



The Priory Church of St Mary, Bridlington

Safeguarding and Safer Recruitment Policy



Contents

	Page
Parish information and Safeguarding Officer	4
Parish statement on safeguarding	5
Definitions	
Safeguarding	6
Children and young people	6
Categories of abuse: children and young people	6-7
Vulnerable adults	7
Categories of abuse: vulnerable adults	7-8
Glossary of terms	8-9
Recruitment policies	10-12
Training and support for employees and volunteers	13
Disclosure and Barring (DBS) checks and Confidential Declaration forms	14
Photography and audio/video recording of children, young people and vulnerable adults	15
Internet and social media	16
Procedures for responding to concerns about or allegations of abuse or inappropriate behaviour	17
Handling known offenders attending church	18
Priory groups, officers, paid posts and voluntary roles: Introductory notes	19
Priory groups, officers, paid posts and voluntary roles: Section 1	
Caring Café	20
Choir	20-23
Churchwardens	24
Messy Church	24-25
Parochial Church Council Members	25
Pastoral team	26
Activities organised primarily for children, young people or vulnerable adults, or which include teaching, training, instructing, caring for, supervising or transporting children, young people or vulnerable adults. Church Officers responsible for overseeing such activities.	
Priory groups, officers, paid posts and voluntary roles: Section 2	
Administrative assistants	27
Chat and craft	27-28
Event managers	28
Finance team	28-31
Flower arrangers	31
Gardeners/Living Churchyard/Labyrinth	31-32
Handbell ringers	32
Health and Safety Officer	33
Internet (web site, Facebook and other social media)	33-34
Ladies Group	34
Magazine production team	35
Man talk	35
Meditation Group	36
Mothers' Union	36
Priory Stewards	36-37
Refreshment helpers	37
Safeguarding	37-38
Secretary to the Parochial Church Council	38-39
Servers	39
Sidesmen/women	40
Stall staff and sellers (e.g. cakes, tickets)	40-41
Tower bell ringers	41



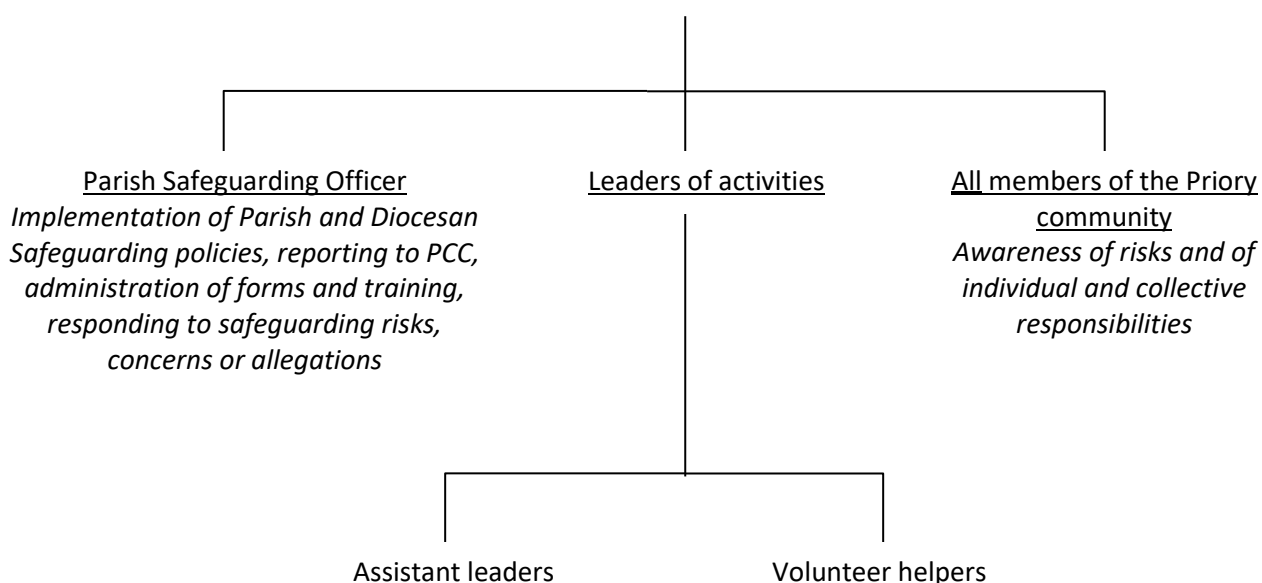
The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

	Walking Group	42
Pro forma documents	Nomination form for Parochial Church Council	43
	Confidential Declaration Form and Privacy Notice (for roles eligible for a DBS check)	44-52
	Shortened Confidential Declaration Form and Privacy Notice (for roles not eligible for a DBS check)	53-54
	Parental consent form	55-58
	Parental consent for a child to be transported in private vehicles on behalf of the PCC	59
	Policy statement on the recruitment of ex-offenders	60
	Application Form for voluntary role	61-63
	Reference request	64-65
	Volunteer Agreement	66-67
	Code of Safer Working Practice	68-69
	Undertaking of Voluntary Driver to transport children, young people or vulnerable adults in private vehicles on behalf of the PCC	70-71
	Logging a Safeguarding concern about a vulnerable person	72-73
	Logging a Safeguarding concern, incident or allegation about a volunteer or paid worker within the church community	74
Adoption of Policy and subsequent reviews		75
Appendix 1: Useful contacts		76-77
Appendix 2: Relevant parish documents and policies		78-79
Appendix 3: Relevant Diocesan documents and policies		80-84
Appendix 4: Sources of further information		85



Parish responsibility for Safeguarding

Duty to comply with Safeguarding Codes of Practice issued under s. 5A of the Safeguarding and Clergy Discipline Measure 2016, as amended by the Safeguarding (Code of Practice) Measure 2021



priorysafeguarding@gmail.com
07791 012613

Page 4 of 85



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Parish statement on safeguarding

- The Parochial Church Council takes seriously its obligations and responsibilities to protect and safeguard the welfare of any child, young person or vulnerable adult within the church community.
- This Policy takes account of the Church of England's Policy Statement *Promoting a safer church* (<https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf>), which underpins all safeguarding work within the Church and the drive to improve safeguarding practice.
- Christian communities should be places where all people feel welcomed, respected and safe from abuse. The safeguarding and protection of children, young people and vulnerable adults is everyone's responsibility and everyone's role. The whole church community needs to be aware of the dangers and to be prepared to report concerns and take action if necessary. Any concern, however minor, should be notified to the Safeguarding Officer or Rector as soon as it arises.
- The PCC accepts that it is collectively responsible for the safeguarding of children, young people and vulnerable adults when taking part in activities organized by the church. These responsibilities are devolved to the parish's employees and volunteers, who are required to work in accordance with the provisions of this Safeguarding and Safer Recruitment Policy.
- We are committed to:
 - The safeguarding and protection of all children, young people and adults.
 - The establishment of a safe and caring community providing
 - an environment and culture of informed vigilance about the dangers of abuse
 - an environment where victims of abuse are able to report or disclose abuse and find support.
 - The promotion of best practice in seeking to prevent abuse, including the safer recruitment of those with any responsibility relating to children, young people and vulnerable adults.
- The PCC will appoint a Parish Safeguarding Officer annually.
- Safeguarding will be a Standing Item at all PCC meetings.
- The PCC will review the Parish Safeguarding and Safer Recruitment Policy annually. After each review a signed and dated copy of the policy will be sent to the Safeguarding Officer for the Diocese of York (hereafter the Diocese).
- Copies of the Policy will be available in the Church, the Church Rooms and from the Parish Safeguarding Officer.
- The PCC will assess roles in order to identify which involve substantial contact with children, young people or vulnerable adults. This assessment may be delegated to the Rector and Safeguarding Officer. Recruitment for such roles will follow the principles and practices detailed in the Church of England's *Safer Recruitment and People Management Guidance* (2021). Where roles are not identified as having substantial contact with children, young people or vulnerable adults the PCC will implement aspects of safer recruitment practices where an element of safeguarding risk is identified or if individuals hold a position which shapes and influences the culture of the Parish community.
 - These assessments can be found in the Section *Priory groups, officers, paid posts and voluntary roles* and in the document *Definitions of activities & breakdown of requirements & recommendations*.
- The PCC will maintain appropriate Third Party Liability insurance for church work.
- The PCC understands that safeguarding includes protection from the physical environment, and therefore accepts that Health and Safety policies and discussions should include consideration of safeguarding issues in collaboration with the Parish Safeguarding Officer.
- In order to facilitate the confidential and timely reporting of any Safeguarding Serious Incidents to the Charity Commission, the responsibility for any decisions relating to the reporting of Safeguarding Serious Incidents is delegated to the Parish Safeguarding Officer and the Incumbent.
 - For details see Appendix 2.



Safeguarding

- Safeguarding is to take the appropriate measures to protect from harm or damage. These should include:
 - support and pastoral care to the victim
 - risk management with pastoral response in respect of the perpetrator.
- Safeguarding relates to physical, sexual and emotional issues. It can also relate to a person's vulnerability, capacity and capabilities.
- Safeguarding includes the recognition that the apparent resilience of a person may conceal suffering.
- Safeguarding issues can apply to individuals or groups.

Children and young people

- Children and young people are those who have not yet reached their 18th birthday. The term 'child' can be used to describe all those within this category.
 - A child may be defined as one between birth and the age of 13.
 - A young person may be defined as one between the ages of 13 and 18.
- Children and young people with disabilities (physical, sensory and/or learning difficulties) are especially vulnerable and need special care and protection.

Categories of abuse: children and young people

The PCC recognizes the following categories of abuse (*italics indicate definitions used by every Local Authority in England and Wales*). A child or young person may be abused by adults or by other children and young people, and may suffer more than one category of abuse.

- Neglect
 - *Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to*
 - *provide adequate food, clothing and shelter (including exclusion from home or abandonment)*
 - *protect a child from physical and emotional harm or danger*
 - *ensure adequate supervision (including the use of inadequate care-givers)*
 - *ensure access to appropriate medical care or treatment.*
 - *Neglect may also include neglect of, or unresponsiveness to, a child's basic emotional needs.*
- Physical abuse
 - *Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.*
- Sexual abuse
 - *Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.*
- Emotional abuse
 - *Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.*
 - *Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.*



- Emotional abuse may also include harassment or discrimination based on age, religion, ethnic or cultural background, gender, sexuality, impairment or disability.
- Organised abuse
 - *Organised abuse is defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.*
- Spiritual abuse
 - Harm can be caused by the inappropriate use of religious belief or practice, by the misuse of authority and by the imposition of inappropriate expectations upon children and young people.

Vulnerable adults

The definitions below are taken from the 1997 Consultation *Who Decides?* (issued by the Lord Chancellor's Department) and the Church of England's Parish Safeguarding Handbook 2018.

- A vulnerable adult is a person aged 18 and over whose ability to protect him/herself from violence, abuse, neglect or exploitation is significantly impaired (permanently or temporarily) through physical or mental disability, illness, old age, emotional fragility, distress or life events.
- Factors increasing vulnerability include:
 - chronic or acute mental illness
 - sensory or physical disability or impairment
 - learning disability
 - physical illness
 - the need for community care services by reason of disability, age or illness
 - dementia
 - addiction to alcohol or drugs
 - failing faculties of age
 - homelessness
 - being a refugee or asylum seeker
 - victims/survivors of domestic abuse violence or significant emotional coercion
 - victims/survivors of historic abuse in childhood
 - permanent or temporary reduction in physical, mental or emotional capacity brought about by life events (e.g. bereavement, abuse, trauma, redundancy, illness of self or another)
- The PCC recognizes that the factors described above do not of themselves mean that a person is vulnerable, but understands that all adults are vulnerable at times and will need the safe care of a loving community during those times.
- The PCC recognizes that some adults who do not consider themselves to be vulnerable may yet be vulnerable to abuse by individuals in positions of leadership and responsibility.

Categories of abuse: vulnerable adults

An adult may suffer more than one category of abuse.

- Neglect
 - Including withholding food, drink, heating and clothing, failing to provide access to health, social and educational services, ignoring physical care needs, exposing a person to unacceptable risk and failing to ensure adequate supervision.
- Physical abuse
 - Including hitting, shaking, biting, grabbing, withholding food or drink, force-feeding, wrongly administering medicine, unnecessary restraining and failing to provide physical care and aids to living.
- Sexual abuse
 - Including sexual assault, rape, inappropriate touching/molesting and pressurising someone into sexual acts they don't understand or feel powerless to refuse.
- Emotional or psychological abuse
 - Including verbal abuse, shouting, swearing, threatening abandonment or harm, isolating, taking away privacy or other rights, bullying/intimidation, blaming, controlling and humiliation.



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Definitions

- Discriminatory abuse
 - Including slurs, harassment and maltreatment due to a person's age, religion, ethnic or cultural background, gender, sexuality, impairment or disability.
- Institutional abuse
 - Including the use of systems and routines which neglect the person receiving care in any formal care setting.
- Financial or material abuse
 - Including withholding money or possessions, theft of money or property, fraud, intentionally mismanaging finances and borrowing money without repayment.
- Spiritual abuse
 - Including denial of the right of faith or the opportunity to grow in the knowledge and love of God, oppressive teaching, censorship of decision making, intrusive healing and deliverance ministries, misuse of scriptures, the authority of leadership or penitential discipline, and prevention of access to worship.

Glossary of terms

Includes terms used in documents and training pathways produced by the Church of England, the Diocese of York and Thirtyone:eight.

Term	Meaning	Equivalent Priory or Diocese of York role
Archdeacon	Senior member of the clergy with administrative responsibility for a specified geographical area (an archdeaconry) within the diocese. Will be involved in the handling of serious safeguarding situations in parishes (relating to allegations against clergy and other church officers).	Archdeacon of the East Riding
Assistant Leader [in this document]	Person designated to assist with the leadership or organization of a group or activity, including taking over responsibility for the activity if the Leader is absent.	Assistant Leader
Children's Advocate [optional role not required in every parish]	Person to whom children and young people know they could talk about problems if they wish	Role not used in Priory
Children's Officer [optional role not required in every parish]	Person responsible for ensuring the welfare of any children taking part in activities or as an escort in transport arranged by the church	Role not used in Priory
DBS Administrator	Diocesan staff member responsible for overseeing safer recruitment and the DBS process	DBS Administrator
Diocesan Safeguarding Officer	Diocesan staff member with overall responsibility for training, support, advice and managing issues relating to Safeguarding across the diocese.	Diocesan Safeguarding Officer
Diocesan Safeguarding Team	Staff appointed by the Diocese to oversee Safeguarding and advise parishes	Diocesan Safeguarding Team
Independent person	<i>See Independent person (Children)</i> <i>Independent person (Adults)</i>	
Independent person (Adults) [optional role not required in every parish]	Person to whom vulnerable adults know they could talk about problems if they wish	Role not used in Priory
Independent person (Children) [optional role not required in every parish]	Person to whom children and young people know they could talk about problems if they wish	Role not used in Priory



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Definitions

Leader [in this document]	Person responsible for overall leadership of a group or activity	Leader
Parish Safeguarding Administrator	Person appointed by the PCC to advise on and implement Safeguarding and Safer Recruitment Policy and to liaise with the Diocesan Safeguarding Team	Parish Safeguarding Officer
Parish Safeguarding Adviser	Person appointed by the PCC to advise on and implement Safeguarding and Safer Recruitment Policy and to liaise with the Diocesan Safeguarding Team	Parish Safeguarding Officer
Parish Safeguarding Officer (PSO)	Person appointed by the PCC to advise on and implement Safeguarding and Safer Recruitment Policy and to liaise with the Diocesan Safeguarding Team	Parish Safeguarding Officer
Parochial Church Council (PCC)	Executive committee of the Parish, consisting of clergy, churchwardens and elected lay members	Parochial Church Council (PCC)
PCC	<i>See Parochial Church Council</i>	
PSO	<i>See Parish Safeguarding Officer</i>	
Safeguarding Adviser	<i>See Diocesan Safeguarding Officer Parish Safeguarding Officer</i>	
Safeguarding Lead	PCC member with responsibility for Safeguarding issues	Parish Safeguarding Officer
Safeguarding Officer	<i>See Diocesan Safeguarding Officer Parish Safeguarding Officer</i>	
Self declaration form	Term used by Thirtyone:eight to describe a Confidential Declaration form	
Volunteer helper [in this document]	Person who carries out an activity, but has a level of autonomy in assisting the leadership (not just one who attends the activity).	Volunteer helper
Vulnerable Adult's Advocate [optional role not required in every parish]	Person to whom vulnerable adults know they could talk about problems if they wish	Role not used in Priory
Young People's Officer [optional role not required in every parish]	Person responsible for ensuring the welfare of any young people taking part in activities or as an escort in transport arranged by the church	Role not used in Priory
Youth advocate [optional role not required in every parish]	Person to whom children and young people know they could talk about problems if they wish	Role not used in Priory



Introduction

- The PCC will endeavour to recruit employees and volunteers without discrimination in matters of age, disability, gender, race, religion and belief, sexual orientation or gender reassignment.
- The holding of a criminal record will not necessarily bar an applicant from appointment unless children or vulnerable adults would be put at risk.
- The PCC undertakes to adopt and follow policy statements on data protection, storage and confidentiality and on the recruitment of ex-offenders.
- The minimum age for recruitment as a volunteer or paid worker is 16. Where helpers are below this age roles will be limited to agreed supervised tasks discussed with the parent or guardian, Group leader, Parish Safeguarding Officer and Rector or Churchwarden. Information will still be taken, and the helper will be required to undertake the full recruitment process where applicable on reaching 16.

