

Christ Church

CHRIST CHURCH SAFEGUARDING VULNERABLE GROUPS POLICY

The following people need, annually, to read and understand this policy:

- ✓ Chaplains of the congregations.
- ✓ All Churchwardens of the congregations.
- ✓ Council members.
- ✓ Overall Safeguarding Officer and the Safeguarding coordinators.
- ✓ Kids church/children's ministry/pastoral care coordinators

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1. THE SAFEGUARDING POLICY

Christ Church¹ is part of the Diocese of Europe and is therefore committed to the Church of England's official policy statement on safeguarding the welfare of vulnerable groups. To aid with compliance, Christ Church has created its own policy statement that is specific to the Chaplaincy and is set out in this document.

This policy is based on the Diocesan Safeguarding Protocol, issued by the Diocese in Europe in December 2015².

This document is designed to protect children, young people and vulnerable adults and those who work with them, and to facilitate openness and trust between all the parties involved in our work at Christ Church.

Sadly it is a fact that a tiny minority of people will attempt to infiltrate any organisation to abuse members of vulnerable groups. The Church is by no means immune from this risk, as has been amply evidenced in recent years.

Guidelines help those who work with vulnerable groups to know what is expected of them and to know how to respond if a vulnerable person has been hurt or there is suspicion of abuse.

At Christ Church, we want to welcome, nurture and protect vulnerable adults and children. We are committed to:

- ✓ The care, nurture of and respectful pastoral ministry with all children and adults, where they can see themselves as a valuable part of the body of Christ.
- ✓ Help them to grow closer to God and learn more about having a personal relationship with God and to find their own place in the body of Christ.
- ✓ Treat others and be treated with respect and to consider each other as individuals with special gifts and to discover, explore and learn to use these gifts.
- ✓ The safeguarding and protection of all children, young people and adults through growing congregations that are safe and caring, and that provide a loving environment where there is a culture of informed vigilance regarding the danger of abuse.
- ✓ The careful selection and training of all those with any safeguarding responsibility within the Church, including the use of available criminal records disclosures and relevant vetting and barring schemes.
- ✓ Preventing abuse or the likelihood of abuse by encouraging and adopting a pro-active stance to safeguarding; responding to the slightest concern whether by rumour, speculation or from an anonymous source – every safeguarding concern will be taken seriously.
- ✓ Ensuring that any concern about safeguarding must be passed onto someone in the Diocesan Safeguarding Team as there are no legal barriers to sharing such concerns.
- ✓ Responding without delay to every complaint made which suggests that a child, young person or adult may have been harmed. Co-operating with the local police, relevant local agencies and any other relevant body (e.g. other faith groups) with any investigation.
- ✓ Seeking to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.
- ✓ Seeking to challenge any abuse of power, especially by anyone in a position of trust.
- ✓ Seeking 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 vulnerable adult.

Every week, throughout the chaplaincy, much valuable work is carried out by people on a voluntary basis. The contribution they make in nurturing and guiding children, young people and vulnerable adults in the Christian way of life, can never be overestimated.

What do we mean by 'safeguarding'?

Safeguarding is to ensure that we do all that is within our power to prevent abuse to vulnerable groups with whom we work and minister.

¹ The Chaplaincy of Christ Church Amsterdam and Noord Holland consists of four congregations: Christ Church Amsterdam City Centre, Christ Church Amsterdam South, The Congregation of the Holy Spirit Amsterdam ZO and Christ Church Heiloo.
For convenience sake in this document we will use the term "Christ Church" to refer to the four congregations.

² A copy of the Diocesan Safeguarding Protocol is available on the website of the Diocese in Europe
<http://Europe.anglican.org/what-we-do/safeguarding>

The definition of Vulnerable Groups includes:

- ✓ All children and young people aged under 18 years who are vulnerable because of their age and life experience.
- ✓ Any adult aged 18 years and over who may be vulnerable and in need of additional services or support in their own home or elsewhere as a consequence of their age, physical or mental incapacity, illness, financial insecurity, homelessness, status (i.e. refugees), substance misuse, etc.

What do we mean by abuse?

Abuse covers many possibilities see below. The abuse to which these groups may be subject covers a broad spectrum that includes:

Physical abuse	Discriminatory abuse
Sexual abuse	Organisational abuse
Emotional abuse	Modern Slavery
Neglect & Self-Neglect	Domestic Violence & abuse
Financial abuse	Spiritual abuse

These categories are worked out in section 6.

Our Safeguarding Policy aims to maintain a culture of 'Informed vigilance' to safeguard and promote the welfare of vulnerable groups. There are 2 key strands to our approach:

- ✓ By adopting a practice of careful identification of those involved with children, young persons or adults who may be vulnerable we aim, as far as we are able, to eliminate abuse happening. To achieve this, it is essential that we take all reasonable precautions to ensure that everyone who has regular contact (as a part of a Chaplaincy led activity) with vulnerable groups is:
 - Safely recruited and regularly subjected to safeguarding checks;
 - Provided with the appropriate safeguarding information and training.
- ✓ Where abuse is suspected or does happen, then we respond to this promptly and robustly. The 'precautionary principle' must hold, as it is always better to be safe than sorry. This includes the need to liaise with the Diocesan Safeguarding Team and to take prompt action in notifying the relevant police authorities and other relevant local agencies as necessary.

We all have a responsibility to safeguard vulnerable groups.

Everyone in the chaplaincy has a responsibility to help to ensure that children and adults are not subject to abuse in any form. It is important that if we believe that abuse is occurring that we report this to the appropriate people so that the matter can be properly dealt with. Information on how to report problems is given later in this document.

As well as these general needs there are a number of people who have special responsibilities for safeguarding. These are:

- ✓ Chaplains whose special responsibilities are explained in section 2.
- ✓ Chaplaincy Wardens whose special responsibilities are explained in section 2.
- ✓ Chaplaincy Council whose special responsibilities are explained in section 2.
- ✓ The Chaplaincy Overall Safeguarding Officer who is responsible for the overall coordination of safeguarding in the Chaplaincy. The Chaplaincy Safeguarding Officer is identified and appointed by the Chaplaincy Council. Alongside the Safeguarding Officer, Christ Church has nominated one of the Chaplains with the overall responsibility for safeguarding. Both responsibilities can be found in Appendix 4.
- ✓ Safeguarding coordinators in the different congregations and the ID checker whose special responsibilities are explained in appendix 5 & 6.

If you have any worries or concerns about our safeguarding policy or any worries about someone being abused please speak to your Safeguarding coordinator or your chaplain in absolute confidence.

People in our Chaplaincy who work with vulnerable groups

People who work with vulnerable groups are required to be checked to ensure that they have no history which might make them unsuitable for that role. Section 2 outlines who needs to be checked and why this is necessary.

Other groups who use our premises

Other (i.e. non Chaplaincy) groups who use our premises for activities involving children, young people and adults who may be vulnerable must either:

- ✓ Have their own policy in place which must include all of the diocesan requirements; or
- ✓ Commit themselves to following our policy at all times whilst using our premises.

Further information is given in appendix 8.

Reporting suspected Abuse

Everyone has a responsibility to be vigilant to spotting incidents of abuse. If you become aware of abuse in any form please tell the Chaplaincy Safeguarding Coordinator (or the Chaplain, a Warden, the Area Dean or Archdeacon) as

soon as you can. If you would prefer, you can call the diocesan confidential telephone line **+44 (0)207 898 1163** and leave a message as to your concerns. The Diocesan Safeguarding Team will get back to you as soon as possible. The diocese will then ensure that the concerns are properly investigated and will let you know what the outcome is. In addition it is of course your right and duty as a citizen to inform the local law enforcement agencies where you believe a criminal offence has been committed.

When an abuse takes place, Christ Church has a responsibility in three different areas.

- ✓ The care for the victim.
- ✓ The care for the abuser.
- ✓ The care for the congregation.

It's essential to seek professional help for the victim and their family. Also the abuser need professional help on a different level. However, it is also important to remember that the congregation is suffering when an abuse has taken place. It's very important for a congregation to realise that it's impossible to cope with these three different areas. Help from outside is needed!

There is a separate protocol "What to do with concerns and incidents" where guidance can be found on which actions and steps need to be taken and followed if an incident is suspected.

APPENDICES:

1. Questionnaire 1 for children.
2. Questionnaire 2 for vulnerable adults.
3. Why do I need a safeguarding check?
4. The work of the chaplain assigned overall responsibility for safeguarding and the overall Safeguarding Officer within the chaplaincy.
5. The work of the Safeguarding Coordinators in the congregation.
6. The work of the ID Checker.
7. Information about the training programmes of the Diocese.
8. What about non-Chaplaincy groups using our premises.

ASSOCIATED DOCUMENTS:

- ✓ Protocol "What to do with concerns and incidents.
- ✓ Confidential Declaration form for volunteers working within Christ Church.
- ✓ Membership form children and young people.

