



SAFE FROM HARM POLICY

Christ Church Downend, Diocese of Bristol

Published: April 2018 Review Date: April 2019

Parish Office: 57 North Street, Downend, Bristol BS16 5SG

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See also page 6, for contact details for South Gloucestershire Safeguarding Teams

PRINCIPLES

A core principle of caring at Christ Church is that we accept and value one another in recognition that Jesus inspires us to care for those who are in need, sometimes marginalised, vulnerable and, often ignored by others. Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

In developing this policy a commitment is made to following the safeguarding policies of the Church of England, safeguarding policy and guidance as issued by the Diocese of Bristol and working within legislation and statutory guidance as related to the safeguarding of children, young people and vulnerable adults. The main, relevant policies and guidance documents are:

Church of England

Protecting all God's Children 2010
Promoting a Safe Church 2006
Safer Recruitment 2016
Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance - House of Bishops, October 2017
Responding to Domestic Abuse 2010
Responding Well 2012
Risk Assessment 2015
Practice Guidance Safeguarding Records 2015
Safeguarding Records Retention Tool Kit 2015
General Statement on Safeguarding Children in Towers Dec 2015

See: <https://www.churchofengland.org/more/safeguarding>

Diocese of Bristol

Safeguarding Policy
Allegations Management Procedure
Ministering to those who may present a risk
These documents can all be found on the Diocese of Bristol website:
<https://www.bristol.anglican.org/safeguarding-resources/>

Statutory Guidance: Working Together 2015. This guidance from the Department of Education describes safeguarding processes and the safeguards that every organisation must have in place, including faith organisations. See the guidance at <https://www.gov.uk/government/publications/working-together-to-safeguard-children-2>

We understand that the safeguarding and protection of children, youth and adults at risk is everyone's responsibility, not just parents, guardians and carers. Procedures and formal processes alone, though essential, will not protect children and adults at risk. The community, including all its members, needs to be aware of the dangers and prepared to report concerns and take actions if necessary.

PURPOSE

The care, nurture of, and respectful pastoral ministry with all adults, young people and children is a priority. This policy provides guidance for the safeguarding of children, young people and adults who are vulnerable - adults who are understood to be those age 18 or over, who have needs for regular care and support for basic living needs such as personal care and communication, who are experiencing, or at risk of, abuse or neglect, and who as a result of those care and support needs are unable to protect themselves from significant harm or exploitation. It is the duty of the church to protect children, young people and adults who are vulnerable from any harm of a physical, emotional, sexual, financial, organisational, discriminatory, neglectful nature or as a result of modern slavery. Types of abuse are detailed in Appendices A, B and C.

SAFER RECRUITMENT

Those who work with children, youth and/or vulnerable adults, and those who supervise those workers who are eligible for a DBS (Disclosure and Barring Service) check, will be required to undertake a DBS check and provide satisfactory clearance prior to starting in any role whether employed or voluntary within the Diocese of Bristol.

If a person already has satisfactory DBS clearance/certificate within Bristol Diocese for a similar role they are applying for at Christ Church, then this clearance will be accepted at Christ Church. The person needs to notify the Parish Safeguarding Administrator of the DBS certificate and number for verification.

If a person is convicted of any criminal offence against a child they are automatically barred from membership of the Parochial Church Council (PCC) or other representative body such as General Synod or Deanery Synod and will not be allowed to minister among children or vulnerable adults.

In relation to those employed by the PCC as 'Ministry Head', the Incumbent has delegated responsibility from the PCC to ensure safer recruitment of those appointed to these roles. The Incumbent will follow the Safer Recruitment and Employment Contract Policies as agreed and implemented by the PCC. The Parish Safeguarding Officer is available to advise/support the process.