Advertising

- Most workers at the Priory are volunteers and unlikely to be recruited by formal advertisement. In the case of recruitment to paid posts the following will be provided to applicants:
 - covering letter providing the recruitment timetable
 - job description and person specification
 - application form
 - information about the Parish Safeguarding and Safer Recruitment Policy
 - information about the parish and its organization.

Job description / volunteer role profile and person specification

- In the case of paid posts these will be drawn up at the time of recruitment and will be used to undertake shortlisting in accordance with current Diocesan guidelines.
- In the case of voluntary roles these will be found in the Section *Priory groups, officers, paid posts and voluntary roles*.

Application Forms

- The Priory's Application Form must be used in all cases. CVs will not be accepted on their own.
- Paid posts
 - Application Forms will be drawn up at the time of recruitment. These will ask for
 - Present (or most recent) employment and reason for leaving.
 - Full history of education, employment and any voluntary work since leaving school, with an explanation of any gaps.
- Voluntary roles
 - The completion of an application form is recognized as good practice for prospective workers with children, young people and vulnerable adults.
 - The PCC will ask for an application form where recommended in the Section *Priory groups, officers, paid posts and voluntary roles*. The Rector and Parish Safeguarding Officer may make a further assessment of this recommendation.

References

- A minimum of two written references will be obtained. 'Self-supplied', 'to whom it may concern' and verbal references will not be accepted.
- Referees must be over 18.
- Referees may not be family members of the applicant and at least one referee must not be a member of the Priory congregation.
- Paid posts
 - The PCC will take up references before interview for all positions. At least one of the references must be from the applicant's current/most recent employer and/or voluntary position.
 - References must cover a minimum period of two years. To obtain this it may be necessary to request more than two references.



- Voluntary roles
 - The PCC will take up references where recommended in the Section *Priory groups, officers, paid posts and voluntary roles*. These will be taken up before any interview. The Rector and Parish Safeguarding Officer may make a further assessment of this recommendation.
 - At least one of the references must comment on the applicant's ability to work with the group with whom s/he will be volunteering.
 - If the applicant is currently working/volunteering with children, young people or vulnerable adults, or has done within the past two years, then a reference must be sought from that organisation
 - If the applicant has come to the Church body from another Church body within the past two years, a reference must be sought from that previous Church body.

Interviews

- In all cases Interview questions and conversations should be in accordance with current Church of England guidelines on safer recruitment.
 - Paid posts
 - Interview questions will be drawn up at the time of recruitment.
 - Voluntary roles
 - The applicant will undergo either
 - a formal interview with a panel of at least two individuals, ideally male and female and including persons with Safeguarding training and understanding of the role in question, or
 - an informal interview with the Leader(s) of the Group in question.
- as recommended in the Section *Priory groups, officers, paid posts and voluntary roles*.

Appointment

- Each new volunteer will be required to complete a Volunteer Agreement. If an application form is required for the role the Volunteer Agreement will be completed after the application is accepted.
- Volunteers will be required to complete the recruitment requirements as laid down for the role(s) undertaken in the Section *Priory groups, officers, paid posts and voluntary roles*. This may include a Confidential Declaration Form (in full or shortened version), DBS process and proof of identity. The Rector and Parish Safeguarding Officer may make a further assessment of these requirements.
- All those involved in groups and activities organised primarily for children, young people or vulnerable adults, or which include teaching, training, instructing, caring for, supervising or transporting children, young people or vulnerable adults are required to sign the Church of England's *Code of Safer Working Practice*.
- If an applicant does not wish to complete any of these forms the application and appointment may not proceed.
- All paid employees must have a Contract of Employment.

Probationary period

- Paid posts
 - All paid employees will be subject to a probationary period.
- Voluntary roles
 - Leaders of groups and activities will monitor the effectiveness of their volunteer helpers.

Employees and volunteers needing protection

- Where a volunteer or paid worker is under 18 years old or is a vulnerable adult the immediate supervisor of that person must complete a DBS check. A risk assessment must also be undertaken to ensure that the person is working safely.

Drivers

- If a commercial driver is employed s/he must be a private hire or hackney carriage driver licenced by East Riding of Yorkshire Council (these are required to have an Enhanced DBS certificate and a subscription to the DBS Update Service).



- Volunteers driving passengers to any location for any purpose *on behalf of the Church*, that is at the request of a member of the clergy/reader team, a parish employee, or an officer, Group Leader or other official representative of the PCC:
 - Must complete the form *Undertaking of Voluntary Driver to transport children, young people or vulnerable adults in private vehicles on behalf of the PCC*
- If a child is being driven the form *Parental consent for a child to be transported in private vehicles on behalf of the PCC* must be completed.



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Training and support for employees and volunteers

- The PCC is committed to:
 - Giving and enabling appropriate support and training.
 - Responding promptly to safeguarding concerns or allegations.
 - Providing clear systems and procedures for dealing with concerns or allegations about abuse.
 - See the Section *Procedures for responding to concerns about or allegations of abuse or inappropriate behaviour*.
 - Providing clear systems and procedures for the recruitment of paid workers and volunteers
 - See the Section *Recruitment policies*.
 - Maintaining good links with Diocesan and statutory childcare authorities as necessary.
- The PCC recognizes that abuse is more likely to occur where paid workers and volunteers are not accountable to others and will endeavour to provide employees and volunteers with named supervisors to whom concerns can be taken. These will usually be the Leaders of the appropriate activity.
- Employees and volunteers will be required to undertake the safeguarding learning pathway(s) recommended for the role(s) undertaken in the Section *Priory groups, officers, paid posts and voluntary roles*.
- Refresher training should be completed at three year intervals to keep knowledge and skills up to date. Refresher training will be by taking the highest required level of pathway for the role(s) undertaken.
- The Group Leader and/or Safeguarding Officer will arrange access to pathways where they are not available online or the employee/volunteer does not have online access.
- The training pathways will be taken from the following Church of England modules:
 - Basic Awareness
 - To place safeguarding in the context of the Church and Christian pastoral care.
 - Required for all Church Officers and anyone going on to complete any other safeguarding learning pathway. Recommended for anyone wanting or needing a Basic Awareness of safeguarding.
 - The PCC requires that leaders of all Priory activities undertake the Basic Awareness pathway.
 - Foundations
 - To place safeguarding in the context of the Church and equip participants with appropriate knowledge and skills.
 - Required for anyone in a role which involves work with children, young people or vulnerable adults, Churchwardens, PCC Members and anyone going on to complete any other safeguarding learning pathway.
 - Leadership
 - For those who play a lead role in shaping the culture of the parish
 - Required for Churchwardens, Safeguarding Officers and people in local leadership roles.
 - Safer Recruitment and People Management
 - To provide an understanding of safer recruitment, and the skills and practices to promote positive safeguarding behaviours and detect safeguarding risk once a person is in role.
 - Required for Safeguarding Officers, those with responsibility for administering DBS, line managers and anyone involved in the recruitment of Church employees, elected members and volunteers
 - Raising Awareness of Domestic Abuse
 - To equip participants to engage thoughtfully and proactively with the issue of domestic abuse and those affected.
 - Required for Parish Safeguarding Officers and strongly recommended for PCC members and those holding any pastoral role.
 - Parish Safeguarding Officer Induction
 - To provide an understanding of the role of the Parish Safeguarding Officer and induct them into key working practices and relationships.
 - Required for Parish Safeguarding Officers.
- When the Diocese introduces a new module the PCC will expect paid workers and volunteers to undertake this where recommended for the role(s) undertaken. The module will be added to the appropriate sections of this Policy at the next annual review.
- A volunteer who does not wish to complete the training required for the role undertaken will not be permitted to undertake or, in the case of an existing volunteer, to continue in that role.



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Disclosure and Barring (DBS) checks and Confidential Declaration forms

Confidential Declaration Forms

- The completion of Church of England Confidential Declaration Forms will be obligatory for all employees and volunteers involved in parish roles with children, young people or vulnerable adults.
 - It is a Diocesan requirement that where a question on the Confidential Declaration Form has been answered in the affirmative the form **must** be sent to the Diocese for a confidential risk assessment, and the applicant will not be appointed until the Diocese has given its approval.
- Where a role is not eligible for a DBS check a shortened version of the Church of England form may be used, as laid down for the role(s) undertaken in the Section *Priory groups, officers, paid posts and voluntary roles*..

DBS checks

- DBS Enhanced checks will be required where stated in the Section *Priory groups, officers, paid posts and voluntary roles*. This will usually be through the online DBS application system supplied to the Diocese by Thirtyone:eight.
 - DBS checks undertaken for other organizations can be used in respect of parish roles only if **both** the following criteria apply:
 1. The existing DBS disclosure certificate is of the same type (level and workforce) as is required for the role undertaken in the Section *Priory groups, officers, paid posts and voluntary roles*.
 2. The employee or volunteer is registered for the DBS Update Service (www.gov.uk/dbs-update-service), which enables the parish to check the current situation. Registration for the Update Service is free of charge for volunteers.
 - Employees and volunteers will be re-checked every three years in accordance with Diocesan guidelines. Additional checks may be undertaken at any time if the Rector, Churchwardens and Parish Safeguarding Officer consider that there is a concern.
 - It is a Diocesan requirement that **all** blemished DBS disclosures are sent to the Diocese, and the applicant will not be appointed until the Diocese has given its approval.
- Basic DBS checks will be carried out on new volunteers in the following roles, unless they hold a DBS Enhanced certificate in respect of another role:
 - Administrators of Priory Facebook and YouTube pages
 - Event managers
 - Finance team
 - Pastoral team leader and members
 - Secretary and Treasurer to the Parochial Church Council
 - Priory Stewards
 - Stall staff and sellers
 - Treasurers of Priory groups
 - All those who take responsibility for Priory money during the course of an activity.
- These checks will be renewed every five years.
- If unspent convictions are disclosed, the decision as to whether this should affect appointment to the role will be made by the Rector and Parish Safeguarding Officer with advice from Diocese if needed.



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Photography and audio/video recording of children, young people and vulnerable adults

- Everyone is requested to be vigilant about the making of images or recordings during church services and events organized by the parish.
- All children, young people or vulnerable adults must be appropriately dressed when photographed or video recorded.
- Do not photograph or video record any child, young person or vulnerable adult who has asked not to be photographed or who is under court order (where it is known).
- For use of images see under Internet and social media, but be aware that these guidelines apply also to publishing in hard copy.
- Events and services
 - All people taking photographs or video recording footage for official use at an event should register with the event organiser. All concerns regarding inappropriate behaviour or intrusive photography or video recording should be reported to the event organiser.
 - At large events or services the setting up of photo or video recording opportunities at the end is recommended. This allows the event to go ahead with limited interruption, and allows any child, young person or vulnerable adult to take part in the event without being photographed or video recorded.



- All those involved with the management and administration of social media in connection with parish activities must follow the Diocese's *Social Media Guidelines* (included as an appendix to this policy).
- Any online contact with children and young people must comply with the recommendations and codes of conduct laid down in the Diocese's *Guidelines for video conferencing with children* and *Guidelines for using video conferencing for youth groups* (both included as appendixes to this policy).
- Use of images:
 - The use of images is governed by the provisions of the Data Protection Act 2018 and the UK General Data Protection Regulation.
 - The Diocese of York requires an assessment to be made as to whether publishing an image or recording in any format might pose a risk to a child, young person or vulnerable adult.
 - The person recorded in a photographic image or recording must have given permission for any use of it and for any personal identification.
 - In the case of a child or young person the permission (consent) must be given by the parent or guardian.
 - In the case of a vulnerable adult care should be taken to ensure that the person is capable of giving informed consent. Otherwise the consent of a legally appointed carer should be sought.
 - A consent form is available for use.
 - When using images or recordings children, young people and vulnerable adults should not be identified by name, address (postal or e-mail), telephone number or any other information which may lead to identification of an individual. This includes image filenames, Alt tags or hashtags.



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Procedures for responding to concerns about or allegations of abuse or inappropriate behaviour

This section should be applied in consultation with the relevant sections of the Church of England's Safeguarding e-manual at <https://www.churchofengland.org/safeguarding/safeguarding-e-manual>.

- Anyone can report a concern or allegation of abuse at any time. For example:
 - A child or adult speaks about current or recent abuse perpetrated upon them.
 - An adult speaks about abuse that occurred in childhood.
 - A child or adult speaks about abuse perpetrated upon them in the past.
 - A child speaks about abusing another child.
 - An adult speaks about abusing a child or another adult.
- Church members, including activity leaders and volunteers, may have concerns about possible or actual inappropriate conduct or abuse which may have occurred within a church setting or within another context, but which is drawn to their attention in a church setting.
- In all events the following procedures should be observed. The Forms *Logging a Safeguarding concern about a vulnerable person* and/or *Logging a Safeguarding concern, incident or allegation about a volunteer or paid worker within the church community* must be used.
- No allegation or concern should be discussed with anyone at all, apart from the people mentioned in the following procedures.
- The role of a church member is not to investigate beyond establishing the basic facts so that a decision can be made about what further action, if any, needs to be taken.
- Allow the child or adult to speak, but be very careful not to say anything that may suggest or prompt a particular answer. Anything said by the child or adult should be recorded, noting the actual words used.
- Reassure the child or adult that you are listening carefully, but refrain from promising to 'keep a secret'. Make it clear that you may have to tell someone else who can help to sort things out.
- Establish only as much information as is needed to be able to tell the Parish Safeguarding Officer or Incumbent what is believed to have happened, when and where.
- Concerns or an allegation must be shared with the Parish Safeguarding Officer as soon as possible, or in her absence, with the Incumbent, a Churchwarden or the Diocesan Safeguarding Officer.
 - If the concern or allegation is about any of these people **do not** share the concern with them.
 - The concerns **must** be recorded, as must decisions of how to proceed, including the rationale for those decisions and consultation with any other persons.
- Do not contact the person about whom a safeguarding concern or allegation has been made or anyone who may be implicated in the allegation or disclosure. Decisions about informing them will be taken after the Parish Safeguarding Officer or Incumbent has sought advice from the Diocesan Safeguarding Officer or statutory agencies.
- If it is agreed that the concerns are felt to be unfounded no further action need be taken. However, the record **must** be kept, and a copy will be forwarded to the Diocesan Safeguarding Officer.
- If the concern is not thought to be related to abuse, but is one where support may be needed from relevant agencies, the Parish Safeguarding Officer should make a referral to Social Services (in the case of a child this will require parental permission). If concerns remain the Parish Safeguarding Officer should contact the Diocesan Safeguarding Officer.
- If there are concerns that a child or adult is suffering or is likely to suffer significant harm or is in immediate danger of harm, then a referral to Social Services or the Police should be made at once by the Church member or the Parish Safeguarding Officer. Clearly state that you are making a "Child Protection Referral" where this is the case. Identify yourself and the Church you are representing. You must also advise the Diocesan Safeguarding Officer.
- The Parish Safeguarding Officer should support any church member raising or reporting a concern or allegation and make sure that the above procedures have been carried out appropriately.
- Unless it is inappropriate in view of the nature of the allegation, the incumbent or Churchwardens should be informed of any referral being made. The Diocesan Safeguarding Officer should also be informed.
- Careful consideration should also be given as to whether the Parish's insurers should be contacted and advised of the incident or allegation.



- If there is good reason to believe that someone attending the church may pose a risk to children, young people or vulnerable adults, either as a result of a criminal conviction or for any other reason, the first concern will be a commitment to the protection of all children, young people and vulnerable adults.
- We will seek to offer pastoral care and support to any member of our Church community known to have offended against a child, young person or vulnerable adult.
 - We will support them in continuing to attend church services whilst supervising their attendance to reduce the risk of further harm. The Rector and Churchwardens (or authorised agent such as the Area Dean) will speak to the Diocesan Safeguarding Officer and then meet with the individual to discuss and agree boundaries that the person will be expected to keep.
 - A written agreement will be appropriate in such cases, and the Parish Safeguarding Officer and Diocesan Safeguarding Officer will be informed and supplied with a copy of the written agreement.
 - Our support may include referral to the appropriate authorities.
- No-one who is found to pose a potential risk to children, young people and vulnerable adults (or any of these) will be given any position or responsibility that may be perceived by others as a position of trust.
- Known offenders, and others who may pose a risk to children or vulnerable adults, will be managed and monitored in consultation with the Diocesan Safeguarding Team.



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Priory groups, officers, paid posts and voluntary roles: Introductory notes

- The requirements for Confidential Declaration Forms, DBS checks and training in this section are laid out for each individual role. Those carrying out multiple roles should check the requirements for all roles undertaken.
- The lists below were correct at the time of passing the Policy. Any corrections will be made at the annual review by the PCC.
- It is the responsibility of Group leaders to inform the Parish Safeguarding Officer if the activity:
 - starts to include children, young people and/or vulnerable adults for the first time
 - ceases to include children, young people and/or vulnerable adults.
- It is recommended to have at least two DBS checked people present at activities with children, young people and/or vulnerable adults, in case someone is ill/on holiday/unexpectedly called away.
- Definitions for this section:
 - 'Leaders' means those responsible for overall leadership of a group.
 - 'Assistant leaders' means those designated to assist with the leadership or organization of a group.
 - 'Volunteer helpers' means those who carry out the activities. It does not mean those who simply attend the activity, but is used in this section where the volunteer has a level of autonomy.
- Assistant leaders and volunteer helpers who have not had a DBS check should be instructed by their leaders not to assist with supervision, feeding, personal care or similar, and should not be alone with a child, young person or vulnerable adult.
- For further information about training pathways see the Section *Training and support for employees and volunteers*. For convenience, in this section the pathway 'Raising Awareness of Domestic Abuse' is listed as 'Awareness Domestic Abuse'.