2. RESPONSIBILITIES AND SAFEGUARDING CHECKS

2.1 Key Responsibilities

Chaplains are responsible for ensuring that:

- ✓ The Chaplaincy has in place an up-to-date Safeguarding Policy.
- ✓ They are fully aware of the Diocesan Safeguarding Protocol **and** have a working knowledge of the “Christ Church Safeguarding Vulnerable Groups Policy”.
- ✓ The Chaplaincy Council is fully aware and has a working knowledge of the “Christ Church Safeguarding Vulnerable Groups Policy”.
- ✓ A ‘Safeguarding Officer’ is appointed for the Chaplaincy and Safeguarding coordinators in each of the four congregations.
- ✓ All persons who are regularly involved with activities organised by Christ Church which might involve children, young persons or adults who may be vulnerable undergo a safeguarding check as necessary.
- ✓ Any safeguarding complaint or safeguarding concern, no matter how slight, within Christ Church is immediately addressed.
- ✓ The General Annual Meeting of Christ Church receives appropriate information with the objective of seeking to keep all members of Christ Church up-to-speed on the importance of safeguarding.
- ✓ After the General Annual Meeting of Christ Church the up-to-date Christ Church Safeguarding Vulnerable Groups Policy” will be send to the Diocese.

Chaplaincy Wardens

Wardens are elected each year at the chaplaincy annual meeting, see the constitution of Christ Church.

As a Chaplaincy Warden you have particular responsibilities for safeguarding – especially where your Chaplaincy is in a ‘vacancy’ or where there is no chaplain appointed and consequently there is no one else to take a lead role within the Chaplaincy. Because of this responsibility alone you will need to be subject to a safeguarding check as a matter of course. Where there is a Chaplain in post then you are responsible for:

- ✓ Supporting the Chaplain in respect of their key responsibilities.
- ✓ In the event of any safeguarding complaint or any safeguarding concern, no matter how slight, being made against a Chaplain, bringing this to the immediate notice of the Diocesan Bishop the Archdeacon/Area Dean and the Diocesan Safeguarding Team.
- ✓ To be fully aware **and** have a working knowledge of the “Christ Church Safeguarding Vulnerable Groups Policy”.
- ✓ When it is known that a chaplain is considering leaving on sabbatical / due to retire or has another post, then the Church Wardens should agree who will take the lead on Safeguarding for that congregation.
- ✓ If an offender / or person causing concern attends the congregation then this information should be passed on from the outgoing chaplain to the relevant warden with a view to it being passed to the incoming chaplain.
- ✓ If an allegation or a concern about a child or vulnerable adult is raised during the vacancy, the Churchwardens, in co-operation with the Overall Safeguarding Officer, should immediately inform the Archdeacon and the Diocesan Safeguarding Team and seek advice to ensure that safeguarding procedures are followed. The Area Dean may be asked to fulfil the role of the Incumbent during this process.

Chaplaincy Council

Council members are elected each year at the chaplaincy annual meeting, see the constitution of Christ Church.

As a member of the Chaplaincy Council, as well as your general responsibilities as a member of your congregation you have a responsibility to:

- ✓ Support the Chaplain and Churchwardens in respect of their responsibilities for safeguarding.
- ✓ Approve and renew the “Christ Church Safeguarding Vulnerable Groups Policy” each year.
- ✓ Be aware **and** have a working knowledge of the “Christ Church Safeguarding Vulnerable Groups Policy”.

Overall Safeguarding Officer and Safeguarding coordinators

- ✓ The Overall Safeguarding Officer should be selected and approved by the Incumbent as someone who is suitable for this role, ideally having had involvement with the care of children in the past, but not an essential requirement. See appendix 4 for a description of the role.
- ✓ The Overall Safeguarding Officer is fully aware of the Diocesan Safeguarding Protocol **and** has a working knowledge of the “Christ Church Safeguarding Vulnerable Groups Policy”.
- ✓ The Chaplaincy is also required to appoint Safeguarding Coordinators for each of the four congregations, who are selected by the chaplain of the relevant congregation and approved by the leadership teams and whose responsibilities can be found in appendix 5.
- ✓ The Safeguarding coordinators are fully aware and have a working knowledge of the “Christ Church Safeguarding Vulnerable Groups Policy”.
- ✓ The DBS checks can be done by the Safeguarding coordinators, but it’s also possible to appoint a DBS ID checker. Christ Church chooses to continue with their present DBS ID checker, whose responsibilities can be found in appendix 6.

2.2 Chaplaincy roles that must always have safeguarding checks.

Role	Who is responsible for obtaining the check?
All licensed clergy of this diocese, all clergy who hold the Bishop's Permission to Officiate (PtO), and all ordinands	The individual in conjunction with the Diocesan Office
Clergy of the Church of England or from a Church in Communion with the C of E who do not hold the Bishop's Permission to Officiate for this diocese who are invited to preach or preside at any service and who will not be directly supervised at all times by a priest who has already been checked.	Diocesan Office will advise on the need for checking <i>(NB In accordance with Canon Law a priest or deacon who holds a licence from another bishop of the Church of England may minister (i.e. unsupervised) in a Diocese in Europe congregation for a period not more than 7 days consecutive in a 3 month period without PtO. Nevertheless, these clergy must complete the safeguarding checks in conjunction with the Diocesan Office.</i>
Visiting preachers, lay or ordained, from Churches not in communion with the Church of England who will not be directly supervised at all times by a priest who has already been checked.	The individual in conjunction with the Diocesan Office
All Licensed Readers, Readers in Training, Readers with the Bishop's Permission to Officiate (PtO). All ordained or lay ministers of Churches not in Communion with the Church of England who are authorised to preach or take services of the word under the provision of the Ecumenical Canons.	The individual in conjunction with the Diocesan Office <i>(If the individual is a visitor please always check first with the Diocesan Office).</i>
Overall Safeguarding Officer.	The individual in conjunction with: <ul style="list-style-type: none"> • Where this is a replacement role: the existing Chaplaincy Safeguarding Officer; or • Where this is a new role (or the pre-existing Safeguarding Officer is not available) the Diocesan Safeguarding Team will advise.
Safeguarding coordinators. ID checker.	The individual in conjunction with the Overall Safeguarding officer.
All Church (i.e. Chaplaincy) Wardens (on the basis that they may be required to lead the Chaplaincy in the absence of the Chaplain)	The individual in conjunction with the Overall Safeguarding Officer.
All congregational worship leaders	The individual in conjunction with the Overall Safeguarding officer or Safeguarding coordinator.

Who else need a safeguarding check?

The need for a safeguarding check depends on a number of matters relating to the individual and the role the volunteer is going to undertake. The questionnaires are used to walk through the necessary steps to help to identify who else in the congregation needs a safeguarding check.

Because the best practice for safeguarding checks is different for children (i.e. those under 18 years) and adults (i.e. those aged 18 or over) the volunteer need to answer the questions in the appropriate questionnaire (or in both questionnaires if the volunteer is involved with both children and adults). The questionnaires are as follows:

- ✓ Questionnaire 1 covers activities involving children, see Appendix 1.
- ✓ Questionnaire 2 covers activities involving adults who may be vulnerable, see Appendix 2.

In both of the questionnaires the safeguarding coordinator has to answer a series of simple 'yes/no' questions and follow the simple instructions which will identify whether the volunteer need a safeguarding check or not.

In Appendix 3 the volunteer can read more about why they need a safeguarding check.

2.3 The approval process administered within the chaplaincy is as follows:

Kid's church/children's ministry has group leaders and helpers.

Group leaders must have completed the approval process **and** the certificates confirming a non-conviction record from the relevant countries.

Helpers have to complete the approval process. Helpers always work under the supervision of an approved leader.

All existing leaders must complete this process before October 2016 at the latest.

Renewal of forms and certificates, confirming a non-conviction record, need to happen every five years. New certificates will be required for any countries that they have resided in for more than 6 months in the previous five years. For most volunteers only a renewed Dutch VOG certificate will be required, but if for example the volunteer moved to Spain for six months or more, during the five years, then a Spanish certificate would also be required.

Safe Recruitment and Approval Process Overview		
	Churchwardens Congregational worship leaders (CWL) Overall Safeguarding officer Safeguarding Coordinators ID checker Overall ministry coordinators Group Leaders	Helpers (not frequent or intensive*)
1	A volunteer, before he or she can be approved to lead a group or visit a vulnerable adult, attends Christ Church for at least 6 months.	
2	The appropriate ministry coordinator discusses the suitability of the volunteer with the chaplain of their congregation, before approaching the volunteer. The appropriate ministry coordinator interviews the volunteer and explains the role.	
3	The name of the volunteer is given to the appropriate Safeguarding Coordinator.	
4	The volunteer completes a self-declaration form which includes the names of two referees . One referee can be the chaplain, or an Assistant Chaplain or a Warden, who has fulfilled the full safeguarding process and on the basis that he/she has known you for a minimum of two years. Where this is not the case then references must be asked from the relevant incumbent of their last parish. The other referee should be someone who has known you for at least 2 years. If neither applies then please speak to your safeguarding coordinator. The volunteer makes a photocopy of their passport or shows the passport to the Safeguarding coordinator.	
5	The volunteer meets with the safeguarding coordinator and returns their paperwork. The Safeguarding Coordinator explains the safeguarding policy, including the procedure and guidelines to the applicant. Congregational Worship Leaders, Group leaders and helpers need to read the summary of Christ Church Safeguarding Vulnerable Groups Policy.	
6	The Safeguarding Coordinator will send a reference proforma to the referees.	
7.	The volunteer need to follow a e-learning programme. The Safeguarding coordinator will inform the volunteer about which e-learning programme need to be followed.	
8	The safeguarding coordinator starts the online procedure for a free V.O.G. certificate (Verklaring Omtrent Gedrag). The volunteer needs to finalise this procedure and after receiving the VOG, gives this to the safeguarding coordinator.	
9	The safeguarding coordinator informs the ID checker if a UK DBS check is required **. The ID checker completes the DBS procedure with the applicant.	
10	The volunteer with the safeguarding coordinator's help, applies for certificates confirming a non conviction record from other countries that he or she has lived in for more than 6 months since the age of 16***.	
11	A Helper may start working while awaiting references, but must be under the supervision of a qualified leader.	
12	A Group Leader cannot start leading a group independently until the approval process is completed and permission has been given by the safeguarding coordinator.	
13	When all relevant paperwork has been seen by the safeguarding coordinator, the approval process is complete. The safeguarding coordinator lets the relevant ministry coordinator(s) know that the applicant can begin.	