When there is a potential new volunteer/leader, the relevant Ministry Head (or Chaplain or designated member of the Care Co-ordinators team) will need to send out a 'safeguarding recruitment pack' which consists of:

- Application form
- Job Description
- Confidential Declaration form

These need to be completed, signed and returned to the Ministry Head. The prospective volunteer / leader must provide details of two referees. The Ministry Head will need to send out a request for the two references. On receipt of these completed references, if all is satisfactory for the recruitment to the leadership/volunteer role, then the Ministry Head can forward the person to the Parish Safeguarding Administrator to follow due DBS process. On receipt of DBS

satisfactory clearance, the Ministry Head and another church representative can hold an interview with the prospective leader/volunteer to complete the safer recruitment process. During this interview, the Ministry Head is responsible for explaining in full the Job Description and Safeguarding responsibilities. A decision about the person's suitability to the role is made and communicated.

Confirm in Role: The person must only be confirmed in role and able to start once the whole process is complete. This includes receipt of satisfactory references and confirmation of DBS clearance received by the Safeguarding Administrator and any risk assessment required having been completed. The PCC must then be informed that the person has been recruited and this information must be recorded in the PCC minutes. A review is held after a probation period, of no more than six months. Ministry Heads (or Chaplain or designated member of the Care Co-ordinators team) have responsibility for the supervision and training of leaders/volunteers in their team, as well as for the completion of risk assessments for all activities. All confidential documentation is stored in a locked cabinet in the Parish Office.

Decision not to appoint: Where a person is deemed not to be suitable for a role following receipt of references and a DBS disclosure having been obtained, following a discussion the person must be informed in writing by the recruiter of the decision and the reasons for this.

Welfare of children and young people

1. At least two vetted people will be responsible for and attend each meeting of young people, preferably one of each sex for mixed groups, where possible. All groups will run in accordance with the Christ Church Safe from Harm Policy.
2. One to one meetings with young people age 16-18 are only permitted with the express permission of the Youth Ministry Head, and must take place in an open and accessible space. In such instances a record of times, dates and venues must be kept and parental permission obtained. No such meetings should take place with young people under the age of 16.
3. All staff and volunteers will be expected to adhere to the Information Technologies Policy: I want to communicate safely (Appendix E).
4. Confidential information will be stored securely.
5. Outside organisations booking church premises for activities involving unaccompanied children will be required to provide evidence of their own Safe from Harm Policy. Casual Users hiring Christ Church premises must be informed that they take responsibility to ensure the safety of any children and young people in their care.

STAFF AND HELPERS UNDER 18 YEARS OF AGE

Age of staff and volunteers: The minimum age for a worker is 16 as this is the minimum age for obtaining a DBS disclosure. It is essential that the level of maturity and experience of a person of 16 plus is assessed during the recruitment process. It would be usual to expect any person aged 16-18 to require supervision to work well and safely whilst they build their knowledge and experience (the same could be said of those 18+ entering a new role). No young person under the age of 18 should work unsupervised.

Where people under 16 assist in activities as helpers they should be supervised by another named worker and never be in a position where they are providing unsupervised care of children. They must not be included in staff/child ratios.

REPORTING CONCERNS

At Christ church there is **no** tolerance of behaviours that place others at risk; these include behaviours such as hitting, kicking, spitting, pushing, sexual intimidation/harassment/abuse, discriminatory comments and actions, bullying, financial misconduct.

At Christ Church, when there is a concern, suspicion or, evidence of harm of a child, young person and/or adult who is vulnerable, this should be reported in the first instance to the **Parish Safeguarding Officer on 0117 3307673**. If the Parish Safeguarding Officer is not available, please contact the Diocesan Office (as below) during office hours (between 9.00am and 5.00pm Monday to Friday) or contact South Gloucestershire Safeguarding Team for advice.

