

# Safeguarding

## General Operating Policies and Procedures

Parish of Medstead and Four Marks



*This set of operating policies and procedures was agreed by the PCC on 3rd September 2024 and replaces any previous Safeguarding Policies for Children and Young People and for Vulnerable Adults.*

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## Safeguarding General Operating Policies and Procedures

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## **Safeguarding General Operating Policies and Procedures**

In support of the official Safeguarding Policy adopted by the Parochial Church Council (PCC) of the Parish of Medstead and Four Marks. The following mandatory general operating policies and guidance are issued to be adopted by church leadership and staff, and by any church officer (anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid) related to children, young people and adults at risk of abuse within the church.

This information is also available for anyone involved in church activity to be aware of the importance of safeguarding concerns – safeguarding is the responsibility of everyone.

### **1. Definition of Safeguarding Concerns**

Safeguarding is concerned with the protection of children, young people and adults at risk of abuse and includes risks of a range of abuse, including domestic abuse.

The definitions and signs, which may be seen as indicators of abuse occurring, of the various types of abuse can be found on the Church of England's FACT SHEET; Types of abuse. (link - <https://www.churchofengland.org/sites/default/files/2018-10/type-of-abuse-reference-document-september-2018-proof-copy.pdf>).

### **2. Applicability of Policy**

This operating policy specifically covers activities organised by the church and under the legal or joint auspices of the Parish of Medstead and Four Marks PCC and is informed by the Church of England's Safer Environment and Activities document (link - [https://www.churchofengland.org/sites/default/files/2019-11/safer-environment-and-activities-oct19\\_0.pdf](https://www.churchofengland.org/sites/default/files/2019-11/safer-environment-and-activities-oct19_0.pdf)).

Arrangements made by friends outside of the auspices of the church and other groups using the church premises from time to time are not covered under this policy and where appropriate other groups are expected to have their own Child/Adult Safeguarding Policies.

The policy is designed to provide direction for establishing a safe environment for children, youth and adults at risk of abuse and the volunteers and staff who work with them, including showing that good practice is being followed and key records kept. The policy is subject to audit review including attestation by designated staff and volunteers that the policy is understood and followed.

### **3. Safer Recruitment of Church Officers**

**3.1** All recruitment will take place in accordance with Church of England guidance set out in Safer Recruitment and People Management Guidance (Link - <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance>) and training will be in accordance with national training.

- 3.2** A Leader is a safely recruited adult who oversees any church activity and is validated by one of the Church staff leaders (Incumbent, (Vicar), Family Worker, and Children's and Youth Minister) as appropriate.
- 3.3** To be validated all newly appointed Church Officers will be required to follow the processes outline in in the Safer Recruitment and People Management Guidance (including an agreed role description, application and interview, provision of references and where eligible will be required to complete a DBS Disclosure at the Enhanced Level (with a check on barred lists if eligible) and to complete a Diocese of Winchester Confidential Declaration Form. If any information is disclosed through this process this will be referred to the Diocesan Safeguarding Manager.
- 3.4** The Diocese address DBS matters for clergy and the Parish PSO runs the DBS application process for Parish of Medstead and Four Marks employed staff and volunteers.
- 3.5** Church staff leaders – Incumbent, Family Worker and Children's and Youth Minister are responsible for briefing their team volunteers and their staff on the requirements and for letting the PSO know of intended new recruits so s/he may work with them to ensure the Safer Recruitment and People Management Guidance is followed.
- 3.6** DBS checks and Confidential Self Declarations are required to be renewed or checked using the update service every 3 years for all Church Officers.
- 3.7** Those who have existing current DBS obtained through the Winchester Diocese may have this recognised for work with the Parish of Medstead and Four Marks. Those with DBS held through other employment or voluntary work may have this checked and recognised provided they have a current subscription to the update service and have granted permission for the Diocese to check the current record. An existing DBS check would have to be for the same level of check and for the same role type for it to be accepted. Unfortunately, we are not permitted to recognise any DBS not meeting the above categories, so in those cases a fresh DBS application will need to be made for parish work.

