

**THE BENEFICE OF THE PIDDLER VALLEY  
WITH HILTON, CHESELBOURNE AND  
MELCOMBE HORSEY**

**POLICIES AND PROCEDURES FOR THE  
PROTECTION OF CHILDREN AND YOUNG  
PEOPLE,  
AND OF VULNERABLE ADULTS.**



# **POLICIES AND PROCEDURES FOR THE PROTECTION OF CHILDREN AND YOUNG PEOPLE, AND OF VULNERABLE ADULTS.**

References:

- A. Promoting a Safe Church, Church House Publishing, 2006.
- B. Protecting all God's Children, The Child Protection Policy for the Church of England, 3rd Edition, Church House Publishing, 2004.
- C. Diocese of Salisbury Child Protection Guidelines, Salisbury Diocesan Board of Finance, October 2004.
- D. A Rough Guide to the Good Guide an extract from the Amaze Best Practice Manual.

## **Introduction**

We are all created in God's image and have a duty of care for all of God's creation, not just in the natural world but also in society in general. In their foreword to "Promoting a Safe Church", Reference A., the Archbishops of Canterbury and York wrote

"Quite properly we have put in a lot of effort over the past few years developing policies and procedures for the safeguarding of children and, while constant improvement is always necessary, we can be modestly proud of what has been achieved.

The time has now come to ensure that the Church can be as safe a place for adults as for children. That will only seem an odd comment if we forget that people are all vulnerable in one way or another and that an institution like the Church has special opportunities and challenges. Within the Church are 'all sorts and conditions' of human beings, diverse in age, gender, ethnicity and with different kinds of ability; there are professionals, amateurs and volunteers, there are ordained ministers and faithful members of congregations. The Church is a body whose members acknowledge their individual needs and which also recognises the human capacity for even the best to go wrong. Issues of power and dependence may not be greater in the Church than elsewhere, but we do have a unique responsibility and ability to address them.<sup>1</sup>"

The Benefice of The Piddle Valley with Hilton, Cheselbourne and Melcombe Horsey consists of the parishes of Alton Pancras, Piddlehinton, Piddletrenthide, Hilton, Cheselbourne and Melcombe Horsey. For convenience and to coordinate matters

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<sup>1</sup> Reference A. Foreword

across the benefice the churchwardens of each parish meet together, with the clergy and licensed lay ministers of the benefice, three times a year as the Benefice Council.

In this benefice of six small parishes this policy document has been produced under the auspices of the Benefice Council to lighten the load on individual parishes. Whilst these are two different subjects there are many similarities between the procedures needed to safeguard and protect both groups but there are also significant differences. This document is therefore written in three major sections. The first deals with the protection of Children and Young People, the second with the protection of Vulnerable Adults and the third with the common items such as recruitment and good practice.

### **Adoption and Review of the Policy and Procedures.**

In law the PCC is the legally responsible body in respect of church activities that are carried out under its auspices, control or on its premises. The PCC also has a duty of care towards its children and young people, and those vulnerable members of society whom it serves or who use its facilities. This means that the PCC must follow the procedures set out in the diocesan booklet<sup>2</sup> and also agree to do its best to follow the recommendations for good practice.

Each PCC is invited to formally adopt this policy document or to produce a document for its own activities. The ultimate legal responsibility for protection of Children and Young People and Vulnerable Adult always rests with each PCC.

This document will be reviewed annually by the Benefice Council to monitor progress that has been achieved and to change procedures as circumstances and the law changes. Individual PCCs are requested to provide feedback into this review process.

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<sup>2</sup> Reference C.

## **Section 1 - Child Protection**

### ***Introduction***

The principles on which this policy rests are stated in Child Protection Policy of the Church of England as:

“The Church of England, in all aspects of its life, is committed to and will champion the protection of children and young people both in society as a whole and in its own community. It fully accepts, endorses and will implement the principle enshrined in the Children Act 1989 that the welfare of the child is paramount. The Church of England will foster and encourage best practice within its community by setting standards for working with children and young people and by supporting parents in the care of their children. It will work with statutory bodies, voluntary agencies and other faith communities to promote the safety and well-being of children and young people. It is committed to acting promptly whenever a concern is raised about a child or young person or about the behavior of an adult, and will work with the appropriate statutory bodies when an investigation into child abuse is necessary”.<sup>3</sup>

### ***Purpose***

The purpose of this Child Protection Policy and Implementation Procedures is to protect from harm children and young people engaged in church sponsored activities and to protect adults from unfounded accusations.