* All helpers who work in a regulated activity with a vulnerable person or group on a frequent or intensive basis, require certificates confirming a non-conviction record for any countries that they have resided in for more than 6 months since the age of 16. Frequent means once a week or more; intensive means four times a month or more.

** Anyone who has resided in Britain for more than 6 months will be required to receive a DBS check.

*** The Safeguarding Coordinator, in consultation with the Diocese's Safeguarding Administrator, will determine which other certificates of confirming a non-conviction record are necessary and feasible.

2.4 Certificates of non-conviction records

Dutch Online VOG (certificates of non-conviction record) process is as follows:

1. The Chaplaincy (Christ Church Amsterdam and Heiloo) has an account for the free VOG online, through Connectis e-herkenning
2. To apply the Safeguarding Coordinator needs the full name, date of birth and the email address of the person for whom the certificate is needed. After logging on, the Safeguarding Coordinator follows the steps and prepares the application.
3. An email of the "Ministerie van Justitie en Veiligheid" will then be sent to the applicant to complete the form. The applicant will need to have a DigiD to be able to login in on the website.
4. If a volunteer does not have a DigiD, he/she need to go to the gemeente to fill in a form to ask for a VOG, the costs will be paid back by the treasurer of the congregation.
5. The certificate will be sent to the address of the applicant within a few days/weeks. The applicant sends (a copy) of the VOG to the Safeguarding Coordinator.

The DBS process is as follows:

1. The ID Checker send an email to the Diocese with the details of the person who needs to be checked.
2. The Diocese emails that person and gives them instructions on how to complete their application and a list of which documents need to be checked.
3. The applicant will need to show the ID Checker or the Safeguarding Coordinator (South, Heiloo and Congregation of the Holy Spirit ZO) these documents (originals) and also give a photocopy (or allow to make a photocopy).
4. The ID Checker/Safeguarding Coordinator will sign the photocopy of the documents to confirm they are true copies of the originals.
5. The Safeguarding Coordinator (South, Heiloo, Congregation of the Holy Spirit ZO) will scan them in and email them to the ID Checker. The ID Checker will send it to the Diocese.
6. The Diocese will then submit the application for the DBS check.
7. If the person is cleared to work with children/vulnerable adults, the ID Checker will receive email confirmation that everything is OK, and the applicant will receive their certificate in the post
8. If the person is NOT cleared, then the Diocese will contact the Overall Safeguarding Officer to discuss what happens next.

Certificates of other countries

The Safeguarding coordinator will inform the volunteer how to get certificates of non-conviction from other countries:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

2.5 Other important notices

- 2.5.1 All volunteers who work with vulnerable people should be aware that they are in a position of trust and that they will be seen as role models. All church workers should, therefore, conduct themselves in accordance with these guidelines and the reasonable expectations of someone who represents Christ's Church
- 2.5.2 All voluntary roles needs to have a job description.
- 2.5.3 All volunteers must follow the e-learning program of the Diocese of Europe. There are two e-learning programs; one about abuse with children and young people and one about abuse with vulnerable adults. The chaplains, the Overall Safeguarding Officer, the Safeguarding coordinators and ID checker must complete both e-learning programs. Volunteers in Kids church/children's ministry will follow the e-learning programme for children and all other volunteers will follow the e-learning programme for adults. The Safeguarding Coordinators will inform about how to get access to the e-learning. More information is in appendix 7.

- 2.5.4 Declaration forms will be kept in a special place, depending on the congregation, see 4.8 till 4.10, during the time that the volunteer is active. When the volunteer stops being active and/or leaves Christ Church, the declaration forms will be kept for a period of time. It's currently under discussion for how long forms will be kept for and after which period of time forms will be duly destroyed.
- 2.5.5 Christ Church is committed to creating and maintaining a safe atmosphere/environment and to promote the welfare of, and prevent harm to, our children, young people and vulnerable adults. This includes:
- ✓ Having a picture of the safeguarding Coordinator visible in each congregation, this can be on a notice board or in a bulletin.
 - ✓ Having a small notice in the weekly notice sheet about being vigilant for vulnerable groups and who to speak with if someone has a concern.
 - ✓ Giving a spoken notice to each congregation about creating and maintaining a culture of informed vigilance for vulnerable groups at least once a year in each congregation.
- 2.5.6 The Christ Church Safeguarding Vulnerable Groups Policy shall be approved by council annually with an implementation report. Every 5 years a thorough review of the policy will be undertaken.

After approval, annually, the Christ Church Safeguarding Vulnerable Groups Policy needs to be send to the Diocese (Diocesan Safeguarding Manager) together with an overview of all the people in the chaplaincy whom have had a safeguarding check see section 7 of the Diocesan Safeguarding Protocol.

2.6 Working with adults in their own home

This good practice/safeguard guidance is intended for those working in roles that involve visiting adults (who may or may not be vulnerable) in their own homes on behalf of the church. This includes visiting adults who reside in residential/care homes.

- ✓ Visits should always be made by two adults unrelated to each other, unless all safeguarding checks have been completed and remain valid for a lone visitor.
- ✓ Wherever possible, carry a mobile phone on a home visit, and ensure that someone knows where you are and when you are expected to return.
- ✓ Wherever possible avoid calling unannounced - call by arrangement, if appropriate telephoning the person just before going.
- ✓ If not known to the person you are visiting, carry identification and/or a note of introduction from the church.
- ✓ Always knock on the door before entering a room in a residential/care home, respecting the person's home and possessions.
- ✓ As a general principle, don't give your home phone number or address. Instead, where possible, leave information about a central contact point –for example your chaplaincy office.
- ✓ Be clear about boundaries – keep to agreed limits on how much time you will spend with someone and how often you visit.
- ✓ Be clear about what behaviour is and is not acceptable from the vulnerable adult.
- ✓ Always consider your own vulnerability before visiting someone in their own home. If there are any concerns or risks known before the visit is undertaken, give careful consideration to whether the visit is absolutely necessary, or whether you should be accompanied by another adult. When informally assessing risk be aware of the location you are visiting, any other people who may be present at the property, any pets, environmental hazards or other potential risks to your safety.

3. GUIDELINES FOR THE CARE AND PROTECTON OF CHILDREN

In all our work with children and young people we seek to encourage an atmosphere that is both fun and safe. Our aim is to offer groups that are of a high quality, honouring to God and characterised by mutual respect, trust and co-operation. Children are amongst the Church's most precious treasures and, as Christians, we delight in sharing Jesus' love with them. We do, however, have to be prepared for the rare occasions when a young person is hurt or abused.

It's very important that the work is always done in a way that respects each child and young person's right to think and choose for themselves. God has granted each one of us the freedom to choose how to respond to Him and when working with children and young people we must make sure we respect this. It is inappropriate to use our position as an adult/leader to in anyway pressurise a child/young person into believing or doing something they do not wish to. It is also important to always express respect for other views – especially when we know it is or could be, the view of a parent or other adult they are close to.

- 3.1 Work and activities should be planned so as to minimise opportunities for the abuse of children and for false accusations being made against adults, as far as this is possible. This will include adhering to the guidelines below.
- 3.2 Leaders should be conscious of situations in which their actions, however well intentioned, could be misconstrued by others as harmful.
- 3.3 All groups should have an appropriate leader to child ratio (see 4.1). In our context, we shall follow the principle of one leader minimum per group, of at least 18 years of age and one helper.
- 3.4 If the group has both male and female children, it should ideally include both male and female leaders/helpers where possible.
- 3.5 Where possible, a leader should not be alone with just one child.
- 3.6 Leaders and helpers are to avoid sustained physical contact with children.
- 3.7 Leaders are encouraged to communicate to those in their care a clear discipline policy that might include rules, rewards and sanctions.
- 3.8 Where there are disciplinary problems, a leader should calm the situation, and then talk to the relevant Kids Church Coordinator and the parents. In situations of conflict, if at all possible, leaders are not to physically touch or restrain children.
- 3.9 The following health and safety procedures should be familiar to all leaders and helpers:
 - ✓ Maintenance of a register for all meetings, and a record of children, their parents and contact telephone numbers.
 - ✓ Operation of a no smoking/alcohol/drugs policy when caring for children.
 - ✓ Awareness of the fire procedure, including the locations of the nearest fire exits and fire extinguishers/hoses.
 - ✓ When leading a group/meeting always have a present working mobile phone on.
- 3.10 If you become aware of abuse in any form please tell the Safeguarding coordinator (or the Chaplain, a Warden, the Area Dean or Archdeacon) as soon as you can.
- 3.11 Incidents involving any possible allegation of abuse or assault made against another person should be immediately reported verbally to the Safeguarding Coordinator of the chaplaincy (and as appropriate to the chaplain and the churchwardens of the congregation) and followed up in writing as soon as possible. For record keeping see document "What to do with concerns and incidents".
- 3.12 Ideally, there should always be someone present in church who has been on a first aid course. In the case of an accident, emergency first aid can be given. A parent or guardian must then be contacted. When appropriate, the emergency services should be contacted.