#### **4. Safeguarding Induction, Training and support**

Safeguarding Training must be attended by all Church Officers of the Parish of Medstead and Four Marks. The courses are listed on the Safeguarding Training Section on the Diocese Website (Link – <https://winchester.anglican.org/safeguarding/safeguarding-training/>)

- 4.1** All training must be repeated every 3 years at the highest level previously trained (e.g. Leadership will repeat the leadership course but need not attend Foundation again).
- 4.2** The PSO will advertise available training and every individual must keep up to date and notify the PSO plus provide certificates when they have attended and satisfactorily completed training so records can be kept up to date. The Diocese also run other safeguarding courses on specific topics, and these will be publicised within the parish by the PSO.

**4.3** As well as formal training the respective parish staff member should ensure that they have given everyone in the team a briefing on expectations for safeguarding when the team are running meetings or engaging with those under 18 or engaging with vulnerable adults. This will include suitable briefings for any volunteer helpers under the age of 18\*. Where parents/guardians are present they may be asked to intervene in support of their own children, but sensitivity to appropriate behaviours and awareness of safeguarding concerns remain in these situations too.

*\*For volunteers under the age of 18 a 5 year gap between the age of the volunteer and the age of the people they are working with is required. A volunteer under the age of 18 cannot be included as an adult in child to adult ratios (indeed they count as an additional child). A volunteer under the age of 18 may not be in a position where they are lone working with an adult leader.*

## **5. Preparation in arranging a meeting or activity for all activities**

Using the Safer Activities and Environments Guidance

(Link– [https://www.churchofengland.org/sites/default/files/2019-11/safer-environment-and-activities-oct19\\_0.pdf](https://www.churchofengland.org/sites/default/files/2019-11/safer-environment-and-activities-oct19_0.pdf)) the parish will ensure the following

- Undertake a health and safety and safeguarding risk assessment (Only needs doing once for repeating meetings with identical circumstances). Risk assessments need reviewing annually, or when changes occur to the activity
- A registration form must be completed for every unaccompanied child or young person who attends groups or activities which should include up to date information on parents' contact numbers, medical information (e.g. allergies) and any special needs.
- Obtain written consent for any photographs/videos to be taken, shown, displayed or stored
- Parents must sign a consent form before children are transported in a private car (except in emergency – see below).

### **In addition, when taking groups of children offsite:**

- Details of the activity and arrangements must be given to the Incumbent and/or PSO and the Incumbent must agree to the activity – If the activity is different from existing events in terms of potential risks, confirmation of parish Insurance contact will need to be obtained that the activity (based on the risk assessment) is covered by PCC insurance/insurance of the organiser to check no gaps in cover between both policies.
- Details of the activity and any itinerary must be given in advance to parent/s and consent forms received in advance of the activity taking place.
- Details of the activity and a list of contacts must be left with a church officer.
- A leader must be designated to take responsibility for First Aid (first aid trained and with access to a suitable first aid kit). The record of any first aid treatment given during the activity should be recorded in a similar format to the accident reporting pad and passed to the Church Administrator.

Many of these items are equally applicable to groups involving adults at risk of abuse.

## 6. Safeguarding during meetings and activities

### 6.1 Staffing Children's Activities

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. 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. The minimum staffing levels for groups should be as follows:

0-2 years	1 adult to 3 children	1:3
2-3 years	1 adult to 4 children	1:4
4-8 years	1 adult to 6 children	1:6
9-12 years	1 adult to 8 children	1:8
13-18 years	1 adult to 10 children	1:10

One to one working with children will not take place.

No child under the age of 18 should be left in charge of any child of any age, nor should children or young people attending a group be left alone at any time.

