarding Officer, Children's Champion, Vulnerable Adults' Champion and a number of DBS Evidence Checkers. The Parish Administrator is the Lead Recruiter regarding the DBS evidence checking process.

Recruitment and Roles

National and diocesan guidance sets out 'Safer Recruitment' practices and these are adopted for all paid and voluntary roles at St Marylebone. Those with *ad hoc* roles such as helping to serve coffee or refreshments after services and Sidesmen do not have to undergo Safer Recruitment but will be expected to read and sign **Appendix G** and **Appendix N** of this Framework document.

These sources also provide the standard post holder job descriptions for the Safeguarding Officer (**Appendix E**), Children's Champion (**Appendix D**), Vulnerable Adults' Champion (**Appendix O**) and DBS Lead Recruiter and DBS Evidence Checker (**Appendix F**), which are adopted for St Marylebone Parish Church.

Parent Leaders and Parent Helpers (**Appendix L**) are volunteers who support the Families Ministry Lead. Parent Leaders must be DBS-checked, have received diocesan as well as parish Safeguarding training and may deputise for the Families Ministry Lead when absent.

Parent Leaders and Parent Helpers will be recruited, approved and trained. All Parent Leaders and Parent Helpers must complete the Safer Recruitment Application Form (**Appendix Q**), the Volunteer Agreement (**Appendix L**) and Declaration on Safeguarding (**Appendix G**).

Whilst it is desirable that most Parent Leaders are parents of children in Young Church or Junior Choir, they need not be so.

Whenever possible on Sundays in term-time when Young Church is running, there will be a minimum of three Leaders/Helpers downstairs. These numbers fall below the national guidelines for adult:children ratio provision but are predicated on the basis that all children in the parish church will have at least one parent/accompanying adult present in the building at all times when they are present.

Parent Helpers are recruited and approved as above, receive local parish training (covering such topics as fire safety and escape, medical emergencies, etc.) and it is desirable that they have been DBS-checked.

The role of the Parent Helpers is to support the Families Ministry Lead and Parent Leaders in supervising the children. Parent Helpers are not authorised to lead groups independently.

On Sundays in term-time when Young Church is running there will, ideally, be a minimum of three Parent Helpers downstairs.

Other than parents accompanying their own children under 5, there should, ordinarily, be no other adults downstairs without proper reason save for St Marylebone clergy, visiting speakers, Sidesmen or other officers of the PCC.

Whilst the children are upstairs in the parish church, their parents/accompanying adults are responsible for them at all times.

Parents with children under 5 may use the Browning Room so long as they remain with their children.

Sidesmen are to ensure that no child leaves the main worship space unaccompanied by his/her parent, a Parent Helper, the Families Ministry Lead or Families Ministry Administrator or someone authorised to work with children.

As far as is practicable, Sidesmen on duty are to ensure that no child leaves the building unless appropriately accompanied.

Sidemen are to ensure that the Crypt is, as far as is possible, secure from access via the Surgery vestibule, and are to liaise with the Families Ministry Lead or Families Ministry Administrator as required.

Sidesmen are to familiarise themselves with the Parish' Safeguarding Policy and Code of Conduct (**Appendix G and Appendix N**) and sign to say that they have done so.

Training

The Families Ministry Lead (assisted by the Parent Leaders and others as appropriate) will prepare and deliver local training for Parent Helpers and others.

Parents of Children attending Young Church or Junior Choir

All parents must register their children when they start attending Young Church or Junior Choir and annually thereafter (**Appendix K**) and should complete Electoral Roll Forms (Standing Order/Gift Aid forms as appropriate).

Children who join Young Church and Junior Choir at other times must register their children as soon as possible.

All parents are to read and sign to say that they have read the Diocese of London's Declaration on Safeguarding (**Appendix G**).

The Registration Form will be based on that provided in the Diocesan Guidelines and shall include a declaration that the parent does/does not give permission for photographs of their child engaged in Young Church or Junior Choir activities to be used in connection with material issued by St Marylebone Parish Church for publicity and associated purposes. A log of this will be kept by the Families Ministry Lead

A record of the registration papers, both in hard copy and electronically, are to be kept securely: hard copies are kept in a lockable storage cupboard and electronic copies in a password-protected file on the Server.

Paper and other records are destroyed once a child no longer attends Young Church or Junior Choir within 12 months of their last attendance.

A Register of Attendance is kept weekly in term time and an Attendance Sheet is made available each Sunday out of term. These documents are used in conjunction with School Admission requests.

Junior Choir

Junior Choir is to be regarded as an integral part of Young Church, although the principal responsibility will lie with the Assistant Director of Music supervised by the Director of Music and assisted by a Parent Helper (recruited, approved and trained as above). The Assistant Director of Music may be assisted in this by the Organ Scholar.

Junior Choir is to keep a weekly Register of Attendance kept by the Families Ministry Lead.

The same Safeguarding procedures apply to Junior Choir as to Young Church.

A Parent Helper will always be present along with the Assistant Director of Music or Organ Scholar.

The responsibility of the Parochial Church Council begins and ends with the duration of the Junior Choir practice.

Safeguarding principles and procedures must be applied when the Junior Choir sings on Sundays and other occasions in respect of assembling, robing, dismissal, etc.

Clergy, Staff & Church Officers

All Clergy, employees of the PCC, and Church Officers are required to follow best practice with regard to Safeguarding procedures at all times and are to sign to say that they have read and understood the Guidance Notes which support the PCC/Diocesan Safeguarding Policy (**Appendix G** and **Appendix N**).

Disclosure and Barring Service (DBS)

All licensed clergy are DBS checked by the diocesan authorities before any appointment can be taken up.

Whilst it is the opinion of the Rector, Wardens and PCC that all of the following need to be DBS checked, the diocese may suggest otherwise. In each instance the PCC will follow the advice of the Diocesan Safeguarding team:

- All paid staff and interns
- Churchwardens & Crown Sidesman
- Parent Leaders and all others who might be placed in positions of sole responsibility within Young Church or Junior Choir.
- Those who might, of necessity, have to be alone with a Young Person, *although this is to be avoided unless unavoidable*, including the Crucifer, Safeguarding Officer, Children's Champion and any members of the Choir who might teach singing or give instrumental lessons on parish church premises.