Adam Bond, Safeguarding Adviser

Phone: 0117 906 0100

Email: adam.bond@bristoldiocese.org

Katheryn Cathness, Safeguarding Coordinator

Phone: 0117 906 0100

Email: Katheryn.caithness@bristoldiocese.org

South Gloucestershire Adult Safeguarding

Phone: 01454 868007 – Monday to Friday, 9.00 am – 5.00 pm

Phone: 01454 615165 – Out of hours and at weekends

In an emergency please ring the police on 999

South Gloucestershire Child Safeguarding

Phone: 01454 866000 – Monday to Friday, 9.00 am – 5.00 pm

Phone: 01454 615165 – Out of hours and at weekends

In an emergency please ring the police on 999

Safeguarding Recording Form

If a safeguarding concern is raised, notes should be taken as soon as possible and a Safeguarding Recording Form (see Appendix F) should be completed in conjunction with the Parish Safeguarding Officer. The forms will be stored securely. Christ Church acknowledges the difficulty for all parties involved when incidents happen within the church community and need to be dealt with in a formal manner. In these situations, the church will endeavour to support each person in realistic ways and within the limits of our expertise and gifting. Where appropriate, the church will refer individuals to those who are trained and/or have the expertise to meet specific needs. On occasions, dependent upon circumstances, a written agreement will be required between a person convicted of a criminal offence and the church leadership, as to their attendance and participation in church activities.

In certain circumstances, Christ Church will aim to facilitate reconciliation. However, the church will be mindful not to put any individual at risk of harm during this process.

Christ Church cannot be responsible for incidents or concerns arising outside of church or church led activities, but will endeavour to provide appropriate advice and refer on to the relevant authorities to ensure the safeguarding of the whole Parish.

Christ Church does not investigate current allegations of abuse to a child, youth or vulnerable adult but refers on to the appropriate statutory authorities for multi-agency response.

If it comes to the attention of any member of Christ Church that a child has experienced abuse in the past, this information will be passed to the statutory authorities for their records and consideration.

If it comes to the attention of any member of Christ Church that an adult has experienced abuse in the past, the adult's wishes will be taken into account and the adult encouraged to report this information to the relevant authorities. If it is established that others may be harmed then this information will be forwarded to the relevant authorities by the Parish Safeguarding Officer.

HANDLING DISCLOSURE INFORMATION

In accordance with Section 124 of the Police Act 1997, disclosure information is only passed to those who are authorised to receive it in the course of their duties. A record should be kept of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Disclosure information must only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

A disclosure certificate must be for the correct workforce only and at the correct level. i.e. a person recruiting for a role in the child workforce at enhanced level should not ask to see a certificate for child and adult workforce at enhanced plus level as the certificate may include information that the recruiter is not entitled to see.

All disclosure information must be kept on file in a secure locked cabinet, and accessible only to the Safeguarding Administrator and Parish Safeguarding Officer.

FAIR RECRUITMENT OF EX-OFFENDERS

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, the PCC of Christ Church Downend undertakes to comply fully with the DBS Code of Practice and to treat all applicants for both voluntary and paid positions fairly. It undertakes not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.

Having a criminal record will not necessarily bar someone from working with or volunteering with us. It will depend on the nature of the position and the circumstances and background of the offences, and where such offences come to light in the recruitment or DBS processes, the PCC will seek advice from the Diocesan Safeguarding Advisor to ensure compliance with up to date legislation.

RESPONDING TO, ASSESSING AND MANAGING SAFEGUARDING CONCERNS OR ALLEGATIONS AGAINST CHURCH OFFICERS (House of Bishops, October 2017)

If there is an allegation that a person in a position of trust (minister, PCC member, staff member or volunteer) has abused or neglected a child or adult or that such a person may present a risk to a child or adult: the Diocese of Bristol 'Allegations Management Procedure' will be followed. (Copies of this procedure can be found on the Diocesan website and copies are held by the Parish Safeguarding Officer).