Criteria used for assessment in this section

- Activities
- Location of regular meetings
- Frequency of regular meetings
- Frequency of activities apart from regular meetings
- Regular contact with children
- Occasional contact with children
- Parents present at all times
- Leader or supervisor alone with a child or children in a room or building for any length of time
- Leader or helper in one to one contact with a child
- Assistance with toileting or other personal activities (apart from the child's parents)
- Regular contact with vulnerable adults
- Occasional contact with vulnerable adults
- Leader or supervisor alone with a vulnerable adult or adults in a room or building for any length of time
- Leader or helper in one to one contact with a vulnerable adult
- Activities taking place in a leader's or helper's home (except meetings or committees where children and vulnerable adults are not present).
- One-off helpers, speakers or workshop leaders taking part in the activities of the group
- Driving others on behalf of the Church (**not** as a private arrangement between individuals)

The assessments of these criteria are contained in the document *Definitions of activities & breakdown of requirements & recommendations* for the current year. Further information is available from the Safeguarding Officer.



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Priory groups, officers, paid posts and voluntary roles: Section 1

Activities organised primarily for children, young people or vulnerable adults, or which include teaching, training, instructing, caring for, supervising or transporting children, young people or vulnerable adults.

Caring Café

<u>Activities</u>		
• Providing a caring and supportive place for those who need it, especially for those who have memory loss of any kind and those who care for them • Activities for those attending • Preparation and serving of refreshments		
<u>Volunteer role profile for leaders</u>		
• Arrangement and leadership of meetings • Supervision of volunteer helpers • Preparation of materials • Supervision of activities at meetings • To engage in conversation with all who attend and to assist with activities where support is needed • Preparation and serving of refreshments		
<u>Volunteer role profile for volunteer helpers</u>		
• Preparation and serving of refreshments • To engage in conversation with all who attend		
	<u>Leaders</u>	<u>Volunteer helpers</u>
<u>Requirements</u>		
Confidential Declaration Form	Yes	Yes (Shortened)
Completion of Application Form for voluntary role	Yes	Yes
Completion of Volunteer Agreement	Yes	Yes
References to be taken up	Yes	No
Formal interview	Yes	No
Informal interview with Group leader		Yes
Proof of identity		Yes
Agreement to abide by Code of Safer Working Practice	Yes	Yes
DBS Enhanced Certificate	Adult Workforce	Yes
Training pathways	Basic Awareness	Yes
	Foundations	Yes ¹
	Awareness Domestic Abuse	No

Choir

At least two Enhanced DBS checked adults must be present in any video conference/online activity with under 18s

Activities

- Rehearsing and singing for Priory services, concerts and tours/visits
- Social and fundraising activities
- Supervised outings (under 18s)
- Playing the organ to accompany the Choir
- Conducting and rehearsing the Choir

Director of Music

<u>Role profile</u>
• Director of Music is not a voluntary role. Profile will be defined in Job Description / Contract.

¹ If having direct contact with vulnerable adults



**The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy**

Priory groups, officers, paid posts and voluntary roles: Section 1

Activities organised primarily for children, young people or vulnerable adults, or which include teaching, training, instructing, caring for, supervising or transporting children, young people or vulnerable adults.

Requirements		
Completion of Application Form		Yes
References to be taken up		Yes
Formal interview		Yes
Confidential Declaration Form		Yes
References to be taken up		Yes
Formal interview		Yes
Probationary period required for new paid workers and volunteers		Yes
Contract of Employment		Yes
Agreement to abide by Code of Safer Working Practice		Yes
DBS Enhanced Certificate	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
DBS Enhanced Certificate with barring information	Child Workforce	Yes
	Adult Workforce	No
	Child and Adult Workforce	No
Training pathways	Basic Awareness	Yes
	Foundations	Yes
	Leadership	No
	Safer Recruitment & People Management ²	Yes
	Awareness Domestic Abuse	Yes

Choir Committee

Role profile		
- Planning of Choir activities and assistance with organization of Choir Club, Choir day trips, Choir holidays and Choir events [Adults only] Supervision of under 18s at all Choir activities		
Requirements		
Confidential Declaration Form		Yes ³
Completion of Application Form for voluntary role		Yes
Completion of Volunteer Agreement		Yes
References to be taken up		Yes
Formal interview		Yes
Agreement to abide by Code of Safer Working Practice		Yes
DBS Enhanced Certificate	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
DBS Enhanced Certificate with barring information	Child Workforce	Yes ³
	Adult Workforce	No
	Child and Adult Workforce	No
Training pathways	Basic Awareness	Yes
	Foundations	Yes
	Leadership	No

² As manager of Junior Choir leader and Choir Committee. Review at each renewal for continuing responsibility.

³ If the role is undertaken weekly, or 4 or more days in a 30 day period, or overnight (at any time between 2am and 6am and with an opportunity for face-to-face contact). (Clarify with Parish Safeguarding Officer)



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Priory groups, officers, paid posts and voluntary roles: Section 1

Activities organised primarily for children, young people or vulnerable adults, or which include teaching, training, instructing, caring for, supervising or transporting children, young people or vulnerable adults.

	Awareness Domestic Abuse	Yes
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Junior Choir Leader

<u>Role profile</u>		
Junior Choir Leader is not a voluntary role. Profile will be defined in Job Description / Contract.		
<u>Requirements</u>		
Completion of Application Form		Yes
References to be taken up		Yes
Formal interview		Yes
Contract of Employment		Yes
Probationary period for new paid workers and volunteers		Yes
Confidential Declaration Form		Yes
Completion of Volunteer Agreement		
DBS Enhanced Certificate	Child Workforce	Yes
	Adult Workforce	No
	Child and Adult Workforce	No
DBS Enhanced Certificate with barring information	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
Training courses	Basic Awareness	Yes
	Foundation	Yes
	Leadership (Lay)	No
	Safer Recruitment and People Management	No
	Awareness Domestic Abuse	No

Adult Choir members

New Adult Choir members will be provided with a copy of the document *Help and guidance for new adult Choir members* (included as an appendix to this policy).

<u>Role profile</u>		
Rehearsing and singing for Priory services, concerts and tours/visits		
<u>Requirements</u>		
Completion of Volunteer Agreement		Yes
Informal interview with Group leader		Yes
DBS Enhanced Certificate	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
DBS Enhanced Certificate with barring information	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
Training pathways	Basic Awareness	Yes
	Foundations	No
	Leadership	No
	Awareness Domestic Abuse	No



**The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy**

Priory groups, officers, paid posts and voluntary roles: Section 1

Activities organised primarily for children, young people or vulnerable adults, or which include teaching, training, instructing, caring for, supervising or transporting children, young people or vulnerable adults.

Volunteer helpers

<u>Role profile</u>		
- Assistance with Choir Club, Choir day trips, Choir holidays and Choir events (always in the presence of the Director of Music or an adult member of Choir Committee in possession of a DBS Enhanced Certificate with barring information). - Chaperone at choir practice (always in the presence of the Director of Music). Observation role only. No interaction with individual children unless in possession of a DBS Enhanced Certificate with barring information.		
<u>Requirements</u>		
Completion of Volunteer Agreement		Yes
Informal interview with Group leader		Yes
DBS Enhanced Certificate	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
DBS Enhanced Certificate with barring information	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
Training pathways	Basic Awareness	Recommended
	Foundations	No
	Leadership	No
	Awareness Domestic Abuse	No

Assistant Organist/Accompanist

<u>Role profile</u>		
- To play the organ to accompany the Choir - To conduct and rehearse the Choir⁴		
<u>Requirements</u>		
Shortened Confidential Declaration Form		Yes
Completion of Application Form		Yes
References to be taken up		Yes
Interview with Group leader		Yes
Basic DBS check		Possible ⁴
DBS Enhanced Certificate	Child Workforce	Possible
	Adult Workforce	No
	Child and Adult Workforce	No
DBS Enhanced Certificate with barring information	Child Workforce	Possible ⁴
	Adult Workforce	No
	Child and Adult Workforce	No
Training pathways	Basic Awareness	Yes
	Foundations	Possible ⁴
	Leadership	No
	Awareness Domestic Abuse	No

⁴ Dependent on parameters of individual role agreement/contract



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Priory groups, officers, paid posts and voluntary roles: Section 1

Activities organised primarily for children, young people or vulnerable adults, or which include teaching, training, instructing, caring for, supervising or transporting children, young people or vulnerable adults.

Churchwardens

NB: A Churchwarden may be suspended from holding office when arrested on suspicion of committing an offence mentioned in Schedule 1 of the Children and Young Persons Act 1933 or when the bishop of the diocese is satisfied on the basis of information provided by a local authority or the police that s/he presents a significant risk of harm.

A Churchwarden may be disqualified from holding office if s/he is convicted of an offence mentioned in Schedule 1 of the Children and Young Persons Act 1933 or if s/he is included in a barred list.

<u>Activities and role profile</u>		
To carry out the functions of a Churchwarden as defined in law and the Canons of the Church of England		
<u>Requirements</u>		
Completion of Volunteer Agreement		Yes
Confidential Declaration Form		Yes
Agreement to abide by Code of Safer Working Practice		Yes
DBS Enhanced Certificate	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	Yes
DBS Enhanced Certificate with barring information	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
Training pathways	Basic Awareness	Yes
	Foundations	Yes
	Leadership	Yes
	Safer Recruitment & People Management	Yes
	Awareness Domestic Abuse	Yes

Messy Church

<u>Activities</u>		
- Crafts, games, worship and other activities for families, children and accompanying adults - Preparation and serving of meals		
<u>Volunteer role profile for leaders</u>		
- Arrangement and leadership of meetings - Supervision of volunteer helpers - Preparation of materials - Supervision of activities at meetings - Preparation and serving of meals		
<u>Volunteer role profile for volunteer helpers</u>		
- Assistance with activities at meetings - Preparation and serving of meals		
<u>Requirements</u>	<u>Leaders</u>	<u>Volunteer helpers</u>
Confidential Declaration Form	Yes	Yes (Shortened)
Completion of Application Form for voluntary role	Yes	Yes
Completion of Volunteer Agreement	Yes	Yes
References to be taken up	Yes	No
Formal interview	Yes	No



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Priory groups, officers, paid posts and voluntary roles: Section 1

Activities organised primarily for children, young people or vulnerable adults, or which include teaching, training, instructing, caring for, supervising or transporting children, young people or vulnerable adults.

Informal interview with Group leader			Yes
Proof of identity			Yes
Agreement to abide by Code of Safer Working Practice		Yes	Yes
DBS Enhanced Certificate⁵	Child Workforce	Yes	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
DBS Enhanced Certificate with barring information	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
Training pathways	Basic Awareness	Yes	Yes
	Foundations	Yes	Yes
	Leadership	No	No
	Awareness Domestic Abuse	Yes	No

Parochial Church Council Members

NB: A PCC member may be suspended from holding office when arrested on suspicion of committing an offence mentioned in Schedule 1 of the Children and Young Persons Act 1933 or when the bishop of the diocese is satisfied on the basis of information provided by a local authority or the police that s/he presents a significant risk of harm.

A PCC member may be disqualified from holding office if s/he is convicted of an offence mentioned in Schedule 1 of the Children and Young Persons Act 1933 or if s/he is included in a barred list.

<u>Activities</u>		
Attendance at PCC meetings and associated decision making		
<u>Volunteer role profile</u>		
To carry out the functions of a PCC member as defined in the Church Representation Rules		
<u>Requirements</u>		
Confidential Declaration Form		Yes
References to be taken up		No
Completion of Volunteer Agreement		Yes
Agreement to abide by Code of Safer Working Practice		Yes
DBS Enhanced Certificate	Child and Adult Workforce	Yes
	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
Training pathways	Basic Awareness	Yes
	Foundations	Yes
	Leadership	No
	Awareness Domestic Abuse	Yes (strongly recommended)

⁵ At least two DBS checked adults must be present in any video conference/online activity



The Priory Church of St Mary, Bridlington Safeguarding and Safer Recruitment Policy

Priory groups, officers, paid posts and voluntary roles: Section 1

Activities organised primarily for children, young people or vulnerable adults, or which include teaching, training, instructing, caring for, supervising or transporting children, young people or vulnerable adults.

Pastoral team

<u>Activities</u>		
- Leading services in residential homes, including Communion - Pastoral home visits, including Communion - Leading services in the community - Hosting tea/coffee with conversation - Carrying out the ministry of healing prayer		
<u>Volunteer role profile for leaders</u>		
- Supervision of assistant leaders - Arrangement of activities - Visiting residential homes - Making pastoral home visits, including taking Home Communion - Hosting tea/coffee with conversation - All activities to be carried out in accordance with the guidelines laid down		
<u>Volunteer role profile for volunteer helpers</u>		
- Visiting residential homes - Making pastoral home visits, including taking Home Communion - Assisting with the leading of services in the community - Hosting tea/coffee with conversation - All activities to be carried out in accordance with the guidelines laid down		
<u>Requirements</u>	<u>Leaders</u>	<u>Volunteer helpers</u>
Confidential Declaration Form	Yes	Yes ⁶ Otherwise Shortened version
Completion of Application Form for voluntary role	Yes	Yes
Completion of Volunteer Agreement	Yes	Yes
References to be taken up	Yes	Yes
Formal interview	Yes	Yes
Proof of identity (when not undertaking DBS)		Yes
Basic DBS check (when not eligible for Enhanced certificate)	Yes	Yes
Agreement to abide by Code of Safer Working Practice	Yes	Yes
DBS Enhanced Certificate	Child Workforce	No
	Adult Workforce	Yes ⁶
	Child and Adult Workforce	No
DBS Enhanced Certificate with barring information	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
Training pathways	Basic Awareness	Yes ⁷
	Foundations	Yes ⁸
	Leadership	No
	Awareness Domestic Abuse	Yes / Recommended ⁸

⁶ If the role is undertaken weekly or 4 or more days in a 30 day period (clarify with Parish Safeguarding Officer). At the Priory Care Home visitors meet these frequency criteria.

⁷ Required for those making pastoral home visits, visiting residential homes and carrying out the ministry of healing prayer. PCC requirement for others.

⁸ Required for those making pastoral home visits, visiting residential homes and carrying out the ministry of healing prayer. Strongly recommended for others.



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Priory groups, officers, paid posts and voluntary roles: Section 2
Activities not covered by the definitions at Section 1

Administrative assistants (photocopying, room bookings, weekly notices, Electoral Roll)

<u>Activities</u>		
• Photocopying • Administration of room bookings • Compilation of Weekly Notice Sheet • Compilation and updating of Electoral Roll		
<u>Volunteer role profile for leaders</u>		
No leaders		
<u>Volunteer role profile for volunteer helpers</u>		
• To carry out administrative tasks as requested		
<u>Requirements</u>		<u>Volunteer helpers</u>
Completion of Volunteer Agreement		Yes
Informal interview with PCC representative or Incumbent		Yes
DBS Enhanced Certificate	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
DBS Enhanced Certificate with barring information	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
Training pathways	Basic Awareness	Recommended
	Foundations	No
	Leadership	No
	Awareness Domestic Abuse	No

Chat and craft

<u>Activities</u>			
• Craft activities (e.g. knitting, crochet)			
<u>Volunteer role profile for leaders</u>			
• Arrangement of meetings • Supervision of assistant leaders • Welcoming of visitors and telephone contact with members			
<u>Volunteer role profile for assistant leaders</u>			
• Assistance with arrangement and supervision • Deputising for leader(s) when absent • Welcoming of visitors			
<u>Requirements⁹</u>		<u>Leaders</u>	<u>Assistant leaders</u>
Shortened Confidential Declaration Form		Yes	No
Completion of Volunteer Agreement		Yes	Yes
Informal interview with Group leader			Yes
Informal interview with PCC representative or Incumbent		Yes	No
DBS Enhanced Certificate	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
	Child Workforce	No	No

⁹ The Treasurer of any Priory group is required by the PCC to undertake a Basic DBS check.



**The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy**

*Priory groups, officers, paid posts and voluntary roles: Section 2
Activities not covered by the definitions at Section 1*

DBS Enhanced Certificate with barring information	Adult Workforce	No	No
	Child and Adult Workforce	No	No
Training pathways	Basic Awareness	Yes	No
	Foundations	No	No
	Leadership	No	No
	Awareness Domestic Abuse	No	No

Event managers

<u>Activities</u>
Overseeing concerts and other secular or non liturgical events at which the public is present
<u>Volunteer role profile for leaders</u>
- Overall management of people and participants - Responsibility for ensuring adherence to policies on Health and Safety, taking photographs and video recording - Supervision of volunteer helpers

<u>Volunteer role profile for volunteer helpers</u>			
Assistance in the management of people and participants			
<u>Requirements</u>		<u>Leaders</u>	<u>Volunteer helpers</u>
Shortened Confidential Declaration Form		Yes	No
Completion of Volunteer Agreement		Yes	Yes
Informal interview with Group leader			Yes
Basic DBS check		Yes	No
DBS Enhanced Certificate	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
DBS Enhanced Certificate with barring information	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
Training pathways	Basic Awareness	Yes	No
	Foundations	No	No
	Leadership	No	No
	Awareness Domestic Abuse	No	No

Finance team

Treasurer to the Parochial Church Council

NB: A PCC member may be suspended from holding office when arrested on suspicion of committing an offence mentioned in Schedule 1 of the Children and Young Persons Act 1933 or when the bishop of the diocese is satisfied on the basis of information provided by a local authority or the police that s/he presents a significant risk of harm.

A PCC member may be disqualified from holding office if s/he is convicted of an offence mentioned in Schedule 1 of the Children and Young Persons Act 1933 or if s/he is included in a barred list.