We have been advised by the Diocesan Safeguarding Team that it is NOT necessary for ALL parents, nor for Sidesmen, Coffee Rota Helpers and others engaged in similar activities to be DBS checked. It is a requirement that all who come into regular or sustained contact with Young People and/or Vulnerable Adults read and sign that they have read **Appendix G** and **Appendix N** as appropriate.

A Register is maintained of all those who have been or who are required to be DBS checked.

This Register shall include other relevant information such as whether or not the individual concerned has already completed an external DBS check (along with DBS number) and whether or not the individual has undertaken Safer Recruitment Training.

The PCC has authorised the Parish Administrator and HCC Practice Manager (who is responsible for ensuring Safeguarding Compliance among the HCC staff) to be DBS Evidence Checkers. All Checkers are required to attend a diocesan training sessions and operate in accord with current diocesan guidelines (**Appendix F**).

Offsite Activities

Written permission is to be obtained from all parents before any child can engage in Offsite Activities. Such activities might include such activity as Carol Singing at Christmas. The Appropriate Risk Assessment Form, which must be completed prior to any such activity taking place, can be found at Appendix P to this Framework document.

Data Protection

The responsibility for the safe storage and disposal of information and records is the responsibility of the Rector and PCC. The Data Protection Officer shall be the Director of Operations who will be supported by a number of Data Protection Compliance Officers (including Parish Administrator and The Administrator of the St Marylebone Healing and Counselling Centre and the Secretary to the PCC). A Data Protection Group will be convened by the Data Protection Officer.

Displaying Information

Copies of the Safeguarding Policy are to be kept displayed in:

- Browning Room
- Kitchen
- Surgery/Crypt Vestibule
- Choir Vestry
- Parish Office
- Sacristy
- The St Marylebone Healing and Counselling Centre

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Appendix A

Reference Sources

Diocesan Website - lots of material, including unaccompanied children, off-site visits, etc.

<http://www.london.anglican.org>

Policies for Safeguarding in the Diocese of London

<http://www.london.anglican.org/support/safeguarding/>

Safeguarding Policy

<http://www.london.anglican.org/support/safeguarding/safeguarding-policy/>

Safeguarding Roles and Responsibilities <http://www.london.anglican.org/support/safeguarding/safeguarding-roles-and-responsibilities/>

Safeguarding Toolkit

<http://www.london.anglican.org/kb-category/safeguarding-information/>

Safeguarding Training

<http://www.london.anglican.org/event-category/safeguarding/>

Data Protection

<http://www.london.anglican.org/kb/data-protection/>

Data Protection Bill/Act 2017 the General Data Protection Regulation 2016/679

Appendix B

Young Church Structure

Rector and PCC
 A member of the Clergy Team (Chaplain)
 Families Ministry Lead
 Parent Helpers

In parallel:

People's Warden
 Safeguarding Officer
 Children's Champion

Junior Choir Structure

Rector and PCC
 A member of the Clergy Team (Chaplain)/Assistant Director of Music
 Families Ministry Lead
 Parent Helpers

In parallel:

People's Warden
 Safeguarding Officer
 Children's Champion

Appendix C

Families Ministry Lead

The Families Ministry Lead is:

1. employed by St Marylebone Parochial Church Council to oversee the parish church's work with children and young people and to liaise with the families of children and young people connected with St Marylebone Parish Church.
2. the person who has primary delegated responsibility for delivering the programme of activities undertaken by Young Church.
3. to liaise with the Assistant Director of Music in matters pertaining to the Junior Choir.
4. to recruit, train and coordinate the deployment of Parent Leaders, Parent Helpers and First Aiders for Young Church and Junior Choir
5. responsible for ensuring that the PCC's Safeguarding Policy is enacted and monitored and to be fully appraised of all matters pertaining to Safeguarding as set out in Government, Provincial, Diocesan and Parochial guidance.
6. to supervise and line manage any volunteers or interns.
7. to be a point of pastoral contact with children, young people and their families.
8. to perform other duties as agreed with the Rector and their line manager.
9. line-managed by the Chaplain.
10. expected to work on Friday, Sunday, Monday
11. expected to attend the Sunday worship of St Marylebone Parish Church at 8.30 am and at 11 am
12. expected to attend the weekly Team meeting and meetings of the PCC.
13. to maintain accurate records and registers as set out in the Young Church & Junior Choir Safeguarding Framework attached to this document.
14. to ensure that there is always access to a well-equipped First Aid Box during Young Church and Junior Choir sessions
15. to maintain the Accident Book for Young Church and Junior Choir
16. to complete School Admission papers for signing by the Rector
17. to carry out appropriate and timely Risk Assessments for any Offsite Activities and to seek the Rector's prior approval before any such activity takes place
18. to maintain the resources of Young Church in good order
19. manage Safeguarding and Membership forms for Young Church and other youth activities
20. manage the database of attendees and families for Young Church and other youth activities
21. manage Attendance registration for Sunday at 8.30 am, 11am Young Church and other youth activities
22. coordinate DBS checks, applications and updates for Young Church and other youth activities
23. coordinate the resources and equipment needed for Young Church and other youth activities
24. coordinate the extensive role of the Parish Church in Schools Admission processes
25. keep up to date with Diocesan, CofE and State policies/guidelines in children, youth and families work

Appendix D

Children's Champion Role Description

The Diocese of London (and its parishes) is committed to ensuring that all children and young people within our diocese are listened to. The Children's Champion is a key role in ensuring that the voices and needs of the children and young people are heard.

Each Parochial Church Council (PCC) should appoint a 'Children's Champion' who will give children and young people this voice within the work of the parish and is there to ensure the question 'How does this impact on our children?' is always asked. We would recommend that the person fulfilling this role is not the Church Safeguarding Officer.

This is a voluntary role responsible to the Rector.