In brief this procedure requires that:

- the concern should be reported as above: report should reach police and local authority within one working day
- the concern should not be made known to the person against whom the allegation is raised without agreement with the police and/or the local authority
- next steps will be decided in conjunction with police, local authority representatives (including Local Authority Designated Officer where there is a concern for the welfare of a child), the Diocesan Safeguarding Adviser and parish representatives (usually PSO, incumbent and churchwardens)

ADDITIONAL INFORMATION

This Policy must be read in conjunction with the following appendices:

- APPENDIX A: Types of Abuse
- APPENDIX B: Domestic Violence and Abuse
- APPENDIX C: Definition of Spiritual Abuse
- APPENDIX D: Leaders' Code of Conduct
- APPENDIX E: Information Technologies Policy: I want to communicate safely
- APPENDIX F: Safeguarding Recording Form

Please also refer, on a regular basis, for safeguarding information on the Bristol Diocese Website: <http://www.bristol.anglican.org/parish-resources/safeguarding/>

This Policy was adopted by Christ Church Downend by the Parochial Church Council (PCC) on 24th April 2018

Signed (Incumbent):  Revd Jonathan Vickery Date: 30/04/18

Signed (Church Warden):  Roger Cholmondeley Date: 30/04/18

This policy will be reviewed on an annual basis (next review April 2019)

APPENDIX A: TYPES OF ABUSE

Abuse and/or exploitation can reveal itself in any of the following ways:

- **Spiritual harm** – not allowing access to worship, cutting off contacts from a church/Christian community, misuse of authority in the name of the church (see Appendix E for definition of Spiritual Abuse).
- **Physical harm** – can include hitting, kicking, spitting, pushing, assault, wrong use of restraint, mishandling of medications.
- **Sexual harm** – can include sexual intimidation/harassment, use of social media for sexual exploitation, forced use of pornography, and any sexual act not consented to or not able to be understood.
- **Emotional harm** – such as the use of threats, harassment, persistent bullying aimed to undermine and shame, the use of social media to upset, harm and undermine confidence.
- **Neglect** – withholding essential provisions for physical, mental and social needs, ignoring needs, restricting access to support and friends.
- **Organisational abuse** – restricting residents' access to their property, money; rigid times for meals/drinks/bedtimes; dangerous and incompetent professional practice leaving residents at risk of significant harm; evidence of physical, sexual, emotional harm as a result of the direct actions of responsible adults.
- **Financial** – can include stealing, borrowing money and not repaying it back, forcing a decision about a will or consent, not passing on benefits or gifts, accessing bank accounts under false pretences.
- **Domestic violence and abuse** – see Appendix D for further information.
- **Discrimination/ Modern Slavery** on the basis of religion, race, colour, ability/disability, sensory difference, age, gender, class; discrimination of any kind.

Other groups who may be considered as 'vulnerable' include those who are homeless, those who are seeking 'asylum' in this country, those who are bereaved, those who have spent periods of time in prison and their families, those who are survivors of childhood abuse, those who are perpetrators of abuse.

APPENDIX B: DOMESTIC VIOLENCE AND ABUSE

Domestic violence and abuse like all abuse can happen anywhere, in any cultural group, any age group, any social class, any religious community.

Domestic violence and abuse may occur within intimate relationships between partners, ex-partners, siblings, parent to child. It may not be a 'one-off' pattern. It is a recurring form of physical and emotionally violent behaviour where the perpetrator seeks to intimidate and control the other person. The majority of cases reported concern about men abusing women, however there is now a growing concern over the violence of some women towards men and other women, as well as the violence of one sibling to another. Research has shown that women are often hurt 30-40 times before reporting the abuse to anyone.

The Christian church has a responsibility to name domestic violence as unacceptable; there have been reports on occasions of Christian violence being justified by faulty theology. At times, in the belief that a vengeful God requires a husband to act in vengeful and judgmental ways, a man may adopt an authoritarian approach which includes punishing behaviours toward members of the family. The church is required to counteract such belief by, "holding fast to the ministry, death and resurrection of Jesus Christ as the decisive revelation of the divine character" (Responding Well to Domestic Abuse 2017). Jesus reveals the heart of God; a heart of compassion for those who are oppressed. Jesus showed respect for women and all people in a way that was unusual at the time of his earthly life. Church communities and leaders are called to apply a life giving model of servitude as that of Jesus, in all relationships including that of the marriage and family relationships.