- 3.13 Parents who want their child(ren) to be part of Kids Church should first see the Kids Church/children's ministry Coordinator. Before a child joins a group within the church, parents or guardians should fill in a membership form.
- 3.14 Leaders must ensure all children aged seven or under are collected by a parent or guardian (a guardian must be over 16 years old). Clear collection or delivery instructions should be communicated to everyone.
- 3.15 Written consent from a parent/guardian must be given for all trips, most of which will be covered by the membership form. Any trips or outings should be well-organised, appropriate extra leaders recruited and transport deemed to be safe. Drivers should ensure they have car occupant insurance.
- 3.16 Children who are visiting Christ Church are welcome in Kids church without filing in a membership form. It is not necessary for parents, who remain present throughout the activity, to complete the safeguarding procedure. But this is always under the supervision of a qualified person.
- 3.17 Visitors, occasional leaders and guest speakers are not required to complete a declaration form, but should not, therefore, be left alone with children.
- 3.18 Appropriate support and training of leaders about Kids work should be provided.
- 3.19 There is one Advisory Group for Christ Church. The purpose of the Advisory Group is: In case of a possible suspicion of child abuse, to reflect and advise on possible procedures and follow-up. Preferably the Advisory Group should be composed as follows:
- ✓ One of the Ministers.
 - ✓ A person with legal training.
 - ✓ A person with advanced training in child care, child psychology, or social work.
 - ✓ Overall Safeguarding Officer, see 4.5 for the composition

4. PRACTICAL NOTES TO ACCOMPANY THE SAFEGUARDING POLICY.

4.1 What is the appropriate ratio of children to leaders?

According to the local authorities in the UK, the ratio is:

Age of children	Every group has to have a minimum of one leader and one helper	Ratio
0-2 years	6 children to 1 leader and 1 helper	1: 3
2-3 years	8 children to 1 leader and 1 helper	1:4
3-8 years	12 children to 1 leader and 1 helper	1:6
9 years and above	16 children to 1 leader and 1 helper	1:8

If there are children with disabilities or special needs, more adults may be needed.

4.2 Practical rules.

Not enough leaders for a particular meeting?

Find more leaders or cancel the meeting.

Need more time with or need to give more attention to a particular child?

Explain the reasons for this to other leaders.

What if a child needs to go to the toilet?

This is a particularly sensitive area. Always respect the child and keep involvement to a minimum.

Giving a child a lift in your car?

Where possible, have two adults/leaders in the car. If this is not possible and there are only one or two children ask them to travel in the rear seats rather than the front passenger seat.

Collecting things from a cupboard etc.?

Leaders should not be alone with a child in a cupboard or in any other area. Where possible, all materials should be collected before the session and returned after the children are out of your care.

4.3 When private counselling is requested.

Youth workers, members of the clergy and, in certain circumstances, volunteers, may be required to counsel children and young people alone. This should be avoided if at all possible. Ideally, this should take place in a building where other adults are present, or other adults should be informed when, where and why this is occurring. Parents should be informed that this has occurred, although the contents of the conversation may well remain confidential. It is essential that leaders always operate in a professional way and remain accountable to one another.

4.4 Composition of the Advisory group (see section 3.19):

- ✓ Alan Strange (Senior Chaplain).
- ✓ Eda Visser-Vos (Overall Chaplaincy Safeguarding Officer).
- ✓ Corinne de Klerk (person with legal training).
- ✓ Lizbee Forster (person with advanced training in child psychology).

4.5 Role of the Chaplain with responsibility for safeguarding within the chaplaincy.

One of the chaplains will always have the responsibility for Safeguarding in Christ Church. See appendix 4 for a description of the role.

- 4.6 The Overall Safeguarding Officer and Safeguarding Coordinators
- ✓ The official Overall Safeguarding Officer of the chaplaincy is Mrs. Eda Visser-Vos and registered as such in the Diocese. She is also the Safeguarding Coordinator for City Centre.
 - ✓ The Safeguarding Coordinator for Amsterdam South is Mrs Celeste Stanton.
 - ✓ The Safeguarding coordinator for the Congregation of the Holy Spirit, Amsterdam Zuidoost is Mrs Daisy Crabbe.
 - ✓ The congregation of Heiloo has no Safeguarding Coordinator at the moment.
- 4.7 The DBS ID checker.
- The DBS ID checker of Christ Church is Mrs Ruth Paans.
- 4.8 Special information about Christ Church Amsterdam City Centre
- ✓ The overall Kids Church Coordinator is Mrs. Ez Storm.
 - ✓ The crèche coordinator is Mrs. Sandy Melles.
 - ✓ The membership forms will be reviewed by the Safeguarding Coordinator and any significant information will be shared with the Kids Church Coordinator and, if needed, with the crèche coordinator.
 - ✓ The membership forms and declaration forms will be filed and kept in a filing cabinet in the chaplains office.
 - ✓ The first aid kit is located in the Kids Church room of Solid Rocks and in the office.
 - ✓ Kids Church has a special form with the Fire regulations, these regulations are part of the Fire regulations of City Centre.
- 4.9 Special information about Christ Church Amsterdam South
- ✓ The Overall Kids Church Coordinator is Mrs. Marieke Cats and the Youth Coordinator is Mr Dave Thomas.
 - ✓ There are three age groups; the Little stars (2-4years old), the Rock Stars (4-12 years old) and a Youth group (13-17 years old).
 - ✓ An unstaffed crèche room is available for parents to take their children.
 - ✓ The membership forms will be filed and kept in a cupboard at the home of the Coordinator. The membership forms will be reviewed by the Safeguarding Coordinator and any significant information will be shared with the Kids Church Coordinator(s).
 - ✓ The Declaration forms will be filed and kept in a cupboard at the home of the Safeguarding Coordinator.
 - ✓ Kids Church follows the Fire regulations of the British School. The first aid kit is located on the wall between rooms 106 and 108. There is another First Aid at the reception desk.
- 4.10 Special information about The Congregation of the Holy Spirit, Zuidoost
- ✓ The Kids Church Coordinator is Mrs Samantha Zerah. Kids church is just starting.
 - ✓ The congregation will follow the fire regulations of the “Kerkcentrum De Nieuwe Stad”. There are two fire extinguishers in the hall and the fire regulations are pasted at the entrance of the hall. The first aid kit is located in the kitchen.
- 4.11 Special information about Christ Church Heiloo
- ✓ The overall coordinator for the Sunday Children’s Ministry (0-12’s) is Mrs. Georgina Blight.
 - ✓ The Crèche & JAM groups (0-6s) is coordinated by Mrs. Georgina Blight.
 - ✓ The SLAM group (7-12s) is coordinated by Mrs Georgina Blight.
 - ✓ More2Life (13-17s) on alternate Friday nights is overseen by Mrs. Andrea Williams. The membership forms are held by Mrs Williams.
 - ✓ The membership forms will be reviewed by the Safeguarding Coordinator and any significant information will be shared with the Children’s Ministry Leader.
 - ✓ The membership forms of Crèche, JAM and SLAM and the declaration forms will be filed and kept at the home of the Children’s ministry Coordinator.
 - ✓ The Children’s Ministry will follow the fire regulations of the Ter Coulster kerk. The Ter Coulster kerk does not currently have any fire regulations.
 - ✓ There are fire extinguishers in the following locations:
 - Kitchen -1x water based extinguisher.
 - Side kitchen -1x fire blanket & 1x powder based extinguisher.
 - Original entrance (now the back entrance)1x water hose.
 - Large worship area (which Christ Church Heiloo only uses occasionally) 2x water hose.
 - ✓ The first aid kit is located under the serving counter in the church kitchen.

5. SOME USEFUL TELEPHONE NUMBERS & WEBSITES

At all of these numbers, they will either be able to speak English themselves, or find someone else who does.

Emergency Services

T: 112

Police

T: 0900 8844

Veilig Thuis: Meldpunt huiselijk geweld & kindermishandeling/Child abuse Advice & information.

T: 0800-2000 (free 24/7)

Web: www.vooreenveiligthuis.nl

Bureau Jeugdbescherming Amsterdam
For advice, coaching and protection in case children are abused or parents having problems in their education.
Bureau Jeugdbescherming

T (020) 487 82 22 (Amsterdam)
info@bjaa.nl
Web: www.bjaa.nl

T: (088) 777 80 00 (Haarlem)
Web: www.bjznh.nl

Child Line (Kindertelefoon)
(2pm to 8pm every day)

T: 0800 0432

Meldpunt seksueel misbruik in de kerk/Sexual abuse within the church.