### ***The Policy***

Each PCC within the Benefice of The Piddle Valley with Hilton, Cheselbourne and Melcombe Horsey appreciates the need for procedures to ensure that all children and young people taking part in events and activities sponsored by the PCC. It also appreciates the need to protect all employees and volunteers working on behalf of the PCC from unfounded allegations of abuse. The PCC is also alive to its duty of care to all persons taking part in activities sponsored by it.

The PCCs of the parishes in the benefice:

1. Adopt the Child Protection Policy of the Church of England and accepts all the responsibilities laid down in Section 3.4 of that policy.
2. Adopt the Diocese of Salisbury Child Protection Guidelines and accepts all the procedures laid down in that document.

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<sup>3</sup> Reference A. Page 4.

## **Child Protection Recruitment and Posts**

### ***Recruitment***

The method of recruitment of volunteers and paid staff to be employed in activities in which children may be involved is the same for both Children and Young People and Vulnerable Adults and is therefore covered in Section 3.

### ***Local Child Protection Administrator (LCPA)***

The Benefice Council shall appoint a Local Child Protection Administrator for the benefice. The duties of the LCPA are defined in Annex A to this policy.

### ***Children's Advocate***

The Benefice council shall appoint at least two persons to be Children's Advocates to whom children and young people will be encouraged to talk.

In the event that a child or young person feels unable to talk to the Children's Advocate for their parish or group of parishes they will be encouraged to talk to the Children's Advocate for another parish or group of parishes within the benefice.

The duties of the Children's Advocate are defined in Annex B to this policy.

### ***Children's Activity Leaders***

Whilst it is appreciated that the Children's Activities are often run as a cooperative by the parents of the children who attend this is not always the case. It is also always possible that visiting children may take part in the activities and such children deserve as much protection as any other.

The responsibilities of the leaders of the children's activities vary with the activity and it is therefore inappropriate in this document to try and define all the variations. The general principle to be employed is that if an individual is to lead an activity more than three times in any period of twelve months, a CRB Disclosure shall be required.

There are currently two organised Children's Activity groups in the benefice

1. St Martin's Explorers see Annex D
2. All Saints Hilton Children's Corner see Annex E

### ***Current Appointments***

A list of current Child Protection Appointments in the Benefice is attached at Annex F.

## **General Principles for Children's Activities**

Activities should where possible:

1. Be supervised by a minimum of two adults.
2. Activities should take place in a public place.
3. If it is not possible for the activity to take place in a public place then there must be free access and egress from the room or place where the activity is taking place and ideally the location should be overlooked.
4. The adult supervising the activity is to record the names of all adults and children attending the activity giving their time of arrival and departure. This register is to be retained in perpetuity.
5. Parent or guardians shall be required to provide written authorisation for a child or young person to attend any activity of a hazardous nature or which removes the child or young person from the parents or guardians proximity. This authorisation shall contain details of any medical condition, which may require immediate action by the activity supervisor. Written authorisation should be provided if a child is to arrive at or depart early from an activity or is to be collected by someone other than the parent or guardian.

### ***Health and Safety***

To comply with the duty of care incumbent on all PCC's a First Aid Kit and Accident Report Book shall be located in each location controlled by the PCC. This includes locations under the temporary control of the PCC.

The First Aid Kit shall be of the Health and Safety Executive Standard for 20 persons.

The Accident report Book shall be of a standard to comply with the Data Protection Act 1998.

### ***Information***

A copy of this policy shall be available in each parish church.

The following information shall be posted on the notice board in each church:

1. The Child Line telephone number (0800 1111)
2. The name and contact details of the LCPA.
3. The name and contact details of the relevant Children's Advocate.

## **Section 2 -The Protection of Vulnerable Adults**

### ***Introduction***

References:

- E. Promoting a Safe Church, Church House Publishing 2006.