Main Responsibilities

1. To engage and build positive relationships with children, young people and other members of the congregation and parish.
2. To communicate with children and young people actively and ensure that their perspectives and wishes are reflected.
3. To raise the profile of their role in the parish by providing information about the activities for children and young people that are available (i.e. articles in the weekly notices / parish magazine).
4. To make use of the Children's Charter to develop provision for children and young people within the areas of worship, welcome, nurture and mission.
5. Be responsible for asking the necessary questions to ensure the presence, needs and interests of children are recognised and promoted within the parish, attending a PCC meeting at least twice a year in order to achieve this. (One of which should be the meeting at which the safeguarding policy is discussed and reviewed.)
6. Work closely and confidentially with the Church Safeguarding Officer and parish clergy to inform / report / discuss any concerns, seeking support and advice when necessary.
7. To keep up-to-date with developments in ministry with children and young people in the Diocese by liaising with the Children's Ministry Advisor and Children's Society Youth Project team as appropriate and reading the Children's Ministry newsletter on the Diocesan web site.

Preferred qualities / skills for the role of Children's Champion

1. Be a regular member of the congregation, demonstrating a commitment to the parish's work with children and / or young people who shows respect for, and empathy with, children and young people.
2. Have the necessary communication skills to be able to speak with children / young people and be able to clearly state their needs.
3. Have a child-focused approach with some experience relevant to the role (i.e. teacher, youth worker, experience of caring for children).

4. Be willing to attend training in Safeguarding initially on appointment and then to regularly update this knowledge (at least every 3 years).
5. This role requires a criminal records disclosure to be requested.

Appendix E

Church Safeguarding Officer Role Description

Each Parochial Church Council (PCC) will appoint one or more people as the Church Safeguarding Officer(s) to play an essential role in fulfilling the Church's commitment to safeguard and promote the welfare of children and adults at risk. It is strongly recommended that they are a co-opted member of the PCC.

The Church Safeguarding Officer(s) will oversee the implementation of the Diocesan Safeguarding policy, along with its associated policies, procedures and guidelines in their parish. They will ensure that all allegations or suspicions of abuse are taken seriously and responded to in a timely manner.

Main responsibilities

1. Be a source of support, advice and information on all matters of safeguarding children and adults
2. at risk in the parish.
3. Be the first point of contact for children, adults at risk and other members of the congregation
4. regarding suspicions of abuse and other safeguarding concerns.
5. Respond to all safeguarding concerns in line with the Diocese Safeguarding Policy, reporting these
6. concerns to the Diocesan Safeguarding Team and liaising with the NSPCC Helpline and the Local
7. Authority as needed.
8. Keep the parish priest informed of all concerns, responses and activities relating to safeguarding
9. children and adults at risk.
10. Raise the profile of safeguarding in the parish, ensuring that it remains a high priority on the
11. PCC's agenda and report on any issues or concerns with the implementation of the safeguarding policy.
12. Ensure that the requirements for DBS disclosures are met for the appropriate roles.
13. Complete a list of 'local contacts' as per the Safeguarding Policy annually, sending a copy to the
14. Diocesan Safeguarding Officer.

Those suitable for the role of Church Safeguarding Officer

- The person appointed to this role should be a regular member of the parish church who can demonstrate a commitment to safeguarding children and adults at risk of all cultural backgrounds and abilities and have a good awareness of Diocesan policies and procedures, statutory legislation and guidance. Some training in safeguarding and child protection is needed when accepting the role. Where this cannot be evidenced it should take place within 3 months of being appointed and be updated at least every three years. This role requires a criminal records disclosure to be requested.

Appendix F.1

Church Disclosure and Barring Service (DBS) Lead Recruiter Role Description

The Diocese of London (and its parishes) is committed to ensuring that all vulnerable people within the diocese, children, young people and adults, are allowed to flourish in safe environments.

The Lead Recruiter has a key role in safer recruitment by ensuring that DBS Checks are requested when necessary and are processed in an efficient and timely fashion.

Each Parochial Church Council (PCC) should appoint a Lead Recruiter who will ensure that this process is completed. They may also appoint additional Evidence Checkers to support the Lead Recruiter.

This is a voluntary role responsible to the Church Safeguarding Officer and Rector.

Main Responsibilities

1. To distribute the required E-Bulk log-in details to those in the parish requiring a DBS Check, along with the Confidential Declaration Form if the applicant is starting a new role.
2. To ensure that the application is completed promptly via the E-Bulk system by the applicant, providing support to the applicant where necessary.
3. To verify the details entered on the system using the processes and documents specified in the 'Recruiter's Guide - E-Bulk System' document:
4. Verifying the Identification Documents of the applicant
5. Completing the Section Y (Eligibility) part of the application on behalf of the applicant
6. Approving and sending the form to CCPAS/Thirtyone:Eight
7. Monitoring the progress of the application submitted and keeping an accurate record of the outcome when it is received
8. To keep up-to-date with changes implemented by CCPAS/Thirtyone:Eight and/or the Disclosure and Barring Service that will impact on the way applications are completed, by reading the updates sent by the Diocesan Safeguarding Team.
9. To ensure that all confidential information is carefully handled throughout the process, disclosing information to the Diocesan Safeguarding Team where appropriate and necessary, and making sure records are kept accurately and held securely.
10. When stepping down from the role, to ensure that all information is passed on to either the new post holder (if appointed) or the parish priest, and that the Diocesan Safeguarding Team is notified that you will no longer be Lead Recruiter.

Preferred qualities/skills for the roles of Lead Recruiter:

11. Be a regular member of the congregation or parish employee, ensuring that you will be available to liaise with those requiring DBS Checks in your parish/worshipping community
12. Be willing to take responsibility for the DBS process in your parish, working together with any additional Evidence Checkers, the Church Safeguarding Officer and rector
13. Have adequate time to devote to the role
14. Have an adequate level of computer skills required to use the E-Bulk system and maintain records of DBS checks undertaken in your parish
15. Have a keen eye for detail
16. Be discreet with confidential information
17. Be willing to seek support if you are unclear about any part of the procedure by contacting CCPAS and/or the Diocesan Safeguarding Team
18. Be willing to attend training on the use of the E-Bulk system as necessary

Appendix F.2

Church Disclosure and Barring Service (DBS) Evidence Checker Role Description

The Diocese of London (and its parishes) is committed to ensuring that all vulnerable people within the diocese, children, young people and adults, are allowed to flourish in safe environments.

