

# Safeguarding Matters

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## MINIBUS PERMITS

Does your parish need to apply for a minibus permit?



If you own or use a minibus and your passengers contribute to the cost of their journey in any way, you will need a Small Bus Permit, commonly known as a Section 19 Permit. In practice, most not for profit minibus owners or users will need a permit.

### Why do we need a permit?

Minibus Permits, enable many 'not for profit' voluntary and community organisations to operate minibuses legally. A minibus is classed as a vehicle with between 9 and 16 passenger seats, in addition to the driver. Parishes will need a permit if passengers are contributing to the costs of running your minibus in any way. *For example a group of children or their parents paying £10 each towards the cost of an afternoon's canoeing, including the cost of the minibus.*

For further information in respect of this please contact Theresa Winship.

# WELCOME

Welcome to the Autumn edition of Safeguarding Matters! In this edition, we will be providing you with details of the safeguards parishes need to put in place in order to create a culture of safety and vigilance, where the safety and welfare of children, young people and vulnerable adults is paramount.

The new Vetting and Barring Scheme comes into force on the 12<sup>th</sup> October this year under the Safeguarding Vulnerable Groups Act 2006, and we explain how this may affect parishes.

The new safeguarding procedures, incorporating the protection of vulnerable adults will be distributed to all parishes soon.

The government has recently pledged to revise *Working Together to Safeguard Children*, to take account of Lord Laming's recommendations to strengthen policy and practice following the 'Baby P' enquiry. As our new procedures need to be in line with this statutory guidance, we may have to delay distribution until we receive this.

**Mary Daisy**  
Assistant Safeguarding Adviser



Parishes that actively develop a culture of safety will deter people from trying to abuse children, young people and vulnerable adults.

## How far does your parish measure up to this list of essential safeguards?



1. Every parish should have effective administrative procedures in place in respect of safeguarding. These include:

- ⇒ At least two copies of the **2007 Diocesan Child Protection Procedures** located in a place which is easily accessible to everyone who may need to read it.
- ⇒ A **PPP/1 form** on the church noticeboard signed and dated. This should be revised **annually**. (A copy of this should also have been sent to Theresa Winship in the Diocesan Safeguarding Office).
- ⇒ A completed copy of the **Parish Safeguarding Policy** signed by the Incumbent, Churchwardens and Safeguarding Representative/s. (We can provide a document template in respect of this by e-mail on request).
- ⇒ Completed Registration Records and/or Parent Consent Forms for all children who are attending church activities and/or events. Registration Records should be updated annually, and stored in a secure place, which can be accessed easily by Group Leaders.

2. There should be a **designated person** who can deal with concerns or allegations of abuse. The parish should arrange for them to be

properly trained and supported, and should ensure they know what to do when concerns or allegations are raised.

3. A rigorous recruitment and selection process is needed for all paid staff and volunteers who work with children, young people and/or vulnerable adults. Whilst CRB checks are important, they cannot be relied upon to screen out all abusers. CRB checks should therefore be implemented alongside good recruitment procedures. These include
- ALL candidates, including volunteers, completing a confidential declaration form.
  - ALL new staff and volunteers should be interviewed in order to explore their attitudes to children, young people and/or vulnerable adults.
  - Taking up at least two references. At least one of these should have knowledge of the applicant's work with children, young people or vulnerable adults. Where possible, talk personally to the referees.

4. Every worker and/or volunteer should be issued with a pocket guide. This provides guidelines on acceptable behaviour when working with



children and young people, and what to do if there are any concerns about a child's welfare.

5. All those in contact with children and young people should learn the essentials about child protection through the **Diocesan Child Protection Basic Awareness training**. They should attend a training course at least once every three years.
5. There should be a culture of vigilance which means that staff, volunteers and other individuals are aware of who is accessing the parish premises and activities. They should be particularly alert to anyone spending excessive time alone with children or vulnerable adults and to any changes in, or anxieties about, a child or adult's behaviour.
7. As far as possible, all activities and events should be planned in a way that eliminates situations where abuse could take place. Opportunities for one person to have unsupervised access to children and young people should be

avoided.