It is important that pastoral team members do not coerce survivors of abuse to forgive as this is a complex psychological process, which is best handled within the confidential counselling relationship with someone who is qualified and trained to enable the person on a pathway of healing.

As a church, we accept our need of advice and guidance from all agencies which have specialist knowledge in this area and, will not attempt to mediate between couples and within families without those trained for this purpose.

APPENDIX C: DEFINITION OF SPIRITUAL ABUSE

The following are forms of spiritual abuse:

- Misuse of authority, for example, by dictating in exact form what a person should believe and how they should live their life, in every detail of their life.
- Extreme pastoral interference in personal issues including how someone may express their faith.
- Teaching that underlines forgiveness and healing without acknowledging the dilemmas of this for those who are the survivors of abuse.
- Teaching of healing that expresses physical wholeness in such a way that leaves those with a physical, learning or mental disability feeling discriminated against or in some way less spiritually whole.
- Teaching that promotes the superiority of one group over another, for example men over women or vice versa; one ethnicity over another etc.
- Making someone feel inferior in their journey of faith.
- Untrained and unhealthy use of deliverance ministry.
- Condescending behaviour patterns among leaders of church and life groups. An example of this might be to restrict the church role of a person on the basis of their physical/learning disability/age and/or mental health problems. Or, suggesting people do not participate in prayers, groups, meetings, because of their particular disability. A positive model of inclusion is to consider the needs of people and address these accordingly, for example ensuring appropriate mentor support for someone with a learning disability to encourage their involvement in the ministry of intercessions, or identifying specific gifting and encouragement to involve the person with a disability in that ministry etc.

APPENDIX D: YOUTH LEADERS' CODE OF CONDUCT

All those working with children and young people are acting in a position of trust. They may be seen as role models by those we work with and so it is important that they follow this code of conduct at all times.

General Points

1. The Christ Church Downend Safe from Harm Policy must always be followed.
2. Every leader must complete the safer recruitment process and hold a current satisfactory Disclosure and Barring Service (DBS) check.
3. All young people must be registered on arrival for each club meeting and are not permitted to leave, prior to the end, without parent/guardian permission.
4. Club meetings with regular membership should have membership details recorded so that parents can be contacted in emergencies.
5. All young people should be listened to and treated with respect and dignity. Appropriate language and tone of voice should be used.
6. Leaders must convey Christ-like Bible based character, values and attitudes.
7. Every 'area' must be supervised and the outside cannot be used if there are an insufficient number of leaders available.
8. The car park is out-of-bounds when church meetings are taking place and the car park is in use.
9. There should always be at least two leaders, or one leader and a volunteer, present during activities or events.
10. Leaders must try to avoid being in a room alone with a young person.
11. All adult visitors to The Youth Hub must be accompanied by a leader at all times.
12. All leaders must respect a young person's personal space and be aware that innocent touch may be inappropriate and may feel sinister to a young person who is being abused.
13. Physical touch must not be initiated or encouraged by leaders.
14. Leaders must not respond to excessive attention seeking, which is overtly physical or sexual. Such attention should be brought to the attention of the Youth Ministry Head.
15. Making sexually suggestive comments about or to a young person, ridiculing or rejecting a young person, even in "fun" should not be done
16. Leaders must not control or discipline young people using physical means unless being restrained to avoid hurting themselves or others.
17. When providing transport every effort must be made to take siblings together and drop them off last. If a leader finds themselves with one young person in the car, that young

person must not sit in the front seat alongside the leader/driver as this may make them feel vulnerable.

18. It is not acceptable for leaders to have a romantic, physical or sexual relationship with a young person with whom they have a relationship of trust.
19. Avoid favouritism and special friendships. Do not develop an exclusive relationship with a group member if you are a leader, however small the age gap.
20. Staff should ensure that their own camera phones are not used by young people and that photos of young people, where young people are recognisable, are not taken without express permission of parents/guardians.
21. If you discover or suspect that a child is suffering abuse, you **MUST** tell the Youth Ministry Head who will then contact the Parish Safeguarding Officer. This may result in the involvement of the Police and Social Services. If a young person tells you that they are being abused, you should tell them that you have to pass on that information and what else may happen.