The DBS Evidence Checker has a key role in safer recruitment by supporting the Lead Recruiter in ensuring that DBS disclosures are requested when necessary and are processed in an efficient and timely fashion.

Each Parochial Church Council (PCC) should appoint Evidence Checkers to support the Lead Recruiter.

This is a voluntary role responsible to the Rector and the Lead Recruiter.

Main Responsibilities

1. To distribute the required E-Bulk log-in details to those in the parish requiring a DBS Check, along with the Confidential Declaration Form if the applicant is starting a new role.
2. To ensure that the application is completed promptly via the E-Bulk system by the applicant, providing support to the applicant where necessary.
3. To verify the details entered on the system using the processes and documents specified in the 'Recruiter's Guide – E-Bulk System' document:
 - a. Verifying the Identification Documents of the applicant
 - b. Completing the Section Y (Eligibility) part of the application on behalf of the applicant
 - c. Approving and sending the form to CCPAS/Thirtyone:Eight
4. To keep up-to-date with changes implemented by CCPAS/Thirtyone:Eight and/or the Disclosure and Barring Service that will impact on the way applications are completed, by reading the updates sent by the Diocesan Safeguarding Team.
5. To ensure that all confidential information is carefully handled throughout the process, disclosing information to the Diocesan Safeguarding Team where appropriate and necessary, and making sure records are kept accurately and held securely.
6. When stepping down from the role, to ensure that all information is passed on to either the new post holder, Lead Recruiter, or the parish priest, and that the Diocesan Safeguarding Team is notified that you will no longer be an Evidence Checker.

Preferred qualities/skills for the roles of Evidence Checker:

- Be a regular member of the congregation or parish employee, ensuring that you will be available to liaise with those requiring DBS Checks in your parish community
- Be willing to work in a supporting role with the Lead Recruiter, Church Safeguarding Officer and/or rector
- Have adequate time to devote to the role
- Have an adequate level of computer skills required to use the E-Bulk system and maintain records of DBS checks undertaken in your parish
- Have a keen eye for detail
- Be discreet with confidential information
- Be willing to seek support if you are unclear about any part of the procedure by contacting CCPAS and/or the Diocesan Safeguarding Team
- Be willing to attend training on the use of the E-Bulk system as necessary

Appendix G



Diocese of London Declaration on Safeguarding

Code of Conduct Guidelines

Parish Name: St Marylebone with Holy Trinity, St Marylebone

Form B To be completed by Parent Leaders, Parent Helpers & Sidesmen, Employees and Voluntary Helpers

Name:

Role:

Code of Conduct

This code represents the behaviours which constitute safe practice enabling individuals to monitor and maintain their own standards of integrity and good practice.

I agree to:

- Treat all children, young people and adults with respect and dignity, keeping my own language, attitude and body language respectful
- Courteously communicate with children, young people and adults at risk
- Avoid being alone with a child / adult at risk, keeping others within sight and always aware of my actions
- Speak up about inappropriate attitudes and behaviour that might put others at risk
- Never use illicit drugs or alcohol when responsible for a child or adult at risk
- Keep physical contact specific to the needs of the activity and always seek permission first
- Obtain consent for any photographs / videos to be taken, shown or displayed
- Never use rough play, sexually provocative words and games or any forms of physical punishment
- Never scapegoat, ridicule or reject a child, group or adult or allow others to do so
- Avoid showing favouritism or reinforcing infatuations towards me by a child or adult at risk
- Never allow unknown adults access to children or adults at risk
- Always operate within the principles, procedures and guidelines of the Diocese of London

I

(Insert full name) have read the guidelines produced by the St Marylebone Parish Church for safeguarding children, young people and adults at risk. I understand that it is my duty to protect the children, young people and adults at risk with whom I come into contact. I know what action to take if suspected abuse is discovered, disclosed or suspected. I also agree to adhere to this code of conduct.

Signed

Date

To be submitted with Form A (Volunteer Agreement Appendix L) where appropriate

Appendix H

PCC Safeguarding Responsibilities

PCC'S must formally adopt and implement the Diocesan policy for safeguarding children, young people and adults at risk 'Safeguarding in the Diocese of London' and the associated procedures provided by the Diocese.

This should take place at the first PCC meeting following your APCM each year. You are strongly advised not to amend the suggested policy statement provided. Where helpful, Parish Guidelines which implement your adopted policy may be developed and appended.

One copy of this policy statement should be kept with the PCC minutes, another copy sent to the Diocesan Safeguarding Team and one copy displayed prominently in all church premises.

1. Appoint at least one Church Safeguarding Officer to work with the incumbent and PCC to implement the policy and procedures. The Church Safeguarding Officer (CSO) should be asked to attend the PCC at least twice a year if not an elected member.
2. Appoint a person, who should be different from the Church Safeguarding Officer, to be a Children's Champion. This should be someone children know they could talk to about any problems, if they so wish.
3. Display in church premises where children's activities take place, the contact details of the Diocesan Safeguarding Adviser, Church Safeguarding Officer and Children's Champion with the contact numbers for: 'ChildLine' 0800 1111, 'Family Lives' (previously ParentLine Plus) 0808 800 222 and the CCPAS 24 hour Helpline 0845 120 4550 numbers.

A safeguarding poster has been provided as an alternative to be displayed on church premises to support parishes with this and all CSO's should have this.

4. Ensure that all those authorised to work with children (both in paid and voluntary positions) are appropriately recruited according to safer recruitment practice and are trained and supported.

Guidance is available on the website on the safeguarding pages in 'Volunteering and Working in the Diocese of London.'