All people at some stage in their life become vulnerable through the vagaries of human life. The following features may lead to a person becoming vulnerable:

1. A sensory or physical disability or impairment.
2. A learning disability
3. A physical illness
4. Mental ill health (including dementia), chronic or acute.
5. An addiction to alcohol or other drugs
6. The failing faculties in old age
7. A permanent or temporary reduction in physical, mental or emotional capacity brought about by life event, for example bereavement or previous abuse or trauma.

The PCCs recognise that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.

As members of this benefice we commit ourselves to respectful pastoral care for all adults to whom we minister.

We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.

We commit ourselves to promoting safe practice by those in positions of trust.

The parishes within the benefice commit themselves to promoting the inclusion and empowerment of people who may be vulnerable.

It is the responsibility of each member of this benefice to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect.

We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.

The parishes in the benefice are committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be vulnerable.

The parishes in the benefice adopt the guidelines of the Church of England and the Diocese.

Each person who works with vulnerable people will agree to abide by these recommendations and the guidelines established by the churches in this benefice.

## **SECTION 3 – COMMON PROCEDURES**

### **Recruitment**

Before an individual is offered a position to work with children, young people or vulnerable adults in any capacity it is important that they are formally invited to apply for the position. The procedure is described in detail in Salisbury Diocese Child Protection Guidelines<sup>4</sup> will be used for all appointments where the appointee will be working with children, young people or vulnerable adults.

The benefice shall follow the recruitment procedures defined for parishes in the Salisbury Diocese Child Protection Guidelines<sup>5</sup> subject to the following amendments.

1. Where a CRB check is required, the CRB Disclosure Application must be verified by a verifier accredited by the Diocese of Salisbury.
2. The interview panel for any voluntary or paid post in the benefice shall consist of at least three persons, who not all should be of the same gender. The panel shall contain at least one person currently authorised by the diocese or parish to work with children or young persons.
3. In the case of Churchwardens, the application to stand for election shall be deemed an application, the proposer and seconder shall be deemed to be the references and the election shall be deemed to be the selection with the electors as the selection panel.

### **Monitoring of Procedures by Parishes**

Each PCC within the benefice will place Child Protection and the care of Vulnerable Adults on the agenda for its first meeting after the AGM with a view to ratifying this procedure and discussing any difficulties which may have arisen during the year and any changes proposed to this document.

The Churchwardens of the parishes are asked to report on the state of child protection and the care of vulnerable adults at the first Benefice Council after 30<sup>th</sup> April each year.

Each PCC acknowledges its duty under the law to report to the Independent Safeguarding Authority any individual who is suspended or removed from activities involving children or vulnerable adults due to inappropriate conduct or suspicion thereof.

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<sup>4</sup> Reference C pages 6 and 7.

<sup>5</sup> Reference C pages 6 and 7.

## **Record Keeping**

All paid employees and voluntary workers shall keep a log of the activities with young children, young people and vulnerable adults that they have taken part in. This log will as a minimum record:

1. the day and time of the activity,
2. a reference to the attendance log or a record of the vulnerable person involved
3. a very brief description of the activity.

In the case of financial transaction all transactions should either be independently verified or supported by receipts. Any gifts over the value of £25 should be recorded and acknowledged by letter.

Advice concerning administrative matter pertinent to the planning of activities involving children, young people and vulnerable adults is contained in “A Rough guide to the Good Guide”<sup>6</sup> The PCCs agree to abide by this advice.

## **Response to an Incident**

In the event of an incident becoming apparent let the person reporting the incident tell their own story:

1. Don't ask questions or make any comments.
2. Don't make promises you may not be able to keep. E.g. you won't tell anyone else; you will make it stop.
3. Accept what you hear without making any judgement.
4. Make careful notes as soon as possible, preferably within an hour. Include dates and times of incident/recording and keep notes safely.
5. Listen and pass on to the church child protection or vulnerable adult local administrator – do not question or investigate.
6. Contact the person responsible for child protection/vulnerable adult concerns as appropriate or if not available the Diocesan Safeguarding Advisor (Children: Rachel Bussey tel 01980 596683 or for emergencies 07500 664800; Adults: Norma Fergusson tel 01380 850811 or for emergencies 07799 545036).