**People who pose a threat to children, young people or vulnerable adults can be very skilled at avoiding detection. Continued vigilance is important.**

**The following are some behaviours which may alert you to the possibility of abuse.**

- ♦ Paying an unusual amount of attention to the child or young person, or providing them with presents, money or favours.
- ♦ Seeking out vulnerable children or young people.
- ♦ Taking a child or young person to their own home.
- ♦ Being vague about previous employment or voluntary posts.
- ♦ Touching and talking to children, young people and vulnerable adults in an inappropriate manner.
- ♦ Avoiding close supervision and management of their work.

All concerns regarding children or vulnerable adults must be taken seriously and dealt with immediately. Group Leaders and helpers should report their concerns to the Incumbent and the designated Safeguarding Representative in the first instance, who will then refer the matter to the Diocesan Safeguarding team.

**PARISH NOTICEBOARD**

**Diocese of Portsmouth**

**Parish Child Protection Policy Statement**

Parish of .....

The following policy was agreed at the PCC meeting held on .....

As members of this PCC we commit our church community to the supporting, nurturing, protection and safeguarding of all, especially the young and vulnerable. We recognise that our work with children and young people is the responsibility of the whole church community and should seek to contribute to the 5 outcomes for children set out in the Children Act 2004 and in 'Every Child Matters' (1. Being healthy; 2. Staying safe; 3. Enjoying and achieving; 4. Making a positive contribution; 5. Economic well-being). We are committed to implementing the diocesan child protection policy, 'Policy, Procedure and Practice for Work with Children and Young People in Parishes' (amended 2007) which is based on the Children Act 1989, the Home Office Code of Practice 'Safe From Harm' (1993) and the House of Bishops' Policy 'Protecting All God's Children'.

1. We will carefully select and train all our paid workers and volunteers with children and young people using the Criminal Records Bureau to check each person, and will take into consideration a willingness to respect the background and culture of children and young people in their care.
2. We will respond without delay to every complaint made, that a child or young person for whom we are responsible may have been harmed.
3. We will fully co-operate with statutory agencies during any investigation they make into allegations concerning a member of the church community.
4. We will care for and supervise any member of our church community known to have offended against a child.
5. We will review this policy annually, and as part of this, check that all our procedures are up-to-date.

Our Child Protection Representative is ..... Phone Number.....  
Address ..... Phone Number.....  
Our CRB Identity Validator is .....  
Address ..... Phone Number.....

Signed Parish Priest / Incumbent .....  
Churchwarden .....  
Churchwarden .....

Date .....

# Vetting and Barring Scheme

The new Vetting and Barring Scheme is due to be launched on 12th October 2009. The new measures include:

The creation of two barred lists from three, (currently POVA, POCA and List 99). This will be reflected on the disclosure certificate.

Barred individuals who seek or undertake work with vulnerable groups, or organisations that knowingly take them on will be subject to criminal penalties.

The eligibility for enhanced CRB checks will be extended to include anyone working in a regulated activity. This is an activity of a specified nature that involves contact with children or vulnerable adults frequently (once a month) intensively (three times a month) or overnight. (Such activities include teaching, training, care, supervision, advice, treatment and transportation.

Standard checks no longer apply for those who work with vulnerable groups.

So, how will this affect parishes? Most importantly, parishes will be expected to ensure that CRB/ISA checks are undertaken **BEFORE** the individual starts work or volunteering, as the scheme ensures that those who are known to present a risk of harm to children or



vulnerable adults cannot enter the relevant workforce in the first place. Parishes are therefore recommended to undertake effective recruitment and selection procedures in respect of their workers and volunteers and ensure the CRB/ISA check is done as part of this process.

The scope of the new scheme is also wider than the current arrangements, and therefore parishes are encouraged to ensure that all individuals who work or volunteer in a regulated activity are checked. To help with this, we have enclosed with the Newsletter a CRB Risk Assessment Flowchart, which we recommend is used to identify the positions within each parish which require a CRB/ISA check.



## Safeguarding Children in Church – Basic Awareness Training

We still have some spaces available on this training which will be held on Wednesday 7<sup>th</sup> October from 10.00am to 1.00pm at Peninsular House, Portsmouth.

Please contact Theresa Winship if you wish to book a place on this.  
[theresa.winship@portsmouth.anglican.org](mailto:theresa.winship@portsmouth.anglican.org) Tel: 023 9289 9665