5. Ensure that there is appropriate insurance cover for all activities which involve children undertaken in the name of the parish.
6. Ensure all those hiring church premises undertake to fulfil their safeguarding responsibilities towards children and young people.

You should request a copy of each organisations safeguarding policy and ask all hirers to sign a copy of the PCC Safeguarding Policy Statement to confirm they will report all concerns regarding abuse to the appropriate statutory authority.

7. Review the implementation in the parish of the safeguarding children policy, procedures and good practice, at least annually. The report should be presented to the PCC by the Church Safeguarding Officer and the PCC will need to develop an 'action plan' on the steps that need to be taken in order to further develop a safer culture in the parish.

Appendix I



PCC Safeguarding Policy Statement

Parish of St Marylebone with Holy Trinity, St Marylebone

The following policy was agreed at the Parochial Church Council meeting held on 29th May 2019

In accordance with the House of Bishops' Policy Statements '*Promoting a Safer Church*' (2017) and '*Protecting All God's Children*' (2010) and the Diocesan Safeguarding Policy '*Promoting a Safer Diocese*' (2018) our parish church is committed to:

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

The Parish will:

- Create a safe and caring place for all.
- Have a named Church Safeguarding Officer (CSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.
- Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

We have appointed **William Everitt** as our Church Safeguarding Officer (CSO) and **Adekunlé Adigun** as our Children's Champion and **Jo Sumpter** as our Vulnerable Adults' Champion.

Copies of our Safeguarding Framework and Appendices together with “Safeguarding in the Diocese of London” are held by the parish office. These documents can also be found on our website www.stmarylebone.org

The PCC shall review this policy annually. The next review will take place at the first PCC meeting following the APCM to be held in 2020.

Signed: The Revd Canon Dr Stephen Evans, Rector of St Marylebone

**Michael Emeka Onah, Crown Warden
Churchwarden**

Elise Ormerod, Churchwarden

Frances Endres,



Welcome to St Marylebone Young Church

Dear Parents and Guardians,

We are very happy that you have chosen to worship with your child here at St Marylebone. Our Young Church offers a safe, secure and stimulating environment to encourage and nurture children, young people and families in their Christian faith.

At the Sunday 11am Choral Eucharist, we worship with the congregation for the start of the service, then, during term time, we gather and go down to the crypt for a short time of communal worship. Children and young people then join their respective age groups. Activities are informal and a chance for children to share ideas, experiences and to interact and play together. Young Church then joins the congregation for Holy Communion or a blessing and remains in the parish church for the final part of the Eucharist.

We have a large number of children and, for safety reasons, have the following procedures in place – You will be asked to fill in a registration form for each of your children, which will tell us of any medical issues of which we should be aware.

- Registration occurs each week at the 8.30 am and 11 am services whether or not Young Church meets.
- Before the First Lesson the children are upstairs with you (or another responsible adult), please keep them in your care inside the parish church and when you leave after the service.
- Outside term time, the services continue as normal but there is no organised Young Church in the crypt. You are asked to keep your children in your care at all times.
- In the event of fire, or if we have to leave the building, the assembly point is in the garden on the east side of the church.
- ***If evacuated from the parish church please do not try to come downstairs to collect your children, as this will block staircases.***
- Please familiarise yourselves with our safeguarding procedures, available during Young Church sessions, from the parish office and on our website www.stmarylebone.org.

Parents as well as their children must register and should complete Electoral Roll (Church membership forms). Parents are also expected to support the parish church financially and should complete Standing Order forms or arrange other means of weekly/monthly giving.

As space is limited, we ask that only designated Young Church Leader or Helpers come down into the crypt.

Working with children and young people is a hugely rewarding ministry and I encourage any of you who would like to be more involved to have a chat with me. Learning alongside our children, as we grow in faith as a church family, is very precious. Your help enables us to give your children the benefits of a wide range of different gifts, skills and life experience. We need people to take on teaching and leadership roles, as well as general duties. Together, we can continue to grow in faith and friendship as part of the St Marylebone parish church family.

Clergy forms for school admission (that need to be signed to confirm attendance at the parish church) should be sent to the parish office. Please send me your email address so that I can keep you informed of all that we have planned for the children in the coming weeks. I look forward to getting to know you and your children.

With every good wish and blessing,

Fr Stephen

Rector

020 7935 7135

rector@stmarylebone.org or chaplain@stmarylebone.org

Appendix K

Please complete a separate form for each child



Young Church and Junior Choir Registration Form

Full Name of Child

(Please underline the name the child is usually known by)

Date of Birth School Year

Group

Date of Baptism Place of Baptism

.....

Has your child been Admitted to Holy Communion Yes / No *(Please specify)*

Date of Confirmation Place of Confirmation

Church Group attended: *(Please tick as appropriate)*

Young Church, Sunday at 11am during term time, between the First Lesson and Communion

Junior Choir, rehearsals and services as advised

Whilst in our care it would be helpful to know whether your child has any long term medical condition, any allergies or phobias or is on any medication:

.....
.....
.....

Is there anything else of which we should be aware?

.....
.....

Family Doctor (name, address and telephone number)

.....

Parent 1 or Guardian 1 Details

Name.....

Home Address

Email Contacts

Do you have a DBS Clearance Certificate Yes / No *(Please specify)*

If Yes my DBS Number is Date of Certificate

Telephone Number Email

Parent 2 or Guardian 2 Details

Name.....

Home Address

Email Contacts

Do you have a DBS Clearance Certificate Yes / No *(Please specify)*

If Yes my DBS Number is Date of Certificate

Telephone Number Email.....

I agree to my child attending Young Church/Junior Choir in term time *(Please specify)*

I understand that children attending Young Church must be accompanied to and from the parish church by a parent or nominated guardian. My child will be brought to and collected from Junior Choir Yes / No *(Please specify)*

Have both parents/guardians signed a Church Membership Form (Electoral Roll Form) Yes / No *(Please specify)*. If No please complete forms.