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<sup>6</sup> Reference D

## **ANNEX A**

### **Local Child Protection Administrator**

The LCPA will be responsible for the following:

1. Implementing the Diocesan Policy and making any extra recommendations required for the particular circumstances of the benefice, and having those agreed by the Benefice Council and the PCC's.
2. Keeping the Benefice Council and PCC's informed of any changes needed to the benefice policy in light of changes elsewhere and as advised by the Diocesan Child Protection Adviser. This will entail having child protection issues on the Benefice Council agenda as a regular item.
3. Receiving with the incumbent any concerns about children or adults in the parish and making sure that the proper advice is sought and that a proper referral is made.
4. Administering the process for new appointments, sending out confidential declaration forms and reference letters and making sure that any further vetting checks are made if appropriate.
5. Being the link person between the Diocesan Child Protection Adviser and the benefice.
6. Providing or arranging provisional training in child protection matters for all workers.
7. Supporting the children's and young people's workers through periodic meetings.
8. Working closely with the incumbent and is a co-opted member of the Benefice Council.

The LCPA shall make a report to the Benefice Council at its first meeting after 30 April each year and as necessary at other times.

In view of the need for the LCPA to be closely involved in any concerns about child protection and referrals this appointment is a regulated position.

## **ANNEX B**

### **Children's Advocate**

The Children's Advocates will be responsible in their area for:

1. Providing an independent person to which children may talk confidentially about any matters, which are of concern to them.
2. Working with the LCPA on any issues concerning children or adults in their area.
3. Receiving any concerns about children or adults in the parish which directly concern the incumbent or LCPA, and making sure that the Diocesan Child Protection Adviser is immediately informed, that proper advice is sought and that a proper referral is made.

In view of the need for the Children's Advocates to be closely involved in any concerns about child protection and referrals this appointment is a regulated position.

## **ANNEX C**

### **BARNABAS Volunteer**

The BARNABAS volunteer is responsible for:

Welcoming new arrivals to the area and inviting them to social activities within the community.

Undertaking agreed tasks to assist the lonely, disabled and people who are temporarily finding it difficult to cope with life and daily administration. Typical tasks include, baby sitting, child minding, shopping, listening, gardening.

The tasks that a BARNABAS volunteer may be asked to perform are generally short term. However, the person or persons being assisted must be considered to be vulnerable at the time they ask for assistance. For these reasons this post is a regulated position.

This activity is currently suspended.

## **ANNEX D**

### **St Martin's Explorers Volunteer**

The St Martin's Explorers is an after school club run for the benefit of parents and children under the age of 16 years. It is run under the auspices of St Martin's Cheselbourne PCC and meets monthly. The meetings are run by volunteers most of whom are parents of the children attending.

The St Martin's Explorers volunteers are Children's Activity Leaders responsible for:

- Planning and running monthly meetings of the St Martin's Explorer's.
- Escorting children on outings.

The volunteers take it in turns to run the meetings and will typically run four meetings in the year. For these reasons this post is a regulated position.

## **ANNEX E**

### **All Saints' Hilton Children's Corner Volunteer**

The All Saints' Hilton Children's Corner is an activity for children under the age of 10 years. It is run under the auspices of All Saints' Hilton PCC and meets monthly. The meetings are run by volunteers, Children's Activity Leaders, most of whom are parents of the children attending. The meetings normally take place in the vestry of All Saints' Church but there is an annual sleep out on Rogation Sunday.

The All Saints' Hilton Children's Corner volunteers are responsible for:

- Planning and running monthly meetings of the All Saints' Hilton Children's Corner.
- Escorting children on outings and the annual sleep out.

The volunteers take it in turns to run the meetings and will typically run four meetings in the year. For these reasons this post is a regulated position.

This activity is currently suspended.

## **ANNEX F**

### **Current Child Protection Appointments**

#### ***Local Child Protection Administrator***

Mrs Rachel Bywater

#### ***CRB Check Validators***

The Rev'd H J P Exon

Mrs Rachel Bywater

#### ***Children's Advocates***

Alton Pancras

Vacant

Hilton, Melcombe Horsey and Cheselbourne

Mrs Christine Dodd.

Piddlehinton

Mrs Sara Milne

Piddletrenthide with Plush

Vacant

### **Current Vulnerable Adults Contact**

The Rev'd Tony Monds