<u>Activities and role profile</u>



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Priory groups, officers, paid posts and voluntary roles: Section 2

Activities not covered by the definitions at Section 1

• Manage online banking on behalf of the church, including the timely payment of suppliers' invoices, utility bills, charity donations, reimbursements, Diocesan fees and Free Will Offer, employee salaries and PAYE, subject to any authorisation protocol currently operated by the PCC. • Raise sales invoices for the various church income streams including but not limited to weddings and funerals, room bookings and property rental. Issue statements and reminders as necessary to the recipients of those invoices. • Liaise with the church's payroll bureau to manage salaries and PAYE for employees. • Calculate and submit fee returns to the Diocesan Board of Finance for occasional offices. • Draft annual budgets for internal funds in collaboration with the PCC. • Ensure that all financial transactions are correctly recorded on the church's accounting system, including Gift Aid claimable on income. • Ensure that all paper documents relating to the church's accounts are correctly filed in a lockable cabinet, and all electronic documents relating to the church's accounts are securely stored and backed up. • Report to the PCC as required on the current state of church finances. • Alert the PCC if any financial difficulties are foreseen. • Reconcile all transactions on the accounting system to the church's bank and investment account statements. • Liaise with the church's Chartered Accountants and Independent Examiner in the preparation of annual financial returns to the Diocese, Church of England and the Charity Commission. • Act as account holder on the online Government PAYE Online Gateway on behalf of the church. • Train and supervise any Assistant Treasurers and oversee the Finance assistants • Liaise as necessary with the York Diocese finance team and provide them with any information they may require. • Submit grant claims on behalf of the church.		
Requirements		
Shortened Confidential Declaration Form		Yes (if not a member of PCC)
Completion of Application Form for voluntary role		Yes (if not a member of PCC)
Completion of Volunteer Agreement		Yes (if not a member of PCC)
References to be taken up		Yes (if not a member of PCC)
Formal interview		Yes (if not a member of PCC)
Basic DBS check		Yes (if not a member of PCC)
DBS Enhanced Certificate		No (if not a member of PCC)
Training pathways	Basic Awareness	No (if not a member of PCC)
	Foundations	No (if not a member of PCC)
	Leadership	No (if not a member of PCC)
	Safer Recruitment & People Management	No (if not a member of PCC)
	Awareness Domestic Abuse	No (if not a member of PCC)

Assistant Treasurer

<u>Activities</u>
• To assist the Treasurer to the PCC
<u>Volunteer role profile</u>



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Priory groups, officers, paid posts and voluntary roles: Section 2
Activities not covered by the definitions at Section 1

- To examine cash and cheque income records including reconciliation of cash slips to the weekly collection sheets. - To calculate Gift Aid on that income where eligible, including understanding the rules for Gift Aid on Small Donations. - To enter this data on the church's accounting system in the appropriate nominal categories. - To file financial records. - If requested by the treasurer, to enter sales and purchase invoices on the church's accounting system, creating new "customer" or supplier accounts as necessary. - To assist the treasurer as required with reports for the PCC and statutory bodies.		
Requirements		
Shortened Confidential Declaration Form		Yes (if not a member of PCC)
Completion of Application Form for voluntary role		Yes (if not a member of PCC)
Completion of Volunteer Agreement		Yes
References to be taken up		Yes (if not a member of PCC)
Formal interview		Yes (if not a member of PCC)
Probationary period required for new paid workers and volunteers		Yes
Basic DBS check (when role not eligible for Enhanced certificate)		Yes (if not a member of PCC)
DBS Enhanced Certificate	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No (if not a member of PCC)
DBS Enhanced Certificate with barring information	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
Training pathways	Basic Awareness	Recommended (if not a member of PCC)
	Foundations	No (if not a member of PCC)
	Leadership	No
	Safer Recruitment & People Management	No
	Awareness Domestic Abuse	No (if not a member of PCC)

Finance assistants (counting and administration of cash, freewill envelopes and Gift Aid)

Activities
- Counting freewill envelopes - Administering Gift Aid - Dealing with donations card reader - Other assistance with financial tasks as requested

Volunteer role profile for volunteer helpers	
- Counting freewill envelope money - Administering Gift Aid - Dealing with donations card reader - Assisting with financial tasks as requested	
Requirements	
Shortened Confidential Declaration Form	Yes
Completion of Volunteer Agreement	Yes
References to be taken up	Yes
Formal interview	Yes



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Priory groups, officers, paid posts and voluntary roles: Section 2

Activities not covered by the definitions at Section 1

Basic DBS check		Yes
DBS Enhanced Certificate	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
DBS Enhanced Certificate with barring information	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
Training pathways	Basic Awareness	No
	Foundations	No
	Leadership	No
	Safer Recruitment & People Management	No
	Awareness Domestic Abuse	No

Flower arrangers

<u>Activities</u>			
Arranging flowers in the Priory and for Parish events			
<u>Volunteer role profile for leaders</u>			
- Ensuring that flower arrangements are provided when needed - Preparation of rotas as necessary - Arranging flowers in the Priory			
<u>Volunteer role profile for volunteer helpers</u>			
Arranging flowers in the Priory as laid out on the rotas or as requested			
<u>Requirements</u> ¹⁰		<u>Leaders</u>	<u>Volunteer helpers</u>
Shortened Confidential Declaration Form		Yes	No
Completion of Volunteer Agreement		Yes	Yes
Informal interview with PCC representative or Incumbent		Yes	No
Informal interview with Group leader			Yes
DBS Enhanced Certificate	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
DBS Enhanced Certificate with barring information	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
Training pathways	Basic Awareness	Yes	Recommended
	Foundations	No	No
	Leadership	No	No
	Awareness Domestic Abuse	No	No

Gardeners/Living Churchyard/Labyrinth

<u>Activities</u>	
- Caring for the churchyard - Maintaining the Labyrinth	
<u>Volunteer role profile for leaders</u>	

¹⁰ The Treasurer of any Priory group is required by the PCC to undertake a Basic DBS check.



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Priory groups, officers, paid posts and voluntary roles: Section 2
Activities not covered by the definitions at Section 1

- Ensuring that churchyard work is carried out as necessary - Carrying out churchyard/labyrinth maintenance			
Volunteer role profile for volunteer helpers			
Carrying out churchyard/labyrinth maintenance as necessary			
Requirements		Leaders	Volunteer helpers
Shortened Confidential Declaration Form		Yes	No
Completion of Volunteer Agreement		Yes	Yes
DBS Enhanced Certificate	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
DBS Enhanced Certificate with barring information	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
Training pathways	Basic Awareness	Yes	No
	Foundations	No	No
	Leadership	No	No
	Awareness Domestic Abuse	No	No

Handbell ringers

Activities			
Ringling the Priory handbells			
Volunteer role profile for leaders			
- Supervision of handbell ringers - Arrangement of meetings and performances			
Requirements¹¹		Leaders	
Shortened Confidential Declaration Form		Yes	
Completion of Volunteer Agreement		Yes	
References to be taken up		No	
Formal interview		No	
Informal interview with PCC representative or Incumbent		Yes	
DBS Enhanced Certificate	Child Workforce	No	
	Adult Workforce	No	
	Child and Adult Workforce	No	
DBS Enhanced Certificate with barring information	Child Workforce	No	
	Adult Workforce	No	
	Child and Adult Workforce	No	
Training pathways	Basic Awareness	Yes	
	Foundations	No	
	Leadership	No	
	Awareness Domestic Abuse	No	

¹¹ The Treasurer of any Priory group is required by the PCC to undertake a Basic DBS check.



**The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy**

*Priory groups, officers, paid posts and voluntary roles: Section 2
Activities not covered by the definitions at Section 1*

Health and Safety Officer

<u>Activities</u>		
- Oversight of Health and Safety issues in Church property - Reporting to PCC on Health and Safety matters		
<u>Volunteer role profile for leaders</u>		
- Advise the PCC on matters relating to Health and Safety - Carry out Health and Safety audits as necessary		
<u>Requirements</u>		
Shortened Confidential Declaration Form		Yes (if not a member of PCC)
Informal interview with PCC representative or Incumbent		Yes
Completion of Volunteer Agreement		Yes
DBS Enhanced Certificate	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
DBS Enhanced Certificate with barring information	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
Training pathways	Basic Awareness	Yes
	Foundations	No
	Leadership	No
	Awareness Domestic Abuse	No

Internet (web site, Facebook and other social media)

NB: Any leader or helper wishing to moderate an online forum used wholly or mainly by children in connection with a group must speak to the Safeguarding Officer before any development of such sites.

<u>Activities</u>		
- Administration of website - Administration of Facebook and other social media pages		
<u>Volunteer role profile for leaders</u>		
No leaders		
<u>Volunteer role profile for web master</u>		
Web master is not a voluntary role.		
<u>Volunteer role profile for volunteer helpers</u>		
- Administration of Priory social media and internet sites in accordance with the Diocese's <i>Social Media Guidelines</i> - Uploading content to Priory social media and internet sites - Oversight of content and use of Priory social media and internet sites		
<u>Requirements</u>		
Confidential Declaration Form		<u>Leaders</u> No
Completion of Application Form for voluntary role		Yes
References to be taken up		Yes
Formal interview		Yes
Completion of Volunteer Agreement		Yes
Basic DBS check		Yes
	Child Workforce	No



**The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy**

Priory groups, officers, paid posts and voluntary roles: Section 2

Activities not covered by the definitions at Section 1

DBS Enhanced Certificate¹²	Adult Workforce	No
	Child and Adult Workforce	No
DBS Enhanced Certificate with barring information	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
Training pathways	Basic Awareness	Yes
	Foundations	No
	Leadership	No
	Awareness Domestic Abuse	No

Ladies Group

<u>Activities</u>			
- Meetings with a speaker - Annual theatre trip			
<u>Volunteer role profile for leaders</u>			
- Arrangement and leadership of meetings and trips - Booking of speakers - Supervision of assistant leaders			
<u>Volunteer role profile for assistant leaders</u>			
- Assistance with arrangement and supervision of meetings - Deputising for leader(s) when absent			
<u>Requirements¹³</u>		<u>Leaders</u>	<u>Assistant leaders</u>
Shortened Confidential Declaration Form		Yes	No
Informal interview with PCC representative or Incumbent		Yes	No
Completion of Volunteer Agreement		Yes	
Informal interview with Group leader			Yes
DBS Enhanced Certificate	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
DBS Enhanced Certificate with barring information	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
Training pathways Training pathways	Basic Awareness	Yes	No
	Foundations	No	No
	Leadership	No	No
	Awareness Domestic Abuse	No	No

¹² Review requirements if role involves contact with children, young people or vulnerable adults

¹³ The Treasurer of any Priory group is required by the PCC to undertake a Basic DBS check.



**The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy**

*Priory groups, officers, paid posts and voluntary roles: Section 2
Activities not covered by the definitions at Section 1*

Magazine production team

<u>Activities</u>			
Preparation and distribution of magazine			
<u>Volunteer role profile for leaders</u>			
- Collation of material - Typing and printing of magazine			
<u>Volunteer role profile for volunteer helpers</u>			
Assisting with physical assembly of the magazine			
<u>Requirements</u>		<u>Leaders</u>	<u>Volunteer helpers</u>
Informal interview with PCC representative or Incumbent		Yes	No
Completion of Volunteer Agreement		Yes	Yes
DBS Enhanced Certificate	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
DBS Enhanced Certificate with barring information	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
Training pathways	Basic Awareness	No	No
	Foundations	No	No
	Leadership	No	No
	Awareness Domestic Abuse	No	No

Man talk

<u>Activities</u>		
Social conversation		
<u>Volunteer role profile for leaders</u>		
Arrangement of meetings		
<u>Requirements</u>		<u>Leaders</u>
Shortened Confidential Declaration Form		Yes
Informal interview with PCC representative or Incumbent		Yes
Completion of Volunteer Agreement		Yes
DBS Enhanced Certificate	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
DBS Enhanced Certificate with barring information	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
Training pathways	Basic Awareness	Yes
	Foundations	No
	Leadership	No
	Awareness Domestic Abuse	No



**The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy**

*Priory groups, officers, paid posts and voluntary roles: Section 2
Activities not covered by the definitions at Section 1*

Meditation Group

<u>Activities</u>		
Meet in order to meditate together		
<u>Volunteer role profile for leaders</u>		
Arrangement and leadership of meetings		
<u>Volunteer role profile for assistant leaders</u>		
Leadership of meeting when leader not available		
<u>Requirements</u>		<u>Leaders</u>
Shortened Confidential Declaration Form		Yes
Completion of Volunteer Agreement		Yes
Informal interview with PCC representative or Incumbent		Yes
DBS Enhanced Certificate	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
DBS Enhanced Certificate with barring information	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
Training pathways	Basic Awareness	Yes
	Foundations	No
	Leadership	No
	Awareness Domestic Abuse	No

Mothers' Union

The Diocesan Safeguarding Operational Group has decided that the Parish/Diocese does not need to have any oversight of Mothers' Union activities or policies, as they are all covered by their own insurance and other policies. If they need any DBS checks, the Parish will administer them if the Mothers' Union wishes.

[E-mail from Diocesan DBS administrator 27th June 2017]

Priory Stewards

<u>Activities</u>		
<u>Volunteer role profile for leaders</u>		
- Arrangement of activities - Preparation of rotas - Ensuring the security of the Priory and its contents - Welcoming visitors to the Priory and offer them assistance Staffing the shop and carrying out sales.		
<u>Volunteer role profile for volunteer helpers</u>		
- To be present in the Priory as laid out on the rotas or as requested, in order to - ensure the security of the Priory and its contents - welcome visitors to the Priory and offer them assistance - staff the shop and carry out sales.		
<u>Requirements</u>		<u>Leaders</u> <u>Volunteer helpers</u>
Completion of Volunteer Agreement		Yes Yes
References to be taken up		Yes No
Formal interview		Yes No



**The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy**

*Priory groups, officers, paid posts and voluntary roles: Section 2
Activities not covered by the definitions at Section 1*

Informal interview with Group leader			No
Basic DBS check		Yes	Yes
DBS Enhanced Certificate	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
DBS Enhanced Certificate with barring information	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
Training pathways	Basic Awareness	Yes	Recommended
	Foundations	No	No
	Leadership	No	No
	Awareness Domestic Abuse	No	No

Refreshment helpers

<u>Activities</u>			
- Serving refreshments after services - Serving refreshments at Priory events			
<u>Volunteer role profile for leaders</u>			
- Supervision of assistant leaders - Arrangement of activities - Preparation of rotas as needed - Serving of refreshments at Priory events			
<u>Volunteer role profile for volunteer helpers</u>			
Serving of refreshments at Priory events as laid out on the rotas or as requested			
		<u>Leaders</u>	<u>Volunteer helpers</u>
<u>Requirements</u>			
Shortened Confidential Declaration Form		Yes	No
Completion of Volunteer Agreement		Yes	Yes
References to be taken up		No	No
Informal interview with PCC representative or Incumbent		Yes	No
Informal interview with Group leader			Yes
DBS Enhanced Certificate	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
DBS Enhanced Certificate with barring information	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
Training pathways	Basic Awareness	Yes	Recommended
	Foundations	No	No
	Leadership	No	No
	Awareness Domestic Abuse	No	No

Safeguarding

<u>Activities</u>	
Ensuring that Diocesan policies in respect of safeguarding children and vulnerable adults are implemented within the parish.	



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Priory groups, officers, paid posts and voluntary roles: Section 2

Activities not covered by the definitions at Section 1

<u>Volunteer role profile for Safeguarding Officer</u>			
- Overseeing the implementation of the Parish Safeguarding and Safer Recruitment Policy, reviewing it as necessary and bringing it for annual review by the PCC. - Meeting with the Rector regularly to discuss safeguarding and related issues. - Reporting to the PCC on Safeguarding matters at every PCC meeting. - Carrying out regular checks of the criteria for the Priory groups, officers, paid posts and voluntary roles with the Leaders of groups in question. - Responding to safeguarding risks, concerns or allegations in liaison with parish officials and the Diocesan Safeguarding Team. - Administration of recruitment and training requirements. - Keeping safeguarding records in accordance with the Priory's documents <i>Data Protection Policy and Privacy Notice</i> and <i>Management of parish records</i>. - Acting as the link between the parish and the Diocesan Safeguarding Team.			
<u>Volunteer role profile for Safeguarding Assistants</u>			
- Issuing forms and information to new volunteers. - Administration of recruitment and training requirements. - Assisting volunteers with online applications and training.			
<u>Requirements</u>			
		<u>Safeguarding Officer</u>	<u>Safeguarding Assistants</u>
Confidential Declaration Form		Yes	
Shortened Confidential Declaration Form			Yes
Completion of Application Form for voluntary role		Yes	No
Completion of Volunteer Agreement		Yes	Yes
References to be taken up		Yes	No
Formal interview		Yes	
Informal interview with PCC representative or Incumbent			Yes
DBS Enhanced Certificate	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
DBS Enhanced Certificate with barring information	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	Yes	No
Training pathways			
	Basic Awareness	Yes	Yes
	Foundations	Yes	Yes (if DBS Administrator)
	Leadership	Yes	No
	Awareness Domestic Abuse	Yes	No
	Safer Recruitment and People Management	Yes	Yes (if DBS Administrator)
	Parish Safeguarding Officer Induction	Yes	No

Secretary to the Parochial Church Council

NB: A PCC member may be suspended from holding office when arrested on suspicion of committing an offence mentioned in Schedule 1 of the Children and Young Persons Act 1933 or when the bishop of the diocese is satisfied on the basis of information provided by a local authority or the police that s/he presents a significant risk of harm.

A PCC member may be disqualified from holding office if s/he is convicted of an offence mentioned in Schedule 1 of the Children and Young Persons Act 1933 or if s/he is included in a barred list.