T: 030 – 3038590
Web: www.smpr.nl

In veilige handen
How to make your organisation safe

www.inveiligehandenvl.nl

Overall Safeguarding Officer

Mrs. Eda Visser-Vos
020 4120623/M 0630632051
Email: safecarechristchurch@gmail.com

The Diocesan Safeguarding team:
This is an answering machine service.
Leave your name and phone number and a member of staff will return your call asap.

Main telephone for enquiries
T: +44 (0) 2078981150

Diocesan Safeguarding manager

Mr. Ian Carter
Email: ian.carter@churchofengland.org

Diocesan Assistant Safeguarding Manager

Mrs. Tola Akinde-Hummel
E: tola.hummel@churchofengland.org

Diocesan Safeguarding Administrator

Mr. Mark Gregory
Email: Mark.Gregory@churchofengland.org

The Diocesan Confidential Reporting line
This is an answering machine service.
Leave your name and phone number and a member of staff will return your call asap.

T: +44 (0)207 898 1163

6. WHAT IS ABUSE

Definition of Child Abuse

Child abuse can be any and all forms of threatening or violent interaction of a physical, psychological or sexual nature as perceived by the minor which parents or any other person with whom the minor has a dependent or unfree relationship can actively or passively force on the minor through which serious damage can or may or will be inflicted upon the minor in the form of any and all physical or psychological harm.

The abuse to which these groups may be subject sadly covers many possibilities. Here are some typical examples which can and do occur. Many forms of abuse apply equally to all age groups and this is reflected in the information presented below.

There are a number of different types of abuse which include

- ✓ Physical Abuse
- ✓ Sexual abuse
- ✓ Emotional abuse (e.g. bullying or other undue pressure which may or may not be linked to other forms of abuse)
- ✓ Neglect & Self-Neglect
- ✓ Financial abuse
- ✓ Discriminatory abuse
- ✓ Organisational abuse
- ✓ Modern Slavery
- ✓ Domestic Violence and abuse
- ✓ Spiritual abuse

These are explained in more detail below. (NB It is important to note that this list does not cover all the possibilities. One single symptom may not indicate that abuse is taking place. In some situations (e.g. domestic violence) there may be more than one form of abuse being present and all known facts need to be considered.

Please be aware that you may find some of the descriptions distressing

Physical Abuse

Physical abuse involves hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical injury. Physical harm may also be caused when a parent or carer invents the symptoms of illness in a child, or deliberately makes them ill. This was formerly referred to as Munchausen's Syndrome. The symptoms of physical abuse may range from bruising, cuts, abrasions, and small burns (often on areas of the body covered by clothing and where it would have been unlikely to have been caused accidentally) to more serious injuries such as fractured limbs and extensive burns or scalds. Those who have been abused may appear to be withdrawn, fearful, or indeed unduly aggressive.

Sexual Abuse

(The law varies in different countries but, in the Church of England and for the purpose of this policy, the minimum 'age of consent' for heterosexual or same sex relationships is always taken to be sixteen years of age.)

Sexual abuse covers a wide range of potential problems including forcing or enticing a child, young person, or an adult who may be vulnerable to take part in sexual activities. These may not necessarily involve a high level of violence and very young people may be unaware of what is happening. The activities may be:

- ✓ Of a direct nature such as:
 - Physical contact, including assault by penetration (i.e. rape in all its forms including anal and oral sex)
 - Non-penetrative acts such as masturbation, inappropriate kissing, rubbing and touching either inside or outside of clothing.
- ✓ Of a more 'indirect' nature involving the abused (particularly children and young persons) being:
 - Involved in looking at sexual images, or in the production of them, including 'sexting'.
 - Required to watch sexual activities.
 - Encouraged (especially children) to behave in sexually inappropriate ways.
 - Groomed in preparation for abuse (including via the internet and other social media).
 - Not involving children directly, but being in possession of child pornography, producing it, distributing/sharing it, or viewing it (for inappropriate reasons). This includes photographs, images held on computers, memory devices, mobile phones, video/DVD, etc.

You should note that sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can children.

It is almost impossible to recognise symptoms of sexual abuse which will result in abnormal medical conditions. It requires highly experienced medical professionals to diagnose abuse in this highly sensitive area.

Apart from medical symptoms, those who have been abused may present as being withdrawn, fearful of adults/carers, have unexplained sums of money, or gifts or (in the case of children) show inappropriate sexual knowledge for their age, or preoccupation with genitalia.

Emotional Abuse

The result of any form of physical or sexual abuse on an individual can be profound in respect of its emotional impact. In some cases the implications for their mental health can be far reaching. Emotional abuse can also be as a consequence of non-physical/sexual contact and may therefore be very difficult to detect unless witnessed. Typical forms of such abuse include:

- ✓ Verbal bullying (including cyber bullying).
- ✓ Constant implications of the lack of worth.
- ✓ Constant 'putting down' of the individual or setting of unattainable expectations.
- ✓ Conversely, being over protective to the individual and preventing them from achieving their own expectations.
- ✓ Making the individual feel unwanted, unloved etc.
- ✓ Preventing the individual from being able to express their views, meet with others etc.
- ✓ Witnessing the abuse of others (for example children witnessing domestic violence are particularly vulnerable).

It is very difficult to recognise physical signs of emotional abuse but it may manifest itself by a lack of self-confidence, poor interaction with carers, parents or figures in authority, communication difficulties, self-harming (i.e. self-inflicted wounds) and, for children, developmental delay.

Neglect

Neglect is the persistent failure to meet a person's basic physical and/or psychological needs which is likely to result in a serious damage to health and well-being (and, for a child, in their development).

Neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home, or abandonment, failing to protect a child/adult from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of a person's basic emotional need or not responding to them.

The results of neglect may be obvious. The individual will be inappropriately dressed for the weather conditions, dirty, unkempt, poor personal hygiene, low weight and height for age, poor skin, and hair condition, constant hunger, voracious appetite, hiding food etc. But beware neglect which is masked by appearances when the individual is presented in public.

Self-Neglect

This is failing to care for your own personal hygiene, health or surroundings. It includes hoarding, but more usually concerns the neglect of food, water, clothing, shelter, hygiene, medication and safety precautions.

Possible indicators of Self-neglect include; dehydration, malnutrition, untreated or improperly attended medical conditions, poor personal hygiene, hazardous or unsafe living conditions (e.g. no indoor plumbing, unsafe wiring, no heating), unclean living quarters (e.g. animal infestation), lack of medical aids (e.g. glasses, hearing aids, dentures, mobility aids).

Financial abuse

This is the illegal or improper use of someone's property, finances or other assets without their informed consent, or where consent is obtained by fraud. It includes withholding of money or unauthorised or improper use of a person's money or property, usually to their disadvantage.

Possible indicators of financial abuse include: Change in financial habits – for example being unable to pay for services; A sudden loss of, or reduction in assets; Personal possessions being removed from the home; Additional names being included on a bank account; Important documents, e.g. bank statements, go missing; Unusual interest by a relative, friend or someone else in financial matters, especially if little real concern is shown for anything else.

Discriminatory Abuse

This is when one person is treated less favourably than another because of prejudice about their age, gender, gender-identity (a person's inner sense of being 'male' or 'female'), disability, ethnicity, sexual orientation, religion or belief.

Possible indicators of discriminatory abuse include; using words or comments which indicate prejudice towards a person because of their: age, gender, gender-identity (a person's inner sense of being 'male' or 'female'), disability, ethnicity, sexual orientation, religion or belief. It includes neglecting someone, or treating them less favourably because they are from a minority group or have a particular characteristic or need, and any treatment which is hostile, humiliating, intimidating, degrading or offensive.

Organisational Abuse

This takes place in settings where a number of people are being cared for (residential homes, hospitals, etc.) and will often affect a number of vulnerable people. It includes neglect, poor practice, ill-treatment and most other forms of abuse.

Possible indicators of Organisational abuse include: Serious or persistent failure to meet the needs of the adults with care and support needs in an organisation; Staff/workers show apathy, depression, withdrawal; Lack of flexibility, lack of options and choice offered by an organisation; Lack of privacy and or confidentiality – for example mail being intercepted or private matters being discussed in public; Lack of appropriate care.

Modern Slavery

This is a global problem that transcends age, gender and ethnicities and affects 29.8 million people approximately. It includes victims brought from overseas and local vulnerable people being forced to work against their will in many different sectors, including prostitution, illicit drugs and other organised crime, farm and domestic labour, building sites and factories.

Possible indicators of Modern Slavery include: Physical Appearance - signs of physical or emotional abuse, look malnourished or unkempt, or appear withdrawn; Isolation - rarely allowed to travel on their own, seeming under control or influence of others, rarely interact or appear unfamiliar with their neighbourhood or where they work; Poor Living Conditions - living in dirty, cramped or overcrowded accommodation, and/or living and working at the same address; Few/No Personal Effects - no identification documents, have few personal possessions and always wear the same clothes day in day out. What clothes they do wear may not be suitable for their work; Restricted Movements - victims have little opportunity to move freely and may have had their travel documents retained, e.g. Passport.

Domestic Violence and Abuse

Any incident of threatening behaviour, violence or abuse between two people aged 16 years or over, who are or have been in a relationship together, or between family members regardless of gender or sexuality. It includes physical abuse, emotional abuse, forced marriage and honour-based crimes.