Photographs

I give/do not give permission for my child's photograph to be taken at/displayed at St Marylebone Parish Church and agree to photographs of activities including my child to be used within the church community/for possible publication including newspaper or internet *(please delete as applicable)*

Signed**Date**

Your data is important to us. You will only be contacted in relation to Young Church, Junior Choir or St Marylebone Parish Church matters. Your information will not be shared with anyone else. For GDPR policy see our website.

Appendix L



Form A - St Marylebone Parish Church Volunteer Agreement, including Role Outline

This form should be completed by all voluntary workers with children or adults at risk in accordance with House of Bishops/London Diocesan Safeguarding guidance policy and procedures.

If the role changes substantially a new form should be completed.

Copies should be retained by the voluntary worker, the PCC Secretary (or other responsible body) and the person to whom the worker is responsible (i.e. the Supervisor).

To be completed on behalf of the PCC

St Marylebone Parish Church

Name of Volunteer Worker

.....

Name of Group/Club: Young Church/Junior Choir *(Please specify)*

Where/when the Group Meets:

Young Church - The Crypt, St Marylebone Parish Church, Sundays at 11 am – 12.30 pm

Junior Choir –St Marylebone Church, Sundays after the 11 am Choral Eucharist

Age Range of Children: **Young Church 5 - 15**
 Junior Choir 9 - 16

Person Responsible/Supervising: **Young Church Leader/Assistant Director of Music**

Work to be undertaken by Volunteer Worker:

(5–10 points describing the duties and responsibilities in this role)

.....
.....
.....

Group to whom responsible / the appointing body: St Marylebone PCC

What training is needed? Please talk with the Rector or Chaplain or look on the Diocesan web site for details of training opportunities.

(Identified Training Needs may be inserted here)

.....
.....
.....

When is the identified training going to take place? *(Usually within a year of appointment)*

.....

Date/month when this role description is to be reviewed

.....

(i.e. toward the middle and end of a probationary period of six months and then annually)

Signed(on behalf of the PCC)

To be completed by the Volunteer Worker with children/young people/adults at risk

I have understood the nature of the work I am to do with children/young people.

I have read the Safeguarding Guidelines produced by the Diocese of London/St Marylebone Parish Church.

I understand that it is my duty to protect the 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

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

Appendix M



Offsite Activities

Risk Assessment

Parish Name: St Marylebone with Holy Trinity, St Marylebone

Form To be completed by Families Ministry Lead and/or Assistant Director of Music before any Offsite Activity Involving Young Church or Junior Choir Members

Name: _____ **Role:** Families Ministry Lead /Assistant Director of Music

Activity:

Under additional controls you should note the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented.

Hazards/risks/ Persons affected	Existing controls	Likelihood (L)	Severity (S)	Risk rating (LxS)	Additional controls

Likelihood

Severity

Risk Rating

1 = Low (seldom)

1 = Low (minor cuts and bruises)

1 – 2 = Low priority

2 = Medium (frequently)

2 = Medium (serious injury or incapacitated for 3 days or more)

3 – 4 = Medium priority

3= High (certain or near death)

3 = High (fatality or a number of persons seriously injured)

6 – 9 = High priority

Authorised by the Chaplain

Signature of the Chaplain

Date

Appendix N



Adults at Risk/Vulnerable Adults

Pastoral Relationships

Anyone whose ministry brings them into contact with vulnerable people should remain aware of their own behaviours and how these might be viewed by a vulnerable adult. Pastoral relationships will often run parallel with friendships and social contacts, but should always remain distinct. Perceptions can be difficult to manage and workers and volunteers should always seek to have a clear understanding with vulnerable people of the nature and boundaries of their contact with them.

The following principles should be followed:

1. exercise particular care when ministering to persons with whom there already exists a close personal friendship or family relationship
2. be aware of the dangers of dependency in pastoral and professional relationships and seek advice or supervision when any concerns arise
3. minister within your remit and limits – do not undertake any ministry that is beyond your competence or role (e.g. therapeutic counselling, deliverance ministry, or giving legal advice); instead refer to the person or agency with appropriate expertise
4. avoid behaviour that could give the impression of favouritism or special relationship
5. always respectfully encourage self-determination, independence and choice
6. do not undertake any pastoral ministry whilst under the influence of alcohol or drugs

Conversations and interviews in a ministry context

Church pastoral workers / clergy must always be aware of their language and behaviour and should consider in advance the:

1. value of taking a colleague along with them on a home visit
2. place of the meeting, arrangement of the furniture and lighting, their own department
3. balance of privacy for conversation with the opportunity for being seen by others (open doors or windows in doors, another person nearby)
4. physical distance between people, taking into account hospitality and respect, being aware that this may differ as a result of past trauma or abusive experiences
5. circumstances and whether they suggest a professional or social interaction
6. propriety or danger of visiting or being visited alone, especially in the evening
7. personal safety and comfort of all participants
8. the appropriateness of initiating or receiving any physical contact, for example gestures of comfort, which may be unwanted or misinterpreted
9. Workers / clergy should always establish the nature of the meeting at the outset of each interaction in respect to subject matter, confidentiality and duration. All conversations / interviews should be recorded and stored securely.

Sexual Conduct

The sexual conduct of church workers / clergy will have an impact on their ministry within the Church. It is never appropriate for workers to take advantage of their role and engage in sexual activity with anyone with whom they have a pastoral relationship.

Workers and volunteers should be aware of the power imbalance inherent in pastoral relationships and:

1. must not engage in sexual activity with an adult or a child
2. must take responsibility for their words and actions if wishing to make physical contact with another adult (e.g. a hug may be misunderstood) or to talk to them about sexual matters. This will include seeking permission, respecting the person's wishes, noticing and responding to non-verbal communication, refraining from such conduct if in doubt about the person's wishes
3. must not view, possess or distribute sexual images of children and should refrain from viewing, possessing or distributing sexually exploitative images of adult
4. should avoid situations where they feel vulnerable to temptation or where their conduct may be misinterpreted
5. avoid, as far as possible, any words or actions that might be misinterpreted

Financial Integrity

Financial dealings can have an impact on attitudes to the Church and the community, and must always be handled with integrity. Those with responsibility for such matters should maintain proper systems and not delegate that responsibility to anyone else. Church workers and volunteers should:

1. not seek personal financial gain from their position
2. not be influenced by offers of money, or take inappropriate responsibility for such
3. ensure that church and personal finances are kept apart and should avoid any conflict of interest
4. ensure any monies received are handled by two unrelated lay people
5. disclose any gift received to a responsible person from within the parish and decide on acceptance, confirmation and use
6. not canvass for donations to the church from those who may be vulnerable, e.g. the recently bereaved or those who lack capacity to make such decisions

This section on Financial Integrity should be read in conjunction with the PCC's Anti-Money Laundering Policy.