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Priory groups, officers, paid posts and voluntary roles: Section 2
Activities not covered by the definitions at Section 1

Activities and role profile		
- To carry out the functions of PCC Secretary as defined in the Synodical Government Measure 1969 and the Church Representation Rules. - To be the point of contact for the PCC and deal with PCC correspondence. - To be responsible for the preparation, distribution and verification of agendas, minutes and other paperwork. - To ensure that a set of minutes and related papers is kept for permanent reference and deposited in the designated Archive.		
Requirements		
Shortened Confidential Declaration Form		Yes (if not a member of PCC)
Completion of Application Form for voluntary role		Yes (if not a member of PCC)
Completion of Volunteer Agreement		Yes (if not a member of PCC)
References to be taken up		Yes (if not a member of PCC)
Formal interview		Yes (if not a member of PCC)
Basic DBS check		Yes (if not a member of PCC)
DBS Enhanced Certificate		No (if not a member of PCC)
Training pathways	Basic Awareness	No (if not a member of PCC)
	Foundations	No (if not a member of PCC)
	Leadership	No (if not a member of PCC)
	Safer Recruitment & People Management	No (if not a member of PCC)
	Awareness Domestic Abuse	No (if not a member of PCC)

Servers

Activities		
- To perform the liturgical functions of altar servers within the conduct of public worship - To act as Crucifer - To administer the Chalice at Communion services		
Volunteer role profile for volunteer helpers		
Performing the liturgical functions of altar servers, crucifer or chalice administrator as laid out on the rotas or as requested		
Requirements		Volunteer helpers
Shortened Confidential Declaration Form		Yes
Informal interview with Incumbent		Yes
Completion of Volunteer Agreement		Yes
DBS Enhanced Certificate	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
DBS Enhanced Certificate with barring information	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
Training pathways	Basic Awareness	No
	Foundations	No
	Leadership	No
	Awareness Domestic Abuse	No



**The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy**

*Priory groups, officers, paid posts and voluntary roles: Section 2
Activities not covered by the definitions at Section 1*

Sidesmen/women

NB: Only those on the Electoral Roll are eligible to be sidesmen/women.

<u>Activities</u>		
Assisting the Churchwardens in preparing the church for services and ensuring that practical arrangements are carried out.		
<u>Volunteer role profile for leaders</u>		
Churchwardens are supervisors.		
<u>Volunteer role profile for volunteer helpers</u>		
- Assisting the Churchwardens in preparing the church for services and ensuring that practical arrangements are carried out, including Health and Safety. - Welcoming people to church and providing them with any books, papers or information needed. - Taking collections during services. - Putting books and other materials away after the service and ensuring that the building is left in a tidy and safe condition.		
<u>Requirements</u>	<u>Leaders</u>	<u>Volunteer helpers</u>
Shortened Confidential Declaration Form		No
Completion of Application Form for voluntary role	Appointed by the Annual Parochial Church Meeting	
Completion of Volunteer Agreement		Yes
References to be taken up		No
Formal interview		No
DBS Enhanced Certificate	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
DBS Enhanced Certificate with barring information	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
Training pathways	Basic Awareness	Yes
	Foundations	No
	Leadership	No
	Awareness Domestic Abuse	No

Stall staff and sellers (e.g.cakes, tickets)

<u>Activities</u>		
Selling items at Priory events		
<u>Volunteer role profile for leaders</u>		
- Arrangement and supervision of activities - Preparation of rotas as needed - Staffing stalls		
<u>Volunteer role profile for volunteer helpers</u>		
Staffing stalls as laid out on the rotas or as requested		
<u>Requirements</u>	<u>Leaders</u>	<u>Volunteer helpers</u>
Shortened Confidential Declaration Form	Yes	No
Completion of Volunteer Agreement	Yes	Yes



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Priory groups, officers, paid posts and voluntary roles: Section 2
Activities not covered by the definitions at Section 1

Informal interview with PCC representative or Incumbent		Yes	No
Informal interview with Group leader			Yes
Basic DBS check		Yes	Yes
DBS Enhanced Certificate	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
DBS Enhanced Certificate with barring information	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
Training pathways	Basic Awareness	Yes	Recommended
	Foundations	No	No
	Leadership	No	No
	Awareness Domestic Abuse	No	No

Tower bell ringers

- The requirements in this section reflect the current situation. Should under 18s or vulnerable adults be admitted as ringers the requirements will be subject to review.
- Those under 18 years old should not be admitted to the Tower unless a parent or other close relative is present. In the case of a visit by a group of children/young people an authorized group leader who has undergone a Child Workforce DBS check must be present.

<u>Activities</u>				
• Ringing and maintaining the Priory bells				
<u>Volunteer role profile for Bell Tower Captain</u>				
• Arrangement and supervision of activities • Overall responsibility for the maintenance of the bells and ringing equipment				
<u>Volunteer role profile for Tower Keeper</u>				
• Assisting the Tower Captain in maintaining the bells				
<u>Volunteer role profile for Adult ringers</u>				
• Ringing the Priory bells at services and practices				
<u>Requirements</u>¹⁴		<u>Bell Tower Captain</u>	<u>Tower Keeper</u>	<u>Adult ringers</u>
Shortened Confidential Declaration Form		Yes	No	No
Completion of Volunteer Agreement		Yes	Yes	Yes
Informal interview with PCC representative or Incumbent		Yes	No	No
Informal interview with Group leader			Yes	Yes
DBS Enhanced Certificate	Child Workforce	No	No	No
	Adult Workforce	No	No	No
	Child and Adult Workforce	No	No	No
DBS Enhanced Certificate with barring information	Child Workforce	No	No	No
	Adult Workforce	No	No	No
	Child and Adult Workforce	No	No	No
Training pathways	Basic Awareness	Yes	Recommended	No
	Foundations	Yes	No	No
	Leadership	No	No	No
	Awareness Domestic Abuse	No	No	No

¹⁴ The Treasurer of any Priory group is required by the PCC to undertake a Basic DBS check.



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Priory groups, officers, paid posts and voluntary roles: Section 2
Activities not covered by the definitions at Section 1

Walking Group

<u>Activities</u>		
Walking in East Yorkshire		
<u>Volunteer role profile for leaders</u>		
Arranging and directing walks		
<u>Requirements</u> ¹⁴		<u>Leaders</u>
Shortened Confidential Declaration Form		Yes
Completion of Volunteer Agreement		Yes
Informal interview with PCC representative or Incumbent		Yes
DBS Enhanced Certificate	Child Workforce	No
	Adult Workforce	Yes ¹⁵
	Child and Adult Workforce	No
DBS Enhanced Certificate with barring information	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
Training pathways	Basic Awareness	Yes
	Foundations	No
	Leadership	No
Training pathways	Awareness Domestic Abuse	No

¹⁵ If driving vulnerable adults on behalf of the Priory.



NOMINATION FOR ELECTION TO THE PAROCHIAL CHURCH COUNCIL

We (insert names)	Proposer	Second
of (insert addresses)		
being members of the electoral roll of this parish, hereby nominate		
of (insert address)		
as a candidate for election to the parochial church council at the annual meeting on _____	Proposer	Second
Signed		
I declare that I am communicant of 16 years or over and not disqualified, and that if elected, I consent to serve.		
Signed: <i>Nominee</i>		

Nominees must be:

- at least sixteen years of age;
- actual communicants;
- on the Electoral Roll of this Parish for at least six months

Proposers and seconders must be on the Electoral Roll of this Parish

No person shall be nominated unless they have signified their consent to serve, or there is in the opinion of the meeting sufficient evidence thereof. No person shall be nominated if they are disqualified from serving by the Church Representation Rules. (See right for details)

Original downloaded from www.parishresources.org.uk



DISQUALIFICATION (Church Representation Rule 68 in Part 7)

A person shall be disqualified from being nominated, chosen or elected or from serving as a member of a parochial church council, a district church council or any synod under these rules if the person:

- (1) A person is disqualified from being nominated, chosen or elected or from serving as a churchwarden or a member of a parochial church council, a district church council or a joint council if the person is disqualified from being a trustee of a charity (and the disqualification is not subject to a waiver which permits membership of a parochial church council, district church council or joint council).
- (2) A person is disqualified from being nominated, chosen or elected or from serving as a member of a parochial church council, a district church council, a joint council or a deanery synod if the person is included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006).
- (3) A person is disqualified from being nominated, chosen or elected or from serving as a member of a parochial church council, a district church council, a joint council or a deanery synod if the person has been convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 (with that expression being construed in accordance with Rule 71(2) of the Church Representation Rules).
- (4) A person's disqualification under sub-paragraph (3) may be waived by the bishop of the diocese by giving the person notice in writing.
- (5) A person is disqualified from being nominated, chosen or elected or from serving as a member of a parochial church council if the person has been disqualified from holding office under section 10(6) of the Incumbent (Vacation of Benefices) Measure 1977.

NOTES

- In order to confirm that you are eligible to act as a charity trustee, all newly elected PCC members will be required to sign a declaration confirming their eligibility to hold office as a charity trustee (i.e. non-disqualification under charity law) and will be asked to sign a Fit and Proper Person declaration. A copy of these declarations can be found at www.parishresources.org.uk/pccs/apcms/. By confirming that you are eligible for election, you are confirming that you are able to sign these declarations.
- Elections to the PCC are subject to Safer Recruitment procedures as outlined in the Parish Safeguarding Policy, and the election will not be confirmed until these have been completed satisfactorily.
- Bridlington Priory PCC aims to comply with its obligations under the Data Protection Act 2018 and the UK General Data Protection Regulation. Our Data Protection Policy and Privacy Notice is usually available in the Priory Church and at <http://bridlingtonpriory.co.uk>.



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Pro forma documents: Confidential Declaration Form and Privacy Notice
(for roles eligible for a DBS check)



**Bridlington
Priory**

Notes to assist in the completion of this form

Answers to most of the questions on this form will depend on your personal circumstances. However, for questions relating to technical terms about the role you will be undertaking please follow the guidance below.

Question 5: Is your role deemed “home based”, as per the DBS definition?

- Answer No (no current Priory role is deemed home-based)

Question 9: Does your role involve engaging in regulated activity with children?

- Answer Yes if your role is
 - Director of Music
 - a member of the Choir Committee
 - an Adult Choir member sharing accommodation with under 18s on Choir holidays/tours
- Answer No for all other roles

Question 11: Does your role involve regulated activity with vulnerable adults?

- Answer No (no current Priory role involves this)



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Pro forma documents: Confidential Declaration Form and Privacy Notice
(for roles eligible for a DBS check)



Confidential Declaration Form
for roles meeting the criteria for an
enhanced Disclosure & Barring Service check

Confidential Declaration Form and Privacy Notice Guidance

This form must be completed by all applicants for roles engaging in regulated activityⁱ or roles working/having substantial contact with children and/or vulnerable adults. This includes all Clergyⁱⁱ, as well as all Church Officersⁱⁱⁱ who are applying for a role that has been assessed as requiring an Enhanced Disclosure and Barring Service (DBS) (with/without Barred List) check. The nature of these roles means they are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act (1974 (ROA 1974) by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) (the ROA Order 1975 (as amended)).

All individuals applying to work/volunteer in such roles will be subject to a satisfactory Enhanced DBS (with/without Barred List) check before the appointment is confirmed as well as a satisfactory Enhanced DBS (with/without Barred List) re-check every 3 years.

You are required to disclose **all** unspent convictions and conditional cautions and **all** spent^{iv} convictions and adult cautions that are not protected^v (i.e. that are not filtered out) as defined by the ROA Order 1975 (as amended)). The ROA Order 1975 (as amended) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers/voluntary organisations and, if they are disclosed, cannot be taken into account.

A criminal record will not necessarily exclude an individual from consideration for appointment. This will depend on the nature of the role applied for and the circumstances and background of the offences. All information declared on this form will be carefully assessed to decide whether it is relevant to the role applied for and will only be used for the purpose of safeguarding children and/or vulnerable adults. If you answer yes to any question, please provide details, on a separate sheet if necessary, giving the number of the question that you are answering.

If it is later discovered that any statement is false or misleading, then depending on the nature of your engagement, it may lead to disciplinary procedures, where appropriate, and/or dismissal from your post/role. If you are unsure of how to respond to any of the questions, please seek appropriate advice e.g. from the appointing organisation/responsible person/recruiter, an organisation such as NACRO or Unlock^{vi}, or a solicitor.

Registered Bodies and those in receipt of DBS Update Service information must fulfil the DBS Code of Practice requirement to have a written policy on the recruitment of ex-offenders in place^{vii}. Copies of these documents are available on request and the DBS Code of Practice is available from the DBS via [DBS code of practice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/dbS-code-of-practice)

The accompanying Privacy Notice explains how the information you supply on this form is used and your rights with respect to that data as required by the UK General Data Protection Regulation, (the "UK GDPR"), and the Data Protection Act 2018, (the "DPA 2018"). If applicable, please inform relevant members of your household that you have included their details on this form and give them a copy of the Privacy Notice (it will only be applicable if members of your household have been included in the response to a question on the form, e.g. Qs.6 & 7).

This Confidential Declaration Form and Privacy Notice must be used within the Diocese in Europe, the Channel Islands and Sodor & Man, subject to relevant legislative variations/modifications and/or unless there is specific local legislation in a jurisdiction that would prevent its use in its current format.



Confidential Declaration Form
for roles meeting the criteria for an
enhanced Disclosure & Barring Service check

Section A
PERSONAL DETAILS
This section must be completed by all applicants.

Title (Mr/Mrs/Miss/Ms/Other):

Surname:

Forename(s):

D.O.B.:

Home Address:

Telephone No.:

Role Applied for:

Role Location:

Section B
Please fully complete all relevant sections.

1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?
If yes, please provide details:

Yes
☐

No
☐



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Pro forma documents: Confidential Declaration Form and Privacy Notice
(for roles eligible for a DBS check)



Confidential Declaration Form
for roles meeting the criteria for an
enhanced Disclosure & Barring Service check

2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)? If yes, please provide details:
- Yes No

3. Are you aware of any criminal/police enquiries/investigations undertaken following allegations made against you which may have a bearing on your suitability for the post? If yes, please provide details:
- Yes No

4. Are you at present the subject of any criminal/police enquiry/investigation/pending prosecution which may have a bearing on your suitability for the post? If yes, please provide details:
- Yes No

5. Is your role deemed "home based", as per the DBS definition^{viii}?

Yes (proceed to Question 6.) No (proceed to Question 8.)

6. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974 and/or any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)? If yes, please provide details^{ix}:
- Yes No

7. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who is at present the subject of a criminal/police enquiry investigation/pending prosecution? If yes, please provide details:
- Yes No



Confidential Declaration Form
for roles meeting the criteria for an
enhanced Disclosure & Barring Service check

8. Have you lived, worked or volunteered outside the United Kingdom for a continuous period of six months or more at any point within the previous 10 years? If yes, please provide details, including the name of the country/countries:
- Yes No

9. Does your role involve engaging in regulated activity with children*?

Yes (proceed to Question 10.) No (proceed to Question 11.)

10. Are you or have you ever been barred from work with children?
- Yes No

11. Does your role involve regulated activity with vulnerable adults^{xii}?

Yes (proceed to Question 12.) No (proceed to Question 13.)

12. Are you or have you ever been barred from work with vulnerable adults?
- Yes No

13. Are you currently or have you ever been subject to any formal action as a result of an allegation that your conduct has amounted to, resulted in or put a child and/or vulnerable adult at risk of harm^{xiii}? If yes, please provide details:
- Yes No

14. Are you currently or have you ever been subject to a court order either made against you or in relation to you that you have caused harm to a child and/or vulnerable adult, or that a child and/or vulnerable adult was at risk of harm from you? If yes, please provide details and a copy of the court order:
- Yes No
☐ ☐



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Pro forma documents: Confidential Declaration Form and Privacy Notice
(for roles eligible for a DBS check)



Confidential Declaration Form
for roles meeting the criteria for an
enhanced Disclosure & Barring Service check

15. This question must be answered in relation to circumstances that have arisen from a child/ren being in your care. If you are an adoptive and/or foster parent and the circumstances either relate to the child/ren's previous situation, or to the removal/placement/child protection or child in need plan, which formed part of the planned management or transition of the child/ren into your care, then you do not need to answer yes to this question.

Has a child/ren in your care or for whom you have or had parental responsibility ever been removed from your care, placed by you in care and/or been made subject to a child protection or child in need plan as a result of a safeguarding concern that has arisen whilst the child/ren has been in your care and/or in relation to your provision of their care? If yes, please provide details:

Yes

No

16. Is there any other information that may be considered relevant to the questions in this Confidential Declaration Form, and which may have a bearing on your suitability for the post you are applying for, (i.e. working with children and/or vulnerable adults)? If yes, please provide details:

Yes

No

Declaration

I declare the above information and that on any additional sheets (number attached: __) is true, accurate and complete to the best of my knowledge. After I have been appointed and during my appointment, I agree to inform the responsible person immediately if my answers to any of the above questions change and provide the relevant details.

Signed:

Date:

Consent statement (this statement should only be signed if the answer to Question 8. is Yes)
I consent to my details being transferred outside the UK for the purposes of an overseas criminal records check.

Signed:

Date:

Please return the completed form in a separate, sealed envelope, marked private & confidential to:
Parish Safeguarding Officer or via secure email to: priorysafeguarding@gmail.com



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

*Pro forma documents: Confidential Declaration Form and Privacy Notice
(for roles eligible for a DBS check)*



**Confidential Declaration Form
for roles meeting the criteria for an
enhanced Disclosure & Barring Service check**

ⁱ [Eligibility guidance for enhanced DBS checks - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/eligibility-guidance-for-enhanced-dbs-checks)

ⁱⁱ Applies to all Church of England ordained and licensed Clergy including Archbishops, Bishops, Archdeacons, Deans, stipendiary parish Clergy, self-supporting Minister / non stipendiary Ministers, Chaplains, locally ordained Clergy, Clergy with 'permission to officiate' (PTO), and those seeking ordination training or ordination.