Possible indicators of Domestic Violence and Abuse include: Seeming afraid or anxious to please their partner/family member; Going along with everything their partner/family member says and does; Checking in often with their partner/family to report where they are & what they are doing; Receiving frequent, harassing phone calls from their partner/family member; Talking about their partner/family member's temper, jealousy, or possessiveness; Failing to appear at meetings, events, etc. often without notice. Other signs and symptoms may be similar to those of physical, sexual or emotional abuse.

Spiritual Abuse

Spiritual Abuse is not specified in the standard ten statutory definitions of abuse affecting adults but it is of concern both within and outside faith communities including within the Church of England. Spiritual abuse involves mistreating a person in the name of God, faith or religion – the exact nature of the mistreatment may fall within the definition of one of the categories of abuse that we have already covered.

Possible indicators of spiritual abuse include: Financial abuse - may include persuading or coercing people to include the church in their wills, or telling people that God would want them to make a financial gift; Emotional abuse - which may include telling the person they are evil or possessed and threatening to abandon them or isolating them because of this. It may also include behaviours such as telling a person that an illness is punishment for their sins; Physical abuse - may include beating, shaking, burning, cutting, stabbing, semi-strangulating, tying up/restraint, or rubbing chilli peppers or other substances on genitals typically as punishment for being evil or possessed; Sexual abuse - adults that are spiritually abused may be particularly vulnerable to sexual exploitation, this may be because they feel powerless and worthless and feel they will not be believed if they tell someone about the abuse; Neglect - may include failure to care for an individual in a variety of ways, for example the failure to ensure appropriate medical care, supervision, good hygiene, nourishment, clothing or heating due to the person being considered evil or possessed

To emphasise again what has been previously stated, the indicators of abuse outlined above must not be taken in isolation. In some situations (e.g. domestic violence) there may be more than one form of abuse being present. The list is not definitive, neither is it exhaustive.

If you suspect or are told that a child is being abused?

- ✓ Speak at once to your Safeguarding Coordinator or your chaplain. If neither person is available, speak to one of the members of the Advisory group or your churchwarden. If appropriate the chaplain will discuss the concerns with the Bishop, who, with the Diocesan Safeguarding Advisor, will decide with the chaplain what action to take. If you are not happy with that advice, take your concerns directly to the police or to the Diocesan Confidential Reporting line Tel +44 (0)207 898 1163.
- ✓ Any concerns around a child, or the conduct of an adult towards a child, should be reported to the safeguarding Coordinators, the chaplain or the Advisory group. If the suspected abuse is by your chaplain, inform the Bishop or Archdeacon.
- ✓ Any report of suspected abuse should be taken seriously, recorded in writing, signed and dated.
- ✓ If you are at all worried about an immediate risk, contact the police. If you have concerns you would like to talk about, you could ring one of the numbers mentioned below under section 5.
- ✓ More details about what need to be done is found in the document "What to do with concerns and incidents".

Actions to take in the event of a child/young person telling a leader/helper about abuse:

- ✓ Always listen carefully to children and support them, but do not try to ask questions or interview or make suggestions to the child. Show acceptance of what the child/young person says (however unlikely the story may sound). Above everything else listen, listen, listen.
- ✓ Offer genuine sympathy to a child who says they have been threatened and do not make promises you cannot keep. Never promise not to tell anyone or keep it a secret. Tell the child/young person you will need to let someone else know.
- ✓ Keep calm. Look at the child directly.
- ✓ Reassure the child or young person that they have done the right thing by telling someone. Even when a child/young person has broken a rule, they are not to blame for the abuse.
- ✓ Be aware that the child may have been threatened or bribed not to tell.
- ✓ **Never push for information.** If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.
- ✓ Write up what you have been told as soon as possible using the child or young person's own words to describe the abuse. Remember to sign and date this record.
- ✓ Contact the Overall Safeguarding officer or the Safeguarding Coordinator immediately!
- ✓ The Overall Safeguarding officer or Safeguarding coordinator must follow the protocol "What to do with concerns and incidents."

Helpful responses:

- ✓ You have done the right thing in telling/ I am glad you have told me.
- ✓ That must have been really hard.
- ✓ It's not your fault.
- ✓ I will help you.

Don't say:

- ✓ 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.
- ✓ Never make statements such as "I am shocked, don't tell anyone else".
- ✓ Don't criticise the alleged perpetrator.
- ✓ Don't ask leading questions like e.g. "was it your dad....".
- ✓ Consider your own feelings and seek pastoral support if needed.

Who might be a possible abuser?

Abusers may be either men or women – and indeed can include children abusing other children or adults who are vulnerable. There are no stereotypes and typically abusers will appear to others as perfectly ordinary people when in public. The abuser may be a member of the family or a trusted friend (of the family or the individual). Statistically the incidence of abuse by someone completely unknown to the social group, the family, or the individual is unusual. Child sex offenders will often seek to ingratiate themselves into an organisation or family to gain trust and acceptance. This is a part of their grooming strategy aimed at gaining unrestricted access to their intended target at some stage in the future. The openness and generous welcome of the Church makes it particularly vulnerable to this type of abuser. They may also befriend the child through gifts, 'kindness' and the like. This again is aimed at gaining the child's confidence with the ultimate objective of committing abuse. Very often these forms of 'grooming' go on for a long time before the offence takes place.

<p>Please use this questionnaire if the activities involve CHILDREN (aged under 18 years). Simply answer 'yes' or 'no' to each of the questions^{*1*}^{*2}. Then follow the guidance at the end of each step. If you have any queries please contact the Diocesan Safeguarding Team.</p>	
Step 1: A question about <u>your</u> age	
Are you aged 18 or over?	
<p>If you have answered 'YES' please move on to Step 2. If you have answered 'NO' then there is no need for a safeguarding check at this time. However when you reach the age of 18 then you will need a check if you are still involved in this role or activity. (Please note anyone aged 16 or 17 who is engaged in an activity with a child must be supervised at all times by an adult with appropriate safeguarding checks so that their contact with the child can be seen and heard at all times – i.e. they are never left alone with them.)</p>	
Step 2: Some detailed questions about the Chaplaincy led role or activity.	
Does, at any time, the activity involve any form of:	
Teaching or instruction of children?	
Care ^{*3} or supervision of children (in any way including whilst in a vehicle)?	
Guidance relating to the physical, emotional or educational well-being of children	
Treatment or therapy provided for a child?	
Use of computing (or similar) used wholly or mainly by children	
Driving a vehicle used for carrying children	
Will you be involved with day to day management or supervision of any person who is carrying out any of the above roles?	
<p>If you have answered 'NO' to all the questions in this Step then a check is not needed at this time^{*2}.</p> <p>If you have answered 'YES' to any of the questions in this Step then a safeguarding check is necessary as follows:</p> <ul style="list-style-type: none"> For periods of residence in countries other than the UK a request is to be made for criminal record information (noting that some countries will be able to provide differing levels of detail). Please arrange this with your Chaplaincy Safeguarding Officer. For periods of residence in the UK a further series of questions is necessary to determine the level of the clearance required please move to step 3. 	
Step 3 (UK DBS checking only)	
Is the role undertaken:	
Once a week or more?	
On four or more days in a 30 day period?	
Once or more overnight (between 2.00am and 6.00am)	
<ul style="list-style-type: none"> If you have answered NO to all the questions in this Step then you will need to seek a UK 'Enhanced DBS' check. If you have answered 'YES' to any of the questions in this Step then you will need to seek a UK 'Enhanced DBS plus Children's Barred List' check. <p>Please arrange the appropriate check with your Chaplaincy Safeguarding Coordinator.</p>	
Footnotes	
<p>*1 If you have any concerns about your answers please speak to your Chaplaincy Safeguarding Officer/Coordinator.</p> <p>*2 If the circumstances of the role change then you will need to check that this doesn't change your answers!</p> <p>*3 In this context, care includes, amongst other general care issues: feeding, toileting, washing, bathing, dressing, and administering medications.</p>	

Please use this questionnaire if the activities involve ADULTS (aged 18 years and over) who may be vulnerable*1.

*Simply answer 'yes' or 'no' to each of the questions*2*3. Then follow the guidance at the end of each step. If you have any queries please contact the Diocesan Safeguarding Team.*

Step 1: A question about your age

Are you aged 18 or over?

*If you have answered 'YES' please move on to Step 2. If you have answered 'NO' then there is no need for a safeguarding check at this time. However when you reach the age of 18 then you will need a check if you are still involved in this role or activity. (Please note anyone aged 16 or 17 who is engaged in an activity with an adult who may be vulnerable must be **supervised at all times by an adult with appropriate safeguard checks** so that their contact with that adult can be seen and heard at **all times** – i.e. they are **never** left alone with them).*

Step 2: Some detailed questions about the Chaplaincy led role or activity.

Does, at any time, the activity involve providing:

Physical assistance to a person *4 ?	
Prompting a person in respect of their physical needs *4 ?	
Training, instruction or guidance in respect of their physical needs *4 ?	
Assistance in relation to managing a person's cash or bills?	
Assistance in respect of shopping?	
Transporting (as a driver or assistant) people to or from places where they will (or have) receive health care, relevant personal care or social work *5	

If you have answered 'NO' to all the questions in this Step then a check is not needed at this time*2.