I

(Insert full name)

have read the guidelines produced by the St Marylebone Parish Church for Adults at Risk/Vulnerable Adults. I understand that it is my duty to protect those who are at risk with whom I come into contact. I know what action to take if suspected abuse is discovered, disclosed or suspected. I also agree to adhere to this code of conduct.

Signed

Date



Appendix O

Vulnerable Adults' Champion Role Description

The Diocese of London (and its parishes) is committed to ensuring that all Vulnerable Adults within our diocese are listened to. The Vulnerable Adults' Champion is a key role in ensuring that the voices and needs of Vulnerable Adults' are heard.

Each Parochial Church Council (PCC) should appoint a 'Vulnerable Adults' Champion' who will give Vulnerable Adults' this voice within the work of the parish and is there to ensure the question 'How does this impact on our Vulnerable Adults?' is always asked. We would recommend that the person fulfilling this role is not the Church Safeguarding Officer.

This is a voluntary role responsible to the Rector.

Main Responsibilities

1. To engage and build positive relationships with Vulnerable Adults and other members of the congregation and parish.
2. To communicate with Vulnerable Adults actively and ensure that their perspectives and wishes are reflected.
3. To raise the profile of their role in the parish by providing information about the activities for Vulnerable Adults that are available (i.e. articles in the weekly notices / parish magazine).
4. Be responsible for asking the necessary questions to ensure the presence, needs and interests of Vulnerable Adults are recognised and promoted within the parish, attending a PCC meeting at least twice a year in order to achieve this. (One of which should be the meeting at which the safeguarding policy is discussed and reviewed.)
5. Work closely and confidentially with the Church Safeguarding Officer and parish clergy to inform / report / discuss any concerns, seeking support and advice when necessary.
6. To keep up-to-date with developments in ministry with Vulnerable Adults in the Diocese by liaising with diocesan officers and advisors as appropriate.

Preferred qualities / skills for the role of Vulnerable Adults' Champion

1. Be a regular member of the congregation, demonstrating a commitment to the parish's work with Vulnerable Adults who shows respect for, and empathy with, Vulnerable Adults.
2. Have the necessary communication skills to be able to speak with Vulnerable Adults and be able to clearly state their needs.
3. Have a Vulnerable Adults-focused approach with some experience relevant to the role (i.e. nurse, medical practitioner, social worker, experience of caring for or working with Vulnerable Adults).
4. Be willing to attend training in Safeguarding initially on appointment and then to regularly update this knowledge (at least every 3 years).
5. This role requires a criminal records disclosure to be requested.

Appendix P



Parish Policy Statement on Safeguarding Children and Vulnerable Adults

Every person has a value and dignity, which comes directly from the creation of people in God's image. 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 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.

We undertake to exercise proper care in the selection, appointment, training and support of those working with children or adults at risk.

We will respond without delay to concerns or allegations that a child or adult at risk may have been harmed, cooperating fully in any investigation.

We will challenge any abuse of power by anyone in a position of trust.

We will seek to offer pastoral care to anyone who has suffered abuse.

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.

Rector

Crown Warden

Churchwarden

Churchwarden

Safeguarding Officer William Everitt

Children's Champion Adé Adigun



You can contact Will on
02079357315

Will is the first person to speak to if you have any concerns around the welfare of a child or adult at risk.



You can contact Adé
on 07767460163

Adé is here to be an advocate for all children in all areas of parish life, making sure their views are heard and their needs are thought of.

Vulnerable Adults' Champion

Churchwarden with Particular Responsibility
for Safeguarding Frances Endres

Jo Sumpter



You can contact Jo on **07986766401**

The Vulnerable Adults' Champion is here to be an advocate for all Adults at Risk in all areas of Parish life, making sure their views are heard and their needs thought of.



You can contact
Frances on
07470434314

Frances oversees all our work with young people and Adults at Risk.

Important telephone numbers:



Application Form (Volunteer)

The Parish Church of St Marylebone with Holy Trinity, St Marylebone

Application Form for those applying to volunteer with children / young people / vulnerable adults*

Role _____

Please complete the following information

1. Personal Details

Full Name: Mr/Mrs/Ms/Mx/Miss _____

Address: _____

Tel Number: _____

Email Address: _____

(Please provide previous address if less than 12 months in residence)

2. Experience

Please give a brief overview of any experience or training relevant to this role including previous roles working / volunteering with children / vulnerable adults*

3. Personal Statement

Please let us know why you would like to apply for this voluntary role, what skills, qualities and experience you have that would be beneficial for the role and any particular strengths or interests you have.

REFEREE 2

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

Relationship: _____

The Parish Church of St Marylebone with Holy Trinity, St Marylebone is committed to Safeguarding and promoting the welfare of all those who are vulnerable. We expect all of our staff and volunteers to share this commitment. This post may be subject to a Disclosure and Barring Service disclosure and identity check. You will be told if you need to undergo a DBS check.