ⁱⁱⁱ A Church Officer is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or voluntary.

^{iv} Please note that the 'rehabilitation periods' (i.e. the amount of time which has to pass before a conviction etc. can become 'spent') have been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never 'spent'. For further guidance in relation to the 'rehabilitation periods', please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

^v The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Convictions:- You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it did not result in a prison sentence or suspended prison sentence (or detention order) and (c) it does not appear on the DBS's list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b) and (c) in order to be filtered.**

Cautions:- You do not have to declare any adult caution where: (a) 6 years have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences. As of 28 November 2020, reprimands, warnings and youth cautions, are automatically filtered. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered.**

Further guidance is provided by the DBS and can be found at

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

^{vi} <https://www.nacro.org.uk/> <https://unlock.org.uk/>

^{vii} [DBS sample policy on the recruitment of ex-offenders - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db-sample-policy-on-the-recruitment-of-ex-offenders)

^{viii} [Home-based position definition and guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/home-based-position-definition-and-guidance)

^{ix} Please inform relevant members of your household that you have included their details on this form (if applicable) and give them a copy of the Privacy Notice.

^x [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/keeping-children-safe-in-education)

^{xi} [New disclosure and barring services - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/new-disclosure-and-barring-services)

^{xii} 'harm' involves ill-treatment of any kind including neglect, physical, emotional, financial or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse.



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Pro forma documents: Confidential Declaration Form and Privacy Notice
(for roles eligible for a DBS check)



Confidential Declaration Form: Privacy Notice

This notice explains how the information you supply in your Church of England Confidential Declaration Form is used and your rights with respect to that data, as required by the UK GDPR and the Data Protection Act 2018, (the "DPA 2018").

Data controller

The data controller is:

NAME: The Parochial Church Council of the Priory Church of St Mary, Bridlington ['the PCC']
ADDRESS: Parish Office, 19a Church Green, Bridlington YO16 7JX

The data controller decides how your personal data is processed and for what purposes. For further information on the data controller please go to <http://bridlingtonpriory.co.uk>.

1. Why we collect and use your personal data

The overall purpose of the Confidential Declaration Form is to ensure that we take all reasonable steps to prevent those who might harm children, young people and/or vulnerable adults from taking up positions where they have substantial contact with children, young people and/or vulnerable adults in accordance with the Safer Recruitment and People Management Guidance (2021).

We use your data for the following purposes:

- Appointing individuals to positions that have substantial contact with children, young people and/or vulnerable adults.
- For the Diocesan Safeguarding Adviser to conduct a risk assessment where an applicant discloses information on the form.
- To collect information about members of your household aged 16 and over (cf. Qs.6 & 7) if your role is deemed "home-based" as defined by the DBS.
- To undertake criminal records checks both in the United Kingdom and in non-UK countries where applicable.

2. The categories of personal data we collect

The information we process for these purposes is:

Category	Applicant	Household
Name	✓	✓
Age	✓	✓
Gender	✓	✓
Contact Details	✓	X
Role	✓	X
Role Location	✓	X
Job Title	✓	X
Current and previous employment or volunteering (where applicable)	✓	X
Country of Residence	✓	X
Current or previous conduct allegations and/or investigations (where applicable)	✓	X
Social care information (where applicable)	✓	✓
Religious Belief (where applicable)	✓	✓
Health (where relevant)	✓	✓
Sex life (where relevant)	✓	✓
Sexual Orientation (where relevant)	✓	✓
Criminal allegations, proceedings or convictions (including DBS checks, barring status) (where applicable).	✓	✓

3. The lawful basis for using your information

We collect and use personal data under the following lawful bases:

Personal data

- **Consent (Article 6(1)(a)).** You have consented to the transfer of your data to a non-UK country when applicable in order for us to undertake an overseas criminal records check.
- **Legal obligation (Article 6(1)(c)).** We are required by law to undertake the confidential declaration process in accordance with:
 - Section 5A(3) and (4) of the Safeguarding and Clergy Discipline Measure 2016 as inserted by:
 - Safeguarding (Code of Practice) Measure 2021 (also see Safer Recruitment and People Management Guidance – Section 5 – Confidential Declarations - Requirements).

Special categories and criminal information

- **Explicit Consent (Article 9(2)(a)).** You have consented to the transfer of your data to a non-UK country when applicable in order for us to undertake an overseas criminal records check.



**The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy**

*Pro forma documents: Confidential Declaration Form and Privacy Notice
(for roles eligible for a DBS check)*



Confidential Declaration Form: Privacy Notice

- **Substantial public interest (Article 9(2)(g) and Schedule 1, Part 2, paragraphs 10, 11 and 18 of the DPA 2018).** It is necessary for reasons of substantial public interest in order to prevent or detect unlawful acts and protect members of the public from harm, including dishonesty, malpractice and other seriously improper conduct or for the purposes of safeguarding children, young people and vulnerable adults.

4. Who we collect from or share your information with:

We collect your information from (where applicable or relevant):

- You
- Police
- Social Services in Local Authorities
- Current and previous employer/voluntary organisation
- Disclosure and Barring Service (UK)
- Criminal records organisations (non-UK)

Your personal data will be treated as strictly confidential and will only be shared with those involved in the recruitment/appointment process and, where appropriate, the Diocesan Safeguarding Adviser.

It may be shared outside the Church for the prevention or detection of an unlawful act; to protect members of the public from harm or safeguarding purposes with:

- Police
- Social Services in Local Authorities
- Statutory or regulatory agencies in the UK and in other countries (e.g. the Disclosure and Barring Service)

5. Your personal data will be sent to countries outside the UK

Your data may be transferred out of the UK in order for us to undertake overseas criminal records checks where the recipient organisation is located in a third country or territory where applicable. This transfer is protected by UK adequacy arrangements, or, where necessary, your consent.

6. How long do we keep your information?

We keep your personal data, if your application is successful, for no longer than reasonably necessary for the periods and purposes as set out in the retention table below at the following link:

<https://www.churchofengland.org/sites/default/files/2017-10/Safeguarding%20Records-%20Retention%20Tool%20kit%20-Dec%202015.pdf>

If your application isn't successful, your data will be held for 6 months after the recruitment process ends, and then destroyed.

7. Your legal rights and complaints

Unless subject to an exemption under the UK GDPR or DPA 2018, you have the following rights with respect to your personal data:

- The right to be informed about any data we hold about you;
- The right to withdraw consent at any time, however, if you do so we may not be able continue with your application;
- The right to request a copy of your personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of your personal data (if applicable)
- The right to obtain and reuse your personal data to move, copy or transfer it from one IT system to another. [if applicable]

To exercise these rights, please contact the PCC using the contact information provided below.

8. Complaints or concerns

If you have any queries regarding this processing activity, or any concerns or queries about how the PCC handles your personal data please contact, in the first instance:

Priory Church of St Mary
Parish Office
19a Church Green
Bridlington
YO16 7JX
bridlingtonpriory@outlook.com

You have the right to make a complaint at any time to the Information Commissioner online at: [Your personal information concerns | ICO](#) or by phone on 0303 123 1113 (local rate).



**The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy**

*Pro forma documents: Shortened Confidential Declaration Form and Privacy Notice
(for roles not eligible for a DBS check)*



Confidential Declaration Form

For use by volunteers or church employees.

Dear friend,

You have been asked to complete this form because you have either volunteered or applied to take on a new role in church, or you have been in the same role for some time and our records need to be updated. This role will not usually require you to apply for a full DBS (Disclosure and Barring Service) check.

As part of the PCCs responsibilities for safeguarding in our churches we are required to keep up to date records to demonstrate that we take safeguarding seriously and make every attempt to comply with the requirements laid down by the Archbishops Council, and General Data Protection regulations in place at the time of issue. Your information will be treated confidentially and retained only for as long as necessary.

We are asking for this information because most voluntary or paid roles in the church may bring you into contact with children or vulnerable adults. As such they are covered by the Rehabilitation of Offenders Act 1974 and we are therefore entitled to ask all volunteers or adults to declare if they have:

- Any unspent convictions or conditional cautions.
- Any spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

Answering YES to either of these questions will not, in itself, bar that person from volunteering or being appointed to the majority of posts in the church. All cases will be examined on an individual basis and any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

It is important that applicants understand that deliberate attempts to conceal the information requested in this form could result in disciplinary proceedings or dismissal.

Further advice and guidance on disclosing criminal records can be obtained from Nacro's Criminal Record Support Service (<https://www.nacro.org.uk/nacro-services/criminal-record-support/>).

Please read and complete the information on the reverse of this form.

Please return this form to:

Parish Safeguarding Officer, Bridlington Priory

If you have any queries or concerns, please speak to:

priorysafeguarding@gmail.com
07791 012613



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Pro forma documents: Shortened Confidential Declaration Form and Privacy Notice
(for roles not eligible for a DBS check)



Confidential Declaration form

For the Church of:

Priory Church of St Mary, Bridlington

Surname

First Name

Do you have any unspent convictions or conditional cautions? Please Tick.

Yes

☐

No

☐

If you have answered yes to either question, you have two options for disclosing this information.

Option 1: You can write the details on a separate sheet and attach the details in a sealed envelope stapled to this form, marked CONFIDENTIAL DECLARATION with your name and the date. If you choose to do this, please tick here:

☐

Option 2: You may, if you wish, write the details in the space below:

DECLARATION

I declare that the information provided in this form is correct. I understand that all information will be treated in the strictest confidence.

Signed:

Date:



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Pro forma documents: Parental consent form

This form may be adjusted to take account of the needs of a specific group, but only in consultation with the Parish Safeguarding Officer.

- This consent form must be completed by a responsible adult before any unaccompanied child or young person under 18 years old is able to participate in an activity organized on behalf of the PCC. Please complete a separate form for each child or young person. If the child/young person is aged 13 or above when this form is completed, s/he must read and sign page 4 (as well as completing the statement on page 3).
- The information may be completed by a carer (e.g. a foster Carer), but **only** those with legal parental responsibility may sign the consent.
- Please note that the child/young person may not be able to participate in the group's activities unless all parts of this form have been completed. The data on this form is collected for the purposes of contacting the parents/legal guardians and keeping them informed, and for *looking after the child/young person and meeting his/her needs*. The data will be kept in accordance with the Priory's Records Retention Schedule, part of the document *Management of parish records*.
- Bridlington Priory PCC aims to comply with its obligations under the Data Protection Act 2018 and the UK General Data Protection Regulation by keeping personal data up to date, by storing and destroying it securely, by not collecting or retaining excessive amounts of data and by protecting personal data from loss, misuse, unauthorised access and disclosure. Information about the categories of personal data we collect, how we process it, the legal bases for our processing and individuals' rights in respect of their personal data may be found in the document *The Priory Church of St Mary, Bridlington: Data Protection Policy and Privacy Notice*, which is usually available in the Priory Church and on our website at <http://bridlingtonpriory.co.uk>.

Information about parents/legal guardians/foster carers:

Please supply information for two responsible adults. If there are more than two people with responsibility for the child/young person in the context of Bridlington Priory activities please supply additional details on a separate sheet.

Responsible adult 1:

Print full name:	
Relation to child/young person:	
Address:	
E-mail:	
Mobile telephone number:	
Landline telephone number:	
Any other emergency contact telephone numbers (e.g. work):	

Responsible adult 2:

Print full name:	
Relation to child/young person:	
Address (if different from above):	
E-mail:	
Mobile telephone number:	
Landline telephone number (if different from above):	
Any other emergency contact telephone numbers (e.g. work):	



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Pro forma documents: Parental consent form

This form may be adjusted to take account of the needs of a specific group, but only in consultation with the Parish Safeguarding Officer.

Information about child/young person:

Full name:	
Date of birth:	
National Health number:	
Information about child/young person's doctor (name, address and telephone number)	
Date of last anti-tetanus injection if known:	
Does the child/young person have a medical problem (e.g. asthma, epilepsy, diabetes or other condition) or disability? If so, please give details.	
Please list any regular medication taken by the child/young person:	
<i>The medical profession takes the view that a parent's consent to medical treatment cannot be delegated. Medical consent forms have no legal status and a doctor has the right to insist on parental consent before treating a child. However, it has been discovered that medical staff find a general consent of the type below to be helpful.</i>	
Are you willing for your child to receive any emergency treatment considered necessary by the medical authorities if you are not available to give your consent?	YES / NO (DELETE AS APPROPRIATE)
including an anaesthetic	YES / NO (DELETE AS APPROPRIATE)
including penicillin	YES / NO (DELETE AS APPROPRIATE)
Does the child/young person suffer from travel sickness?	
Is the child/young person able to swim?	
Does the child/young person have any food or other allergies? If so, please give details.	
Does the child/young person have any special dietary requirements? If so, please give details.	



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Pro forma documents: Parental consent form

This form may be adjusted to take account of the needs of a specific group, but only in consultation with the Parish Safeguarding Officer.

Parent / Legal Guardian's Consent

This declaration must be completed by an adult with legal parental responsibility who is listed on page 1

- I give permission for the above child/young person to take part in Bridlington Priory's activities during *[insert year]*, including *[insert description of regular activities]* and other supervised social activities and events.
- I recognize that during this activity the child/young person will be under the control and care of the group leaders approved by the church PCC, and that while those in charge will take all reasonable care they cannot necessarily be held responsible for any loss, damage or injury suffered by the above child/young person during, or as a result of, the activity.
- [For children under 11 years] I understand that my child must be collected from all Priory activities and that I must provide the leader of the group/activity with written details of anyone who should not be allowed to collect my child.
- I consent to Bridlington Priory holding and processing the data provided on this form.
- I consent to the use of photographs, audio/video recordings and live streams taken of the above child/young person in Bridlington Priory presentations, notice board displays, websites, Facebook and YouTube pages provided (a) that the child/young person is not identified without my permission, and (b) that the use is in accordance with the Priory's policy statements on *Photography and audio/video recording of children, young people and vulnerable adults* and *Internet and social media*, as contained in the Priory's Safeguarding Policy.
- **I understand that it is my responsibility to inform the leader of the group/activity if any of the information given by me on this form changes.**

Signature of parent or legal guardian:	
Date:	
Print full name:	

Declaration by child/young person

- I understand that I will be under the control and care of the group leader and other adults under the supervision of the leader, and I will co-operate with them at all times during this activity.

Signature of child/young person:	
Date:	
Print full name:	

Please go to page 4 if the child/young person is aged 13 or above when this form is completed



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Pro forma documents: Parental consent form

This form may be adjusted to take account of the needs of a specific group, but only in consultation with the Parish Safeguarding Officer.

Data Protection

If the child/young person is aged 13 or above when this form is completed, s/he must understand and sign this page

The **Parochial Church Council** (which is usually called the **PCC**) and the **Rector** are responsible for everything which happens at the Priory.

This page is the PCC's **Privacy Notice**. A Privacy Notice tells you how the Priory looks after your **personal data**. Personal data is information that can identify you, such as the information on this form. There are some types of data we have to be extra careful with. These are known as **special category data** and are things like an illness you have or what religion you are.

Why do you need my personal data and can you use it for anything?

The main reason we need to use your personal data is to know who you are, so that we can contact you, your parents or other people responsible for you. We also need to have information to help us to arrange the things you belong to at the Priory and so that we can keep you safe. If we want to use your personal data for anything apart from this we have to ask you if we can use it, and if you say no then we can't. We can't do what we want with it.

Who keeps my personal data and can anyone else see it?

Your personal data is usually kept by the Leader of your group or activity (for example, in the Choir this is the Director of Music). Sometimes we have to share your personal data in order to run the Priory properly. There are rules about this and we're very careful about how we do it. We might need to share your data with the people who run the things you belong to at the Priory, with the Priory's Safeguarding Officer, or with the police, medical staff or fire service if there were an emergency.

Do you keep my personal data for ever?

We only keep your personal data for as long as we need it. Sometimes this might be for years, because we have to follow rules about how long we should keep it. But we also have rules about keeping your personal data safe and about destroying it properly. These rules are in a Priory document written for Adults called **Management of parish records**.

Do I have a say in what happens to my personal data?

Yes you have what we call **rights** when we use your data. One of these is the right to know what we do with it – that's what this page is for. The rights you have depend on what we use your data for.

You can ask us to tell you what personal data we have about you, or if we will stop using it or delete it. If your personal data is wrong, you can tell us and we will fix it.

Is there more information about this?

The PCC has a document written for Adults called **The Priory Church of St Mary, Bridlington: Data Protection Policy and Privacy Notice**. This is usually available in the Priory Church and is also at <http://bridlingtonpriory.co.uk>.

Who makes sure you follow all the rules?

The PCC has a Data Protection Officer, whose role is to make sure that the PCC and the people who run things at the Priory protect your data. This person makes sure that the PCC knows the rules about keeping your data.

Because it is important that we look after your data properly, you can email or write a letter to the PCC if you are worried about what we do:

bridlingtonpriory@gmail.com

Priory Church of St Mary, Parish Office, 19a Church Green, Bridlington YO16 7JX

Declaration by child/young person aged 13 or above

I have read the information on this page and consent (agree) that the Priory may keep and use personal data about me.

Signature of child/young person:	
Date:	
Print full name:	



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Pro forma documents: Parental consent for a child to be transported in private vehicles on behalf of the PCC

This form may be adjusted to take account of the needs of a specific group, but only in consultation with the Parish Safeguarding Officer.