If you have answered 'YES' to any of the questions in this Step then a safeguarding check is necessary as follows:

- For periods of residence in countries other than the UK a request is to be made for criminal record information (noting that some countries will be able to provide differing levels of detail).*
- For periods of residence in the UK **you** will need to seek a UK 'Enhanced DBS plus Adult's Barred List' check.*

Please arrange the appropriate check with your Chaplaincy Safeguarding Coordinator.

Footnotes

***1** *In this context, an adult may be vulnerable because of age, illness or disability.*

***2** *If you have any concerns about your answers please speak to your Chaplaincy Safeguarding Officer/Coordinator.*

***3** *If the circumstances of the role change then you will need to check that this doesn't change your answers!*

***4** *In this context, 'physical assistance/needs' means: feeding (including parenteral nutrition), toileting (including in relation to menstruation), washing, bathing, oral care, the care of skin, hair or nails, and administering medications.*

***5** *This does not apply to licensed private hire drivers nor to other journeys (eg pleasure trips)*

APPENDIX 3 WHY DO I NEED TO HAVE A SAFEGUARDING CHECK?

It is not unusual for people to feel that a safeguarding check is not necessary for them, as their background speaks for itself. Individuals may be concerned that simply being asked to undergo a check suggests a lack of trust in their personal integrity. Indeed, they may see this as a personal affront. Typical comments might include:

- ✓ I have previous experience of working with vulnerable groups (for example, as a teacher or care worker);
- ✓ I cared for and nursed my late parents;
- ✓ I have children of my own;
- ✓ I (or my close family) already have responsible jobs in the local community;
- ✓ I am of impeccable character and I've never been in trouble with the police;
- ✓ I have lived in my present country for many years and there is no need to check my previous history as it is so long ago;
- ✓ The local laws do not require any checking;
- ✓ The local laws or accepted local customs are more lax than in the UK and therefore the policy cannot apply (e.g. in respect of the age of consent).

Of course, many of these are very appropriate for those with an unblemished history – which will be the greater majority of people.

Sadly, however, they are just the arguments which are made by those whose record is far from unblemished. As explained elsewhere abusers are often **extremely devious people**. They will often seek to ingratiate themselves into a community, building up (or claiming a history of) all of the positive attributes mentioned above. Having established the trust of the community they are then in a position to commence their abuse.

It is for this reason that we have to apply the 'precautionary principle' – i.e. it is better to be safe than sorry. All individuals who are identified as needing to be checked do indeed need to be checked irrespective of their backgrounds. A 'clear' check provides considerable strength to:

- ✓ Your position as an individual – there can be no doubting your past by anyone.
- ✓ Your Chaplaincy's position. For example, parents increasingly expect appropriate people involved in Sunday schools, youth groups etc. to have been checked. They may be reticent to have their children participate if this has not been done.
- ✓ Helping to ensure that we have done all that can be reasonably expected to ensure the safety of those entrusted to our care – the safety and welfare of children, young people and adults who may be vulnerable is more important than our own personal feelings.

So if you are asked to have a safeguarding check, please do approach this in a positive and supportive manner. Generally, all that is needed is to complete the Confidential Declaration and apply for the appropriate check as explained in section 2. Your Safeguarding coordinator will be able to offer you help with this.

APPENDIX 4 THE CHAPLAIN WITH THE RESPONSIBILITY FOR SAFEGUARDING AND THE OVERALL SAFEGUARDING OFFICER

Where?

Christ Church in four congregations (City Centre, South, Congregation of the Holy Spirit and Heiloo)

Why do we have these jobs?

1. At Christ Church we want to welcome, nurture and protect vulnerable adults and children. We are committed to:
 - ✓ the safeguarding and protection of all children and adults through growing congregations that are safe and caring, and that provide a loving environment where there is a culture of informed vigilance regarding the danger of abuse.
2. Christ Church has given one of their chaplains the responsibility for Safeguarding.
3. Christ Church is required to appoint an Overall Safeguarding Officer who is responsible to work within the guidelines of the policy document Safeguarding vulnerable groups.

The work of the Chaplain with the responsibility for safeguarding within the chaplaincy

1. What are the main responsibilities?

- ✓ To have and understand the background information and important documents relating to Safeguarding, especially the Church of England and Diocese of Europe's policy and advice documents.
- ✓ To report to and be the contact person for the Bishop, the Diocese, the Church Council and the Annual meeting on all matters relating to Safeguarding.
- ✓ To be the person whom the Safeguarding Coordinators and ID Checker go to when they have problems.
- ✓ To be responsible for re-writing the safeguarding documents together with the overall safeguarding officer, and for carrying out an evaluation of the documents and the processes every 5 years.
- ✓ To be a member of the Advisory group, see policy document 4.4.

The work of the Overall Safeguarding Officer

1. What are the main responsibilities?

- ✓ To seek to ensure that all children, young persons and adults who may be vulnerable are protected and safe from harm.
- ✓ To have and understand the background information and important documents relating to Safeguarding, especially the Church of England and Diocese of Europe's policy and advice documents.
- ✓ To be responsible for re-writing the safeguarding documents together with the safeguarding chaplain, and for carrying out an evaluation of the documents and the processes every 5 years.
- ✓ To be aware of the local legal obligations re 'safeguarding'.
- ✓ To help the other safeguarding coordinators in cases of questions/problems.
- ✓ To be available when there is a safeguarding issue.
- ✓ To be a member of the Advisory group, see section 4.4.
- ✓ To be available for the appropriate safeguarding training.
- ✓ To advise the leaders of all activities organised by the Chaplaincy involving children and young persons to seek to maintain their own appropriate records covering the safety of the children involved (for example attendance, any parental consent forms, details of the adults responsible for running sessions, the recording of any accidents/incidents etc.).
- ✓ To be vigilant, in the Chaplaincy, for any concern identified by yourself or by another person regarding any:
 - ✓ Child or vulnerable person who might be or have been subject to a risk of, or actual, abuse;
 - ✓ Person you may consider poses a risk to a child/vulnerable person.And in such circumstances notify the Diocesan Safeguarding Team without delay and seek their advice as to what to do next.
- ✓ To make sure that each congregation has a folder with the Protocol "what to do with concerns and incidents" and forms for keeping records in case of a concern or incident.
- ✓ To prepare and send, after approval, annually, the Christ Church Safeguarding Vulnerable Groups Policy to the Diocese (Diocesan Safeguarding Manager) together with an overview of all the people in the chaplaincy whom have had a safeguarding check.

2. What skills are needed for this job?

The Overall Safeguarding officer must possess the following skills:

- ✓ Be able to take on the responsibility to carry out the work on an independent basis.
- ✓ Be able to do the work in a pro-active way.
- ✓ Be able to communicate effectively at all levels (chaplains/wardens/coordinators/leaders/ helpers/ministry workers).
- ✓ Be able to complete the administrative work effectively.
- ✓ Be discreet and be able to deal with confidential or sensitive information.
- ✓ Be computer literate and have access to a computer with an Internet connection and email address.

3. Who does the Overall Safeguarding Officer work with?

- ✓ Works directly with the Chaplain responsible for the Safeguarding policy and reports directly in cases of any questions/problems.
- ✓ Works and advise the Chaplains and Wardens to ensure that all who wish to be involved in leading/assisting with activities organised by the Chaplaincy which might involve children, young persons or adults who may be vulnerable are subject to appropriate safeguarding checking.
- ✓ Working with the Chaplain & Wardens to be satisfied that there is an appropriate system in the Chaplaincy for keeping records.
- ✓ Works with the other Safeguarding Coordinators.

Where?

Christ Church in four congregations (City Centre, South, Congregation of the Holy Spirit and Heiloo)

Why do we have this job?

1. At Christ Church, we want to welcome, nurture and protect vulnerable adults and children. We are committed:
 - ✓ to the safeguarding and protection of all children and adults through growing congregations that are safe and caring, and that provide a loving environment where there is a culture of informed vigilance regarding the danger of abuse.
2. Each congregation is required to appoint a Safeguarding Coordinator who is responsible to work within the guidelines of the policy document Safeguarding vulnerable groups.

What are the main responsibilities?

1. To read and understand Christ Church Safeguarding Vulnerable groups policy and its implications and to have an awareness of the post of the Diocesan safeguarding Manager (protection of children, young people and vulnerable adults) and how to make contact.
2. To (co) implement the most recent Christ Church Safeguarding Vulnerable Groups policy.
3. To advise the Chaplain and wardens of the need to ensure that everyone who seeks to work with children or adults who may be vulnerable is subject to an appropriate selection process and a safeguarding check.
4. To oversee the recruiting of leaders/helpers and carry out the procedure mentioned in the policy of Safeguarding Vulnerable Groups of Christ Church, section 2 for (new) group leaders and helpers. Including acquiring referees, to obtain records of non-conviction and handling with care photocopies of passports (deface or destroy it after having seen the passport).
5. Assisting people in the completion of the Confidential Declaration Form and discussing, in confidence, with them any issues this might identify noting that a criminal conviction might not necessarily be a bar to the intended activity.
6. Where an individual's role is such that they require a formal 'Safeguarding Check' to identify if they have any related criminal or related history:
 - ✓ Assisting people in obtaining the necessary *safeguard checks* from the relevant national authorities. See the link below for a range of countries other than the UK and what to do if there are no 'relevant authorities' <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>
 - ✓ Assisting people in obtaining the necessary *reviews of safeguard checks* from the relevant national authorities.