Residential

1. Do not invade the privacy of young people unnecessarily. Leaders are to knock before entering dormitory accommodation and except for emergencies are to enter the accommodation of young people of the same gender only.
2. There should be separate accommodation for the genders and for leaders.
3. Whenever possible, keep age groups together in dormitories/rooms/tents.
4. There must be same gender leaders as the young people attending.
5. Disclosures of abuse by a young person on site should be reported to the local police. If the disclosure is a current or past disclosure which has not taken place at the residential then it should be reported to the local services of the young person concerned.
6. Where minibuses are used it is expected that all drivers and leaders will adhere to the legal regulations and where appropriate, local authority regulations.

Using the Internet and Social Networking Sites

1. Always discourage young people from meeting up with anyone they have met on the Internet unless it is with their parents or youth leaders.
2. Youth Leaders have a responsibility to inform parents if their child attempts to add us, an organisation or any of our associated groups as a 'friend' when that child is known to be below the minimum age necessary to register on that site.
3. Youth leaders are not to give out personal details on social networking sites.
4. Youth leaders should monitor any internet use by young people within the youth club to ensure appropriate use and content.

5. Permission from parents by the use of consent forms should be sought before gaining personal information (e.g. email addresses mobile numbers) about young people.
6. Permission from parents must be sought before posting photos of young people on social networking sites.
7. Youth leaders are not permitted to befriend or follow any youth members under the age of 18, on any forms of social media. This is to ensure our youth members safety as well as to protect our youth leaders against any perceptions or claims of inappropriate behaviour, which can have a damaging effect on an individual both personally and professionally.
8. The Youth team have a dedicated Youth website which is our notice board for parents and young people. The Youth team no longer routinely use chat groups / closed groups on social media. These chat groups are used for specific older youth mission teams only, where all members are old enough to have such forms of social media

Written and approved by the Youth Leadership team (Feb 2017)

APPENDIX E: INFORMATION TECHNOLOGIES POLICY I WANT TO COMMUNICATE SAFELY

This paper serves as an addendum to Christ Church Downend's Safe from Harm Policy and should be given to all new volunteers/workers who have contact with young people age 11-18.

ICT communication is not deemed appropriate with children under 11, where all written/electronic communication should be through their parents/carers.

Key Principles

- In developing our policies, we must seek to ensure that all children and young people are protected and that the integrity of our volunteers and workers is safeguarded. Volunteers are representing Christ in their roles as leaders and should relate to group members in a way that honours him.
- ICTs (Information and Communication Technologies*) have become the main means by which most (but not all) young people communicate with one another and are therefore a useful and legitimate tool for youth leaders/worship group leaders in communicating with group members.
- In order for us to use ICT's to communicate with young people (age 11+), in a positive and responsible manner, we must first obtain written parental agreement through the annual consent forms held by the youth co-ordinator. If a parent/carer request that their child is not communicated with by ICTs, this must be respected and an alternative found.
- Youth leaders are not permitted to be Facebook friends or to follow on Twitter, Instagram or other social media platforms with youth members under the age of 18. This is to ensure our youth members' safety as well as to protect our youth leaders against any perceptions or claims of inappropriate behaviour, which can have a damaging effect on an individual both personally and professionally.
- The Youth Groups have a dedicated Youth Website which acts as an accessible online noticeboard for all parents and young people. We only use social media based chat groups for older young people during the planning stages of overseas mission visits.
- Communication with young people through ICTs must be clear and unambiguous to reduce the risk of misinterpretation. In most cases communication through ICTs will be purely for information purposes (ie times, venues and detail of group events).
- Extra care should be taken when communicating one to one with young people and copies of messages received and sent should be retained in case of need for future reference. As a general principle, to ensure transparency, parents should be copied in on any communications direct with young people under the age of 16. Except in the case of a genuine emergency, no messages should be sent to young people by any form of ICT between the hours of 10pm and 7am.
- Workers and volunteers should ensure that they only take photographs of young people in accordance with the church's policy on photography eg ensure that prior consent is obtained and all images are stored in line with Data Protection Act principles.
- When approved photos are used in brochures/programmes or on websites, full names of young people or any other personal information should not be displayed.