### 6.2 Best Practices, including Acceptable Touch

We will follow the Code of Safer Working Practice (Link - <https://www.churchofengland.org/sites/default/files/2021-07/code-of-safer-working-practice-02.07.2021.pdf>)

### 6.3 Communications and Social Media

For communications and the use of social media we will follow the Code of Safer Working Practice (Link - <https://www.churchofengland.org/sites/default/files/2021-07/code-of-safer-working-practice-02.07.2021.pdf>) and the Safer Activities and Environments Guidance (Link- [https://www.churchofengland.org/sites/default/files/2019-11/safer-environment-and-activities-oct19\\_0.pdf](https://www.churchofengland.org/sites/default/files/2019-11/safer-environment-and-activities-oct19_0.pdf))

## 7. Transport

There may be occasions where transporting children and young people in a leader's/helper's private car is a sensible option. However, the general responsibility for arranging transport of children or young people to and from group meetings should be left with parents/guardians, including them travelling with the children if appropriate.

Where the church is organising transportation of children or young people under 18, we will follow the Safer Activities and Environments Guidance

(Link– [https://www.churchofengland.org/sites/default/files/2019-11/safer-environment-and-activities-oct19\\_0.pdf](https://www.churchofengland.org/sites/default/files/2019-11/safer-environment-and-activities-oct19_0.pdf)):

## 7.1 Driver Expectations

- Only Safely Recruited Approved Drivers should transport children. An Approved Driver must give a signed undertaking that they will comply with the Safeguarding Policy, Code of Safer Working Practice and specific guidance regarding transport. They will be required to demonstrate that they have a suitable driving licence and adequate insurance – see [Model Voluntary Driver Agreement](#)
- Parental consent is required for all transport of children including to and from a meeting or as part of an activity
- Drivers must be over 25 and have held a full licence for over two years
- Drivers with 6 points or more on their licence must inform the PSO who will seek advice from the Diocesan Safeguarding manager. Any drivers with an unspent conviction for drink driving or dangerous driving / serious road traffic offences must not transport children or adults for the church.
- Drivers must always be in a fit state, i.e. not too tired, under the influence of alcohol or drugs or taking medication that could make them drowsy
- Except in emergency, all journeys should be with the knowledge and consent of the leader in charge.
- The safety of all children and young people is of paramount importance and the driver must take full responsibility for the due care of all those entrusted to their care.
- An Approved Driver must not be on their own with children and young people – another responsible adult will accompany them. If in an emergency, an Approved Driver has to transport a children or vulnerable adult on their own, the child/vulnerable adult must sit in the back of the car.

## 7.2 Insurance and Car Expectations

- All Drivers must hold comprehensive insurance and have informed their insurance company that they are a volunteer driver for church activities and, if required, have obtained a passenger endorsement for the transportation of children or vulnerable adults.
- Should a vehicle & driver be hired for transport to an event a copy of the supply company's insurance should be reviewed by the group leader or church office to ensure suitability.
- Leaders/Helpers and others responsible for the use of vehicles to transport young people on a Group activity should satisfy themselves that there is full and effective insurance for every vehicle and every driver taking part in the activity.
- Any Leader/Helper who is going to transport members of their group in their own vehicle will phone their insurance company explaining this. (Social, domestic and pleasure insurance usually includes voluntary transportation but would suggest owners check with their own insurer)
- If the driver of a vehicle is not the vehicle's owner, then consent must be obtained from the owner - preferably in writing. A check should also be made that the owner's insurance policy covers such use. This is particularly important if a company or lease vehicle is used.
- All cars must comply with the law in respect of MOT and roadworthiness.
- Overloading a vehicle may constitute a failure to take due care, which may invalidate the insurance. Drivers and organisers of activities should ensure such a situation does not arise
- All drivers must comply with the seatbelt and child restraint/seat law.
- The back seats should be used first when transporting children.

Similar rules should be applied when transporting adults at risk of abuse and it should be noted that drivers transporting children or transporting adults to/from medical appointments will required Enhanced DSB checks (with a checked on the barred list).

## **8. Recognising, Responding, Recording and Referring Safeguarding Concerns**

### **8.1 Recognise**

Forms of abuse and their signs and indicators are listed in the Types of Abuse Fact Sheet (including Signs and Indicators) (Link - <https://www.churchofengland.org/sites/default/files/2018-10/type-of-abuse-reference-document-september-2018-proof-copy.pdf> )

We may become aware of abuse or concerns about someone's behaviour in a number of ways.