To be completed by the Activity Leader before the form is circulated:

Date of event/activity:	
Venue:	
Driver:	The driver will be the XXX (roles). All have been safely recruited, have undertaken Safeguarding training, have up to date Enhanced DBS certificates and have completed the Priory's Voluntary Driver undertaking.

Parent / Legal Guardian's Consent

This form must be completed and returned before any child or young person under 18 years old may be transported in a private vehicle on behalf of the PCC. The form must be signed by an adult with legal parental responsibility.

Full name of the child/young person:	
Date of birth of the child/young person:	
Print full name of responsible adult:	
Relationship to child/young person:	
Address:	
E-mail:	
Mobile telephone number:	
Landline telephone number:	

I consent to the above child/young person being transported on behalf of Bridlington Priory, according to the arrangements specified above.

I understand that it is my responsibility to inform the group leader if any of the information given by me on this form changes.

Signature of parent or legal guardian:	
Date:	
Print full name:	

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- The data on this form is collected for the purposes of contacting the parents/legal guardians and keeping them informed, and for *looking after the children/young people and meeting their needs*. The data will be kept in accordance with the Priory's Records Retention Schedule, part of the Priory's document *Management of parish records*.



The Priory Church of St Mary, Bridlington Safeguarding and Safer Recruitment Policy

Pro forma documents: Policy statement on the recruitment of ex-offenders



The Priory Church of St Mary, Bridlington Policy statement on the recruitment of ex-offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the PCC of the Priory Church of St Mary, Bridlington complies fully with the DBS Code of Practice (<https://www.gov.uk/government/publications/dbs-code-of-practice>) and undertakes to treat all applicants for positions fairly. All applicants will be made aware of this policy and the code of practice at the time of application.

The PCC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

- The PCC can only ask an individual to provide details of convictions and cautions about which the Parochial Church Council is entitled legally to know. Where a position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), the PCC can only ask an individual about convictions and cautions that are not protected.
- The PCC is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- The PCC actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. The PCC selects all candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to the DBS for those positions where a check is identified as necessary. All application forms, job advertisements and recruitment documents will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- The PCC ensures that they seek appropriate guidance from the Diocesan Safeguarding Team relating to the employment of ex-offenders.
- At interview, or in a separate discussion, the PCC ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- The PCC undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Priory Church of St Mary
Parish Office
19a Church Green
Bridlington
YO16 7JX
bridlingtonpriory@outlook.com

Signed (on behalf of the PCC):	 Reverend Neil Bowler Rector
Date:	19th March 2025



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Pro forma documents: Application Form for voluntary role

We ask all prospective volunteers with children, young people and potentially vulnerable adults, certain group leaders and those whose roles have financial or legal implications to complete this form.

ROLE: - - - - -

Full name:	
Date of birth:	
Previous names, with dates:	
Address:	
How long have you lived at this address?	
If less than 3 years, please give previous address(es) with dates occupied:	
E-mail address (if you use one):	
Contact telephone number:	
If your role is with children, young people and/or potentially vulnerable adults please provide below a full history and description of any work or church involvement with these groups, whether paid or voluntary, with dates. <i>Please ask if uncertain as to whether this applies to your role. Continue on a separate sheet if necessary.</i>	



Please give details below of any previous experience relevant to the role, including related qualifications or training and details of the skills and attributes you believe you could bring to it.
Continue on a separate sheet if necessary.

Referees

Please give details below of two people who would be willing to provide a personal reference if we should require it. If you are currently working or volunteering other than at the Priory (paid or voluntary), one of these should be your present employer. Referees may not be family members of the applicant and at least one referee must not be a member of the Priory congregation.

Referee 1	
Name:	
Address:	
E-mail:	
Relationship:	
Referee 2	
Name:	
Address:	
E-mail:	



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Pro forma documents: Application Form for voluntary role

Relationship:	
---------------	--

I declare that that all the information I have provided on this form is true and complete.	
Signed:	
Date:	
Print full name:	

Please note:

- As a volunteer working regularly with people who are/may be vulnerable, this role may be eligible for a criminal record check which will be renewed at intervals of three or five years, depending on the nature of the check.
- Training pathways may be required or recommended for this role. Refresher training will be required at three year intervals.
- Bridlington Priory PCC aims to comply with its obligations under the Data Protection Act 2018 and the UK General Data Protection Regulation by keeping personal data up to date, by storing and destroying it securely, by not collecting or retaining excessive amounts of data and by protecting personal data from loss, misuse, unauthorised access and disclosure. Information about the categories of personal data we collect, how we process it, the legal bases for our processing and individuals' rights in respect of their personal data may be found in the document *The Priory Church of St Mary, Bridlington: Data Protection Policy and Privacy Notice*, which is usually available in the Priory Church and on our website at <http://bridlingtonpriory.co.uk>.

Please see overleaf for our Policy statement on the recruitment of ex-offenders



** Indicates delete as appropriate*

[Date]

[Name and address of referee]

Dear Sir / Madam

Private and Confidential

Request for reference for a voluntary worker with children/young people/potentially vulnerable adults*

The applicant below has given your name as someone who may be contacted in relation to his/her* application to be a volunteer with Bridlington Priory. The role may include contact with children, young people or potentially vulnerable adults. Guidelines suggest that all voluntary organisations, including churches, must take steps to safeguard those entrusted to their care. Please note that referees may not be family members of the applicant.

Name of applicant:	
Address of applicant:	
Role for which applicant is applying (volunteer role profile is enclosed / attached) or can be inserted here with the role title	

I should be grateful if you would answer the following questions in respect of this applicant:

How long have you known the applicant?

In what capacity do you know the applicant?

What evidence can you give as to the applicant's suitability for the role?

What experience does the applicant have of working with children/young people/potentially vulnerable adults*?



Do you have any reason to be concerned about the applicant being in close contact with or having responsibility for children/young people/potentially vulnerable adults*?

Please provide the following details about you:

Full name	
Address	
Occupation	
Contact e-mail address or telephone number	
Signature	
Date	

Thank you for providing this information. We may need to contact you to confirm that you have written this reference.

Yours sincerely

[Name]

Encl

Please return this to:

[Insert return name and address]

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The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Pro forma documents: Volunteer Agreement

Role:	
Name of volunteer:	

Thank you for joining our team of volunteers. We hope that you will enjoy volunteering with us. The person to whom you are directly responsible is _____, who will provide your introduction to the role. The PCC will support you and the role you do in our prayers, by our interest, and in the provision of resources and training.

Your volunteer role profile(s) can be found in the Parish Safeguarding Policy, in the Section *Priory groups, officers, paid posts and voluntary roles*. Copies of the Policy are available in the Church and the Church Rooms and at <http://bridlingtonpriory.co.uk>.

Statements by volunteer

I understand:

- the nature of the role I am to undertake
- that if it is recommended for my role in the Parish Safeguarding Policy I will be required to
 - undertake training pathways at 3 year intervals and when otherwise required
 - complete a Confidential Declaration Form at 3 year intervals
 - undertake a Disclosure and Barring Service criminal records check at 3 or 5 year intervals, depending on the nature of the check.
- that during the first six months consideration will be given to my suitability for this volunteer role and that the PCC may reconsider my appointment to the role in the light of this or if I feel that I am unsuitable for the role
- that it is my responsibility to inform my supervisor(s) and the Parish Safeguarding Officer of any change to my address or contact details
- that I must have due regard for policies and instructions issued by the PCC, (e.g. Health and Safety, Data Protection)
- that it is my duty to protect any children, young people and potentially vulnerable adults with whom I may come into contact during the performance of this role
 - I have seen the Parish Safeguarding Policy and undertake to abide by it.

Signed:	
Date:	
Print full name:	



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Pro forma documents: Volunteer Agreement

Please complete this section if you have <u>not</u> filled in an application form	
Full name:	
Date of birth:	
Address:	
How long have you lived at this address?	
If less than 3 years, please give previous address(es) with dates occupied:	
E-mail address (if you have one):	
Contact telephone number:	

This section to be completed by a PCC representative	
Signed on behalf of the PCC:	
Date:	
Print full name:	
PCC role:	

This form will be kept by the PCC. If you would like a copy of the signed version, please tick here: ☐

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Statement By Bridlington Priory Employee / Volunteer

I have read the Church of England's *Code of Safer Working Practice* and agree to abide by it.

Signature: _____

Print name: _____

The Code of Safer Working Practice

The Code of Safer Working Practice expresses our commitment to demonstrating God's love by placing the highest priority on the safety of those to whom we minister. It sets out what we expect from anyone who ministers in our church, in both paid or voluntary roles, and is one of the ways we ensure high standards of safeguarding in all we do.

Upholding the Code

All members of staff and volunteers are expected to report any breaches of this code to the Parish Safeguarding Officer. Staff and volunteers who breach this code may be subject to disciplinary procedures or asked to leave their role. Serious breaches may also result in a referral made to the relevant statutory agency.

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

- Treat all individuals with respect and dignity;
- Respect people's rights to personal privacy;
- Ensure that their own language, tone of voice and body language are respectful;
- Ensure that children, young people and adults know who they can talk to about a personal concern;
- Record and report any concerns about a child, young person or adult and/or the behaviour of another worker with their activity leader and/or the Parish Safeguarding Officer. All written records should be signed and dated;
- Obtain written consent for any photographs or videos to be taken, shown, displayed or stored.

In addition, those working with children and young people must:

- Always aim to work with or within sight of another adult;
- Ensure another adult is informed if a child needs to be taken to the toilet;
- Respond warmly to a child who needs comforting but make sure there are other adults around;
- Ensure that the child and parents are aware of any activity that requires physical contact and of its nature before the activity takes place.



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

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

In addition, for children and young people, must not:

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

Acceptable Touch

Sympathetic attention, encouragement and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, can be wholly appropriate. However, abusers can use touch that appears safe to 'normalise' physical contact which then becomes abusive. As a general rule, the use of touch between adults in positions of responsibility and those with whom they are working or volunteering should be initiated by the person themselves, and kept to the minimum. In addition to this, always follow the guidelines below:

- Ask permission before you touch someone;
- Allow the other person to determine the degree of touch except in exceptional circumstances (e.g. when they need medical attention);
- Avoid any physical contact that is or could be construed as sexual, abusive or offensive;
- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors;
- Touch should be in response to a person's needs and not related to the worker's needs. Touch should be age appropriate, welcome and generally initiated by the child, not the worker.



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Pro forma documents: Undertaking of Voluntary Driver to transport children, young people or vulnerable adults in private vehicles on behalf of the PCC

Name of Driver:	
Address:	
E-mail:	
Mobile telephone number:	
Landline telephone number:	
Make and model of vehicle	
Registration number of vehicle	

- I am over 25 and have held a full current driving licence for over two years.
- I have/do not have [delete as appropriate] an endorsement of 6 points or more on my licence.
 - If 6 points or more I will share the details with the Parish Safeguarding Officer or Rector.
- I do not have an 'unspent' conviction for a driving offence.
- I will take care when assisting children, young people or vulnerable adults to board and alight my vehicle, both to ensure that the road is safe to do so and in following guidelines on acceptable touch, as laid out in the *Code of Safer Working Practice*.
- It is recommended that children should use baby/child seats or booster cushions for older children if they are under 12 years old or below 135cm in height (approx. 4'5"). **The provision of the child seats or booster cushions will be the responsibility of the parent.**
- All passengers aged 13 years or older will wear an adult seat belt.
- My vehicle is comprehensively insured.
- I have informed my insurance company that I am a volunteer driver for church activities and, if required, I have obtained a passenger endorsement for the transportation of children, young people or vulnerable adults.
- I understand that in case of any accident, injury or vehicle damage the church's liability insurance policy does not provide primary or direct insurance on my vehicle.
- My vehicle is clean and in a road worthy condition.
- At no time will the number of people in a vehicle exceed the usual passenger number.
- Another responsible adult will accompany me, to assist with any emergencies.
- If in an emergency I have to transport a child, young person or vulnerable adult on my own, the child, young person or vulnerable adult will sit in the back of the vehicle if physically possible.

I understand that it is my responsibility to inform XXX [Leader of activity] if any of the information given by me on this form changes.

Signature of voluntary driver:	
Date:	
Print full name:	



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Pro forma documents: Undertaking of Voluntary Driver to transport children, young people or vulnerable adults in private vehicles on behalf of the PCC

Name of vehicle owner (if different):	
Signature of vehicle owner:	
Date:	
Print full name:	

Verification (to be completed by the Leader of the Activity)

	Yes / No	Date
Confirmation received from Parish Safeguarding Officer that a full Confidential Declaration and an Enhanced DBS certificate have been completed by the Voluntary Driver within the past 3 years:		
Driving licence seen:		
Insurance certificate seen:		
Signature:		
Date:		
Print full name:		

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- The data on this form is collected for the purposes of contacting the parents/legal guardians and keeping them informed, and for *looking after the children/young people and meeting their needs*. The data will be kept in accordance with the Priory's Records Retention Schedule, part of the Priory's document *Management of parish records*.



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Pro forma documents: Logging a Safeguarding concern about a vulnerable person

This form should be given to the Rector or Parish Safeguarding Officer

Full name of person about whom the concern is being logged:	
Is this person a child / young person an adult	<i>Delete as applicable</i> Yes / No Yes / No
<i>For child / young person only</i> Date of birth:	
Address:	
<i>For child / young person only</i> School (if known):	
Account of what happened: <i>Write what happened as accurately as you can. Include who was involved, when it happened (day, month and time), where it happened, any other witnesses or behavioural signs that you observed. If your log includes an injury, describe it and say exactly where it was on the person. If your log includes anything that the person told you, please use the person's <u>own</u> words. Use a separate sheet if necessary.</i>	



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Pro forma documents: Logging a Safeguarding concern about a vulnerable person

Action taken: <i>If any referral is made or professionals spoken to please give their name and organisation, and any actions they agreed to take.</i>	
Your name:	
Your role in the church:	
Your Signature:	
Date (include year) and time of the incident:	
Date of this log (include year):	

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**The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy**

*Pro forma documents: Logging a Safeguarding concern, incident or allegation about a
volunteer or paid worker within the church community*

This form must be used when recording information about an allegation made against a volunteer or paid worker within the church community. An encrypted copy will be sent to the Diocesan Safeguarding Officer, who keeps a record of all allegations against volunteer or paid workers.

Person completing this form:	
Name:	
Parish role:	
Date of completing this form:	
Date information shared with Diocesan Safeguarding Officer:	
Name of Person of Concern:	
Position of Person of Concern:	
Concern, incident or allegation: <i>Please record any information that you have acquired in relation to an allegation made against a volunteer or paid worker within the Church community. This might include details of an offence, relevant dates, places and times, the names of those involved, the names of those with whom you have shared the information and why, any advice you have been given and how you have acted upon that advice. This information must be written in clear language and avoid any personal opinions. Use a separate sheet to continue if necessary.</i>	

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The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Adoption of Policy and subsequent reviews

This policy was adopted by the PCC on the date below



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Adoption of Policy and subsequent reviews

This policy was adopted by the PCC on the date below

Date:	23.01.19
Signature of PCC Chair	

Annual reviews (signed by PCC Chair):

Date	Accepted	Accepted with amendment or addition*
19.02.2020	[signature of PCC Chair]	[signature of PCC Chair]
24.02.2021	[signature of PCC Chair]	[signature of PCC Chair]
16.02.2022	[signature of PCC Chair]	[signature of PCC Chair]
15.03.2023	[signature of PCC Chair]	[signature of PCC Chair]
21.02.2024	[signature of PCC Chair]	[signature of PCC Chair]
19.03.2025	[signature of PCC Chair]	[signature of PCC Chair]
15.07.2026	[signature of PCC Chair]	[signature of PCC Chair]
	[signature of PCC Chair]	[signature of PCC Chair]
	[signature of PCC Chair]	[signature of PCC Chair]
	[signature of PCC Chair]	[signature of PCC Chair]
	[signature of PCC Chair]	[signature of PCC Chair]
	[signature of PCC Chair]	[signature of PCC Chair]

* Minor amendments or additions will be recorded in the PCC minutes. In the case of major changes a copy of the appropriate section will be placed with the minutes. In all cases the relevant pages will be replaced in the copies held in the Church and Church Rooms and by the Safeguarding Representative.