To make copies of the police checks and write down "true and original copy" to confirm they are true copies of the originals, sign and date it and give the original back to the volunteer.
7. To inform the ID Checker when there is someone who needs a DBS check for the UK.
8. Check and sign the photocopy of the documents to confirm they are true copies of the originals and scan them in and email them to the ID checker.
9. To register the safeguarding procedure of everyone (wardens, congregational worship leaders, group leaders), including starting and ending date of the volunteer, date of declaration form, referees, police checks, e-learning programmes and their renewal dates.
10. To advise the leaders of all activities organised by the Chaplaincy involving children and young persons to seek to maintain their own appropriate records covering the safety of the children involved (for example attendance, any parental consent forms, details of the adults responsible for running sessions, the recording of any accidents/incidents etc.).
11. To be vigilant, in the congregation, for any concern identified by yourself or by another person regarding:
 - ✓ Any child or vulnerable person who might be or have been subject to a risk of, or actual, abuse;
 - ✓ Any person you may consider poses a risk to a child/vulnerable person.
12. To keep records of any incident, see the document "What to do with concerns and incidents"
13. To check twice a year (September and February) if all the forms of the children attending Kids Church and the Group leaders and helpers are present in the folder.
14. To send a yearly update, in the month before the chaplaincy AGM, of the overview of the kids and everyone (wardens, congregational worship leaders, group leaders) who has been through the safeguarding process and helpers to the chaplain with the Safeguarding role and the Overall Safeguarding Officer within the chaplaincy.
15. To check yearly (March) the date on or in the first aid kit(s). If needed renew the content and the date of the renewal on or in the first aid kit. Depending on the building they inform the landlord if first aid kits are out of date.

16. To attend the twice yearly Safeguarding meetings.
17. To participate in Safeguarding training from the Diocese.

What skills are needed for this job?

The Safeguarding Coordinator must possess the following skills:

- ✓ Be able to take on the responsibility to carry out the work on an independent basis.
- ✓ Be able to communicate effectively at all levels (group leaders/helpers/ministry workers).
- ✓ Be able to complete the administrative work effectively.
- ✓ Be discreet and be able to deal with confidential or sensitive information
- ✓ Be computer literate and have access to a computer with an Internet connection and email address

Who does the Safeguarding Coordinator work with?

1. The Safeguarding Coordinator is working with the chaplain of their congregation.
2. The Safeguarding Coordinator reports directly to the Chaplain responsible for the Safeguarding policy in cases of any questions/problems.
3. The Safeguarding Coordinator reports yearly all the required information about the Safeguarding situation within her/his congregation.

Where?

Christ Church in four congregations (City Centre, South, Congregation of the Holy Spirit and Heiloo).

Why do we have this job?

1. At Christ Church, we are committed to providing a safe environment for the children and/or vulnerable adults in our care. Everyone who works, or wishes to work, with children or vulnerable adults needs to be checked to ensure that they do not have a background that could make them unsuitable to do this work.
2. All Safeguarding Coordinators, Kids Church Coordinators and people who work intensively (see point 1.4) also need to provide a non-conviction record for all countries they have lived in for more than 6 months since the age of 16.
3. The UK does not have a population register, so for anyone who has lived in the UK, there is an extra step whereby the identity of the person requiring the check needs to be verified. This is done by the ID Checker.

What skills are needed for this job?

The ID Checker must possess the following skills:

- ✓ Be able to take on the responsibility of carrying out the work on an independent basis.
- ✓ Be able to communicate effectively at all levels (group leaders/helpers/ministry workers).
- ✓ Be able to complete the administrative work effectively.
- ✓ Be discreet and be able to deal with confidential or sensitive information.
- ✓ Be computer literate and have access to a computer with an Internet connection and an email address.

Who does the ID Checker work with?

1. The ID Checker is selected and approved by the chaplain responsible for safeguarding.
2. The ID Checker works alongside the Safeguarding Coordinators, who will inform them when there is anyone who requires a DBS check.
3. The ID Checker reports directly to the Safeguarding Chaplain in cases of any questions/problems.

What are the main responsibilities?

1. The ID checker will make contact with (prospective) Safeguarding Coordinator, Kids Church Coordinators or the applicant and send them the relevant information regarding the DBS check.
2. The ID Checker or the Safeguarding Coordinator (South, Heiloo, Congregation of the Holy Spirit ZO) needs to meet with the applicant to view the relevant Documents to verify the identity of the applicant.
3. Once the applicant has completed their part of the DBS Process, the Safeguarding Coordinator scans the signed documents and send them to the ID Checker. The ID Checker will take over the application and confirm the identity of the applicant and send the application to the Diocese.
4. The ID Checker will report to the Safeguarding Coordinators regarding the final result of the DBS process.
5. The ID Checker will attend the twice yearly meetings.

APPENDIX 7 The Diocesan Safeguarding Training Programme

The diocese has set in motion a programme of training modules aimed at providing those who have particular roles to play in Chaplaincy life with an opportunity to better understand the particular responsibilities they have. The programme is set out at differing levels dependent on the depth of those responsibilities.

You should note that:

- ✓ The Diocesan Office is responsible for developing the training modules and putting in place the means by which they will be delivered.
- ✓ Everyone who is required to be trained is asked to be available as and when required. Continuing failure to complete a required program could result in an inability to continue with the designated role or activity.
- ✓ Training. The Diocesan Safeguarding Team will keep the Chaplaincy Safeguarding Officer informed as to who has completed this training.

There are 2 levels of training as outlined below.

LEVEL 1 (computer based)	
One about children and young people and one about adults	
What does it include?	<ul style="list-style-type: none"> • General awareness. • What constitutes abuse • How to recognise abuse • What to do if you have any concerns. • Information sharing. • Recording and documenting information.
Who should take part?	<p>All those who have any access to, or work with, children, young people or adults who may be vulnerable, as a part of a chaplaincy activity.</p> <p>Kids church/children's ministry volunteers follow the e-learning programme of the children. All other volunteers follow the e-learning programme for adults.</p>
How is it delivered?	An interactive web based program.
Where are we now?	Fully available on line.

LEVEL 2	
What does it include?	<p>Enhanced information and awareness in respect of:</p> <ul style="list-style-type: none"> • Promoting safeguarding. • Prevention and protection from abuse. • Safer recruitment. • Responding to concerns. • Working with victims and others affected. • Working with those who offend or may pose a risk. • Managing safeguarding concerns and the aftermath of allegations.
Who should attend?	Clergy, key workers/leaders of activities involving children, young people or adults who may be vulnerable, Safeguarding Officers, Chaplaincy Wardens, etc.
How is it delivered?	'Face to face' training in groups.
Where are we now?	Training has been commenced

NB: The Church of England is in the process of designing a preferred training structure that will be incorporated in the Diocesan Training Strategy for Safeguarding as it develops during 2016. Any new training developments will be announced to all Chaplaincies and the most up to date information will be published on the Diocesan website.

APPENDIX 8 What about non-Chaplaincy groups using our premises?

Introduction

Many Chaplaincies have their own premises, either through ownership or on a 'sole use' lease or rental basis. If this is the case in your Chaplaincy then you will also need to think about safeguarding where non-chaplaincy groups ask to use (whether for free or for a fee or donation) your churches, church halls etc. *N.B. This is in addition to any other insurance or health and safety conditions or requirements.*

This Section shows what you need to do. It applies to all situations where non-chaplaincy groups use your premises for whatever reason and irrespective of how often they do this.

What do you need to do!

The following simple steps should be followed.

1. Have your Chaplaincy Safeguarding Policy displayed in a prominent position
2. Always bring your Safeguarding policy to the attention of the group leader and ask if they have their own 'policy' or similar statements.
3. If they have their own policy, ask the Overall Safeguarding Officer to check it through to see if it is in line with your Chaplaincy policy:
 - If it is, then all is fine (you can find a link to an appropriate 'declaration form' which the group leader should sign in, use the separate document "third party using the building agreement", being available through the church wardens or the Overall Safeguarding officer.
 - If it isn't then you will need to work on the basis that they don't have a suitable policy (see below).
4. If they don't have their own policy (or it is not suitable) then they will need to agree in writing to follow your policy. If you have a formal agreement with the group you should include a clause to this effect. Otherwise you can find a link to an appropriate 'declaration form' which the group leader should sign in
NB for family groups using your premises for a 'one-off' family event, such as a wedding reception or party, then a written agreement is not necessary.
5. If you are concerned that they do not have a suitable policy in place and are less than enthusiastic about following your policy then you must decline their request to use your premises.
6. Any areas of doubt can always be checked with the Diocesan Safeguarding Team.

NB there is no requirement to physically 'police' the use of your premises when third parties are using them. By agreeing with your terms as set out above they have given an undertaking to comply with your requirements and there has to be a reasonable expectation that they will comply with these. If there are any concerns then the chaplaincy will need to question the continued use by that third party.

What if there is a problem?

If you become aware of any safeguarding concerns involving the group (whether or not these are linked to the activities taking place in your chaplaincy premises) then you will need to follow the steps set out in the protocol "What to do with concerns and incidents."