- A disclosure from a person who has or is experiencing abuse;
- An allegation about someone's conduct;
- A concern about someone's behaviour.
- Distress or unexplained physical injuries
- Allegations of historical abuse

All of these must be taken seriously and acted on.

### **8.2 Respond, Record and Refer**

We will follow the guidance in 'Responding to Safeguarding Concerns/Allegations (that relate to children/young people/vulnerable adults' (Link - <https://www.churchofengland.org/sites/default/files/2018-11/responding-to-safeguarding-concerns-or-allegations-that-relate-to-children-young-people-and-vulnerable-adults.pdf>)

A Responding to Safeguarding Concerns and Allegations Flowchart is available here (Link - [https://winchester.anglican.org/wp-content/uploads/2022/09/Responding to Concerns and Allegations flow chart 27.6.22.pdf](https://winchester.anglican.org/wp-content/uploads/2022/09/Responding_to_Concerns_and_Allegations_flow_chart_27.6.22.pdf))

**If there is immediate risk or danger please contact the police on 999.** If you do contact the police you should then contact the Diocesan Safeguarding Manager and Parish Safeguarding Officer or Incumbent as soon as possible. Outside of an emergency, safeguarding concerns or questions should be referred to: the **Parish Safeguarding Officer – Matt Senior, [cogssafeguarding@gmail.com](mailto:cogssafeguarding@gmail.com) or to the Incumbent- Howard Wright 07747 066046, [vicar@pmafam.co.uk](mailto:vicar@pmafam.co.uk)**

If you feel unable to contact the Parish contacts or you get no response within 24 hours of the concern being noted you should contact the **Diocesan Safeguarding Manager Jackie Rowlands on 01962 737317, 07921 865374 [safeguarding@winchester.anglican.org](mailto:safeguarding@winchester.anglican.org)** Evening and weekends safeguarding advice is also available from Hampshire County Council (covers the whole of the Winchester Diocese) **0300 555 1373**



## 9. Visiting Adults

Visiting adults at risk of abuse in their homes is an essential element of some church roles. We will follow the guidance within the CofE Safer Environment and Activities Guidance (link - [https://www.churchofengland.org/sites/default/files/2019-11/safer-environment-and-activities-oct19\\_0.pdf](https://www.churchofengland.org/sites/default/files/2019-11/safer-environment-and-activities-oct19_0.pdf)).

Many parishioners will be well known to the visitor 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 visitor 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.

To assure the person you are visiting of their safety, and for your own as a church officer:

- Undertake a risk assessment (which should be recorded) before an initial visit. Where potential hazards/risks are highlighted in the risk assessment, consider whether the visit is, or whether you should be accompanied by another church officer. In addition, visiting in pairs may be advisable, especially if the adult is perceived to be vulnerable.
- Do not call unannounced; call by appointment, if appropriate telephoning the person just before visiting.
- Carry ID
- Carry a charged mobile phone and let someone know where you are and when you expect to return.
- 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, arrival time and departure time, when you visit people, report back about the visit to the agreed named person and say what is concerning or going well. Notes will be stored in accordance with Data Protection requirements.
- Report safeguarding concerns to the Parish Safeguarding Officer and/or incumbent or directly to the DSA if they are not available.

## 10. Use of Church Building by Third Parties

This operating policy specifically covers activities organised by the church and under the legal or joint auspices of Church of the Good Shepherd, Four Marks, PCC. Other groups using the church premises

from time to time are not covered under this policy and where appropriate would be expected to have their own Child/Adult Safeguarding Policies. We will ensure that a standard condition to this effect is included in the wording of any agreement with a third party regarding the use of church premises and that the [Safeguarding Provision for Hire of Church Premises form](#) is signed by all hiring organisations / charities who work with children or vulnerable adults.

## 11. Contacts

**Parish Safeguarding Officer** – Matt Senior, [cogssafeguarding@gmail.com](mailto:cogssafeguarding@gmail.com) or the **Incumbent (Vicar)** - Howard Wright 07746 066046, [vicar@pmafam.co.uk](mailto:vicar@pmafam.co.uk)

**Diocesan Safeguarding Manager**- Jackie Rowlands on 01962 737317, 07921 865374  
[safeguarding@winchester.anglican.org](mailto:safeguarding@winchester.anglican.org)

A useful list of local numbers and national help lines are:

**Safe Spaces** – a free, independent support service, run by Victim Support, for survivors of church related abuse. Telephone: 0300 303 1056. WebChat available via [website](#).