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Appendix 1: Useful contacts

- General Parish enquiries
 - bridlingtonpriory@gmail.com
- Rector: Rev. Neil Bowler
 - neilbowler35@gmail.com
 - 01262 672221
- Parish Safeguarding Officer
 - priorysafeguarding@gmail.com
 - 07791 012613
- Archdeacon: Vacancy at time of Policy renewal
- Thirtyone:eight Helpline
 - 0303 003 11 11
- East Riding Safeguarding Children Partnership [Children's Social Care]
 - <https://www.erscp.co.uk/>
 - Office hours (Mon-Thu 8.30am-5pm, Fri 8.30am-4.30pm)
 - 01482 395500
 - Outside office hours (emergency)
 - 01482 393939
- East Riding Safeguarding Adult Team
 - www.ersab.org.uk
 - Office hours (Mon-Thu 9am-5pm, Fri 9am-4.30pm)
 - 01482 396940
 - safeguardingadultsteam@eastriding.gov.uk
 - Outside office hours (emergency)
 - 01377 241273
 - amhp.outofhoursteam@eastriding.gov.uk
- Local Police
 - 101 (non emergency)
 - 999 if a child or vulnerable adult is suffering abuse and requires urgent attention because of immediate danger
- Diocese of York Safeguarding Officer
 - 01904 699509 / 01904 699524
 - safeguarding@yorkdiocese.org
- Diocese of York for Safeguarding Training
 - 01904 699508
 - Safeguardingtraining@yorkdiocese.org
- Church of England resources (including Parish Safeguarding Handbook)
 - <https://www.churchofengland.org/safeguarding/policy-practice-guidance/templates-and-resources>
- NSPCC (National Society for the Prevention of Cruelty to Children)
 - www.nspcc.org.uk
 - Help for adults concerned about a child (if there is immediate danger dial 999) -
 - 0808 800 5000 (free; available Mon-Fri 10am-4pm)
- Childline (part of NSPCC)
 - www.childline.org.uk
 - Help for children and young people: 0800 1111 (free; open 24 hours)
- Safe Spaces (independent service supporting survivors of church-related abuse)
 - <https://safespacesenglandandwales.org.uk/>
 - safespaces@firstlight.org.uk
 - 0300 303 1056 (Mon-Fri 9am-9pm, Sat 9am-1pm, Sun 1-5pm)
- Church of England Redress Scheme (for survivors of Church-related abuse)
 - <https://www.churchofengland.org/safeguarding/redress-scheme>
- National Association for People Abused in Childhood
 - <https://napac.org.uk/>
 - support@napac.org.uk



- Support line: 0808 801 0331 (Mon-Thu 10am–9pm, Fri 10am–6pm)
- National Domestic Abuse Helpline
 - <https://www.nationaldahelpline.org.uk/>
 - 0808 2000 247 (free; open 24 hours)
- Men’s Advice Line (for male victims of domestic abuse)
 - <https://mensadviceline.org.uk>
 - 0808 801 0327 (free; available Mon-Fri 10am-5pm)
- LGBT+ Domestic Abuse victims and survivors:
 - <https://galop.org.uk/>
 - 0800 999 5428
 - help@galop.org.uk
- Samaritans
 - <https://www.samaritans.org/>
 - 116 123 (free; open 24 hours)
- Hourglass (Action on Elder Abuse) Helpline
 - <https://www.wearehourglass.org/>
 - 0808 808 8141 (free; open 24 hours)
- Rape and Sexual Abuse Helpline
 - <https://247sexualabusesupport.org.uk/>
 - 0808 500 2222 (free; open 24 hours)
- The Survivors Trust (for survivors of rape and sexual abuse)
 - <https://thesurvivorstrust.org/>
 - 0808 801 0818 (Mon-Thu 10am-12.30pm & 1.30-3pm & 6-8pm, Fri 10am-12.30pm & 1.30-3pm, Sat 10am-12.30pm, Sun 6-8pm)
- Age UK Advice Line
 - 0800 678 1602 (free; 8am-7pm every day)
- Stop it now (for those with concerns about child sexual abuse, whether their own or someone else’s behaviour)
 - <https://www.stopitnow.org.uk/>
 - Helpline 0808 1000 900 (Mon-Thu 9am–9pm, Fri 9am–5pm)



PCC Resolution passed on 19th July 2017

The Priory Church of St Mary, Bridlington agrees to adopt the following policies and to incorporate them into the Parish Safeguarding and Safer Recruitment Policy now under preparation

Fair treatment of all applicants to carry out work with and for Bridlington Priory, including (from the existing Parish Policy for the Protection of Children):

- Giving and enabling appropriate support and training.
- Providing clear systems and procedures for the recruitment of workers and volunteers.
- Maintaining good links with Diocesan and statutory childcare authorities as necessary.

Handling, Use, Secure Storage, Retention and Disposal of Disclosures and Disclosure, as outlined in the Churches' Child Protection Advisory Service's document under this title.

Agreement to work within the Disclosure and Barring Service's current Code of Practice¹⁶

PCC Resolution passed on 18th September 2019: Delegation of responsibility to report Safeguarding Serious Incidents to the Charity Commission

'Delegation of reporting to Charity Trustees on Safeguarding incidents and also on serious case incidents. We need to delegate to a small group of people. This trustee group in our case would be the Standing Committee¹⁷. The secretary would deal with serious incidents and the safeguarding officer [sic] would be dealing with the safeguarding incidents on the form provided by the Charity Commissioners. It was proposed ... and seconded ... that all these resolutions would be adopted. It was passed unanimously.'

Statement of resolution in respect of Serious Safeguarding incidents (information in Incumbent's Policy file)

The following responsibilities are delegated to the Parish Safeguarding Representative¹⁸

- Contacting the Diocesan Safeguarding Adviser¹⁹ when a Safeguarding Serious Incident may have occurred, and providing the Diocesan Safeguarding Adviser with any information required.
- Liaising with the Diocesan Safeguarding Adviser.
- Reporting back to the Standing Committee on the management and reporting of the Safeguarding Serious Incident by the Diocesan Safeguarding Adviser and the Diocesan Secretary, including:
 - where the Diocesan Safeguarding Adviser and Diocesan Secretary consider that the incident does not need to be reported to the Charity Commission, the reasons for this for agreement;
 - whether the incident will be reported individually or included in the next bulk report;
 - approval of a draft report for a high-risk incident (one which will be reported individually);
 - providing the PCC with a copy of any Safeguarding Serious Incident reports submitted to the Charity Commission by the Diocesan Secretary on behalf of the PCC.

The following responsibilities are delegated to the Diocesan Safeguarding Adviser:

- Deciding in consultation with the Diocesan Secretary whether a safeguarding incident constitutes a Serious Incident to be reported to the Charity Commission and, if so, whether it should be reported individually or included in the next bulk report.
- Communicating this decision to the Parish Safeguarding Representative, including the reasons for a decision not to report the incident.
- Preparing Safeguarding Serious Incident Reports.
 - Where a report relates to a high-risk incident (i.e. one which is to be reported individually), the Diocesan Safeguarding Adviser is responsible for providing the draft report to the Parish Safeguarding Representative for approval by the Standing Committee.

The following responsibilities are delegated to the Diocesan Secretary:

- Submitting Safeguarding Serious Incident reports to the Charity Commission on behalf of the PCC.
- Sending copies of any Serious Incident reports submitted to the Charity Commission to the National Safeguarding Team and the Parish Safeguarding Representative.

¹⁶ <https://www.gov.uk/government/publications/dbs-code-of-practice>

¹⁷ The Standing Committee to which this refers became the Operations Committee in June 2022.

¹⁸ Safeguarding Representative was renamed Safeguarding Officer in 2023

¹⁹ Diocesan Safeguarding Adviser was renamed Diocesan Safeguarding Officer in 2023



Help and guidance for new adult Choir members

Thank you again for joining the Priory's team of volunteers as a member of the Priory Choir.

The Choir is made up of both adults and children, who share a vestry, seating and activities. The Priory's Parochial Church Council takes seriously its obligations and responsibilities to protect and safeguard the welfare of any child, young person or vulnerable adult within the church community.

The church has in place guidelines to help adults who have any contact with children in the church, which are there to protect, as far as possible, everyone's safety and wellbeing. Copies of Bridlington Priory's *Safeguarding and Safer Recruitment Policy* are always available at the back of church and in the Priory Rooms for you to look at.

We ask you to be always conscious and aware of your engagement with the children and young people you come into contact with in your role in the Choir and to always remember these guidelines.

- Only the Director of Music and members of the Choir Committee are permitted to supervise the children and young people. This includes accompanying them to the Priory Rooms to use the toilets. You should at no time accompany a child from the Choir alone to the Priory Rooms for them to use the toilets. A member of the Choir committee should be informed if a child has asked to go to the toilet.
- Aim always to be with another adult when in the company of the children and young people. If you find yourself alone with a child at any time, for example in the choir vestry, you should leave the area as soon as possible until another adult is present.
- Refrain from physical contact of any kind with a child or young person. The most simple and innocent of touches on the arm, shoulder or head, for example, may be unwelcome. This is to safeguard yourself as well as the child or young person.
- Avoid all interaction in any way on social media, by telephone or by email with any of the children or young people in the Choir and/or in church.
- Avoid at all times including children and young people in the Choir and the church in personal photographs taken by yourself.

The younger members of the Choir do not always distinguish between their permitted supervisors and other adult members of the Choir, so we are grateful if you would help us to reinforce to them who their permitted supervisors are.

If ever you have any safeguarding concerns of any kind, for any child or young person or any vulnerable adult in our Choir or in the church, please do let me or our Parish Safeguarding Officer know immediately.

Many thanks
Reverend Neil Bowler
Rector
Tel: (01262) 672221



Social Media Guidelines

Introduction

Social media platforms dominate how people communicate, find information, and access news and entertainment. If your church does not have a presence online, people cannot interact with it online. Having no website or no Facebook page is like having no church building in a town: people cannot come to us if we're not there.

Most churches now have a website, or up-to-date details on A Church Near You (www.achurchnearyou.com). However, there's still a lot of uncertainty around social media – should churches use social media? How should they do it? What spaces should they use?

These guidelines are not designed to be comprehensive instructions on how to use social media, but as points to consider when communicating in these spaces.

The opportunities of social media

- Interaction on social media gives us new opportunities to share the Good News of Jesus Christ. This is a form of communication and interaction which is growing and growing, and in many cases, replacing more traditional forms of media.
- Facebook is an ideal place for churches to start in social media. Churches should create a page, rather than a personal profile. (there's information on how to do that here: <https://www.churchofengland.org/resources/digital-labs/blogs/how-create-facebook-page-your-church>). You need to create a personal account first, but the people who view the church's page will not know who the creator or editor of that page is. You can be anonymous. When creating your page, you should choose the category 'company, business or institution' and then 'church/religious organisation'.
- Instagram is another good place for churches to be online, and it is linked with Facebook. Instagram is good for sharing photos or videos, though, unlike Facebook, posts can **only** be shared if they contain images or photos.
- Once you've created your Facebook or Instagram page, make contacts with people online. Is there a social butterfly in your church who is on Facebook or Instagram, who could encourage their friends to like/follow your pages? Are there organisations like the Scouts or local businesses that could encourage their followers to like your pages?
- You'll also need to go offline – ask people in your church and at community events like Summer Fetes or Harvest festivals to like or follow your Facebook pages. Put their details on your posters and leaflets. Encourage people who come for weddings or Christenings to post their pictures of the service and party on social



media and to tag you – as long as they have the consent of the people appearing in the photographs.

- Your pages are yours to use creatively. Social media is a great space to invite people to events, share some of the life of the church, and encourage people to pray about local or national occurrences.
- People are more likely to look at and respond to pictures and short video clips. The more pictures and video you can include on your accounts, the more likely people will be to share them with their friends or followers.
- Social media is social. The people you encounter are made in the image of Christ. The technology you use to do so is secondary – you are meeting with people just as you would in a church or café. Technology is morally neutral – it is equally capable of showing the best and the worst of people.
- A lot of people are frightened that social media spaces are a bit like the wild west – verbally violent places where people post without thinking. Social media can be fast paced, but most churches do not encounter unpleasant comments or abuse online. If you do, remember you can always delete unpleasant comments from your website or social media pages, and block anyone being abusive.
- When using social media, make sure that you aren't so busy making noise that you don't make time to reflect. It's a great place to learn and discover.

Being a high-profile individual on social media

If you are a clergyperson, a lay minister, or a lay person with a prominent role in a church, your interactions will reflect on the church and our faith. We hope these following guidelines will be of use to enable you to use social media to its fullest capacity, and to avoid incidents that might lead to any repercussions.

- As church representatives in social media spaces, you may be seen as unusual or interesting. There may be an element of vocational calling in your presence there. You can represent your parish, your denomination, your faith – it's a great responsibility and a great opportunity.
- If you use social media wisely, you can shine a light on the church - often through how you act. If you need to apologise – do! Show that church people sometimes make mistakes and aren't above apologising.
- Church representatives can be visible in social media spaces. Don't be scared of trolls or people wanting to abuse the church – the biggest risk to your reputation (and the reputation of the church) is yourself.
- Take responsibility for what you write and assume everything is public. On the internet, everything is visible, and everything is stored. Nothing you say will be



forgotten or hidden. Post as though your grandmother or your bishop is reading over your shoulder.

- In social media spaces, the distinction between the public and private arena is blurred. Some clergy chose to have two social media presences – one for their close friends and family, and one for people they know in a professional sphere. This means you have a 'safer' space to let off steam or be silly. Others have one social media presence but curate it more carefully.
- If you share who you work for in your profile, be aware that others may equate your views with those of your organisation.
- Be prudent – don't post or share text or pictures that might compromise you, your church, or your faith. Remember to love your neighbour as yourself – don't post anything which is or could be seen as sexist, racist, or homophobic.
- Don't gossip, and respect confidentiality. If you're telling a story about someone, ask yourself – is this my story to tell? Don't talk about people without their permission - this includes your family.
- If someone uses a social media space to access pastoral care, or disclose information inappropriately, you may need to take the conversation offline or into a more private location.
- If you are a clergyperson, remember you hold public office, and remember your bishop could be reading what you post. What you share online could provoke a disciplinary hearing. If you're applying for a post, most parishes will check to see what sort of a presence you have on social media.
- Remember, social media is subject to laws of safeguarding, libel, slander, copyright and data protection. There is no legal protection offered by posting anonymously or under an alias.
- Most advice on staying safe in social media spaces is the same as using the internet more generally. Use secure passwords and check what security or privacy settings you have on various social media sites. Don't click on links you are unsure about.
- If anyone makes a threat, defames you or impersonates you online, firstly, take a screenshot of what has been posted – the person may later take a message down if they are challenged about it. There are simple instructions on how to do this on WikiHow (www.wikihow.com/Take-a-Screenshot-in-Microsoft-Windows). Save the screenshot and contact the Diocesan Communications Team (www.dioceseofyork.org.uk/communications).



Safeguarding Children, young people, and vulnerable adults

If you have any concerns about the safety and/or wellbeing of a child or vulnerable adult, please contact your Parish Safeguarding Officer or the Diocesan Safeguarding Team (safeguarding@yorkdiocese.org).

Do use the material below in your Parish Safeguarding Policy to provide further guidance in a local setting.

- It's important to put more thought into your boundaries when communicating with children, young people and vulnerable adults. The law and diocesan policies around safeguarding apply in your communications with children, young people and vulnerable adults.
- Get parents' or guardians' permission before you contact young people via social media or email, and consent for use of photographs.
- You should not add children or young people on your personal social networking page who you work with in a professional capacity who are under the age of 18. You can set up a group for your project or group and invite them to be members (if they are over the required minimum age limit).
- Keep all your communications public and only send messages to whole groups, rather than to individuals. Behave as you would in a public setting - always maintain a second leader 'in the room', and make sure your line manager is able to see what is posted or emailed.
- Only contact young people during office hours, not in the evening or at night.
- Leaders and young people could develop agreed 'Internet Guidelines'. A youth group is a good context for healthy use of the internet to be encouraged.
- It's potentially easier to form inappropriate relationships using social media. Online banter and private messaging can lead to a level of intimacy that you'd ordinarily guard against. Be alert to the potential for misinterpretation. Keep your boundaries in place.
- If a young person uses social media to disclose sensitive or difficult information to you, save these messages in case they are needed later, for example in sharing with the Diocesan Safeguarding Team, police, or social workers. If someone uses a social media space to access pastoral care, or disclose information inappropriately, you may need to take the conversation offline or into a more private location.
- Avoid interacting more with one young person than another, e.g., if you wish happy birthday to one person, you need to do it for all users.



- Humour - without the cues of non-verbal communication, humour can be easily misconstrued. Be alert to adolescent sensitivities.
- Be a good example. Remind young people that there's no such thing as 'private' online. Tell them what kind of photos and information are okay to post and to never share personal information like name, school, or address.
- There is a risk that young people can be drawn into extremism via social media. For help on this, visit the ACTearly site: www.actearly.uk.
 - If you are a registered childcare provider (e.g. playschool, nursery etc. registered with OfSTED), then you may have specific duties under the Counter Terrorism and Security Act 2015. Please see the Prevent Duty and Guidance 2023 at: www.gov.uk/government/publications/prevent-duty-guidance.

Other useful resources

- The Church of England's Social Media Guidelines are at www.churchofengland.org/terms-and-conditions/our-social-media-community-guidelines.
- The Church of England's Social Media Charter is a voluntary pledge for individual Christians and churches to sign to help make social media and the web more widely positive places for conversations to happen: www.churchofengland.org/terms-and-conditions/our-digital-charter.
- Child Online Exploitation and Protections' Thinkuknow at www.thinkuknow.co.uk/
- Thirtyone:Eight offers advice on internet safety at thirtyoneeight.org.
- Childnet International at: www.childnet.com.
- Safer Internet Centre: www.saferinternet.org.uk.
- The City of York Council 'Raise York' website offers advice on using social networks when working with children, families and communities, at: www.raiseyork.co.uk.

We hope that you and your church will engage with God's people online, sharing the good news of God's love, and news of the events and services happening in our churches. Following the guidelines above should avoid problems, and encourage good practice.

For further information, please contact the Communications Team
(comms@yorkdiocese.org)

Updated November 2024



- Church of England, available at <https://www.churchofengland.org/safeguarding>:
 - How to report and raise concerns, and information about organisations and charities that support victims of abuse.
 - National Safeguarding Standards
 - Safeguarding and Safer Recruitment Practice Guidance documents, including the *Parish Safeguarding Handbook*
- The Faith and Order Commission:
 - <https://www.churchofengland.org/about/governance/general-synod/committees-and-commissions/faith-and-order-commission#na>
 - *The Gospel, Sexual Abuse and the Church: a theological resource for the local church* 2016
 - *Forgiveness and Reconciliation in the aftermath of abuse* 2017
- The Independent Inquiry into Child Sexual Abuse: The Anglican Church Investigation Report, available at <https://www.iicsa.org.uk/reports-recommendations/publications/investigation/anglican-church.html>
- If I Told You, What Would You Do? (resources for survivors of faith-based abuse and those who need to see, hear and respond well to them)
 - <https://newcastle.anglican.org/safeguarding/if-i-told-you-what-would-you-do/>