* Communication through ICTs for the purposes of this paper would include e-mails, texts, personal messenger, Facebook, Twitter, Instagram, digital cameras and storage, and any other electronic means of communication.

APPENDIX F - Safeguarding Recording Form

Diocese of Bristol

Parish of Christ Church Downend**Safeguarding Recording Form - Private and Confidential**

This form is to be used within a parish when a concern is raised or disclosure is given. The form should be started and kept up to date by the Parish Safeguarding Officer and kept in a safe and secure location. The form can be typed or written as required.

Section 4 should be kept up to date to provide a record of activity and actions taken.

If you require advice regarding the use of this form please contact the Diocese Safeguarding Team, Tel: 0117 9060100 (safeguarding@bristoldiocese.org)

Please fill in as many details as possible

Section 1: Who is this record about?

Details of the person you are concerned about:			
Is this person the alleged victim or the alleged perpetrator:			Victim <input type="checkbox"/> Perpetrator <input type="checkbox"/>
Please provide as much information about the person about whom you are concerned.			
Subject of concern is an:	Adult <input type="checkbox"/>	Child <input type="checkbox"/>	Gender Female <input type="checkbox"/> Male <input type="checkbox"/>
Surname:		Forenames:	
If the person is a child please provide their parent/carers details if known:			
Surname:		Forename:	
Address:		Postcode:	
Telephone number:		Email:	
Surname:		Forename:	
Address:		Postcode:	
Telephone number:		Email:	
Have the parents/ carers been notified of this incident?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes please provide details of what was said and what if any action has been agreed:			
If No please explain why the child's parents haven't been informed:			

Section 2 – What is this record about?

Details of the disclosure/incident			
Time and date of disclosure/ incident:	Time:		Date:
Name and contact details of person making the disclosure/ reporting the incident:			
Surname:		Forenames:	
Address:		Postcode:	
Telephone number:		Email:	
Location of disclosure/ incident:			
Names of anyone else (witnesses) who was present:			
Position if any within the Parish/ Church:			
Surname:		Forename:	
Address:		Postcode:	
Telephone number:		Email:	
Record of disclosure/incident (<i>attach any notes made by others regarding the disclosure/Incident</i>)			
Has a previous referral been made:	YES <input type="checkbox"/> NO <input type="checkbox"/>	Name of agencies involved already:	
Have you informed the DSA?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Time/Date of Discussion:	
Who else have you spoken to:			
Your name:			
Your contact number:			
Your role:			
Signed:		Date:	

Section 3 – Who else has been contacted?

Onward referrals and external agency involvement			
External referral made:	YES <input type="checkbox"/> NO <input type="checkbox"/>		
	Time:		Date:
With consent:	YES <input type="checkbox"/> NO <input type="checkbox"/> (If No please give reason)		
Referral form sent?	YES <input type="checkbox"/> NO <input type="checkbox"/> (Attach a copy of the referral form if used)		
Name of social worker/ police officer/ team:			
Telephone number:			
Outcome of referral to external agency:	NFA <input type="checkbox"/>	ongoing enquiries <input type="checkbox"/>	open case <input type="checkbox"/>
Other Action taken:			
Details of support offered:			
Name of person in the parish dealing with this referral:			
Signed:		Date:	

Section 4 – What are we doing?

Use this section to record ongoing actions and notes of any contact with other parties regarding this situation. It is advisable to type the information to aid legibility.

Date	Details	Response/ Action	Signed