**Samaritans Freephone Helpline**: 116 123 (24 hours/365 days a year) for people experiencing distress or despair, including suicidal feelings.

**CALM** Helpline: 0800 585858 (offers support to men struggling or in a crisis).

**Papyrus** Helpline: 0800 068 4141 (support for under 35's experiencing thoughts of suicide, or anyone concerned that a young person may be experiencing thoughts of suicide).

**Mind** Helpline: 0300 123 3393 (Support for those experiencing mental health issues).

**Young Minds** Helpline: 0808 802 5544 (information about different mental health issues)

<https://www.womensaid.org.uk/information-support/> Information and support on domestic abuse.

**National Domestic Violence Helpline** – 0808 2000 247 (24 hours)

**Men's Domestic Abuse Helpline** – 0808 801 0327 (Mon-Fri 9am-8pm)

**National LGBT+ Domestic Abuse Helpline** – 0800 999 5428 (Mon-Fri 10am-5pm) Wed/Thu until 8pm)

**National Stalking Helpline** - 0808 802 0300 (Mon-Fri 9.30am-4pm, Wed 9.30-8pm)

**Rape Crisis Helpline** - 0808 802 9999 (12-2:30pm and 7pm-9:30pm) – National organisation offering support and counselling for those affected by rape and sexual abuse.

**Enough UK** (campaign to end violence against women and girls. Includes list of support agencies)

**Respect**: 0808 8024040 (Choose to stop: help for domestic violence perpetrators)

**Modern Slavery and Exploitation** Helpline 08000 121 700 (open 24 hours, 365 days a year)

**NSPCC** (National Society for the Prevention of Cruelty to Children) Helpline: 0808 800 5000 (Mon-Fri 8am-10pm, weekends 9am-6pm or online reporting 24 hours) – support and advice to parents, professionals and families or if you are worried about a child.

**Childline** Helpline: 0800 1111 (open 24 hours, 365 days a year). Counselling service for children and young people. 1-2-1 chat with a counsellor also available online.

**Action for Children** Telephone: 01923 361 500 (supporting children, young people and their families).

**Action on Elder Abuse** Helpline: 0808 808 8141 (working to protect and prevent the abuse of vulnerable older adults).

**Age UK website** Helpline: 0800 169 2081

**The National Careline**: 0800 0699 784 (support for older people, their carers and families).

**Frank** Helpline 0300 123 6600 (for advice and information on drugs and substance misuse).

**Mencap** Helpline: 0808 808 1111 (provides information and advice for people with a learning disability, their families and carers)

**Citizens Advice** National Helpline: 0800 144 8848 (free impartial advice over phone or online).

## 2024 Policy

Local helplines and support agencies

**Diocese Safeguarding Team** (for advice or to register concerns): telephone 01962 737317 mobile: 07921 865374 email: [safeguarding@winchester.anglican.org](mailto:safeguarding@winchester.anglican.org)

Worried about an adult?

**In an emergency phone 999**

**Hampshire Adult's Services:** 0300 555 1386 (office hours); 0300 555 1373 (out of hours)

Worried about a child?

**In an emergency phone 999**

**Hampshire Children's Services:** 0300 555 1384 (office hours) 0300 555 1373 (out of hours)

[Hampshire Domestic Abuse Service](#) – 03300 165 112

**Young People Crisis Line** (Hampshire) – 0300 303 1590 (Mon-Thurs 3pm-8.30pm). Telephone support for children aged 11-17 in Hampshire experiencing a mental health crisis.

[East Hampshire Mind](#) – 02392 498916 (office hours) for those experiencing difficulty with their mental health or wellbeing.

[Connect to Support Hampshire](#) – online information and directory of services for adult residents in Hampshire.

[Contact your Local Citizens Advice Centre](#) for free impartial advice on benefits, work, debt, housing and more.