Appendix R



St Marylebone Parochial Church Council
Charity Commission Number 1129435

Delegation by the PCC Members: Reporting of Serious Incidents to the Charity Commission

Date: 29th May 2019

1. Background

- 1.1 The members of the Parochial Church Council of St Marylebone with Holy Trinity, St Marylebone, as charity trustees, are responsible for reporting ALL Serious Incidents to the Charity Commission in a timely manner. The trustees delegate the reporting of Serious Incidents in accordance with these Resolutions.
- 1.2 The Charity Commission has approved specific Church of England guidance and templates for PCCs to use when reporting Serious Incidents to it ("**PCC Guidance**"). The PCC Guidance separates Serious Incidents into two types: safeguarding Serious Incidents and all other Serious Incidents. Safeguarding Serious Incidents are reported in a different way from how all other Serious Incidents are reported and so there are separate delegations for reporting safeguarding and non-safeguarding Serious Incidents.
- 1.3 If a safeguarding incident occurs, the Safeguarding Officer (**PCCSO**) must inform the Diocesan Safeguarding Adviser (**DSA**) and respond to and manage the incident in accordance with the relevant House of Bishops' Safeguarding Policy and Guidance.
- 1.4 Where a non-safeguarding incident is identified, the Rector or Anti-Money Laundering Responsible Officer (**AMLRO**) or Crown Warden should be informed immediately. the Rector or Anti-Money Laundering Responsible Officer or Crown Warden is responsible for taking such immediate steps or actions as may be required to secure and protect the PCC's property, assets and reputation, in accordance with any internal policies or procedures.
- 1.5 Below are two example template resolutions for the PCC to complete and adopt.
 - 1.5.1 Section 2 is a resolution to delegate responsibility for reporting safeguarding Serious Incidents to the Charity Commission and the National Safeguarding Team.
 - 1.5.2 Section 3 is a resolution to delegate responsibility for reporting non-safeguarding Serious Incidents to the Charity Commission.

Section 2

2. Delegation of responsibility to report SAFEGUARDING Serious Incidents to the Charity Commission in accordance with the PCC Guidance
 - 2.1 In order to facilitate the confidential and timely reporting of any safeguarding Serious Incidents to the Charity Commission, the responsibility for any decisions relating to the reporting of safeguarding Serious Incidents is delegated to the Standing Committee of the PCC. All references to the Trustee Group in this delegation are references to this smaller group of trustees.
 - 2.2 *The following responsibilities are delegated to the PCC's Safeguarding Officer*
 - Responsibility for contacting the DSA, if they consider a safeguarding Serious Incident may have occurred and providing the DSA with any information required.
 - Responsibility for liaising with the DSA and reporting back to the Trustee Group on the management and reporting of the safeguarding Serious Incident by the DSA and the Diocesan Secretary (**DS**), including:
 - if the DSA and DS consider that the incident does NOT need to be reported to the Charity Commission, why this is the case, for agreement by the Trustee Group;
 - whether the incident will be individually reported or included in the next bulk report;
 - approval of a draft report for a high-risk incident (i.e. one which will be individually reported);
 - providing the Standing Committee with a copy of any safeguarding Serious Incident reports submitted to the Charity Commission by the Diocesan Secretary (**DS**) on behalf of the PCC.
 - 2.3 *The following responsibilities are delegated to the Diocesan Safeguarding Adviser and the Diocesan Secretary:*
 - The DSA is responsible for deciding, in consultation with the DS, whether a safeguarding incident is sufficiently "Serious" to be reported to the Charity Commission and, if so, whether it should be reported individually or included in the next bulk report.
 - The DSA is responsible for reporting back to the PCCSO on whether the incident is sufficiently "Serious" to be reported to the Charity Commission and, if so, whether the incident is to be individually reported or included in the next bulk report. If an incident does NOT need to be reported to the Charity Commission, the DSA should provide the PCCSO with an explanation of this decision, so the PCCSO can report back to the Trustee Group for agreement.
 - The DSA is responsible for preparing the safeguarding Serious Incident Report. Where the report relates to a high-risk incident (i.e. one which is to be individually reported), the DSA is responsible for providing the draft report to the
 - PCCSO for approval by the Trustee Group.
 - The DS is responsible for submitting safeguarding Serious Incident reports to the Charity Commission, on behalf of the [PCC's] trustees.
 - The DS is responsible for sending copies of any Serious Incident reports submitted to the Charity Commission to the National Safeguarding Team and the PCCSO.

Section 3

3. Delegation of responsibility to report all OTHER Serious Incidents to the Charity Commission in accordance with the PCC Guidance

3.1 In order to facilitate the confidential and timely reporting of any Serious Incidents, the responsibility for the reporting of Serious Incidents is delegated to the Standing Committee]. All references to the Trustee Group in this delegation are references to this smaller group of trustees.]

3.2 The Rector or Anti-Money Laundering Responsible Officer (**AMLRO**) or Crown Warden is responsible for deciding whether, in accordance with the PCC Guidance, the incident is sufficiently Serious to require reporting to the Charity Commission. If a decision was taken that an incident does NOT need to be reported to the Charity Commission, the reasons for this decision should be agreed with the Trustee Group and recorded in writing by the PCC Secretary.

3.3 The Rector or Anti-Money Laundering Responsible Officer (**AMLRO**) or Crown Warden is responsible for preparing and submitting the Serious Incident Report to the Charity Commission. Where the report relates to a high-risk incident, the draft report should be provided to the Trustee Group for approval.

3.4 The Rector or Anti-Money Laundering Responsible Officer (**AMLRO**) or Crown Warden is responsible for providing the Standing Committee with a copy of any Serious Incident report submitted to the Charity Commission.

Appendix S



Inappropriate Behaviour Guidelines

Those who represent the parish church in any capacity, as staff or volunteers, when working with people of any age, but especially with adolescents, should be mindful of the fact that they may be confronted with behaviour which could be interpreted as 'flirtatious'.

Experience, notably in schools, has demonstrated that such behaviour, even if apparently light-hearted, should not be greeted with a response which could be perceived to be encouraging. It must simply be ignored. Should it become persistent, professional advice should be sought at the very earliest opportunity.

In all circumstances there must be no blurring of boundaries and adults must be always responsible for their actions and responses - no matter what the circumstance - when dealing with children or vulnerable adults.

Adults are always responsible for creating and maintaining secure, healthy and consistent relationships that will hold children and vulnerable adults safe, physically, spiritually and emotionally.